



AURORA'S PG COLLEGE
Autonomous
Ramanthapur, Hyderabad

EXAMINATION
MANUAL
2023

EXAMINATION MANUAL

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1. INTRODUCTION

Aurora Group of Institutions are established in the year 1989, with a humble beginning of Aurora's Degree College with a student strength of 60. Today, Aurora is one of the largest conglomerate of educational institutions in the State of Telangana, India with 32 Higher Educational Institutions offering, Architecture, Engineering, Informatics, Law, Liberal Arts and Sciences and Management Studies with an expertise of more than three decades in offering quality education. The Group has been granted with a Deemed to be University for two of its engineering colleges located at Parvathapur, Uppal and Bhuvanagiri, Yadadri as a reward for the academic excellence of the group.

Aurora has always been in the forefront in designing and implementing innovative methods of curriculum delivery and assessment and has introduced many quality initiatives for the development of student community since the commencement of its operations way back in 1989. Many of Aurora's quality initiatives have been appreciated and adopted subsequently by renowned public universities of the country which emphasises the commitment, zeal and foresight of Aurora in designing and implementing educational innovations successfully.

1.1 The Institution

Aurora's Post Graduate Colleges (MBA & MCA) are established in 1995 by Aurora Group of Institutions, one of the largest conglomerate of Higher Educational Institutions(HEIs) in the state of Telangana. The colleges are well known among the parent and student communities owing to their discipline and dedication for imparting quality education. The colleges are approved by All India Council for Technical Education (AICTE) and affiliated to Osmania University since the establishment in 1995 and offer 2 years MBA, MCA programs and 5 years Integrated MBA program.

The colleges earned a niche in the region by adopting innovative teaching learning practices and high student support initiatives for their progression into higher education, entrepreneurship, and employment. The colleges are accredited with Top Grades by NAAC in 2018 in their first cycle itself and marching towards second cycle of accreditation in 2024.

1.2 Autonomous Status

In the journey of progress, the colleges were granted 2(f) status by UGC in March 2022 and are conferred with Autonomous Status in October, 2023 by UGC (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations 2023, with complete academic autonomy for a period of 10 Years from 2023-24 to 2032-33.

Being autonomous, the institutions are equipped with the flexibility to introduce new programmes, and courses, as well restructure, revise and redesign the existing programmes without prior approval of the parent University. Hence, the institutions started working on redesigning of the existing MBA and MCA programs for the Academic Year 2023-24 in consultation with the expert members in the Statutory committees in compliance with the guidelines of the University Grants Commission, New Delhi.

1.3 Assessment System

The Assessment System is developed by considering the Examination Reforms of AICTE, Evaluation Reforms of UGC and by considering the latest practices on the Indian and Western Scenarios. The Institution follows the system of Continuous and Comprehensive Evaluation (CCE), with a weightage of 40% for continuous evaluation and 60% for comprehensive evaluation. Each of the courses shall be

evaluated for a maximum of 1000 points which shall be finally scaled down to a maximum of 100 Marks.

1.3.1 Continuous Evaluation

- i. There shall be 15 modules in each of the courses and a continuous evaluation system is to assess the students' performance in three stages: Assessment as Learning, Assessment for Learning and Assessment of Learning spread through the entire semester.
- ii. Assessment as Learning: The students use assessment as a tool for their own learning journey, engage in self-learning, self-monitoring, self-correction or adjustment. The performance of students is assessed through pre-learning study where the students write a summary on the module that they are going to learn and a pre-learning assessment where the knowledge of students is assessed through tools such as assignment on key concepts, watch summarise and question technique, quizzes, short answer questions, concept maps and real-world examples before commencement of the module and shall be assessed for a total of 10 marks in the entire course.
- iii. Assessment for Learning: Assessment for Learning is a collaborative assessment where the students and the instructors collaboratively use the assessments for enhancing the learning outcomes. Assessment of learning happens throughout the learning process. Students' performance is assessed with tools such as case studies, student seminars, idea presentation, group discussions, debates, journal reviews and team projects where the students must participate and present their understanding during the classroom sessions. These shall be assessed for a maximum of 30 marks in the entire course.
- iv. Assessment of Learning: Assessment of Learning is done at the end of the course, that focuses on the quantity and accuracy of the students' performance with respect to the proposed learning outcomes. There shall be a Theory Exam and Laboratory Exam in this category.

1.3.2 Comprehensive Evaluation

There shall be comprehensive assessment at the end of the semester which carries a weightage of 60% in the course and evaluated for a maximum of 60 marks per each course. The Comprehensive assessment shall consist of a written test with 60 marks.

1.3.3 Rules of Promotion

First to Second Semester

A student shall put in a minimum of 75% of attendance in aggregate in all the courses put together of the semester (65% in case of medical grounds with relevant proofs and certificates to that extent) and shall be registered for the semester end examinations for the first semester.

Second to Third Semester

A student shall put in a minimum of 75% of attendance in aggregate in all the courses put together of the semester (65% in case of medical grounds with relevant proofs and certificates to that extent) and shall have passed a minimum of 50% of all the courses of the 1st and 2nd semesters put together.

Third to Fourth Semester

A student shall put a minimum of 75% of attendance in aggregate in all the courses put together of the semester (65% in case of medical grounds with relevant proofs and certificates to that extent) and shall have passed a minimum of 50% of all the courses of the 1st, 2nd and 3rd semesters put together.

1.3.4 Grading System

The institution follows the 10-point scale grading system as suggested by University Grants Commission and Osmania University, the parent university. As a measure of student's performance in the 10 point absolute grading system, Grade Points (GP), Credit Points (CP) shall be awarded to the courses. There shall be subject wise grading and average grading through Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) which will be rounded to two decimal places.

S No	% of Marks	Grade Points	Grades	Letter Grade
1	85-100	8.5-10	Outstanding	O
2	70-84	7.00-8.49	Excellent	A
3	60-69	6.00-6.99	Very Good	B
4	55-59	5.50- 5.99	Good	C
5	50-54	5.00-5.49	Above Average	D
6	40-49	4.00-4.99	Average	E
7	< 40	0	Fail(Re Appear)	F
8	Absent	0	Absent	Ab

i. Subject wise Grading

Subject-wise Grading Grades shall be awarded to indicate the performance of students in each of subjects studied. Based on the percentage of marks obtained in both Continuous Internal Evaluation and End Semester Evaluation, a corresponding letter grade shall be given as shown in above Table, where

Grade Points(GP) = Percentage of Marks/10

Credit Points(CP) = Grade Points x Credits per the concerned course

For a subject/course a student shall be declared as pass in the subject/course only when $GP \geq 4$ ('D' grade or above).

A student who has obtained an 'F' grade in any subject shall be deemed to have 'failed' and is required to reappear as a 'supplementary student' in the End Semester Evaluation, as and when offered. In such cases, marks secured in the formative assessment in those subjects shall remain the same as those obtained earlier. To a student who has not appeared for an examination in any subject, 'Ab' grade shall be allocated, and he/she is deemed to have 'failed' and required to reappear as a 'supplementary student' in the End Semester Examination.

ii. Semester Grade Point Average(SGPA)

The Semester Grade Point Average (SGPA) is calculated by dividing the sum of credit points (ΣCP) secured from all subjects/courses registered in a Semester, by the total number of credits.

registered during that Semester. SGPA is rounded to two decimal places and is computed as $SGPA = \Sigma CP / \text{Total no. of credits}$.

SGPA shall be calculated from the first semester onwards.

iii. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is the ratio of the total credit points secured by a student in all registered courses in all semesters, and the total number of credits registered in all the semesters. CGPA is rounded off to two decimal places. CGPA is thus computed from the I year II semester onwards at the end of each semester.

1.4 Purpose of the Handbook

The purpose of this examination cell manual is to provide comprehensive guidelines and procedures for the effective administration, organization, and management of examinations in the institution. It serves as a reference tool for examination staff, detailing protocols for exam scheduling, seating arrangements, question paper preparation, invigilation procedures, result processing, and other relevant aspects involved in the examination process. The manual aims to ensure consistency, fairness, and integrity in conducting examinations, ultimately contributing to the smooth functioning of the institution's academic assessment system.

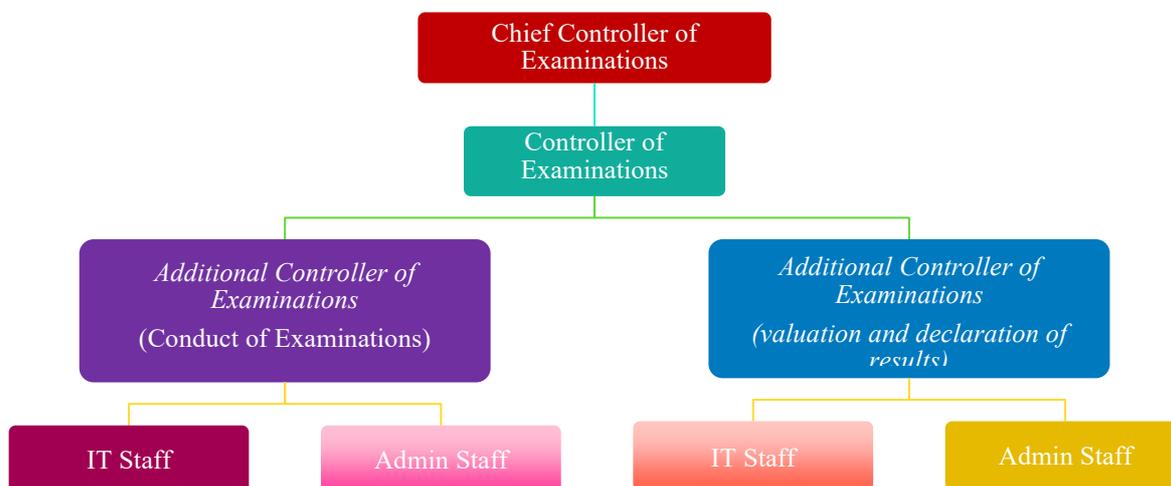
2. EXAMINATION CELL

The Examination Cell discusses preparation for examination, conducting examinations, pre-release analysis of results, details of moderation, recounting, re-evaluation, graces, malpractices, and any other special cases related to examinations. The frequency and need of the meetings will be decided by the Controller of Examinations based on the information given by Principal. The minutes of the meetings are to be recorded.

2.1 Constitution of Examination Cell

Examination Cell has been constituted to plan, organise and conduct Continuous and Comprehensive Evaluation(CCE) for MBA and MCA Programs of the Institution as per the “University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023”.

There shall be a Chief Controller of Examinations(CCE), Controller of Examinations(CoE), Additional Controllers (ACoEs), one each for conduct of examinations and valuation and result declaration supported by IT staff and Administrative Staff.



2.1.1 Roles and Responsibilities of Examination Cell

A. Establishment of Examination Cell

1. Establishment of Physical Infrastructure in the examination cell with photocopying and printing equipment.
2. Establishment of IT support system with facilities for coding, online evaluation and award of marks and declaration of results for continuous and comprehensive examinations.
3. Procurement and safe keeping of stationery required for examination cell such as paper setting and scrutiny pro-forma, remuneration bills, answer scripts, assessment records, marks memos and other relevant material.
4. Maintenance of records related to the establishment.

B. Preparation of Manuals and records

1. Preparation of Examination Cell Manual with details on the roles and responsibilities of various functionaries in the cell.
2. Preparation of Assessment Manual with guidelines for continuous and comprehensive assessments.
3. Preparation of guidelines for faculty for conducting continuous and comprehensive assessments in alignment with Program outcomes, Course Outcomes and Bloom's Taxonomy.
4. Collection and Maintenance of Question banks in consultation with the Heads of the Departments and faculty concerned.
5. Preparation of Guidelines for conduct of examinations with clear indication of duties of invigilators, squad members and other functionaries.
6. Preparation of Assessment Records, Grade Sheets in consultation with the Academic Council.
7. Preparation of any other relevant material for examination cell in consultation with various committees of the institution.

C. Preparation for examinations

1. Preparation of guidelines for selecting the panel of examiners for paper setting with description of qualifications, experience, and designation for each of the program offered.
2. Preparation of guidelines for paper setting, scrutiny, and evaluation.
3. Preparation of Panel of Examiners for with a minimum of 5 members for each subject in the concerned semester and the program.
4. Communication with the panel of examiners on paper setting, scrutiny, and evaluation.
5. Collection and Maintenance of Records related to paper setting, scrutiny, and evaluation.
6. Arranging remuneration for paper setting, scrutiny, and evaluation of answer scripts in consultation with the finance committee and Academic Council.

D. Conduct of Examinations

1. Preparation of Examination Calendar for each semester for all the programs offered by the institution.
2. Preparing the schedules of continuous and comprehensive assessments, program wise and semester wise.
3. Preparation of guidelines for penal action for malpractices and misconduct.
4. Communicating the schedules and guidelines with the faculty and students.
5. Preparation of seating plans and room allocations for the examinations.
6. Appointment of Invigilators and Squad members for each of the examinations conducted.
7. Ensuring smooth conduct of examinations by continuous vigilance and monitoring.

E. Declaration of Results

1. Collection of Assessment Records with evaluation for continuous and comprehensive assessments.
2. Consolidation and tabulation of results for each of the course semester wise and program wise.
3. Preparation of Grade sheets and Marks Memos for the declaration of results.
4. Arranging for declaration of results in consultation with the Academic Council.
5. Maintenance of all students records in the examination cell for double the duration of the programs.

2.2 Functionaries of the Cell

The Examination Cell is headed by a Chief Controller of Examinations along with Controller of Examinations, Additional Controllers, IT Officer, Office Assistants, and Data Entry Operators and other helpers.

2.3 Roles and Responsibilities of the Office Bearers

The Office Bearers typically oversee the entire process of examinations in the Institution. The Responsibilities include Preparation of Examination Calendar, procurement of question papers, planning and scheduling, paper setting, review and approval of drafted question papers, preparation of Nominal rolls, collection of examination fee, conduct of examinations, evaluation of scripts, declaration of results and further formalities as detailed in this document as per the timelines mentioned.

2.3.1 Chief Controller of Examination

The Chief Controller of Examinations of the institution will be the Principal who oversees the entire examination process. The Chief Controller play a crucial role in maintaining the integrity and fairness of the examination system. Responsibilities include designing exam schedules, ensuring security measures, coordinating with examination cell, faculty, managing exam centers, overseeing result publication, and addressing any issues that may arise during the examination period.

Responsibilities

1. Ensure adherence to academic regulations and policies related to examinations set by relevant authorities.
2. Develop and plan examination schedules, ensuring timely and efficient conduct of exams.
3. Work closely with invigilators, examiners, and support staff, ensuring proper training and coordination for a smooth examination process.
4. Explore and implement technology solutions to enhance the efficiency and security of the examination process.
5. Monitor and evaluate the effectiveness of examination procedures, making improvements as necessary to maintain the quality of the assessment process.
6. Implement and monitor strict security protocols to prevent cheating or any form of malpractice during examinations.
7. Oversee the accurate and timely publication of examination results, addressing any discrepancies or issues that may arise.
8. Provide support to students regarding exam-related queries, grievances, and accommodations.
9. Handle disputes, complaints, or appeals related to examinations, ensuring fair and transparent resolution processes.

2.3.2 Controller of Examination

The Controller of Examinations shall be in-charge of the Examination Branch. All other staff at the examination branch are appointed as per the institute guidelines. There shall be two Additional

Controllers of Examinations, who shall assist the Controller of Examinations in all matters. The Controller of Examinations will take guidelines from the examination manual approved by the Academic Council for delivering the duties.

