



Sadakathullah Appa College

(Autonomous)

(Re-accredited with 'A++' grade by NAAC & ISO 9001:2015 Certified Institution)

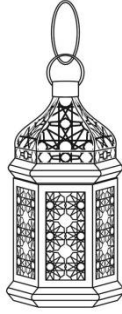
Rahmath Nagar, Tirunelveli – 627011

Tamil Nadu, India

The Office of the Controller of Examinations

EXAMINATION MANUAL

2022 – 2023



AL-FATIHA

**In the Name of Allah, the Most Gracious, the Most Merciful
Praise be to Allah, the Cherisher and Sustainer of the Worlds.**

The Most Gracious, the Most Merciful;

Master of the Day of Judgement.

You (Alone) we worship; You (Alone) we ask for help.

Show us the straight path.

The path of those upon whom You have bestowed Your grace.

**Not of those who earn Your Anger, nor of those who went
astray.**

- Al Quran 1:1-7

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From the COE's Desk

The College remembers with due respect and gratitude the dedicated services rendered by the former Controllers of Examinations of this great renowned institution, who have paved a smooth way to carry out Examinations related activities. The Office of the Controller of Examinations was established after the conferment of Autonomous status to the college in 2007.

Sadakathullah Appa College is duty bound to conduct examinations, award certificates and other academic distinction to students who fulfill the requisite qualifications and eligible conditions. The Examination section therefore is the Heart of the Autonomous Institution.

The principal of the Institution is the Chief Controller of Examinations. The Controller of Examinations is the principal, officer-in-charge for conducting the Examinations and declaration of the results. With good facilities and infrastructure the COE's office works towards creating effective Examination System for students.

The Office of the COE is fully automated and the special features are

1. Conduct of CIA (Continuous Internal Assessment)
2. Conduct of Semester Examinations
3. Publication of Results
4. Issue of Statement of Marks

The COE office is sensitized to address the students' demand and holds their welfare in top priority. Conduct of End Semester Examinations, valuation of answer scripts and publication of results are important and integral part of the College autonomy.

In the interest of the smooth running of all the processes of the COE office, which are vital to the proper functioning of the college, the COE has compiled a booklet - "Examination Manual" in which all the rules, regulations and procedures have been exhaustively laid out, which could serve as a useful ready-reckoner for each department and help to clear doubts that may arise.

Our students graduate with the skills, mind sets and qualities that will best equip them for success. Come on, let us give our best and make this institution a modern temple of learning through our diligence, devotion and dedication through this COE office. Wishing you all the best in the future e-era!

Dr.M.Sithi Jameela
Controller of Examinations

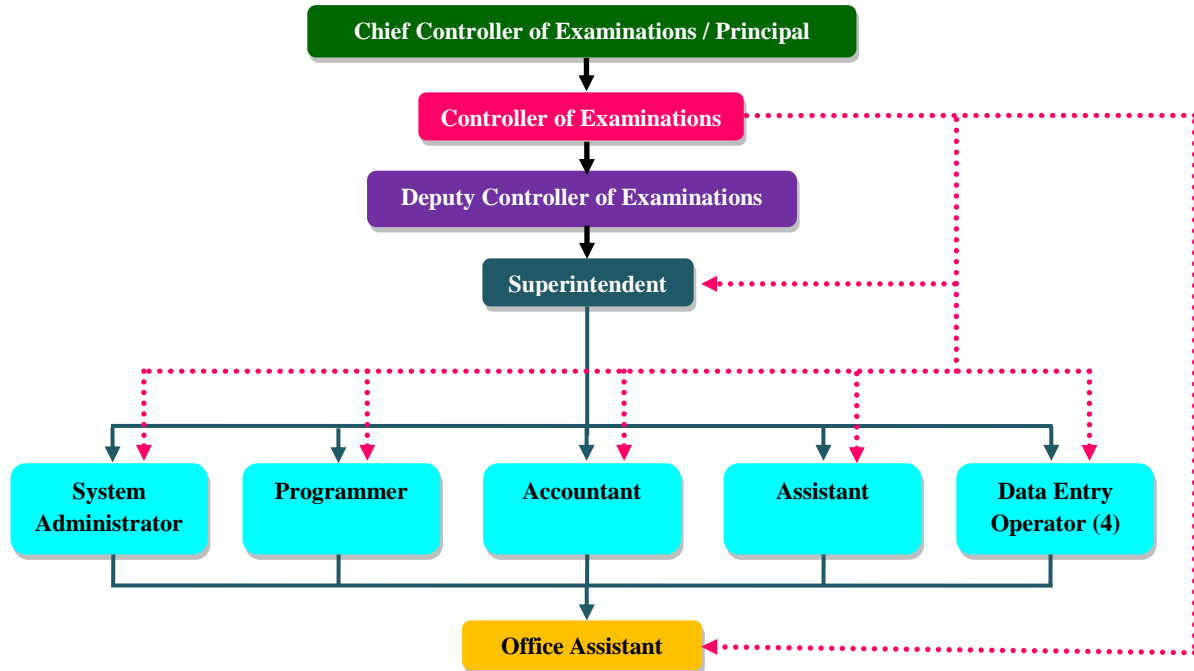
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ORGANOGRAM - OFFICE OF THE CONTROLLER OF EXAMINATIONS



**Sadakathullah Appa College (Autonomous),
Rahmath Nagar, Tirunelveli**

The Office of the Controller of Examinations

EXAMINATION MANUAL

Preamble

The Office of the Controller of Examinations was established in September 2007, soon after the college obtained its autonomous status from the University Grants Commission. The Examination Department is entrusted with the preparation, conduct and declaration of results of the UG, PG, M.Phil Examinations in Arts, Science and Commerce disciplines. The Office of the Controller of Examinations being the cardinal department and custodian of examination records, take the responsibility to provide quality service to the students in examination related matters.

Vision

- To ensure credibility and transparency in Examination and Evaluation process

Mission

- To execute high quality and legally secure system in providing services for Students, Faculty and Administrators related to examinations

Quality Policies

- The Office of Controller of Examinations provides quality service to students in all spheres of examination activities.
- It facilitates transparency, integrity, confidentiality and quality service as its dominated core values.

Objectives

1. To improve the understanding capacity of learners and facilitate them in overall academic improvement
2. To offer curricular flexibility and students' mobility by offering Choice Based Credit System (CBCS) and Inter Departmental Courses (IDC)
3. To provide both Mark and Grade system in the Mark Statement
4. To bring reforms in Question Paper Pattern, Evaluation Process, Grading and Publishing Results
5. To establish 'Question Bank' in each programme of study to improve the quality of question papers

6. To ensure credibility and transparency in evaluation process, encouraging reevaluation of answer scripts by providing photocopies of the answer scripts
7. To ensure in-depth understanding of the subject by introducing multiple choice questions (MCQs)
8. To evolve a system of check at every stage, duplication of questions, leakage of question paper from setting, printing, safe custody and distribution
9. To avoid errors in the process of entry of Marks
10. To redress the grievances from registration to examination, evaluation and declaration of results

Applicability of the Manual

This Examination Manual shall be applicable to all Undergraduate Degree, Master's and M.Phil Degree Program following the Semester System of Examinations. These guidelines are applicable to all the Add - on Courses/IDC, Theory, Practicals, Project, Fieldwork and Viva – Voce Examinations conducted by the Office of the Controller of Examinations, Sadakathullah Appa College (Autonomous), Tirunelveli.

