

# **Examinations Process Hand Book**

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# Roles and Responsibilities

## *Controller of Examinations (CoE)*

The Controller of Examinations shall be responsible for the conduct of examinations of all the courses of all the programs of the University, and all other matters incidental thereto and ancillary therewith, under the supervision and monitoring by the Vice-Chancellor. The Controller of Examinations shall:

- Supervise the day-to-day activities concerning examinations of the University.
- Convene the meetings of the Authorities of the University for which he/she is the Member-Secretary, on the approval of the Vice-Chancellor.
- Arrange for the preparation and notification of the examination timetable from time to time.
- Supervise the registration of students for End Semester Assessment, if applicable
- Appoint the required number of officials and staff to conduct the examinations, with the approval of the Vice-Chancellor.
- Prepare detailed guidelines for the duties and responsibilities of various officials and staff connected with examinations.
- Convene meetings of all the concerned officials and staff from time to time to explain their duties and responsibilities about the examinations.
- Obtain help from local authorities to maintain law and order for the conduct of examinations, if necessary
- Arrange for the issue of grade cards, transcripts, provisional degree certificates, degree certificates, migration certificates, and so on to the students
- Maintain utmost secrecy while preparing and maintaining the confidential materials, bills, and proceedings
- Recommend the remunerations, if any, connected with the examination work to the Finance Council for consideration and further action
- Make arrangements for maintenance of stock, accounts, records, and statistics of the Office of the Controller of Examinations and annual stock verification
- Submit the infrastructural requirements of the Office of the Controller of Examinations as and when required to the Registrar for consideration and further action; and
- Prepare the budget for the Office of the Controller of Examinations and place it before the Finance Council for its consideration

CoE has to perform the following functions.

- i) Identify resources required for conducting End Semester Assessment Examinations.
- ii) Conduct of End Semester Assessment Examinations and Central Evaluation.
- iii) Preparation of Result Sheets and Announcement of Results.
- iv) Liasoning between School/Department.
- v) Students' and stakeholders' satisfaction.
- vi) Other responsibilities delegated by the Registrar.

## ***Deputy Controller of Examinations***

Deputy Controller of Examinations, if any, shall assist the Controller of Examinations for the conduct of examinations and all other matters incidental thereto and ancillary therewith discharge the following duties of Controller of Examinations in his absence.

- Identify resources required for conducting End Semester Assessment Examinations.
- Conduct of End Semester Assessment Examinations and Central valuation.
- Preparation of Result Sheets and Announcement of Results.
- Liasoning between School/Department.
- Students' and stakeholders' satisfaction.
- Other responsibilities delegated by the Registrar / Controller of Examinations.

## ***Roles and Responsibilities:***

### ***System Analyst:***

To assist the CoE in carrying out the following activities:

- Entry of the ISA and ESA marks. (Including Revaluation, Challenge Revaluation).
- Preparation of the consolidated School/Department-wise Provisional Result Sheets.
- Prepare various reports related to results as required by stakeholders like Registrar, Dean Academics, CoE, etc.
- Prepare the provisional grades cards and Marks cards.
- Data back-up.

### ***Instructor:***

To assist the CoE in carrying out the following activities:

- Arranging Resources for the conduct of the ESA theory examination.
- Planning for the seating arrangement of ESA.
- Preparing the list of invigilators and informing the same to respective faculty.
- Issuing/Collecting Revaluation and Challenge Revaluation forms.

***Second Division Assistants & Office Assistant:***

To assist the CoE in carrying out the following activities:

- Procurement of stationery for the conduct of ESA theory and practical examination.
- Collecting Faculty details from the School/department as well as the panel of Examiners for BoE.
- Preparing and sending order letters for Question papers setting to Internal and External examiners.
- Preparing the Time Table of End Semester Assessment Examinations.
- Dispatch as well as maintenance of circulars.
- Preparing and sending order letters for Valuation to Internal and External examiners.

***Office Assistant:***

To assist the CoE in carrying out the following activities:

- Typing of question papers set by external examiners.
- Question paper typing process.
- Question paper scrutiny process.
- Helping the *System Analyst, Instructor, and Office Assistants*.

## **Guidelines for Formation of Board of Examiners (BoE)**

- i) The Dean Academic Affairs / The concerned Dean of Faculty shall reconstitute the Board of Examiners once every Three years under normal circumstances and extenuating circumstances, if deemed fit, he/she may reconstitute the Board of Examiners before the expiry of its term.
  