Responsibilities

1. Establishment of Examination Cell with Physical Infrastructure with photocopying and printing equipment.
2. Establishment of IT support system with facilities for coding, online evaluation and award of marks and declaration of results for continuous and comprehensive examinations.
3. Preparation of Examination Cell Manual with details on the roles and responsibilities of various functionaries in the cell.
4. Preparation of Examination Calendar for each semester for all the programs offered by the institution.
5. Preparation of guidelines for faculty for conducting continuous and comprehensive assessments in alignment with Program outcomes, Course Outcomes and Bloom's Taxonomy.
6. Procurement and safe keeping of stationery required for examination cell such as paper setting and scrutiny pro-forma, remuneration bills, answer scripts, assessment records, marks memos and other relevant material.
7. Preparation of any other relevant material for examination cell in consultation with various committees of the institution.
8. Developing and implementing the code of conduct for examinations applicable to faculty, staff and students associated with the examinations concerned.
9. Preparation of guidelines for penal action towards malpractice and misconduct during the examinations.
10. Arrange for the preparation, scheduling, evaluation and reporting for all the examinations.
11. Declaration of Results and preparation of Assessment Records, Grade Sheets in consultation with the Academic Council.
12. Taking special care to see that secrecy and confidentiality is maintained in the conduct of examination ensuring utmost transparency.

Powers

1. To propose the budget for conducting the examinations.
2. Empowered to draw from among faculty the required invigilators for conduct of examinations.
3. Empowered to get the question papers and answer sheets printed once they are finalized.
4. To order printing of all the stationery required for examination branch etc., after the approval of Principal.
5. To propose examination fee and remuneration rates for different activities at examination section.
6. To recommend disciplinary action against staff or students for any unfair practices.
7. All the Degree certificates shall carry the signature of the Principal. The Controller of Examinations is empowered to take necessary steps to issue these degrees.
8. To recommend cancellation of an examination to the Examination Committee after an enquiry into the incident. However, a decision on this is to be taken within 48 hours of the incident.
9. To prepare and analyze the examination results, the trends identifying the areas of improvement, variance analysis etc.,

2.3.3 Additional Controller of Examination

1. Collection and Maintenance of Question banks in consultation with the Heads of the Departments and faculty concerned.

2. Preparation of guidelines for selecting the panel of examiners for paper setting with description of qualifications, experience and designation for each of the program offered.
3. Preparation of guidelines for paper setting, scrutiny and evaluation.
4. Responsible for maintenance of syllabus & regulations.
5. Preparation of Panel of Examiners for with a minimum of 5 members for each subject in the concerned semester and the program.
6. Obtaining the consent of the panel of examiners for paper setting, scrutiny and evaluation.
7. Receive the approved list of paper setters from the Controller of Examinations and release the necessary correspondence required for procuring the question paper.
8. Communication with the panel of examiners on paper setting, scrutiny and evaluation.
9. Communication at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
10. Ensure adherence to academic regulations, examination policies, and code of conduct.
11. Collection and Maintenance of Records related to paper setting, scrutiny, and evaluation.
12. Collect scripts, bills and log sheets after valuation and hand them over to Controller of Examinations for further processing.
13. Arranging remuneration for paper setting, scrutiny and evaluation of answer scripts in consultation with the finance committee and Academic Council.
14. Maintenance of confidentiality on the panel of examiners and ensuring transparency in communication.
15. Preparation and submission of reports on the examination cell from time to time to the Controller of Examinations.
16. Responsible for releasing question papers in time to the Chief Superintendent of Examinations.
17. Maintenance of records and giving updates to the Controller of Examinations regarding question papers procurement status.

2.3.4 IT Officer

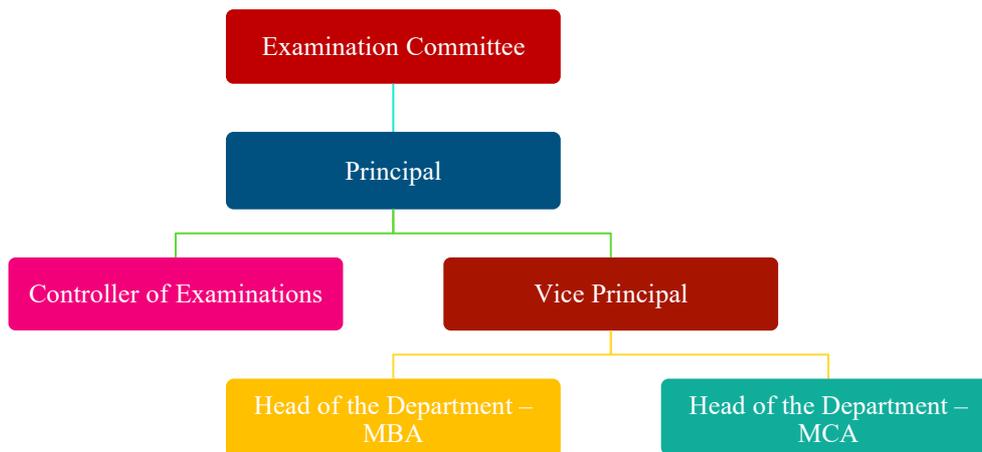
1. Oversee and manage the IT infrastructure supporting examination processes, ensuring systems are up-to-date, secure, and efficiently functioning.
2. Maintain and organize student examination data, ensuring accuracy, confidentiality, and accessibility for authorized personnel.
3. Coordinate the implementation and maintenance of examination-related software, troubleshooting issues and ensuring seamless operation during examination periods.
4. Implement and enforce robust cybersecurity measures to protect examination data and prevent unauthorized access to sensitive information.
5. Provide technical assistance to examination cell staff, faculty, and students, resolving hardware and software issues promptly to minimize disruptions during examinations.
6. Establish and maintain a comprehensive backup and recovery system to safeguard examination data against potential losses or system failures.
7. Explore and recommend innovative technologies to enhance examination processes, such as online examination platforms and automated grading systems.
8. Ensure IT systems and processes comply with relevant data protection laws, educational regulations, and institutional policies governing examinations.
9. Conduct training sessions for examination cell staff on IT tools and security protocols, fostering a culture of awareness and adherence to best practices.
10. Develop and implement contingency plans for IT-related emergencies during examinations, ensuring quick resolution and minimal impact on the examination schedule.

2.3.5 Administrative staff

1. Correspondence with regard to exam section.
2. Maintain a stock file containing all the orders / instructions issued on the related area for ready reference.
3. Maintain files subject wise containing all the correspondence written on the related area, and the replies received thereof.
4. He/ She will not take out any papers from the exam section whether old or new.
5. Provide acknowledgement to all petitions/appeals/representations received from students and give them to the Controller of Examinations concerned for necessary action.
6. He/ She will maintain utmost integrity / honesty and confidentiality in all matters being dealt in the section.
7. He / She will report to the Controller of Examinations and attend to any other work assigned by the Controller of Examinations or any other higher authority.

2.4. Examinations Committee

The examination committee shall be constituted annually to look after the procedures of examinations related to the Programs offered by the institution. The examinations committee is different from the examination cell which is relatively less tenured. It comprises the Chief controller of examinations (Principal), Vice Principal, Controller, and Head of each department and is entrusted with crucial responsibilities to ensure effective planning, execution, conduct of examinations, and declaration of results. The committee also redresses the examination related grievances if any.



The committee, led by the Principal, is responsible for formulating and implementing examination policies that align with the regulations of the institution. It establishes guidelines for various examination related activities commencing from scheduling, conducting, evaluation, grading, and declaration.

2.5 Assessment Process

The Examination Cell has been established with all necessary infrastructure including the Physical and IT infrastructure. The Institution has a dedicated ERP solution for continuous assessments which enables the students to submit their assessments through the portal. The assessments also shall be done through the portal which ensures high transparency and maintenance of records with no time lapse. The ERP publishes the grades of assessments immediately on completion of the assessments and enables the students to know their performance within no time.

The Examination Cell is supported with necessary power-backup facilities for ensuring uninterrupted power supply to the cell during the examinations. It is equipped with coding and scanning facilities for evaluation of answer scripts with utmost confidentiality. There are high-end computer systems with high-speed internet facilities to ensure seamless access to information sources. The entire unit is under CCTV surveillance to ensure safety and security for the examination processes.

3. PREPARATION FOR EXAMINATIONS

1. The Controller of Examinations along with the Principal will prepare an Examination Calendar for each of the semester for all the programs offered by the institution.
2. Collection and Maintenance of Question banks in consultation with the Heads of the Departments and faculty concerned.
3. Preparation of guidelines for selecting the panel of examiners for paper setting with description of qualifications, experience, and designation for each of the program offered.
4. Preparation of guidelines for paper setting, scrutiny, and evaluation.
5. Preparation of Panel of Examiners for with a minimum of 5 members for each subject in the concerned semester and the program.
6. Communication with the panel of examiners on paper setting, scrutiny, and evaluation.
7. Collection and Maintenance of Records related to paper setting, scrutiny, and evaluation.
8. Arranging remuneration for paper setting, scrutiny, and evaluation of answer scripts in consultation with the finance committee and Academic Council.

3.1 Preparation of Examination Calendar

Controller of the examination along with the Vice principals, additional controllers and Heads of the departments will prepare the scheduling and execution of examinations. The calendar begins by aligning with the broader academic schedule, factoring in semester durations and any institutional holidays. A crucial aspect involves consulting with faculty members to determine optimal exam periods, considering syllabus coverage and review requirements.

S No	Particulars	Schedule
1	Preparation of Academic Calendar	2 weeks before commencement of classwork
2	Quotations for Examination materials	9 weeks before commencement of examinations
3	Examination Fee Notification	4 weeks before commencement of examinations
4	Requisition of Question Papers	4 weeks before commencement of examinations
5	Timetables	2 weeks before commencement of examinations
6	Finalizing Detained List	2 weeks before commencement of examinations
7	Invigilators Notifications	1 week before commencement of examinations

S No	Particulars	Schedule
8	Preparation of Exam Material	1 week before commencement of examinations
9	Results	4 weeks after completion of examinations
10	Recounting and Revaluation	Notification along with results

3.2 Procurement of Stationary

The Examination Cell oversees the procurement of stationery, including paper for question setting and scrutiny pro-forma, ensuring the highest quality to uphold the standards of examination materials. This extends to the careful acquisition of remuneration bills, which are vital for compensating faculty members and staff involved in the examination process. Equally critical is the secure storage of answer scripts, assessment records, marks memos, and other relevant materials. Regular audits and inventory checks are conducted to monitor the procurement and safekeeping processes of all materials. These measures contribute to the overall reliability of the examination process and reinforce the institution's commitment to transparency and ethical conduct in academic assessments. Examination Cell involvement in the procurement and safekeeping of stationery is a vital aspect of its overarching responsibility, reinforcing the commitment to maintaining the highest standards in examination administration within educational institutions.

3.3 Empanelment of Examiners

The controller of the examiner will instruct the additional controllers to identify qualified individuals who possess the requisite subject expertise and integrity to evaluate and assess examination materials. The controller then identifies and reviews the prospects of potential examiners, considering their academic qualifications, teaching experience, and subject matter proficiency to align with the academic standards and requirements of the institution. Upon identification, formal invitation extended to qualified individuals, outlining the expectations, responsibilities, and code of conduct associated with their role as examiners. These expectations often encompass unbiased evaluation of answer scripts, adherence to established grading criteria, and timely submission of assessment results.

3.3.1 Appointment of Paper Setters

The question papers are to be set by external examiners appointed by the controller of examinations from a panel of examiners, proposed by the Additional Controller of the Examinations and Head of the Department of that discipline. A Paper setter is a person who engaged in teaching with not less than three years of experience in relevant subject in college affiliated to universities and who formulates the questions that are used to test the student in the learning outcomes of a specific subject. The Principal reserves the right to approve appointments as question paper setters waiving the requirements in exceptional cases and his/her action shall be reported to the Academic Council.

The following materials will be provided along with the request.

1. Copy of the guidelines for question paper setters
2. Syllabus of the concerned course /courses
3. Model question papers along with Textbooks prescribed
4. Bill forms for remuneration and TA/DA as applicable
5. Covers required for sending question papers/ answer key properly labeled (for offline).

General Conditions for the Appointment of Examiners

1. The appointment of examiners shall be made by the CoE from the panel of examiners prepared by the BoS and approved by the Academic Council.
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 Chief Controller of Examinations in special cases.
3. The willing examiners have to send their letter of acceptance to the CoE.
4. The internal examiner (For Practical) shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds.

3.4 Procurement of Question Papers

3.4.1 Planning and Scheduling

Coordinate with academic departments to determine the subjects, topics, and formats for the question papers well in advance of the examination dates. Establish a timeline for the procurement process, considering factors such as printing lead times and distribution logistics.

3.4.2 Preparation of Question Paper

The question paper is to be prepared by the following given guidelines. The guidelines should consist of details like:

1. Weightage to be given to various components like knowledge, application, skills etc., (in line with Blooms Taxonomy)
2. Expected time to answer the question paper, marks distribution and the number of pages in the answer script.
3. Expected difficulty level and requirement of data books.
4. For other details refer 'appointment of paper setter'.
5. The question paper setters shall send the question papers with scheme of valuation/ solutions in separate covers properly labeled or through the mail to CoE.
6. He/she shall be responsible for the safe transmission of the papers to the CoE.
7. The CoE shall request question paper setters, they shall return the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.
8. The proceedings of question paper setters shall be treated as strictly confidential.

3.4.3 Appointment of Moderators

A senior faculty member is appointed as moderator, by the HoD of the concerned department to verify the question paper set by the external expert. The moderator is to be provided with a set of detailed guidelines to help in moderation.

Moderation

1. The objectives of question paper moderation are to ensure that:
 - a. Question paper is as per the specified syllabus and guidelines.
 - b. All questions are within the specified format.
 - c. The data is sufficient for answering questions.
 - d. The figures are visible.
 - e. The marks weightage distribution is as per blueprint.
 - f. To ascertain the need for other requirements like data table / graph sheets etc.
2. The moderation process will start with a collection of
 - a. The details of the subjects going for moderation including the number of question papers required.

- b. The list of faculties eligible to be appointed as moderators.
 - c. Infrastructure requirements like space, furniture, transportation, computers, printers, copiers, security etc.,
 - d. Manpower requirements to conduct moderation like typists, attenders, and security guards.
3. The appointment letters related to various duties of moderation should reach the concerned well in advance, so that, if alternative arrangements are required, they can be planned.
 4. The infrastructure requirements should be met in consultation with the Principal's office.
 5. Moderators and other staff are to be reminded 24 hours before the moderation activity, so that they will not fail to attend the moderation.
 6. Every day the infrastructure requirements are to be reviewed, so that the moderation process will go smoothly.
 7. Additional CoE will ensure that the moderators are properly briefed about the guidelines related to moderation. The guidelines may be circulated along with the appointment letters. Key points are also to be displayed as posters in the moderation room.
 8. Additional CoE should ensure the security of the room, so that no unauthorized person / material will move in or out of the moderation room.
 9. The moderation process is to be completed well in time so that question papers reach the examination halls in time.
 10. The details of the moderation question wise are to be maintained with reasons for moderation.
 11. A complicated list of moderation details is to be given to Controller of Examinations, every day for scrutiny and subsequent actions.
 12. Controller of examinations may seek principal opinion on the moderation process as an audit that helps to prevent bias in moderation.
 13. Sufficient number of question paper copies including the requirement of valuation, library is to be taken and sealed before releasing them for examinations.
 14. The remuneration bills related to moderation are to be prepared and checked before obtaining the approval of CoE.
 15. After receiving the approval from the Controller of Examinations, the consolidated statement should be sent to Principal's office for the release of the payment. The remuneration is to be distributed through online transfer. If online transfer is not possible, only then other payment may be used.

