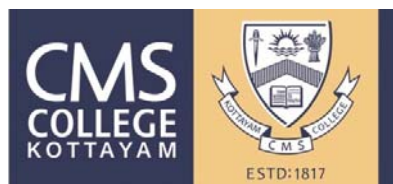


## EXAMINATION MANUAL



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**Notification of UGC / University order on Autonomy**

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Exam Manual has been approved by the Academic Council Meeting held on  
13/07/2016

## **PREFACE ON EXAMINATION MANUAL**

Para 106 (3) of Mahatma Gandhi University (Amendment Act) 2013 states that “The Academic Council of an Autonomous College shall frame a Manual of Examinations for the conduct of examinations in the Autonomous College within three months from the grant of autonomy or six months before the conduct of the first set of examinations, whichever is earlier;”. The Act further states that “in framing the Manual of Examinations, an Autonomous College shall ensure that the safeguards in the Examination Manual of the University itself are to the extent possible, incorporated in the Manual of Examinations for the conduct of examinations of the Autonomous College”.

Accordingly this manual is prepared on the basis of the Manual of Examinations of the Mahatma Gandhi University incorporating all requisite provisions for the planning, conduct, evaluation and result declaration of internal and external evaluation of Under Graduate and Post Graduate programmes under the purview of autonomous stream with effect from 2016-2017 admissions. Ph.D. programmes remain under the direct control of M.G. University.

The basic provisions regarding, attendance, ratio of internal-external examination components, duration of examination, grading system, examination fees and punishment for examination malpractices are followed as per the existing rules and regulations (2015-16) of the Mahatma Gandhi University

Changes are made in matters relating to selection of question paper setters, method of valuation and formation of various committees and boards. But utmost care has been taken to maintain independence of framing of questions, valuation and monitoring processes and to ensure the integrity of the examination processes.

With regard to matters not incorporated in this manual, the provisions of the Examination Manual of the Mahatma Gandhi University shall stand valid.

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## **CHAPTER 1**

### **THE AMINISTRATIVE STRUCTURE OF EXAMINATION SECTION**

#### **1.1.POWERS OF THE STATUTORY BODIES RELATING TO EXAMIANTION**

##### **1.1.1. The Governing Council**

The Governing Council (GC) of the college, constituted and appointed by the Managing Council of the College, is the executive body of the college. The GC shall have the power to frame academic guidelines, issue directions or instructions for the efficient conduct of examinations and to maintain credibility of examinations.

The powers of the GC include:-

- a. Conduct of examinations for each program and to publish results.
- b. Recommend and forward the results of examinations to Mahatma Gandhi University for the award of degree, diploma or any title as the case may be.
- c. Approve the issue of mark lists of the students
- d. Decide, with the concurrence of the Government of Kerala, fee and other charges to be paid by the students of the college.

##### **1.1.2. The Academic Council**

The AC shall have the following powers, responsibilities and functions in connection with the conduct of examinations.

- a. Making/ amending regulations for the conduct of examinations
- b. Prescribing scheme of examinations
- c. Prescribing qualifications and criteria for admission of students to the examinations and the conditions under which exemption may be granted.



- d. Prescribing the criteria in evaluating the performance of students and in classifying them on the basis of their performance in the examination
- e. Making arrangements for conducting examinations and to decide remuneration, if any, to persons working in connection with the examinations.
- f. To approve the panel of question paper setters and examiners as suggested by the respective BOS

### **1.1.3. The Board of Studies**

The Board of Studies of each discipline has the power to suggest panel of names to the Academic Council for appointment of question paper setters and examiners

## **1.2.THE EXAMINATION SECTION**

In accordance with the guidelines of the UGC to autonomous colleges and subject to the provisions of Mahatma Gandhi University (Amendment) Act 2013, CMS College, Kottayam (Autonomous) has constituted an Examination Section headed by CE who will be a permanent faculty member appointed by the Principal of the College on the basis of potential of the person. The CE will be assisted by two Deputy Controllers of Examinations appointed by the Principal for a period of one year which may be extended by the Principal. They will continue performing their regular teaching work as scheduled by the college.

There shall be a team of five office personnel viz., one examination assistant, two data entry operators, one office attendant and one logistics attendant in the Examination Section. The Examination Section will have an appropriate printing unit to prepare question papers, mark lists and other confidential material. The principal will have the power to depute more personnel when need arises

### **1.2.1. Controller of Examinations**

All examinations in the college shall be conducted under the supervision of the Controller of Examinations. It shall be his/her duty to arrange the preparation, scheduling and conduct of examinations of the college and to take care of other incidental matters. The CE, in the execution of his/her office, shall periodically report

to the Principal in the performance of his/her duties. The responsibilities of the CE include:-

1. The conduct of all end semester examinations and it shall be his/her duty to arrange the preparation, scheduling, marking and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with examinations.
2. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college.
4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates etc., by the officers under whom such documents are kept.
5. S/he shall convene meetings and issue notices to the board of examinations and committees appointed by them and conduct official communications thereof.
6. He shall keep the minutes of the Board of Examiners and all committees appointed by the said boards.
7. Take special care to see that secrecy and confidentiality are maintained in connection with examinations.
8. Payment of remuneration and travelling allowances to question paper setters and examiners, as per the decision of the Governing Council
9. Take quick decisions as circumstances warrant with or without taking advice from subordinate officers.
10. Exercise control over the space allotted for the examination wing including that for centralized valuation. Further, s/he should ensure that the rooms, building, laboratories, stores etc., are properly maintained.

### 1.2.2. Deputy Controllers of Examinations

The Deputy Controller of Examinations shall perform the duties allotted to him/her by the Principal /Controller of Examinations. His/her duties shall include assisting the Controller of Examinations in various activities such as:

#### **Deputy Controller 1**

1. Prepare list of courses for which examinations are to be conducted in a semester and maintain the syllabus of the courses
2. Preparation of examination schedule and examination calendar
3. Selection of Question paper setters, scrutinisers and examiners from the panel approved by the AC
4. Communication and appointment orders to the question paper setters (syllabus, model question paper, books etc.,)
5. Taking follow up measures to obtain the question papers in time
6. Arranging payment to question paper setters
7. Typing, editing, and formatting the question papers
8. Scrutiny of QPs (including getting feedback from scrutinisers about the question paper and question paper setter)
9. Printing, packing and distribution of question papers
10. Supply of answer booklets to the CSE
11. Printing of Hall Tickets and supplying them to the General Superintendent in the college office (to be distributed to the students through HODs after clearance of dues if any)

#### **Deputy Controller 2**

1. Receiving of answer script bundles from the CSE
2. Making arrangement for domestic valuation
3. Making arrangements for external valuation
4. Entry of marks
5. Tabulation
6. Preparation of mark list
7. Declaration of result
8. Revaluation
9. Inspection

10. Expert Valuation
11. Dealing with Examination malpractices
12. Issues related to Grace Marks
13. Concessions to physically and mentally challenged candidates
14. Other such duties assigned by the CE

### 1.2.3. Examination Personnel

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

1. Assistance for preparation and printing of answer booklets for various examinations
2. Assistance for the preparation of all concerned forms related to board of question paper setting, board of scrutiny, board of examiners, valuation, mark list, tabulation register, registers in the section etc in consultation with deputy controller of examination.
3. Receive papers submitted for typing and enter it in register kept for the purpose.
4. Examination related typing work will be done by the data entry operators in the Examination wing.
5. Ensure timely completion of the typing work, compare with the draft and if required make appropriate corrections and put up file properly in consultation with the DyCE.
6. Make ready all forms related to examinations (Applications, Hall tickets, Chelan etc.)
7. Processing of application for registration to examinations. Prepare nominal roll and dispatch hall tickets.
8. Make question papers ready for examinations.
9. Distribution of answer scripts for valuation

10. Collection of answer scripts after valuation
11. Prepare a list of remuneration for all examination related activities (question paper setters, invigilators, C.V. camp, revaluation, recounting, supplementary examinations etc.) in consultation with DyCE
12. Arrangements of Board meetings of examiners as and when required and ensure minutes are recorded.
13. Entry of marks, tabulation, etc.
14. Make sure the examination office, computer desks and typing pool neat and clean.
15. Examination related records will be kept safely by maintaining their confidentiality.
16. They shall discharge duties entrusted to them by superior officers from time to time. They shall also ensure that unauthorized persons do not enter the examination section.

## CHAPTER 2

### THE EVALUATION SYSTEM

#### 2.1. GRADING SYSTEM

For Undergraduate Programmes indirect grading system and for Post Graduate Programmes direct grading system are followed as per the existing system (2015-16 Admission) followed by the Mahatma Gandhi University

#### 2.2. COMPONENTS OF EVALUATION

Evaluation consists of two components, Continuous Evaluation (CE) and End Semester Examination (ESE).

UG - CE accounts for 20% and ESE accounts for 80%..

PG - CE accounts for 25% and ESE accounts for 75%..