Structure of the Office of the Controller of Examinations

Staff of the Examinations Section

1. Dr.S.M.Abdul Kader,
Principal - Chief Controller of Examinations
2. Dr. M.Sithi Jameela, Controller of Examinations
3. Dr. Kanna Muthiah,
Deputy Controller of Examinations
4. Mr.A.Sheik Mohamed, B.A, Superintendent
5. Mr.S.Mohamed Adam, B.Sc.,M.C.A.,M.B.A (P.M)
System Administrator
6. Mr.N. Kowthul Meeran Khalith, Lab Assistant
7. Mr.V Sakthi Narayanan, B.B.A., M.C.A., M.Phil.,
M.Sc. (Psy)., M.B.A., Computer Programmer
8. Mrs.M. Sobha, B.A., Data Entry Operator
9. Mrs.J.Jeya, B.C.A., Data Entry Operator
10. Mrs. M.Ayesha Banu ,B.A., Data Entry Operator
11. Mrs.J. Sakina Banu, B.Tech (IT),
Computer Programmer
12. Mr.S. Rajendran Other Staff
13. Mr. K. Abdul Vahid, M.Com., Accountant

The Principal /The Chief Controller of Examinations

The Principal of the College shall be the Chairman of the Academic Council and the Chief Controller of Examination / Chief Superintendent of Examinations.

1. He shall be responsible for the planning, preparing, scheduling and the conduct of all the Examinations of the College. The execution of the duties may be entrusted to the Controller of Examinations (Permanent Faculty Member) nominated by the Principal in accordance with the guidelines of the UGC.
2. He shall have the responsibility and power to provide enough human resource for the timely completion of works related to the conduct of the examinations and the publication of results.
3. The Principal shall have the powers to convene meetings to discuss agenda regarding the conduct of the examinations and any other issues related to examinations and the publication of results.

The Controller of Examinations

The COE shall be responsible for the conduct of all the examination related activities of the college. It shall be his/her duty for the preparations for Examinations, scheduling and conduct of Semester Examinations of the college and to take care of other incidental matters. The COE, in the execution of the COE office, shall periodically report to the Principal, updating the activities related to Examinations Wing.

Duties and Responsibilities:-

1. Direct superintending control over the Examination wing including Examination sections, Examination confidential wing, Examination stores, Examination computer section, records and Examinations Accounts Section.
2. Taking decision on all matters related to examinations
3. To prepare for the smooth conduct of Continuous Internal Assessment (CIA) tests and External examinations, scheduling, marking and reporting of all examinations and for the payment of remuneration to question paper setters, Hall

- Superintendents, examiners and all other incidental matters connected with examinations.
4. Making necessary arrangements for the safe custody of office files and programme software connected with the conduct of examinations of the college, documents and certificates by the office of the COE Staff members, under whom such documents are secured
 5. The COE shall convene meetings and issue notices to the Board of Examinations and committees appointed by them and conduct official communications thereof.
 6. Responsible for maintaining the minutes of the meetings related to examinations.
 7. The COE shall take special care to see that secrecy and confidentiality are maintained in connection with examinations.
 8. Payment of remuneration for exam related duties and travelling allowances to question paper setters and examiners subject to rules and guidelines of Manonmaniam Sundaranar University.
 9. The Controller of Examinations shall arrange for printing of question papers and answer booklets.

10. The COE shall issue marks statement, duplicate marks statement, consolidated marks statement and Transcripts.
11. The COE shall arrange for the photocopy of valued answer scripts, re- totalling, Re-valuation, and redress the grievances of student.
12. The Controller of Examinations shall be responsible for maintenance of office records, maintenance of Tabulated Mark Registers (TMR) and valued answer scripts. The valued answer scripts shall be preserved for three years. He shall be responsible for safe disposal of the answer-scripts.
13. Taking quick decisions as circumstances warrant.
14. Exercise control over evaluation.
15. He/ She shall exercise all these powers subject to the supervision of the Principal.

The Deputy Controller of Examinations:-

Duties and Responsibilities:-

1. Assisting the Controller of Examinations in various examination -related activities
2. Conducting CIA Examinations in assistance with the Exam department Staff members
3. Being a member in all Examination Committees

4. Managing the assistants and office staff posted to assist the office work
5. In-Charge of office staff of COE office.
6. Preparing examination schedule and examination calendar by consultation with the Principal and COE
7. Following up of all examination related duties
8. Communicating at various levels of examination (planning, preparation, execution, valuation, tabulation and mark list printing and distribution)
9. Ensuring that question papers are ready before examinations
10. Helping COE in all the activities. (finding question paper setter, examiners, actual organization and implementation of examination system)
11. Ensuring the availability of forms related to examinations is kept ready well in advance. (applications, hall tickets, Challan, etc.)
12. Preparing a list of remuneration for all examination related activities (Question paper setters, invigilators, revaluation, recounting, supplementary examinations etc.) in consultation with the COE
13. All other tasks required in the conduct of evaluation process, including hospitality.

Functions and Responsibilities of the Office of the Controller of Examinations

1. Conducting Continuous Internal Assessment (CIA) Tests and Semester Examinations.
2. Receiving the Syllabus and Model question papers that are approved by the Academic Council from time to time.
3. Sending offer letters to Question Paper Setters for Semester Examinations.
4. Filing the acceptance letters of Question Setters and Examiners from different Colleges.
5. Collecting two sets of Question Papers– two months before the commencement of the examinations.
6. Issuing notice to the students for the payment of Examination Fee–30 days before the examination schedule.
7. Issuing Examination Applications (with Course code title, and photo) - 30 days before the examination schedule.
8. Filing the received Applications and Fee receipts.
9. Announcing the Examination schedule (Timetable) 20 days before the Examination.
10. Displaying the Timetable on the Students Notice Board and in the College Website.

11. Preparation of Nominal rolls of the registered candidates.
12. Conducting of the Examination Discipline Committee Meeting.
13. Announcement of Condonation list and last day of payment for Condonation Fine amount.
14. Issuing Hall Tickets, printed with course code, course title and exam dates seven days before the scheduled examinations.
15. Issuing Invigilation Duty Slips to Faculty Members two days before the Examinations.
16. Preparation of Examination Hall wise Nominal Rolls with students' Photo and Roll Number one day before the scheduled Examinations.
17. Ensuring the Code Letter selected by Principal, stamped on required Answer Booklets with 40 pages.
18. Selecting one question paper set *at random* out of two sets before the scheduled examinations.
19. Typing the Question Paper, taking print out of the required number of copies.

20. Appointing Scrutineers (Subject Experts) for formal rechecking of question papers to ensure error free questions or course pattern based on the syllabi.
21. Sealing of Question papers in a confidential cover duly signed by the Controller of Examinations.
22. Displaying the allotment of Exam Halls to the Students on the Students' Notice Board before the scheduled time of the Examination.
23. The Question Paper Confidential Seal is opened only after being signed by two Senior Professors on the question paper bundle 30 minutes before the scheduled time of the examination under the supervision of the Chief Superintendent.
24. Assigning of Examination Halls to faculty members for invigilation. (Every Examination Hall accommodates 30 Students).
25. Arranging the Exam halls on the ground floor for Differently abled students.
26. Providing Scribes for Differently abled Students as per Government guidelines.
27. Issuing the Question Papers, 40 Pages Answer booklets with marked serial number and Students

- Seating arrangement sheet to the Invigilators 30 minutes before the Examination.
28. Deputing two flying squads for both boys and girls to keep vigil on every examination hall throughout the examination period.
 29. Collecting the Absentee's Statement from each examination hall 30 minutes after the commencement of the examination by the Examination Conducting Team.
 30. Verifying the scheme of valuation (given by the Question setter) by the Head of the Department /Chairman of respective Evaluation Board.
 31. Conducting Special CIA /Semester Examinations for students who participate in National level Sports /NCC activities.
 32. Categorising the Subject wise Answer Scripts in order and handing over it to the staff members of the office of the COE.
 33. In case of UG revaluation or PG second valuation, the staff of the office of the COE will tear off the student filled in part of the face page / front page of the Answer Booklet, seal it in a cover and hand it over to the COE.