3.4.4 Coding of Question Papers

Question papers for both MBA and MCA courses are individually encoded with specific codes. The coding of these question papers consists of eight alphanumeric characters, encompassing details such as the Academic year, Course, Type of Course and Course code. The controller along with the Chief Controller of Examinations will determine the codes for each paper based on the type of the courses offered, including Core Course, Functional Elective, Non-functional Elective, Emerging Elective of MBA Course. Core Course Stream Professional Elective for MCA Course.

3.4.5 Coding of Answer Scripts

Additional Controllers along with IT officers will encode the student register number with another temporary number, so that the valuator and data entry operators do not know the student whose papers they are dealing with. These temporary numbers will be generated by the office staff of the Controller of Examinations as per the guidelines given by the Controller of Examinations from time to time. Replacing the register number with a temporary number will be done by a separate team appointed by the Controller of Examinations for that specific purpose. Encoding activity will be done in a separate room identified by Controller of Examinations. All the records of encoding process are to be maintained

in the same way as other records of the examinations.

3.5 Preparation of Nominal Rolls

In the examination cell, the precise preparation of nominal rolls, incorporating student names and hall ticket numbers, stands as a pivotal task essential for the seamless execution of examinations. The commencement of this process involves a thorough and systematic collection of student information, which includes full names and distinctive hall ticket numbers sourced from enrollment records and student databases. Subsequently, the nominal rolls are meticulously formatted, featuring distinct columns that prominently display student names alongside their corresponding hall ticket numbers. This methodical arrangement serves to facilitate easy identification and verification procedures throughout the examination process. A paramount focus on accuracy is maintained through a rigorous review of the nominal rolls, seeking approval from designated authorities within the examination cell before finalization.

3.6 Examination Fee

Examination fees are charges levied by the institution on students to cover the costs associated with exam administration and evaluation. This financial contribution is vital for sustaining the examination process. The fee structure is usually structured, varying based on factors such as the level of education and the type of examination. Institution set specific deadlines for fee payments or imposing late fees for delayed submissions.

3.6.1 Application for Examination

1. A candidate appearing for any examination shall apply in the prescribed form made available for the purpose.
2. The last date for receipt of application forms for examinations shall be as notified by the Examination Cell.
3. A candidate who for any reason whatsoever is unable to present himself/herself for an examination shall not get a refund of the fee. In case of the death of a candidate before the commencement of the examination the fee may be refunded to the legal hirers.
4. A candidate while applying for one or more subsequent examinations shall pay the prescribed fee for each such examination for which he / she applies.
5. The fee for final additional documents such as Provisional Certificate, Consolidated Marks Memos and Original Degree shall be in addition to the regular examination fee.
6. The Candidates shall apply for these documents along with the final semester examination fee.

3.6.2 Issue of Hall Ticket

1. The Examination cell shall issue the Hall Tickets to the eligible candidates upon verification and fulfillment of criteria by the candidates.
2. The Hall Tickets shall be duly attested by the Chief Superintendent who is the Principal of the Institution and Controller of the Examinations before issuing them to the candidates.
3. The Hall Tickets shall mandatorily bear the seal of the Institution for ensuring authenticity.
4. A candidate shall not be admitted to the examination unless he/she produces the Hall Ticket to the Invigilator at the examination hall.
5. The students must retain their hall tickets till the completion of all theory, practical and viva-voce examinations.
6. The students may apply for a duplicate hall ticket in case of exigencies like loss of hall ticket, damage or theft, by paying the prescribed fee to the examination cell.

7. The Chief Superintendent, if satisfied with the request issues a duplicate hall ticket in confirmation with the CoE that the student has not been detained due to malpractice.

3.7 Venue and Room Arrangement

For examinations, venue and room arrangements play a crucial role in ensuring a smooth and fair testing environment. The Exam Cell meticulously evaluates available spaces, considering factors like capacity, accessibility, and amenities. Once suitable venues are identified, security measures are rigorously implemented to safeguard examination materials and maintain confidentiality. This involves collaborating closely with security personnel to establish access controls and monitor entry points. Clear communication and instructions are provided to examinees to facilitate a seamless examination experience. Additionally, support staff are mobilized to furnish venues with necessary amenities and resources, ensuring that examinees have everything they need during their assessments. Through meticulous planning and execution, the Exam Cell creates an organized, secure, and conducive environment for academic assessments, upholding the institution's commitment to integrity and fairness in examinations.

The Examination Rooms/Halls shall be identified based on the capacity of students that can be accommodated in the area without any congestion and hindrance for free movement of the candidates and the examiners. The Examination Hall shall be properly ventilated, fitted with necessary electrical equipment and prohibited from multiple entry and exit points. The Examination Cell may prepare alternate seating plans to fit the maximum number of students without any space hazards. The information on the examination halls shall be displayed at prominent places in the venue to facilitate better communication with the examinees, invigilators, squad members and other functionaries of the examination cell. All the examination halls shall have mandatory security surveillance to ensure transparency and prevent malpractices.

3.8 Code of Conduct

A Code of Conduct in examinations refers to a set of rules, guidelines, and ethical principles that outline the expected behavior and standards of conduct for both students and faculty members during the examination process. This code is designed to ensure the integrity, fairness, and transparency of academic assessments. The primary purpose of a Code of Conduct in examinations is to maintain a level playing field, prevent academic dishonesty, and uphold the credibility of the evaluation process.

3.8.1 Code of Conduct for Students

1. Students shall uphold the highest standards of honesty and integrity during examinations, refraining from any form of cheating, plagiarism, or unauthorized collaboration.
2. Strict adherence to examination rules and regulations is mandatory. This includes punctuality, compliance with seating arrangements, and following instructions provided by invigilators.
3. Students are responsible for maintaining the confidentiality and security of examination materials. Any attempt to tamper with or compromise the security of question papers, answer scripts, or any related materials is strictly prohibited.
4. Students shall conduct themselves in a professional and respectful manner, refraining from any behavior that may disrupt the examination environment or disturb fellow students.
5. Only authorized materials, as specified by examination guidelines, are allowed in the examination hall. Any unauthorized materials, including electronic devices, notes, or communication tools, are strictly prohibited.

3.8.2 Code of Conduct for Faculty

1. Faculty members involved in the examination process shall maintain impartiality and fairness in the evaluation of answer scripts, ensuring that each student is assessed objectively and without bias.
2. Faculty members should handle examination-related materials with the utmost confidentiality, refraining from discussing specific questions or answers with students during or after the examination.
3. Faculty members shall strictly adhere to examination guidelines and protocols, including the timely submission of grades and feedback, as well as compliance with the examination schedule.
4. Faculty members should avoid situations that may lead to conflicts of interest or compromise the integrity of the examination process. This includes refraining from evaluating the scripts of their own students.
5. Faculty members are expected to communicate with students in a professional and respectful manner, providing clear instructions and guidance related to the examination.

4. CONDUCT OF EXAMINATIONS

The conduct of examinations is a multifaceted process involving careful planning, coordination, and execution to ensure fair and efficient assessment of students. The exam cell, often a dedicated administrative unit, plays a central role in overseeing the entire examination process.

During the conduct of examinations, the Exam Cell ensures a fair and orderly process for all students. Examinations are conducted in designated venues, carefully chosen to accommodate the number of students while prioritizing accessibility and comfort. Before the exams commence, stringent security measures are put in place to safeguard the integrity of the assessments. This involves thorough checks of examination materials and the implementation of access controls to prevent any form of malpractice.

Once the examinations begin, clear instructions are provided to students to guide them through the process. These instructions cover guidelines on behavior, use of examination materials, and any specific requirements for the assessment. Throughout the duration of the exam, invigilators closely monitor the students to maintain exam integrity and ensure adherence to the rules. Any issues or concerns that arise during the exam are promptly addressed by the Exam Cell to ensure a fair and transparent process for all students. After the exams are completed, the Exam Cell oversees the collection and secure storage of answer sheets, maintaining confidentiality until the assessment process is completed. Overall, the Exam Cell's meticulous planning and execution contribute to the creation of a conducive environment for examinations, upholding the institution's commitment to academic integrity and fairness.

4.1 Preparation of Schedules

The Controller of Examinations along with Principal will prepare the schedules which include semester dates, holidays, and various academic events. By considering semester timelines and academic events, it ensures that examinations are placed within the academic calendar, preventing conflicts, and enabling students and faculty to plan accordingly. Clear communication of the schedule to students and faculty members ensures that everyone involved is well-informed, contributing to a smoother examination process. Additionally, the schedule serves as a foundation for resource allocation, allowing the exam cell to efficiently manage venues, invigilators, and other essential resources.

4.2 Appointment of Chief Superintendent, Invigilators and Squad

4.2.1 Appointment of Chief Superintendent

The Principal of the Institution shall be the ex-officio Chief Superintendent (CS) of the examinations. The CS shall be responsible for printing question papers, conducting examinations, handing over the answer scripts and other examination material to the Controller of Examinations at the end of every examination conducted in the Institution.

Roles and Responsibilities of CS:

1. The Chief Superintendent is the authorized representative of the Institute to conduct the examinations conforming to the clearly laid out procedure.
2. The CS shall take care of the examination in advance such as adequate number of question papers, main answer books, additional sheets and any other stationery required for all the examinations as per the schedule. CS should verify the material received and identify the any discrepancies or omissions and instruct the concerned to rectify the deficiency.
3. The CS shall Identify and appoint appropriate staff members as invigilators and as other staff required for the conduct of examinations.
4. Only teaching staff shall be proposed as invigilators.
5. The CS shall be the custodian of all the examination material supplied to him/her and accountable for the used and unused answer books.
6. The CS shall make arrangements for distribution of Hall Tickets to the candidates.
7. The CS shall make seating arrangements for fair conduct of examinations as per the Institute norms.
8. Before and during the examination, the Chief Superintendent should visit each room or building as frequently as possible to ensure smooth conduct of examinations.
9. The Chief Superintendent should collect the answer booklets from the invigilators verifying with attendance sheets and dispatch the same in a sealed cover to the Controller of Examinations along with all the statements prescribed for the purpose.
10. The Chief Superintendent is required to make a return in the form supplied, of the amount of stationery and serviceable articles remaining at the close of the examination and to retain them for the subsequent examination(s).
11. Identifying the needs of infrastructure required as per the conduct of the examinations both in theory papers as well as labs.
12. Inform the invigilators about the actual place of posting in the Examination Hall, on the day of Examination.
13. Separate instructions have to be prepared for use by the invigilators and a copy should be served to each invigilator and acknowledgment obtained.

4.2.2 Appointment of Squad Members

Faculty members of the same institution/ neighboring institutes or university nominee may be appointed as squad members by Controller of Examinations. They are to be acquainted with the guidelines to assist the CoE in the smooth and fair conduct of examinations. The purpose of the squad is to maintain the seriousness of examinations by doing frequent checks of students, examination halls and other arrangements. The squads will report to the Controller of Examinations about negligence in invigilation, seating of candidates etc. The malpractice cases found by the squad members are to be informed to the Chief Superintendent of Examinations. Specified formats are to be used by the squad member for reporting.

4.2.3 Appointment of Invigilators

Faculty members of the institution may be appointed as invigilator by the Chief Superintendent of the examination(s). Examination Invigilators play a central role in helping to ensure that security is maintained, and examinations are conducted in a fair and appropriate manner and all students are able to take the examinations in a comfortable environment. They are provided with guidelines to assist in the functions.

4.2.4 Appointment of other administrative Staff

Depending on the need, non-teaching or teaching staff may be appointed as other administrative staff. These staff members are to assist the functionaries of the examination / evaluation section in delivering the duties. The administrative staff can be categorized into two groups. The first group is the permanent employees of the examination section, and the other group consists of those deputed to the examination section for a specified period of time / task and reverted to their parent departments after the completion of the task.

1. Duties of permanent administrative staff of the exam cell
 - a. Maintain a stock file containing all the orders / instructions issued on the related area for ready reference.
 - b. Shall use computer for correspondence.
 - c. Maintain files subject wise containing all the correspondence written on the related area, and the replies received thereof.
 - d. He / She will not take out any papers from the exam section whether old or new.
 - e. Provide acknowledgement to all petitions / appeals / representations received from students and give them to the Controller of Examinations concerned for necessary action.
 - f. He / She will maintain utmost integrity / honesty and confidentiality in all matters being dealt in the section.
 - g. He / She will report to the Controller of Examinations and attend to any other work assigned by the Controller of Examinations or any other higher authority.

2. Staff deputed from other departments.

Duties are to be specified based on the work assigned. Under any circumstances the responsibility of confidential works or the maintenance of records should not be assigned to them.

4.3 Seating Arrangement

Additional Controllers will make arrangements in examinations to maintain a fair, secure and organized testing environment. The process involves randomizing seat assignments to eliminate any patterns that could facilitate cheating or collusion. Each seat is clearly marked with unique identifiers, ensuring easy identification for both students and invigilators. Spacing between students is carefully managed to minimize the risk of unauthorized communication or copying during the exam. Special considerations are made for students with specific needs, and the seating plan is communicated well in advance to provide clarity and avoid confusion. Emergency exits and safety measures are integrated into the plan, and invigilators actively monitor the examination hall to promptly address any issues that may arise. By implementing these measures, institutions strive to create an atmosphere that fosters integrity, equal opportunity, and a focused testing environment for all students.

4.3.1 Special arrangements for Physically Challenged Students

For physically challenged students' special arrangements will be made to write the examinations. These are:

1. Allowing scribe/writer for blind or writing impaired students. Compensatory time for completing the examination.

2. Special seating arrangements for candidates who cannot move to examination halls.

The above services are to be provided based on request from the student in proper format. The students shall apply to the Controller of Examinations and their requests are to be recommended by respective Head of the Departments before sending them to the Controller of Examinations office. After verifying, Controller of Examinations issue necessary instructions. The records are to be maintained.

4.3.2 Lab / Project / Internship Examiners

End semester Lab / Project / Internship examinations will be conducted by two examiners; one is from the institute and the other from other institutions. These examiners are appointed by the Chief Controller of Examinations from the panel of examiners suggested by the respective Heads of the Department. Both examiners will conduct the examinations as per guidelines given by the Chief Controller of Examinations.

4.4 Printing of Question Papers

Printing question papers for examinations involves several critical steps to ensure security, accuracy, and confidentiality. Throughout the process, strict security measures are implemented to prevent leaks or unauthorized access. This includes restricted access to question paper content, encryption, and secure storage in a controlled printing facility equipped with surveillance cameras and other security measures.

The question papers are printed using high-quality technology to ensure clear reproduction of questions, incorporating watermarking and other security features. Each set of question papers is assigned with a unique identifier for tracking and distribution management, with papers numbered and coded for easy identification. Once printed, the question papers are carefully packaged in sealed envelopes, labeled with details such as examination name, date, and unique identifiers. These packages are securely delivered to the examination halls with restricted access to the authorized invigilators only.