- ii) The Dean Academic Affairs / The concerned Dean of Faculty may constitute the requisite number of Boards of Examiners with the approval of the Academic Council.  
Board of Examiners shall comprise of the following members.
  - Dean Academic Affairs / The concerned Dean of Faculty Chairperson.
  - One nominee from each program of the concerned Departmental/ School/ Center Board of Studies - Member.
  - One external member is to be nominated from the reputed institutions by the Vice-Chancellor - Member.
  - Departmental / School / Center Chairperson – Member Secretary.
  - One Senior Teacher nominated by Dean Academic Affairs / the concerned Dean of Faculty.
  
- iii) The BoE is responsible for:
  - Preparing a panel of Examiners for external paper setters for each theory course taught by the school/department.
  - Preparing a panel of external evaluators for each theory course taught by the School / Department.
  - Make arrangements for the setting of the question papers for various courses for which examinations are being conducted at the University.
  - Make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution.
  - Make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution.

- Recommend to the Controller of Examinations suitable persons for the appointment as examiners, question paper setters, evaluators, and moderators. Question paper setters shall have taught the concerned subject at least once or be an expert in that field. However, in case of emergency, the Controller of Examinations may appoint suitable persons as examiners, question paper setters, evaluators, and moderators with the approval of the Dean Academic Affairs/ The concerned Dean of Faculty; and Meet before the commencement of every examination.

## **Guidelines for Setting the Question Papers for End Semester**

### **Assessment Theory Examination**

- i) All faculty members teaching theory courses during the current semester are included in the Panel of paper setters.
- ii) External members will be included in the Panel of paper setters by the Board of Examiners (BoE).
- iii) For examination of each academic program (UG/PG), the question papers for 1/3rd of the courses will be set by external paper setters and the rest will be set by internal paper setters.
- iv) The appointments for paper setting will be made by CoE. External paper setters will be chosen by the CoE from the panel of paper setters prepared by the BoE.
- v) The CoE will make arrangements to get a minimum of three question papers set for the ESA of each theory course.
- vi) At least two of the three question papers will be set by internal paper setter(s) who has (have) taught that course during the current semester. One of the three question papers will be set by an external paper setter chosen by the CoE from a panel of paper setters furnished by the Board of Examiners (BoE). In case the course is taught in more than one class/division, the two internal question papers may be set by different faculty members, one of whom may or may not be the course coordinator for that course.
- vii) Mixing of sub-questions within chapters of the respective units of the syllabus, in Units 1 and 2 of the question paper as defined in lesson plans.



## **Guidelines for Scrutinizing and Typing the Question Papers for End Semester Assessment Theory Examination**

- i) The manuscripts of the question papers must reach the controller of examinations (CoE) before the prescribed date.
- ii) The CoE will arrange to get typed question papers set by external paper setters.
- iii) The CoE will announce a schedule for typing of question papers by internal paper setters at a central facility meant only for this purpose having all necessary equipment and assisting staff to maintain confidentiality.
- iv) BoE shall make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution.
- v) BoE shall make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution. The Board of Examiners will scrutinize the question paper set by the external paper setter. In case question papers are set by two internal paper setters, such as in the case of courses taught to more than one class/division, scrutiny will be done by the Board of Examiners for that course, irrespective of the fact whether he/she is one of the internal paper setters or not.
- vi) If any changes are made to the question paper by the scrutinizer, the explanation/reason for the same will be recorded and put in a sealed envelope, and kept under the custody of CoE.

## **Guidelines for conduct Practical End Semester Assessment Examinations**

- i) The End Semester Assessment (ESA) for courses with practical's/projects will be conducted at the Department/School level.
- ii) The examination will be conducted by two examiners. The examiners will be Internal/External.
- iii) All faculty members handling practicals during the current semester must be included in the Panel of Examiners for practicals.
- iv) External members, where necessary, will be included in the Panel of Examiners for practicals by the Board of Examiners (BoE).
- v) The first examiner must have handled the practicals during the current semester. The second examiner must have handling/handled the practicals or must be specialized in that field.
- vi) In case, if it is not possible to find two internal examiners, the second examiner may be chosen from another school/department of the University or from outside the University / College.
- vii) There shall be a joint evaluation between the Internal and External Examiners.
- viii) If there is any valid and verifiable reason, there is a provision for a student to change from one batch to another. However, the student must apply to School/Department Head in writing and furnishing all necessary supporting documents as evidence. The permission to appear for attending the different batch shall be given by School / Department after verifying the necessary documents.
- ix) The BoE chairman is empowered to appoint the Practical Examiners for the ESA.
- x) The Head of the School / Department shall arrange to send the marks sheets to the Controller of Examinations.