34. Bundling and sealing of 20 Answer Booklets in a sealed cover ensuring secured storage.
35. Convening a Pre- Evaluation Board Meeting one day prior to the commencement of Evaluation to discuss the modalities of Evaluation.
36. The supporting staff of the COE Office under the supervision of the Controller/ the Deputy Controller of the Examinations will distribute the Answer Booklet bundles to the respective Examiner reported from different colleges for Evaluation.
37. Each Evaluator /Examiner is allotted with 50 Answer Booklets per day for Evaluation.
38. After the completion of valuation, the Controller/The Deputy Controller of Examinations collect the Mark Entry Foil Cards from the External Evaluators.
39. Entering of the final marks from the Answer Booklet in Examination Software (After completing the scrutiny) and taking print out for verification with award list.
40. Preparation of Result Copy.
41. Conducting Awards Committee Meeting along with the members and two University Nominees from

- Manonmaniam Sundaranar University to discuss for the approval and publication of results.
42. Announcement of results.
 43. Conducting Revaluation Examinations.
 44. Conducting Supplementary Examinations for Final Year students with arrear in two courses.
 45. Issuing the respective Semester and Consolidated Mark Statement.
 46. Submission of TMR (Tabulated Mark Report) to the Manonmaniam Sundaranar University.
 47. Submission of QR Code and Students' Photo for Graduation to the Manonmaniam Sundaranar University.
 48. Distribution of Semester Mark Statements to students through respective Heads of the Departments.
 49. Issuing Transcripts to students who have applied for it.

COE Programmes /Meetings

In addition, the Office of the COE shall convene various meetings like the Examination Committee, Examination Discipline Committee, Awards Committee and Grievances Redressal Committee on regular basis to deal

with student academic status, their appeals regarding results, special exams and missed exams on special grounds. All the requirements for the Graduation Day are arranged for getting the Degrees from the MS University, signing of the certificates for students with distinction.

The Examination System

Testing and evaluation of a student in a particular course is based on his / her performance both in

- (i) The Continuous Internal Assessment (CIA) and
- (ii) The Semester Examinations (SE)

A student has to pass the Semester Examinations and get total scored mark to complete a course under a specific programme

Continuous Internal Assessment (CIA) and Semester Examinations (SE)

Each year is divided into two semesters. The academic year for Odd Semester is from June to November, and the academic year for the Even Semester is from December to May. The duration of the semester is 90 working days. The Last working day may change in

Semesters due to Government proceedings / orders received or as per the University Guidelines.

Curriculum

Choice-Based Credit System (CBCS) was introduced in all Arts and Science Colleges in Tamil Nadu in the academic year 2008 - 2009. It gives opportunity for students to choose, join and study simultaneously (along with their own respective programme) a programme from other disciplines. The CBCS facilitates the students to study more useful papers as Skill-Based Electives and Non-Major Electives. Under the CBCS Pattern, skill based, career-oriented and interdepartmental courses are offered and credits are awarded. As an Autonomous College, Sadakathullah Appa College has adopted the semester cum choice based credit system. At the undergraduate level, the curriculum is for three years and at the postgraduate level, the curriculum is for two years. Each department offers a mandatory Add-on Course for the First Year UG students.

Choice Based Credit System

It means weightage of credits awarded to the courses offered in the specific programmes during the period of study. CBCS provides a cafeteria approach in which the

students choose the courses and learn at their own pace, undergoing additional courses. It helps students acquire job-oriented skills.

The main objective of CBCS of Sadakathullah Appa College is to make the learning process student – centric.

Programme Structure and Key Terms

Programme - Programme means core degrees offered in various disciplines.

Course - Course refers to the courses offered under the degree programme which covers the complete programme of study. It is structured as given below.

Part - I (Language) - **Tamil/Arabic**

Part-II (Language) **English** is offered under the programme

Part-III

Discipline Specific Core (DSC)+Project +Field Work means the Core Subjects related to the programme concerned including practical Examinations.

Discipline Specific Elective (DSE) refers to Elective Subjects related to the Core Subjects of the programme concerned with Elective Practical Examinations.

Allied Subjects offered as allied, which are interdisciplinary in nature but related to the programme which includes Allied Practical Examinations.

Part IV

Skill Enhancement Course (**SEC**)

Non-Major Elective (**NME**)

Skill Based Elective (**SBE**)

Ability Enhancement Compulsory Course (**AECC**)

Environmental Studies (**EVS**)

Social Value Education (**SVE**) Moral Instructions /
Deeniyath

Personality Development (**PD**)

Part-V Extension Activities refers to all those activities which form a part of NSS /NCC/Sports/YRC/SOP/RRC/ Yoga /Youth Welfare activities.

OBE – Outcome Based Education

Outcome based education is a learner centred approach to education that focuses on what a student should be able to do in the real world upon completion of their course or program. Outcome Based Education is designed in the curriculum for both UG and PG Programmes.

OBE Learning Outcomes:

- To render a strategic way to enhance the quality of teaching and learning;
- To mould students for the “rest of life” context in which they will need to apply what they have learned in their course/program;
- To offer a framework to align teaching, learning and assessment methods;
- To promote a collaborative approach to curriculum planning;
- To facilitate the approval and accreditation of new and existing programs;
- To ensure a mechanism for accountability and quality assurance;
- To enhance a self directed and autonomous approach to learning;
- To provide a means for students to articulate the knowledge, skills, attitudes and experience acquired during their program;
- To promote a tool for monitoring, evaluating and improving the curriculum;
- To encourage continuity and mobility between varying post secondary programs and institutions.

SGPA/ CGPA

- **Semester Grade Point Average** will be awarded during the semester based on the credits earned by the student. SGPA is calculated by $\text{Sum}(\text{credit} \times \text{grade}) / \text{Sum}(\text{Credits})$.
- The **Cumulative Grade Point Average** will be awarded during all semesters based on the credits earned by the students. The following are the total credit points. The minimum credits to be secured in the UG degree level are 140 and the PG degree is 90. The CBCS System, no doubt, will mould the students fit to be employed in the technological world.

Extra Credit Courses (ECC)

- Extra Credit Courses (ECC), offered outside the regular class hours, add to the credits.
- Add On Courses – Certificate, Diploma, Advanced Diploma
- Sadakath Outreach Program (SOP).

Scheme of Examinations under CBCS

The medium of instruction for all the UG and PG programmes is English except for B.A. Tamil. Students shall write the CIA and the Semester Examinations in

English. Three tests for one hour duration will be conducted for CIA and the average of best two tests will be taken. The portion for each test can be 1.5 units of the unitized syllabus. Two assignments for undergraduate programmes and either two assignments or two seminars for postgraduate programmes are mandatory. Two practical examinations will be conducted for CIA and the average will be taken.

Distribution of Marks for CIA and Semester Examinations for UG, Certificate, Diploma and Advanced Diploma Courses						
Subject	Total Marks	CIA Marks	Semester Exam	Passing Minimum		
				CIA	Sem. Exam	Overall
Theory	100	25	75	Nil	30	40
Practical	100	40	60	Nil	24	40
Project	100	Nil	Report- 60 Marks Viva - 40 Marks	Nil	40	40

Postgraduate

Postgraduate						
Subject	Total Marks	CIA Marks	Semester Exam	Passing Minimum		
				CIA	Sem. Exam	Overall
Theory	100	40	60	Nil	30	50
Practical	50	20	30	Nil	15	25
Project	150	Nil	Report			150

Continuous Internal Assessment (CIA) -Distribution of Mark3s

Components	Tests (A)			Assignment (B)	Seminar (C)	Total (A+B+C)
	I	II	III			
UG-Theory	20	20	20	5	-	25
	Average of Best Two Tests:20					
PG-Theory	30	30	30	5	5	40
	Average of Best Two Tests:30					
UG-Practical	40	40		-	-	40
	Average of Tests: 40					
PG-Practical	40	40		-	-	40
	Average of Tests: 40					

Question Pattern for CIA

Programme	Question Paper Structure			Total (A+B+C)
	Part-A	Part-B	Part-C	
UG	MCQs- 8x0.5=4 marks	Internal Choice (Either or type) 2x4=8 marks	Internal Choice (Either or type) 1x8=8 marks	20
PG	MCQs- 20x0.5=10 marks	Internal Choice (Either or type) 3x4=12 marks	Internal Choice (Either or type) 1x8=8 marks	30

Submission of Practical Record Notebook / Project/ Fieldwork

A student must have obtained a minimum of 75% attendance to attend the practical Examinations arranged by the class teacher and should submit the record notebook. The practical examination will be conducted by one external and one internal examiner. The rules governing theory examinations will apply for absentees and failed candidates, who wish to take the practical examinations again.