4.5 Distribution and Collection of Answer Scripts

The Examination cell verifies the answer scripts for authenticity and accuracy before distributing them to the examination halls. The number of answer scripts shall tally with the number of students allotted in the examination hall concerned. The answer scripts shall invariably contain the seal of the Institution along with bar code and QR code if any, which is essential for further processing like evaluation and declaration of results. The answer scripts shall be delivered to the invigilators 30 minutes before commencement of the examination. The unused answer scripts, if any, shall be returned to the examination branch immediately on completion of the examination itself. The invigilators shall verify the answer scripts for any errors like misprint or absence of codes and observe if any shall be brought into the notice of the CS immediately.

On conclusion of the examination the invigilators collect the answer scripts from examination rooms immediately avoiding any tampering and unauthorized usage by the students. The collected scripts undergo careful verification to ensure all are accounted for before being sealed in secure containers or envelopes. These sealed packages are then securely stored at a centralized location until ready for evaluation, with limited access to authorized personnel only to maintain confidentiality and integrity throughout the process.

4.6 Misconduct and Malpractice during examinations

4.6.1 Unfair means in Examinations by Candidates

Adoption of any kind of unfair means during the examinations shall be considered as malpractice and dealt with appropriate disciplinary action. The activities that are not conducive for peaceful conduct of examinations like possessing a cell phone or leaving the examination hall during the examinations shall also come under this category. All the activities that are considered under this category are to be listed along with the disciplinary actions to be taken for each type of activity and the list is to be circulated to staff and students before commencement of examinations. The list is to be made available on the Institute website and institute portal. The malpractices can be reported by any student or staff and are to be in writing. Any case reported anonymously may be enquired based on the details provided. The following procedures may be followed during enquiry of all types of malpractice cases.

1. When evidence like slip used for malpractice is readily available and student admits to the possession of the slip, The Additional Controller of Examinations will seek the opinion of the subject expert to identify whether the content in the slip was used to answer the question. Based on the opinion, penalty will be awarded as per norms.
2. When a student refuses to admit to the act of malpractice, Controller of Examinations shall appoint a committee consisting of HoD of the department, subject expert and Additional Controller of Examinations. The committee may call the invigilators or any other staff/student to enquire. Based on the committee report appropriate actions are to be initiated.
3. The disciplinary action taken is to be informed to the HoD, through circular, who intern shall inform the student and parent about the action. Summary of malpractices reports, and action taken are to be presented by Controller of Examinations to Examination Committee during its meetings.
4. Appeals against disciplinary action: Student can appeal against the disciplinary action, in writing to Principal.

4.6.2 Unfair means / Negligence of Examination Duty - Staff

The following are listed as the unfair activities in the evaluation process:

1. Informing the question paper contents to outsiders.
2. Informing the question paper setter details to outsiders.
3. Negligence of examination duty, such as late reporting, not reporting, negligence in invigilation, valuation, not completing the formats required to conduct the examination.
4. Leaking of information related to the relation between dummy coding and the original registered number.
5. Not following the scheme of valuation and giving the marks either more liberally or too stringently.
6. Issuing certificates to ineligible persons.

5. EVALUATION

The College follows a double evaluation system to assess a student's academic performance by the external examiners. Each answer script is evaluated independently by two different evaluators which helps to avoid any unfairness or mistakes. If there is difference between the two evaluations, a review process to reconcile differences and arrive at a final grade together. If the student is aggrieved of marks declared, can apply for the recounting of marks in the answer book by paying prescribed fee. Re-counter shall see that examinee attempted the questions considering the internal choice and sub questions are valued, check marks given by the evaluator as per the marks allotted to the questions. Re-counter shall report to CoE in case of any discrepancy, and CoE shall get it corrected. By implementing the double evaluation system, the college demonstrates its commitment to maintaining high academic standards of

transparency, accountability in evaluation practices and ensures that students receive grades of their true understanding and proficiency in a particular subject or course.

5.1 Coding and Scanning

The Evaluation cell should arrange to check the answer scripts received from the Chief Superintendent (Examinations Conduction) with the D-forms received and malpractice cases if any. After verification, Examination cell should prepare code serial for each course and branch to be printed on the answer books and bundle numbers and concerned mark statement. Shuffle the answer books in bunches of about 05 to 10, and print code number serially, at four specified places on each answer booklet. Once again as certain that the same numbers are printed four times on each answer booklet.

Enter the following in the coding Register: Name of the course code, Date of the examination, code number beginning and ending, number of candidates registered, number of candidates present, Regd., no of students who were booked for resorting to Malpractice.

- i. Check for accuracy of the entries.
- ii. Take out the perforated part-I from the answer books.
- iii. Pack answer books in bundles each containing 50 for spot valuation.
- iv. Arrange the Slips in the order of Script code numbers.
- v. Pack the Slips subject wise.
- vi. Bundle slip format should be filled and should be paste on the top of the pack.
- vii. The Bunches of slips should kept in the custody of Examination cell concerned.

5.2 Empanelment of Chief Evaluator, Evaluators and Scrutinizers

Controller of Examinations will identify one person from Additional Controller of Examinations / Professors as coordinator to monitor the valuation activities. Appointing the chief valuator, arranging infrastructure, conducting valuation and handing over the valuation records to CoE office are the responsibilities of the coordinator.

5.2.1 Appointment of Chief Evaluator

A Chief Evaluator is a person who ensures coordination among different evaluators of the same subject. He has to ensure uniform implementation of scheme of valuation by evaluators.

Senior faculty members shall be appointed as a Chief Evaluator for a subject where the number of scripts is more than 150 or when there is more than one evaluator. The chief evaluator is to be appointed by the Controller of Examinations from the panel prepared by the Additional controller of Examinations. The Chief Evaluator should have taught the subject at least two times. The chief evaluator is to be provided with a set of detailed guidelines to help in evaluation.

5.2.2 Appointment of Evaluators

An evaluator is a person who verifies the answers given by student for the questions given in the question paper. The Evaluator will evaluate the answers with reference to the pre-decided scheme of valuation and will award marks.

Faculty at the level of Assistant Professor or above may be appointed as evaluator by Chief - Evaluation. He should have taught the subject at least once. The evaluator is to be provided with a set of detailed guidelines to help in evaluation.

5.2.3 Appointment of a Scrutinizer

A Scrutinizer is a person who ensures award of marks for each question attempted by student, proper totaling of marks and proper posting of marks by evaluators. Staff at the level of Lab Technician / Teaching Assistant are to be appointed as Scrutinizers by the CoE. The scrutinizer is to be provided with a set of detailed guidelines to help in scrutinizing.

5.3 Completion of Evaluation

5.3.1 Marks entry and checking

Marks entry will be done only by the office staff of Controller of Examinations. The printouts of bundle wise marks report will be cross checked with the award lists prepared by valuers and attestations to be made on the printouts by the staff, entered and verified. After verification and correction, the 'bundle' is to be locked so that there will not be any chance for changes. For detailed procedure of marks entry, refer to the operation manual.

5.3.2 Moderation of Results

First Moderation: If the Pass percentage in any subject is below 50%, 4 marks will be added to each student's score, provided that the candidate has obtained at least 1 mark in a particular paper.

Second Moderation: If 70% of the candidates appeared in a particular paper have not secured 55% or higher, 4 marks will be added to each student's score, provided the student has obtained at least 1 mark in that paper.

If one of the above conditions is met, one Moderation is applied. If both Conditions are met, two moderations are applied.

5.3.3 Provision of Grace Marks

Grace marks can be added in the following cases. The type of grace, amount of the grace and the subjects for which grace is to be added is to be decided by the Evaluation Committee.

5.3.4 Margin grace for awarding class

Some students may miss the class (First Class, Distinction) with marginal marks. For such types of students, grace marks may be added based on the recommendations of Evaluation Standards Committee. These marks are to be added for the subjects in which the student has passed and before the declaration of the result.

5.3.5 Remuneration Processing

The remuneration related to various activities during examinations is to be processed as per the rate of remuneration approved and circulated by the principal office. Staff-wise statements clearly indicating the nature of duty, number of duties and remuneration is to be prepared by the junior / senior assistants of the examination section. These are to be verified by the Additional CoE before forwarding it to the Controller of Examinations for approval. After getting approval from CoE the consolidated statement shall be sent to Principal's office for the release of the payment. The remuneration is to be distributed through online transfers. If online transfer is not possible, only then another mode of payment may be made.

5.3.6 Auditing of Evaluation

To ensure the system conformance with the established process, regular audits have been

incorporated in the evaluation system. Some of the steps taken in this regard are

1. Question paper moderation will be analyzed, and opinion of other faculty will be taken on the moderation done.
2. Evaluated answer scripts on sample basis shall be sent for 2nd valuation to outside experts.
3. The audited results are to be compiled and brought before the Evaluation Committee for necessary action.

5.4 Tabulation of Results

The Assistant Controller of Examinations-systems concerned is responsible for tabulation of results. As soon as the marks in different components of internal assessment are received from course coordinators, the Assistant Controller of Examinations-systems should arrange for course-wise data entry of their marks. The marks of individual answers as well as total marks obtained by the student are entered by the examiner. Thereafter, the system automatically matches and stores the results against the personal details of the students appearing for the Examination. The internal and comprehensive examination marks obtained in a particular course are clubbed and evaluated for a total of 100 according to Academic regulations. Based on the course wise grades, results sheets are to be compiled for each student showing the grades for the course he/she has registered himself/herself for that semester. The Assistant Controller of Examinations should personally check the entries in the results sheets with the concerned staff, for accuracy in the compilation of results. The results should be published /announced with the approval of the Principal.

6. DECLARATION OF RESULTS

6.1 Announcement of Results

Controller of Examinations will process the results and prepare the result analysis as per the guidelines. The Controller of Examinations shall inform Principal about availability of results to convene the meetings of 'Examination Committee' with the University Examination Committee. Controller of Examinations shall ensure different types of analysis to indicate overall performance of the students, the improvement there of, specific achievement if any is to be made ready to present before Examination Committee. The suggestions made by the Examination Committee are to be incorporated in the results before release. The results are to be placed on the website of the institute and other internal servers. The results are also to be informed to students, parents, and faculty through SMS. Re-Evaluation notifications are also to be released along with results. Based on the results, the Controller of Examinations will prepare a detailed analysis and place them before the Academic Council.

6.2 Assessment Records

Assessment records refer to a collection of organized and documented information related to the evaluation and measurement of student performance in an educational context. These records play a crucial role in maintaining a comprehensive account of assessment processes, outcomes, and associated data.

6.3 Individual Marks Memos

A Marks Memo is a certificate that furnishes the details of a student in the examination taken over a specified time, generally one semester. Details like name of the examination, name of the subject, test marks, end examination marks, grades obtained, net result (Pass / Fail) and credits obtained are to be mentioned in the marks memo. The Controller of Examinations has to identify the staff to be responsible for preparation and verification of the certificates. Same staff member should not do the preparation and verification works. The staff responsible for the preparation of marks memos is trained on preparation

of marks memos and advised to scrupulously follow the instructions. After checking and approval, the marks memos are released to the departments for distribution to students.

6.4 Consolidated Memos, Provisional Certificates and Original Degrees

6.4.1 Consolidated Marks Memo (CMM)

A consolidated Marks Memo is a certificate issued to the student along with a Provisional Certificate and completion of his/her study. It contains details of the marks obtained by students in individual subjects, grade, class obtained and total percentage of marks. The Controller of Examinations shall identify the staff to be responsible for preparation and verification of the certificates. Same staff member will not do both the preparation and verification work.

The staff responsible for preparing the Consolidated Marks Memos are to be provided with instructions for preparing the CMMs and the instructions shall be scrupulously followed. Once CMM is prepared, the details are to be cross checked in terms of percentage, total marks, minor subjects. After checking, a consolidated statement is to be prepared, clearly giving the document number of CMM, register number of student and documentary proof that checking has taken place. The Controller of Examinations shall verify these details and put his signature on the report before issuing the CMMs for student distribution. For detailed procedure of Consolidated Marks Memo, refer to operation manual.

6.4.2 Provisional Certificate (PC)

Students who have successfully passed all the examinations specified to meet a program requirement may be awarded a Provisional (Temporary / Tentative) Degree certificate. This is very much essential, since the approval for the issue of final degree certificate is to be given by various bodies of Institute like Academic Council, BoM, which takes a considerably long time like 6 to 12 months. The Provisional Certificate should clearly mention details like program, specialization, final grade / class obtained by student and month & year of qualification.

The Controller of Examinations has to identify the staff to be responsible for preparation and verification of the certificates. Same staff member should not do the preparation and verification works.

The staff responsible for preparing the Provisional Certificates is to be trained and made aware of the need to scrupulously follow the instructions outlined. The list of eligible candidates for the issue of Provisional Certificates is to be generated by the junior assistant by using the related links in the software. Details of the individual candidate in the list is to be cross checked with the data available in status. Once the PC is prepared, the details are to be cross checked in terms of percentage, total marks, minor subjects. The cross checking is to be done by a staff member other than the staff member assigned with the preparation. After checking, a consolidated statement is to be prepared, clearly giving the document number of PC, register number of student and documentary proof that checking has taken place. The Controller of Examinations has to verify these details and has to put his signature on the report before issuing the Provisional Certificates for student distribution. For detailed procedure of Provisional Certificate, refer to operation manual.

6.4.3 Degree Certificate and Migration Certificate

Degree certificate is the final certification that a student will receive on the successful completion of the program. For seeking admission in other universities within the country or abroad, the student is required to obtain a migration certificate. Issuing a migration certificate means that the Institute has no objection for the candidate to take admission in any other Institute or institution, but the Migration Certificate will be issued by Osmania University. For detailed procedure of Migration Certificate and

Original Degree certificate, refer to university website.

6.4.4 Transcripts

A transcript is a copy of student academic record over a period of time, usually a semester, giving the details of subjects the student has taken the examinations, as well as the obtained marks, grades and result. It is different from marks memo that is unique and treated as permanent record. Transcripts are the official copy of marks memo issued to students for the purpose of applying for higher studies. There is no limit to the number of copies, and it depends on the requirement of the student.

6.4.5 Duplicate Marks Memo

The Duplicate Marks Memo shall be issued based on application and necessary fee payment by student. Duplicate Marks Memos are to be generated by using the computer package and are to be verified to find the correctness of data. The staff checking the marks memo has to be different from the staff that generated the memo. For detailed procedure of Duplicate Marks Memo, refer to operation manual.

6.4.6 Duplicate Provisional Certificate

The issue of duplicate provisional certificate is based on application and necessary fee payment by the student. Students shall obtain a 'not traceable' certificate from police department and has to enclose the certificate with application. The certificate has to be issued with 'Duplicate' stamped on the certificate. The preparation, verification and issue process are the same as given for Provisional Certificate. For detailed procedure of Duplicate Provisional Certificate, refer to operation manual.

6.4.7 Duplicate Consolidated Marks Memo

The issue of duplicate consolidated marks memo is based on application and necessary fee payment by the student. Students shall obtain a 'not traceable' certificate from the police department and shall enclose the certificate with application. The certificate shall be issued with 'Duplicate' stamped on the certificate. The preparation, verification and issue process are the same as given for Consolidated Marks Memo. For detailed procedure of Duplicate Consolidated Marks Memo, refer to operation manual.

6.4.8 Name Correction on Marks Memo

The name correction in Marks Memo will be done based on application and necessary fee payment by the student. After receiving the application, the name is to be corrected by taking the reference of S.S.C certificate / name proof document.

Physical signature of the CoE is not required on the corrected marks memo. A facsimile is to be placed at an appropriate place on the marks memo. However, the CoE has to put his signature on the circular informing the distribution of memos. For detailed procedure of Name Correction on Marks Memo, refer to operation manual.