## **Guidelines for the conduct of End Semester Assessment Theory Examinations**

The Controller of Examination (CoE) shall appoint the Squad, Chief Superintendent, Deputy Chief Superintendents, Office Superintendent, Room superintendents, Office staff, and class IV staff for the conduct of end semester assessment theory examination.

The appointment shall be made as per the following guidelines:

- One Chief Superintendent for each session.
- One Deputy Chief Superintendent for every 400 candidates in a session.
- One Room superintendent for every 25 to 40 candidates in a session.
- One Relieving superintendent for every 150 candidates in a session.
- One Office Superintendent for each session.
- The ministerial staff and Class IV staff should be appointed as follows:

<b>No. of candidates</b>	<b>Ministerial Staff</b>			<b>Class IV Staff</b>
	<b>Office Superintendent</b>	<b>Typist</b>	<b>Clerk</b>	
Up to 400	1	2	2	One peon for every two blocks of the examination
Up to 800	2	2	4	
Up to 1200	2	3	6	
1201 and above	2	4	8	

## **Duties and Responsibilities of Chief Superintendent**

- i) The Chief Superintendent shall be responsible for the smooth conduct of the end semester assessment theory examination.
- ii) The Chief Superintendent shall take necessary precautions and actions during and after the examinations. He/she has to remain in the center for the entire period of theory examination, except in case of an emergency. . He/she shall not leave the examination without prior permission of CoE, and in such cases of absence; the name of next senior-most Deputy Chief Superintendent should be suggested.
- iii) The Chief Superintendent shall prepare well in advance the statement regarding the number of candidates appearing for the examination, sitting arrangements of the candidates for each of the courses, and a list of Room superintendents for every session of the examination.
- iv) The Chief Superintendent shall arrange for the procurement of necessary stationeries from the office of the CoE for smooth conduct of end semester assessment theory examination
- v) The Chief Superintendent should explain the duties and responsibilities of Deputy Chief Superintendents, Room superintendents, Office Superintendent, Office staff, and class IV staff for the conduct of the end semester assessment theory examination.
- vi) The Chief Superintendent shall see that the candidates with valid hall tickets and identity cards only are allowed to take the examination. If any candidate has lost the hall ticket, after ascertaining the bonafide, Chief Superintendent shall arrange to issue a duplicate hall ticket.
- vii) The Chief Superintendent shall collect the question papers of the examinations from time to time as per the arrangements made by CoE.
- viii) The Chief Superintendent should take sufficient care to verify the question paper parcels with regards to date, course allocation, time of examination, no. of question papers, etc. while collecting from the office of the CoE.

- ix) On the day of the examination, the relevant sealed packets of question papers shall be opened not earlier than forty-five minutes scheduled for the commencement of the examination in the presence of Deputy chief superintendent (s), after carefully examining the seals, date, time, etc. on the packets. He/she shall verify the course as per the timetable and check the number of question papers required for the examination.
- x) After opening the question paper packets, taking the help of officials, the Chief Superintendent shall arrange to put the question papers required for each block in the separate cover which shall contain the actual number of papers as per the number of candidates taking the examination in the block. The packets containing question papers shall be delivered to the room superintendent just before the commencement of examination either by the Chief Superintendent or Deputy Chief Superintendent(s) or Relieving superintendent(s) for distribution to the candidates.
- xi) The Chief Superintendent shall give instructions to the room superintendent about the distribution of answer papers and question papers.
- xii) The packet with the required number of answer books, drawing sheets/supplements/graph sheets (if any) will be handed over to the concerned room superintendents and shall ensure his presence in the respective examination block 15 minutes before the commencement of the examination.
- xiii) In case of any clarification in the question paper, the Chief Superintendent is empowered to open a copy of the original manuscript and communicate the same to the candidates. If further clarifications are desired the Chief Superintendent shall immediately contact CoE.
- xiv) The Chief Superintendent shall arrange for the satisfactory seating arrangement of the candidates and shall display on a notice board of the college, which shall be accessible to all the candidates.
- xv) The Chief Superintendent shall arrange for the candidates' seat numbers in the attendance report before issuing it to the Room Superintendent.

