



Excellence in Higher Education

AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Recognized by UGC and Affiliated to Anna University)

Accredited by NAAC | Accredited by NBA : UG programmes of CSE, ECE & CIVIL

Kinathukadavu, Coimbatore-642109. www.acetcbe.edu.in

AN AUTONOMOUS INSTITUTION



EXAMINATION MANUAL



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AN AUTONOMOUS INSTITUTION

Vision

Emerge as a premier institute producing globally competent engineers.

Mission

- IM1:** Achieve Academic diligence through effective and innovative teaching-learning processes, using ICT Tools.
- IM2:** Make students employable through rigorous career guidance and training programs.
- IM3:** Strengthen Industry Institute Interaction through MOUs and Collaborations.
- IM4:** Promote Research & Development by inculcating creative thinking through innovative projects incubation.

Quality Policy

Akshaya is committed to provide quality education and inculcate ethical values in students and faculty to achieve Global standards in Academics and Research through self-evaluation and continuous improvement.

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PREAMBLE

Akshaya College of Engineering and Technology, is one of the reputed Self Financing Engineering Colleges in Tamil Nadu. The college was established at Coimbatore in the year 2009 by Akshaya Charitable Trust. The college is awarded an autonomous status w.e.f 2024-2025 as UGC Letter No. F.2-10/2023(AC-Policy), dated 19/01/2024 for 5 years. The college is affiliated to Anna University, Chennai. Being an autonomous college, it is essential to constitute various functional bodies to develop suitable process for curriculum design, conduct of examination and valuation and to frame the rules/regulations for the institute to implement autonomy in the examination system effectively.

The college has constituted Academic Council (AC), Board of Studies (BoS) and Academic Advisory Committee (AAC) with the approval of the College Governing Council (GC). These authorities are conferred with certain powers and duties as per UGC guidelines. The Institute has framed the regulations for UG programmes and the Academic Council has approved the same. The important responsibilities of the office of Controller of Examinations are: frame syllabi, question paper collections, selection and appointment of examiners, conduct of examinations, valuations, result passing and issue of grade sheets. The Choice Based Credit System (CBCS) is followed to give freedom and flexibility to the students. The CBCS helps the students to take courses of their own choice, learn at their own pace, undergo additional courses, acquire more than the required credits, and adopt an interdisciplinary approach in learning.

OBJECTIVE AND SCOPE

The conduct of examinations and declaration of results is one of the important activities of an autonomous Institution. The office of the controller of the examination is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and transparency to get the confidence of the students.

This Ordinance / Manual defines the roles, responsibilities of the people involved, protocol and procedures to be followed and various steps that are to be taken at all levels associated with the conduct of the examinations. All the Forms / Proforma for use in the examination process / system and documentation are drawn out in standardized formats. Measures to curb unfair and malpractices are listed along with the penalty and punishments as per the norms and procedures given by Anna University.

PRELIMINARY DEFINITIONS AND ABBREVIATIONS

- 2.1. “Autonomous College” – A College notified as an Autonomous college by the University, as per the Anna University Autonomous College Statute.
- 2.2. “Academic Autonomy” – It is the Autonomy granted by the University Grants Commission (UGC) and Anna University, Chennai to Akshaya College of Engineering and Technology, Coimbatore in all aspects of conducting its Undergraduates programmes for promoting excellence.
- 2.3. “Academic Year” – A year commencing normally from June/July and ending with May/June of the following year.
- 2.4. “Academic Calendar and Schedule” – The exact date of all the important events, such as commencement of classes, Government / Institution holidays, conduct of Internal / External both Theory / Practical / Project work examinations, last working day, vacation etc., during the Academic Session shall be specified in the Academic Calendar of the Institute. The date for Course Registration, Completion of Syllabus, and Submission of documents for various audits, Internal / External both Theory / Practical examinations, Mark entry, Last working day etc., shall be specified during the semester.
- 2.4. “Head of the Institution” – The Principal of the College
- 2.5. “Commission” – University Grants Commission (UGC)
- 2.6. “Council” – All India Council for Technical Education (AICTE)
- 2.7. “University” – Anna University, Chennai
- 2.8. “Statute” – Anna University Autonomous College Statute
- 2.9. “College” – Akshaya College of Engineering and Technology, Coimbatore
- 2.10. “Programme” – Undergraduate or Postgraduate or Ph.D. Degree of study pursued by the students. A Programme consists of several courses that need to be studied by the candidate over the specified duration of the Programme
- 2.11. “Branch of Study” – Specialization in a programme like B.E. Degree Programme in Civil Engineering, B.Tech. Degree Programme in Computer Science and Business Systems
- 2.12. “Choice Based Credit System (CBCS)” – The Choice Based Credit System offers the students to take courses of their choice, learn at their own pace, undergo additional courses to acquire more than the required credits, and adopt an interdisciplinary approach in learning.
- 2.13. “Course” – A subject either theory or practical or theory cum practical identified by its course title and code, and is normally studied in a semester, for example, ‘Basics of Electrical Engineering’.

2.14. “Answer-booklet” – A stitched booklet with fixed number of pages issued by the CoE office to the students during examination.

2.15. “Answer script” – The Answer-booklet in which the examinee has attempted/ written his/her answers in response to the questions found in the question paper on the examination day.

2.16. “Dummy Number” – A barcode sticker affixed on each Answer script after the examination in order to hide the identity of the examinee and have a fair and unbiased valuation.

2.17. “Late Fee” – After due date, a grace time will be given for the students to pay the fees as late fee with fine.

2.18. “Arrear Candidate” is a Student required to take the same examination by reason of his / her failure or absence or caught in malpractice in the examination conducted earlier

2.19. “Attempt” – After paying examination fee for a subject, if he/she is absent or appeared for that subject, then it is treated as an attempt in that examination

2.20. “Statutory Body” – The various statutory bodies constituted by an Autonomous Institution as per the guidelines of UGC.

- Board of Studies
- Academic Council
- Examination Committee
- Finance Committee
- Governing Council

2.21. “Chief Superintendent” – A senior faculty member who is appointed by the Controller of Examinations (CoE) to supervise the overall conduct of Theory Examinations

2.22. “Hall Superintendent” – Faculty members from various Departments who are appointed by the Controller of Examinations (CoE) for invigilation work.

2.23. “Panel of Examiners” – A pool of examiners considered for examination drawn from other institutions (external) and locally (internal).

2.24. “Scrutiny” – Validating the question papers prepared by Question paper setters for conformity with the Syllabus, Pattern, Bloom’s Taxonomy, quality and academic regulations in force. Any errata/ aberrations/formats/choice/ pattern deviation etc. are subjected to necessary corrections before printing.

2.25. “Scrutinizer” – Faculty members (Internal/External expert) appointed by the CoE to scrutinize the question papers received from the question paper setters to look into any mistakes

or aberrations and provide remedy and validate it before it is taken up for printing the question papers.

2.26. “Valuators” – Faculty members from various Universities/Colleges/Departments appointed and approved by the Controller of Examinations for valuation of theory/practical papers for UG.

2.27. “Tabulators” – Faculty members appointed by the CoE to scrutinize the valued answer scripts and check whether the evaluators have evaluated all the questions and awarded marks, verify the total of all sections and final total during the central/revaluation period.

2.28. “Malpractice” – Indulging in any one of the following activities during the conduct of Internal/External Examinations.

- A candidate is permitted to use geometric tools, non-programmable calculators, tables and data books during the theory and the practical examinations. No other material/gadget (including cell phone, smart watch) should be brought inside the examination hall.
- A candidate should neither possess/refer any forbidden material in any form nor should seek/obtain assistance in any form from any person/source towards answering the questions during the examinations.
- The candidate should not reveal his/her identity in any form in the answer scripts.
- The candidate should not indulge in canvassing either directly or indirectly to get more than deserving marks in the examinations.
- The candidate should maintain discipline and decorum in the examination hall.

2.29. “Examination Review and Malpractices Enquiry Committee”– The committee constituted by the CoE under the guidance of the Principal for the purpose of conducting necessary enquiry on matters of the examinations related to misconduct/ malpractice and student’s grievances.

2.30. ‘Photocopy of answer script’– A reprographic reproduction copies of the original answer script, given to the student after paying the fees if he/she is not satisfied with the grade/marks allotted by the valuator

2.31. “Revaluation” - Revaluation of the valued answer script again with a different examiner based on submission of appropriate application by a candidate with due fees after the announcement of the results and obtaining a photocopy of the answer script, when sufficient grounds exist for such a request.

2.32. Abbreviations and Nomenclature

AC - Academic Council

ACoE - Assistant Controller of Examinations
AUR - Anna University Representative
BoS - Board of Studies
BS - Basic Science
CA - Continuous Assessment
CFAC - Centre For Academic Courses
CFLA - Centre For Liberal Arts
CGPA - Cumulative Grade Point Average
CIA - Continuous Internal Assessment
CIAT - Continuous Internal Assessment Test
CoE - Controller of Examinations
CMS - Campus Management Software
CS - Chief Superintendent
DCC - Department Consultative Committee
DCoE - Deputy Controller of Examinations
DEO - Data Entry Operator
DoTE - Directorate of Technical Education
EC - Examination Committee
EEC - Employability Enhancement Courses
EC - Examination Cell
ERP - Enterprise Resource Planning
ES - Engineering Science
ESC - Eligibility Scrutinizing Committee
ESE - End Semester Examinations
GATE - Graduate Aptitude Test in Engineering
GC - Governing Council
GPA - Grade Point Average
HoD - Head of the Department
HSM - Humanities and Social Science (including Management)
IE - Internal Examination
IQAC - Internal Quality Assurance Cell
ISO - International Organization for Standardization
LAC - Liberal Arts Courses
MNC - Mandatory Non-credit Courses

MOOC - Massive Open Online Courses
MoU - Memorandum of Understanding
NAVA - Numerical Aptitude & Verbal Ability
OCC - Online Course Committee
OCoE - Office of Controller of Examinations
OE - Open Elective
PC - Professional Core
PE - Professional Elective
QP - Question Paper
RA - Re-Appearence
RPB - Result Passing Board
SA - Shortage of Attendance
SS – Supporting Staff
W- Withdrawal

PROGRAMS OFFERED

Undergraduate Courses

- ❖ B.E. Civil Engineering
- ❖ B.E. Computer Science and Engineering
- ❖ B.E. Electronics and Communication Engineering
- ❖ B.E. Electrical and Electronics Engineering
- ❖ B.E. Mechanical Engineering
- ❖ B.E. Mechatronics Engineering
- ❖ B.Tech. Artificial Intelligence and Data Science
- ❖ B.Tech Computer Science and Business Systems

Research

- ❖ Ph.D. Electronics and Communication Engineering
- ❖ Ph.D. Mechatronics Engineering

DURATION OF THE PROGRAMME

Maximum Period for Completion

- ❖ The total duration permitted for a student to complete the Programme, calculated from the date of commencement of the semester in which the student was first admitted, shall not exceed the maximum period prescribed for the Programme (refer Table 1). This

maximum duration shall apply irrespective of any break of study or any period of prevention from appearing for examinations imposed by the institution.

Structure of the Academic Semester

- ❖ Each academic semester shall comprise a minimum of 75 working days or 525 instructional periods, each of 50 minutes duration, or an equivalent academic engagement as approved by the institution. The Head of the Department shall be responsible for ensuring that all courses are delivered strictly in accordance with the approved curriculum and prescribed syllabi, and that the required instructional hours are fully met by the faculty members.

Special and Remedial Instruction

- ❖ Special Theory and/or Practical sessions, including Remedial Classes, may be organized for students who require additional academic support beyond the prescribed instructional periods. Such sessions shall be conducted within the stipulated duration of the semester and/or Programme, based on the recommendation and approval of the Head of the Department, without affecting the overall academic calendar.

Table 1 Programme Duration

S.No	Programme	Minimum duration in Years / Semester	Maximum duration in Years /Semester
1	B.E. / B.Tech. Regular	4 / 8	7 / 14
2	B.E. / B.Tech. Lateral Entry	3 / 6	6 / 12
3	Ph.D	As per Anna University Regulations	

INSTITUTIONAL FRAMEWORK & GOVERNANCE

1. Controller of Examinations

1.1 Objectives

The Office of the Controller of Examinations is the ultimate custodian of institutional assessment integrity.

Objectives are:

- ❖ **Integrity & Confidentiality:** To ensure the seamless and secure conduct of examinations through a rigorous "Chain of Custody" from paper generation to certification.
- ❖ **Regulatory Excellence:** To strictly adhere to academic regulations and statutes, ensuring fair and transparent evaluation for every candidate.
- ❖ **Reliability:** To leverage efficient data management for the timely declaration of results, providing students with a credible validation of their academic performance.

1.2 Pillars

- ❖ **Operational Excellence:** Orchestrating examination schedules in strict alignment with the Academic Calendar to ensure a seamless student lifecycle with zero delays.
- ❖ **Confidentiality & Security:** Safeguarding sensitive materials through secure printing protocols and identity-masking systems like "Dummy Numbering".
- ❖ **Academic Compliance:** Validating every assessment process against the standards set by Anna University, UGC, AICTE, and institutional statutes.
- ❖ **Student-Centric Services:** Delivering a robust framework for grievance Redressal and the high-accuracy issuance of transcripts and degrees.

1.3 Controller of Examinations Office Organizational Structure

Figure 1 presents the CoE Organizational Structure. The Principal provides overall leadership, while the Controller of Examinations (CoE) oversees exam schedules, valuation, and results. Supporting the CoE, Deputy Controller-1 manages pre-exam readiness such as timetables, hall tickets, and examiner panels, and Deputy Controller-2 handles exam conduct, invigilation, malpractice, and secure script transfer. The Assistant Controllers take care of logistics and invigilation (ACoE-1), question paper setting and scrutiny (ACoE-2), and valuation, revaluation, and records (ACoE-3). The Office Assistant provides clerical and logistical support, including documentation, printing, and secure record maintenance.

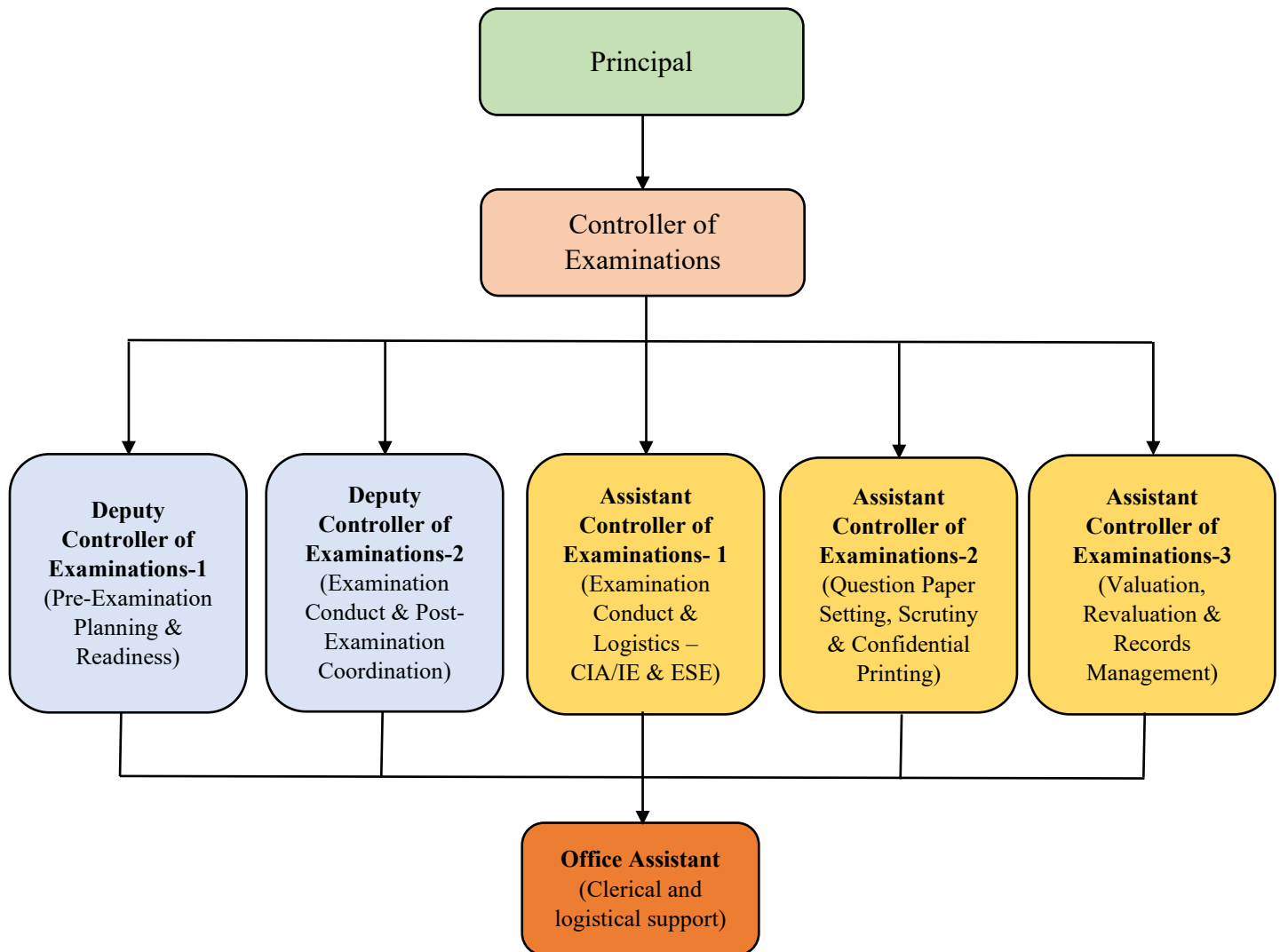


Figure 1. CoE Organizational Structure

1.4 Examination Governance Structure

1.4.1 Functions of the Controller of Examinations Office (CoE Office)

a. Pre-Examination Planning & Logistics

The Pre-examination focus on preparation and scheduling required before a student ever sits for a test.

- ❖ **Scheduling:** Aligning examination dates with the academic calendar and publishing detailed time tables.
- ❖ **Documentation:** Issuing exam fee notifications and scrutinizing candidate application forms.
- ❖ **Question Paper Management:** Preparing subject-wise printing statements (including a 10% surplus buffer) and ensuring paper packets are correctly coded with course and session details.

- ❖ **Staffing:** Appointing Chief Superintendents, Question Paper Setters, Question paper Scrutiny evaluator and Internal/External Examiners.
- ❖ **Students Course Registration:** Students must register for their regular courses and arrear courses at beginning of each semester through the institution's ERP/CMS portal, ensuring alignment with the approved curriculum and academic calendar.
- ❖ **Hall Tickets:** Generating and distributing hall tickets to students via faculty coordinators.

b. Conduct of Examinations

The CoE is responsible for the integrity and execution of the "live" exam environment.

- ❖ **Supervision:** Issuing instructions for the conduct of exams and coordinating with the Principal for local oversight.
- ❖ **Security & Integrity:** Constituting committees to investigate and handle cases of **misconduct or malpractices** detected at any stage.
- ❖ **Logistics:** Managing the distribution of stationery and ensuring the collection of answer scripts post-examination.

c. Evaluation & Result Processing

Once the exams conclude, the focus shifts to data processing and quality control.

- ❖ **Valuation:** Arranging for the systematic valuation of answer papers and managing re-evaluation/photocopy requests.
- ❖ **Results:** Results are processed through ERP after valuation, verified at multiple levels, and approved by the Result Passing Board (RPB). Final results are declared and withheld cases are managed separately. Normalization may be applied when required to ensure fairness.
- ❖ **Records:** Maintaining the preservation of valued answer scripts for at least five years.
- ❖ **Rank Lists:** Compiling rank lists and transmitting them to the relevant academic authorities.

d. Certification & Student Services

This is the "output" phase where students receive their formal recognition.

- ❖ **Issuance:** Preparing and distributing Semester Grade Sheets, Consolidated Marks Sheets, and Rank Certificates.
- ❖ **Duplicates:** Managing requests for duplicate marks sheets or certificates.
- ❖ **Database Management:** Maintaining a comprehensive database of candidate statistics (gender-wise, regular, repeater, pass percentages, etc.).

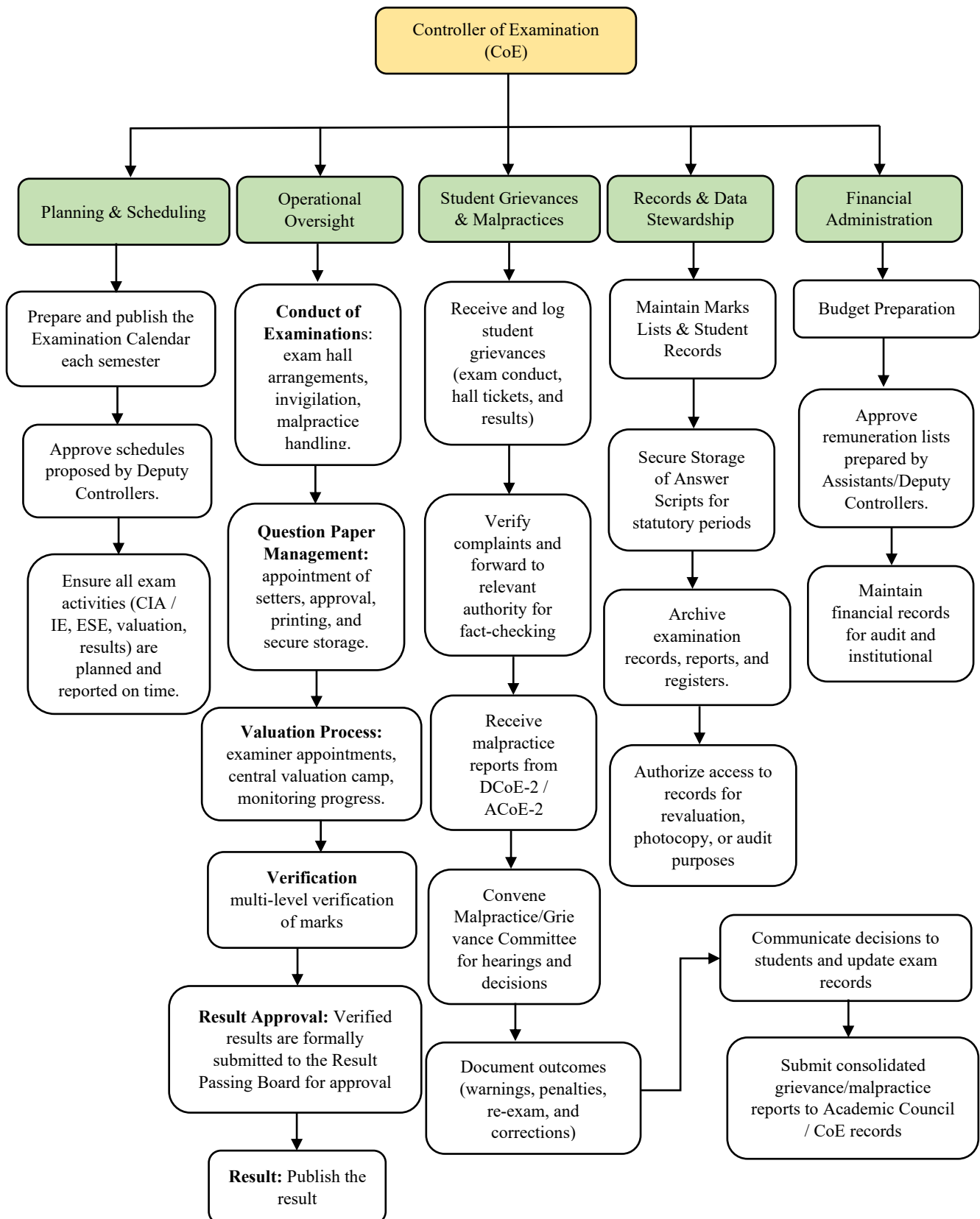


Figure 2. Responsibilities of CoE

e. Financial & Administrative Oversight

The Office also functions as an administrative hub for the "business" of testing.

- ❖ **Remuneration:** Processing TA/DA bills and conveyance allowances for examiners and staff.
- ❖ **Financial Scrutiny:** Passing bills for printing, stationery, and managing examination fee refunds.
- ❖ **Inventory:** Maintaining stock registers and all official correspondence related to the examination wing.

1.4.2 Duty List – Controller of Examinations (CoE)

a. Planning & Scheduling

- Prepare and publish the exam calendar each semester.
- Ensure all exam activities are planned and reported on time.

b. Operational Oversight

- Handle question paper preparation, valuation, and result accuracy.
- Manage exam halls and secure exam materials.

c. Student Grievances & Malpractices

- **Grievance Handling:** Receive and log student complaints; verify and forward valid cases for review.
- **Malpractice Oversight:** Collect reports from invigilators/examiners; confirm incidents; escalate to committee if required.
- **Resolution & Reporting:** Document decisions, update exam records, and communicate outcomes to students.

d. Records & Data Stewardship

- Keep marks lists and student records safe.
- Store answer scripts securely for the required period.

e. Financial Administration

- Arrange payments for examiners, paper setters, and staff and Control exam-related expenses.