Attendance /Semester Repeat / Condonation

- The Condonation list and Not Eligible Students list are prepared by the Chief Controller of Examinations in accordance with the guidelines of Manonmaniam Sundaranar University.
- A student who has got 60 % and above but less than 80% attendance will come under Condonation. Students who have less than 60%of attendance will be considered as NOT ELIGIBLE to attend the Semester following the guidelines framed by Manonmaniam Sundaranar University.
- Students who have not yet received their TC will be considered as Continuing the Programme. If they wish to continue their studies, they should pay the

College Semester Fee to rejoin and attend the classes online/offline as per the norms. They have to attend the CIA Tests, pay the Examination Fee and Arrear Fee per arrear paper if any; only then he/she will be eligible to write the Semester Examinations and clear the Repeat Semester.

Semester Examinations Fee Payment & Hall Ticket Procedures

- The Student should submit the Semester Examination Filled in Application Form given by the COE Office / download from the College Website.
- Students who have submitted their application Form can only pay the Examination fee through Online Examination Fee Payment Portal.
- Students who have shortage of attendance and found under Condonation, have to pay the Condonation Fee amount to get their Hall Tickets.
- After collecting the Fees from the students in the given time period, the Hall Seating Plan is generated and the Hall ticket is published with Subject, Date & Time, Hall number and Seat Number along with instructions on the College website.

- Students can download the Hall Tickets from the College Website by entering their Roll number, Month and Year of Examination.
1. The students who have paid their Examination Fee can only download their Hall tickets and will be eligible to write their Semester Examinations.

Invigilation and Hall Allotments

All the Faculty members except The Principal, Vice-Principal, Controller of Examinations, Deputy Controller of Examinations and Senior Faculty (Assistant Chief Superintendent of Examinations) are allotted the Invigilation duty based on the seniority of appointment/ service. Senior Professors act as Exam Squads. The Principal / Chief Superintendent of Examinations reserve the rights to approve appointments as Hall Invigilators.

Examinations Instructions for Students

CIA Examination Scheduled Time

Students Reporting Time for Shift I (FN Session):

8:15 a.m. to 9.15 a.m.

Students Reporting Time for Shift II (AN Session) :

1:30 p.m. to 2.30 p.m.

(Shift II Friday: 2.00 p.m. to 3.00 p.m.)

Faculty reporting time for Shift I: 8.00 a.m.

Faculty reporting time for Shift II: 1.15 p.m.

(Friday: 1:45 p.m.)

Guidelines for Students

1. Students should be inside the Exam hall before 15mts to the scheduled time.
2. No Student is permitted to leave the examination hall until the examination time is over.
3. Wearing ID card is mandatory for both CIA and Semester Exams.
4. Possession of Illicit paper and material, including mobile phones and Smart watches are strictly prohibited inside the Exam Hall and is considered as Malpractice.
5. Students should not help other students and should not get help from others while writing the Examinations.
6. Students who indulge in Malpractice will be severely dealt with and all the Courses in the respective CIA/ Semester Examinations including Practicals /Field Work /Project will be cancelled.

7. Students who absent themselves to participate in Sports , NSS, NCC representing the College should given in written form to the COE forwarded by the respective HOD duly signed by the Principal.

Semester Examination Scheduled Time

Shift I - 10.00 a.m to 1.00 p.m (FN Session)

Shift II - 2.00 p.m to 5.00 p.m (AN Session)
from Monday to Saturday.

- 1) The College will conduct Semester Examinations at the end of each semester. The final examination period will extend a period of 18-21 days after the end of every Semester.
- 2) The Students who applied for Semester Examination are required to complete the examination in accordance with this manual at the date, time and venue specified for the examination by the College.
- 3) If a student has not applied, he/she will not be permitted to attend the examination. Students must make themselves available at the time of the scheduled examination.

- 4) A student will be considered absent for the examination, if he/she is not available at the scheduled date & time of the examination.
- 5) A person admitted to the examination room, whether a student or scribe, must comply with all the requirements and directions of the invigilators.
- 6) A student must not commit a breach of academic integrity or misconduct or engage in behaviour which can be interpreted as cheating during the course of an examination. Any such behaviour will be dealt with seriously.
- 7) A student, having entered the examination room, must not communicate, by word, writing, signalling or otherwise, with any person, or assist any other person to communicate with another student, or willingly receive communication from any person, other than an invigilator or examiner.
- 8) A person, whether a student or scribe, must not do anything intended to assist a student sitting for an examination to commit a breach of academic integrity or misconduct.
- 9) Any student suspected of committing a breach of academic integrity or misconduct will be dealt with

under the Student Breach of Academic Integrity Procedures and the decision taken in the Examinations Discipline Committee will be the final.

Guidelines for Faculty - CIA

1. Faculty members are informed to adhere to the CIA examinations time and should report for exam duty 10 minutes before the scheduled time.
2. A 'Reserve' is equally considered as an exam duty and hence those who serve as Reserve are informed to report 10 mts before the scheduled time.
3. The hall invigilators are informed to check the student's ID card and ensure proper seating as per the seat numbers allotted to them.
4. Do not permit the students without ID cards inside the exam hall.
5. To avoid the mismatch between the Absentees' List and physical verification of the answer scripts, faculty members are requested to enter the absentees' number with utmost care.
6. As per the Examination guidelines, the faculty members cannot avail of permission IN THE FIRST HOUR during the CIA examinations.(Any case of

- exigency, should inform the COE/DCOE prior to duty day)
7. Change of exam duty over phone will not be entertained; it should be given in writing to the COE before the Exam duty.
 8. The change of CIA exam duty due to CL/ ML/OD should be given in written with proper permission of the respective Heads of the Departments duly signed by the Principal prior to the exam day and submit the same to the COE in person.
 9. Invigilators will submit the CIA Answer Scripts to the Controller of Examinations / Deputy Controller of Examinations after the completion of examination.

Duties and Responsibilities of the Hall Invigilators – Semester Examinations

The Hall Invigilators are appointed by the Controller of Examinations to perform invigilation work during the specified sessions of theory examinations conducted by the Office of the Controller of Examinations.

1. The Hall Invigilator shall report to the Chief Superintendent of Examinations (CS) at least 45 minutes before the commencement of the examination on the first day and 30 minutes before

on successive days/ sessions of examinations at the Examinations Control Room. The Hall Invigilators should affix their signature in the duty attendance sheet of the session and wait for the allocation of the examination hall and issue of the question paper Kit or the hall.

2. On allocation of the examination hall at the Examinations Control room, the Hall Invigilators shall go to the examination hall allotted at least 15 minutes before the commencement of the examination with relevant examination materials and ensure that no incriminating or any other materials are found in the Exam hall.
3. All the Hall Invigilators must remain in the examination hall for the entire period of examination and are advised to keep constant vigil on the examinees in the hall.
4. The invigilators shall admit the students into the examination hall 10 minutes before the commencement of the examination.
5. The Hall Invigilators shall announce to the candidates to leave the books, papers and other reference materials etc., outside the examination hall.