6.4.9 T - Sheets

T- Sheets are the official tabulated result printouts of all the students, of a particular examination prepared and maintained by examination section for records. These reports shall be prepared after incorporation of recounting and revaluation results. Any manual verification of results, if claimed by student is to be done with reference to the T-Sheet. These are the permanent records that will be maintained at the examination section. Printouts of these from the examination software are to be taken by regular staff of the section.

7. REVALUATION

Even with the availability of comprehensive scheme of valuation, there may be chances that the valuation may not have proceeded as per the scheme. There may also be chances that some questions / pages are missed by the valuator during evaluation, due to oversight. The purpose of re-valuation is to see that these mistakes are corrected, and justice is done to student.

7.1 Conduct of Revaluation

If any student is aggrieved by the result in any of the course, he/she may contact the Controller of Examinations for revelation of the script or may opt for recounting of the marks awarded within a week from the declaration of results. If the case is genuine, the answer script may be re-examined and a revised grade, if any, may be declared with information to the Chief Controller of Examinations with necessary justification for revision.

7.2 Supplementary Examinations

- i. Students who get 'F' Grade in a course are eligible to seek Supplementary Examination.
- ii. For taking Supplementary Examinations, the students need not attend classes in that course once again. The attendance earned in the earlier examination shall be retained for the Supplementary Examination.
- iii. The end semester alone is given as a Supplementary Examination and the internal marks already secured by a student in that course shall be taken into account for finalizing the grade and the same cutoff for the grades shall be used.
- iv. The schedule for the supplementary examinations shall be announced separately.

7.3 Compilation of Revaluation Results

The exam cell compiles the revaluated scores for each student. This involves updating the records with the new scores obtained from the revaluation process. The compiled revaluation results are then published by the exam cell. Students can access their revised scores through official channels, such as the institution's website. The results typically indicate whether there have been changes in the scores and, if so, the updated grades. The exam cell communicates the revaluation results to the students, providing them with detailed information on the changes, if any, in their scores. This communication may include instructions on further steps, such as grade card collection or any additional processes that may be necessary.

7.4 Declaration of Revaluation Results

The Controller of Examinations will process the revaluation results and prepare the result analysis as per the guidelines. The Controller of Examinations has to inform Principal about the availability of revaluation results to convene the meetings of 'Examination Committee'. The results are to be placed on the website of the institute and other internal servers. The revaluation results are also to be informed to students, parents, and faculty through SMS. Based on the results, the Controller of Examinations will prepare a detailed analysis and place them before the Academic Council.

8. MALPRACTICE AND MISCONDUCT

Malpractice and misconduct during examinations encompass various actions that deviate from ethical and fair conduct, compromising the integrity of the examination process. These behaviors undermine the principles of academic honesty and can lead to severe consequences. Here are common instances of malpractice and misconduct during examinations:

1. Cheating: Using unauthorized materials, such as notes, textbooks, or electronic devices, to gain

- an unfair advantage during the exam.
2. Copying from Others: Replicating answers or sharing information with fellow students during the exam.
 3. Impersonation: Having someone else take the exam on behalf of the actual candidate, often with fraudulent identification.
 4. Communication: Unauthorized communication with other students during the exam, either through gestures, signals, or passing written notes.
 5. Possession of Unauthorized Materials: Bringing prohibited items into the examination hall, such as cheat sheets, electronic devices, or unauthorized notes.
 6. Leakage of Exam Questions: Obtaining or sharing exam questions before the scheduled examination time, providing an unfair advantage.
 7. Disruptive Behavior: Engaging in disruptive conduct that disturbs the concentration of other candidates, including talking, making noise, or causing disturbances.
 8. Violation of Exam Instructions: Disregarding specific instructions provided by invigilators or the examination cell regarding the conduct of the exam.

8.1 Penal Action for Malpractice and Misconduct

The following shall be the penalties imposed for Malpractices by students during the examinations.

S. No	Nature of Malpractice	Clause No	Penalty
1	Communicating with other students during exams	1.1	If a student is found verbally communicating with another student during the examination, in the absence of any other evidence except a signed note from the invigilator, the penalty is loss of one grade.
		1.2	If, however, there is other evidence, like identical answers in the answer books, then the penalty is an F grade.
		1.3	If a student is found passing chits/supplements/other unauthorized material to other students, the penalty is an F grade.
2	Carrying unauthorized material during exams	2.1	If a mobile phone is found in the possession of a student after the exam has begun, the penalty is loss of one grade.
		2.2	If a student is found using a mobile phone during the exam the penalty is an F grade.
		2.3	If a student is found carrying unauthorized material like chits, electronic gadgets like smart watches, tablets, scientific calculators with memory etc., using prohibited facilities like the internet etc., or is found with scribbles on one's body, the penalty is an F grade.
3	Communicating with others during toilet breaks during exams	3	The disciplinary action taken against a student who is found using a mobile phone, chits, books and other unauthorized material during toilet breaks, while the exam is in progress, is an F grade and suspension for one Semester.
4	Detection of copying during evaluation of answer scripts	4	If it is detected that a student A has copied from another student B, during evaluation of answer scripts of an exam, the disciplinary action taken against both the students is an F grade.
5	Making changes in valued answer books	5	If it is found that a student has made changes in valued answer books, the student is assigned an F grade.
6	Repeat Offences	6	Such offenders shall be reported to Academic Senate. The disciplinary action taken against repeat offenders is suspension for one Semester.

S. No	Nature of Malpractice	Clause No	Penalty
7	Plagiarism in Internal Reports such as reproducing material from sources like the web, texts, etc., without proper citations in internship reports and project reports.	7.1	Penalties for reproducing material in reports, presentations and others without proper citation range from a warning (in case the mistake was unintentional) to loss of two grades.
		7.2	For internship reports and project reports, the minimum penalty is loss of one grade and the maximum penalty is an F grade.
		7.3	In more serious cases, like deliberately claiming false results on experiments, falsely claiming original content in Project report, the case should be referred to the Academic Council and the minimum penalty is suspension for a period of one year.
8	If any malpractice is detected which is not covered in the above clauses 1 to 7	8	Suitable punishment shall be awarded in consultation with Academic Council.

9. GRIEVANCE REDRESSAL

The Exam Grievance Redressal Committee is responsible for addressing and resolving all types of grievances, complaints, and malpractices related to examinations, which are received from students. The committee will conduct inquiries into the grievances and recommend final actions to be initiated at the institutional level for their redressal.

9.1 Grievance Redressal Committee

A Grievance Redressal Committee in an exam cell addresses and resolves concerns or complaints related to the examination process. This committee comprises key individuals including the Principal, Vice-Principal, Controller of Examinations, Additional Controller and Senior faculty. Its primary purpose is to provide a fair and impartial platform for students to voice their grievances regarding examination-related matters. These grievances may include issues such as discrepancies in evaluation, unfair treatment during exams, procedural concerns, or any other challenges faced by students.

The Grievance Redressal Committee is responsible for:

1. To ensure a fair and transparent process for addressing and resolving concerns related to examinations within an educational institution.
2. Establish a formal and accessible channel for students and stakeholders to express their grievances regarding examination-related matters.
3. Guarantee that examination-related grievances are addressed with impartiality, without any bias, ensuring a fair and just resolution.
4. Uphold the integrity of the examination process by addressing concerns related to unfair practices, discrepancies, or any other issues affecting the fairness of assessments.
5. Foster transparency in the examination system by openly addressing and resolving concerns, thereby building trust among students and stakeholders.
6. Identify areas for improvement in examination procedures based on the feedback and grievances received, contributing to ongoing efforts to enhance the overall assessment process.

The Grievance Redressal Committee of the exam cell's quality assurance mechanisms, promoting transparency, accountability, and fairness in the examination system. It contributes to integrity and credibility of the institution's academic evaluation process by addressing concerns and fostering a supportive environment for students.

9.2 Redressal Mechanism

A redressal mechanism is a structured system put in place to address grievances, complaints, or issues raised by individuals or groups within an organization. In the context of an exam cell within an institution, a redressal mechanism is essential for handling concerns related to examinations, evaluations, and related procedures. Typical redressal mechanism in an exam cell:

1. **Grievance Submission:** Students submit grievances through designated channels, such as online portals, email, or physical complaint boxes. Clear instructions should be provided on how to lodge a complaint.
2. **Receipt and Registration:** Upon receiving a grievance, the exam cell records it in a central database or log. Each grievance is assigned a unique identifier for tracking purposes.
3. **Initial Assessment:** An initial assessment is conducted to determine the nature and severity of the grievance. This may involve reviewing the submitted details and gathering additional information if necessary.
4. **Formation of Redressal Committee:** A dedicated Grievance Redressal Committee, comprising faculty members, administrative staff, and possibly student representatives, is convened to investigate the grievance.
5. **Investigation and Analysis:** The committee thoroughly investigates the grievance, examining relevant documentation, interviewing involved parties, and gathering evidence to understand the root cause of the issue.
6. **Resolution Process:** Based on the findings of the investigation, the committee devises appropriate solutions or corrective actions to address the grievance. This could include re-evaluation of exam papers, revising assessment procedures, or providing remedial measures to affected individuals.
7. **Communication of Outcomes:** The committee communicates its findings and decisions to the aggrieved party in a clear and timely manner. This includes outlining the actions taken to address the grievance and any follow-up steps required.
8. **Feedback and Follow-Up:** Feedback from the aggrieved party is solicited to assess their satisfaction with the resolution process. Any unresolved issues or lingering concerns are addressed through further dialogue or action.
9. **Documentation and Review:** Detailed records of the grievance, investigation, and resolution are maintained for future reference and review. The redressal mechanism is periodically evaluated and refined to improve its effectiveness and responsiveness.
10. **Confidentiality and Fairness:** Throughout the process, confidentiality and fairness are upheld to protect the privacy of individuals involved and ensure impartiality in decision-making.

9.3 Action Taken Report

Action Taken Report (ATR) in the examination cell involves collaborative efforts between the Controller of Examinations and the Principal. First, they identify and acknowledge issues within the examination system, ranging from irregularities to complaints. The examination cell, under the guidance of the Controller and with approval from the Principal, conducts a meticulous investigation, examining records and interviewing relevant parties. Following this, a detailed analysis is undertaken to discern root causes and assess the impact on the examination process. Together, the Controller and Principal formulate a comprehensive action plan, encompassing corrective measures, preventive strategies, and potential policy adjustments. A clear timeline is established for implementation, ensuring timely resolution. Transparent communication is maintained with stakeholders, and once the action plan is executed, feedback is sought for evaluation. The documentation of all actions taken, including findings, plans, and outcomes, is meticulously recorded. This collaborative approach ensures

accountability, transparency, and effective resolution of examination-related issues within the educational institution.

10. MAINTENANCE OF RECORDS

Maintaining records in the exam cell encompasses the organization of crucial components such as exam schedules, student registrations, and results, all while prioritizing the security of exam materials. A dual approach is often employed, involving the use of both physical and electronic records. A secure database serves as the backbone, facilitating efficient storage and retrieval of information. Implementing access controls becomes pivotal to safeguard sensitive data and uphold confidentiality. Regular updates to records, whether in physical or soft copy, are essential for accuracy and relevance. This hybrid system ensures a comprehensive and adaptable approach to record-keeping in the dynamic context of an exam cell.

10.1 Physical and Soft Copies of Records

All the physical and soft copies of examination applications, answer scripts and Memos except those relating to suits which are pending in the courts, etc., shall be preserved as per the duration mentioned by the Institute from time to time. After the stipulated time, the examination applications, answer scripts and other records which are preserved shall be sold to the wastepaper buyers with the approval of the Principal. The sale proceeds shall be remitted to the appropriate account of the Institute.

10.2 Server Back-up

Backup is the process where the software and data in the evaluation server is copied on to the external memory storage (Hard disk) as a safety precaution towards any data corruption or data loss. The backup of the examination server which contains all the software and data is to be taken once at least every week. During the processing of results this duration may be reduced to every two days or one day, based on the need. The hard disk in which the backup is being taken is to be in the custody of the Controller of Examinations. A senior staff member should be made responsible for taking this backup and is to be provided with required guidelines. The backup activity like date of backup taken is to be entered into a register by the person taking the backup and is to be countersigned by the Controller of Examinations.

10.3 Transparency and Confidentiality

Procedures of the evaluation section should be able to demonstrate the system's credibility since conduct of examination and confidentiality in question paper preparation and answer script valuation. The procedures may need frequent updating. Some of the steps taken in this regard are:

1. The question paper moderation rooms, examination halls and valuation rooms shall be designated as 'no entry zone' for unauthorized persons.
2. All the staff involved shall be made aware of the steps taken to ensure confidentiality in their respective areas and consequences due to lapses if any.
3. Multiple numbers of question papers shall be procured in advance and the question paper to be used on any particular day is to be selected by the Controller of Examinations on the day of examination only.
4. Dummy numbering will be given to answer scripts before evaluation.
5. Marks entry and results processing is to be done on the dummy numbering only.
6. Question paper covers shall be opened in the examination hall in the presence of the students by the invigilators concerned.
7. By conducting spot valuation.

GUIDELINES FOR EXAMINATION

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ANNEXURE 1A
Guidelines for Preparation of Examination Calendar

- a. The Examination calendar shall be prepared 10 days before the commencement of the semester by consulting the Academic Council, BoS and by considering the Almanac or Academic Calendar for the concerned Academic Year and the Semester for all the programs offered by the institution.
- b. The Calendar shall contain the schedules of continuous assessment and comprehensive assessment for the concerned semester, for every program offered by the institution.
- c. The calendar shall clearly indicate the dates of all examinations scheduled in the semester for all the theory courses, laboratory courses and viva-voce examinations.
- d. The calendar shall be submitted to the Academic Council one week before the commencement of the semester and get duly approved by the council.
- e. The calendar shall be communicated to the concerned departments of all the programs two days before the commencement of the semester.
- f. It shall be communicated to all the students upon admission into the concerned program, during the orientation week by the relevant department.
- g. The Examination Calendars shall be displayed in the notice boards of the Examination Branch and the departments mandatorily.
- h. The hard and soft copies of the calendars have to be preserved by the Examination Cell for future reference.

ANNEXURE 1B

Guidelines for Collection and Maintenance of Question Banks

- a. The Controller of Examinations (CoE) shall convene a meeting with the Heads of the Departments of all the Programs one month before the commencement of the instruction and indicate the format for questions banks.
- b. The CoE shall identify the faculty for preparation of Question Banks for each of the course in consultation with the Heads of the Departments and shall circulate a notice to faculty members indicating the subjects allotted to them for preparation of Question Banks.
- c. They shall be given a time of 10 days for preparation of the Question Banks
- d. The Question Banks shall contain 10 Multiple Choice Questions (MCQs) and 5 Short Answer Questions from each module, for each of the courses offered in the semester. The questions shall be mapped with Bloom's Taxonomy Levels for mapping the outcomes.
- e. It is imperative that the questions maintain relevance to the course instruction to uphold the quality of academic content.
- f. The faculty shall prepare the Question Banks in the prescribed format and submit them within the stipulated time to the CoE.
- g. The CoE shall forward the Question Banks to the Board of Studies, which shall review them for adherence of guidelines and quality of questions in each section.
- h. On approval from the Board of Studies, the Question Banks shall be preserved by the CoE for dissemination to the students on commencement of instruction.
- i. The Question Banks shall be shared with the students in the 4th week of instruction.
- j. The departments shall also maintain the hard and soft copies of the Question Banks for future reference.