The Controller of Examinations (CoE) is the custodian of examination integrity, overseeing all core functions from planning and scheduling to financial administration. Responsibilities include preparing academic calendars and timetables, managing exam paper setting and conduct, addressing student grievances and malpractice cases, safeguarding records and data, and ensuring proper budgeting and resource allocation. Figure 2 illustrates the functional domains under the CoE.

1.4.3 Duty List – Deputy Controller (DCoE)

a. Planning & Coordination Support

This role acts as the bridge between the CoE's strategy and the actual execution.

- ❖ **Calendar Assistance:** Collaborating with the CoE to draft the examination schedules and the annual examination calendar.
- ❖ **Communication Hub:** Managing all layers of correspondence, from planning notices to the final distribution of printed mark lists.
- ❖ **Talent Scouting:** Assisting the CoE in identifying and contacting qualified question paper setters and external examiners.

b. Operational Readiness

Ensuring that all physical and digital "tools" for the exam are available before they are needed.

- ❖ **Form Management:** Ensuring all critical documents such as registration forms, preview forms, and hall tickets are printed and ready for distribution on time.
- ❖ **Workflow Implementation:** Handling the practical organization of the examination system to ensure smooth transitions between paper setting, invigilation, and valuation.

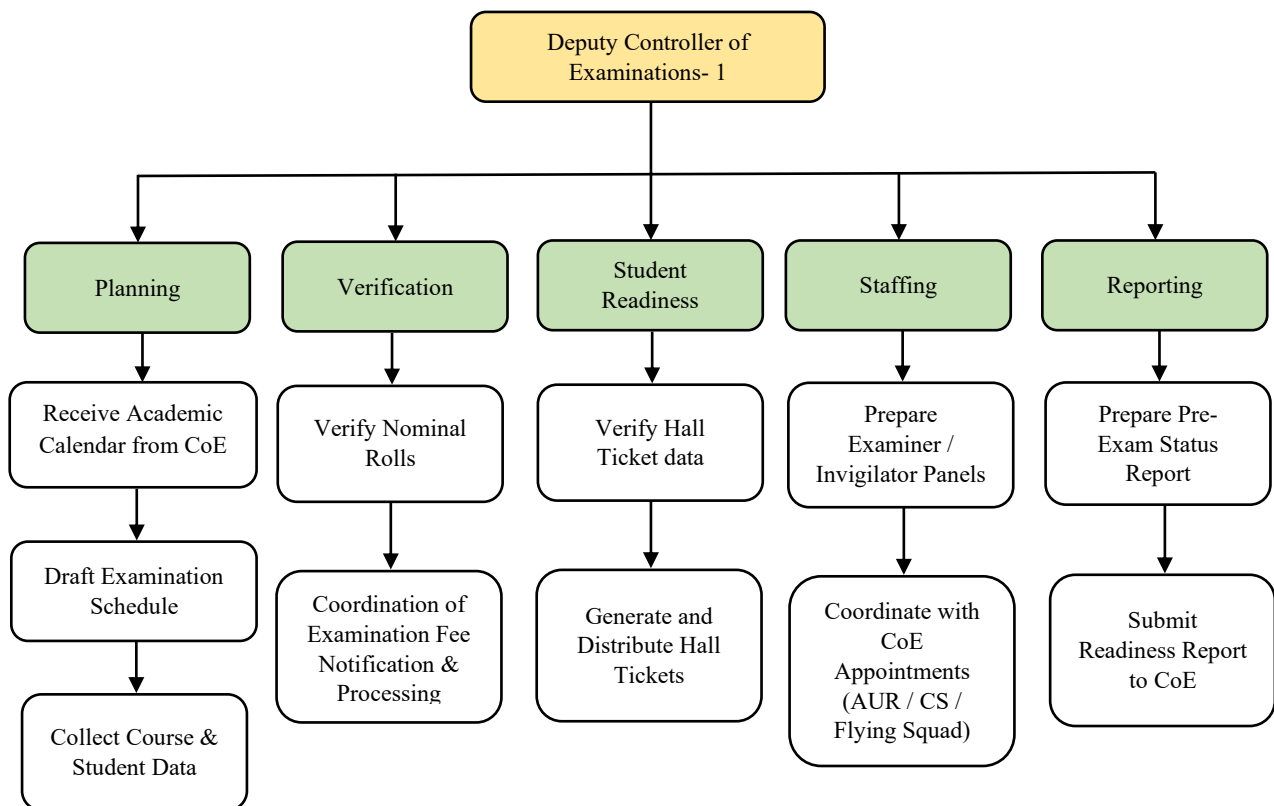


Figure 3. Core Functions of DCoE-1

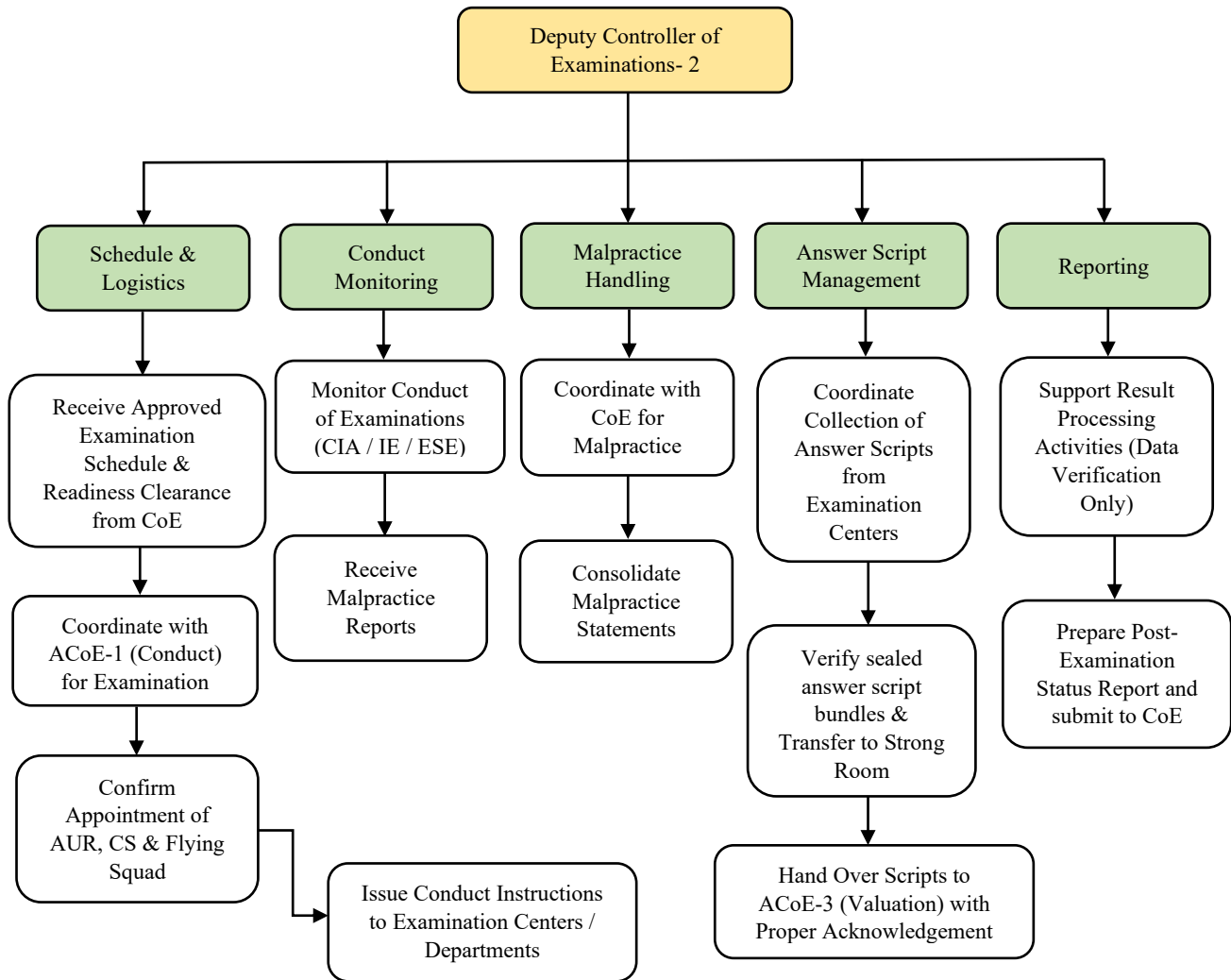


Figure 4. Core Functions of DCoE –2

c. Financial & Evaluative Preparation

Proactive management of the "back end" tasks that keep the system running.

- ❖ **Advance Financial Planning:** Preparing lists for remuneration and exam-related expenses in advance to prevent payment delays.
- ❖ **Evaluation Support:** Executing all tasks necessary for the valuation and tabulation process, ensuring marks are entered correctly and verified.

The Deputy Controller of Examinations – 1 is responsible for all pre-examination readiness activities. This includes planning timetables, verifying nominal rolls, ensuring student registration and hall ticket preparation, coordinating examiner panels, and submitting readiness reports. Figure 3 illustrates the duties of DCoE-1. The Deputy Controller of Examinations – 2 oversees the conduct and post-examination processes. Responsibilities include managing schedules and logistics, monitoring exam sessions, handling malpractice cases, ensuring secure

custody of answer scripts, and preparing post-exam status reports to support result processing. Figure 4 illustrates the duties of DCoE-2.

1.4.4 Duty List – Assistant Controller (ACoE)

a. Confidentiality and Security Management

The ACoE is the custodian of the "blind" evaluation process, ensuring that students and evaluators remain anonymous to each other.

- ❖ **Dummy Numbering:** Orchestrating the insertion of dummy numbers on answer scripts to replace student roll numbers before valuation begins.
- ❖ **Question Paper Security:** Ensuring that all question papers are physically or digitally ready and secured well before the scheduled start time.
- ❖ **Mark List Integrity:** Managing the secure environment for tabulation and the final printing of mark lists to prevent unauthorized access or tampering.

b. Evaluator and Paper Setter Liaison

The ACoE acts as the primary bridge between the college and the academic experts involved in testing.

- ❖ **Appointment Management:** Dispatching official appointment orders, standardized templates (for question paper setting), and necessary instructional documents to examiners.
- ❖ **Proactive Follow-up:** Monitoring the progress of question paper setters to ensure submissions meet strict deadlines.
- ❖ **Valuation Conduction:** Making all arrangements for the Central Valuation Centre, including seating, stationery, and logistical support for examiners.

c. Material Logistics and Student Services

The ACoE-1 ensures that all physical materials needed for an exam are produced and distributed seamlessly.

- ❖ **Production:** Responsibility for the design, printing, and inventory management of **Answer Booklets** for both theory and practical exams.
- ❖ **Access Control:** Coordinating the distribution of Hall Tickets to students via their respective Class Coordinators to ensure only eligible candidates enter the halls.
- ❖ **Logistics:** Managing the "last-mile" delivery of examination stationery and the subsequent collection and storage of valued scripts.

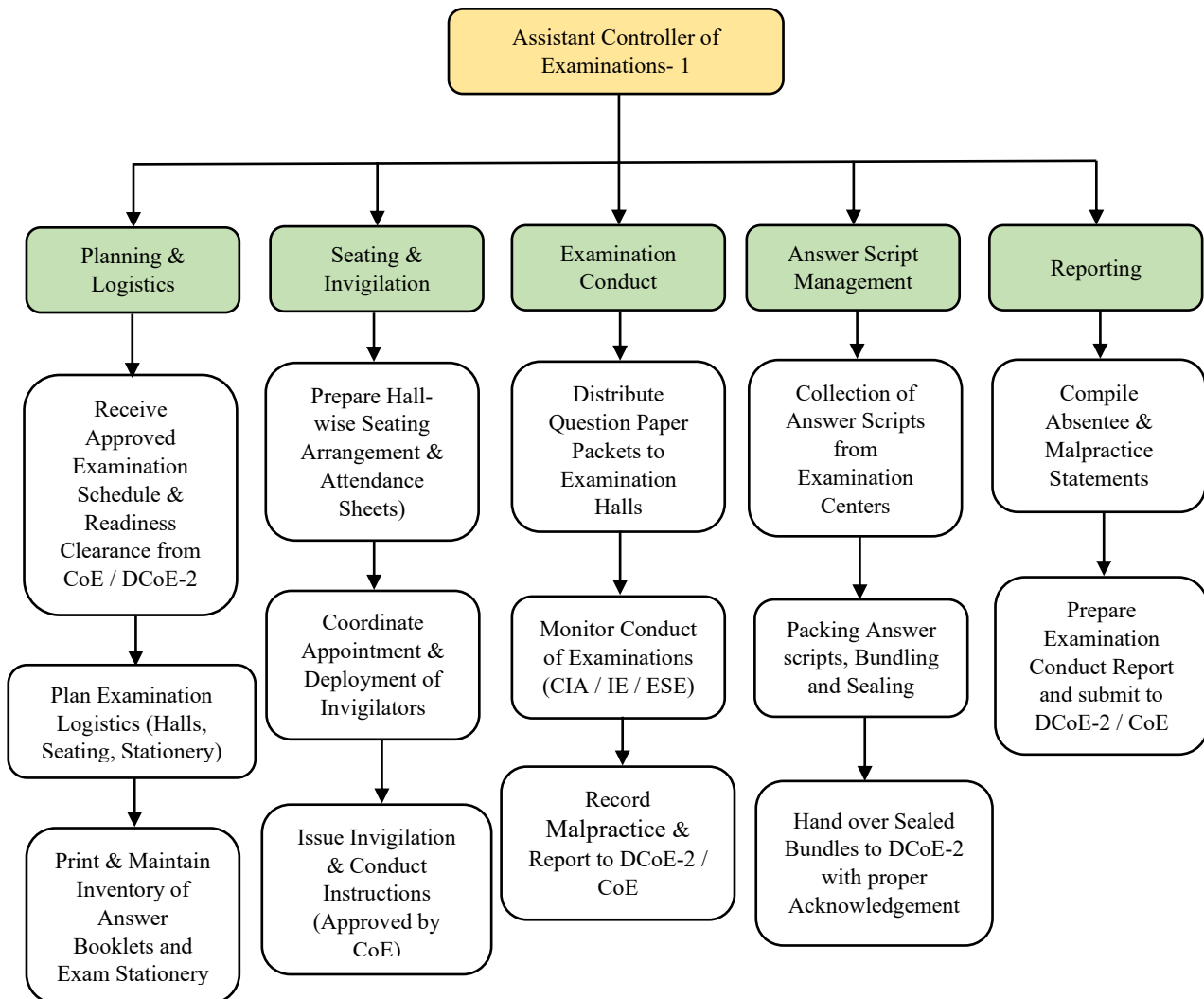


Figure 5. Core Functions of ACoE-1

The Assistant Controller of Examinations – 1 manages examination conduct and logistics. Responsibilities include planning and arranging logistics, seating and invigilation, overseeing exam sessions, handling answer script collection and custody, and preparing reports to support smooth operations. Figure 5 illustrates the duties of ACoE-1.

The Assistant Controller of Examinations – 2 is responsible for managing question paper processes. Duties include planning and coordination, overseeing paper setting, securing approvals and confidential printing, ensuring safe handling, and supervising distribution with proper records. Figure 6 illustrates the duties of ACoE-2.

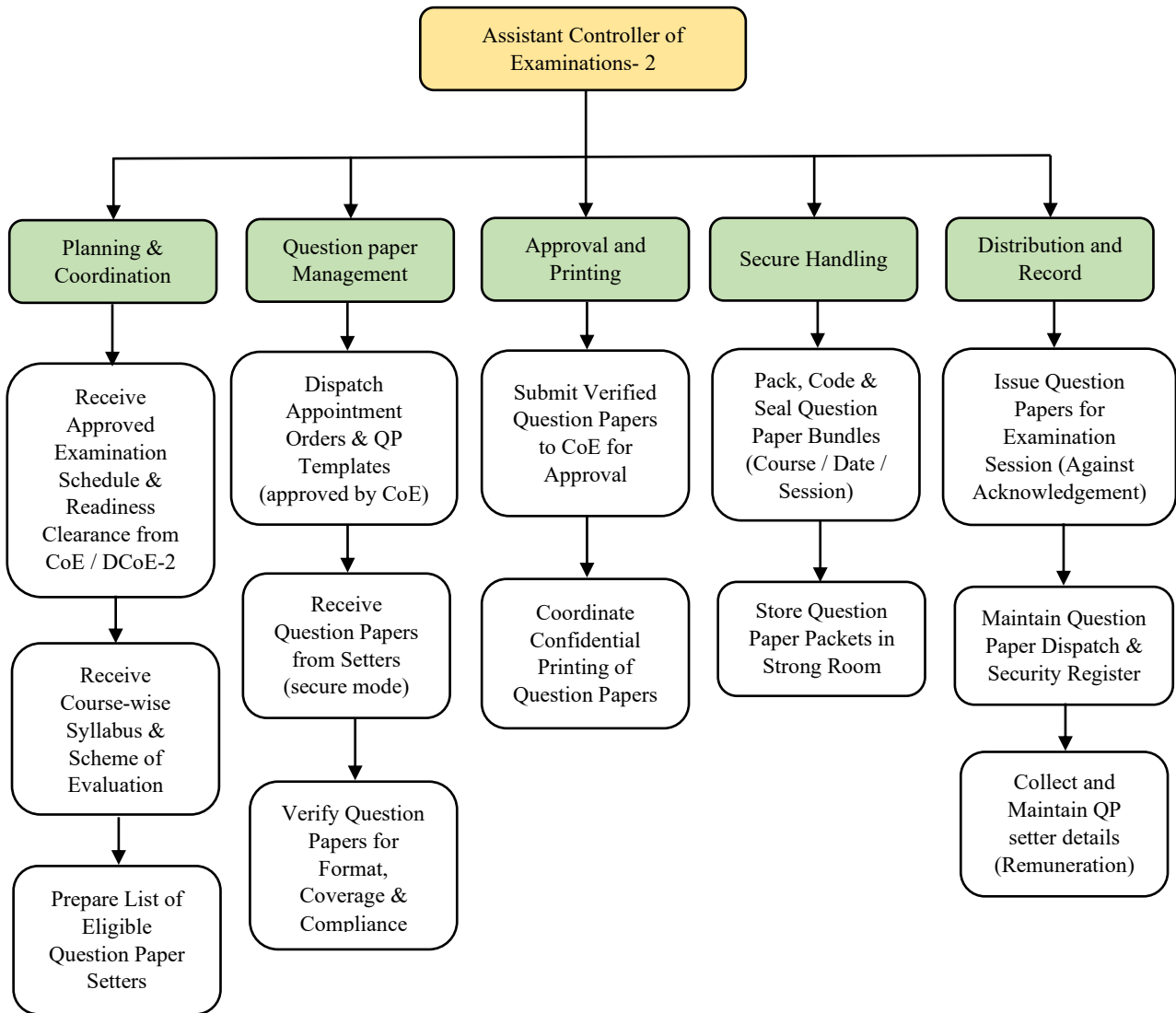


Figure 6. Core Functions of ACoE-2

The Assistant Controller of Examinations – 3 is responsible for managing valuation and related processes. Duties include receiving and verifying answer scripts, preparing for valuation, coordinating the conduct of valuation, handling post-valuation processing, and supporting reporting for result declaration. Figure 7 illustrates the duties of ACoE-3.

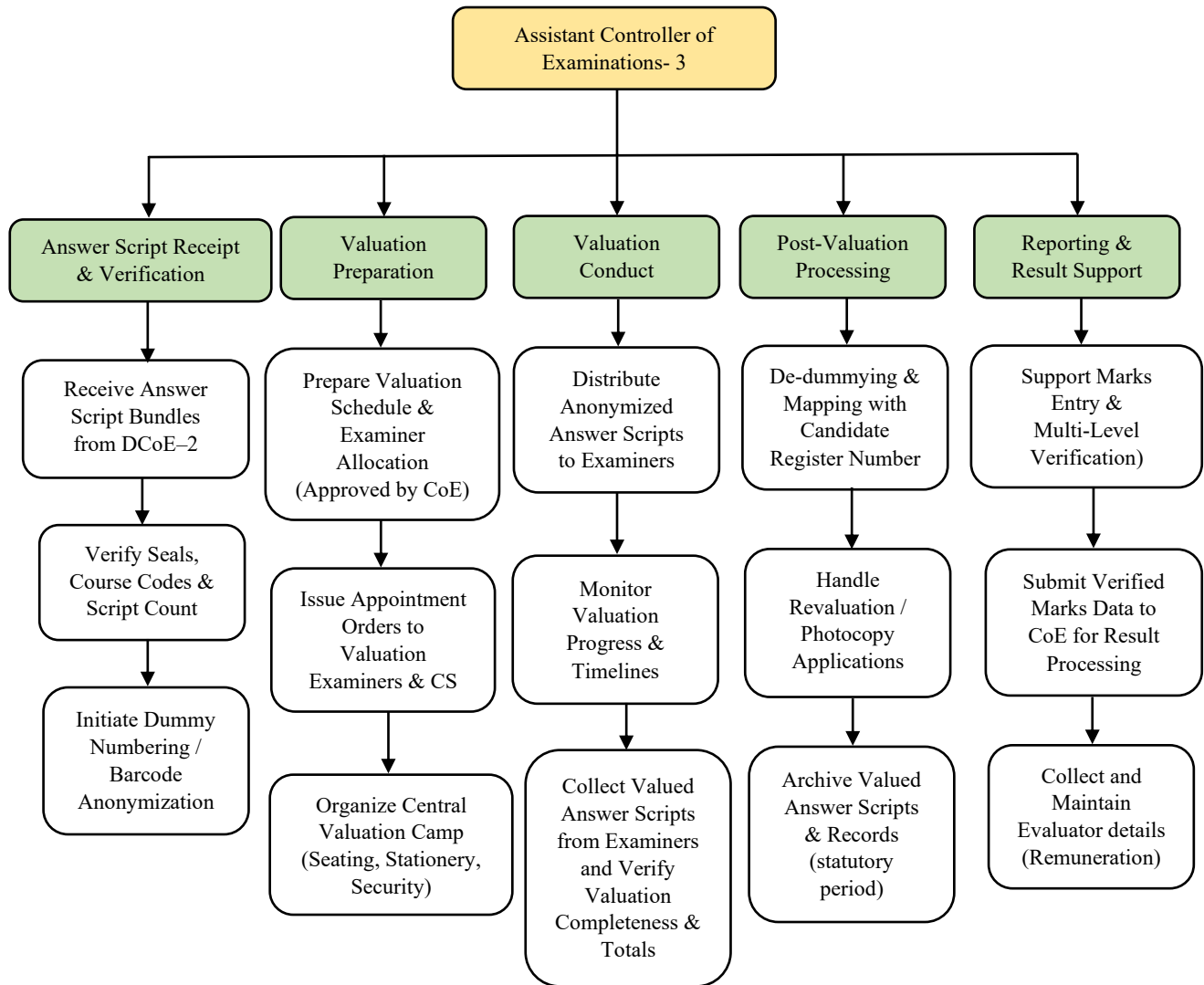


Figure 7. Core Functions of ACoE-3

1.4.5 Duty List – Examination Office Assistants

a. Documentation & Secretarial Support

The Assistant is responsible for the physical and digital "paperwork" that drives the examination process.

- ❖ **Board Meetings:** Arranging logistics for Board meetings.
- ❖ **Typing Pool Management:** Overseeing all exam related typing work, maintaining a register of completed tasks, and ensuring drafts are proofread and corrected before submission.

b. Candidate & Data Management

This involves verifying the student data and registration flows.

- ❖ **Registration:** Processing examination applications and ensuring all data is entered correctly.
- ❖ **Hall Tickets:** Printing and dispatching hall tickets to the relevant department faculty coordinator.
- ❖ **Marks & Tabulation:** Carrying out the actual entry of marks into the system and assisting in the tabulation of final results.