#### 2.3. CONTINUOUS EVALUATION

- a. CE has three components, viz., Attendance, Assignment, Seminar / Voce or both and ONE In-Semester Examination
- b. Weightage for CE components in undergraduate programmes are: attendance 5%, Assignment / Seminar / Viva 5%, and ONE In-Semester examination -10% respectively.
- c. Weightage for CE components in postgraduate programmes are: attendance 5% assignment 5%, seminar 5% and ONE In-Semester Examination -10%

##### 2.3.1. Attendance

The course teachers shall mark the attendance for each period on the Attendance Diary in duplicate. Original attendance slip shall be collected and attendance is consolidated in the college office. The duplicate shall be maintained by the course teacher for one year. Monthly attendance shall be published on the department notice board. Students can also check their attendance using their login user id and password in the college website. The marks for attendance will be as follows:-

- a. 90% and above – 5 marks, 85% to 89% - 4 marks, 80% to 84% - 3 marks, 75% to 79% - 2 marks
- b. Below 75% - 0 marks (*Even if the student is allowed to appear for examination by condonation, no mark shall be given for attendance*)

### 2.3.2. **Assignment and / Seminar / Viva**

- a. The purpose of this component is to acknowledge and appreciate the creativity, independent thinking and individual efforts of the student.
- b. For Undergraduate Programmes the mark may be given on the basis of seminar or assignment or Viva or a combination of the three as per the discretion of the course teacher. But the methodology should be announced in the class in advance. Same methodology should be adopted for all the students in the class.
- c. For post graduate programmes assignments and seminar carry five marks each separately

### 2.3.3. **In-Semester Examination**

- a. The In-Semester Examination shall commence after 60 working days. Duration of each examination shall be THREE hours with maximum 80 marks for UG Programmes and 75 marks for PG programmes covering 60% of the syllabus. The examinations shall be held in five consecutive working days either in the forenoon / afternoon session.
- b. The notification for the In-Semester examination shall be made on the 40<sup>th</sup> working day of the semester.
- c. The question papers shall be prepared by the course teacher. If any course is handled by more than one teacher, the teacher in charge should prepare the question paper in consultation with the other teacher of the course.
- d. The question paper should be submitted online using template for question paper on or before the 45<sup>th</sup> working day

- e. Answer booklets of 32 pages (30 Writing pages ) shall be used for Under Graduate programmes and of 40 pages (38 writing pages) for post graduate programmes

### **2.3.3.1. Question Paper Pattern for In Semester Examination**

There shall be separate question paper patterns for Arts and Science and Commerce as per the existing (2015-16 Admission) question paper pattern of the Mahatma Gandhi University

### **2.2.3.2 Conduct of In-Semester Examination**

The question papers will be printed by the CSE on or before the 48<sup>th</sup> working day. The CSE will make the seating arrangement, assign invigilation duties, and conduct the examination

The CSE will distribute the answer scripts to the course teacher immediately for valuation through department attenders. The valuation shall be completed within five working days of the last examination. The valued answer scripts should be distributed to the students in the respective classes.

The course teachers shall enter the marks on the examination portal. (Submission of mark list shall be monitored by the DyCE-II). The examination portal shall be opened immediately after the examination and remain opened for the next five working days.

Within 15 working days of the conduct of the In- semester Examination, the results shall be published. The class-wise consolidated mark lists will be printed by the concerned HOD / faculty advisor, and will be published on the department notice board. The students can access the result through login also.

Grievance, if any, by any student may be reported to the Grievance Redressal Cell in the department within three days of publication of the consolidated marklist. If the complaint is not settled the student shall approach the Grievance Redressal Cell at the college level within the next two days.



#### **2.3.3.3. Attendance entry of In-Semester Examination**

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

#### **2.3.3.4. Re-Test for In-Semester Examination**

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

### **2.4. END SEMESTER EXAMINATION**

#### **2.4.1. Question Pattern of End Semester Examination**

There shall be separate question paper patterns for Arts and Science and Commerce as per the existing (2015-16 Admission) question paper pattern of the Mahatma Gandhi University

#### **2.4.2. Notification for End Semester Examination**

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

#### **2.4.3. Payment of Examination Fee**

- a. The examination fee is to be paid in the college office in cash along with printout of online submitted application form duly signed by the Head of the Department. The amount of fees will be mentioned in the notification.
- b. Examination fee is to be paid without fine within five working days of notification with an extension of three more working days with the prescribed fine after which fee may be paid with superfine with the permission of the principal up to the 80<sup>th</sup> working day.

#### **2.4.4. Registration for Examination**

- a. For end semester examination the student can register online using his username and password. The username is his UPRN (Unique Permanent Register Number which is given at the time of joining the programme).
- b. All registration for examination is provisional. Registration will be made final on the basis of attendance for the whole semester.
- a. On login his / her autofilled application form will appear. He/she has to select the courses he/she wants to appear or reappear. A printout of the completed form duly signed by the concerned Head of the Department is to be submitted to the college office along with the required fee in cash (later online payment facility may be considered).
- b. These forms are to be sent to the office of the CE along with the list of fee payment. These applications are to be approved in the office of the CE for generation of Hall tickets.

#### **2.4.5. Generation of Hall Tickets**

- a. Hall tickets are generated in the office of the controller of examination on the 81<sup>st</sup> working day
- b. The registration for examination will be complete on generation of hall tickets. The information will be published on the college website. A message may also be sent to the mobile phones of the candidate “registration for ----- examination is successful” will be given.

#### **2.4.6. Condonation from shortage of attendance**

- a. Those with 75% or more attendance the hall tickets are generated automatically. In the case of students with less than 75 % attendance hall tickets cannot be generated.
- b. The list of those students who do not have 75 % attendance will be published on the college notice board and website on the 82<sup>nd</sup> working day. The students may be informed by mobile phone message also.

- c. Students who have 65% or more attendance but less than 75% attendance can do condonation from shortage of attendance by paying the requisite fee in the college office only on medical ground. For this purpose he/she has to login, download the condonation form, fill it, and apply to the Dean of Students through the Head of the Department along with the statement of absence.
- d. On the recommendation of the DOS, the student may pay fees in the college office and submit the application there.
- e. Condonation is restricted to two times during a programme.
- f. The application for condonation should be submitted within 3 days of publication of attendance for registration for examination. This may be extended to one more day by paying the prescribed fine. It may be further extended up to three working days prior to the commencement of examination by charging prescribed superfine.
- g. Once the fee for condonation is paid in the office it will be entered in the system and the Hall ticket generation shall be automatically activated
- h. The list of such students who have got permission for condonation shall be forwarded to the office of the CE and DOS. In the office of the CE necessary activation should be made to generate hall tickets for condoned students also.
- i. Students who do not have 65% of attendance cannot appear for the End Semester examination.

#### **2.4.7. Attendance closing for Examination Registration**

- a. For determining eligibility to register for examination the cumulative attendance till 80<sup>th</sup> working day will be published.
- b. However, attendance for the whole semester (till the last class day) shall be considered for awarding marks for attendance for each course as part of Continuous Evaluation component.

**2.4.8. Distribution of the Hall Tickets**

- a. The Hall Tickets will be printed in the Office of the CE and digitally signed by the CE with college seal.
- b. The printed Hall tickets along with nominal roll will be given to the college office for checking whether the students has paid all the fees and no disciplinary action is pending against the student.
- c. After clearance from the college office the printed Hall tickets along with nominal roll will be given to the heads of Departments on the 85<sup>th</sup> working day.
- d. A copy of the Nominal roll shall be forwarded to the CSE also making seating arrangement
- e. The HODs shall distribute the Hall tickets to the students including supplementary students with his/ her signature.
- f. The Hall Ticket will be distributed on the previous day of examination from the department. The student can obtain the Hall Tickets from the department by signing on the Hall tickets and nominal roll in the presence of the HOD / Faculty Advisor.
- g. Then nominal roll is generated in the office of the CE programme wise indicating, name of examination, serial No, UPRN, Name, course codes, photo of the student and space for signature by the student. This will be forwarded to the CSE at least two days before the starting of the ESE.

**2.4.9. Issue of duplicate hall ticket**

- a. If a student loses his / her hall ticket he / she has to apply to the Chief Superintendent of Examination by paying the requisite fee. The CSE can issue the duplicate hall ticket after verifying the identity card of the student. The duplicate Hall tickets should carry the word “ Duplicate”

- b. If the student is appearing for a supplementary examination after leaving the college, the duplicate hall ticket may be issued after verifying any other photo identity card.
- c. The Duplicate HT can be downloaded by the CSE from the examination portal

## CHAPTER 3

### QUESTION PAPER SETTING (END SEMESTER EXAMINATION)

#### 3.1 SELECTION OF QUESTION PAPER SETTERS

There shall be a panel of examiners for each course, suggested by the Board of Studies and approved by the Academic Council

The CE shall, with the approval of the Principal, select the required number of question paper setters for each semester

For each course at least two question paper setters shall be selected

The duties of the Board of question paper setters shall be to set the question papers for the subject along with answer key/ scheme of valuation and to see whether the prescribed standards have been kept and whether the scope of the questions are within the prescribed syllabus and to do such other duties as may be prescribed by the Academic Council

A model question paper along with corresponding syllabus and blue print approved by the academic council as regulations for question setting may be handed over to the question paper setter well in advance

The following guidelines shall be followed in the selection of Question paper setters:-

There shall be separate panels of question paper setters for each discipline for various PG and UG programs.

The panels of question paper setters are to be suggested by the Board of Studies (BOS) of the concerned subject and approved by the Academic Council. The Chairmen of the Boards shall forward the panels to the CE at the start of the semester itself.

The panel so suggested by the BOS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BOS or the department. The chairman of the BOS shall handover the panel with email ID and phone number and complete mailing address of question paper setters to the CE personally in a sealed envelope in the personal name and address of the Controller and marked "CONFIDENTIAL" at the start of the semester itself.

There shall be a minimum of THREE members in the panel of question setters for each course/paper and the validity of the panel shall be for TWO semesters.

Every TWO semesters, the existing panel available with the CE shall be forwarded to the Chairman of the BOS for revision.

The CE shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CE from the panel is addressed and his/her consent is obtained

When adequate number of persons is available for a subject, a formal order of appointment is issued to them.

The appointment of question paper setters shall be made by the CE in the first month of each semester.