6. The Invigilators should read out the instructions printed on the hall ticket and on the facing and last sheet of the answer-booklet.
7. The invigilators should instruct the students to search their pockets, desks and tables and handover to them any paper/ book/ notes/ manuscripts/ photocopies/ electronic gadgets which they may find there and in close surroundings, before receiving the question paper in hand.
8. The Invigilators shall ensure that any undesired materials brought by the students are left outside the room at his own risk.
9. The Invigilators should warn the candidates about the possession of Mobile phones, digital equipments and other electronic gadgets including smart watches and the students should be advised to submit the same to the Hall Invigilators if they have inadvertently brought to the examination hall.
10. If any student has not brought his/ her hall ticket and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional permission after the candidate gives due undertaking in exceptional circumstances after verifying the identity

of the candidate and verification in the Candidate List.

11. The Hall Invigilators shall ensure that candidates are seated before the commencement of the examination. No candidate is allowed to enter the examination hall after the first 30 minutes for whatever reason.
12. The Hall Invigilators shall distribute the Answer Booklets ten minutes before the commencement of examination, only to those candidates, who are seated in the examination hall and are not to be placed on the vacant seat.
13. The Hall Invigilators shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
14. When a student seeks clarification on question paper that cannot be dealt with by the Hall Invigilator in the Examination Hall, the invigilator shall immediately notify the Chief Superintendent of Examinations who will endeavour to obtain and convey the necessary information to the student(s). If the matter cannot be resolved by the CS, the Office

of the Controller of Examinations must be informed immediately to resolve the issue.

15. The Hall Invigilator shall affix his/her signature at the appropriate place on the first page of the Answer Booklet only after checking the identity of the candidate with photo on Hall Ticket /admit card and also ensuring that the Candidate has written the correct Register number, Programme, Course title and Course code of examination, date of exam etc in relevant fields of the First page of the Answer Booklet including proper shading of the OMR region with ink. He shall also secure the signature of the candidates in the attendance sheet(s) provided for the hall.
16. The Hall Invigilator shall mark the absentees only after the first 30 minutes of commencement of the examination. A consolidated statement of the number of candidates present, absent and the absentees register numbers shall be prepared.
17. The Invigilator should NOT allow any candidate who arrives later than 30 minutes into the examination hall. No extra time shall be given at the end of the

- examination to account for the late arrival of those candidates permitted within the first 30 minutes.
18. The Invigilator should NOT allow any candidate to leave examination hall for any purpose after the commencement of the examination.
 19. After half an hour of the commencement of the examination (the third bell), the spare Answer Booklets shall be returned to the Examination Control Room along with the Consolidated Attendance Statement from the Exam Hall.
 20. The invigilator shall NOT accept the Answer Booklet of any examinee without ensuring that, it bears his/ her Register number, Programme and Course details and other information asked on the title page of the Answer Booklets shall check that the blank pages in the Answer Booklet are crossed out by the examinee with pen. Total number of pages written should be properly filled.
 21. The invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, additional sheets and other relevant material through the Examination Control room supporting staff.

22. All Invigilators are expected to remain in the hall for the entire duration of the examination. In the eventuality that the invigilator must leave the room in order to clarify a question or other emergency, it shall be made sure that there is at least one faculty or Examination Control Room supporting staff present in the hall. Such absences must be kept to a minimum.
23. The candidate visiting the toilet should be properly escorted; however frequent visits to the toilet by the candidate should be discouraged. No student will be allowed to go to the toilet in the first half an hour and the last 30 minutes.
24. The invigilators shall ensure that, there is no communication among the candidates in the examination hall and shall not allow the candidate to use unfair means in the examination hall.
25. The invigilator should report to the Chief Superintendent the cases of insolent, indecent, undisciplined and undignified behaviour of candidates.
26. While making rounds of the examination hall, if the invigilator notices that any candidate is indulging in

copying or possessing a manuscript or Answer Booklet other than that of the candidate, any written material on calculator/ geometry box / scale, he/ she shall immediately take in his/ her possession the candidate's Answer Booklet, question paper, and the materials which he / she has used or intended to use for copying and immediately report to the Chief Superintendent of Examinations. He should not allow the candidate to leave the examination hall till the Chief Superintendent of Examinations comes to the examination hall and takes over charge.

Special Examination

- The Chief Superintendent may grant a Special Examination if satisfied that a student was, or will be unable, as a result of special circumstances, to sit for an examination on its specified date.
- A student who is unable to sit for an examination at the place appointed, or has special needs or support requirements, must apply to the Controller of Examinations for reasonable provision at least twenty-one (21) working days prior to the date set for the examination for the COE to consider the request.

- A change in venue will not result in a change in sitting date or time.

Special Fees

- Students should pay the prescribed amount as Special Fee.

Restructuring of Question Papers:

1. The question papers of CIA tests, Model and the End Semester examination are prepared according to Revised Bloom's taxonomy.
2. Question paper Pattern has been revised based on OBE from November 2019 and the CIA Question Papers, Model Question Papers; End Semester Question Papers are set, mentioning CO and K Levels – Create, Evaluate, Analyse, Apply, Understand and Remember.
3. Blue Print having Remembering, Understanding, Applying, Analyzing, Evaluating and Creating (Higher Objective) as the components giving appropriate weightage.

Question Bank Maintenance:

- Question Bank is prepared and maintained by the course teachers for all the courses in the departments.
- A copy of it is submitted to the Controller of Examinations.
- Based on the OBE guidelines, with effect from November 2019 Question Banks (for all the Courses in the prescribed Syllabi)cover all the CO's with corresponding K levels.

Question Pattern for Semester Examinations

Programme	Question Paper Structure			Total (A+B+C)
	Part-A	Part-B	Part-C	
UG	MCQs- 30x0.5=15 marks	Internal Choice (Either or type) 5x4=20 marks	Internal Choice (Either or type) 5x8=40 marks	75
PG	MCQs- 30x0.5=15 marks	Internal Choice (Either or type) 5x4=20 marks	Internal Choice (Either or type) 5x8=40 marks	75 (60 x $\frac{x}{75}$)

A student failing in a paper in the Semester Examination is permitted to write that examination under the same syllabus. In the event of a change in the structure of

course pattern or the syllabus, the HOD concerned works out a subject equivalence duly approved by the Dean of Arts and Dean of Sciences , authorized by the Academic Council. A student who registers for any UG and PG Degree Programme will have to complete the programme within five years and four years respectively. Otherwise, the student has to re-register.

UGC Guidelines on Determination of a Uniform Span Period within which a Student May Be Allowed to Qualify for a Degree

1. Normally the student is expected to complete his/her programme within the minimum period as laid down under the relevant Regulation of the University which should be in conformity with the UGC Regulations on the award of the Degree and Masters Degree and also in line with the notification issued from time to time, on specification of Degree under Section 22 of UGC Act, 1956.
2. A Student who, for whatever reasons, is not able to complete the programme within the normal period or the minimum duration prescribed for the programme, may be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree. The general formula therefore should be as follows:

- a. Time Span =N +2 years for the completion of programme where N stands for the normal or minimum duration prescribed for completion of the programme.
 - b. In exceptional circumstances a further extension of one more year may be granted. The exceptional circumstances be spelt out clearly by the relevant statutory body concerned of the University.
 - c. During the extended period the student shall be considered as a private candidate and also not be eligible for ranking.
2. These guidelines are subject to the Rules and Regulations of the statutory bodies and Universities governing the grant of Degree.

Assessment and Evaluation

- Single Valuation is followed for Undergraduate and Career-Oriented Programmes / Add on Courses and Double valuation for Postgraduate Programmes.
- The students having arrear in respective courses are permitted to write their arrear along with the regular courses.
- A maximum of 4 arrear in respective Programmes including practicals may be written in the semester

examination. However, final year students can write all the arrears in the last semester along with the regular courses.