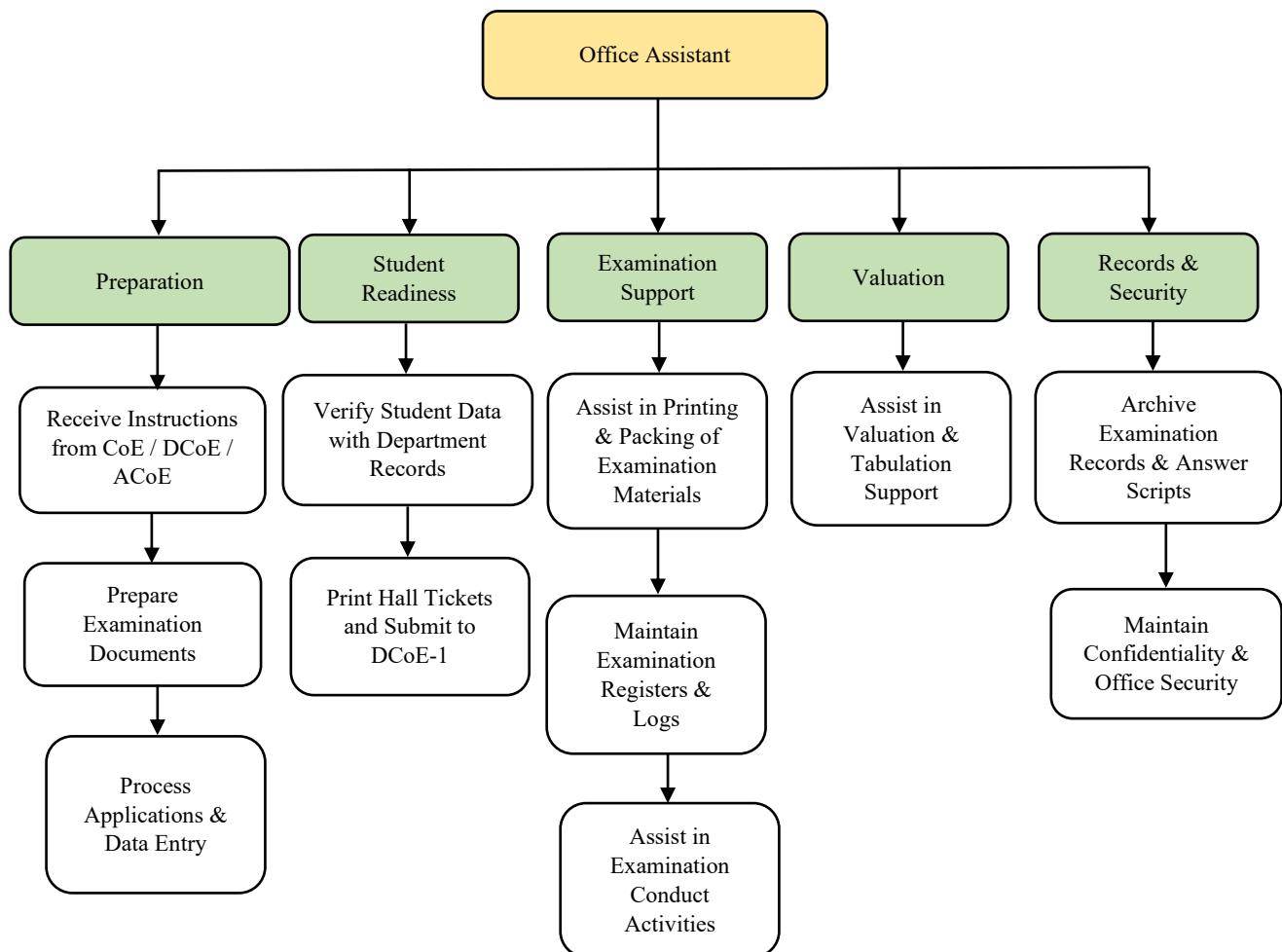


Figure 8. Core Functions Office Assistant

c. Technical & Production Assistance

The Assistant provides "hands-on" support for the high-security production of exam materials.

- ❖ **Printing:** Assisting in the printing of answer booklets and the highly confidential printing of question papers.
- ❖ **Logistics:** Helping senior officers with the transit of files, official communications, and examination stationery.

d. Security, Confidentiality & Maintenance

- ❖ **Confidentiality:** Maintaining the absolute secrecy of all exam-related records and registers.
- ❖ **Access Control:** Ensuring that unauthorized persons do not enter the examination section under any circumstances.
- ❖ **Environment:** Keeping the examination office, computer workstations, and the typing pool clean and organized to ensure high productivity.
- ❖ **General Compliance:** Executing any other duties assigned by the CoE or ACoE from "time to time" (to tidy/complete urgent tasks).

The Office Assistant provides clerical and logistical support across all stages of the examination process. Responsibilities include preparing timetables, seating plans, and stationery; assisting with student readiness through hall tickets and ID checks; supporting exam conduct with attendance and malpractice handling; coordinating valuation bundling and dispatch; and maintaining secure records with proper storage and monitoring. Figure 8 illustrates the duties of the Office Assistant.

1.5 Standard Operational Rules

To maintain the highest levels of security, efficiency, and legal compliance, the Office of the Controller of Examinations adheres to the following mandatory operational protocols:

1.5.1 The 10% Excess Rule (Printing Security)

- ❖ **Protocol:** For every examination, the total number of question papers printed must include a mandatory 10% buffer above the actual strength of registered candidates.
- ❖ **Purpose:** This rule ensures that the Chief Superintendent has immediate replacements available for damaged papers, misprints, or unexpected increases in student attendance, preventing any delay in the start of the examination.
- ❖ **Accountability:** The Assistant Controller of Examinations (ACoE) is responsible for verifying the count before the papers are sealed.

1.5.2 Labelling and Packaging Standards

Protocol: All question paper and answer script packets must be sealed with high-security tamper-evident tape and must feature a standardized external label.

- ❖ **Required Data:** Every label must explicitly display:
 - Degree and Branch
 - Course Code and Course Title
 - Semester and Session (FN/AN)
 - Date of Examination
 - Total Quantity of Materials Inside.

- ❖ **Purpose:** To eliminate errors during the distribution of materials in the examination halls and to streamline the "Chain of Custody" during transit.

1.5.3 Answer Script Preservation Policy

- ❖ **Protocol:** All evaluated answer scripts and relevant mark sheets must be securely archived in a moisture-free, pest-controlled environment for a minimum period of five (5) years from the date of result publication.
- ❖ **Purpose:** This ensures compliance with UGC/University norms and provides a verifiable record in case of legal disputes, RTI (Right to Information) requests, or institutional audits.
- ❖ **Disposal:** After the preservation period, scripts must be disposed of through a certified confidential shredding process.

1.5.4 Mandatory Confidentiality and Non-Disclosure

- ❖ **Protocol:** Every staff member (teaching and non-teaching) associated with the COE office must sign a Confidentiality Agreement.
- ❖ **Purpose:** To protect the absolute secrecy of question paper generation, dummy numbering keys, and unannounced results.
- ❖ **Enforcement:** Any breach of confidentiality including unauthorized access to the computer workstations or the typing pool is treated as major professional misconduct and is subject to immediate disciplinary action.

1.6 Examination Committees

The examination system operates through several statutory and non-statutory committees to ensure checks and balances, academic standards, and fair treatment of all candidates.

1.6.1 Board of Examiners (BoE)

The Board of Examiners is the primary academic body responsible for maintaining the quality and standard of assessments.

- ❖ **Composition:** Consists of the Chairpersons of the Boards of Studies, Internal Subject Experts, and External Experts from reputed institutions.
- ❖ **Core Responsibilities:**
 - **QP Scrutiny:** To meticulously audit question papers to ensure they align with the approved syllabus and include appropriate difficulty levels based on Bloom's Taxonomy.
 - **Standardization:** To approve the schemes of valuation and model answers provided by paper setters to ensure uniform grading.

- **Panel Approval:** To recommend a panel of qualified external paper setters and examiners to the CoE.

1.6.2 Standing Committee on Academic Affairs

This committee serves as the high-level regulatory body that oversees the legal and structural aspects of the examination cell.

❖ Core Responsibilities:

- **Regulation Ratification:** To review and approve any changes to the examination regulations, credit systems, or assessment weightages.
- **Result Approval:** To formally ratify the semester results presented by the COE before they are officially published.
- **Policy Formulation:** To deliberate on long-term academic policies that impact student evaluation and certification.

1.6.3 Malpractice Committee

An independent and impartial body constituted to investigate suspected cases of academic dishonesty detected during examinations.

❖ Core Responsibilities:

- **Inquiry:** To conduct formal hearings where the accused student is given a fair opportunity to present their case.
- **Evidence Review:** To examine reports from invigilators and the flying squad, along with any confiscated incriminating materials.
- **Recommendations:** To recommend appropriate disciplinary actions or penalties based on the institutional "Malpractice Penalty Table".

1.6.4 Grievance Redressal Committee (Examinations)

This committee is dedicated to protecting student rights by providing a formal channel for appeals regarding evaluation.

❖ Core Responsibilities:

- **Appeal Management:** To oversee the process of re-totaling, revaluation, and the provision of script photocopies to students.
- **Conflict Resolution:** To resolve valid complaints regarding discrepancies in results or errors in certificates.
- **Transparency Audit:** To ensure that every student grievance is addressed within the stipulated timeline with complete transparency.

1.7 Responsibility Matrix

Table 2 Responsibility matrix

Examination Activity	CoE	DCoE-I	DCoE-II	ACoE-I	ACoE-II	ACoE-III	Office Assistants
Academic Calendar Alignment	A	R	–	–	–	–	S
Examination Schedule	A	R	–	–	–	–	S
Nominal Roll Preparation	A	R	–	–	–	–	S
Hall Ticket Generation	A	R	–	–	–	–	S
Examiner / Invigilator Panel	A	R	S	–	–	–	–
Examination Conduct	A	–	R	R	–	–	S
Question Paper Setting	A	–	–	–	R	–	S
Confidential Printing	A	–	–	–	R	–	S
Answer Script Collection	A	–	R	R	–	–	S
Dummy Numbering	A	–	–	–	–	R	S
Valuation Process	A	–	–	–	–	R	S
Revaluation / Photocopy	A	–	–	–	–	R	S
Result Processing	A	–	S	–	–	R	S
Result Declaration	A	–	–	–	–	–	–
Certification & Records	A	–	–	–	–	R	S

A – Approval Authority, **R** – Responsible, **S** – Support

Table 3 Equipment / Facilities in The CoE Office

S. No.	Items
1.	Photocopier Machines Color
2.	Printer with Scanner HP Laser Jet
3.	Surveillance
4.	Bar Code Reader
5.	Photocopier Machines Black & White
6.	Paper Shredder
7.	Computer Systems

ACADEMIC REGULATIONS & ASSESSMENT FRAMEWORK

2. Academic Regulation

This module defines the academic regulations, assessment structure, and examination framework of the Institution. The implementation, monitoring, and enforcement of these regulations shall be carried out by the Controller of Examinations and supporting officers as defined in Module–1 of this Examination Cell Manual.

2.1 Choice Based Credit System (CBCS)

All Undergraduate (B.E. / B.Tech.) and Postgraduate programs offered by the institution follow the Choice Based Credit System (CBCS).

- ❖ **Flexibility:** CBCS allows students to choose electives from a wide range of courses (Professional and Open Electives) and learn at their own pace.
- ❖ **Credit Definition:** One Credit (C) is assigned to one period of Lecture (L) or Tutorial (T) per week, or two period of Practical (P) work per week.
- ❖ **Minimum Credit Requirement:** A student must earn the total number of credits specified in the curriculum of the respective program to be eligible for the award of the degree.
- ❖ **Interdisciplinary approach:** Explore courses outside core discipline.

2.2 Course Registration

- ❖ **Mandatory Registration:** Every student shall register for all the courses prescribed in the curriculum of a particular semester.
- ❖ **Arrear Registration:** If a student fails in a course, they must register for that course as an "Arrear" in the subsequent semester when the course is offered.
- ❖ The course registration data shall be verified by the respective departments and consolidated by the Controller of Examinations for examination eligibility.
- ❖ Late registration, if permitted, shall be governed by institutional norms approved by the Academic Council.

2.3 Academic Progression (Promotion)

- ❖ **Normal Progression:** Students are generally promoted to the next semester if they meet the minimum attendance requirements.
- ❖ **Detention:** A student who does not satisfy the attendance requirement in any semester shall be detained and must repeat that semester in the next academic year.
- ❖ Detention and re-admission decisions shall be implemented by the institution based on records verified by the Controller of Examinations.
- ❖ **Program duration:** The duration of the program is outlined in Table 1.

2.4 Assessment Framework

The academic performance of a student is evaluated through a dual-component system consisting of Continuous Internal Assessment (CIA) / Internal Examination (IE) and the End Semester Examination (ESE). This procedure ensures a comprehensive evaluation of the student throughout the semester and at the end of the term. The conduct and monitoring of CIA / IE and ESE shall be coordinated by the Controller of Examinations through the Deputy and Assistant Controllers.

2.4.1 Continuous Internal Assessment (CIA) / Internal Examination (IE)

- ❖ The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme. During each semester, two Internal are held at a minimum interval of one month in between.
- ❖ The first CIA programme commences after the 30-40th contact day. The duration of both the Test and of Model Examination is 2 hours.
- ❖ To ensure that this programme is conducted systematically and efficiently by all the Departments, its conduct has been centralized and vested with a full-time Controller of Examinations.
- ❖ The Examination Office well-staffed is responsible for framing and announcing the time table for CIA programmes for all the UG & PG Programmes, obtaining the relevant question papers (conforming to the prescribed model) for printing and distribution of the answer scripts for valuation by course teachers.
- ❖ Question papers for Examination are set by course teachers according to the prescribed model.
- ❖ The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the Autonomous Examinations in the prescribed form provided by the CoE.

The ESE serves as the final assessment of the student's grasp of the course.

- ❖ **Theory Courses:** Conducted as written examinations covering the entire syllabus as per the approved curriculum.
- ❖ **Practical Courses:** Conducted as a final laboratory exam, often involving an external examiner to ensure transparency and objectivity.

2.4.2 Regulatory Compliance

- ❖ **Academic Regulations:** All assessments are governed by the norms prescribed in the Academic Regulations specific to the program (B.E., B.Tech.).

- ❖ **Autonomy Rules:** The structure of these examinations is strictly in accordance with the Autonomy Rules and Regulations approved by the Academic Council.
- ❖ **Program Specifics:** Evaluation weightage between CIA / IE and ESE may vary depending on the specific program and the nature of the course.
- ❖ Any deviation in assessment pattern shall require prior approval of the Academic Council.

2.5 SGPA and CGPA Calculation

2.5.1 Semester Grade Point Average (SGPA)

The Semester Grade Point Average (SGPA) is a measure of the academic performance of a student in a particular semester. It represents the weighted average of the grade points obtained in all the courses registered by the student during that semester, with the weights being the respective course credits.

$$SGPA = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}$$

Where,

- C_i = Credit value of the i -th course in the semester
- G_i = Grade Point obtained in the i -th course
- n = Total number of courses registered in that semester

2.5.2 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is a measure of the overall academic performance of a student across all semesters completed in the Programme. It is calculated as the weighted average of the Semester Grade Point Averages (SGPAs), taking into account the total credits registered in each semester.

$$CGPA = \frac{\sum_{i=1}^N C_i \times G_i}{\sum_{i=1}^N C_i}$$

Where,

- C_i = Credit value of the i -th course in the semester
- G_i = Grade Point obtained in the i -th course
- N = Total number of courses completed

Only courses in which the student has obtained a pass grade shall be considered for the calculation of SGPA and CGPA. Courses with Re-Appearance (RA) or Fail grades shall be

included only after the course is successfully cleared. The computation of grades, SGPA, and CGPA shall be carried out by the Controller of Examinations and verified prior to declaration of results.

2.6 Classification of Degree

A student who qualifies for the award of the Degree shall be classified as follows:

- ❖ **First Class with Distinction:** CGPA of 8.50 and above [passed all courses in the first attempt within the minimum period (8 semesters for regular students, 6 semesters for lateral entry students)].
- ❖ **First Class:** CGPA of 6.50 and above (passed all courses within the minimum period + 1 year of grace).
- ❖ **Second Class:** All other students who qualify for the degree.

PRE EXAMINATION MANAGEMENT

3.1 Examination Planning and Scheduling

MICRO-PLANNING FOR EXAMINATION ACTIVITIES				
Activity 1: Preparation of Academic Calendar (Examinations)				
Main Activity	Micro-Activities (Step-by-Step Tasks)	Responsibility	Timeline	Output
Preparation of Academic Calendar	Collect academic dates from University	CoE Office	Day 1	Draft dates
	Collect working days, holidays, CIA/IE schedules	Department Coordinators	Day 1–2	Input data
	Align odd/even semester schedules	CoE + Principal	Day 3	Academic alignment
	Prepare academic calendar draft	CoE	Day 4	Draft calendar
	Review with Principal / HoDs	Principal + HoDs	Day 5	Reviewed calendar
	Final approval and circulation	CoE Office	Day 6	Final academic calendar issued
Activity 2: Purchase of Examination Stationery				
Purchase of Stationery	List required stationery (answer booklets, threads, A4 sheets, etc.)	CoE Staff	Day 1	Stationery requirement list
	Verify existing stock in CoE store	CoE Store In-charge	Day 1	Stock verification
	Prepare purchase request	CoE Office	Day 2	Purchase indent
	Get financial approval	Principal / Management	Day 3	Approved indent
	Issue purchase order	Purchase Dept	Day 4	Purchase order
	Receive and check quality of items	CoE Office	Day 5–6	Verified materials
	Record in stock register	CoE Office	Day 7	Updated records
Activity 3: Course Registration Monitoring				
Course Registration Monitoring	Collect Course & Elective List for each Programme	CoE + HoD + Department Coordinators	Day 1	Approved Course List
	Open course registration portal	IT/Admin	Day 1	Portal active
	Inform students & departments	CoE	Day 1	Circular issued
	Monitor registration status	CoE + Dept Coordinators	Day 1–7	Updated list
	Follow-up for pending registrations	Dept HODs	Day 3–7	Completed registrations
	Freeze registration and backup data	CoE	Day 7	Final course registration report
Activity 4: CIA / IE Examination				

1. Preparation of Internal Exam Schedule	<ul style="list-style-type: none"> • Collect available working days from academic calendar • Obtain department-wise preferred dates • Avoid clashes with events/holidays • Draft schedule for all years • Get approval from Principal 	COE + Department Coordinators	10 days before exam	Approved Internal Exam Schedule
2. Question Paper Collection	<ul style="list-style-type: none"> • Share question paper format • Scrutinize the Question Papers • Notify last date for submission • Ensure CO–PO mapping included • Receive question papers securely • Verify correctness & coverage of syllabus 	COE + HoDs + Faculty	7 days before exam	Verified Question Papers
3. Exam Hall Allocation	<ul style="list-style-type: none"> • Collect student strength • Identify available halls • Prepare seating plan (mixed branches) • Check hall capacity & bench spacing • Share hall allotment to departments 	COE Office	5 days before exam	Final Hall Allocation Sheet
4. Invigilator Allocation	<ul style="list-style-type: none"> • List eligible staff • Exclude staff on OD/leave • Ensure equal duty distribution • Prepare duty chart • Release final invigilation circular 	COE	5 days before exam	Invigilator Duty Chart
5. Stationery & Material Preparation	<ul style="list-style-type: none"> • Prepare answer booklets • Print attendance sheets • Print seating plan copies • Pack materials per hall 	COE Office + Supporting Staff	3 days before exam	Ready Exam Stationery Kit
6. Exam Hall Readiness	<ul style="list-style-type: none"> • Clean exam halls • Verify fans, lights, benches • Place block boards • Place warning boards (No Mobile Zone) • Stick seating arrangement 	Estate Dept + COE Office	1 day before exam	Exam Hall Prepared

7. Conduct of Internal Exam	<ul style="list-style-type: none"> • Distribute materials to halls • Ensure invigilators report on time • Start exam on schedule • Handle malpractice issues • Collect scripts and attendance 	COE + Invigilators	During exam	Smooth Conduct of Exam
8. Collection & Handing Over of Answer Scripts	<ul style="list-style-type: none"> • Scripts collected from halls • Hall-wise bundling • Signature verification • Handover to respective departments 	COE Office	Same day after exam	Script Bundles Handed to Departments
9. Evaluation of Answer Scripts	<ul style="list-style-type: none"> • Faculty collect scripts • Evaluate within timeline • Ensure uniform marking • Submit marks and evaluated papers 	Faculty + HoD	Within 5 days	Evaluated Scripts
10. Entry of Internal Marks	<ul style="list-style-type: none"> • Login to ERP • Enter marks accurately • Cross-check entries • Freeze marks after HoD verification 	Faculty + HoD	Within 7 days	Verified Marks in ERP
11. Result Processing & Publication	<ul style="list-style-type: none"> • Compile marks • Process results • Identify absentees and malpractice cases • Publish results through ERP/notice 	COE	After evaluation	Published Internal Exam Results
12. Result Analysis	<ul style="list-style-type: none"> • Dept-wise pass percentage • CO/PO attainment • Identify slow learners • Prepare report for Principal 	HoD + COE	2 days after result	Result Analysis Report
13. Remedial Classes Planning	<ul style="list-style-type: none"> • Identify weak students • Prepare remedial timetable • Inform students • Conduct classes • Track improvement 	HoD + Faculty	1 week after results	Remedial Plan & Attendance
14. Record Maintenance	<ul style="list-style-type: none"> • File question papers • File attendance sheets • File mark sheets • Store scripts securely 	COE + Departments	Ongoing	Complete Exam Records
Activity 5: ESE - Question Paper Collection				
Collection of Question Papers	Send notification to faculty	CoE	Day 1	Notification
	Faculty prepare question papers (A/B set)	Faculty	Day 1–7	Draft question papers
	Secure submission through sealed covers / portal	Faculty	Day 6–8	Submitted papers
	Acknowledge receipt & maintain register	CoE Staff	Day 8	Submission log

	Store in confidential section	CoE	Day 8-9	Secured question papers
Activity 6: Scrutiny of Question Papers				
Scrutiny of Question Papers	Form scrutiny committee	CoE	Day 1	Committee list
	Scrutiny meeting scheduling	CoE	Day 1	Meeting plan
	Check syllabus coverage	Committee	Day 2	Compliance note
	Check difficulty level & typographical errors	Committee	Day 2	Corrected papers
	Approve and seal finalized papers	Committee Chair + CoE	Day 3	Approved question papers
	Store sealed copies in confidential room	CoE	Day 3	Secured papers
Activity 7: Finalization of Examination Timetable				
Examination Schedule Preparation	Collect inputs from departments (course codes, semester strength)	CoE Office	Day 1	Data collected
	Check overlap/conflict of courses	CoE + Dept Coordinators	Day 2	Conflict-free structure
	Prepare draft timetable	CoE	Day 3	Draft schedule
	Review with Principal / HoDs	CoE + Principal	Day 4	Revised schedule
	Finalize timetable	CoE	Day 5	Final timetable
	Circulate to all students & staff	CoE Office	Day 6	Timetable published
	Examination Fees Notification	CoE + Principal	Day 6	Circular
Activity 8: Finalizing Students' Detained List				
Finalizing Detained List	Collect attendance reports	Dept Coordinators	Day 1	Attendance sheets
	Verify attendance cutoff (as per the Regulation)	CoE Office	Day 2	Checked list
	Get HoD recommendations	HoDs	Day 2	Verified list
	Prepare detained list	CoE	Day 3	Detained list draft
	Approval from Principal	Principal	Day 4	Approved list
	Publish and inform students	CoE Office	Day 5	Final detained list
Activity 9: Preparation of Examination Materials				
Preparation of Exam Materials	Verify stock: answer booklets, threads, control sheets, hall tickets	CoE Store	Day 1	Updated stock
	Print attendance sheets, seating plans	CoE Office	Day 2	Printed materials
	Prepare hall tickets	CoE + IT	Day 3	Hall tickets ready
	Pack materials department-wise	CoE Staff	Day 4	Bundled materials
	Secure and store in exam cell	CoE	Day 5	Ready-to-distribute packets
Activity 10: Practical Examinations				
	Appoint external & internal examiners	CoE	Day 1	Appointment

Practical Examination Conduct	Prepare batch lists & schedules	Dept	Day 2	Batch schedule
	Prepare lab materials & attendance	Dept Staff	Day 3	Lab readiness
	Conduct examination	Examiners	Scheduled Days	Exam completed
	Submit marks to CoE	Examiners	Same day	Mark sheets
Activity 11: Appointment of Chief Superintendent, Squad & Invigilators				
Appointment Process	Prepare faculty eligibility list	CoE	Day 1	Eligible list
	Identify Chief Superintendent & Deputy	Principal	Day 2	Appointment
	Prepare invigilation duty schedule	CoE Office	Day 3	Duty list
	Notify selected faculty	CoE Office	Day 4	Appointment order
	Briefing/orientation meeting	CoE + Superintendent	Day 5	Instructions issued
Activity 12: Conduct of Theory Examinations				
Conduct of Exams	Prepare exam hall allocation	CoE	Daily	Seating plan
	Issue question papers to superintendent	CoE Confidential Section	Daily	Secured dispatch
	Attendance verification in halls	Invigilators	Daily	Attendance sheets
	Vigilance by squad	Exam Squad	Daily	Monitoring
	Collect answer scripts after exam	Invigilators	Daily	Script bundle
	Store scripts in strong room	CoE Office	Daily	Secured scripts
Activity 13: Valuation of Answer Scripts				
Answer Script Valuation	Identify valuers (internal/external)	CoE	Day 1	Valuator list
	Bundle scripts for valuation	CoE Staff	Day 2	Bundled scripts
	Conduct valuation camp	CoE + Valuers	Day 3-5	Valuated scripts
	Data entry of marks	Data Entry Staff	Day 4-6	Marks entered
	Verification of mark entry	CoE	Day 6-7	Error-free marks
Activity 14: Remuneration Processing				
Remuneration Processing	Collect duty reports from staff	CoE Office	Day 1	Duty logs
	Prepare remuneration sheets	CoE	Day 2	Remuneration statement
	Forward to accounts section	CoE	Day 3	Payment request
	Process payments	Accounts Dept	Day 4-5	Payment completed
	File and store records	CoE	Day 6	Remuneration file
Activity 15: Result Processing & Publication				
	Tabulate marks	CoE Staff	Day 1-2	Tabulated results