Question Paper Setters shall be appointed for one semester and shall be eligible for reappointment for successive semesters following the year of first appointment.

The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.

Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.

### **3.1.1 Qualifications of Question Paper Setters**

A person currently engaged in teaching in relevant subject in any University, College affiliated to Universities, including Mahatma Gandhi University, Kottayam (Except the teachers working in CMS College, Kottayam), or Research Institute, shall be appointed to set question papers. For PG programmes the question paper setter should have a teaching experience of not less than FIVE years and UG Programmes s/he should have a teaching experience of not less than THREE years.

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

### 3.1.2. Instructions to Question Paper Setters

Question paper setters should strictly comply with the following instructions

1. All question paper setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the CE preferably by **password protected email (Encrypt document)** or in compact disc.
3. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the paper setters' own handwriting on one side of paper and shall contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see that words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
4. The necessary font /software should be provided along with Hindi, Malayalam and any other language (if needed) question papers.
5. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions as given in the model question paper provided. In the case of question papers which are common to two or three examinations may be mentioned in the heading itself. The marks assigned to each question shall be noted against the concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub-divisions of questions shall also be indicated. Any special instructions needed like use of graph paper; Clark's table, ordinary calculators, etc may be mentioned.



6. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for transmission to press.
7. All the pages shall be numbered consecutively in Arabic numerals.
8. The questions shall be typed /written on blank sheets on one side of the paper only. The paper setter shall not sign his/her name or put his/her initials on any part of the sheets on which the questions are written.
9. Any "special direction to candidates" and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
10. Questions must be set with relation to the prescribed program and the books recommended by the Academic Council of the College and must conform to the standard and syllabi lay down by the College. Question paper setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the CE.
11. All questions shall be clear and unequivocal in language. They should be logical in terms of the form and nature of the answer expected. Questions shall not be farfetched, or beyond the scholastic level expected of the student. Questions are to be evenly distributed over the whole course and cover all the prescribed texts, as specified in the syllabus.
12. Question papers shall prepared in such a manner so that a candidate, well prepared in the subject, can reasonably, answer the paper completely within the allotted time and secure full marks.
13. There shall not be any repetition of questions

14. The special attention of question paper setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer so as to permit choice of questions.
15. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the CE separately.
16. Model question papers / the question papers of the previous year will be supplied to the question paper setters. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
17. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in any other University or college.
18. No paper setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.
19. Question paper setters after finishing the work of setting question papers shall send to the CE along with the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the scrutiny by the chairman / and board of question paper setters.

### **3.1.3. Appointment of question paper setters and their duties**

Appointment of question paper setters and the confidentiality of the process are considered the most important responsibility of the college.

The paper setters are required to set **only ONE set of question papers along with answer key & scheme of valuation** for each course.

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

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

The question paper setters shall send the question papers with answer key/ scheme of valuation in separate covers properly labeled to the CE before the last date intimated or through by email as password protected document or other such methods specifically instructed by the CE.

The CE shall, if required, request question paper setters to correct proofs of papers set by them in which case, they shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.

Copies of the communications from the examination cell to the question paper setters and other relevant documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.

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

### **3.2. SCRUTINY OF QUESTION PAPERS**

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

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

The scrutinisers shall be persons with minimum FIVE years teaching experience in the concerned discipline.

The question papers received from the setters shall be confidentially and meticulously scrutinized in the office of the CE physically present by the scrutinisers

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

- a. In conformity with the prescribed syllabi and schemes of examinations of the required standard
- b. Free of typographical and grammatical errors
- c. In conformity with marks allotted
- d. In accordance with the direction issued in the scheme and as per the model question paper supplied.

The expert shall modify, if required, the question papers to achieve the objectives mentioned above. After scrutiny, the question paper(s) are to be handed over the CE.

Separate minutes are to be prepared for scrutiny and the minutes book is to be maintained by the CE

After scrutiny the question papers shall be sent for printing after entering the details in the Question Paper Register

The remuneration for scrutiny is to be paid within two working days

## CHAPTER 4

### CONDUCT OF END SEMESTER EXAMINATIONS

The Office of the CE will prepare the examination calendar for every academic year/ semester well in advance, and shall be published the same in the college website. The information regarding the same shall be passed to heads of all departments. All examinations of the year / semester shall be conducted as per the examination calendar. Separate notifications shall also be issued in this regard.

#### 4.1.METHODS OF EXAMINATIONS

- i. Unless otherwise specifically provided for, examinations shall be conducted by one or more of the following methods :-
  - a. Written
  - b. Practical
  - c. Oral
- ii. Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated.

#### 4.1.1. General Rules for the Conduct of End Semester Examination

1. The Chief Superintendent of Examination is responsible for the conduct of examination.
2. The question papers will be delivered to the Chief Superintendent of Examination one day before the examination.
3. Question papers will be packed in sealed packets of 10 and 5. These packets will be in a sealed cover. That is, one cover for one subject. These covers are sealed. These covers will be in a bundle for each day of examination. That is, one bundle for one day.
4. Question papers will have QP code. The QP Code is year + course code. For example, if the course code for B.Com Financial Accounting is 043 and the question paper is for the year 2016 then the QP Code will be 16043.
5. The QP code will be pasted on the question papers packets. The sticker on the packet may contain qp code, No. Of question papers inside the packet, and space for signature by the invigilator, and two students..

6. Answer Booklets for one set of examinations will be delivered to the CSE one week before the commencement of the semester examination.
7. The CSE can generate the course-wise list of students who appear for examination on any given day
8. The CSE shall give invigilation duty to the teachers, and make the seating arrangements.

#### **4.1.2. Seating Arrangements**

- a. The seating arrangements are made by the Office of the Chief Superintendent of Examination. In each room 30 students will be allowed which may be increased to 32. That is one invigilator for every 30 students.
- b. The allocation of students will be published on the college notice board on every day of examination. The seating arrangement will be displayed in front of each class or room. Mobile message will be sent to each student indicating his/her room and the seat number.
- c. On the examination table there will be numbers from 1 to 32 consecutively.
- d. In the seating arrangement display sheet the UPRN will be shown against the seat number.

#### **4.1.3. Examination Attendance Entry**

- a. Attendance sheet is prepared showing serial number, UPRN, name, seat number, subject code, Programme Code, space for writing answer book serial no, space for writing QP code, and space for signature
- b. On the basis of the attendance sheet the absentees are marked. The QP code also should be entered. Then the statement to accompany the bundle of answer scripts is generated and printed showing total number of present, absent , UPRN of students present and absent for each QP code separately.

#### **4.1.4. Opening and Distribution of Question Paper**

- a. On the day of examination the Office Superintendent (General) shall open the bundle of question papers for the day in the presence of CSE Then the CSE and one invigilator shall sign on the sealed cover containing the qp packets for each

course. Then the sealed covers are opened by the Office Superintendent (General).

- b. The Chief Superintendent has to distribute the question paper packets of 10 and five to each room. The packets should be opened in the examination room only by the teacher in charge of invigilation in the presence of at least one student

#### **4.1.5. Packing of Answer Scripts**

- a. The answer scripts are to be packed QP Code-wise. Each bundle should be accompanied by the statement of students Present and Absent.
- b. A packing slip also should be generated and pasted on the cover showing Qp code, Course Code, course title, Examination title, Date of examination and number of answer scripts in the bundle. *It should be signed by the CSE and the Office Superintendent (General)*
- c. The answer booklet bundles shall be collected by the Office of the CE on the same day of the examination in the case of Morning session examination and next day in the case of afternoon session examinations. The answer scripts should be packed in the order of QP Code. There should be a list of students with their UPRN.

#### **4.1.6. Answer Book for Semester End Examination**

- a. Separate answer booklets shall be used for End Semester Examinations. They will should have 32 pages for Undergraduate Programmes and 40 pages for Post Graduate Programmes.
- b. The facing page has two parts A and B. Part A (top) contains college emblem, name of the college, Place for writing name of the examination (Programme, Stream/ Branch) , course code, course title, QP code, date of the examination
- c. Part B (Bottom part) contains contain Serial Number, Place for writing name of the examination (Programme, Stream/ Branch) , course code, course title, QP code, date of the examination and register Number in words and figures

- d. Place for signature by the invigilator stating that “the information entered in the answer booklet are verified and found correct”
- e. The Part B will be torn off and kept separately at the time of distributing the answer scripts for valuation.
- f. Before tearing off the Part B, False Numbers should be put on both parts A and B using false number seal

#### **4.1.7. Storing of Answer scripts before valuation**

- a. Details of the answer script bundles sent to the CE are entered in the despatch register maintained in the college office kept under the custody of CSE. The answer script bundles are delivered to the office of the CE by entering in the local delivery book
- b. When they are brought into the office of the CE the details are entered in the Answer Script Inward Register maintained by the CE
- c. The unvalued answer script bundles are kept in Store 1, Programme wise and course wise
- d. Before the answer scripts are issued for valuation, the serial number of the answer scripts shall be entered manually and the false number shall be entered against the UPRN

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

The Governing Council shall appoint a senior teacher of the college (with minimum 10 years teaching experience) as the Chief Superintendent of Examinations on the recommendation of the principal. The term of office of the Chief Superintendent will be two years. An additional Chief Superintendent and such other staff as required for the conduct of the examinations shall be appointed by the Principal. Such persons shall be paid remuneration, as fixed by the Governing Council of the college.