ANNEXURE 1C
Guidelines for Procurement of Examination Stationary

- a. Examination cell has to provide comprehensive plan outlining the types and quantities of examination stationery required for each examination session at least 6 weeks before the commencement of the examinations.
- b. Quotations from at least 3-4 vendors shall be invited for comparison of cost of procurement and most suitable vendor is to be selected in consultation with the Finance Committee for final procurement. The selection of vendor shall be completed before 5 weeks of commencement of the examinations.
- c. The Examination shall estimate the required quantities of examination stationery accurately based on the number of students courses offered by the institution and send the same for approval of the finance committee at least 40 days before commencement of the examinations.
- d. The Finance Committee shall allocate sufficient funds for the procurement of examination stationery and forwards its approval to the Examination Cell.
- e. The procurement process shall be completed before 3 weeks of commencement of the examinations, with all necessary examination stationery, including answer scripts, question papers, packing material and other required materials.
- f. The Examination stationary shall be appropriately stored with utmost confidentiality by ensuring security against damage, loss or tampering.
- g. Accurate records of all procurement activities, including invoices, receipts, and delivery confirmations, shall be maintained by the Examination Cell, to ensure transparency and accountability in the procurement process.
- h. The records of the procurement shall be submitted to the finance committee at the end of every semester for internal auditing and external auditing as and when necessary.

ANNEXURE 1D
Guidelines for Empanelment of Examiners

- a. The panel of examiners shall be selected based on the qualification, specialization and experience who is currently associated with any institution of repute or retired from any university or deemed university or autonomous institution.
- b. Faculty members with a designation of Associate Professor more with an experience of more than 5 years from Autonomous, affiliated colleges and Universities may be selected for the panel of examiners.
- c. Assistant Professors possessing PhD with minimum of 5 years of experience may also be considered for the panel if currently employed with a University or Deemed to be University.
- d. Faculty with the qualifications and experience mentioned in points 2&3 only shall be considered for setting the question paper and evaluation as well.
- e. Assistant Professors without PhD and with less than 5 years of experience shall in no case be empaneled as the examiners either for paper setting or evaluation.
- f. The ACoE (Additional Controller of Examinations) has to identify a minimum of 5 examiners for each of the course offered in MBA and MCA programs, with details of the affiliation, qualification, experience and specialization and proposed courses for which these examiners shall set the question papers or evaluate the answer scripts 30 days before the commencement of the examinations.
- g. The ACoE on procuring the details the examiners shall send a consent form to the panel members, which has to be signed and sent back for maintenance of records.
- h. On deciding the examination calendar, the Additional Controller shall send the Syllabus, Model Question Paper with detailed guidelines and taxonomy levels, along with the remuneration bill to the panel. The rates of remuneration shall be as decided by the finance committee.
- i. Each Panel member has to provide two sets of question papers in the prescribed format for each of the courses assigned, within 7 days.
- j. The maximum number of subjects that can be allotted to an examiner for setting question paper or evaluation shall not exceed two.

ANNEXURE 1E
Guidelines for Paper Setting

- a. The Examination Cell shall circulate the syllabus copy, model question paper and the Bloom's Taxonomy to the paper setters along with the request for preparation of 2 sets of question paper for the allotted subject.
- b. The question paper setter shall maintain confidentiality and strictly adhere to the template and prepare two sets of question papers from prescribed course syllabus with fair distribution of questions covering all the syllabus.
- c. Paper Setting shall be done in alignment with the Bloom's taxonomy action verbs and weightage for each level shall be: Remembering and Understanding–40%, Application and Analysis -40%, Evaluation and Creativity – 20%.
- d. Question paper format for Theory Courses
Question paper consists of 2 sections
 - i. Section-1: Consists of 5 Short Answer Questions each carries 2 marks, all the questions are mandatory to attempt.
 - ii. Section-2: Consists of 5 Long Answer Questions from 15 modules (Q1- Module-1 to 3, Q2- Module 4 to 6, Q3- Module 8 to 9, Q4- Module 9 to 12, and Q5 – Module 12 to 15). Each question shall carry 8 marks (wherever possible each question may have 2 sub questions). The maximum marks for the paper is 50.
 - iii. Questions of different levels are to be set. i.e., Easy Questions (25%), Moderately Difficult Questions (50%) and Difficult Questions (25%)
- e. The Paper setters have to give the figures, tables and drawings if applicable, clearly and properly. Ambiguity and repetition of questions shall be strictly avoided. Abbreviations of all kinds should be avoided.
- f. The paper setters shall indicate clearly on the question paper, the need for any additional material like log books, graph sheets
- g. Paper should be typed as per the format: Paper size: A4; Font Style: Times New Roman; Font size: 12; Line spacing: 1.5

ANNEXURE 1F

Guidelines for procurement of question papers

- a. The CoE shall be the one and only authority to communicate with the Panel of Examiners on question paper setting and valuation of answer scripts. All the communication in this regard shall be done through the official mail id of the CoE.
- b. There shall be a total of 5 sets of question paper for each of the course in the semester, where 4 sets of question papers shall be procured from 2 external examiners with 2 sets from each examiner and 1 set of question paper shall be prepared by the BoS concerned.
- c. The request for question paper setting shall be placed 3 weeks before the commencement of the examination to the subject experts with a request to prepare 2 sets of question papers.
- d. The examiners shall prepare the question paper in strict compliance with the format and submit the same within 7 days to the CoE.
- e. The CoE shall receive the question papers and safe-keep the same in password protect folder with utmost confidentiality.
- f. The CoE shall arrange for the moderation activity i.e. verification of the question papers for compliance of syllabus and other standards.
- g. On completion of moderation, the final versions of question papers have to be prepared and kept ready for examination, at least 10 days before the commencement of examinations.
- h. On Completion of the moderation, the CoE shall forward the remuneration bills for paper setting and moderation to the Finance Committee for approval and settlement.
- i. The question papers procured shall be maintained for a minimum period of 2 years for further reference.

ANNEXURE 1G
Guidelines for Preparation of Nominal Rolls

- a. The CoE shall seek for information of the students eligible for appearing the examinations within 10 days on issue of Examination Notification from the concerned departments.
- b. The departments shall prepare the list of eligible students along with the course details, for which the students are appearing at the end semester examinations on ensuring that the preparation of nominal rolls comply with examination policies and academic regulations.
- c. The Examination Cell shall prepare the nominal tools 2 weeks before the commencement of examinations and circulates the same to the concerned departments, for corrections and modifications if any.
- d. The Departments have to cross-check and double check the nominal rolls with the official records of the students and verify the accuracy of the information and shall make the revisions and modifications as applicable.
- e. The CoE on receipt of information from the departments shall finalise the nominal rolls and safe keep them for use during the conduct of examinations, with strict confidentiality and security.
- f. The CoE shall ensure that the nominal rolls are accessible only to the authorized personnel responsible for examination administration, including invigilators, supervisors, and examination staff.

ANNEXURE 1H
Guidelines for Examination Fee

- a. The fee for regular, supplementary and make up examinations shall be determined by the Finance Committee in consultation with the Academic Council from time to time.
- b. The Examination Cell shall issue a notification to the students at least 30 days before the commencement of examinations clearly indicating the deadlines for payment of examination, mode of payment etc.
- c. The examination application forms shall be digitally prepared as per the details required for the preparation of nominal rolls.
- d. The students shall pay the examination fee as per the deadlines in compliance with all the academic requirements with due approval from the departments concerned.
- e. If candidate/student is not able to attend the examinations for what so reason it may be, they shall forfeit the examination fee paid.
- f. The fee for supplementary and make up examinations shall be in addition to the regular examination fee.
- g. The fee for re-evaluation and recounting shall not be remitted back in any circumstance, whatsoever the result of the revaluation or recounting may be.
- h. The fee for Provisional Certificate, Consolidated Marks Memo and Original Degree shall be paid in the final semester of the program, which shall be additional to the regular examination fee.
- i. The fee collected shall be remitted to the Finance Committee immediately, which in-turn shall be remitted into the Bank Account of the Institution on a daily basis.

ANNEXURE 1I
Guidelines for Venue and Room Arrangement

- a. Chief Superintendent (CS) of Examinations shall ensure that the all the basic facilities of the venue and examination rooms are completed in all aspects three days before the commencement of examinations.
- b. The CS shall select suitable rooms within the institution premises that can accommodate the expected number of examinees comfortably, ensuring compliance with safety and accessibility standards.
- c. The CS shall ensure that the seating plan utilises the maximum space with appropriate distancing between examinees to ensure privacy and prevent cheating and malpractice. Different layout may be tried before arriving at the final seating plan.
- d. The CS shall ensure that adequate desks and chairs are provided in the examination hall with proper lighting and ventilation and all furniture and equipment are in good condition and meet the safety standards of statutory bodies.
- e. The CS shall ensure that the examination halls are clearly labelled with signage indicating the name of the examination, room number, seating arrangement to facilitate easy navigation for examinees.
- f. Clear directions and instructions for entering, exiting and navigating within the examination premises shall be provided for the information of the examinees, invigilators and squad members.
- g. The CS shall ensure that complete surveillance and security measures like as frisking, controlled entry and exit points are made to prevent unauthorized access, cheating and disturbances during the examinations.
- h. The CS shall ensure that well trained faculty is assigned with invigilation responsibilities to monitor smooth conduct of examinations by enforcing the rules and regulations strictly.
- i. The CS shall ensure disable friendly environment during the examinations, with provision of seating in the group floor, access to rails, ramps and lifts, wheel chairs and other facilities for disability support to address specific accommodation needs of disabled students.

ANNEXURE-1 J

Guidelines for Preparation and Communication of Schedules

- a. The Examination Cell is the competent authority to prepare and disseminate the schedules of theory, laboratory and viva-voce examinations for all the semesters in all the programs.
- b. The dates of examinations and the time tables for each of the program shall be finalised in consultation with the Heads of the Departments and the Principal.
- c. The Examination cell shall prepare the timetables for the examinations at least 2 weeks before the commencement of examinations by ensuring that the academic seasons are closed at least 1 week before the commencement of the examinations.
- d. The time tables shall contain the details of the course wise examinations with clear indication of dates and time slots. There shall not be any ambiguity on the date or time of each examination.
- e. There shall be separate schedules for theory and laboratory examinations and viva-voce examinations as well.
- f. The CoE shall conduct a meeting with Additional Controller of Examinations(ACoEs) to communicate the final schedules and ensure that these are displayed in the notice board of the examination cell, departments and other places with high student visibility.
- g. The finalised time-tables shall be posted to the students at least 10 days before the commencement of examinations.
- h. The Examination Cell shall maintain the hard and soft copies of the time tables for a period of two years for maintenance of records and future reference.

ANNEXURE-1K
Guidelines for Issue of Hall Tickets

- a. Hall tickets shall be issued only to the eligible students on thorough verification of documents related to the completion of academic sessions and upon meeting all the requirements of eligibility for writing the examinations.
- b. The CoE shall ensure that the Hall Tickets are containing the information of the students, courses for which the student is appearing, instructions and photograph of the student mandatorily.
- c. The Hall tickets shall mandatorily contain the Photograph of the students duly attested by the Chief Superintendent of the Examinations, i.e., the Principal of the Institution.
- d. The students shall present the same Hall Ticket for all the theory courses, practical examinations and viva-voce in that semester. No separate Hall tickets shall be issued for this purpose.
- e. The examination cell shall prepare a schedule for issue of hall tickets semester wise and course wise for different divisions of the program to avoid clogging of students at the time of issue.
- f. The Duplicate Hall Tickets shall be available in the office of the CoE for necessary further issue.
- g. In case of loss of Hall Tickets, the Examination Cell shall issue a duplicate hall ticket to the students upon remittance of the penalty for losing the hall ticket.
- h. The CoE shall ensure that the students are not penalised under malpractices before issue of duplicate Hall Tickets.

ANNEXURE-2A
Guidelines for Chief Superintendent

- a. The Chief Superintendent shall be the final decision making authority and is the representative of the institution concerning all the examinations conducted by the institution.
- b. The CS shall initiate all necessary mechanisms required for smooth conduct of examinations in strict compliance with the Examination Cell guidelines and Assessment Policy of the institution.
- c. The CS shall prepare the budget for conduct of examination in consultation with the CoE and
- d. The CS shall appoint necessary teaching, non-teaching, technical and support staff one week before commencement of examinations in consultation with the CoE.
- e. The CS shall circulate the guidelines for invigilators, squad members and other examination related authorities two days before the commencement of examination by organising a meeting with all the above.
- f. The CS shall act as the custodian of all the examination related stationary including answer scripts, seating plans, question papers, hall tickets and other relevant material.
- g. The CS shall ensure safe and secure environment for printing of examination stationary and safeguard of student records and other records of the examination cell.
- h. The CS shall ensure that the final versions of Question Papers, Answer Scripts, Seating Plans and other communication material is free from errors and meets the standards of the institution in all aspects.
- i. The CS shall arrange for the venue and rooms as per the requirement of the examinations for each semester in each of the programs offered by the institution.
- j. The CS shall make rounds to the examination halls compulsorily during the conduct of examinations.
- k. The CS shall maintain the records of invigilation duties, squad duties and other relevant activities of all the examinations conducted in the campus.
- l. The CS shall submit the records of remuneration to be paid to the invigilators, squad members and other staff to the finance committee on completion of every examination for approval and payment.

ANNEXURE-2B

Guidelines for Invigilator

- a. The CS shall appoint invigilators one week before commencement of examinations in consultation with the CoE.
- b. Invigilators shall disclose to the CoE, well in advance, any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) in doing a particular examination duty to avoid any conflict of interest.
- c. Invigilators shall report to the duties of invigilation 30 minutes before commencement of the examination to complete the formalities of the reporting and be available in the examination halls strictly as per the schedule.
- d. Failure to comply with the timing and schedules shall attract severe disciplinary action.
- e. The Invigilators shall intimate about leaves or adjustments well in advance before commencement of examination so that an alternative arrangement can be done by the CS.
- f. Adjustments/ interchanging duties among the invigilators are not permitted. If necessary the CoE will take care of the adjustments.
- g. Adjustment in the invigilation duty should be informed to the CoE one day prior to the date of duty assigned with alternative arrangement made in case of absence.
- h. Invigilators in spare list are required to stay back till the starting of the examination and not to leave the examinations branch without the notice of the CoE.
- i. Invigilators are not allowed to carry or use mobile phones or any reading material in the examination hall.
- j. Invigilators shall check the material supplied by examination cell before going to the Exam Halls, for the correctness in the count of answer scripts and question papers and other related material. Bring the matter to the notice of the ACoE in case of discrepancy.
- k. Invigilators should check and ensure that the black board in exam hall is clean.
- l. The invigilators shall not step out of the examination hall till the examination is over and not to chit chat with each other as it will distract the student's concentration in writing the Examination.
- m. The invigilator shall allow the candidates into the examination hall after verifying the hall ticket & ID card. Guide the students to their respective places as per the seating arrangement.
- n. The Invigilator shall allow the candidates in the examination halls before 15 minutes of commencement of the examination
- o. The Invigilator shall not be allowed the candidates after 20 minutes of commencement of the examination.
- p. The Invigilators ensure that candidate would not carry any material except hall ticket, identity card, non-programmable calculator into the examination halls.
- q. The Invigilators shall make an announcement in the Examination hall that the uses of electronic devices by the students are not permitted in the Examination hall. (Electronic devices include mobile phones, tablet devices, laptops, data storage watches ('smart-watches')).
- r. The invigilators shall not grant the permission to the candidate to go to the toilet during the Examination, especially either in the first 30 minutes, or in the last 15 minutes, of the examination.
- s. The Invigilator shall remain in the Examination Hall throughout the period of the examination and shall make necessary announcements before, during and at the end of the Examination.
- t. The invigilator shall not stay at one place for long time, keep patrolling throughout the duration of the examination inside the examination hall, while maintaining vigilance on the students as a measure, to prevent malpractice.