Result Processing	Generate consolidated sheets	CoE	Day 3	Mark sheets
	Conduct Result Passing Board meeting	Principal, HoDs, CoE	Day 4	Approved results
	Publish results	CoE	Day 5	Result declaration
Activity 16: Revaluation Process				
Revaluation	Publish revaluation schedule	CoE	Day 1	Notification
	Accept applications & fees	Office + Accounts	Day 1-5	Applications
	Assign valuers	CoE	Day 6	Valuator list
	Conduct revaluation	Valuers	Day 7-9	Revaluated scripts
	Update corrected marks	CoE Staff	Day 10	Updated entries
	Publish revaluation results	CoE	Day 11	Revised results
Activity 17: Publication of Revaluation Results				
Release of Revaluation Results	Verify revaluation mark updates	CoE	Day 1	Verified marks
	Prepare revaluation result sheets	CoE Staff	Day 1	Result sheets
	Approve with Principal	Principal	Day 1	Approved results
	Publish results online / notice board	CoE	Day 2	Revaluation results published
	Update student records	CoE	Day 2	Updated mark logs
Activity 18: Grade Sheet Printing and Issue				
Grade Sheet Preparation	Generate grade reports (Regular & Arrear)	CoE Software/IT	Week 1	Draft grade sheets
	Verify correctness and CGPA	CoE	Week 1	Verified sheets
	Print grade sheets	CoE Office	Week 2	Printed copies
	Principal signature & seal	Principal	Week 2	Authorized copies
	Issue grade sheets to students	CoE Office	Week 3	Grade sheets issued
Activity 19: Information to Anna University				
Reporting to University	Compile list of students eligible for Provisional/Degree Certificates	CoE	Day 1-3	Draft list
	Collect necessary documents (No dues, clearance)	Departments + Office	Day 3-5	Supporting documents
	Verify eligibility as per AU guidelines	CoE + Principal	Day 6	Approved list
	Submit list & documents to AU	CoE Office	Day 7	Submission done
	Record acknowledgement	CoE Office	Day 7	Confirmation record
Activity 20: Planning & Execution of CoE Academic Audit				
Academic Audit	Prepare audit checklist	CoE	Day 1	Checklist
	Nominate external audit panel	Principal	Day 2	Panel approved

	Schedule audit date	CoE	Day 3	Audit schedule
	Prepare all documents (results, reports, records)	CoE Staff	Day 4–5	Audit documents
	Conduct audit with external panel	CoE + Audit Team	Day 6	Completed audit
	Submit audit report to Principal	CoE	Day 7	Audit report filed
Activity 21: Monitoring & Review (IQAC/ISO)				
Monitoring & Review	IQAC schedules academic audit	IQAC	Start of each semester	Audit schedule
	Departments prepare supporting documents	HoDs	Week 1	Documentation ready
	Conduct IQAC review meetings	IQAC Team	Week 2	Recommendations
	ISO auditors review processes	ISO Team	As per cycle	ISO compliance report
	Submit improvement report to CoE	Departments	Week 3	Quality improvement report
Activity 22: Handling Malpractice Cases				
Malpractice Management	Report malpractice to CoE	Invigilator	Immediate	Incident report
	Collect evidence (answer scripts, materials)	Chief Superintendent	Immediate	Evidence
	Conduct malpractice committee meeting	CoE + Principal + Committee	1–2 Days	Decision
	Update results as per decision	CoE	Post-meeting	Updated records
	Notify student officially	CoE	Post-meeting	Official order
Activity 23: Storage and Archiving of Answer Scripts				
Script Archiving	Bundle answer scripts semester-wise	CoE Staff	Day 1	Bundled scripts
	Label batch & courses	CoE Office	Day 2	Labeled bundles
	Move to archive room	CoE	Day 3	Archived scripts
	Maintain archive register	CoE Staff	Day 3	Archive book updated
	Secure storage minimum 2 years	Management	Ongoing	Safeguarded scripts
Activity 24: Preparation of Consolidated Statement of Marks				
Consolidated Marks	Generate semester-wise consolidated report	IT/CoE	Day 1	Draft report
	Verify data accuracy	CoE + HoDs	Day 2–3	Verified report
	Finalize & print	CoE Office	Day 4	Final consolidated statement
	Submit to Principal for approval	CoE	Day 4	Approved statement
	Store in result records	CoE	Day 5	Filed
Activity 25: Maintenance of Examination ERP Data				
ERP Data Maintenance	Backup ERP data	IT Team	Weekly	Secure backup
	Update master databases	CoE	Weekly	Updated ERP

	Ensure no duplicate entries	IT	Weekly	Clean database
	Generate audit logs	ERP System	Weekly	Audit trails
	Store backup in external drives	CoE	Weekly	Backup archive
Activity 26: Conduct of Supplementary/Arrear Exams				
Arrear Exams	Notify eligible students	CoE	Day 1	Notification
	Prepare timetable	CoE	Day 2–3	Arrear schedule
	Conduct exam	CoE + Invigilators	As scheduled	Completed exams
	Valuation	CoE + Faculty	Post-exam	Valuated scripts
	Publish results	CoE	Final Day	Arrear results
Activity 27: Transcript and Bonafide Certificate Preparation				
Transcript Preparation	Verify student request	Office	Day 1	Request accepted
	Retrieve semester marks	CoE	Day 1	Mark data
	Prepare transcript format	CoE	Day 2	Transcript draft
	Approve & sign	Principal	Day 3	Approved
	Issue to student	CoE	Day 4	Transcript issued
Activity 28: Exam Cell Inventory Management				
Inventory	Check stock levels	CoE Store	Monthly	Stock report
	Update consumption list	CoE Staff	Monthly	Updated records
	Plan purchases	CoE	Monthly	Purchase indent
	Dispose old materials	CoE + Admin	Yearly	Cleared inventory
Activity 29: NAAC/NBA Documentation for Examinations				
NAAC/NBA Work	Prepare required exam-related metrics	CoE	Month 1	Metric report
	Provide data to IQAC	CoE	Month 1	Submitted
	Maintain proof documents	CoE	Ongoing	Documentation
	Support NAAC/NBA visits	CoE	During visit	Verified records
Activity 30: Graduation Requirements Review				
Graduation Eligibility	Calculate earned credits	CoE	Day 1–2	Credit sheet
	Check pending arrears	CoE	Day 3	Eligibility list
	Generate final list	CoE + Principal	Day 4	Approved list
	Display eligible candidates	CoE	Day 5	Published list
Activity 31: Meeting & Review Documentation				
Meetings	Conduct exam committee meeting	CoE	Monthly	Minutes
	Share review points with HoDs	CoE	Monthly	Action items
	Document decisions	CoE	Monthly	Meeting records
	Follow-up actions	Depts	Monthly	Action completion
Activity 32: Year-End Examination Report				
Year-End Report	Compile exam statistics (pass %, topper list, arrears)	CoE	Week 1	Raw report
	Prepare graphical & analytical report	CoE Data Team	Week 2	Final analysis

	Principal review & approval	Principal	Week 3	Approved
	Archive report in institutional records	CoE	Week 4	Year-end exam report

3.1.1 Policy Statement

- ❖ The examination planning and scheduling process is initiated in alignment with the institutional academic calendar approved by the Academic Council. The Controller of Examinations (CoE) ensures that the schedule for Continuous Internal Assessments (CIA) / Internal Examination (IE) and End Semester Examinations (ESE) is synchronized with the teaching–learning process, academic milestones, and statutory requirements.
- ❖ Based on the approved academic calendar, the Controller of Examinations notifies the detailed examination schedule well in advance, specifying the dates, sessions, and duration of examinations. The schedule is disseminated to all academic departments and stakeholders to facilitate adequate preparation and effective coordination.
- ❖ The Controller of Examinations is the competent authority for approving and finalizing the examination timetable. Any modification to the approved schedule, necessitated due to unforeseen circumstances, shall be effected only with the approval of the Controller of Examinations and communicated formally to all concerned.
- ❖ Department-level coordination is ensured through structured communication between the Controller of Examinations and the Heads of the Departments. Departments facilitate dissemination of schedules to students, ensure readiness for examination conduct, and extend logistical support to the Examination Cell, thereby ensuring smooth and compliant execution of examinations.

3.1.2 Examination Planning and Scheduling - SOP

Objective

To ensure systematic, transparent, and timely planning and scheduling of examinations in alignment with the approved academic calendar and statutory requirements.

Step-wise Procedure

❖ Step 1: Academic Calendar Reference

The examination planning process is initiated based on the academic calendar approved by the Academic Council and notified by the institution.

❖ Step 2: Preparation of Draft Examination Schedule

The Controller of Examinations (CoE), with support from the Deputy Controller of Examinations (DCoE), prepares a draft schedule for:

- Continuous Internal Assessments (CIA) / Internal Examination (IE)
- End Semester Examinations (ESE)

The draft schedule considers:

- Teaching–learning completion
- Course structure and credits
- Institutional and statutory guidelines

❖ **Step 3: Departmental Coordination**

The draft schedule is circulated to Heads of Departments (HoDs) for:

- Verification of Syllabus coverage
- Identification of clashes or logistical issues
- Confirmation of departmental readiness

❖ **Step 4: Finalization and Approval**

Based on departmental feedback, necessary revisions are made. The Controller of Examinations is the final approving authority for the examination schedule.

❖ **Step 5: Official Notification**

The approved examination schedule is officially notified to:

- Academic departments
- Students
- Examination Cell stakeholders
- Notifications are issued through institutional communication channels.

❖ **Step 6: Change Schedule (if required)**

Any modification to the examination schedule due to unforeseen circumstances is carried out only with CoE approval and communicated formally.

❖ **Step 7: Documentation and Record Maintenance**

All versions of schedules, approvals, and notifications are documented and preserved by the Examination Cell for audit and accreditation purposes.

3.2 Examination Notification and Student Eligibility

3.2.1 Policy Statement

The institution ensures that examination fee notification, application processing, and candidate eligibility verification are carried out in a transparent, systematic, and time-bound manner. Only students who satisfy attendance requirements, CIA / IE completion, and fee payment

norms are permitted to appear for ESE examinations. The Controller of Examinations (CoE) is the competent authority for approving the final list of eligible candidates.

3.2.2 Examination Notification and Student Eligibility -SOP

Objective

To regulate examination fee collection and ensure that only eligible candidates are registered for examinations in accordance with institutional and regulatory requirements.

Step-wise Procedure

❖ Step 1: Examination Fee Notification

The Controller of Examinations issues an official notification specifying:

- Examination fee amount
- Last date for payment without fine
- Extended dates with penalty (if applicable)
- Mode of payment
- The notification is circulated to all departments and students through official communication channels.

❖ Step 2: Collection of Examination Applications

Students submit their examination applications along with the prescribed fee within the stipulated deadline.

❖ Step 3: Department-Level Verification

Heads of Departments (HoDs) and Class Coordinators verify student eligibility based on:

- Attendance requirements as per regulations
- Completion of CIA / IE components
- Course registration and enrollment and Exam fees status
- Verified applications are forwarded to the Examination Cell.

❖ Step 4: Scrutiny by Examination Cell

The Deputy Controller of Examinations (DCoE-1) scrutinizes the applications for:

- Fee payment confirmation
- Completeness of application details
- Compliance with eligibility criteria

❖ Step 5: Resolution of Discrepancies

Any discrepancies identified are communicated to the respective departments and students for rectification within a defined timeline.

❖ Step 6: Freezing of Eligible Candidate List (Nominal Roll)

After verification and corrections, the Nominal Roll (final list of eligible candidates) is prepared and frozen.

❖ **Step 7: Approval by Controller of Examinations**

The final Nominal Roll is submitted to the Controller of Examinations for approval.

❖ **Step 8: Record Maintenance**

Approved Nominal Rolls and related documents are archived by the Examination Cell for audit and accreditation purposes.

3.3 Hall Ticket Generation and Distribution

3.3.1 Policy Statement

The institution ensures that Hall Tickets are issued only to eligible candidates whose examination registration, attendance, CIA / IE requirements, and fee payment have been duly verified and approved. The Hall Ticket serves as an official authorization permitting a student to appear for the examination. The Controller of Examinations (CoE) is the competent authority for approving the issuance of Hall Tickets.

3.3.2 Hall Ticket Generation and Distribution - SOP

Objective

To ensure secure, accurate, and timely generation and distribution of Hall Tickets to eligible candidates prior to the commencement of examinations.

Step-wise Procedure

❖ **Step 1: Finalization of Eligible Candidate List**

The Hall Ticket generation process is initiated only after the Nominal Roll is finalized and approved by the Controller of Examinations.

❖ **Step 2: Hall Ticket Data Preparation**

The Examination Cell prepares Hall Ticket data including:

- Student name and register number
- Programme, branch, and semester
- Course codes and titles
- Examination dates, sessions, and venue details

❖ **Step 3: Verification of Hall Ticket Data**

The Deputy Controller of Examinations (DCoE-1) verifies the accuracy of:

- Student details
- Course registrations
- Examination schedule mapping

❖ **Step 4: Generation of Hall Tickets**

Generates the Hall Tickets through the examination management system or approved institutional format.

❖ **Step 5: Authorization and Approval**

The generated Hall Tickets are submitted to the Controller of Examinations for approval and authorization.

❖ **Step 6: Distribution to Departments / Students**

- Distributed to students through Class Coordinators / Departments.
- Made available through the institutional portal (where applicable)

❖ **Step 7: Issue of Duplicate Hall Tickets (if required)**

In case of loss or error, duplicate Hall Tickets are issued only after verification and approval by the Examination Cell.

❖ **Step 8: Record Maintenance**

Copies of issued Hall Tickets and related authorization records are preserved by the Examination Cell.

3.4 Question Paper Management and Security

3.4.1 Policy Statement

The institution follows a robust, confidential, and multi-layered system for question paper management to ensure examination integrity and fairness. The entire process—from appointment of question paper setters to secure printing and custody is governed by strict confidentiality protocols. The Controller of Examinations (CoE) is the competent authority responsible for ensuring security, accuracy, and compliance at all stages.

3.4.2 Question Paper Management and Security - SOP

Objective

To ensure secure preparation, handling, printing, storage, and distribution of question papers without any compromise in confidentiality or academic integrity.

Step-wise Procedure

❖ **Step 1: Appointment of Question Paper Setters**

The Controller of Examinations appoints qualified internal and/or external Question Paper Setters based on:

- Academic and Subject expertise
- Conflict-of-interest norms

Official appointment orders and guidelines are issued through the Examination Cell.

❖ **Step 2: Issue of Question Paper Setting Guidelines**

The Assistant Controller of Examinations (ACoE-2) provides:

- Question paper format
- Course outcomes mapping
- Marks distribution
- Bloom's taxonomy expectations
- Submission deadlines

❖ **Step 3: Receipt and Scrutiny of Question Papers**

Submitted question papers are:

- Received through secure physical or encrypted digital means
- Scrutinized by the DCoE-2/Subject Experts for syllabus coverage, clarity, and compliance
- Any discrepancies are rectified under confidentiality.

❖ **Step 4: Approval of Question Papers**

Final approval of question papers is accorded by the Controller of Examinations.

❖ **Step 5: Printing and Packet Preparation**

Approved question papers are:

- Printed in a secure environment
- Packed subject-wise and session-wise
- Coded with course code, date, and session
- Prepared with a mandatory 10% excess buffer

❖ **Step 6: Secure Storage and Custody**

Printed question paper packets are:

- Stored in a high-security strong room
- Logged and access-controlled
- Maintained under dual custody, wherever applicable

❖ **Step 7: Post-Examination Accounting**

Unused question papers are accounted for and destroyed as per institutional norms, and distribution records are archived.

3.5 Examination Infrastructure and Resource Planning

3.5.1 Policy Statement

The institution ensures the availability of adequate physical, human, and material resources for the smooth and secure conduct of examinations. Examination infrastructure and resource planning are carried out in a systematic, advance, and centralized manner under the supervision of the Controller of Examinations (CoE) to maintain examination integrity and operational efficiency.

Step-wise Procedure

❖ Step 1: Identification of Examination Requirements

Based on the approved examination schedule, the Examination Cell assesses requirements related to:

- Number of Examination halls
- Laboratory facilities for practical examinations
- Furniture, lighting, ventilation, and power supply
- Special accommodations (scribes, extra time, accessibility)

❖ Step 2: Allocation of Examination Venues

The Deputy Controller of Examinations (DCoE-2) and Assistant Controller of Examination (ACoE-1), in coordination with Heads of Departments, allocates:

- Examination halls and labs
- Session-wise venue mapping
- Buffer halls for contingencies

❖ Step 3: Human Resource Planning

The Controller of Examinations approves the appointment of:

- Chief Superintendents
- Deputy Chief Superintendents
- Invigilators
- Flying Squad members
- Staff deployment is carried out ensuring impartiality and compliance with examination norms.

❖ Step 4: Material Resource Planning

The Assistant Controller of Examinations (ACoE-1) plans and arranges:

- Answer booklets (coded / barcoded)
- Attendance sheets and seating plans
- Stationery and examination forms
- Security materials (sealed covers, envelopes)

❖ Step 5: Infrastructure Readiness Verification

Prior to the commencement of examinations, readiness checks are conducted to ensure:

- Adequate seating and spacing
- Safety and security arrangements

❖ Step 6: Contingency Planning

Backup arrangements are made for:

- Power failures
- Absence of staff
- Emergency hall replacement
- Technical issues (where digital systems are used)

❖ **Step 7: Documentation and Record Maintenance**

All infrastructure allocation details and resource utilization records are documented by the Examination Cell.

3.6 Pre-Examination Verification and Readiness Review

3.6.1 Policy Statement

The institution conducts a comprehensive Pre-Examination Verification and Readiness Review to ensure that all academic, administrative, logistical, and security requirements are fully met prior to the commencement of examinations. This review acts as a final control checkpoint to confirm examination preparedness and uphold the integrity of the examination process. The Controller of Examinations (CoE) is the competent authority for authorizing examination readiness.

3.6.2 Pre-Examination Verification and Readiness Review -SOP

Objective

To verify the completion and correctness of all pre-examination processes and to formally authorize the conduct of examinations.

Step-wise Procedure

❖ **Step 1: Verification of Academic Readiness**

The Examination Cell verifies:

- Approval and freezing of the Nominal Roll
- Completion of CIA / IE components
- Generate preview form and collect exam fee
- Issuance of Hall Tickets to all eligible candidates

❖ **Step 2: Verification of Question Paper Security**

The Assistant Controller of Examinations (ACoE-1) confirms:

- Receipt and approval of question papers
- Secure printing, packing, and labelling
- Storage of question paper packets in secured custody

❖ **Step 3: Infrastructure and Resource Readiness Check**

The Deputy Controller of Examinations (DCoE-1), in coordination with departments, verifies:

- Readiness of examination halls, Laboratories
- Deployment of examination personnel
- Availability of examination stationery and materials

❖ **Step 4: Examination Centre Preparedness**

Chief Superintendents confirm:

- Readiness of examination centers
- Display of examination instructions
- Compliance with examination conduct guidelines

❖ **Step 5: Compliance and Risk Review**

The Examination Cell reviews:

- Mechanisms for malpractice prevention
- Communication protocols for unforeseen situations

❖ **Step 6: Final Authorization**

Based on the readiness verification reports, the Controller of Examinations grants formal authorization for the conduct of examinations.

❖ **Step 7: Documentation and Record Maintenance**

All readiness checklists, approvals, and authorization records are documented and preserved for audit and accreditation purposes.

3.7 Master Workflow – Pre-Examination Management – CIA / IE

The examination process begins with the approved academic calendar and preparation of the CIA/IE schedule, followed by CoE approval and official notification. Question paper guidelines are issued, papers are received and scrutinized, corrected if necessary, and then approved by the CoE. Printing and secure storage in the strong room complete the cycle. In parallel, infrastructure planning, invigilator appointments, and squad approvals ensure readiness. Figure 9 and Figure 10 illustrates the examination preparation workflow for CIA/IE and ESE.

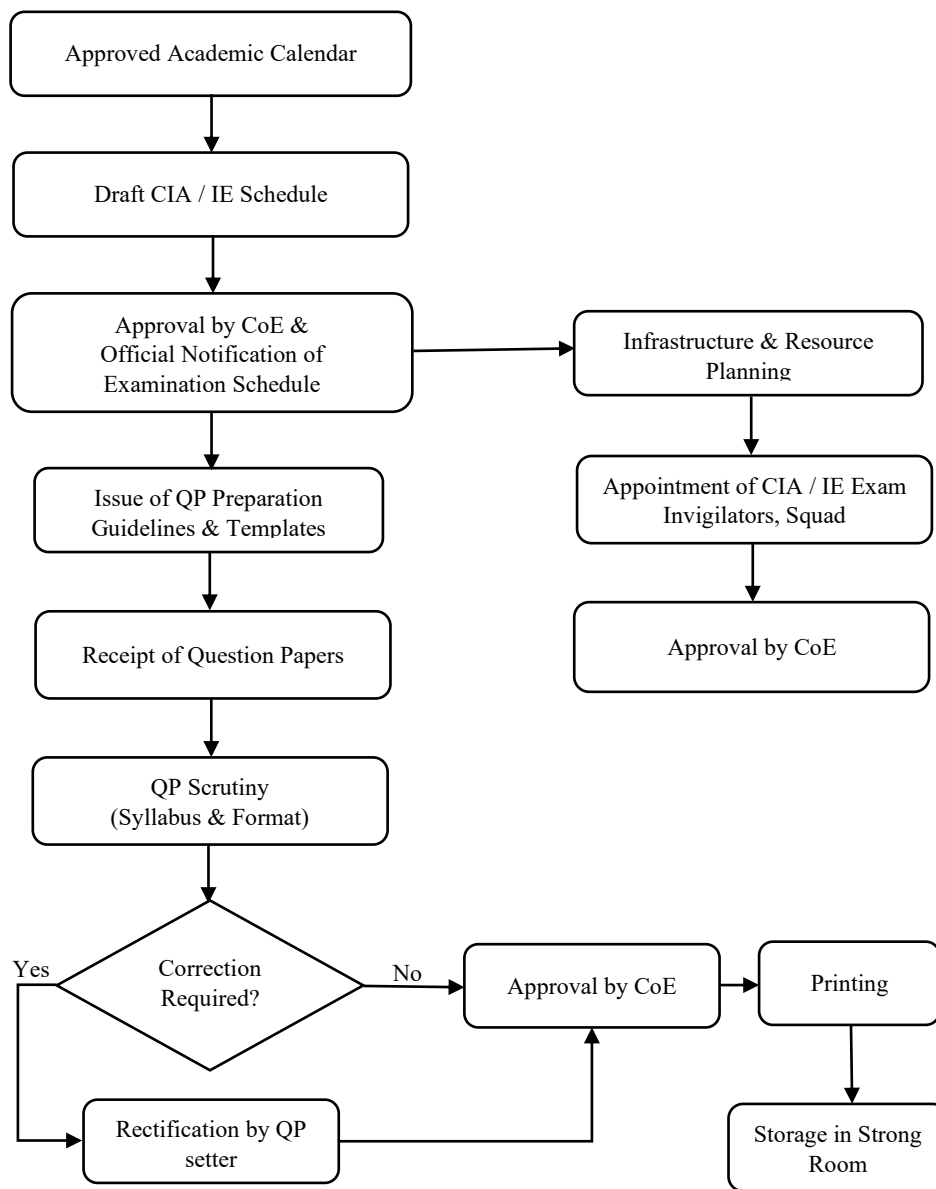


Figure 9. Pre-Examination Process Flow for CIA /IE

3.8 Master Workflow – Pre-Examination Management - ESE

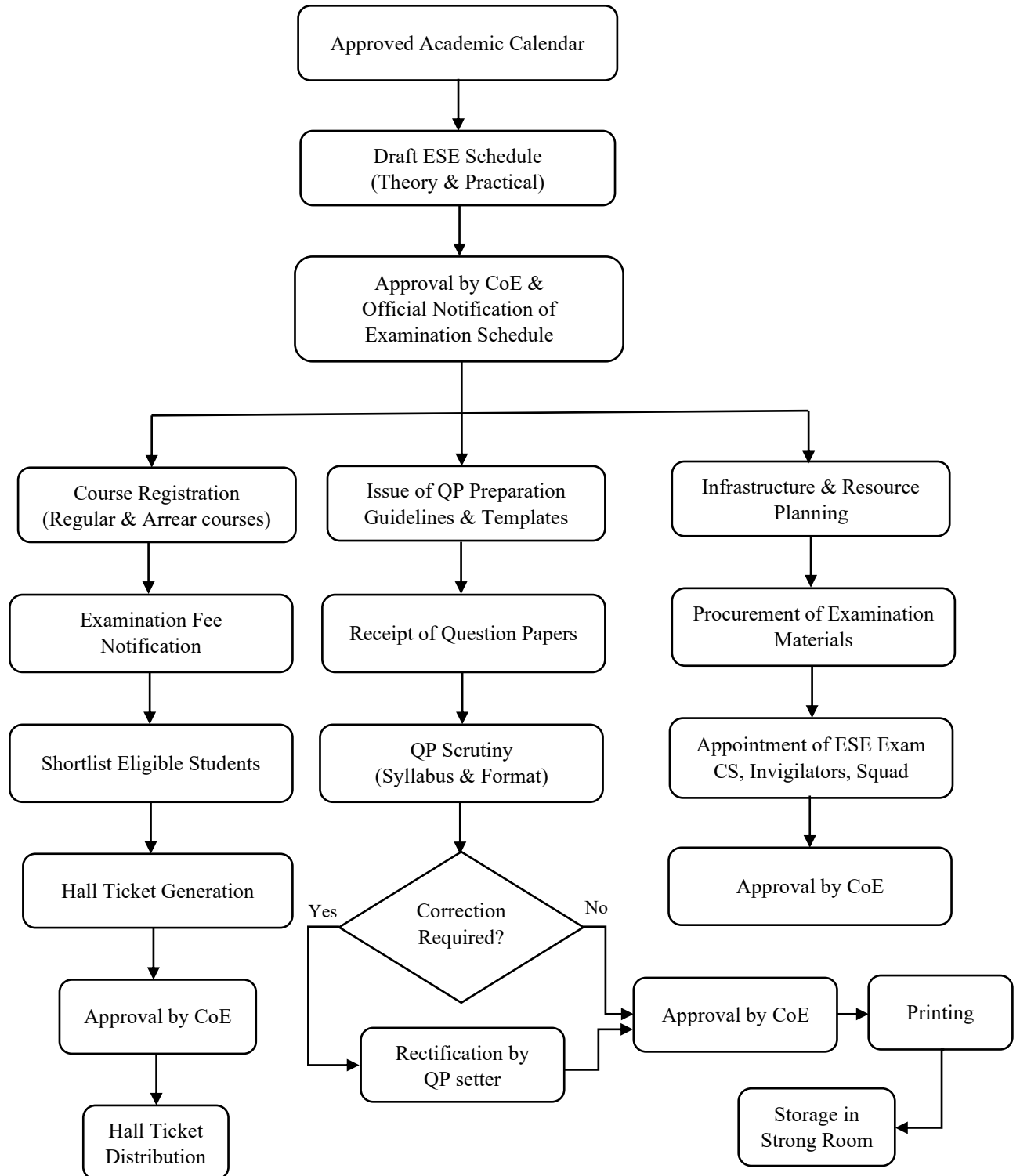


Figure 10. Pre-Examination Process Flow for ESE

EXAMINATION MANAGEMENT

(Conduct of Examinations)

4.1 Policy Statement

The institution ensures that all examinations are conducted in a fair, transparent, secure, and disciplined manner, strictly adhering to approved academic regulations, examination rules, and statutory guidelines. The conduct of examinations is governed through centralized supervision, standardized procedures, and multi-level monitoring to uphold academic integrity and credibility. The roles, responsibilities, and authority of the Controller of Examinations (CoE), Deputy Controller of Examinations (DCoE), Assistant Controller of Examinations (ACoE), and supporting staff are defined in detail and are operationally applied in this module.