- xvi) The Chief Superintendent shall arrange for the following bell timings and instruct the same to room superintendents.
- The first bell shall be given 15 minutes before the commencement of the examination for allowing the students to enter the examination room.
  - The second bell shall be given at the beginning of the examination for the distribution of the question papers.
  - The third bell shall be given 10 minutes before the closing time when no student is allowed to leave the examination hall.
  - The final bell shall be given after the examination.
- xvii) The Chief Superintendent shall impress upon the room superintendents the need for prevention of any kind of malpractice during the examination and explain to them the procedure for identifying and reporting malpractice.
- xviii) The Chief Superintendent shall arrange to collect the answer scripts from the room superintendents immediately after the end of each examination session at his/her office.
- xix) The Chief Superintendent shall arrange to prepare packets semester-wise, course-wise, paper wise in serial order and arrange to dispatch the same to the central valuation.
- xx) The Chief Superintendent shall arrange to submit the attendance reports and consolidated list of candidates appearing for the examination for each of the courses to the office of CoE immediately after the completion of the examination.
- xxi) The Chief Superintendent shall arrange to submit the accounts to the office of CoE within three days after the completion of all the theory examinations.

## **Duties and Responsibilities of Deputy Chief Superintendent**

- i) The Deputy Chief Superintendent shall assist the Chief Superintendent in general for the smooth conduct of Theory Examination at the center.
- ii) The Deputy Chief Superintendent shall arrange to assign seat numbers to different rooms under the guidance of the Chief Superintendent.
- iii) The Deputy Chief Superintendent shall arrange to supply the blank answer books, additional books, and other stationeries required for each room and deliver the packets of question papers to the rooms concerned on the days of examination.
- iv) The Deputy Chief Superintendent shall ensure that the Room Superintendents are supplied with all requirements for the smooth and fair conduct of the examination.
- v) The Deputy Chief Superintendent shall allot rooms to Room Superintendent at the time of examination.
- vi) The Deputy Chief Superintendent shall remain at the center during the entire period of examination. In case of any emergency, he/she shall take the permission of the Chief Superintendent requesting him to make alternate arrangements.
- vii) The Deputy Chief Superintendent shall see that the candidates with valid hall tickets and identity cards only are allowed to take the examination. If any candidate has lost a hall ticket, after ascertaining bonafide, he/she will request Chief Superintendent to issue a duplicate admission ticket on payment of required fees as per the orders of the Controller of Examination.
- viii) The Deputy Chief Superintendent shall help the Chief Superintendent to prepare the packets, semester wise/ course wise / paper wise in serial orders
- ix) The Deputy Chief Superintendent shall assist the Chief Superintendent in dispatching the answer book bundles in cloth bags duly sealed and superscribed with the relevant information.
- x) In addition to the above duties, the Deputy Chief Superintendent shall attend to any other work entrusted to him by the Chief Superintendent in connection with the examination and function under the control of the Chief Superintendent.

### **Duties and Responsibilities of Room Superintendent**

- i) The Room Superintendent shall report to the chief. Superintendent at least 30 minutes before the commencement of the theory examination and ascertain the examination block assigned to him/her and the number of candidates of the block.
- ii) The Room Superintendent shall go to the block allotted to him / her 15 minutes before the commencement of the examination with the required number of answer scripts.
- iii) The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination and the Room superintendent should ensure that the candidates are seated at their respective seat numbers marked in the block.
- iv) The room Superintendent shall announce to the students to leave the books, papers, and other reference material, etc., outside the examination hall.
- v) Five minutes before the commencement of the examination, the answer papers shall be distributed to those candidates only, who are seated in the examination hall and are not left on the vacant seat.
- vi) It shall be carefully noted that before issuing the answer paper to the candidate the room superintendent appends his / her signature at the place marked as `Signature of the Room Superintendent` on the title page. He/she shall not append his/ her signature in the answer papers not issued to the candidates.
- vii) The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
- viii) No candidate shall be allowed to enter the examination hall after half an hour of the commencement of the paper.
- ix) No candidate shall be allowed to leave the examination hall until 45 minutes have elapsed after the commencement of the paper.
- x) The Room Superintendent shall ensure that the candidates have taken their proper seats and have entered the correct seat number and other particulars required in the facing sheet of the answer paper.
- xi) The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for the supply of the supplementary answer sheets, graphs sheets, drawing sheets which are permissible.