- u. The invigilators shall complete taking the attendance and other formalities in the first half an hour of starting of the examination. Please do not pass on the signature sheets among the students. Invigilator shall go to each student and verify the details entered in the signature sheet, answer scripts and affix your signature on the hall ticket, answer booklet and signature sheet.
- v. The invigilators shall not permit other faculty / outsider into the examination hall unless permitted by the CoE.
- w. The invigilators shall not permit the candidate to leave the examination hall only after one and half-an-hour from the commencement of examination. If a candidate wants to leave the hall after one and half an hour, see that the candidate surrenders the question paper along with the answer booklet.

The following Announcements made by the invigilator during the commencement of examination

- Write the candidates registered number on question paper.
- Students are advised to remove any written or printed material, whether pertaining to the subject or not.
- Erase any material written on the body. Detection of any material during examination will be treated as malpractice.
- Writing any kind of messages or symbols not related to the examination on the answer sheets shall automatically leads to cancellation of examination(s).
- Question paper should not be used for rough work. Any written text on question paper will be considered as malpractice.

ANNEXURE- 2C
Guidelines for Squad Members

- a. The CS shall appoint squad member before one week of commencement of the examination.
- b. The CS shall circulate the guidelines to squad member two days before the commencement of examination.
- c. The squad member shall report to the CS one hour before the commencement of the examination and submit the appointment letter
- d. The squad member shall be present at the time of selection, printing and distribution of the question paper
- e. The squad member ensure that the candidates are allowed inside the examination hall after duly checked
- f. Only female faculty members are allowed to verify girl students.
- g. The squad member shall cover all the blocks where the examinations are being held.
- h. The squad member on entering the examination hall, thoroughly check the student, to find out if any prohibited material useful for malpractice.
- i. The squad member shall use the report available with ACoE to register malpractice. The squad member shall complete the malpractice report and hand it over to the CoE, immediately after the inspection.
- j. The squad member also authorized to inspect any other parameter related to examination halls, invigilation and incorporate the comments in your report.

ANNEXURE-2D

Guidelines for Distribution and Collection of Answer Scripts

- a. The invigilators shall collect the answer scripts from the examination cell before 30 minutes of commencement of the examination
- b. Invigilators shall distribute the blank answer scripts to the candidates after get in to examination hall.
- c. Invigilators shall distribute Question Papers to the candidates on time.
- d. Invigilator shall announce to fill all the details on answer scripts of the main page.
- e. Invigilators must check that the entries on the cover page of the answer scripts have been correctly made and ensure that the attendance sheet has been signed by the student after correctly filling his/her Roll number/Registration number.
- f. Fifteen minutes after the distribution of the question papers, the invigilator shall verify the number of answer scripts with the number of candidates actually present in the examination hall and hand over the surplus Answer scripts to the Officer in-Charge. The Officer-in-Charge shall then render the CS office/examination cell an account of the number of Answer scripts received, distributed, and the unused answer scripts.
- g. When the exam session is completed, invigilator shall collect all the answer scripts immediately and shall ensure that no candidate leaves the answer scripts on the desk or leaves the room without submitting the answer scripts even if it is blank. Any candidate leaving his/her answer scripts on the desk shall himself/herself be responsible for the loss of his/her answer scripts, if it is not traceable afterwards.
- h. The invigilator shall report to the ACoE who shall in turn bring to the notice of the CoE.
In case the candidate is not handed over answer scripts.
- i. The invigilator shall arrange the answer scripts serially, subject-wise and group-wise.
- j. The invigilator shall, after ensuring proper serialization submits the answer scripts to the ACoE.

ANNEXURE- 2E
Guidelines for Selection and Printing of Question Papers

- a. The final question paper shall be selected from a batch of 5 question papers on lottery basis. The Chief Superintendent (CS) shall be drawing the question paper before half an hour of examination from the sealed cover of question papers.
- b. The selected Question paper shall be printed immediately and distributed to the examination halls before 10 minutes of the commencement of examination.
- c. The CS shall ensure that the correct version of question paper is printed with unique identifier like a water mark to facilitate traceability.
- d. The CS shall maintain strict confidentiality in printing of question papers by ensuring a secure environment with complete surveillance under CC TV Cameras.
- e. The printing section shall have restricted access, limited to the printing personnel, CS and CoE's only to prevent unauthorised access to the content. Discussions on the content of the question paper shall be strictly prohibited.
- f. The CS shall ensure high security during the transit of question papers to the examination hall to prevent tampering or misuse.
- g. The CoE shall ensure that the question papers are distributed in envelopes to protect the integrity of the content until they are handed over to the invigilators.
- h. Collect any unused or obsolete question papers to prevent unauthorized access or distribution.
- i. Contingency plans shall be developed to address potential disruptions or emergencies that may arise during the printing process, such as equipment malfunctions, power outages, or natural disasters. Ensure that backup systems are in place to minimize downtime and mitigate the impact on examination schedules.
- j. If the printing gets delayed due to any technical difficulties and results in delayed distribution to the examination halls, the students shall be provided additional time to compensate the delay in the distribution.

ANNEXURE-2F
Misconduct or Malpractice during Examinations

- a. The suspected Malpractice identified by examiners, invigilators and squad members in an examination must report to the Chief Superintendent immediately.
- b. The invigilator shall not be allowed candidate to continue the examination and should be asked to leave the examination hall. The invigilator shall collect candidate hall ticket, answer booklet, supporting evidence and a statement showing confession, if necessary.
- c. The invigilation, himself/ herself should NOT take any action in this regard except reporting the case to the ACoE.
- d. The squad member shall complete the misconduct or malpractice report and hand over all the material along with the report to the CoE at the end of the examination.
- e. A full account of the incident must be submitted together with supporting evidence and an indication of which regulation or specification requirement has been broken.
- f. The Chief Superintendent will request the Examination Committee to conduct a full investigation into the alleged Malpractice and submit a written report.
- g. The Candidate may be served a show cause notice and made aware of the charges /allegations reported against candidate to prepare his/her defense at the time of appearance before the Inquiry Committee where it assures a disciplinary enquiry in accordance with the Institution's policy.
- h. The reply received by the Committee from the candidate when candidate appears before it, will be considered by the Committee and the final recommendation in the matter will be made.
- i. The Institution Examination Committee is a recommended body. The Chief Superintendent has to exercise power and issue the final orders.
- j. The action taken will be informed to the student through CoE.

ANNEXURE-3A
Guidelines for Chief Evaluator

- a. The Chief Superintendent shall appoint the Chief Evaluator based on a panel prepared by the Controller of Examinations to ensure a transparent and merit-based selection process.
- b. A senior faculty member shall be appointed as Chief Evaluator for a subject under specific conditions to ensure that experienced individuals oversee evaluation processes requiring additional oversight or complexity.
- c. The Chief Evaluator shall teach the subject at least two times, indicating a depth of knowledge and familiarity with the subject matter to ensure that the Chief Evaluator possesses sufficient expertise to oversee the evaluation process effectively.
- d. The Chief Evaluator shall report to Chief Superintendent, two days before the commencement of evaluation to receive the guide lines of evaluation.
- e. The Chief Evaluator shall ensure the uniform implementation of the valuation scheme by all evaluators. This includes adherence to grading criteria, scoring rubrics, and other guidelines established for the evaluation process.
- f. The Chief Evaluator shall ensure coordination among different evaluators assessing the same subject.
- g. The Chief Evaluator shall involve facilitating communication, resolving conflicts, and maintaining consistency in evaluation standards.

ANNEXURE-3B

Guidelines for Evaluator

3-B-1 On-sight Evaluation

- a. The CoE shall appoint the evaluators one week before commencement of the Examinations in consultation with the Examination Cell and with due approval from the Chief Superintendent of examinations, i.e., the Principal.
- b. The evaluators shall be intimated before 2 days of commencement of the evaluation and they shall report to the CoE at 9.30 a.m., on the day of commencement of spot evaluation.
- c. Each of the evaluator shall be allotted with 60 scripts per day, per course and total number of scripts shall not exceed 100 in all the courses put together for that day.
- d. If more than one evaluator is assigned for evaluating the course, the ACoE shall distribute the available scripts equally among the evaluators assigned for that course.
- e. The evaluators shall ensure that the numbers of answer scripts are matching with the number given on the bundle before commencement of evaluation. If any deviations are observed the same shall be reported to the ACoE immediately.
- f. The scheme of evaluation, frozen by the Chief valuator, should be strictly adhered to. In case of any doubt, consult the ACoE (Additional Controller of Examination).
- g. The chief Evaluator shall see that fractional marks in the total are to be rounded off to the nearest number. Marks are to be entered question wise with Red Pen on the cover page of the answer book. Marks should not be posted anywhere inside the answer script.
- h. Evaluator shall not mark any sign (✓, X) inside the booklet. After evaluation of all the answer scripts, the marks obtained by each student should be entered in the award list with Blue Pen.
- i. Evaluator shall avoid over writing of marks on the answer scripts and on the award list. Corrections must be made by the side of the erroneous entry and the same should be endorsed by the examiner with signature.
- j. The evaluator after evaluating the answer scripts must put his/her signature in the space provided for this purpose.
- k. The evaluators are prohibited from carrying any electronic devices and mobile phone into the spot valuation center. Confidentiality has to be maintained during spot evaluation.
- l. The evaluators ensure that any material related to spot evaluation shall not be taken out of the spot evaluation center.
- m. The evaluators shall inform to the ACoE about the number of scripts evaluated before leaving the spot evaluation room.
- n. The evaluators shall check the entire script during the evaluation process. In some instances, students may leave a few blank pages before responding to a new question.
- o. The evaluators shall not award any score to a question where the answer is crossed by the student, and it should be strictly considered as void.
- p. The evaluators shall carefully check for duplication of question number in comparison with the question paper. If the same question is answered twice, the one with more accuracy and details shall be considered for award of marks.
- q. The evaluators shall check for the maximum number of marks allotted to the question and 100% marks shall not be awarded, except for problems and numerical questions.
- r. The evaluators shall strictly ignore the requests for award of marks, plea for award of pass marks and any other such requests made by the students on the scripts.

- s. The evaluators shall double check and cross checked for double handwriting in the answer scripts very carefully. It shall immediately bring to the notice of the CoE and necessary penal action has to be implemented on such practices.

3-B-2 On-Line Evaluation

- a. The CoE shall appoint the evaluators one week before the commencement of the Examinations in consultation with the Examination Cell and with due approval from the Chief Controller of Examinations, i.e., the Principal.
- b. The evaluators shall be intimated 2 days before commencement of the evaluation process with login credentials containing the id and password.
- c. The evaluators have to login with the credentials and report immediately if they fail to login and unable to access the scripts for evaluation.
- d. The IT Coordinator shall make necessary arrangements to solve the queries of evaluators and shall be available over call between 9.00am to 7.00pm, beyond which the evaluator may send an email of their query along with the screen shot to the ACoE.
- e. Each of the evaluator shall be allotted with 100 scripts per day, per course and in any case the total number of scripts shall not exceed 100 in all the courses put together for that day.
- f. If more than one evaluator is assigned for evaluating the course, the ACoE shall distribute the available scripts equally among the evaluators assigned for that course.
- g. The scheme of evaluation, frozen by the Chief Evaluator, shall be strictly adhered to In case of any doubt, the evaluators may consult the ACoE.
- h. The evaluator ensures fractional marks in the total are to be rounded off to the nearest number. Marks are to be entered question wise in the space allotted to the question carefully.
- i. The evaluator ensures after allotment of marks to the attempted questions the remaining question number have to be marked as 'NA', not attempted failing which the script cannot be submitted in the portal and accusing further scripts shall not be allowed.
- j. The evaluators shall carefully check the entire script for evaluation. In certain cases, a student leaves a few blank pages and then writes the answer of a fresh question.
- k. The evaluator ensures that no score should be awarded to a question where the answer is crossed by the student, and it should be strictly considered as void.
- l. The evaluators shall check carefully for duplication of question number in comparison with the question paper. If the same question is answered twice, the one with more accuracy and details shall be considered for award of marks.
- m. The evaluators shall check carefully for the maximum number of marks allotted to the question and 100% marks shall not be awarded, except for problems and numerical questions
- n. The evaluators shall strictly ignore the requests for award of marks, pleas for award of pass marks and any other such requests made by the students on the scripts.
- o. The evaluators shall double check and cross checked for double handwriting in the answer scripts very carefully. Such scripts can be escalated for valuation.

ANNEXURE-3C
Guidelines for Scrutinizer

- a. The Chief Superintendent shall appoint Teaching Staff /IT Staff are to be appointed as Scrutinizers.
- b. The scrutinizer ensures that the bundles are to be taken for scrutiny only after completion of evaluation by the evaluator and preparation of award list.
- c. The scrutinizer shall done scrutiny at the evaluation venue itself. Collect a copy of question paper from evaluator/ Chief evaluator with details of choice, allotment of marks to each question / sub question
- d. The scrutinizer shall work with pencil only.
- e. The scrutinizer shall verify the sequence of answer scripts and must be arranged in sequence as per the given award list.
- f. The scrutinizer shall check each answer booklet and verify whether the marks are posted for all the answers written in the booklet or not.
- g. The scrutinizer ensures that the allocated marks should not be greater than that given in the 'marks distribution sheet.'
- h. The scrutinizer shall check the totaling of marks on the main page of the answer book. The discrepancies, if any are to be brought to the notice of the evaluator / Chief evaluator.
- i. The scrutinizer ensures that the corrections shall be done by evaluator / Chief evaluator only.
- j. After scrutinizing the answer scripts, the scrutinizer shall check the marks posted against each serial number in the award list.
- k. The scrutinizer shall sign on the answer booklet and award list after verification and corrections. Submit the bundle to the evaluation coordinators and maintain confidentiality during scrutiny.

ANNEXURE-3D
Guidelines for Evaluation Process

- a. The CoE shall cross check one week before commencement of evaluation to identify whether all the identified requirements are met or not.
- b. The CoE shall give the instructions to the evaluators / Chief-evaluators / scrutinizers through circulars / meetings etc.,
- c. The ACoE ensure that all arrangements are in place for the smooth conduct of evaluation one day before the commencement of the evaluation process
- d. The ACoE ensure administrative norms shall be followed as specified in Exam Manual.
- e. The ACoE shall receive the evaluators and other staff at evaluation center.
- f. The ACoE ensure that evaluators are prepared for evaluation i.e. thoroughly aware of the instructions and equipped with relevant question papers and scheme of evaluation.
- g. The ACoE shall report to CoE, the details of evaluators who are not reported at evaluation center and appropriate measures to be taken to continue the evaluation process as per schedule.
- h. The ACoE shall report details of day to day evaluation process to CoE for review.
- i. The ACoE ensures the award lists, answer scripts and other records shall be submitted to the CoE office immediately after completion of the evaluation of concerned subject.
- j. The ACoE shall prepare and send the remuneration bills to Chief Superintendent Office after getting approval from CoE once the evaluation process is completed.