4.2 Conduct of Examinations –SOP

- ❖ **Step 1: Authorization to Commence Examination**
 - Completion of all pre-examination activities
 - Formal readiness certification
 - Final authorization by the Controller of Examinations
- ❖ **Step 2: Reporting and Briefing of Examination Personnel**
 - Report to the assigned examination centre as per the schedule
 - Receive briefing and written conduct instructions
 - Acknowledge duties and confidentiality obligations
- ❖ **Step 3: Issue of Examination Conduct Instructions**
 - Examination rules and discipline
 - Handling of question papers and answer scripts
 - Student identification and attendance procedures
 - Malpractice prevention and reporting mechanisms
 - Emergency and contingency protocols
- ❖ **Step 4: Commencement of Examination Session**
 - Examination sessions commence strictly at the scheduled time
 - Question paper packets are opened in the presence of authorized personnel
 - Distribution is monitored and accounted for session-wise
- ❖ **Step 5: Invigilation and Supervision**
 - Verify hall tickets and student identity
 - Ensure adherence to examination rules
 - Monitor candidates throughout the examination
 - Report any irregularities immediately

❖ **Step 6: Flying Squad Monitoring**

- Conduct surprise inspections of examination centres
- Monitor compliance with examination procedures
- Submit inspection reports to the Examination Cell

❖ **Step 7: Handling of Malpractice Cases**

- The incident is documented with evidence
- A preliminary report is submitted to the DCoE-2 and CoE
- The case is referred to the Malpractice Committee for inquiry
- Appropriate disciplinary action is taken as per regulations

❖ **Step 8: Handling of Valid Absentees**

- Absentee students with valid reasons (medical, approved leave, or other documented grounds) are recorded separately.
- The Examination Cell verifies supporting documents and eligibility.
- A missed CIA / IE session is scheduled for registered students under the supervision of the Controller of Examinations.
- Records of such supplementary examinations are maintained for audit and compliance.

❖ **Step 9: Collection and Dispatch of Answer Scripts**

- Answer scripts are counted, bundled, and sealed
- Dispatch registers are maintained
- Answer scripts are transferred securely to the Examination Cell for evaluation

❖ **Step 10: Closure of Examination Session**

- Examination session reports are prepared
- Irregularities, if any, are documented
- The session is formally closed after verification

4.3 Emergency and Contingency Management

❖ In case of emergencies such as:

- Power failure, Natural calamities, Health-related incidents
- The Chief Superintendent initiates contingency measures in consultation with the Controller of Examinations. All such incidents are recorded and reviewed.

4.4 Documentation and Record Maintenance

- Attendance sheets
- Invigilation and supervision reports
- Malpractice reports
- Flying Squad inspection reports

- Answer script dispatch registers
- Records are preserved as per statutory and institutional requirements.

4.5 Compliance and Review

❖ The Examination Cell periodically reviews the conduct of examinations to:

- Identify procedural gaps
- Implement corrective actions
- Strengthen examination integrity mechanisms

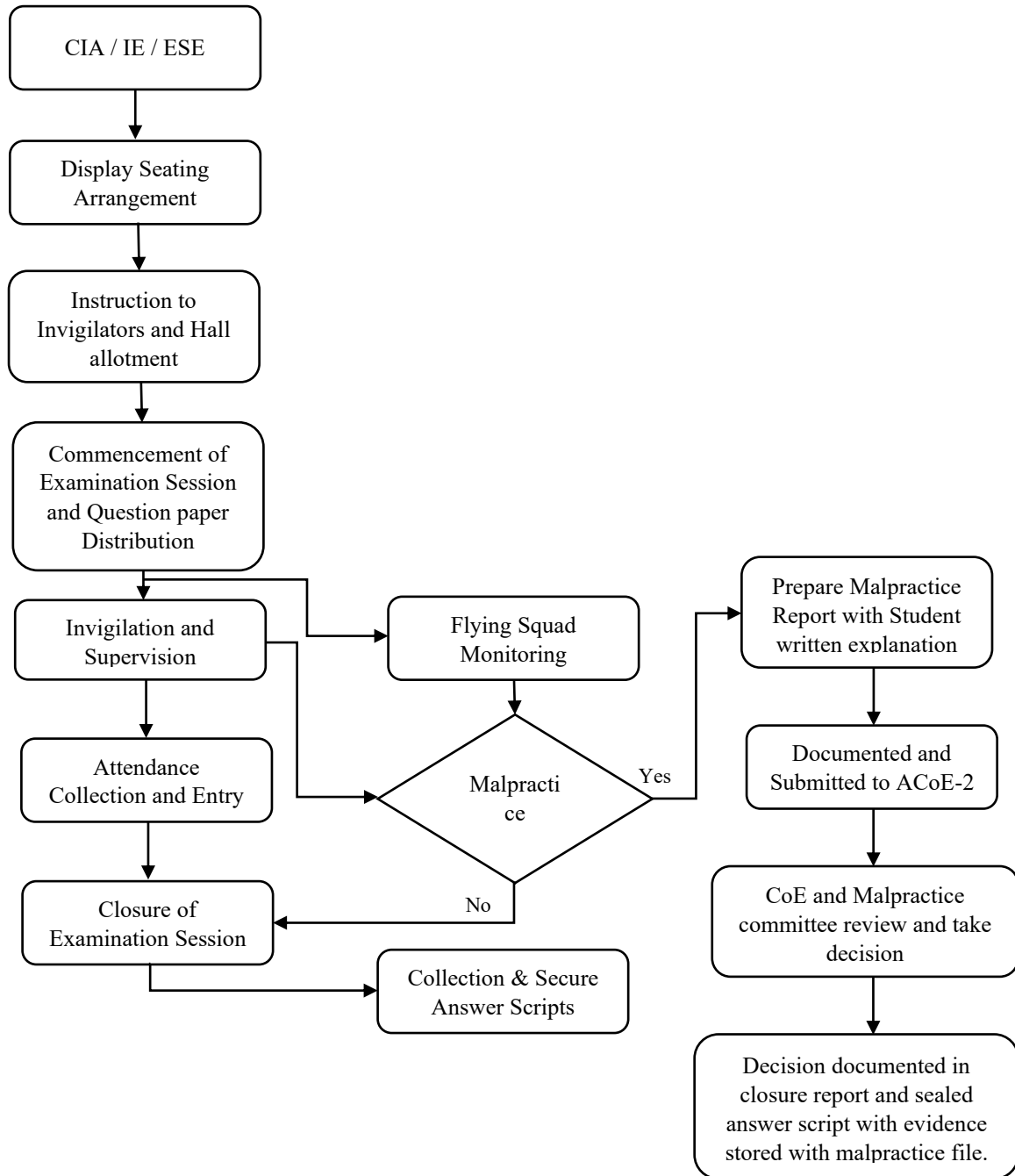


Figure 11. Pre-Examination Process Flow for ESE

4.6 Examination Management (Conduct of Examinations) - Work flow

The examination session begins with seating arrangements and instructions to invigilators, followed by the commencement of the exam, question paper distribution, supervision, attendance collection, and secure handling of answer scripts at closure. In parallel, malpractice incidents are monitored by the flying squad, documented with student explanations, submitted to ACoE-2, and recorded in the closure report to ensure accountability and integrity. Figure 11 illustrates the examination flow.

POST-EXAMINATION ACTIVITIES

5.1 Policy Statement

The institution follows a systematic, confidential, and transparent post-examination process to ensure fair evaluation, accurate result processing, and timely declaration of results. All post-examination activities are governed by approved academic regulations and institutional examination policies. The roles, responsibilities, and authority of the Controller of Examinations (CoE), Deputy Controller of Examinations (DCoE), Assistant Controller of Examinations (ACoE), and supporting staff are defined in detail and are operationally applied in this module.

5.2 Standard Operating Procedure (SOP)

5.2.1 Evaluation and Valuation (CIA/IE)

❖ Step 1: Receipt of Answer Scripts

- Answer scripts are dispatched directly to the corresponding course-handling faculty for evaluation.
- Upon receipt, scripts are verified session-wise and course-wise, and entries are recorded in receipt and custody registers to maintain accountability and transparency in the process.

❖ Step 2: Valuation

- Valuation is conducted based on Standard evaluation schemes and rubrics.
- Absentee and malpractice cases are marked distinctly.

❖ Step 3: Scrutiny and Verification of Valuation

- Valued answer scripts are subjected to scrutiny
- Random checks and arithmetic verification are carried out
- Discrepancies, if any, are rectified before marks entry

5.2.2 Malpractice Handling and Actions (CIA / IE)

- ❖ Malpractice cases during CIA / IE are reported immediately to the Controller of Examinations through the invigilator or flying squad.
- ❖ The Controller, along with the Malpractice Committee, reviews the incident and determines appropriate action based on institutional regulations.
- ❖ Actions may include cancellation of the specific CIA / IE component, awarding zero marks for that assessment, or disciplinary measures depending on severity.
- ❖ Final decisions are documented in the CIA / IE records and formally communicated to the student and department.

5.2.3 Marks Entry, and Internal Mark Processing (CIA/IE)

❖ Step 1: Marks Entry

- Marks are entered into the examination management system by course handling faculty.

❖ Step 2: Mark Approval and Internal mark generation

- Marks are formally approved by the Controller of Examinations and prepare internal marks.

5.2.4 Evaluation and Valuation (ESE)

❖ Step 1: Receipt and Custody of Answer Scripts

- Sealed bundles of answer scripts received from examination centres are verified session-wise and course-wise
- Entries are made in receipt and custody registers
- Answer scripts are stored securely until valuation

❖ Step 2: Anonymization of Answer Scripts

- Student identity details are masked through dummy numbering / barcoding
- Mapping between student identity and dummy numbers is maintained securely
- Access to identity mapping is restricted

❖ Step 3: Appointment of Examiners

- Internal and external examiners are appointed as per approved norms
- Appointment orders and valuation guidelines are issued formally
- Examiner confidentiality undertakings are obtained

❖ Step 4: Centralized Valuation

- A meeting will be conducted by the Controller of Examinations (COE) for valuers, during which Department Board Chairpersons will be selected.
- Valuation is conducted at designated centralized valuation centres
- Standard evaluation schemes and rubrics are followed
- Absentee and malpractice cases are marked distinctly

❖ Step 5: Scrutiny and Verification of Valuation

- Valued answer scripts are subjected to scrutiny
- Random checks and arithmetic verification are carried out
- Discrepancies, if any, are rectified before marks entry

5.2.5 Malpractice Handling and Actions (ESE)

- ❖ Cases are reviewed by the Controller of Examinations and the Malpractice Committee as per institutional regulations.

- ❖ Depending on severity, actions may include annulment of the exam session, withholding of results, or disciplinary measures.
- ❖ Final decisions are recorded in the closure report and communicated formally to the student.

5.2.6 Marks Entry, Tabulation, and Result Processing

❖ Step 1: Marks Entry

- Marks are entered into the examination management system
- Dual-level verification is carried out to eliminate data entry errors

❖ Step 2: Tabulation and Result Compilation

- Course-wise and programme-wise tabulation registers are prepared
- Pass/fail status, SGPA, and CGPA are computed as per regulations
- Results with discrepancies are flagged for verification

❖ Step 3: Result Approval and Declaration

- Consolidated result statements are placed before the Result Passing Authority
- Results are formally approved by the Controller of Examinations
- Approved results are published through official channels

5.3 Revaluation, Photocopy, and Grievance Redressal

Students may apply for:

- Photocopy of answer scripts
- Revaluation / Re-totalling
- Applications are processed within stipulated timelines
- Revised marks, if any, are updated after approval
- Final decisions are communicated to students formally

5.4 Withheld Results and Special Cases

Results may be withheld due to:

- Pending eligibility verification
- Malpractice inquiries
- Fee-related discrepancies
- Withheld results are released after resolution and approval

5.5 Remuneration and Financial Processing of Examination Duties

❖ 5.5.1 Policy Statement

The institution ensures timely, transparent, and regulated disbursement of remuneration to all personnel involved in examination activities, in accordance with approved institutional norms and financial regulations.

❖ 5.5.2 Scope of Remuneration

Remuneration is applicable to:

- Question Paper Setters (Internal / External)
- Examiners (Internal / External)
- Superintendents (Chief / Deputy)
- Flying Squad Members
- Valuation and Tabulation Staff

❖ 5.5.3 Remuneration Processing - SOP

Step 1: Preparation of Remuneration Statements

- Statements are prepared based on appointment orders, duty certificates, and valuation completion reports

Step 2: Scrutiny and Verification

- Statements are verified for accuracy, eligibility, and approved rates

Step 3: Approval

- Verified statements are submitted to the Controller of Examinations for approval

Step 4: Disbursement

- Approved remuneration is disbursed through authorized financial channels
- Payment records are maintained for audit purposes

5.6 Documentation and Record Preservation

The following records are maintained and preserved as per statutory norms:

- Valuation registers
- Tabulation registers
- Result approval records
- Revaluation and grievance files
- Dummy number mapping records

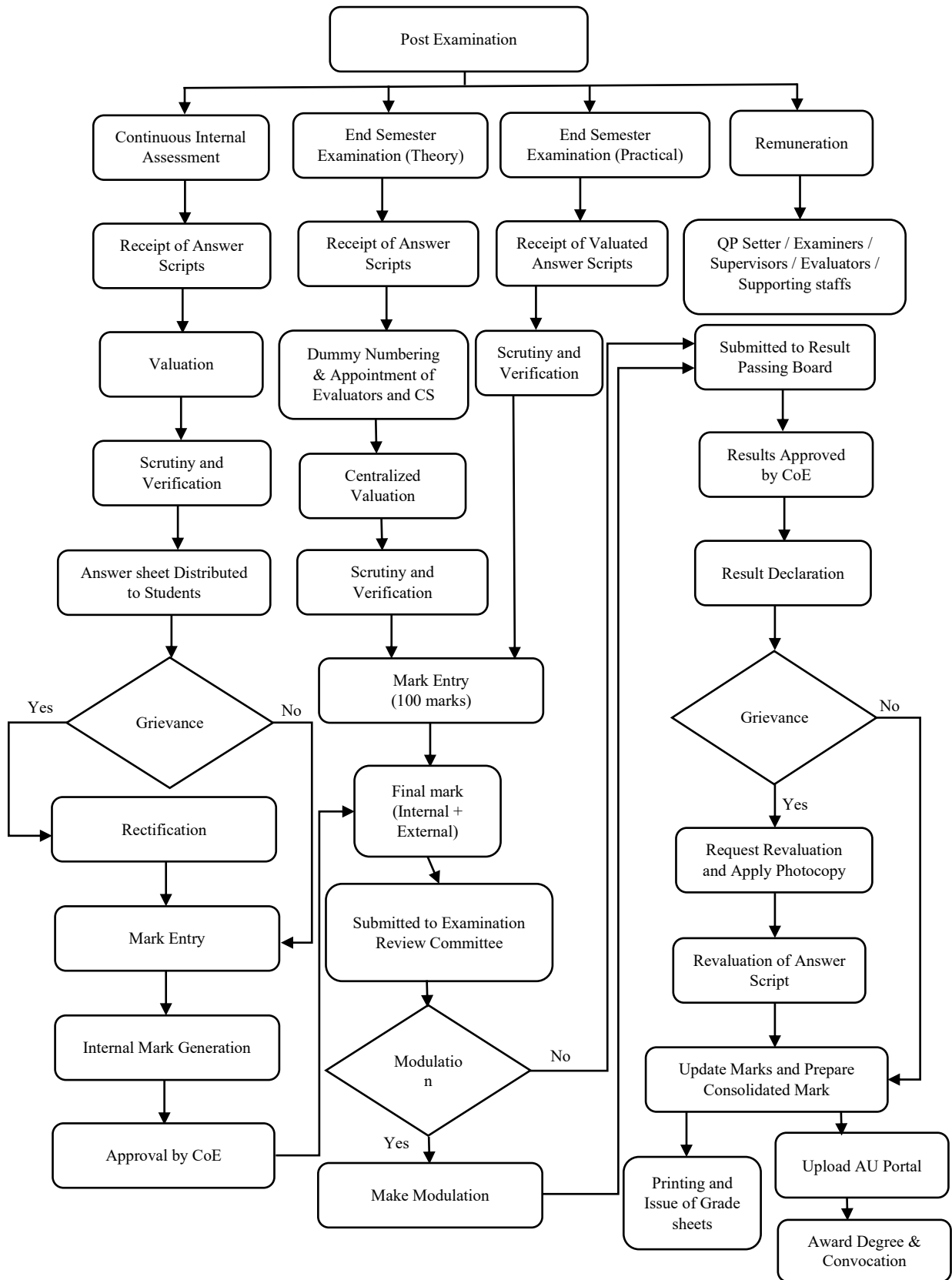


Figure 12. Post-Examination Process Flow for CIA/IE, ESE

5.7 Compliance Review and Continuous Improvement

Post-examination reviews are conducted to:

- Assess efficiency of evaluation processes
- Identify delays or discrepancies
- Implement corrective and preventive measures.

5.8 Post-Examination Activities – Work flow

Figure 12 presents the post-examination workflow, the post-examination cycle covers receipt and custody of answer scripts, valuation, scrutiny, and marks entry. Results are tabulated, verified, and approved by the Controller of Examinations before declaration. Grievances such as revaluation or photocopy requests are processed within timelines, and rectifications updated. Malpractice cases are documented, reviewed by the Malpractice Committee, and actions taken before final results. The process concludes with printing and issue of grade sheets, ensuring transparency and integrity.

CERTIFICATION, TRANSCRIPTS, AND ACADEMIC RECORDS MANAGEMENT

6.1 Policy Statement

The institution ensures accurate, secure, and timely issuance of academic certificates and maintenance of student academic records in compliance with approved academic regulations, statutory requirements, and institutional policies. Academic records are preserved with confidentiality and integrity to support lifelong verification, institutional accountability, and external validation.

6.2 Types of Academic Certifications

The Examination Cell issues the following academic documents:

- ❖ Semester wise Grade Sheets
- ❖ Provisional Certificates
- ❖ Consolidated Grade Statements
- ❖ Transcripts
- ❖ Course Completion Certificates (where applicable)
- ❖ Migration Certificates (if applicable)

6.3 Standard Operating Procedure (SOP) – Certification Process

❖ Step 1: Eligibility Verification

Certification is initiated only after:

- Successful completion of programme requirements
- Clearance of all dues and obligations
- Approval of final results

❖ Step 2: Preparation of Certificates

- Academic data is extracted from the approved examination database
- Certificates are prepared using authorized formats and templates
- Unique identification numbers and security features are incorporated

❖ Step 3: Verification and Authentication

- Prepared certificates are cross-verified for accuracy
- Certificates are authenticated by authorized signatories
- Any discrepancies identified are corrected prior to issuance

❖ Step 4: Issuance and Dispatch of Certificates

- In person against acknowledgment
- Issuance records are maintained systematically

6.4 Transcripts and Academic Record Requests

- Students and alumni may apply for transcripts and academic records
- Requests are processed within stipulated timelines
- Verified transcripts are issued in sealed or secure digital formats

6.5 Academic Records Management and Preservation

❖ 6.6.1 Physical Records

- Answer scripts, grade sheets, and registers are preserved for prescribed durations
- Records are stored in secure, access-controlled environments

❖ 6.6.2 Digital Records

- Student academic data is maintained in the examination management system
- Regular backups and access controls are implemented
- Digital records support verification and external requests

6.6 Correction, Duplicate, and Verification Services

- Correction of entries
- Issue of duplicate certificates
- Verification for external agencies are processed through defined procedures with appropriate approvals.

6.7 Compliance, Audit, and Confidentiality

- Internal audit
- External / statutory audit
- Accreditation reviews
- Confidentiality of student academic data is strictly maintained

6.8 Continuous Improvement and Review

- Improve turnaround time for certificate issuance
- Enhance security and digitization of records
- Incorporate regulatory and technological updates

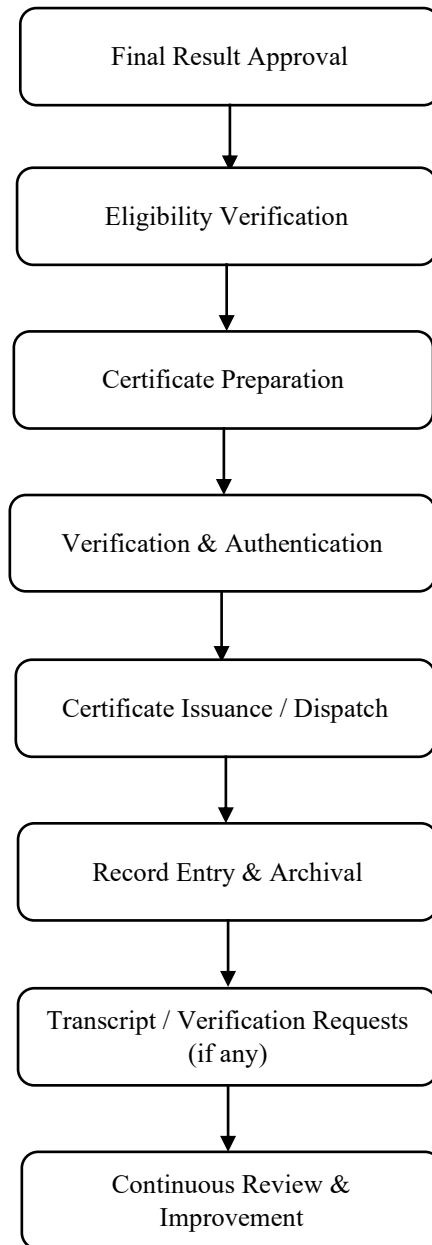


Figure 13. Certification Process

6.9 Certification and Records Management – Workflow

Figure 13 presents the certification process, beginning with final result approval and eligibility verification. Certificates are prepared, verified, and authenticated before issuance or dispatch. Records are entered and archived, with transcript or verification requests handled as required. The cycle concludes with continuous review and improvement to ensure accuracy, accountability, and institutional integrity.