- Students will be permitted to write only 2 courses in the Supplementary Examination

Semester Examinations Questions are set by External Question setters from various neighbouring Colleges with more than 10 years of teaching experience/ as per the Station Seniority.

Qualification of Question Setters

1. Question Setters should be a Ph.D /NET qualified with not less than 10 years of teaching experience in their respective subject and discipline in any Autonomous Colleges or Colleges affiliated to Universities for UG and PG Question setting.
2. In case Question paper setters are not available as mentioned above for special subjects like Arabic and Psychology, persons with practical experience in relevant course could also be considered.

The Principal /COE reserves the rights to approve appointments as question setters waiving the above requirements in exceptional cases.

Appointment of Question Setters

- Communications are sent to the question setters requesting them for the acceptance for question setting.
- The question setters are requested to prepare two sets of questions along with the scheme of valuation / solutions needed for each course in Arts, Humanities and Commerce for both UG and PG Programmes.

The following materials are to be sent along with the request:

- Copy of the guidelines for question paper setters and Syllabus of the concerned course /courses
- Model question papers
- Text Books prescribed, if language papers are to be set
- Facing sheet and additional sheets for writing questions
- Claim forms for remuneration and TA/DA as applicable

Instructions to the Question Paper Setters

1. The proceedings of question paper setters shall be treated as strictly confidential.

2. All the necessary materials for setting the required Question Paper, syllabus and model Question Paper etc. (to be returned)
3. Questions must be set in accordance with the prescribed programme and books recommended by the Academic Council of the College and must confirm to the standard and syllabi laid down by the College.
4. All the questions must be clear in Grammar and Language and the questions must be evenly distributed covering all the Units in the syllabi.
5. **The question papers must contain the following details:**
 - a. The name of the Examination
 - b. Course Title, Course Code, Maximum marks, Duration.
 - c. Marks for each question and sub-division.
 - d. Running numbers for the question of each paper. (Avoid giving separate serial numbers for each section)
 - e. The number of questions to be answered or the choice amongst them should be specific.

6. The questions should be precise and without ambiguity.
7. In MCQs kindly avoid words like NONE of the above in the answer options.
8. Questions should preferably be typed, (if done by the Examiner himself or herself) or legibly written on ONE SIDE OF THE PAPER. Special attention and care should be taken in the delineation of Mathematical signs and index figures.
9. The question setters should recheck whether the Question Paper has covered the entire syllabus without omission of any Units/ Chapters.
10. Xerox copy of the question paper will not be accepted.

Please adhere to the following pattern, for setting the Question Paper.

11. Strictly follow Bloom's Taxonomy levels and verbs to frame questions.
12. Question papers must be typed in "Times New Roman" with Font Size 12.
13. The Question setters should ensure that all the soft copies of the draft and question papers should be deleted from the computer/ laptop or any other e-

gadgets after sent to the COE or it should be kept under safe custody.

14. Questions should not be copied or pasted from the Model Question paper /Internet.

15. The questions should be set based on Bloom's Taxonomy.

Bloom's Taxonomy

Question Stems for each Level of Bloom's Taxonomy model are given below.

Remember	-	K1
Understand	-	K2
Apply	-	K3
Analyse	-	K4
Evaluate	-	K5
Create	-	K6

K1. Remembering Verbs and Question Stems

The remembering level forms the base of the Bloom's Taxonomy pyramid. Because it is of the lowest complexity, many of the verbs in this section are in the form of questions. In general, all theory question papers will be set by External Examiners. Question paper setters can use

this level of questioning to ensure that students learned specific information from the lesson.

What do you remember about _____?

- **How** would you define _____?
- How would you identify _____?
- How would you recognize _____?

Define

Define Photosynthesis.

Who

Who is the author of *The Day I stopped Drinking Milk*?

What

What is the capital of England?

Name

Name the inventor of the telephone.

List

List the 13 original colonies.

Label

Label the capitals on this map of the United States.

Locate

Locate the glossary in the given paragraph /your textbook.

Match

Match the following inventors with their inventions.

Select

Select the correct author of *The Arms and The Man* from the following list.

Underline

Underline the noun.

K2. Understanding Verbs and Question Stems

At the understanding level, students are tested to know that they can go beyond basic recall by understanding what the facts mean. The questions should be set at this level to assess whether students can understand the main idea and are able to interpret or summarize the ideas in their own words. The questions may be framed as

- How would you generalize_____?
- How would you express _____?
- What can you infer from _____?
- What did you observe_____?

Explain

Explain the law of Inertia using an example from an amusement park.

Interpret

Interpret the information found in this pie chart.

Outline

Outline the main arguments for and against Online Education.

Discuss

Discuss what it means to use context to determine the meaning of a word.

Translate

Translate this passage into English.

Restate

Restate the procedures of online fee payment in your own words.

Describe

Describe what is happening in this Civil War picture.

Identify

Identify the correct method for disposing of plastics.

Which

Which statements support implementing Noon meal scheme ?

Summarize

Summarize the first chapter of "To Kill a Mockingbird."

K3. Applying Verbs and Question Stems

At the applying level, students must show that they can apply the information they have learned. Students can demonstrate their grasp of the material at this level by solving problems and creating projects. Accordingly the questions should be framed as follows

- How would you demonstrate ____?
- How would you present ____?
- How would you change ____?
- How would you modify ____?

Solve

Using the information you have learned about mixed numbers, solve the following questions.

Use

Use Newton's Laws of Motion to explain how a model rocket works.

Predict

Predict whether vegetables cooked in steam or oil is healthy.

Construct

Using the information you have learned about drug abuse, construct a paragraph on the side effects of it.

Perform

Create a table to explain the data on Covid 19 patients.

Demonstrate

Demonstrate how changing the location of the fulcrum affects a tabletop lever.

Classify

Classify each observed mineral based on the criteria learned in class.

Apply

Apply the rule of 70 to determine how quickly \$1,000 would double if earning 5 percent interest.

K4 Analysing Verbs and Question Stems

The fourth level of Bloom's Taxonomy is analyzing. Students find patterns in what they learn. Students move beyond simply remembering, understanding, and applying.

At this level, they begin to take a more active role in their own learning. Hence the Questions setters should follow the pattern given below.

- How can you sort the parts _____?
- What can you infer _____?
- What ideas validate _____?
- How would you explain _____?

What?

What is the function of the heart in the body?

What is the main idea of the story "The Selfish Giant"?

What assumptions do we have to make when discussing Einstein's Theory of Relativity?

Analyze

Analyze King Martin Luther's speech, *I Have a Dream*.

Identify any biases that might exist when reading an autobiography.

Examine

Examine the results of your experiment and record your conclusions.

Investigate

Investigate the techniques used in the breeding of silkworms/ pond fishes.

K5. Evaluating Verbs and Question Stems

Evaluating means that students make judgments based on the information they have learned as well as their own insights. The following verbs may be used in questions to evaluate, particularly for end-of-unit exams.

- What criteria would you use to assess _____?
- What data were used to evaluate _____?
- How could you verify _____?
- What information would you use to prioritize _____?

Evaluate

Evaluate the accuracy of the movie "The Patriot."

Find

Find the errors in the following sentence.

Select

Select the most appropriate minor character's vital role in *The Merchant of Venice*. Justify your answer.

Decide

Decide on a meal plan for the three weeks that includes all the required nourishment for a thirty eight year old diabetic woman.

Justify

Justify the title *The Apple Cart*.

Debate

Debate the pros and cons of using mobile phones.

Judge

Judge the importance of students reading a play by William Shakespeare while in high school.