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

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

1. The Chief Superintendent shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer books are received at the venue at least THREE days before the commencement of examinations.
2. S/he should ensure that the question papers are received at least a day before the examination from the office of the CE.
3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
4. The following arrangements shall be made for the conduct of the examination.
5. Seating arrangement for the candidates Examination room is clean, properly illuminated and that no writing or graffiti is there on the desks/walls or blackboard.
6. Room-/ hall- wise seating plan for candidates is displayed at a visible and prominent place in the college.
7. Selection of appropriate number of invigilators from among the faculty members, well in advance as per the norms, in this regard.
8. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/additional chief superintendent appointed by the Principal. S/he should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.
9. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they

proceed to the examination room.

10. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such gadgets to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
11. Allow only hall-ticket and pen, pencil, eraser and standard calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
12. Keep utmost vigil throughout the examination process. The Chief / additional Chief Superintendent has to frequently visit examination hall and ascertain that the invigilators are performing their duties and are not engaged in talking, standing on the veranda, or reading/ writing inside the examination hall.
13. A candidate shall not be allowed to write the examinations, if s/he does not have a valid hall ticket. However, if a student reports that his/her hall ticket is lost, the Chief Superintendent, after receiving a written request from him/her along with required fees, can issue a duplicate hall-ticket. This can be allowed only if his/her name is included in the nominal roll issued by the college.
14. All used answer books shall be packed within one hour after the examination is over. They should first be covered using brown paper, and then sealed. The name of the subject, question paper code, date of exam, number of answer scripts and roll numbers of candidates should be written on all packets using a sketch pen.
15. All packets should be sealed using the metal seal of the institution.
16. Unused answer books shall be counted and kept in safe custody and a stock register should be maintained for this purpose.
17. The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.
18. The Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. This decision should be taken one hour prior

to the commencement of the examination. A register should be maintained for recording the series of answer script used for various days.

19. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the main answer books and additional sheets.
20. In no case blank main and additional book shall be kept by any person other than the Chief Superintendent. S/he shall be responsible to ensure this.
21. The invigilators shall be provided with Performa of paper accounts along with the blank main and additional books and shall return them to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.
22. The blank main or additional book shall not be used for any other purpose.
23. The consolidated list of absentee should be prepared and forwarded to CE's office daily as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations without fail to the Controller of examinations.
24. Chief Superintendent / Additional Superintendent should keep a detailed list of invigilators with their signature, indicating their room numbers, in a given format. After the completion of the particular end semester examinations, the Chief /additional Superintendent must give a schedule of work done by each invigilator with the above format, stating the date and session and hall number s/he has invigilated. This statement is very much required in the malpractice cases reported during valuation time.

#### **4.2.2. Instructions to the Invigilators**

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

1. Report to the Chief Superintendent at least half an hour before the commencement of the examination.

2. Be present at the time of opening of the question paper cover.
3. Collect the correct number of question booklets and answer books from the Chief Superintendent and ensure that the question papers are for the examination scheduled for the day.
4. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Chief Superintendent for necessary guidelines.
5. Help the candidates locate their seats. If any candidates are in possession of mobiles phones, calculators, or digital diary or any other electronic equipment, instruct them to keep them outside the examination hall.
6. Verify the identity of the candidate through the photograph on the hall ticket and mark their attendance.
7. Candidates shall be admitted to your hall, if his/ her register number is allotted to your seating plan. If the register number of a candidate does not appear in your seating plan, direct him/her to the control room for further verification and action.
8. Distribute the answer book 5 minutes before the commencement of the examination and direct the candidates to fill in the roll number and other entries in appropriate places
9. The invigilator shall mark the sign on the answer book after verifying that the details filled in / barcode affixed by the candidate are correct.
10. Get their signature in the distribution sheet against their register number.
11. Distribute the question paper at the third stroke of the bell and ask the candidates to start writing immediately.
12. Ten minutes before the end of examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room. After the last bell (3 strokes) ask the candidates to stop writing and put their pens down.

13. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the chief superintendent.
14. Report to the chief superintendent before leaving the examination premises.
15. The rule that candidates are not to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly enforced. The question papers from such candidates should be collected.
16. No candidate who leaves the room during the examination shall be allowed to return.
17. Candidates who leave the examination hall more than half an hour earlier than the scheduled time of the examination should surrender their question papers with their name and register number written on them to the Invigilator /Assistant Superintendent. The candidate(s) may collect them back after the examination, if they so desire.
18. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to take the examination on subsequent days and the matter may be reported to the chief superintendent and CE.
19. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator.

#### 4.2.3. **Important Notes for Invigilators**

1. No candidate without valid hall ticket is to be admitted into the hall.
2. Candidates shall be admitted to the examination hall 5 minutes before the scheduled time.
3. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. See to it that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.

5. Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. If clarification is required, ask the candidate to give it in writing to the chief superintendent, who, in turn will forward the same to the CE.
6. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper. Do not allow mobile phones or any electronic equipment in the examination hall.
7. Remain alert and vigilant, and check the use of unfair means in the examination hall.
8. In case of any unfair indulgence, immediately take custody of the answer book and submit a written report to the chief superintendent who, in turn, will forward the same to the CE.
9. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
10. Do not allow refreshments for the candidates in the examination hall.
11. Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then countersign it.
12. Candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination.
13. See that Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
14. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for the examination on subsequent days and the matter may be reported to the Chief Superintendent and the CE.
15. Permit the candidates to leave the examination hall only after handing over their answer books to invigilator.

#### **4.2.4. Instructions to Candidates**

1. Every student shall register for the college examination of the relevant semester in which s/he to obtain promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/ her application through the Principal / HoD within the stipulated time.
3. Candidate should ensure that they receive their hall tickets at least ONE day prior to the examinations, provided they have adequate attendance and paid required examination fees.
4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the CSE through the HOD
6. The candidates should enter the examination room at least 10 minutes before the commencement of examination and shall not leave the room during the last five minutes. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before 30 minutes after the commencement of examinations.
7. Candidates are permitted to use only blue or black ink pens for writing examinations. No other coloured inked pens are allowed for writing the exam.
8. No materials except writing materials and hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.
9. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished as per MG University rules.

10. The candidate should write their roll numbers / stick the bar code, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper. Also they are not permitted to write roll number anywhere over additional/ main book.
11. They should not write anything on the question paper other than his/her name and register number. The last page of the main question booklet can be used for rough work.
12. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.
13. They should return all answer books and unused additional sheets before leaving the room. Candidates are not permitted to leave the examination hall without the permission of the invigilator during the course of the examination.
14. Candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors. Candidates are not allowed to write anything except the register number and name on the question papers supplied to them.
15. Candidates shall take their places in the examination hall at least FIVE minutes before the time fixed for distributing the question papers. Candidates presenting themselves more than half an hour after the commencement of examination should not be admitted.
16. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly followed.
17. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given. No candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.



18. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their name and register number written on them to the invigilator/ Assistant Superintendent. They may collect them after the examination, if they desire so.
19. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for examinations on subsequent days and the matter may be reported to the chief superintendent and CE.
20. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in. They should not be permitted to leave the hall after keeping their answer books in their seats.

#### **4.2.5. Exclusion of candidates for disease**

Any candidate shall be excluded by the Chief Superintendent from an examination on being satisfied that s/he is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the CE.

#### **4.2.6. Provisional Admission**

No candidate shall be admitted to the examination hall without his/her hall ticket. However, the Chief Superintendent shall have power to admit a candidate provisionally who has lost his/her hall ticket or a candidate whose hall ticket has not been found among those issued / uploaded by the Exam Cell due to some mistake in transmission or in the registration/preparation of list of the candidates. Such candidates shall submit a written declaration to the effect that their applications have not been rejected by the college. The answer scripts of such candidates shall be separately forwarded on receipt of information regarding register number allotted to them. Such cases shall be reported to the CE forthwith whose office shall regularize it with sufficient proof subject to the eligibility of the candidate to appear for the examination.

#### **4.2.7. Exclusion of Candidates For Misbehavior**

Candidates appearing for an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent or invigilator or behaving

insolently towards the Chief Superintendent or any invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if s/he persists in misbehavior, s/he may be excluded from the rest of the examinations by the Chief Superintendent. In all such cases, a full report of each case shall be sent to the CE and the GC, after granting an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the Chief Superintendent or further punish a candidate by cancelling the Examination taken by him either in whole or in part or debarring him from appearing for any Examination in the college for a specified period or **permanently**.

#### **4.2.8. Punishment for Malpractice**

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

#### **4.2.9. Leaving the Examination Hall**

The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly enforced.

1. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
2. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their name and register number written on them to the invigilator and the candidates may collect them after the examination, if they so desire.
3. Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to appear for examinations on subsequent days and the matter should be reported to the chief superintendent and the CE.
4. Candidates shall be permitted to leave the examination hall only after his/her answer book is handed over to the invigilator on duty in the hall.

#### **4.2.10. Postponement of examinations under emergency circumstances**

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

## CHAPTER 5

### VALUATION OF END SEMESTER EXAMINATION

#### 5.1. BOARD OF EXAMINERS

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

##### 5.1.1. Constitution of Board of Examiners

The BOE shall consist of the Chairman of the BOS / Head of the Department, the faculty advisor and one external member from among the external teacher members of the BOS. For each semester the BOE is to be constituted by the CE. Two third of the members shall constitute the quorum of the meeting. Chairman of Board of Examiners shall maintain minutes of the meeting held by the Boards, recording the names of the members present and the resolutions passed and forward the same to the CE when the duties of the Board have been completed.