AKSHAYA COLLEGE OF ENGINEERING AND TECHNOLOGY



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OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANNEXURE LIST OF FORMS

Form No.	Title
1.1	INVIGILATORS DUTY SCHEDULE
1.2	SQUAD REPORT FOR CIA/IE I/II/III
1.3	GUIDELINES TO INTERNAL EXAMINERS FOR ENTERING THE MARKS OF LABORATORY COURSES / PROJECT WORK IN ERP
1.4	CONSOLIDATED CLAIM FORM FOR INVIGILATORS (END SEMESTER THEORY EXAMINATIONS)
1.5	CONSOLIDATED CLAIM FORM FOR INVIGILATORS (END SEMESTER PRACTICAL EXAMINATIONS)
2.1	STATEMENT OF ATTENDANCE OF STUDENTS
2.2	APPLICATION FOR CONDONATION
3.1	PANEL OF QUESTION PAPER SETTERS
3.2	APPOINTMENT ORDER FOR QUESTION PAPER SETTER
3.3	QUESTION PAPER FORMAT
3.4	GUIDELINES FOR QUESTION PAPER SETTERS
3.5	CONSOLIDATED STATEMENT OF CLAIM FOR QUESTION PAPER SETTERS (EXTERNAL)
3.6	CONSOLIDATED STATEMENT OF CLAIM FOR QUESTION PAPER SETTERS (INTERNAL)
4.1	PANEL OF QUESTION PAPER SCRUTINY MEMBERS
4.2	APPOINTMENT ORDER FOR QUESTION PAPER SCRUTINY MEMBER
4.3	QUESTION PAPER SCRUTINY FORM FOR END SEMESTER EXAMINATIONS
4.4	QUESTION PAPER SCRUTINY SUMMARY
4.5	CLAIM FORM FOR QUESTION PAPER SCRUTINY MEMBER
4.6	QUESTION PAPER SCRUTINY MEMBER ATTENDANCE (INTERNAL / EXTERNAL)
4.7	BLOCK LISTING OF QP SETTERS AFTER QP SCRUTINY
5.1	QUESTION PAPER FEEDBACK FROM FACULTY

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Form No.	Title
5.2	QUESTION PAPER FEEDBACK FROM STUDENTS
5.3	QUESTION PAPER DISCREPANCY REPORT
5.4	PANEL OF EXAMINERS FOR END SEMESTER PRACTICAL EXAMINATIONS
5.5	APPOINTMENT ORDER FOR PRACTICAL EXAMINATIONS (EXTERNAL)
5.6	APPOINTMENT OF SQUAD (PRACTICAL EXAMINATIONS)
5.7	APPOINTMENT OF ANNA UNIVERSITY REPRESENTATIVE
5.8	APPOINTMENT OF CHIEF SUPERINTENDENT
5.9	APPOINTMENT OF SQUAD (END SEMESTER THEORY EXAMINATIONS)
5.10	INSTRUCTIONS TO THE CHIEF SUPERINTENDENT (END SEMESTER THEORY EXAMINATIONS)
5.11	INSTRUCTIONS TO THE SQUAD MEMBERS
5.12	REPORT BY CHIEF SUPERINTENDENT - END SEMESTER THEORY EXAMINATIONS
5.13	REPORT BY SQUAD (END SEMESTER THEORY EXAMINATIONS)
5.14	REPORT BY SQUAD (END SEMESTER PRACTICAL EXAMINATIONS)
5.15	CLAIM FORM FOR ANNA UNIVERSITY REPRESENTATIVE (AUR) (THEORY EXAMINATIONS)
5.16	CLAIM FORM FOR CHIEF SUPERINTENDENT / SQUAD (THEORY EXAMINATIONS)
5.17	MALPRACTICE REPORT
5.18	GUIDELINES FOR AWARDED PUNISHMENTS TO MALPRACTICE CASE
6.1	VALUATOR PANEL FOR CENTRAL VALUATION
6.2	ANSWER KEY & MARK DETAILS
6.3	CLAIM FORM FOR SUPPORTING STAFF
6.4	COURSE-WISE DISTRIBUTION OF MARKS
6.5	DUTIES & INSTRUCTIONS TO THE CHAIRMAN AND CHIEF EXAMINERS IN THE PROCESS OF VALUATION

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Form No.	Title
6.6	APPOINTMENT ORDER FOR EXTERNAL/INTERNAL VALUATOR
6.7	INSTRUCTIONS TO THE EXTERNAL / INTERNAL VALUATORS
6.8	APPOINTMENT ORDER FOR TABULATORS
6.9	INSTRUCTIONS TO THE TABULATORS
6.10	APPOINTMENT ORDER FOR DATA ENTRY OPERATORS / SUPPORTING STAFF
6.11	ATTENDANCE CERTIFICATE FOR EXTERNAL VALUATOR
6.12	ANSWER SCRIPT ALLOTMENT & CLAIM FORM FOR VALUATOR
6.13	ANSWER SCRIPTS VERIFICATION & CLAIM FORM FOR TABULATOR
6.14	CLAIM FORM FOR DATA ENTRY OPERATOR
6.15	CLAIM FORM FOR BOARD CHAIRMAN / CHIEF EXAMINER
7.1	APPLICATION FOR PHOTOCOPY
7.2	EXAMINATIONS WRAPPER
7.3	APPLICATION FOR REVALUATION
8.1	ACADEMIC AUDIT (EXTERNAL)
9.1	APPLICATION FORM FOR ISSUING DUPLICATE GRADE SHEET / CONSOLIDATED GRADE SHEET
9.2	APPLICATION FORM FOR ISSUING TRANSCRIPTS
9.3	AFFIDAVIT FOR DUPLICATE GRADE SHEET (CANDIDATE CURRENTLY STUDYING)
9.4	AFFIDAVIT FOR DUPLICATE GRADE SHEET (CANDIDATE COMPLETED THE COURSE)
9.5	AFFIDAVIT FOR CONSOLIDATED GRADE SHEET
9.6	CGPA TO PERCENTAGE CONVERSION
9.7	SCRIBE REQUISITION LETTER
9.8	INSTRUCTIONS, NORMS AND REQUEST FOR SCRIBE APPOINTMENT

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Form No.	Title
9.9	SCRIBE AND CANDIDATE JOINT DECLARATION
9.10	MEDICAL CERTIFICATE
9.11	CONSOLIDATED FEEDBACK ON REMUNERATION SETTLEMENT

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Form 1.1

INVIGILATORS DUTY SCHEDULE

Letter No.: OoCOE.....

Dated:

The following faculty members are appointed as invigilators for the Examinations -
..... / To be held from to

NOTE:

1. All the faculty members are requested to report to the office of the CoE before 9.30 AM for FN session and 1.30 PM for AN session exam.

2. Alteration can be done with the approval of the respective HoD.

S. No.	Name of the Faculty & Designation	Department	Internal/ External	Dates FN/AN	College Name
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Controller of Examinations

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Form 1.2

SQUAD REPORT FOR CIA/IE I/II/III

AC. Yr :

Name of the Squad (Block Letters), Designation & Dept.	Semester (odd/even)	Date & Session	Exam

S.No.	Question attributes	Observation	Remarks	
1	Whether the hall plan is displayed in the department notice board?	Yes / No	(if NO, Specify the Department)	
2	Whether the seating plan is displayed in the examination hall?	Yes / No	(if NO, Specify the Hall No.)	
3	Whether the students are seated as per the seating plan?	Yes / No	(if NO, Specify the Hall No.)	
4	Whether the invigilators are Vigilant inside the hall?	Yes / No	(if NO, Specify the Faculty Name & Department)	
5	Did you find / notice any malpractice by the students?	Yes / No	(if YES, Specify the Register Nos.)	
6	Whether all the students are wearing ID card?	Yes / No	(if NO, Specify the Register Nos.)	
7	Whether the front page of the answer script is completed in all aspect? (Random verification)	Yes / No	<u>Register No. of verified answer scripts:</u>	
			Hall Name	Register No.
8	Whether the Exam Hall, Black board & verandah are Clean.	Yes / No	(if NO, Specify the Hall Name & Remark.)	

Any general observations made during the visit:

Signature of the Squad member with date

Controller of Examinations



GUIDELINES TO INTERNAL EXAMINERS FOR ENTERING THE MARKS OF LABORATORY COURSES / PROJECT WORK IN ERP

Mark Entry – Instructions & Guidelines (LAUDEA ERP)

1. Accessing the ERP Home Page

- Login to the ERP system.
- Navigate to Continuous Assessment Module → Mark Entry.
- The “CA Mark Entry” dashboard will be displayed.

2. Selecting Required Parameters

Before entering marks, ensure the correct academic details are selected:

- Academic Term: Choose the current term (e.g., 2025–2026_1).
- Batch: Select the relevant student batch (e.g., 2023).
- Course: Select the subject/course (e.g., Fluid Power Systems).
- Class: Choose the class/section.
- Component: Select the assessment component (e.g., Assessment-1: CIA-1).
- Click “Go” to load the student list.

3. Understanding the Mark Entry Template

- The template name (e.g., *THEORY CIA 1*) is displayed along with status (Completed/In Progress).

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- Questions are divided into sections:
- Each column represents:
 - Question Number
 - Course Outcome (CO) mapping
 - Taxonomy Level (Understand, Remember, Apply, etc.)
 - Maximum Marks per Question

4. Student Details Section

Each row corresponds to one student and includes:

- S.No
- Roll Number
- Attendance (Attn):

5. Entering Marks

- Enter marks in the respective boxes under each question column.
- Ensure:
 - Marks entered do not exceed maximum marks for that question.
 - All mandatory fields are filled.

6. Attendance Rules

- If Present (P):
 - Enter marks normally.
- If Absent (A):
 - Do not enter marks; system may auto-handle as zero.
- If Malpractice (M):
 - Follow exam cell policy; typically marks are withheld or set to zero.

Section			A (10) - (5 out of 5)					B (50) - (5 out of 5)							
Questions	(1)	(2)	(3)	(4)	(5)	(6)(6a)	(6)(6b)	(7)(7a)	(7)(7b)	(8)(8a)	(8)(8b)	(9)(9a)	(9)(9b)	(10)(10a)	
Course Outcome	CO1	CO1	CO2	CO2	CO3	CO1	CO1	CO1	CO1	CO2	CO2	CO2	CO2	CO3	
Taxonomy	UNDERSTAND	UNDERSTAND	REMEMBER	UNDERSTAND	UNDERSTAND	UNDERSTAND	UNDERSTAND	UNDERSTAND	UNDERSTAND	UNDERSTAND	UNDERSTAND	UNDERSTAND	UNDERSTAND	APPLY	
Maximum Marks	2	2	2	2	2	10	10	10	10	10	10	10	10	10	
S.no	Roll Number	Attn													
1	720323115001	P	0	0	0	0	0	8		7	8		2	6	
2	720323115002	P	2	1	2	2	2	9	4		9		9	10	
3	720323115003	P	2	1	2	1	2	5	0		0		0	0	
4	720323115004	P	2	1	1	1	2	0	0		0		0	0	

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7. Auto Calculation

- The system automatically calculates:
 - Total marks (displayed in the “Total” column).
- Verify totals before saving.

8. Editing Marks

- Marks can be edited before final submission.
- Ensure corrections are made carefully and verified.

9. Saving & Preview

- Click “Save”:
 - Saves entered marks.
- Click “Preview”:
 - View entered marks before finalization.

10. Exporting Marks

- Use “Export Marks” to download the entered data (for records or verification).

11. Status Indicators

- Completed: All marks entered successfully.
- In Progress: Some entries pending.

12. Important Guidelines

- Double-check:
 - Student roll numbers
 - Entered marks
 - Attendance status
- Do not leave blank fields for present students.
- Ensure consistency with question-wise maximum marks.
- Submit within the deadline set by the exam cell.
- Avoid multiple users editing the same course simultaneously.

13. Final Submission Responsibility

- The examiner is responsible for:
 - Accuracy of marks entered
 - Correct attendance marking
 - Timely submission

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Form 1.4

CONSOLIDATED CLAIM FORM FOR INVIGILATORS (END SEMESTER THEORY EXAMINATIONS)

End Semester Theory Examinations - /

S.No.	Name	Bank Name	Branch Name	Account number	IFSC Code	Total Amount (in Rs.)	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by

Controller of Examinations

Name & Signature

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Form 1.5

CONSOLIDATED CLAIM FORM FOR INVIGILATORS (END SEMESTER PRACTICAL EXAMINATIONS)

End Semester Practical Examinations - /

S.No.	Name	Bank Name	Branch Name	Account number	IFSC Code	Total Amount (in Rs.)	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by

Controller of Examinations

Name & Signature

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Form 2.2

APPLICATION FOR CONDONATION

Date:

(Mandatory Form for Students with attendance shortage)

Reg. No.		Name	
Year		Branch	
Semester & Section		% of Attendance	
No. of condonations granted so far*		Semester in which last condonation was granted	
Reason for Absence			
Attached Certificate	Medical Certificate / Sports Certificate (Strike if not applicable)		
Signature of the student			
Recommendation by Faculty Advisor			
Approval by HoD			
Approval by Principal			

* As per the academic regulations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 3.1

PANEL OF QUESTION PAPER SETTERS

Confidential

End Semester Theory Examinations _____ B.E / B.Tech

Date:

S. No.	Academic Year	Sem.	Course Code	Course Title	Internal QP Setter Details	External QP Setter Details	External QP Setter Name, Designation/ Dept, College	Course Handling Experience In Yrs.	Mail id & Mobile no.
					Faculty ID:	Panel-1			Mailid:
					Faculty Name:				Mobile No.:
					Desgn:	Panel-2			Mailid:
					Dept:				Mobile No.:
					Mail ID:	Panel-3			Mailid:
					Exp:				Mobile No.:

[Kindly provide 2 external examiners and 1 internal examiner for every course code & examiners should have minimum of 5 Yrs of teaching experience]

Head of the Department

Department Seal

Controller of Examination

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 3.2

Confidential

APPOINTMENT ORDER FOR QUESTION PAPER SETTER

Letter No: COE / End Sem. Exam / ...

Controller of Examinations

Date:

Dear Sir / Madam,

Sub: End Semester Examinations Month / Year Question Paper setting - Appointment of Question Paper Setter - reg.

This is to inform that you are appointed to set Question paper(s) for the End Semester Examinations to be conducted during _____ for the following Subject(s):

S. No	Degree (UG/PG)	Branch	Subject Code & Title	Duration	Marks	No. of QPs
				3 Hours	100	

1. Kindly submit the **password protected soft copy** of the Question Paper in word format (Template attached) to the e-mail: coe@acetcbe.edu.in
2. Kindly send the Scanned copy of the Cancelled Cheque Leaf (or) Front page of the Bank Passbook along with the QP(s) to above mail id.
3. Last Date for receiving QPs is _____

Soliciting your early favorable response.

With warm regards
Controller of Examinations

Attachment files:

- ❖ Syllabus Copy
- ❖ Question Paper Format
- ❖ Instructions to Question Paper Setters.

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Form 3.3

QUESTION PAPER FORMAT

B.E. / B.Tech / DEGREE EXAMINATIONS

_____ Semester
_____ Branch

Month	Year

Course Code & Name of the Course

Instructions: (Mention instructions for the supply of permitted Code Book, Data Books, Charts, Tables, Drawing and Graph Sheets if any)

(Regulations)

Duration: Three Hours

Maximum: 100 Marks

Q. No.	PART A (10 x 2 = 20 Marks) Answer All Questions	M	BT	CO
1		2		CO1
2		2		CO1
3		2		CO2
4		2		CO2
5		2		CO3
6		2		CO3
7		2		CO4
8		2		CO4
9		2		CO5
10		2		CO5

M - Marks; BT- Bloom's Taxonomy (Revised); CO – Course Outcome

Q. No.	PART B (5 x 13 = 65 Marks) Answer All Questions		M	BT	CO
11 a)	i.			U/Ap	
	ii.			Ap/An	
(Or)					
11 b)	i.			U/Ap	
	ii.			Ap/An	
12 a)	i.			U/Ap	
	ii.			Ap/An	
(Or)					
12 b)	i.			U/Ap	
	ii.			Ap/An	

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13 a)	i.			U/Ap	
	ii.			Ap/An	
(Or)					
13 b)	i.			U/Ap	
	ii.			Ap/An	
14 a)	i.			U/Ap	
	ii.			Ap/An/E	
(Or)					
14 b)	i.			U/Ap	
	ii.			Ap/An/E	
15 a)	i.			U/Ap	
	ii.			Ap/An/E	
(Or)					
15 b)	i.			U/Ap	
	ii.			Ap/An/E	

Q. No.	PART C (1 x 15 = 15 Marks) Answer All Questions	M	BT	CO
16 a)	i.		U/Ap	
	ii.		Ap/An	
(Or)				
16 b)	i.		U/Ap	
	ii.		Ap/An	

Table of Specification

Blooms Taxonomy (BT)	Divisions			Total
	Part - A	Part - B	Part - C	
Remember (R)				
Understand (U)				
Apply (Ap)				
Analyze (An)				
Evaluate* (E)				
Create* (C)				
	Total			

Note : All the data entered in tabulation must be in terms of %

Revised Bloom's Taxonomy level expected: R/U: 30 to 45%; U/Ap : 50 to 60% ; An / E / C: 16 to 20 %

* Depending upon the course, E / C can be incorporated. Normally except design course, it will contain only the first 4 levels of BT.

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Form 3.4

GUIDELINES FOR QUESTION PAPER SETTERS

1. Particulars regarding Regulations, Programme, Branch, Semester, Course Code / Course, Duration and Maximum Marks must be clearly written in the Question Paper.
2. Take specific care while indicating the marks for questions (marks may be given for each sub-division separately).
3. Set the questions covering the entire syllabus.
 - a. Two questions (without subdivisions) from each unit for Part A
 - b. Five questions [Either or Pattern] from the five units for Part-B.
 - c. One question [Either or Pattern] from the five units for Part-C.
4. Standard of Questions:
5. The Question paper setter is required to set a standard question paper (as per the sample enclosed) to test the analyzing, designing and critical thinking skills of a student in addition to their basic understanding of the course. The questions should contain a judicious mix of the following types of questions:
 - a. Lower order (LO) cognitive questions that will test the remembering, understanding capacity of a student.
 - b. Intermediate order (IO) cognitive questions that will test the applications and analyzing abilities of student.
 - c. Higher order (HO) cognitive questions that will test further the analyzing, evaluation and creative abilities of a student.

The question paper should contain the above types of questions in the following distribution:

Level of Questions	Lower Order Cognitive	Intermediate Order Cognitive Questions	Higher Order Cognitive
	Remember / Understand Type	Analyzing / Apply Type	Evaluate / Create Type
Mark Distribution Recommended	30-45 %	50-60 %	16-20 %

6. In either or questions (Part-C) each question will have normally 2 parts. The IO and HO may be balanced so that each question will have same level.

For example,

16 (a) i. - IO ii - HO	12 (b) i. - IO ii - HO
The mark distribution should also match the level in the respective subdivision	

7. Question paper should be set in such a way that it can be answered by an average student within the given time comfortably.
8. Figure No./Table No. must be given correspond to Question No. in which they occur.
9. Instructions for the use of statistical tables, data books, graph sheets, drawing sheets etc. should be clearly mentioned so that the same can be supplied during the examination by the CoE Office.

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Form 3.5

CONSOLIDATED STATEMENT OF CLAIM FOR QUESTION PAPER SETTERS (EXTERNAL)

End Semester Examination/.....
REMUNERATION AMOUNT- EXTERNAL QP SETTING
(..... Semester)

S.No	NAME OF THE QP SETTER	ACCOUNT NUMBER	NAME OF THE BANK	NAME OF THE BRANCH	IFSC Code	AMT (Rs)

TOTAL NUMBER OF QUESTION PAPER SETTERS:

Total

TOTAL NUMBER OF QUESTION PAPERS:

DCOE

COE

PRINCIPAL

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 4.1

PANEL OF QUESTION PAPER SCRUTINY MEMBERS

End Semester Theory Examinations -----

Confidential

Date:

Time:

Venue:

Sl. No.	Department	Category	Name of the Internal/ External Expert member / Designation / Dept	Institution	Mobile Number	Mail ID
1.		HoD				
2.		External				
3.		Internal				
4.		HoD				
5.		External				
6.		Internal				
7.		HoD				
8.		External				
9.		Internal				

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Form 4.2

Confidential

APPOINTMENT ORDER FOR QUESTION PAPER SCRUTINY MEMBER

Lr. No.: CoE/QP Scrutiny/End Semester Examinations/

Dear Sir / Madam

Date:

Sub: Appointment Order - Scrutiny of Question Papers - Expert Member -
Autonomous End Semester Theory Examinations - Reg

Greetings from Akshaya College of Engineering and Technology (Autonomous)

I am happy to inform you that you have been appointed as Internal / External Expert member based on the recommendation by our Academic Panel for Scrutiny of the question paper(s) for the Autonomous End Semester Theory Examinations .

- Name of the Board :
- Date & Time :
- Venue : CoE Office, Akshaya College of Engineering and Technology

Remuneration for the scrutiny work will be as per the norms of the institute. Kindly keep the order confidential. Solicit your kind cooperation in this regard.

with warm regards,

Yours truly,

Controller of Examinations

To

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 4.3

QUESTION PAPER SCRUTINY FORM FOR END SEMESTER EXAMINATIONS

Month / Year

Confidential

Degree & Branch	Semester	Course Code	Course Title

S.No.	The following details are to be checked in the question paper.	SET-A		SET-B	
		Quality measure	Mention the Question No. in case of discrepancy	Quality measure	Mention the Question No. in case of discrepancy
1.	How is the Coverage of Syllabus in the Question Paper? If the quality measure is 'P', correct the same in the question paper using RED ink pen.	VG/G/S/ P		VG/G/S/ P	
2.	Comment about the overall standard of the Question Paper. If the standard is 'P', correct the same in the question paper using RED ink pen.	VG/G/S/ P		VG/G/S/ P	
3.	Are the questions chosen uniformly from each unit? If not specify the question no.	Y/N		Y/N	
4.	Are the RBT correctly specified against each question? If not, correct the same.	Y/N		Y/N	
5.	Are the marks distributed uniformly and correctly?	Y/N		Y/N	
6.	Is there any data missing in the question paper? If so, correct the same in the question paper using RED ink pen.	Y/N		Y/N	
7.	Is there any grammatical error or measurements missing in diagram? if so, correct the same in the question paper using RED ink pen.	Y/N		Y/N	
8.	Is there any question found to be repetitive? If so, change the question using RED ink pen.	Y/N		Y/N	
9.	Mention the difficulty level: Tough%: Moderate%: Easy%	%: %: %=100%		%: %: %=100%	
10.	Is the Question Paper Approved?	Y/N		Y/N	
11.	Specify reason, if REJECTED				

Declaration: We will not discuss or disclose anything related to this audit to anyone & none of my family member(s) & relative(s) are appearing for the examination.

QP Set	Auditor Name	Designation / Department	College	Signature with date
Internal/External Expert				
Board Chairman				

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 4.4

QUESTION PAPER SCRUTINY SUMMARY

Confidential

END SEMESTER THEORY EXAMINATION _____

Date:

S. No.	Course Code	Course Title	Dept	Internal/External Expert Name	Designation	College	Mobile No.	Signature

DCOE

COE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 4.5

CLAIM FORM FOR QUESTION PAPER SCRUTINY MEMBER

Name of the Board		Date	
Name of the Faculty (With ID in case of Internal)			
Designation and Department			
Name of the College			
No. of QP Scrutinized	X Rs.	=	
Travelling Allowance & Dearness Allowance (External Only)	Rs.	$\frac{\text{No. of Days} \times}{\text{Day}} =$	
Claim Amount in words			
Account Holder Name (as per Bank)			
Account Number			
Bank			
Branch			
IFSC Code			
Approved by the Board Chairman (Name & Signature)			

Controller of Examinations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 4.6

QUESTION PAPER SCRUTINY MEMBER ATTENDANCE (INTERNAL / EXTERNAL)

End Semester Theory Examinations.....

Date:

Venue:

S.No.	Name of the Board	Name of the Faculty	Designation	Name of the College	Signature with Date
1.					
2.					
3.					
4.					
5.					
6.					

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 4.7

Confidential

BLOCK LISTING OF QP SETTERS AFTER QP SCRUTINY _____ (Month/Year)

Name of the Board	Name of the Board Chairman	Date of QP Scrutiny

Sl. No.	Name of the QP Setter	Designation/Department	Name of the College	Course Code & Course Name	Reasons for Block Listing
1					
2					
3					
4					

Signature of the Board Chairman with Date

Name and Signature of the DCoE with Date

Signature of the CoE with Date

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.1

QUESTION PAPER FEEDBACK FROM FACULTY

End Semester Theory Examinations

Regular / Arrear :

Name of the Faculty :	Designation:
Department :	Course Code & Title :
Semester :	Date of Examination & Session :

S.NO	QUESTIONS	REMARK	
1	Are the questions within the syllabus?	Yes	No
If No, please specify			
2	Are the questions uniformly distributed over the syllabus?	Yes	No
If No, please specify			
3	Whether an Average student with adequate preparation could answer the questions?	Yes	No
If No, please specify			
4	Is the question paper more into theoretical or analytical or balanced?	Specify :	
5	Is it feasible to complete within the given time?	Yes	No
If No, please specify			
6	Are the questions proportion to the weightage of marks?	Yes	No
If No, please specify			
7	Whether the diagram and data are clearly visible in the question paper?	Yes	No
If No, please specify			
8	Is there any discrepancy or missing data or mistake(s) in the question paper?	Yes	No
If Yes, please specify			
9	Whether the questions from CIA/IE are appearing in the End Semester Question paper?	Yes	No
If Yes, specify the Marks and percentage of Questions : _____ / 165 Marks & _____ %			

Course In-charge Name & Signature with Date

Signature of the HOD with Date

Signature of the CoE with Date

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.2

QUESTION PAPER FEEDBACK FROM STUDENTS

End Semester Theory Examinations.....