K6. Creating Verbs and Question Stems

At the creating level, students move beyond relying on previously learned information and analyzing items that the teacher has given them. Instead, they create new products, ideas, and theories. The questions may be set as follows

- What alternative would you suggest for ___?
- What changes would you make to revise ___?
- How would you generate a plan to ___?
- What could you invent ___?

Create

Create a programme for collecting male and female children ratio in the adopted village.

Invent

Invent a new technique to preserve pickle.

Compose

Compose a five line verse on your pet dog.

Propose

Propose an alternative way to get students to clean up after themselves in the lunchroom.

Plan

Plan an alternative meal to serve vegetarians during Retirement part celebrations.

Design

Design a campaign to help stop teenage smoking/ consuming liquor.

Formulate

Formulate a bill on reservation for women that you would like to see passed in the Parliament.

Develop

Develop a hypothesis for a project study that focuses on the effects of pollution on plant life.

PATTERN OF QUESTION PAPER:

Maximum Marks: 75

SECTION – A (30 X 0.5 = 15 marks)

Choose the best answer (Multiple choice questions)

- Question No. 1 to 6 from Unit – I
- Question No. 7 to 12 from Unit – II
- Question No.13 to 18 from Unit – III
- Question No. 19 to 24 from Unit – IV
- Question No. 25 to 30 from Unit - V

SECTION – B (5 X 4= 20 marks)

Answer ALL the questions (Either or type)

- Question No.31(a) or 31(b) from Unit – I
- Question No.32(a) or 32(b) from Unit – II
- Question No.33(a) or 33(b) from Unit – III
- Question No.34(a) or 34(b) from Unit – IV
- Question No.35(a) or 35(b) from Unit - V

SECTION – C (5 X 8 = 40 marks)

Answer ALL the Questions (Either or type)

- Question No. 36 (a) or 36(b) from Unit – I
- Question No. 37 (a) or 37(b) from Unit – II
- Question No. 38 (a) or 38(b) from Unit – III
- Question No. 39 (a) or 39(b) from Unit – IV
- Question No. 40(a) or 40(b) from Unit - V

SECTION	CORE/ALLIED/ELECTIVE
A	Choose the best answer
B	Not more than 250 words
C	Not more than 500 words

SCHEME OF VALUATION

The scheme shall include the following:

- a) Course Title, Course Code, Maximum Marks, and Duration of the paper and important Answer Hints for all short answer and essay type questions.
- b) Question paper setters for Major English are requested to provide a detailed key for annotation passages and answer to all questions.
- c) Question paper setters for Mathematics / Commerce / Physics shall provide the relevant worked out problems with indications of stage wise for the award of marks.

- d) d) Apart from the above, Theorems and Algorithms may kindly be divided into convenient stages, (not less than 3) with demarcation explicit along with the Quantum of marks to be awarded.
- e) In the case of problems, along with the final answer, stage shall be indicated with the marks to be awarded.
- f) The following instructions should be avoided:
- One point 2 marks
 - Two points 4 marks
 - Rewriting the question with break up marks such as

Explanation	-	5marks
Definition	-	3marks
Diagram (or)		
Work out	-	10marks
Detailed answer	-	Full marks

13. Kindly enclose the Question Paper, the scheme of valuation, Answer key, Syllabus & model paper in the cover and seal them and send by e mail/courier or registered post to **The Controller of Examinations (by NAME) Sadakathullah Appa College, Rahmath Nagar, Tirunelveli - 627 011. Mail id: controllersadak@gmail.com**

- Please send the Remuneration claim by SEPARATE POST. The Remuneration will be sent through E.C.S.
- Remuneration for setting a question paper is as follows:
 - i. Under graduate Courses (UG) - Rs 500/- per set
 - ii. For Scheme of Valuation (UG) - Rs 150/- per set
 - iii. Post graduate Courses (PG/M.Phil) - Rs.650/- per set
 - iv. For Scheme of valuation (PG/M.Phil) - Rs.150/- per set
- Postal expenses will be reimbursed for the postal receipt enclosed with the claim form.
- Your co-operation is much solicited.

Conditions for the Appointment of Examiners

1. The appointment of Examiners shall be made by the Controller of Examinations from the panel of Examiners prepared by the BOS and approved by the Academic Council.
2. Senior Professors / Faculty with a minimum teaching experience of ten years in a college or University department are eligible for the appointment as Examiner. However this may be waived by the Chief Controller / Controller of Examinations in special cases.

3. For selecting new examiners, the first preference shall be given to those with three years/ more than three years of teaching experience.

Conditions for the Appointment of Chairpersons for Evaluation

- The Heads of the respective Departments are appointed as the Chairman for the Evaluation Board. In His/ Her absence the next senior member in the Department shall be appointed.
- The Principal /COE reserves the rights to approve appointments as Chairman for Evaluation Board waiving the above requirements in exceptional cases.

Central Evaluation of Theory Answer Scripts

Instructions to the Examiners

1. A period of Central valuation of answer scripts is finalized by the COE in consultation with the Chief Superintendent / The Principal with the Chairman of various Board of Studies.
2. The shortlisted examiners are issued appointment order to evaluate the answer-scripts of the Semester examination along with a form in which they shall

express their acceptance/ decline of the offer within the stipulated period.

3. All theory answer scripts shall be sent to the central valuation centre securely.
4. Only examiners duly appointed by COE/ the Chairman of Examiners, approved in the Board of Studies should be assigned valuation work and none else.
5. The Chairman of the Evaluation Board shall ensure that the Registers pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.
6. Only one packet of answer-scripts shall be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 40-60 answer-scripts should be issued for evaluation to each examiner in a day.
7. The Chairman of the Board shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are not valued in a hurry.

8. Daily account to be maintained regarding the number of answer packets valued and number of OMR sheets sent to the COE from time to time with acknowledgement.
9. No one can claim appointment as examiner or any other examination work as a matter of right.
10. The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from Sadakathullah Appa College. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.
11. If by chance, a subject has been assigned wrongly to the examiner, he/she shall indicate the same and decline the offer. He/She shall NOT accept an offer that is NOT related to his/her subject/ expertise/ knowledge domain.
12. The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.

13. On the day of commencement of valuation, if applicable sufficient time shall be utilized for discussion with regard to filling of OMR marksheet and shading and other related valuation guidelines and regulations concerning the Semester examination.
14. The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
15. The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet.
16. The Examiners must ensure that roll number printed on the answer script and OMR sheet are the same and shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of the Chairman, Board of Evaluators immediately.
17. The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
18. The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.

19. The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
20. The marks awarded for each question shall be entered in the appropriate row and column on the mark-table on the Front Page of the Answer-booklet. The total marks shall be entered both in figures and words with his/ her signature
21. The examiner shall not take the answer scripts out of the valuation center under any circumstances.
22. If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Chairman of Bos through the Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the Chairman of the respective board, who in turn shall forward the same to the COE. He/she shall enter such references in the marks list against the register number / code number
23. The examiner shall report to the COE, cases of any candidates of other person on his/ her behalf approaching him/ her for any favor or writing letters

to him/her indicating the name of the person, the register number/ code number of the candidate, subject/paper etc

24. The examiners shall value not less than 40 scripts if there are no Parts and 60 scripts if only a Part (Part-A/ Part-B etc.) of the answer-booklet is to be valued.
25. The examiner shall prepare marks lists in the prescribed proforma provided for the purpose. The Examiners should have full knowledge of shading and filling of OMR marks sheets
26. Black Ball point pen shall be used preferably for shading of OMR marks sheet. Sufficient care should be taken while shading on the OMR mark-sheets since any mistakes made in the OMR marks-sheet at the time of shading cannot be rectified later.

Guidelines for Differently Abled Students / Scribes

The guidelines for conducting Examinations for persons with Disabilities, 2021 are as follows.