##### 5.1.2. Functions of the Board of Examiners

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

Give specific directions to the examiners whenever it is deemed necessary

Conduct viva voce examination for programmes where viva voce is a part of examination

Suggest moderations

#### 5.2. VALUATION METHOD

- a. Double valuation method shall be adopted for valuing answer scripts of under graduate and post graduate programmes (*domestic* valuation as well as *External* valuation).
- b. The marks are entered in separate markshhets. Each examiner will be provided with sufficient number of marksheets in book form
- c. For valuation, no marking shall be made on the answer scripts. The examiners shall write mark only on the mark sheet for each question and total the marks in blue or black ink

### 5.2.1. Domestic Valuation

- a. Domestic valuation shall be done by the teachers of the college, preferably by the concerned course teacher.
- b. There shall be separate registers for Domestic valuation and external valuation.
- c. After the first valuation the answer scripts shall be sent for second (external valuation).
- d. Domestic valuation shall be conducted in centralised valuation camp / Bundling camp .
- e. The valuation should be completed within five days of the last examination
- f. The valued answer scripts shall be collected in the office of the CE.
- g. The marks of the *domestic* valuation shall be entered in the system in the office of the CE and initialed by the data entry operator on the mark sheet. The entries should be verified by the examination Assistant in the office of the CE with initial. After entering the marks, the mark sheets shall be kept in designated rack

### 5.2.2. External Valuation

- a. The external valuation shall be done by selected teachers from other colleges. For this purpose a database of examiners shall be maintained with a minimum of five teachers for each course. Teachers with a minimum three year experience shall be included in the database.
- b. For external valuation, “Home Valuation” method / CV camp method shall be adopted
- c. The valued answer scripts are brought back to the office of the CE
- h. The marks of the external valuation shall be entered in the system in the office of the CE and initialed by the data entry operator on the mark sheet. The entries shall be verified by examination clerk in the office of the CE with initial. After entering the marks, the mark sheets shall be kept in designated rack – external valuation

- i. After entering the marks the answer scripts are to be kept programme wise, then semester wise, and then course wise in the Store 2 where valued answer scripts are kept for one year after the declaration of result.

### **5.3.EXAMINERS.**

The evaluation of answer scripts shall be carried out by the Examiners. All the faculty members are the domestic examiners. The names of the external examiners shall be proposed by the BOS. The principal can also select the examiners when situation warrants.

#### **5.3.1. Term of Appointment of External Examiners**

The external examiners shall be appointed for each semester and shall be eligible for reappointment.

#### **5.3.2. General Conditions for the Appointment of External Examiners**

1. A teacher with a minimum teaching experience of ONE year in a college or university department or research institute is eligible for appointment as examiner for UG programmes. For PG programmes there shall be THREE years experience.
2. No person above the age of 70 shall be appointed or allowed to continue as an examiner. However this can be waived by the AC in special cases
3. The appointment of the Chairman and members of the Board of Examiners shall be communicated to them.
4. A Copy of the 'Instruction to the Examiners' shall be sent to each examiner.

#### **5.3.3. Duties of Examiners**

1. The appointment of examiners for each semester shall be made and confirmed before 30 days of commencement of the examination for both theory and practical.
2. If an examiner is found to be inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CE shall report his/her name to the

AC which may disqualify such persons from being examiner/ paper setter in the future.

3. The Chairman, Board of Examiners, if the situation warrants, reserves the right to review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation.

#### **5.3.4. Memorandum of Instructions to Examiners**

The Examiners shall comply with the following instructions.

1. All routine correspondence relating to examinations shall be addressed to the CE, CMS College (Autonomous), Kottayam - 686001 by designation and not by name. Urgent matters, if any, may be communicated over the email, mobile phone or telephone.
2. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
3. The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examinership in the college.
4. In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CE giving the name and register number of the candidate.
5. All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued..
6. Every examiner engaged in the valuation of answer scripts shall submit the details in the prescribed form to the CE along with the valued answer scripts.
7. The valuation is to be done as per the answer key and scheme of valuation
8. The examiners shall enter marks in the mark sheets only. No marking (numerical

marks, tick marks, strike off, cross marks, remarks etc.,) shall be done anywhere in the answer area.

9. Zero mark is also to be entered in the marks sheet when the answer is wrong and carries no mark.
10. The excess answers if any are also to be valued and the marks are to be entered in the marks sheet. The higher marks are to be counted for totaling and the lower marks are to be put in circles.
11. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should communicate with a written report to the CE immediately.
12. Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the CE.
13. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark sheets as far as possible. If correction becomes necessary, it must be attested with full signature.
14. Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks.
15. Marks should be neatly and carefully entered in the mark sheets supplied by the college in the serial order of the register numbers of the candidates.
16. Fractions of marks in the total of each answer script should be rounded off to the next integer.
17. All valued answer scripts along with Mark books shall be sent by the examiners to the CE.
18. Every examiner shall furnish full required information on the facing sheet of each mark book. The name of the examination and the name of the subject should be noted in such a way as to avoid ambiguity. The names of Examiners and Chairmen



should be written below the signature.

19. The remuneration to the examiners are to be paid within one week of receiving mark lists and valued answer scripts from the examiner.
20. Practical examinations will be held at the college from time to time as decided by the office of the CE. The work at practical examinations will be prescribed by the Chairman of the Board of Examiners. Science subjects shall have the same board for the evaluation of theory and practical examinations.
21. Travelling allowance at the rates prescribed by the Finance Committee of the college will be allowed to external examiners for attending activities related to valuation.

#### **5.4.PRACTICAL EXAMINATIONS**

The practical examinations shall be conducted as per the syllabus of each programme.

##### **5.4.1. General guidelines for the conduct of Practical Examinations**

1. Practical examinations may be conducted in even semester.
2. There shall be one external examiner for conducting the practical examination
3. The students shall submit the relevant practical records / project reports to the concerned teacher in charge and obtain the approval prior to the stipulated date.
4. The external examiners for the conduct of the practical examinations shall be selected by the CE from the panel of examiners suggested by the BOS.

#### **5.5.VIVA VOCE EXAMINATION**

The BOS and the AC can decide whether a particular course or programme needs viva-voce/oral examination. The CE shall refer to the minutes of the meetings of the AC and BOS for this purpose.

The Viva Board shall be consisting of the Head of the Department, Senior most member of the faculty and one external teacher member of the Board of Studies

## **CHAPTER 6**

### **TABULATION AND PUBLICATION OF RESULTS**

#### **6.1 TABULATION**

The entire process of calculating the final marks shall be automated using appropriate computer programs.

The marks of the *domestic* valuation shall be entered in the system in the office of the CE and initialed by the data entry operator on the mark sheet. The entries should be verified by the examination assistant in the office of the CE with initial. After entering the marks, the mark sheets shall be kept in designated rack – Domestic valuation

The marks of the external valuation shall be entered in the system in the office of the CE and initialed by the data entry operator on the mark sheet. The entries shall be verified by examination assistant in the office of the CE with initial. After entering the marks, the mark sheets shall be kept in designated rack – external valuation

A Tabulation Register is to be maintained showing the marks obtained for domestic and external valuations.

##### **6.1.1 Awarding of Marks**

- a. The average of the marks of the internal and external valuations shall be taken as the marks awarded.
- b. If the marks awarded by the two examiners vary more than 20% of the total marks the answer scripts shall be given for third valuation to a teacher having minimum five years teaching experience.
- c. The average of the marks given by the third examiner and the nearest (out of the first two valuations) shall be taken as the marks awarded.

##### **6.1.2. Marks for Continuous Evaluation and Grace Marks**

- a. The marks obtained for Continuous Evaluation are to be integrated.
- b. Grace marks for NCC, NSS, outstanding performance in sports etc., also will be integrated.

### **6.1.3. Moderation**

Semester moderations may be granted to students who fail for negligible marks. The level of moderations shall be recommended by the Pass Board for each programme and shall be approved by the Governing Council. The moderations shall not exceed 3% of the total mark of the semester subject to a maximum of 5 mark for a course

## **6.2. PASS BOARD**

When the tabulation of an examination is completed, the CE shall convene a meeting of the Pass Board. The Board of Examiners of the relevant semester shall act as the Pass Board.

The Chairman shall be given a consolidated statement of marks of all candidates by the CE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration.

1. Name of examination with month and year.
2. Number of candidates registered for the examination
3. Number of candidates appeared for the examination.
4. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and number of candidates in each class.
5. Percentage of pass.

The board has the right to call for any answer script which they consider as requiring reevaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes considerable disparity in the marks for the different answer scripts of a candidate.

It shall be competent for the pass board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council on a case-by-case basis.

The minutes of the Board shall be put up for approval by the CE. The minutes shall be

recorded and signed by the members present and the Chairman of the Board in the minutes book available with the office of the CE. The minutes of the meetings of the Pass Boards shall contain the following details:

1. Time, day, date, venue and place of the meeting
2. Names and signatures of the members present
3. A brief statement regarding consideration and approval of the results
4. The percentage or marks of moderation, if any, recommended by the Board
5. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
6. Any other remarks relevant to the conduct and results of the examination
7. The concluding time of the meeting
8. Signature of the Chairman

The minute's book shall be kept under safe custody of the CE.

The CE shall submit the results to the GC on time for approval before the same is published.

### **6.3. DECLARATION OF RESULT**

Semester results shall be published within 45 days of the closing of the examination.

#### **6.3.1. Preparation of mark list**

- a. The mark list is prepared by integrating the marks of the Continuous Evaluation and the End Semester Examination. For this purpose pre-printed format may be used. The mark lists are signed- digitally with scanned copy of the signature of the CE.
- b. At the end of the last semester consolidated mark list will be issued to those students who have passed all the courses of all the semesters. The consolidated mark lists are to be prepared by the office of the CE but signed in by the Principal. The mark lists are issued from the college office.