Regular/arrear:

Name of the Student :	Register Number :
(i) How was the Question Paper? : Easy / Moderate / Difficult	
(ii) Is there any discrepancy or missing data or mistake(s) in the question paper? Yes / No (if Yes, Specify)	
(iii) Question paper is more into : theoretical / analytical / balanced	
Remarks (if any):	
Signature of the Student with Date	

Name of the Student :	Register Number :
(i) How was the Question Paper? : Easy / Moderate / Difficult	
(ii) Is there any discrepancy or missing data or mistake(s) in the question paper? Yes / No (if Yes, Specify)	
(iii) Question paper is more into : theoretical / analytical / balanced	
Remarks (if any):	
Signature of the Student with Date	

Name of the Student :	Register Number :
(i) How was the Question Paper? : Easy / Moderate / Difficult	
(ii) Is there any discrepancy or missing data or mistake(s) in the question paper? Yes / No (if Yes, Specify)	
(iii) Question paper is more into : theoretical / analytical / balanced	
Remarks (if any):	
Signature of the Student with Date	

Signature of the Faculty with Date

Signature of the HOD with Date

Signature of the CoE with Date

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.3

QUESTION PAPER DISCREPANCY REPORT

Sl. No.	Item Description	
1.	Valuation Board	
2.	Date of Examination	
3.	Course Code	
4.	Course Title	
5.	Candidates Registered	
6.	Discrepancy (if any) Nil in case of 'No Discrepancy'	
7.	Recommendation of the course coordinator	
8.	Recommendation of the Head of the Department	

Course Coordinator
(Name & Signature)
with date

Head of the Department
(Name & Signature)
with date

Controller of Examinations
(Signature)

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

PANEL OF EXAMINERS FOR END SEMESTER PRACTICAL EXAMINATIONS (EXTERNAL / INTERNAL)

Form 5.4

Confidential

UG / PG - Branch:					
Course Code & Name		Regulation	Year & Semester	No. of candidates	Date(s) of Examination
			Month/Year		
			UG / PGSemester		
Examiner	Name of the Examiner, Designation / Dept. & College	Examiner Experience in Yrs.	Mailld	Mobile Number	Office Use Only
External Examiner 1					
External Examiner 2					
Internal Examiner					
Skilled Assistant					

Note:

1. Kindly provide 2 External Examiners for each course code.
2. External Examiners should have a minimum of 10 Yrs of teaching experience on a regular basis with expertise in the course
3. Internal Examiners should have a minimum of 5 Yrs of teaching experience on a regular basis with expertise in the course

Head of the Department

Department Seal

Controller of Examinations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.5

Confidential

APPOINTMENT ORDER FOR PRACTICAL EXAMINATIONS (EXTERNAL)

Lr No: CoE/End Semester Practical Exam_____/Ext. Appointment/

Controller of Examinations

Date:

Dear Sir / Madam,

Sub: End Semester Practical Examinations_____ - External Examiner Appointed reg.

We are happy to appoint you as an External Examiner for the End Semester Practical Examinations to be conducted during____for the following Subject(s):

Degree	Branch & Year	Course Code & Title	Date of Examination & Session	Internal Examiner Contact Details

You are requested to be present 30 minutes before the start of examination. Question paper has to be set jointly by the internal and external examiners. After the examination, internal and external examiners have to enter the marks in the ERP. The following documents shall be handed over to the CoE immediately after the conduct of the practical examination.

1. Attendance Sheet.
2. Copy of the Mark Statement signed by the internal and external examiners.

Remuneration for conducting the practical examinations will be as per the norms of the institute.

Please keep this assignment confidential. Solicit your kind cooperation in this regard.

Controller of Examinations

To

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.6

Confidential

APPOINTMENT OF SQUAD (PRACTICAL EXAMINATIONS)

Lr No: CoE/End Semester Practical Exam _____ /Squad Duty/

Controller of Examinations

Date:

Dear Sir / Madam,

Sub: End Semester Practical Examinations _____ - Squad Duty Appointed - reg.

We are happy to appoint you as a Squad member for the End Semester Practical Examinations to be conducted during _____ for the following Laboratory Courses (s):

S.No	Degree	Semester & Branch	Course Code & Title	Date of Examination & Venue	Internal Examiner & Contact Detail	External Examiner & Contact Detail
1						
2						
3						
4						

You are requested to report to CoE on the day before start of the Laboratory examination. You are requested to have a surprise visit during the duration of the laboratory examination. The squad report shall be handed over to the CoE immediately after the surprise visit.

Please keep this assignment confidential. Solicit your kind cooperation in this regard.

Controller of Examinations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

To

Form 5.7

Lr.No. 7203-ACET/AUR/End Semester Theory Examinations _____/ Date :

Dr.R..Ravindran
Principal

To

The Zonal Coordinator
Zone - IX
Anna University Regional Campus
Maruthamalai Road
Navaoor, Coimbatore 641 046

Sir,

Sub: 7203-ACET-Autonomous End Semester Theory Examinations _____
Appointment of Anna University Representative (AUR) Requested - Reg.

It is requested to appoint Anna University Representative (AUR) for the Autonomous End Semester Theory Examinations _____ for B.E. / B.Tech / ME., programmes to be conducted in

Sl. No.	Date	Day	Session
1			
2			
3			
4			
5			
6			
7			
8			

our institute premises as per the following schedule:

Thanking you

Yours sincerely,

Copy to:

1. The Controller of Examinations,
Anna University,
Chennai – 600025.
2. CoE (ACET)

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.8

APPOINTMENT OF CHIEF SUPERINTENDENT (END SEMESTER THEORY EXAMINATIONS)

Lr. No. : COE / ESE _____ / Appointment Chief Supt./

Date:

To

<Name of the Head of the Professor>

Department of _____
Akshaya College of Engineering and Technology,
Kinathukadavu, Coimbatore – 642 109.

_____ is appointed as Chief Superintendent for the Conduct of Autonomous End Semester Theory Examinations _____ (____ Semester) to be held in our institute. The details of Date & Session of the Examinations are as follows:

Sl. No.	Date	Day	Session (Time)	
			FN	AN
1				
2				
3				
4				
5				

(Reporting Time and Place: _____ @CoE's Office)

The following are available in the COE's Office for your kind reference:

1. Report by Chief Superintendent (Form 5.12)
2. Details of Proctoring Hall and No. of candidates registered per session
3. Copy of the End Semester Theory Examinations Time Table

You are requested to extend the fullest co-operation for the smooth and successful conduct of the theory examinations.

Controller of Examinations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.9

Confidential

APPOINTMENT OF SQUAD (END SEMESTER THEORY EXAMINATIONS)

Lr No: CoE/End Semester Theory Exam_____/Squad Duty/

Controller of Examinations

Date:

Dear Sir / Madam,

Sub: End Semester Theory Examinations _____ - Squad Duty Appointed – Reg.

We are happy to appoint you as a Squad member for the End Semester Theory Examinations to be conducted during_____for the following venues:

Exam Date(s)	Exam Venue(s)

You are requested to report to CoE on the day before start of the Theory examination. You are requested to have a surprise visit during the theory examination. The observations made shall be handed over as a report to the CoE immediately after the surprise visit.

Please keep this assignment as confidential. Solicit your kind cooperation in this regard.

Controller of Examinations

To

AKSHAYA COLLEGE OF ENGINEERING AND TECHNOLOGY



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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.10

INSTRUCTIONS TO THE CHIEF SUPERINTENDENT (END SEMESTER THEORY EXAMINATIONS)

1. The CS shall receive the question paper as per the Time Table from the CoE Session on the day of the before half an hour from start of the examinations
2. The CS along with the Anna University Representative (AUR) shall verify whether the question paper is available in a sealed cover and check for sufficient number of photocopy of the question papers with the student's strength.
3. The CS shall ensure that the Answer Booklet with different Serial Number and Booklet Code is made ready for distribution in the examination halls.
4. The CS shall verify the appropriate Code Book, Data Books, Charts, Tables, Drawing and Graph Sheets are supplied to the examination halls if necessary.
5. Report the cases of malpractice detected to the Controller of Examinations immediately for further action. The CS shall instruct the squad to use the required forms placed at the controller office for the said purpose.
6. If a candidate is booked under malpractice, the Chief Superintendent shall instruct them to attend the enquiry meeting, as fixed by the Controller of Examinations. The Squad shall submit all other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.
7. The CS shall report simultaneously, the instances of grave malpractice such as mass copying etc.to the Controller of Examinations.
8. The CS shall make necessary arrangements for Collection of Answered Booklets in a Packet with 25 answer scripts at Maximum and Sealed with Signature of the CS and AUR.
9. The CS shall sign on the register that contains summary of the examinations like Date of Examination, No. of Halls utilized, No. of Invigilators, No. of Malpractice reported, No. of candidates registered, No. of candidates appeared, No. of candidates absent, No. of Question Paper used Etc.....
10. The CS shall seek any clarifications / guidance and assistance from the Controller of Examinations whenever needed.

Controller of Examinations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.11

INSTRUCTIONS TO THE SQUAD MEMBERS

1. The squad shall conduct themselves with utmost caution, courtesy and respect, without disturbing the students attending the examination.
2. The squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
3. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
4. Report the students who indulge in malpractice to the Controller of Examinations immediately through the Deputy Controller of Examinations for further action. The squad shall make use of the required formats available at the controller office for the said purpose.
5. Book the candidates who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature from the candidate.
6. The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc. to the Controller of Examinations and the Chief Superintendent.
7. The squad shall record their findings including satisfactory/or other remarks in the CoE's office. Each member of the squad shall affix their signature in the attendance register placed at the CoE's office in each session of the examination.
8. The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the CoE's office or the smooth conduct of examinations and to curb the number of malpractice cases.
9. The members of the squad shall not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the concerned candidate from the others, taking to the CoE's office without further enquiring in the hall disturbing others for a prolonged period.
10. The malpractice case shall be booked with the prior intimation to the chief superintendent and AUR.
11. If a candidate is booked under malpractice, the Chief Superintendent shall instruct them to attend the enquiry meeting, as fixed by the Controller of Examinations. The Squad shall submit all other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.
12. The squad shall seek any clarifications / guidance and assistance from the Controller of Examinations whenever needed.

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.12

REPORT BY CHIEF SUPERINTENDENT - END SEMESTER THEORY EXAMINATIONS

Name of the Chief Superintendent/ Desgn / Dept.	Date & Session

S.No.	Question attributes	Observations	Suggestions / Remarks (if
1	Whether the Invigilators were present at the allotted Venue during the entire duration of the exam?	Yes / No	
2	Was there any discrepancy in the question paper reported by faculty members / student?	Yes / No	
3	Whether all the Examination Halls were neat and clean including Black Boards?	Yes / No	
4	Whether the students were found sitting in the allotted venue with ID card and Hall Ticket?	Yes / No	
5	Whether the Invigilator was Vigilant in monitoring the students?	Yes / No	
6	Whether the seating of students was arranged as per the norms?	Yes / No	
7	Did you find any malpractice by the students?	Yes / No	
8	Whether the invigilators were using Mobile Phone during Invigilation?	Yes / No	
9	Whether the study materials were kept away from the exam hall?	Yes / No	
10	Whether the supplied data book (if any) was appropriate?	Yes / No	

General observations during the visit:

Signature
of the Chief Superintendent with date

CoE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

REPORT BY SQUAD (END SEMESTER THEORY EXAMINATIONS)

Form 5.13

Name of the Squad Member / Design / Dept.	Date & Session	Hall Number

S.No.	Question attributes	Observations	Remarks
1	Whether the seating plan was available with the Hall Superintendent?	Yes / No	(if NO, Specify the Hall No. & Hall Superintendent Name.)
2	Whether the students were seated as per the seating plan?	Yes / No	(if NO, Specify the Hall No. & Hall Superintendent Name & College.)
3	Whether the invigilators were Vigilant inside the hall?	Yes / No	(if NO, Specify the Hall No. & Hall Superintendent Name & College.)
4	Whether the invigilators were using the Mobile Phones during the exam duty?	Yes / No	(if Yes, Specify the Hall No. & Hall Superintendent Name & College.)
5	Did you find any malpractice by the students?	Yes / No	(if YES, Specify the Hall No. & Register Nos.)
6	Whether all the students were wearing ID card?	Yes / No	(if NO, Hall No. & Specify the Register Nos.)
7	Whether any of the student was not possessing Hall Ticket?	Yes / No	(if Yes, Specify the Hall No. & Register Nos.) (if NO, Specify the Hall No. & Hall Superintendent Name & College.)
8	Whether the Exam Halls & Black Boards were neat and clean?	Yes / No	(if NO, Specify the Hall Name & Remark.)

General observations during the visit:

Signature
of the Squad member with date

CoE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.14

REPORT BY SQUAD (END SEMESTER PRACTICAL EXAMINATIONS)

Name of the Squad Member / Design / Dept.	Date & Session	Hall Number

S.No.	Question attributes	Observations	Remarks
1	Whether the Lab Schedule was available with the Hall Superintendent/Notice Board?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
2	Whether the students were seated as per the seating plan with enough space between two students?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
3	Whether the Internal and External examiners were present inside the lab?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
4	Whether the staffs were using the Mobile Phones during the examination process?	Yes / No	(if YES, Specify the Internal Examiner Name & Department)
5	Did you find any malpractice by the students?	Yes / No	(if YES, Specify the Hall No. & Register Nos.& Student Name)
6	Whether all the students were wearing ID card?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
7	Whether any of the student was not possessing Hall Ticket?	Yes / No	(if YES, Specify the Internal Examiner Name & Department)
			(if YES, Specify the Student Name & Department)
8	Whether the Viva Voce were conducted?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
9	Whether the Question Paper for the Laboratory exam was prepared both by Internal and External Examiners?	Yes / No	(if NO, Specify the Examiners Name & Department)

General observations during the visit:

Signature of the Squad member with date

CoE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

MALPRACTICE REPORT

Form 5.17

End Semester Examinations _____

Date:

1. Name of the Candidate :
2. Register Number :
3. Department :
4. Year / Semester :
5. Subject Code & Title :
6. Date & Session of Exam :

7. Statement of the Candidate:

Signature of the Candidate with Date

8. Report of the Hall Superintendent/Proctor:

Name of the Hall Superintendent/Proctor with Signature and Date

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 5.18

GUIDELINES FOR AWARDING PUNISHMENTS TO MALPRACTICE CASE

 ANNA UNIVERSITY : CHENNAI 600 025 OFFICE OF THE CONTROLLER OF EXAMINATIONS GUIDELINES FOR AWARDING PUNISHMENT TO MALPRACTICE CASES OF STUDENTS		
Sl.No.	Nature of Malpractice	Maximum Punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	I - Fine of Rs.1000/- per subject.
2.	The candidate writing his/her name in the answer script.	
3.	The candidate writing his/her registration number /college name in place other than specified in the answer script.	
4.	Any special marking in the answer script by the candidate.	
5.	The candidate communicating with neighbouring candidate orally or non verbally: the candidate causing suspicious movement of his/her body.	
6.	Irrelevant writing by the candidate in the answer script.	
7.	The candidate writing answer on his/her question paper or making use of his/her question paper for rough work.	
8.	The candidate possessing of cell phone / programmable calculator(s)/any other electronic storage device(s) gadgets.	II - Invalidating the examination of the particular subject written by the candidate.
9.	The candidate facilitating the other candidate(s) to copy from his/her answer\$ script.	III A - If the quantum of the incriminating material is less than that could normally be printed in two lines of A5 size paper, then punishment is restricted to the subject concerned only. III B - If the quantum is equal to or more than that could normally be printed in two lines and less than that could normally be printed in the full page of the A5 size paper, then the punishment is invalidating the examination of the subject concerned and further the candidate is not considered for any moderation and revaluation in the current semester for any subject (including arrear subject). III C - When the quantum is equal to or more than that could normally be printed in full page of A5 size paper, then the punishment would be invalidating the examinations of the subject concern and all the theory and the practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrear subjects. If the candidate has registered for the arrear subjects only, invalidating the examinations of all the arrear subjects registered by the candidate. The punishment does not include Project work and the subjects with 100% internal evaluation.
10.	The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall ticket, etc.	
11.	The candidate possessing cell phone(s)/ programmable calculator(s)/any other electronic storage device(s) gadgets and containing incriminating materials (whether used or not)	
12.	The candidate possessing the question paper of another candidate with additional writing on it.	
13.	The candidate passing his/her question paper to another candidate with additional writing on it.	
14.	The candidate passing incriminating materials brought into the examination hall in any medium (hard / soft) to other candidate(s)	
15.	The candidate copying from neighbouring candidate.	
16.	The candidate taking out of the examination hall answer booklet(s), used or unused.	
17.	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	

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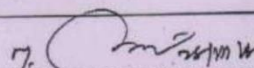
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18.	Vulgar/ offensive writings by the candidate in the answer script.	IV - Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears- subjects registered by the candidate
19.	The candidate possessing the answer script of another candidate.	
20.	The candidate passing his/her answers script to another candidate.	
21.	Candidate destroying evidence relating to an alleged irregularity.	V A - Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate . Further the candidate is not considered for revaluation of answer scripts of the arrears subjects. V B - If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate. Additional Punishment: (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears- subjects for two subsequent semesters.
22.	Involved in any one or more of the malpractices of serial no.8 to 21 for the second or subsequent times.	
23.	The candidate substituting an answer booklet prepared outside the examination hall for the one already distributed to the candidate.	
24.	The candidate misbehaving in the examination hall	
25.	The candidate indulge in any disruptive conduct including, but not limited to, shouting , assault of invigilator, officials or students using abusive and/ or threatening language, destruction of property.	VI A Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears - subjects registered by the candidate. VI B -If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate. Additional Punishment: (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for two years i.e., for four subsequent semesters. However, the student is permitted to appear for the examination in all the arrear subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears - subjects for four subsequent semesters.
26.	The candidate harass or engage others to harass on his/her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits mails or by any other means.	
27.	Candidate possessing any firearm/ weapon inside the examination hall.	
28.	Cases of impersonation	VII (i) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent. (ii) If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University. (iii) Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University.


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VALUATOR PANEL FOR CENTRAL VALUATION

Form 6.1

End Semester Theory Examinations _____
B.E./B.Tech

Confidential

Date: _____

S. No.	Sem.	Course Code	Course Title	Script Count	Internal QP Valuators Name, Designation/ Dept, Mail-Id, Mobile No. [Min: 5 Years of Exp.]	External QP Valuators Name, Designation/ Dept, College, Mail-Id, Mobile No. [Min: 10 Years of Exp.]	Remarks (CoE office only)
					Int Panel-1 Exp:	Ext.Panel-1 Exp:	
					Int Panel-2 Exp:	Ext.Panel-2 Exp:	
					Int Panel-3 Exp:	Ext.Panel-3 Exp:	
					Int Panel-1 Exp:	Ext.Panel-1 Exp:	
					Int Panel-2 Exp:	Ext.Panel-2 Exp:	
					Int Panel-3 Exp:	Ext.Panel-3 Exp:	

[Kindly provide Internal Valuators (50%) and External Valuators (50%) for each course with minimum of e external experts for each course]

Head of the Department

Department Seal

Controller of Examination

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Form 6.2



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Kinathukadavu, Coimbatore - 642 109.

END SEMESTER THEORY EXAMINATIONS

Month	Year

ANSWER KEY & MARK DETAILS

_____ Semester

Regulations:

DEGREE & BRANCH:

BE/BTech ()

Regulation:

Duration: 3 Hours

COURSE
CODE

COURSE TITLE (IN CAPS)

Max. Marks: 100

Q.No.	PART A	M
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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Q. No.	PART B		M
11 a)	i.		
	ii.		
11 b)	i.		
	ii.		
12 b)	i.		
	ii.		
13 a)	i.		
	ii.		
13 b)	i.		
	ii.		
14 a)	i.		
	ii.		
14 b)	i.		
	ii.		
15 a)	i.		
	ii.		
15 b)	i.		
	ii.		

Q. No.	PART C		M
16 a)	i.		
	ii.		
16 b)	i.		
	ii.		

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CLAIM FORM FOR SUPPORTING STAFF

Form 6.3

Name of the Board	Month & Year of Examination	Name of the Staff	Designation	Staff ID	Working Department

Sl.No.	Date	Session	Course Code	Course Title	Dept	Packet No.	Total No. of Answer Scripts	Total No. of Answer Scripts X Rs.	Total Amount in Rs.	Sign of the Lab Technician / OA	Sign of the Supervisor
1.											
2.											
3.											
4.											
5.											
6.											
Total of Page 1											
Total Claim Amount Page1 + Page 2: _____ + _____ = _____											
Claim Amount in Words:											

Name & Signature of the Staff
 Name & Signature of the ACoE
 Name & Signature of the DCoE
 Signature of the CoE

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Form 6.4

COURSE-WISE DISTRIBUTION OF MARKS

The Chairman and Chief Examiners are requested to furnish the following details at the end of the valuation

Degree & Branch	Course Code	Name of the Board	Course Title	Name of the Chairman / Chief Examiner	Total No. of Bundles

Valuation Details		Bundle No.												
		Date of Valuation												
		Session (FN/AN)												
		Faculty Name												
		College												
		INT/EXT												
No. of Scripts given for valuation													Grade Distribution Count	
No. of Scripts with	R25	R21	RANGE											
	U	U	<50											
	C	C	50 – 55											
	C+	B	56 – 60											
	B	B+	61 – 65											
	B+		66 – 70											
	A	A	71 – 80											
	A+	A+	81 – 90											
	S	O	91 – 100											
Total Scripts														

Name & Signature of the Board Chairman

Name & Signature of the DCoE

Signature of the CoE

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Form 6.5

DUTIES & INSTRUCTIONS TO THE CHAIRMAN AND CHIEF EXAMINERS IN THE PROCESS OF VALUATION

1. The Chairman of the respective board shall convene a Pre-Valuation Board Meeting for the examiners on the first day (09.00 am) and give guidelines / instructions about the valuation process.
2. The Chairman shall discuss with the valuers about the comments (out of syllabus & any other discrepancies) on question papers received from the internal faculty members through HoD concerned and he/she has to take decisions in allotting the marks for the commented questions in consultation with the CoE.
3. The Chairman / Chief Examiners shall discuss and decline the offer to a valuator if any of his/her family members or relatives has written the examinations on the subject for which he/she is appointed as an examiner for valuation.
4. The Chairman / Chief Examiners shall distribute the Answer Scripts to the examiners based on their specialization and experience in handling those subjects.
5. The Chairman shall allot 25 answer scripts to a valuator per session, subject to a maximum of 50 per day (2 Sessions per day). On any account, 50 answer scripts will not be issued as one lot to anyone in the FN session.
6. The Chairman shall check the quality of the Answer Key and verify whether the valuator has valued the answer script assigned to him/her based on the key if provided.
7. The Chairman / Chief Examiners shall verify whether the valuator has valued the answer scripts correctly and carefully without any omission, spending the full allocated time for the valuation effectively.
8. The Chairman / Chief Examiners shall check all the given scripts less than pass marks and also check randomly at least 10% of the remaining valued answer scripts and counter sign on the answer script.

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9. The Chairman / Chief Examiners shall collect the claim bills from the valuers on the last day before the commencement of the afternoon session, verify it and handover immediately to the office of controller of examinations.
10. The Chairman shall give the statistical details (No. of answer scripts received, valued and range of the marks secured by the students) to the CoE after the valuation is over.
11. The Chairman / Chief Examiners shall maintain a good rapport with the valuers during the time of valuation.
12. The Chairman / Chief Examiners shall monitor and maintain discipline during the Central Valuation continuously.
13. The Chairman / Chief Examiners shall make sure that the Final mark entry are made through ERP software at the Valuation center itself.
14. Usage of mobile phones are strictly prohibited inside the central valuation hall. All the valuers are to be instructed to keep their mobile phones in SILENT mode during the valuation.

Controller of Examinations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPOINTMENT ORDER FOR EXTERNAL/INTERNAL VALUATOR

Form 6.6

Letter No: COE / Autonomous Examination/ CV Date:

Confidential

To

Sub: Autonomous Examinations ____ - Central Valuation – Appointment Order – reg.