ANNEXURE-3E
Guidelines for Coding, Scanning and Bundling

- a. The CoE shall instruct the admin staff to prepare a code serial for each course and branch, which will be printed on the answer scripts and mark statements.
- b. The ACoE ensure that the code numbers are printed four times on each answer booklet at specified places.
- c. The ACoE shall maintain relevant details in the coding register, including the name of the course code, date of the examination, code number beginning and ending, number of candidates registered, number of candidates present, and the number of students booked for malpractice and verifies the accuracy of the entries made in the coding register.
- d. The ACoE shall remove the perforated part-I from the answer scripts after verifying the entries in the coding register before distributed to evaluator.
- e. The CoE shall give instructions to IT staff for scan the answer scripts by using designated scanning equipment or software.
- f. The IT staff ensures that the scanning process captures all relevant information accurately and clearly, including candidate details and written responses.
- g. The IT staff shall verify the scanned data to ensure that all scripts have been scanned correctly and that there are no missing or illegible pages and cross-check the scanned data with the original answer scripts to verify accuracy.
- h. The IT staff ensures to save the scanned images or digital copies of the answer scripts in a secure electronic storage system.
- i. The IT staff shall organize the digital files according to course codes, examination dates, or any other relevant criteria for easy retrieval.
- j. The IT staff shall remove the perforated part-I from the answer books after verifying the entries in the coding register before sending to evaluator.
- k. The admin staff shall pack answer scripts in bundles with each bundle containing approximately 50 answer scripts for spot valuation and ensure that the slips containing script code numbers are arranged in the order specified under the monitoring of ACoE.
- l. The ACoE shall arrange the slips subject-wise and ensure that they are packed accordingly and fill out the bundle slip format and paste it on the top of each pack containing the slips.

ANNEXURE-3F
Guidelines for Completion of Evaluation

- a. The IT staff shall authorize to enter marks into the system and ACoE must verify them for correctness.
- b. The ACoE verify and attest to the accuracy of the printouts by making necessary attestations. Any discrepancies or errors identified are corrected promptly. Once marks are verified and corrected, the respective bundles are locked by CoE with a seal on it.
- c. The CoE ensures locking the bundles prevents any further changes, ensuring the integrity and security of the entered marks.

ANNEXURE-3G
Guidelines for Tabulation of Results

- a. The ACoE shall gather all relevant data, including marks or grades obtained by students in each subject, from the valuator's scripts or examination records.
- b. The ACoE shall verify the accuracy of the collected data to minimize errors. This may involve cross-checking against answer scripts, attendance records, or other sources of information.
- c. The IT staff shall oversee the data entry process, inputting the collected marks or grades into the tabulation software or database as per the instructions of CoE.
- d. The IT staff ensures that the tabulation software is configured correctly to calculate total marks or grades for each student across all subjects according to the institution's grading system.
- e. The IT staff shall be responsible for troubleshooting any technical issues that arise during the data entry and processing stage.
- f. The ACoE and Admin staff shall review the tabulated results to identify any discrepancies or anomalies that require further investigation.
- g. The CoE and ACoE shall review the tabulated results to ensure completeness and accuracy.
- h. The CoE shall obtain formal approval from the Chief Superintendent for finalizing the results.
- i. ACoE ensure that any changes or corrections made during the review process are properly documented and authorized.

ANNEXURE 4A
Guidelines for Announcement of Results

- a. CoE office shall process the results and prepare the result analysis. CoE shall inform Chief Superintendent about availability of results to convene the meetings of 'Examination Committee'.
- b. Controller of Examinations ensures different types of analysis to indicate overall performance of the students, the improvement there of, specific achievement if any is to be made ready to present before Examination Committee.
- c. The CoE shall incorporate suggestions made by Examination Committee before publishing of the results in the website of the institute
- d. The CoE ensures Re-Evaluation notifications are also to be released along with results.
- e. The CoE shall prepare a detailed analysis and place them before the Academic Council.

ANNEXURE 4B
Guidelines for Assessment Records

- a. The CoE ensures that all assessment records, including answer scripts, attendance sheets, and other relevant documents, are collected promptly and securely after each examination.
- b. The CoE office shall maintain a systematic and organized filing system for assessment records, categorizing them by exam session, subject, and other relevant criteria.
- c. The CoE office ensures appropriate labeling and indexing to be done by admin staff to facilitate easy retrieval of records when needed.
- d. The CoE office shall implement strict security measures to safeguard assessment records against loss, theft, or unauthorized access.
- e. The CoE office shall restrict, access to assessment records only to authorized personnel and ensure that physical and digital storage facilities are secure.

ANNEXURE 4 C

Guidelines for Preparation of Individual Marks Memos

- a. The Chief Superintendent shall appoint the staff for preparation and verification of the certificates.
- b. The CoE office ensures existing staff members shall not do the preparation and verification works.
- c. The CoE ensures staff responsible for preparation of marks memos are trained on preparation of marks memos and advised to scrupulously follow the instructions.
- d. The CoE office ensures after checking and approval, the marks memos are released to the departments for distribution to students.

ANNEXURE 4D

Guidelines for preparing Consolidated Marks Memo (CMM)

- a. The CoE ensures examination results accuracy of marks or grades obtained by each student in each course and cross-check data with original records to ensure correctness.
- b. The CoE office shall design a template including student names, roll numbers, course codes, course names, marks obtained, and grades.
- c. The CoE office ensures that admin staff shall compile the examination results into the Consolidated Marks Memo template for each student.
- d. The ACoE shall review the completed consolidated Marks Memo to verify data accuracy.
- e. The ACoE shall submit the Consolidated Marks Memo to the Controller of Examination (CoE) for approval.
- f. The CoE shall review the marks memo to ensure adherence of institutional policies and standards.
- g. The CoE shall approve formally, once satisfied with the accuracy and completeness of the marks memo.
- h. The Chief Superintendent shall sign the marks memo to authenticate its approval.

ANNEXURE 4E
Guidelines for preparing Provisional Certificate (PC)

- a. The CoE ensures that trained staff responsible for preparing the Provisional Certificates and made aware of the need to carefully follow the instructions outlined.
- b. The CoE office ensures details of the individual candidate list shall cross checked with the data available in current records.
- c. The CoE office ensures once provisional certificate is prepared, the details are to be cross checked in terms of percentage, total marks, minor subjects. The cross checking is to be done by a staff member other than the staff member signed with the preparation.
- d. The CoE office ensures a consolidated statement is to be prepared after proper verification, clearly giving the document number, register number of student and documentary proof that checking has taken place.
- e. The CoE office shall generate the list of eligible candidates for issue of Provisional Certificates
- f. The CoE shall verify these details and has to put his signature on the report before issuing the Provisional Certificates for student distribution.

ANNEXURE 4F
Guidelines for maintaining T – Sheets

- a. The CoE office shall gather all relevant data related to examination results, including marks or grades obtained by students in each course, attendance records etc.
- b. The CoE office shall design T-Sheets templates that include fields for student information, course codes, marks obtained, grades, and any other required details and ensure that the layout and format of the T-Sheets are standardized for consistency and ease of use.
- c. The CoE office shall assign a staff member other than existed staff who is responsible for data entry to conduct this verification process.
- d. The CoE office shall enter the collected data accurately into the designated fields on the T-Sheets, ensuring that each student's information is recorded correctly and double-check the data entry for accuracy and completeness to minimize errors.
- e. The CoE office shall verify the accuracy of the entered data by cross-checking it against original records, such as answer scripts and attendance sheets.
- f. The CoE office shall obtain necessary approvals from the chief superintendent, before finalizing the T-Sheets.
- g. The CoE ensure that all necessary signatures and endorsements are obtained to validate the accuracy of the T-Sheets.

ANNEXURE- 5A
Guidelines for Recounting

- a. The institution shall provide an opportunity for recounting of the marks in the answer script, if any of the student is not satisfied with the declared result, in which re-totaling of the marks awarded shall be undertaken once again.
- b. This facility shall be available only for the semester end examinations and not applicable for continuous assessment.
- c. The Office of the Controller of Examinations shall announce the schedule of dates for recounting along with the fee prescribed for the same within 7 days of declaration of results. The schedule shall contain the details of last date for acceptance of applications, fee for each paper and shall indicate the date of declaration of results as well.
- d. The answer scripts shall not be re-evaluated during the recounting procedure. However, it shall be ensured that no answer is left without award of marks in the script.
- e. The students shall apply for recounting as per the schedule by paying the prescribed fee.
- f. The applications shall be screened by the Additional CoE for identification of subjects and preparing of panel of examiners.
- g. The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners.
- h. The CoE shall be responsible for conducting the recounting and declaration of recounting results as per the schedule.
- i. Only one chance of re-counting shall be provided to the students and in no case second chance of recounting shall be provided.
- j. The results declared after the recounting shall be the final and binding and students shall not be permitted for any claims afterwards.

ANNEXURE-5B
Guidelines for Re-evaluation

- a. The re-evaluation procedure shall provide an opportunity to the students to fix any errors that might have inadvertently crept in while evaluating the answer scripts. The institution shall provide an opportunity to the students to have re-evaluation of their answer scripts, if any student is aggravated by the result declared.
- b. The students shall be provided with an opportunity to apply for re-evaluation of their answer scripts only for semester end examinations.
- c. The Office of the Controller of Examinations will announce the schedule of re-evaluation through a formal notice with details of application dates, fee for each paper, date of declaration of re-evaluation results.
- d. The application for re-evaluation shall be submitted by the candidate in the prescribed format along with the prescribed fee within 7 days from the date of publication of results. Students may apply for one or more papers for re-evaluation.
- e. The applications shall be screened by the Additional CoE for identification of subjects and preparing of panel of examiners.
- f. The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners.
- g. The evaluators shall be other than the faculty who did the first valuation of that script.
- h. Prior to submitting answer sheets for re-evaluation, it is essential to conceal sensitive student information, including the registration number and any other details that might compromise the integrity of the re-evaluation process. Such particulars, like the registration number and e-code, should be substituted with a secret code or other equivalent measures.
- i. If there is a difference of more than 15% of maximum marks between the first valuation and Re-evaluation, the paper will be re-evaluated (3rd evaluation). If the marks difference is less than 15%, the maximum marks out of two valuations will be awarded as the result.
- j. The results of re-evaluation shall be declared within 10 days from the last date of accepting applications.
- k. A candidate shall not be entitled to any refund of the fee remitted for re-evaluation whatsoever the result might be.

ANNEXURE 5C
Guidelines for Data Correction

- a. The CoE office shall receive the applications of data correction requests from the students (name of the student/ father name/ date of birth/ elective course names or any other correction).
- b. The CoE office shall receive the request for corrections through the prescribed application form and shall accompany by all necessary supporting documents.
- c. The CoE office ensures the collection of associated fees for corrections. Ensure that students are aware of the fee structure, and facilitate a transparent payment process.
- d. The CoE office shall conduct a preliminary verification of any correction request to ensure completeness and accuracy.
- e. The CoE office shall facilitate the submission and verification of notarized affidavits contains accurate information regarding the reason for the corrections.
- f. The CoE office shall coordinate with the Examination committee for assessing correction requests. Provide all relevant documentation and information to examination committee for detailed evaluation.
- g. The CoE office shall maintain clear and timely communication with students throughout the correction process. Acknowledge receipt of their request and provide updates on the status of their application.
- h. The CoE office shall communicate the decision of the review committee to the students. Clearly articulate whether the correction request is approved or denied and provide reasons for the decision.
- i. The CoE office ensures that staff within the examination branch shall correct any correction on the certificate as per correction guidelines and procedures.
- j. The CoE office ensures corrected certificate get approval from the Chief Superintendent before attestation.
- k. The CoE office ensure attestation by Chief Superintendent on corrected certificate, provide corrected copy to the student and get acknowledgement receipt for the same.
- l. The CoE office shall establish a systematic record-keeping process for all correction requests, supporting documents, committee decisions, and communication with students. Maintain the confidentiality and security of these records.
- m. The CoE office ensures protecting the privacy of students and the sensitive information involved.

ANNEXURE 6A
Guidelines for Maintenance of Records

- a. All the examination calendars, question banks, notifications, applications, time tables question papers, nominal roles and answer scripts, shall be preserved for a minimum of three years from the date of commencement of the operations.
- b. The results of the students shall be maintained perpetually by the Examination Branch for future use and reference.
- c. Award lists and attendance lists shall be maintained for a period double the duration of the program.
- d. The records of the revaluation and recounting shall also be maintained for double the duration of the program.
- e. The publication gazettes of the result declaration shall be maintained perpetually for all the regular and supplementary examinations as well as for revaluation and recounting.
- f. The list of paper setters, examiners, squad members, scrutinizers and other examination deputies shall be maintained perpetually.
- g. The budget proposals, expenditure statements and audited statements of expenses shall be maintained perpetually by the examination cell as well as the finance committee.
- h. The Examination Cell shall maintain the registers of receipts and dispatches of the examination stationery like answer scripts, question papers, evaluation forms, remuneration bills and other documents for each of the semester separately. These shall be maintained for a period of 3 years from the date of conduct of examinations.
- i. The Examination Cell shall maintain the Project Reports, Laboratory Records for a period of 2 years from the conduct of examinations.
- j. The Examination Cell shall also maintain the records of fee payment by the students till 3 years from the date of collection of fee.
- k. The Examination Cell shall also maintain the record of usage of stationery and other resources from time to time for the purpose of internal audit and verification.
- l. The CoE shall ensure the data preservation through proper server backup and digitization of records. All the examination related records shall be preserved with password protected folders only.

ANNEXURE 6B
Access Control and Security Measures

- a. The Examination Cell shall have limited access, with prior authorization.
- b. There shall be a single entry and exit with utmost security and surveillance round the clock.
- c. There shall be a strong room for storage, dedicated space for information access and retrieval with facilities for scanning and bar coding in the examination cell. All these areas shall be properly sealed everyday under the supervision of the CoE and opened in the next day morning with due authorization only.
- d. All the electronic devices and machines shall be protected through two way security and accessible only to the authorized people of the examination branch.
- e. There shall be strict prohibition on the accessibility of examination information for faculty and staff of the institution.
- f. There shall be restricted usage for the internet and Wi-Fi facilities of the examination cell. These shall be maintained with utmost confidentiality.
- g. The printing and distribution of stationery shall also be under surveillance. The unused question papers and answer scripts shall be properly recorded and the unused question papers shall be shredded immediately.
- h. The results and evaluation records shall be coded and maintained with two way security.
- i. All the electronic devices and software shall be mandatorily antivirus protected.
- j. The CoE shall ensure round the clock security surveillance to the Examination cell with a minimum of five days data back up to ensure high safety and security.

ANNEXURE 6C
Transparency and Confidentiality

- a. All the functionaries and support personnel shall strictly adhere to the code of conduct and maintain utmost confidentiality and transparency in the examination related duties and activities.
- b. The Chief Controller of Examinations shall conduct monthly review meetings for ensuring strict adherence to the rules and regulations of the Examination Cell.
- c. The Chief Controller of Examinations shall conduct regular internal audit of the record of the Examination Cell and submit a report to the Academic Council.
- d. The Chief Controller shall verify the bills of remuneration and expenditure at the end of every month and submit a report to the Finance Committee for approval of the expenditure.
- e. The CoE shall conduct periodic internal audits to ensure compliance with record maintenance and financial record verification.
- f. The CoE shall interact with the IT officer and the technical personnel to ensure proper maintenance of data with utmost confidentiality.
- g. Any breach of security or confidentiality must be promptly reported and thoroughly investigated by a special committee constituted for the purpose of investigation.
- h. The CoE shall ensure safe custody of office files related to the examination documents, certificates, etc., by the designated officers responsible for their maintenance.