### **6.3.2. Revaluation**

- a. Revaluation implies carrying out one more valuation of the answer script.
- b. After publication of the results the students can apply for revaluation by remitting the specified fees within five working days.
- c. For revaluation the student shall apply to the CE by remitting the specified fee. The fee may be paid in the college office with application addressed to the CE. The prescribed form is to be obtained through login. (later the application may be submitted online)
- d. On receiving the application for revaluation the answer script is identified and is sent for revaluation to an expert teacher with minimum five years teaching experience.
- e. The marks obtained on revaluation or the earlier mark awarded whichever is higher shall be the final mark. The marks obtained on revaluation will be considered only if it is more than 5% of the maximum marks above the marks already obtained
- f. If the marks obtained on revaluation is more than 10% of the maximum marks, the revaluation fee collected shall be returned to the candidate
- g. The revaluation shall be carried out by an examiner selected by the CE from the panel of examiners suggested by the BOS.

### **6.3.3. Provision for Inspection of Answer Scripts**

If the student is not satisfied with the marks awarded on revaluation s/he can obtain photo copy of the answer script by paying the prescribed fee for his / her inspection. He / shall be provided with a photo copy of the answer script along with the total marks awarded.

### **6.3.4. Expert Valuation**

If the student is of the opinion that the mark awarded is significantly less than what is deserved, he /she can appeal to CE for expert valuation by paying the prescribed fee.

On receipt of the appeal from the student the answer script shall be subjected to expert valuation. The expert valuation shall be done by a teacher with not less than TEN

years' experience to be selected by the CE from the panel of examiners approved by the Academic Council.

The marks obtained on expert valuation considered only if it is more than 5% of the maximum marks above the marks already obtained

If the marks obtained on expert valuation is 10% or more than the marks already awarded, the fee paid by the candidate for expert valuation shall be refunded.

#### **6.3.5. Betterment/ Improvement**

- a. Students can reappear for the examination for betterment along with the immediate subsequent batch students.
- b. For this purpose there shall be provision in the online examination registration form. When the student login for registering for examination the courses and marks obtained during the concerned semester will appear. He/she can select the needed courses for betterment.
- c. For Betterment the student shall pay prescribed examination fee.
- d. Betterment can be done only once for a course. Only up to 4<sup>th</sup> semester in case of UG programmes and up to 2<sup>nd</sup> semester in the case of PG programmes.
- e. The higher of improvement or original mark will be taken as "Marks Obtained".

#### **6.3.6. Provisional Certificate**

- a. Provisional Certificate will be issued to the students who have successfully completed the programme and who are eligible to receive consolidated marklist.
- b. The provisional certificates are also prepared by the office of the CoE but are to be signed by the Principal.

#### **6.3.7. Submission of summary of result to the University**

At the end of the programme the complete list of students along with their results of the semesters shall be submitted to the Mahatma Gandhi University. This is to be done within 15 days of the publication of final result including the special supplementary examination.

### **6.3.8. Degree Certificate**

The degree certificates are issued by the Mahatma Gandhi University. For this purpose the list of all students who have successfully completed the programme and for whom consolidated marklist and provisional certificates are prepared will be sent to the university in the prescribed format immediately after the preparation of consolidated marklist and provisional certificate.

### **6.3.9. Betterment of Marks In P.G. Examination**

1. A person who has passed the M.A./M.Sc./M.Com Degree examination with grade different grades from CMS College Kottayam (Autonomous) and who wishes to improve his/her marks will be given one chance to reappear for the same examinations.
2. The examination already passed by such persons will not be cancelled.
3. Candidate re-appearing for the MA./M.Sc./M.Com. Degree examination will be eligible to receive mark list with the higher marks, if any obtained by them.
4. Those who has not taken their Degrees will be eligible to receive this degrees with the higher grade, if any obtained by them at the reappearance, while in the case of those who had already taken their degrees but who obtain higher class at the reappearance, a separate certificate will be issued to that effect.
5. Candidate reappearing for the M.A./M.Sc./M.Com. Degree examinations on the basis of the above concessions will have to appear for the whole examination (all 4 semesters) at TWO sitting (Semester1 and 3 together and Semester2 and 4 together) but they need not re-submit their laboratory records. They will have to appear for the examination in the new Scheme and Syllabi if there is any revision. However, candidates will be allowed to appear for the improvement examination in the pre-revised Scheme/ Syllabi only if the college conducts examination in that Scheme/ Syllabi.
6. Candidates who re-appear under this regulations shall not be eligible for rank/medals etc.
7. Candidates who have obtained Migration Certificate from this University after passing the M.A./M.Sc./M.Com Degree examination are not eligible for betterment.

**6.3.10. Supplementary Examination**

- a. Supplementary examination means reappearing for an examination when the student could not obtain the minimum marks required for passing the examination either in the regular examination or in the betterment. Such students shall to apply for the supplementary examination along with the students of the subsequent batch (es) by paying the prescribed fee.
- b. For registering for supplementary examination the same procedure for registering for regular examination shall be followed.
- c. A student will be permitted to register for supplementary examinations three times after which additional supplementary examinations maybe conducted by charging the fee prescribed.
- d. The registration for additional supplementary examination shall also be made in the same way as in the case of regular examination
- e. When the student logs in for registering for the examination the courses for which he/she is failed and for which he/she is eligible to appear for supplementary examination will be shown.
- f. If a student passes a course, he / she not eligible for supplementary examination.
- g. When there is a change in syllabus the students registering for supplementary examination should follow the syllabus with which they have enrolled for the programme.

**6.3.11. Special Supplementary Examination**

- a. Special supplementary examinations shall be conducted on demand for those who fail in the 5 and 6 semesters of the UG programme and 3 and 4 semesters of the PG Programme.
- b. These examinations shall be completed within 15 days of the publication of the final semester examinations.
- c. For registering for the SSEs the students shall to apply to the CE by paying the prescribed fee within three days of the publication of results of final semester examination.
- d. The result of the SSE will be declared within 15 days of the last exam



#### **6.4. PROMOTION TO THE NEXT HIGHER SEMESTER**

The students who have got registration for examination will be promoted to the subsequent semester. Those who have not registered for examination will not be promoted to the next semester. They have to get re-admission to the same semester in the subsequent year(s) and redo the entire semester including Continuous Evaluation components.

Those who have got the required attendance but could not register for examination may be granted Notional Registration

##### **6.4.1. Notional Registration**

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

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

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

## **CHAPTER 7**

### **MISCELLANEOUS PROVISIONS**

#### **7.1.CANCELLATION**

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

##### **7.1.1. Cancellation of Registration For Examination**

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

- a. For securing admission in other colleges or universities which insist on producing certificate of cancellation of registration to examinations in CMS College Kottayam (autonomous).
- b. For purposes of joining other programmes in CMS College Kottayam (autonomous).

Cancellation of registration is permitted for both Degree and Post Graduate programmes. No time limit is prescribed for applying for cancellation of registration. Applications along with the prescribed fee shall be submitted to the Controller of Examination. The concerned tabulation section shall process the applications and issue cancellation orders signed by the Controller of Examinations. Necessary entries shall also be made in the Tabulation Registers and the Register of Candidates to avoid the possibility of registering the candidate for the same examination subsequently.

##### **7.1.2.Cancellation of Examination**

The benefits of classification of results and ranking, based on the marks scored by candidates appearing for the examinations conducted by the College are limited to the candidates who pass the examination at their first appearance only. The marks secured at subsequent appearance either after absentees themselves from an examination or part/ parts/ semester/semesters of an examination or after failure in a classification will not be considered for award of ranks or issue of position certificates. Moreover, there shall be no chance of improvement of marks for the part/ parts/ semester/semesters for which a candidate has passed scoring less marks than what he/she had expected. In order to extend the benefit of classification and ranking to students who could not appear for examination for reasons beyond their control and to those who could not answer question to their satisfaction, the

College has introduced a provision for cancellation of examination. Appearance after Cancellation of Examination will be treated as first appearance for all purposes.

### **7.1.3. General Conditions for Cancellation of Examinations**

1. Cancellation of examination is applicable only for Under Graduate Programmes. This facility is not available for Post Graduate Programmes. However, for post Graduate Programmes there is a facility for Class/ Grade Improvement.
2. Cancellation pertains to examinations in respect of which results are not announced for the whole of the examination consisting of all the papers or for each/ part parts. Semester/Semesters, separately.
3. Application for cancellation shall be submitted to the University within a fortnight from the date on which the candidates has taken the last examination. i.e the last paper, written or practical, taken by the candidates for the whole Examination.
4. Application for cancellation shall be forwarded through the Principal together with the hall ticket.
5. Cancellation shall be allowed at the first appearance only and candidates who cancel the examination taken by them shall get only four more chances to take the examination (and not four more chances to cancel the examination).
6. The different parts of an examination will be treated as separate units and candidates will be allowed to cancel each part of the examination independently.
7. If cancellation involves a part of the examination for which there are more than one paper with examinations conducted in different years, the cancellation of the examination of one paper or more papers held in a subsequent year shall results in the cancellation of the examination of the paper/ papers he/ she had papered in the previous year/ years irrespective of the fact whether he/ she had secures higher marks or not for the paper/ papers. For example, if a candidate e secures high marks for Pear I and Paper II English of the B.A/ B.Sc examination in Paper III English held at the end of the second year of the course, the examination paper I and Paper II taken by him at the first year shall also be cancelled.

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

#### **7.1.4. Debarring candidates and quashing results**

If it is found, at any time after the publication of results, that a candidate was not eligible for appearing for the examination as per the regulations/norms/orders issued by the college relating to the course concerned or that s/he has secured admission to the course or the examination by producing false information in the application form or that s/he has used unfair means in an examination, the GC shall have the power to quash the results of the examination and cancel the registration and / or debar him/her from appearing for any

examination of the college permanently or for a specified period considering the gravity of the offence committed by the candidate taken by him/her, pending an enquiry into the same. In all such cases, before the final decision by the GC, the candidate shall be given an opportunity to present his/her case.