Dear Sir / Madam,

This is to inform that you are appointed as a valuator for the Central Valuation for the Autonomous End Semester Examinations _____ as per the schedule given below:

Valuation Board : _____ Board

Date of Central Valuation:

Time :

Venue : Akshaya College of Engineering & Technology (CoE Office)

Kindly acknowledge your acceptance through reply mail to the details given below:

- On the first day of valuation you are expected to be present half an hour before the commencement of the valuation to attend the pre-evaluation meeting.
- Remuneration for valuation will be disbursed as per the norms of the institute. Your kind cooperation is solicited in this regard.

Controller of Examinations

Encl:

- Instructions to the Valuator

Office of the Controller of Examinations
Akshaya College of Engineering and Technology

ACCEPTANCE / DECLINE FORM



Ref.: COE / Autonomous Examination ____ / CV

Date:

From	To The Controller of Examinations, ACET, Coimbatore.
------	--

I hereby ACCEPT/DECLINE to act as a valuator for the Central Valuation _____ to be held on _____

Name & Signature of the Examiner with Date

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 6.7

INSTRUCTIONS TO THE EXTERNAL/INTERNAL VALUATORS

1. The valuers are not allowed to attend the valuation if their relatives or any other financially dependent(s) have appeared in the said examination.
2. The valuers are requested to be in valuation hall at least 10 minutes before the commencement of central valuation.
3. The valuation will be conducted in the FN session from 9.30 a.m. to 12.30 p.m. and AN session from 1.30 pm to 4.30 p.m.
4. Totally 25 answer scripts are to be valued per session and use the Red color ball pen for valuation and blue / black pen for filling other details.
5. The examiners are informed to put in their utmost care in valuation of answer scripts. It is to be ensured that all questions and sub divisions are valued and marks posted in the first page of the answer script and not on pages against each answer. If answer to a particular question/sub- division does not deserve any marks, then zero mark against that question should be given. For any unanswered question, please put a – symbol in the box provided.
6. If there is any correction to the marks already entered, the correction should be self-attested. Overwriting/Whitening with correcting fluid is not permitted when such a correction is carried out.
7. If there is any evidence of double handwriting or any form of request for more marks in any page of answer scripts, it may be brought to the notice of the Controller of Examinations (CoE) through Board Chairman, immediately.
8. No marks should be awarded to a question where the answer is crossed even though the answer may be correct to the extent of 100%. However, the matter should be reported immediately to the Board Chairman for further necessary action.
9. In case of Either OR Choice pattern of question paper, if a student has attempted all the choices then all the questions should be evaluated. The lowest marks should be encircled. Write as “Extra” by the side and the highest awarded mark should be taken for totalling.
10. After verifying the marks of all papers in each session by the Chairman/Chief Examiner the valuator can enter the marks in CMS software through Data Entry Operators available in the valuation hall. The marks should be verified before entering it.
11. At the end of each session of valuation, valued answer scripts and mark sheets duly signed by the valuers should be handed over to the Chairman / Chief Examiner. Only after counter checking of the same by the Chairman / Chief examiner, the examiner should leave the hall.
12. The examiners are instructed not to use mobile phones inside the valuation hall.

Controller of Examinations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 6.8

APPOINTMENT ORDER FOR TABULATORS

Lr. No. CoE/Central Valuation _____

Date:

Sub. : Autonomous Examinations____(____Semester) - Central Valuation
Appointment of Tabulators - Reg.

The following staff members will act as Tabulators for Central Valuation of
Autonomous Examinations_to be held on/between_and_____.

HoDs are requested to ensure their presence for the smooth conduct of Central Valuation.

Valuation Date	Sl.No.	Dept. of the Faculty	Teaching Staff deputed as Tabulator	Board Assigned for the Tabulator
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			

Controller of Examinations

Copy to:

1. All HoDs and Faculty Members
2. Principal and CE
3. CoE Office File

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INSTRUCTIONS TO THE TABULATORS

Form 6.9

1. The tabulators are not allowed to attend the valuation if their relatives or any other financially dependent(s) have appeared in the said examination.
2. The tabulators are requested to be in valuation hall at least 10 minutes before the commencement of central valuation.
3. The tabulation will start normally at 9.30 a.m. in the FN session and end at 12.30 p.m. and start at 1.30 p.m. in the AN session and end at 5.00 p.m.
4. Answer scripts are to be verified for the following discrepancies and reported to the valuator Concerned after recording the same in the prescribed format under the heading “Nature of Mistakes” (if any):
 - Unvalued Answers in the script
 - Zero to be marked for the wrong answers
 - Mistake in total
 - Double time posting of marks for the same answers
5. The tabulators are informed to take utmost care in verifying the answer scripts. It is to be ensured that all questions and sub divisions are valued and marks posted in the first page of the answer scripts and not on the pages against each answer. If answer to a particular question/sub-division is wrong/unconnected, then verify whether zero mark against that question is given. For any unanswered question, verify whether ‘-‘ symbol is posted.
6. If there is any correction to the marks already entered, verify whether the correction is self-attested by the valuator. Verify that the Overwriting/Whitening with correcting fluid are not done.
7. In case of Either OR Choice pattern of question paper, if the student has attempted all the choices then verify whether all the questions are evaluated. Ensure that the lowest marks are encircled and written as “Extra” and the highest awarded marks in that question is taken for totalling.
8. At the end of each session, valued answer scripts are to be duly verified and signed by the tabulators and handed over to the valuator concerned. Only after counter checking of the same by the Chairman / Chief examiner, the tabulator should leave the hall.
9. The tabulators are prohibited not to use mobile phones inside the valuation hall.

Controller of Examinations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPOINTMENT ORDER FOR DATA ENTRY OPERATORS / SUPPORTING STAFF

Form 6.10

Lr. No. CoE/Central Valuation _____

Date:

Sub.: Autonomous Examinations _____ (____ Semester) - Central Valuation
Appointment of Data Entry Operators and Supporting Staff - Reg.

The following staff members will act as Data Entry Operator and Supporting Staff for Central Valuation of Autonomous Examinations _____ to be held on/between _____ and _____. HoDs are requested to ensure their presence for the smooth conduct of Central Valuation.

Valuation Date	Sl.No.	DEPT	OA (or) LAB TECHNICIAN AS DATA ENTRY OPERATORS NAME
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

Valuation Date	Sl.No.	DEPT	NONTEACHING STAFF AS SUPPORTING STAFF NAME
	1		
	2		
	3		
	4		
	5		
	1		
	2		
	3		
	4		
	5		

Controller of Examinations

Copy to:

1. All HoDs and Faculty Members
2. Principal and CE
3. CoE Office File

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Form 6.11

ATTENDANCE CERTIFICATE FOR EXTERNAL VALUATOR

This is to certify that Mr./Ms./Mrs./Dr. _____
acted as an External Examiner for Practical / Central Valuation / Question Paper
Scrutiny Member / Invigilator on _____ / from
_____ to _____

Seal

Controller of Examinations

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ANSWER SCRIPTS VERIFICATION & CLAIM FORM FOR TABULATOR

Form 6.13

Name of the Board: **Name of the Tabulator:** **Employee ID:**

.....

Name of the Chairman: **Tabulator Dept.**

Sl. No.	Date & Session	Dummy Number of the Candidate	Course Code	Course Title	Name of the Evaluator / Institution	Nature of Mistake(s) if any

Name & Signature of the Chairman / Chief Examiner

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Details of Answer Books Scrutinized & Claim Form

SL No.	Date & Session	Course Code	Course Title	Total Scrutinized	Sl. No.	Date & Session	Course Code	Course Title	Total Scrutinized
1					11				
2					12				
3					13				
4					14				
5					15				
6					16				
7					17				
8					18				
9					19				
10					20				
Sub Total-1					Sub Total- 2				
Grand Total (Sub Total-1 +Sub Total-2) :									
Claim Amount in Words:									

Name & Signature of the Tabulator

Name & Signature of the Chairman/Chief Examiner

Name & Signature of the DCoE

Signature of the CoE

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Form 6.14

CLAIM FORM FOR DATA ENTRY OPERATOR

Name of the Board	Name of the Staff	Month & Year of Examination	Designation	Staff ID	Working Department
		____ / ____ Year			

S.No.	Date	Session	Staff Name	College	Course Code	Course Title	Dept	Packet No.	Total No. of Answer Scripts	Cumulative Total No. of Answer Scripts	Sign of the DEO	Sign
1.												
2.												
3.												
4.												
5.												

No. of Days: _____ No. of Sessions: _____ X Rs. /session Claim Amount Rs: _____

Claim Amount in Words :

Name & Signature of the Staff

Name & Signature of the ACoE

Name & Signature of the DCoE

Signature of the CoE

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Form 6.15

CLAIM FORM FOR BOARD CHAIRMAN / CHIEF EXAMINER

Name of the Board		Date	
Semester & Year			
Sum of Rupees	Rs. /- (Board Chairman) Rs. /- (Chief Examiner) (Strike out if not applicable)		
In words			
Name of the Board Chairman / Chief Examiner			
Designation/Dept.			
College Name	Akshaya College of Engineering and Technology, Coimbatore		
On Account of	Board Chairman / Chief Examiner for Central Valuation _____		

Verified by:

Name & Signature

Signature

(Affix Re. 1
Revenue Stamp,
if amount
Exceeds 5000)

Name & Signature

Chairman / Chief Examiner

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 7.1

APPLICATION FOR PHOTOCOPY

1	Name of the Candidate	:	
2	Register Number	:	Batch :
3	Degree & Branch	:	
4	Month & Year of Examination	:	

Details of the Course(s) for which photocopy is required:

S.No.	Course Code	Sem	Name of the Course	Grade	Office Use Only
1					
2					
3					
4					
5					
Total Fees : Rs. X =					

*Students can apply for maximum of 5 courses

Name & Signature of the Candidate

Name & Signature of the Mentor

Name & Signature of the Faculty Advisor

Name & Signature of the HoD

Station: Coimbatore

Date:

Note:

1. Submit the form to Faculty Advisor on or before _____ (date) @ _____ (time) along with Fees without fail.
2. Application with fees paid receipt received after _____ (time) on _____ (date) will not be accepted at CoE Office.

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 7.2

EXAMINATIONS WRAPPER

Register No.	Examination	Name of the Student	Semester	Programme and Branch	Year

Course Code for which Photocopy Received						
Name of the Course						
1	Are you satisfied with the evaluation?	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
	If not satisfied, Specify the reason					
Estimate the Marks you lost due to each of the following after going through the answer scripts						
2	a	Trouble in remembering the facts				
	b	Lack of understanding the concepts				
	c	Careless mistakes				
	d	Not knowing the answers				
	e	Others (Please specify)				
What help do you expect from the faculty member, further?						

Signature of the Student with date

Name & Signature of the ACoE with date

Name & Signature of the DCoE with date

Signature of the CoE

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 7.3

APPLICATION FOR REVALUATION

1	Name of the Candidate	
2	Register Number	
3	Degree & Branch	
4	Month & Year of Examination	

Details of the Course(s) for which revaluation is required:

S.No.	Course Code	Sem	Name of the Course	Grade	Office Use Only
1					
2					
3					
4					
5					
Total Fees : X =					

*Students can apply for maximum of 5 courses

Name & Signature of the Candidate

Name & Signature of the Mentor

Name & Signature of the Faculty Advisor

Name & Signature of the HoD

Station: Coimbatore

Date:

Note:

1. Submit the form to Faculty Advisor on or before ____ (date) @ ____ (time) along with Fees without fail. (Rs. ____ per course).
2. Application with fees paid receipt received after ____ (time) on ____ (date) will not be accepted at CoE Office.

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 8.1

ACADEMIC AUDIT (EXTERNAL)

Academic year:

Date:

Auditor-1 Name:		Designation	
Auditor-1 College Address			
Auditor-2 Name:		Designation	
Auditor-2 College Address			

Academic Year	
Programme	B.E. / B.Tech. / M.E.
Branch	
Year	I / II / III / IV
Semester	ODD - I / III / V / VII EVEN II / IV / VI / VIII
Course Code	
Course Title	
Quality of the Question Paper	Excellent / Good / Average / Poor

(PTO)

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

ACADEMIC AUDIT (EXTERNAL)

Regular Examination Process	
Date of the Examination	
Session	FN / AN
Number of students registered	
Number of students appeared	
Number of students absent	
Name of the Chairman / Chief Examiner	
Name of the Examiner & College	
Sample scripts audited (Enter the Dummy Number / Register No.)	1 2 3
Discrepancy if any	Y / N
Remarks (if any)	
Chairman / Chief Examiner signed scripts	1 2 3
Remarks	

Number of Students Passed	
Number of Students Failed	
Pass Percentage without Moderation	
Pass Percentage with Moderation	
Malpractices if any	Y / N
Remarks (if any)	
Any other remarks	

Auditor	Auditor-1	Auditor-2
Name		
Signature		

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.1

APPLICATION FORM FOR ISSUING DUPLICATE GRADE SHEET / CONSOLIDATED GRADE SHEET

1. Name :
2. Reg. No. :
3. Degree & Branch :
4. Mobile No. : Alternate Mobile No. :
5. Address :

6. Duplicate Grade Sheet Requirement Details:

Category (Strike out not applicable) : Grade Sheet / Consolidated Grade Sheet

Batch : _____

Examination (Strike out not applicable) : Nov/Dec _____ / Apr/May _____

Regulations : _____

Semester (Strike out not applicable) : _____

7. Payment Details (Rs. _____ per Duplicate Grade Sheet / Rs. _____ for Consolidated Duplicate Grade Sheet)

Amount of fees paid : _____
(Attach fees paid receipt)

Date:

Signature of the Candidate

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.2

APPLICATION FORM FOR ISSUING TRANSCRIPTS

1. Name :
2. Reg. No. :
3. Branch :
4. Year (Batch) :
5. Mobile No. : Alternate Mobile No.:
6. Address :
7. No.of Sets :
8. Certificates for which transcripts are required
 - a. Degree Certificate : Yes / No
 - b. Grade Sheet / Mark Sheet : Yes / No
 - c. Others (Specify) : _____
9. Whether originals of the above mentioned certificates have been produced : Yes / No
10. Whether sufficient photo copies of the certificates are available:
Yes/ No (Neat and legible copies with sufficient space at the bottom of the certificates for attestation to be provided)
11. Whether the name and address of the Universities are written on the cover : Yes / No
12. Payment Details
Amount of fees paid (Rs. per set) : _____
(Attach payment challan)

Date:

Signature

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.3

AFFIDAVIT FOR DUPLICATE GRADE SHEET (CANDIDATE CURRENTLY STUDYING)

I _____ aged _____ years, S/o / D/o _____
with permanent residence at _____ have joined _____
programme during _____ at Akshaya College of Engineering and Technology,
Kinathukadavu, Coimbatore with Register Number _____. I do here by solemnly
affirm and sincerely state as follows:

At present, I am studying in _____ programme
_____ Branch in semester. I confirm that I have received
all the documents and statements related to my studies from the college to date, and no document
or statement remains pending to be issued to me. However, I have inadvertently misplaced my
_____ semester grade sheet issued by the college. Despite making a thorough and
sincere effort to locate it, I have been unable to retrieve the same, and I believe it has been lost
beyond recovery.

I would like to submit that the above-mentioned grade sheet is an essential document for my future
academic and professional purposes. Therefore, I kindly request the college authorities to issue me
a duplicate copy of the grade sheet that has been lost/misplaced. I assure you that the original grade
sheet has not been misused or mishandled in any manner. In the event that I recover the original
document at a later date, I undertake to return it to the college immediately.

I further declare that all the information stated above is true and correct to the best of my
knowledge. I agree to indemnify the college and its authorities against any claims or disputes
arising in connection with this matter, and I accept full responsibility for the same.

DEPONENT

Place :

Date :

Solemnly affirmed and signed before me at ----- on this -----

(Place)

(Date)

(Seal & Sign of Notary Public)

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.4

AFFIDAVIT FOR DUPLICATE GRADE SHEET

(CANDIDATE COMPLETED THE COURSE)

I _____ aged _____ years, S/o / D/o _____
with permanent residence at _____ have joined _____
programme during _____ at Akshaya College of Engineering and Technology,
Kinathukadavu, Coimbatore with Register Number _____. I do here by solemnly
affirm and sincerely state as follows:

I joined the _____ programme _____
branch in the year _____ and completed the same in the year _____. On completion
of my programme, I received all the documents and statements pertaining to my studies in the
college, and no document or statement remains pending to be issued to me. After receiving these
documents, I inadvertently misplaced my _____ semester grade sheet issued by the
college. Despite undertaking a diligent and thorough search to recover the same, I have been
unable to locate it, and I believe that the grade sheet has been lost beyond retrieval.

I submit that the above-mentioned grade sheet is a very important document related to the
programme I have completed and is essential for my future academic and professional endeavors.
Therefore, I kindly request the college authorities to issue me a duplicate copy of the grade sheet
that has been lost/misplaced. I declare that I have not misused or improperly handled the lost grade
sheet in any manner. I further undertake that, in the event of recovering the original grade sheet at
a later date, I will promptly return it to the college.

I also assure that none of the companies, industries, or institutions where I have worked or am
currently working is in possession of any of my original grade sheets or certificates.

I hereby declare that all the statements made above are true and correct to the best of my
knowledge. I agree to indemnify the college and its authorities against any claims or disputes
arising in connection with this matter, and I shall be held fully responsible for the same.

DEPONENT

Place :

Date :

Solemnly affirmed and signed before me at ----- on this -----
(Place) (Date)

(Seal & Sign of Notary Public)

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AFFIDAVIT FOR CONSOLIDATED GRADE SHEET

Form 9.5

(To be executed by the candidates who have completed the course)

I _____ aged _____ years, S/o / D/o _____
with permanent residence at _____ have joined _____
programme during _____ at Akshaya College of Engineering and Technology,
Kinathukadavu, Coimbatore with Register Number _____. I do here by solemnly
affirm and sincerely state as follows:

I joined the _____ programme _____ branch in the year
_____ and completed the same in the year _____. On completion of my programme,
I received all the documents and statements pertaining to my studies in the college, and no document
or statement remains pending to be issued to me. After receiving these documents, I inadvertently
misplaced my Consolidated Statement of Grade Sheets issued by the college. Despite undertaking a
diligent and thorough search to recover it, I have been unable to locate the same, and I believe that it
has been lost beyond retrieval.

I submit that the above-mentioned Consolidated Statement of Grade Sheets is a very important
document related to the programme I have completed and is essential for my future academic and
professional endeavors. Therefore, I kindly request the college authorities to issue me a duplicate copy
of the Consolidated Statement of Grade Sheets that has been lost/misplaced. I declare that I have not
misused or improperly handled the document in any manner. I further undertake that, in the event of
recovering the original document at a later date, I will promptly return it to the college.

I also assure that none of the companies, industries, or institutions where I have worked or am currently
working is in possession of any of my original Consolidated Statement of Grade Sheets or certificates.

I hereby declare that all the statements made above are true and correct to the best of my knowledge. I
agree to indemnify the college and its authorities against any claims or disputes arising in connection
with this matter, and I shall be held fully responsible for the same.

DEPONENT

Place :

Date :

Solemnly affirmed and signed before me at ----- on this -----

(Place)

(Date)

(Seal & Sign of Notary Public)

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.6

Dr. R.RAVINDRAN
PRINCIPAL

Date:

TO WHOMSOEVER IT MAY CONCERN

The grade points are awarded to the candidates in the End Semester Examinations for UG and PG of our institution under Autonomous regulations. In order to obtain the equivalent percentage of marks, the Cumulative Grade Point Average (CGPA) must be multiplied by the conversion factor 10.

$$\text{Overall Percentage of Marks} = \text{CGPA} \times 10$$

PRINCIPAL

Note: This certificate can be viewed in our official website
<https://www.acetcbe.edu.in/exams/downloads>

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.7

SCRIBE REQUISITION LETTER

From

Date:

To

The Controller of Examinations

Akshaya College of Engineering and Technology, Coimbatore.

Through

Head of the Department / (Branch)

Respected Sir/Madam,

Sub: Request for Scribe and Compensatory Time Reg

I shall be appearing for the CIA/IE - ____ / End Semester Examinations
_____ to be conducted from _____ to _____. Since I am
a candidate with Visually impaired / low vision / dyslexia /disability in the upper limbs
/ loss of fingers / cerebral palsy with loco-motor impairment and writing
speed is affected / disability
_____.

I am attaching the medical certificate fulfilling the criteria for writing disorder by specif
ying the disability along with this letter.

In view of the above, I request to permit me to make use of the scribe for writing the
examinations. I assure you that I will abide to the rules and regulations of the institute.

Thanking you

Yours faithfully

(Signature and Name of the Candidate/Guardian)

Encl.:

1. Medical Certificate
2. Scribe and Candidate Combined Declaration Form
3. Candidate Hall Ticket

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.8

INSTRUCTIONS AND NORMS FOR SCRIBE APPOINTMENT

- 1) The Scribe shall be a person who should not be well versed with the subject. It is enough if the scribe is a person who can just carry out what all the examinee dictates.
- 2) He / She may be a non-teaching staff working in the college.
- 3) The scribe is identified by the candidate at his/her own cost and as per own choice subject to the approval of the Chief Superintendent.
- 4) The scribe must be suggested by the Chief Superintendent for the approval of the Controller of Examinations on the above conditions.
- 5) The candidate and the scribe must be seated in a separate hall and a Hall Superintendent shall be appointed to supervise them, under strict vigilance.
- 6) A fee of Rs. /- is to be collected for each subject from the candidate and it may be handed over to the scribe towards remuneration.
- 7) Candidate seeking for scribe should submit the following documents one day prior to the date of examinations to the Controller of Examinations:
 - a) Requisition letter from student
 - b) Medical Certificate
 - c) Scribe Acceptance form
 - d) Hall Ticket
- 8) Candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
- 9) Candidate / Chief Superintendent shall ensure that the scribe is not a candidate of similar/equivalent/competent from the same branch of study.
- 10) In case it is found that the qualification of the scribe is not as declared by the candidate and is beyond the qualification of the candidate, the candidate shall forfeit to the extent of cancellation of the examination.
- 11) Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above.

Controller of Examinations

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.9

SCRIBE AND CANDIDATE JOINT DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ candidate and Shri/Smt/Kum. _____ eligible writer (Scribe) having qualification _____ for the eligible candidate, do hereby declare that:

1. The scribe has been identified by the candidate at their own discretion and expense, and has been duly approved by the Chief Superintendent.
2. As per the prescribed rules, a candidate availing the services of a scribe is entitled to compensatory time of 20 minutes for every hour of the examination.
3. The candidate confirms that the scribe is not studying in the same branch or at a similar/equivalent level of education as the candidate.
4. We hereby declare that all the above statements are true and correct to the best of our knowledge and belief. We understand that if, at any stage of the examination, it is found that we do not meet the eligibility criteria, or that any information provided is incorrect, false, or that any material fact has been suppressed, the candidate's examination shall be cancelled, irrespective of the outcome.
5. I, _____ (Scribe) certify that I am not a candidate of similar/equivalent/competent from same branch of study.

I, _____ the candidate for this examination certify that I have ensured that the above scribe is comfortable and I do not face any problem with the scribe. I am fully satisfied with the scribe.

Given under are our signature and contact details: -

SCRIBE	CANDIDATE
Name:	Name:
Address:	Address:
Contact No.:	Contact No.:
Signature: with Date	Signature with Date
Photo of the Scribe	Photo of the Candidate

Name & Signature of Invigilator

Name & Signature of the Chief Superintendent

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.10

MEDICAL CERTIFICATE

Certificate regarding physical limitations for an examinee to write the examinations

This is to certify that _____ studying
_____ programme of _____ branch in the
_____ semester of batch _____ in Akshaya College of Engineering
and Technology, Coimbatore has got physical limitation to write the CIA - ___ / End Semester
Examinations _____ due to _____ (nature and percentage
of disability).

This certificate is issued to state that he/she has physical limitation due to the above
said disability which hampers his/her writing capabilities in the examinations.

Chief Medical Officer/Civil Surgeon/Medical Superintendent
(Name, Designation with Seal)

(Seal of the Hospital/Medical Centre)

Place:

Date:

Note: Certificate should be given by a specialist in the respective discipline / disability

(eg. Visual impairment / Ophthalmologist / Loco motor disability / Orthopedic Specialist / PMR)

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

Form 9.11

CONSOLIDATED FEEDBACK ON REMUNERATION SETTLEMENT

Date:	Department:
Claim Acknowledgement Category	Scrutiny / Chief Superintendent / Squad - Practical / Squad - Theory / QP Scrutiny / Question Paper Setting / Central Valuation Board Chairman / Board Chief Examiner / Valuator / Tabulator / Data Entry Operator / Supporting Staff / Answer Key / Invigilation / AUR / Result Passing Board Member Other (Specify) : _____
Internal Member	Complain Reported / Received & No Problem
Internal Member Grievance Report (if any)	Date of submission of Claim:
External Member	Discrepancy in Payment Reported / Received & No Problem
External Member Grievance Report (if any)	Date of submission of Claim:
Name of the ACoE with Designation/Dept.	
Signature of the ACoE with Date	
Action Taken Report	

ACoE (Finance)
(Name, Signature with Date)

DCoE
(Name, Signature with Date)

Controller of Examinations
(Signature with Date)