- In case of a person with benchmark disability like blindness, locomotor disability (both arm and affected BA) and cerebral palsy, the facility of Scribe / Reader/ Lab Assistant will be allowed on

submission of a certificate, that the person concerned has physical limitations to write including that of speed and a Scribe / Reader/ Lab Assistant is recommended to write the Examination on his /her behalf from the Chief Medical officer / Civil Surgeon / Medical Superintendent of a Government Health Care.

- In case the examining body provides a Scribe / Reader/ Lab Assistant it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination.
- The qualification of the Scribe / Reader should be always a matriculate or should be one step below the qualification of the candidate taking the examination.
- There should also be flexibility in accommodating any change in Scribe / Reader/ Lab Assistant in case of emergency.
- There can be only one scribe per subject / course.
- The scribes should report in person to the office of the COE and submit a copy of their Aadhar Card, Identity proof (if the scribe is a student from any other academic intuitions/ office), and Transfer Certificate with a passport size photograph and contact number four days before the commencement of the Examinations.

Guidelines for Absentees –CIA

Students who absent themselves for any of the three Continuous Internal Assessment tests will lose the marks for the respective test or tests. However, if a student is not able to write any two of the three Internal Tests because of his/her participation in an important event related to NCC, NSS or Games/Sports representing the College / University / National level the student has to get the prior permission of the Principal through the proper channel and submit the same to the office of the Controller of Examinations. Retest provision will be approved by the Controller of Examination and respective test will be conducted.

Semester Examination (SE)

All those students who have put in the required number of days of attendance are eligible to appear for the ESE irrespective of whether they have passed in the CIA or not. They have to pay the examination fees for all the current courses and the arrear courses, if any, and submit the application form before the due date, specified for the purpose. For any reason the dates will not be extended. Hall tickets will be issued only for those who have paid the fees. The question papers for for all theory courses of the UG and PG programmes will be set for 75 marks.

Examination Committee

The Examination Committee meeting with the Principal as the Chairperson is convened to discuss the conduct of CIA Examinations, to fix the commencement date for Semester Practical and Semester Examinations and payment of Examinations fee and to conduct special CIA examinations for students who had represented our college for Sports, NCC and for late admitted students.

Examination Grievances

An anomaly in a question paper (such as question being out of syllabus, wrong or insufficient data in problems etc.) of the Semester Examinations should be brought to the notice of the Controller of Examinations in writing through the HOD concerned within 48 hours of the conduct of the examinations. This facilitates the Controller of Examinations to examine the representation and take suitable remedial action. A student is deemed to have taken the examination, the moment he / she receives the question paper, even if it contains an anomaly.

Examinations Grievances Redressal Committee

Students shall refer the issues concerning examinations (viz. anomalies in the question paper, special

supplementary examinations) to the Controller of Examinations in writing duly signed by the respective HOD. The Controller of Examinations will address the issue to the Examinations Grievances Redressal Committee for further steps.

Malpractice in CIA / Semester Examinations

If a student is found copying from some manuscripts/printed sheet or any other incriminating material, or is found possessing any such material, he / she will be stopped from writing the examination and asked to produce a statement in writing about his / her case, and leave the hall. The invigilator concerned/squad will seize the incriminating material, confiscate the Hall Ticket, Identity Card and answer script of the student, and provide a statement of his own along with that of the student to the Chief Controller of Examinations/ Chief Superintendent/ Assistant Chief Superintendent who will in turn forward it to the Controller of Examinations with his endorsement.

Later, the student will be asked to appear before the Examination Discipline Committee to decide the sanctions against them for having indulged in malpractice. The sanction will vary according to the gravity of the fault, from

being debarred from one paper or all the papers of one semester, to being debarred from two or three subsequent semesters, if necessary, as per the malpractice policy followed in the college.

The candidates who fail to appear before the Examination Discipline Committee will be fined Rs. 300/- and in addition they will be suspended from the college until they bring their parents. Students who involve in malpractices in CIA Tests/Semester examinations will be fined Rs. 300/-. The examinations written during that cycle will be cancelled.

Examinations Discipline Committee Meeting

After the evaluation, the Examination Discipline Committee is convened to decide the sanctions against those who indulged in malpractice.

Post - examination discovery of malpractices will be referred to the Controller of Examinations by the Examiner. The Controller will refer the matter to the members of the Examination Discipline Committee for a decision. The rules prevailing in M.S. University regarding malpractice and those framed by our Academic Council will serve as guidelines.

Revaluation and Retotalling

The UG and PG students can apply for revaluation of only regular theory paper in the Semester Examination in the prescribed form available at the Office of the Controller of Examinations within five days from the date of publication of the result. Upon revaluation, the highest mark awarded is taken and the change is made in the Mark Statement accordingly. Photocopy of the answer scripts can also be obtained after paying the prescribed fee. There is no provision for revaluation or retotalling of practical papers and project reports at the UG, and PG levels. No part of the revaluation / retotalling fee is refunded under any circumstances.

Supplementary Examinations

Supplementary Examinations will be held only for final year regular students (not for Private Students). This is applicable for those students who have arrears in not more than 2 theory papers taking into account all the semesters. The candidate should apply in the prescribed form within three days from the date of publication of the revaluation results. Students, who are absent or failed in the regular final semester examination, are eligible to write a maximum of 2 theory papers in the supplementary examinations. The

students, who have arrears in the previous semesters, (UG-I, II, III, IV, V, PG - I, II, III) and those who have appeared and got fail marks in the final semester will be eligible to write the supplementary examinations. Totally a maximum of only 2 (two) theory papers can be written in the Supplementary Examination. There is no supplementary examination for practical Examinations.

Awards Committee and Publishing Results

The results are scrutinized by the members of the Awards Committee and after the approval of the University Nominees and the members; results are published on the College Website.

Mark Statement

Mark Statements are distributed to students in their departments on the day announced by the Controller of Examinations. The students must bring their parents to receive the statement of marks. For students who have completed the programme successfully, a consolidated mark statement in the prescribed format will be issued. A student can apply for a duplicate mark statement / or a consolidated mark statement by paying the prescribed fee. This is carried

out after the usual process of police verification, submission of F.I.R. copy, etc.

Error Correction in Name in Mark Statement

1. To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.
2. Any errors in the Name of candidates printed in the Marks Statement/ Certificate/ Hall Ticket may be brought to the notice of COE for necessary correction with appropriate evidence.

Post-evaluation Custody and Disposal of Answer-scripts

1. The evaluated Answer-scripts shall be preserved safely for a period of at least six months from the date of publication of results in their original packets bundled together.
2. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests.

3. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
4. Appropriate staff from the office of the COE shall be assigned the responsibility of safe-keeping of the answer-scripts till they are approved by the Controller of Examinations for safe disposal.
5. Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary.
6. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.
7. Answer-scripts shall be made available from the storage area for purposes such as Photocopying / Re-totaling / Re-evaluation etc. Such transactions shall be recorded.
8. The details of all Answer-scripts shredded/ destroyed/ disposed shall be documented and certified by the COE.

Transcripts

Transcripts are issued to students on demand and on payment of prescribed amount to pursue their higher studies

abroad from the Office of the Controller of Examinations
duly signed by the COE.

رَبِّ هَبْ لِي حُكْمًا

Rabbi Hablee Hukmaa

"MY LORD, VOUCHSAFE ME WISDOM

Dua for Exams

اللَّهُمَّ لَا سَهْلَ إِلَّا مَا جَعَلْتَهُ سَهْلًا
وَ أَنْتَ تَجْعَلُ الْحَزْنَ إِذَا شِئْتَ سَهْلًا

**Allahumma la sahla illa ma ja'altahu sahla,
wa 'anta taj-alul hazna idha shi'ta sahla**

**O Allah! There is nothing easy except
what You make easy, and You make the
difficult easy if it be Your Will**