## **7.2. IMPORTANT REGISTERS TO BE MAINTAINED IN THE CE'S OFFICE**

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

## **7.3.MALPRACTICES IN EXAMIANCTIONS**

### **7.3.1. Malpractices – General conditions**

1. Malpractice in the Examinations includes any act or acts by a candidates or by his/ her agents performed with the intention of gaining undue advantages in the evaluation by unfair means, during the examinations or afterwards.
2. If any student is found to be adopting any malpractice (copying from other students answer scripts or books or papers or any such material, possessing any such material, keeping any electronic devices such as mobile phones, pen drives or any such things,

disturbing the examination procedure, writing on the furniture in the examination hall, misbehaving the invigilator, dislocating the furniture, and other such activities which may be in the opinion of the CSE or CE which are considered to be a malpractice, appropriate action may be initiated against him / her.

3. The action include cancelling the particular examination, cancelling all the examination of the semester, cancellation of the hall ticket, suspension and debarment as decided by the Principal
4. The malpractices may be reported by the invigilator, CSE, Chairman of Board Examiners, examiner, members of the examination monitoring committee to the CE. The CCTV footage also may be considered as a basis for taking action on malpractices.

### 7.3.2. Different types of malpractices and the punishments

Sl.No	Type of Malpractice	Punishment
1	Introduction of any material relevant to the Examination, inadvertently	Debarring for one or two chances
2	Possession of any material relevant to the examination willfully with the intention of copying or writing on the furniture or walls of the examination hall	Debarring for three chances
2 a	Resisting to handover the materials to the invigilator	Debarring for six chances
3	Introduction of any material and copying from it or attaching the same as part of the answer script	Debarring for six chances
3a	Copying from any material and resisting the instruction of the invigilator	Permanent Debarring
4	Copying from the neighbouring candidate's answer scripts	Debarring for four to six chances (depending on the gravity and extent as reported by the invigilator/examiner)
5	Copying from the neighbouring candidate's answer scripts and disobeying the invigilator or resistance to instructions from authorities	Debarring for six to eight chances (depending on the gravity and extent as reported by the invigilator/examiner)

6	Using filthy language in the answer scripts	Permanent debarring
7	Manhandling or threatening the invigilator / officers or any authority of the college	Report to the police Registration shall be suspended or cancelled Dismissal from the college
8	Impersonation	Permanent debarring Report to police Dismissal from the college
9	Possessing mobile phones or other such electronic devices	Debarring for one to three chances
10	Possessing mobile phones or other such electronic devices and copying from them	Debarring for four to six chances
11	Tampering with the arrangements such as:	
	a. Sitting on wrong seat	Debarring for one chance
	b. Rubbing or removing of register number or seat number	Debarring for one chance
	c. Threatening the neighbouring candidate to show the answer scripts	Debarring for two chances
	d. Threatening the invigilator, peons, attendendees	Debarring for three to six chances
	e. Shouting answers from outside	Registration as student shall be cancelled Dismissal from the college Report to the police
	f. Stealing answer books, additional sheets, smuggling question papers outside examination halls	Debarring for six chances Registration as a student shall be cancelled
	g. Breaking open the closed examination halls	Report to police Dismissal from the college Registration as a student shall be cancelled

	h. Disturbing the candidates from outside	Reporting to police Dismissal from the college
	i. Helping neighbours to answer question in the examination hall	Debarring for two chances
	j. Tampering with answer books of neighbouring students	Debarring to six chances to permanent debarring Report to police
12	Tampering with college records and documents	
	a. Willful tampering of marklists to promote own interest such as getting admission etc.,	Permanent debarring and cancellation of Mark Lists issued Report to University
	b. Inadvertent tampering of marklists which cannot be used for procuring admission	Cancellation of Marklist. New markilist shall be issued for a prescribed fee
	c. Forgery in the Hall ticket	Report to the Police Cancelling the particular chance Debarring for six chances

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

### **7.3.3. Instructions to tabulation section for dealing with malpractice cases**

All reports relating to malpractice cases received in the college shall first be handed over to the tabulation Section dealing with the particular examination of the students/ students involved in the reported cases. The DyCE -II shall, immediately on receipt of the report record the details of the case in the Register of Malpractice Cases. In the Tabulation Register, a circle in red ink shall be made around the name of the candidate/ candidates concerned and the entry 'Reported case of Malpractice shall be made in the Remarks column of the tabulation register. Similar entries shall be made in the office copy of the Nominal Roll in the Section

It is noticed that after candidates, after being caught for malpractice cases, appear for the subsequent examinations before the disposal of the malpractice cases against them. Hence the



various tabulation sections of the examination branch are directed to be very vigilant against this. In this context, the following instructions are also issued.

Malpractice cases shall be noted in the tabulation sheet of previous and present appearances in red ink, soon after the receipt of the name and register number of the candidates from the Chief Superintendent / Chairman of the Board of Examiners / Examiner

While reporting malpractice cases to the Students Discipline Cell, the Name, Register Number Year, full Home Address and the details of examinations taken by candidate shall be furnished.

The malpractice a case are returned to the concerned Tabulation Section soon after the decision of the Committee. The tabulation sections shall take utmost care to note down the decision of the Committee in the tabulation sheet an also in the Malpractice Case Register maintains din the Section.

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

#### **7.4.CONCESSIONS TO PHYSICALLY / MENTALLY HANDICAPPED CANDIDATES.**

Physically handicapped candidates who appear for examination are allowed the following concessions such as services of scribes at the examination, extra time to complete the examination, grace marks etc. depending on the degree and nature of disability of the candidates subject to such norms as prescribed by the Mahatama Gandhi University from time to time.

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

<b>Sl.No</b>	<b>Category</b>	<b>Concession / Benefit</b>	<b>Conditions</b>	<b>U/O</b>
1	Physically challenged candidates with a permanent nature of disability who are unable to move their hands freely	Extra time of 15 minutes per hour for all the examinations of the entire programme	Application in the prescribed form along with medical certificate and	U.O No. Ac.A1(2) 348 /98 dtd.19.04.1999

	and write with normal speed		photograph	
2	Partially blind candidates having visual standards from 20% to 50% (i.e a disability of 50% to 80%)	Extra time of 30 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards / visual disability	UO NO.AcA1/3/2211/2001 dtd., 12.11.2001
3	Blind candidates having visual standards from 1% to 19% (i.e., a disability of 81% to 100%)	<ol style="list-style-type: none"> <li>1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration</li> <li>2. Benefit of a scribe to write the examination</li> <li>3. Exemption from the payment of examination fee</li> </ol>	Application in the prescribed format with certificate in original from a specialist concerned regarding visual standards / visual disability	UO NO.AcA1/3/2211/2001 dtd., 12.11.2001
4	Mentally challenged candidates having a disability of 40% or more	<ol style="list-style-type: none"> <li>1. Extra time of 45 minutes to answer each paper of 3 hours duration with proportionate reduction for papers of shorter duration</li> <li>2. Service of an Interpreter</li> <li>3. Grace marks @ 20% of the marks scored by the candidate in the written examination in additiona to the total marks scored</li> </ol>	Application in the prescribed form along with certificate from a competent medical board specifying the disability	UO No.1227 / A1/ 2010/ Ac. Dtd.09.03.2010

		by the candidate		
5	Deaf and dumb candidates having a disability of 40% or above	<ol style="list-style-type: none"> <li>1. Exemption from writing the second language examination</li> <li>2. 25% grace marks /10 grace grade points as applicable</li> </ol>	Application in the prescribed format along with certificate from a competent medical board specifying the disability	<p>U.O.No Ac.A1/1/2661/2003 dtd.31.12.2003</p> <p>U.O.No 5244/03/10AcAVIII dtd. 25.06.2010</p>

#### 7.4.1. Concessions to Blind Candidates

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

#### 7.4.2. Special Instructions for packing Answer Scripts of Blind Students.

The Chief Superintendents shall write '**BLIND CANDIDATE**' in bold letters on the top of the facing sheet of the answer scripts of blind candidates in separate covers with the superscription '**BLIND CANDIDATE**' after each day's examination.

#### 7.4.3. Appointment of Scribes

Subject to the norms fixed by the Mahatma Gandhi University, candidates who are eligible to avail of the services of scribes, the Chief Superintendent is authorized to appoint scribes according to the following conditions:

1. The person appointed as scribe shall not be an employee of the college
2. He /She shall not be a relative of the candidates who is appearing for the examination.
3. The educational qualifications of the scribe shall be less than those of the candidate.
4. A proforma with declaration in the format given below shall be obtained from the scribe.
5. The proforma signed by the scribe shall be forwarded to the office of the CE along with the voucher for payment, obtained from the scribe.
6. He/ She shall be paid remuneration at the rates fixed by the Mahatma Gandhi University from the amount allotted for conduct of the examinations.

**7.4.4. Proforma Showing Details of Scribes at the Examinations**

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

**Declaration**

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in clause (4) above.

Date:

Signature of the Scribe

**7.4.5. Deaf and Dumb Candidates**

**Granting additional marks:** Subject to the norms fixed by the Mahatma Gandhi University the deaf and dumb candidates having disability of 40% or more appearing for the examinations shall be awarded 25% of the total marks for theory papers of all examinations as they are considered to be backward in language ability.

The additional marks eligible for dumb and deaf candidates shall be awarded by the tabulation sections as in the case of award of grace marks to sportsmen on the basis of order issued by the Office of the CE in each case.

**7.4.5.1.Method of application**

Candidates eligible for concession under any one of the above categories shall apply to the CE, on plain paper for claiming the concessions for which they are eligible according to the prescribed rules. The applications should be submitted in the examination section of the college duly forwarded by the HOD

Applications for granting concessions for physically handicapped students shall reach the Office of the Controller of Examinations not later than 2 months before the date of commencement of the examination concerned.

The applications shall be accompanied by a Medical Certificate issued by a competent specialist Medical Officer in Government Service duly affixed with a recent photograph of the candidate. The photograph must show the actual handicap of the candidate and it shall be attested by the doctor. Attested copy of the medical certificate shall not be accepted.

#### **7.4.5.2.Other Conditions**

Applications for the concessions shall be submitted for each semester's examination of a programme.

Previous semester's sanction shall not be taken as a precedent for granting the concessions in the subsequent years.

Except in the case of permanent disabilities fresh medical certificates shall have to be produced for each semester's examination.

The original medical certificate shall be returned to the candidate after the examinations if a copy of the medical certificate is also enclosed along with the application.

The Grace Marks may be awarded by the tabulation Section and shall not be considered for ranking.

The application for special concession along with original and copy of Medical Certificate and a photograph of the candidate certified by the specialist Doctor shall be submitted two months before the commencement of the Examination.

#### **7.4.5.3.Processing of applications**

The applications for concessions to physically handicapped students shall be processed and their eligibility ascertained after verification of each application with reference to the rules

and a brief note with the list of candidates eligible under each category shall be prepared and submitted to the Controller of Examinations for approval. After obtaining the approval of the Controller of Examinations, separate orders for each candidate shall be prepared and signed by the competent officer authorized by the Controller of Examinations. Copies of the orders shall be sent to the candidates, to the tabulation sections concerned, the Chief Superintendent and to such other sections dealing with payment of remuneration to the scribes etc.

## **7.5.EXAMINATION MONITORING CELL**

### **7.5.1. Constitution of the Examination Monitoring Cell**

Five members of which THREE should be Heads of Departments. There should be at least one lady member.

The senior most member will be the chairman of the Cell.

### **7.5.2. Functions of the Examination Monitoring Cell**

To visit examination halls and to see that no malpractices are conducted

To ensure that the invigilation is done properly

### **7.6.3.Reporting by the Examination Monitoring Cell**

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

## **7.6.GRACE MARKS**

Students who participate in sports, arts, NSS, and NCC shall be awarded grace marks as per the guidelines followed by the MG University as ratified by the Governing Council of the college.

The items which are eligible to be considered for grace marks and the percentage of grace marks that can be awarded for each item are presented in the following table (As per U.O No.2180 /01/Ac.A VIII /2016 dtd. 16/04/2016 as modified on 05/07/2016. These rules are applicable for both Undergraduate (CBCSS) and post Graduate (CSS) Programmes

### 7.6.1. Grace Marks for CBCSS and CSS Programmes

Sl.No	Item / Activity	Position	% of Marks	Max Limit
1	State level events in all sports events	1 <sup>st</sup> Place 2 <sup>nd</sup> Place 3 <sup>rd</sup> lace	5% 4% 3%	
2	Inter collegiate events (Individual / Team events)	1 <sup>st</sup> Place 2 <sup>nd</sup> Place 3 <sup>rd</sup> lace	7% 5% 3%	
3	Representing the state and winning in Approved National competition (Inter – State)	1 <sup>st</sup> Place 2 <sup>nd</sup> Place 3 <sup>rd</sup> lace Representation	12% 10% 7% 5%	
4	Inter University South Zone / South West Zone – Sports	1 <sup>st</sup> Place 2 <sup>nd</sup> Place 3 <sup>rd</sup> lace Representation Non Participation	10% 9% 8% 7% 6%	
5	All India Inter University Competition	1 <sup>st</sup> Place 2 <sup>nd</sup> Place 3 <sup>rd</sup> lace Representation Non Participation	17% 14% 12% 10% 6%	
6	Representing India in Approved World Competitions (Asiad / Afro Asian / Common Wealth / World University Games / Pre Olympics / Olympics / Universiad – Junior, Youth, Senior tournaments)		25%	
7	Blind students securing I/II/III places in Sports/ Cultural / Youth Festival activities conducted by Kerala Federation of the Blind at the College / University / Inter University levels		50%	
8	Inter Collegiate Youth Festival (Individual and Group events) Best Actor or Best Actress = A Grade	1 <sup>st</sup> Place (A Grade) 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	5% 4% 3%	5%

9	South Zone Inter University Youth Festival conducted by AIU (Individual and Team events)	1 <sup>st</sup> Place (A Grade) 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	6% 5% 4%	6%
10	National Level Youth Festival (Individual and Team events) Accompanists of artists in Youth Festivals (Zonal and National levels only) will be given grace marks as stipulated under UO No.3108 / AcAVIII /02/2011/ dtd.07/07/2011	1 <sup>st</sup> Place (A Grade) 2 <sup>nd</sup> Place 3 <sup>rd</sup> Place	10% 7% 5%	
11	Deaf and Dumb candidates with disability of 40% or above / Hearing impaired with disability of 70% or above / Mentally retarded candidates (irrespective of the degree of disability) Medical certificate from Medical Board is required		25%	
12	NSS Volunteers a. NSS Certificate Holders b. Attending National Camp with attendance Certificate (with atleast 5 days duration) c. NSS State awardees and National Awardees d. Republic Day Camp (of atleast one month duration) e. NSS Volunteers nominated by State NSS Cell who have attended International Programmes f. Indira Gandhi National Service Scheme (IGNSS) Awardees (An NSS volunteer is eligible to claim grace marks only from any one of the above five categories)		2 % for two years 3% 3% 5% 8% 10%	
13	NCC Cadets 1. Attending National Integration Camp 2. Attending Republic Day Camp Parade 3. Basic Leadership Camp (TSC) / NS Camp / Vayu Sainik / Independence Day Camp (sports and Games at Delhi) 4. Certificate Holders "C" Certificate 5. Certificate Holders "B" Certificate 6. NCC Weightage / Equivalency Certificate Issued 7. National Level and other Centrally organized Camps YEP		3% 7% 5% 4% 3% 3% 8%	10%



### **7.6.2. Guidelines for claiming grace marks**

1. Grace marks to courses other than CBCSS and CSS are as per U.O.No.Ac.AI/1/2661/2003 dtd 31. 12. 2003
2. The maximum grace marks awarded to a student in a particular year for all the activities put together should not exceed 25%.
3. Grace marks shall be awarded for both undergraduate and postgraduate courses.
4. Grace marks shall be awarded in the year in which the certificate is issued (NSS).
5. Grace marks shall be given for all the papers/ parts/ subjects of a course in a year, irrespective of whether the course is annual or semester. For semester course the percentage shall be same as applicable to the annual scheme.
6. In the case of both the semester courses and the annual courses, the academic year shall be taken as from 1st June to 31st May.
7. Grace Marks will be awarded initially to the candidate on the basis of his/her performance in the respective academic year.
8. The students shall claim the grace marks within one year after the end of the academic year. (e. g. The claim for 2014-2015 shall be made before 31 May 2016.)
9. Grace marks shall be awarded for one additional chance in including improvement/betterment and also to the supplementary examinations paper(s) of the candidate in the next immediate chance only including readmitted/N+1 candidates, i.e., Grace Marks shall be awarded to eligible candidates at the supplementary examination of part I / II and also to Part III subject as the case may be. In awarding Grace Marks to the supplementary candidates it shall be given only to the papers of the performing year and at the rates applicable there to in the performing year.
10. Grace Marks shall be given for the written examination. But if the marks of a candidate are below the required minimum for a pass in internal/ viva/practical, the grace mark can also be redistributed to these items to get a pass.

11. Paper wise distribution shall be followed and Grace Marks need not to be awarded to a student if he/ she secures less than 5% of the maximum marks for that theory paper (External).
12. Grace marks awarded can be redistributed enabling the candidate to get a pass in the examination in part(s)/paper(s) among the whole range of examinations.
13. The eligible grace marks shall be added together to a candidate who excel in one or more games at different levels (District, Intercollegiate, University, State, National and International) in the same year
14. Moderation shall be effected after the Grace Marks have been added to the original marks of a student.
15. Grace Marks awarded shall not be considered for ranking and the total marks after awarding grace marks shall be 1 (one) marks below the marks of the third rank.
16. The Department of Physical Education should collect the list of sports/ games events approved by the National federations and approved by Kerala Sports Council and recommendations should be regulated accordingly.
17. Deaf and Dumb candidates with disability of 40% or above on production of a medical certificate obtained from a Medical board are only eligible to receive the grace marks.
18. Application with all relevant documents and attested copies of certificates for grace marks shall be submitted to the controller of examinations office through the Principal/ the DPE/ the DSS/ NSS/NCC Coordinator. Proper entry shall be made in the originals of the certificates of proficiency by the office of the verifying authority.
19. The rate of grace marks will be effective from 2014-2015 academic year onwards and the university orders issued earlier stand modified to that extent.
20. The last date for submitting applications for Grace Marks without fine for an academic year will be notified by the Principal. Late fee shall be levied as per U.O. No.4943/A1/2009/Acad. Dated 06.11.2009 for late submission of applications

**7.7.DISCLAIMER REGARDING MOBILE ALERTS AND EMAILS**

CMS College (Autonomous) does not assume any liability to any party for any loss, damage or disruption caused by non-receipt of SMS alerts or emails associated with examinations arising out of human or technical or any other reasons. The candidates shall confirm the relevant information from the official website of the college ([www.cmscollege.ac.in](http://www.cmscollege.ac.in)) and the college notice board.