- xii) After distribution of answer sheets to the candidates, the identity of each candidate shall be checked with the photographs posted on the hall ticket and take the signature of the candidate on the relevant form (attendance report) for proof of his / her appearance at the examination.
- xiii) If any student has not brought his / her hall ticket and identity card, the matter shall be brought to the notice of the Chief Superintendent.
- xiv) If any candidate is absent the word “ABSENT” shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after the expiry of 30 minutes from the time of commencement of the examination.
- xv) After half an hour of the commencement of the examination the spare answer papers and question papers shall be returned to the deputy Chief Superintendent when he/she visits the examination hall or return it to the office of the Chief Superintendent.
- xvi) The Room Superintendent shall not accept the answer paper of any candidate without ensuring that it bears his/her correct seat number and other information asked on the title page of the answer paper.
- xvii) The Room Superintendent shall not allow the candidates to use unfair means in the examination hall.
- xviii) If any candidate desires to go to the toilet after the commencement of the examination or before the last half an hour of the examination he/she may be permitted to go for a short while subject to the condition that the candidate is escorted by a peon boy/girl.
- xix) No candidate shall be allowed to go out for the toilet during the first half an hour and the last half an hour of the examination.
- xx) The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendents while the examination is going on and also shall not read magazines or newspapers. Carrying mobiles by the Room Superintendent at the time of examination is strictly prohibited.
- xxi) The Room Superintendent should ensure that there is no communication among the candidates in the examination room.
- xxii) The violations of instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases to the CoE by the Chief Superintendent.

- xxiii) Smoking and taking tea/Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
- xxiv) Whenever the candidate wishes to change the pen/ink, the room superintendent shall affix the signature on the top of the facing sheet of the answer script.
- xxv) As far as possible, no candidate is allowed to take drawing sheets, graph sheets, etc., during the last 10 minutes of the examination.
- xxvi) After the expiry of the time of the examination when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand over to the Chief Superintendent along with other reports.
- xxvii) The Room Superintendent shall be personally held responsible for the loss, misplacement of any answer book.
- xxviii) While making the rounds of the examination hall if the Room Superintendent notices that any candidate is indulging in copying/possessing/a manuscript/ answer papers other than his/any written material on calculator/geometry box/ scale, he shall immediately take in his possession the candidate's answer book, question paper, hall ticket and the materials which he/she has used for copying and immediately report to the Chief Superintendent.
- xxix) Whenever a visiting squad makes a surprise visit, the Room Superintendent shall ensure his identity and allow him to enter the examination hall for surprise checks.
- xxx) The Room Superintendent shall not leave the College premises until he/she personally hand over the answer books to the Chief Superintendent and other stationery materials are given.

### **Duties and Responsibilities of Relieving Superintendent**

- i) The Chief Superintendent shall appoint the Relieving Superintendent amongst the Room Superintendents appointed on the day of examination. Generally, a Senior Staff Member is appointed as a Relieving Superintendent.
- ii) There shall be one Relieving Superintendent for every six Room superintendent. If there are three or fewer Rooms Superintendents, the Deputy Chief Superintendent shall take the responsibilities of the Relieving Superintendent.
- iii) The Relieving Superintendent shall assist the Chief Superintendent in distributing the packets containing the question papers to the room superintendents just before the commencement of the examination.
- iv) The Relieving Superintendent shall be active and shall be moving from block to block during the examination.
- v) The Relieving Superintendent shall not permit the Room Superintendent to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the Room Superintendent to attend nature calls.
- vi) The Relieving Superintendent shall assist the Deputy Chief Superintendent in general for smooth conduct of examination at the center.
- vii) The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him/her by Chief / Deputy Chief Superintendent.
- viii) The Relieving Superintendent shall give relief to the Room Superintendent for a maximum of 10 minutes and be in charge of the duties of Room Superintendent during that period and discharge all the duties & responsibilities of the Room Superintendent. He shall return the Relieving Superintendent's dairy duly filled to Chief Superintendent at the end of day's examination.
- ix) The Relieving Superintendent shall report for duty half an hour earlier than the time scheduled for the commencement of the examination.

## **Duties and Responsibilities of Menial Staff**

The Office Superintendent, Typists, and Clerks have to work right from the day of receipt of applications for examinations from the candidate at the center. They shall be responsible for the preparation of proper and correct statements of candidates taking the examination, seating arrangement, attendance report, consolidated list of candidates appearing for each of the courses for every session of the examination. Further, they are also responsible for the preparation of sealed packets (semester-wise, course-wise, and paper-wise) in the relevant proforma and arrange to send the central valuation as per the instructions from Chief Superintendent.

### **Duties and Responsibilities of Squad Member**

- i) The controller of Examination (CoE) may appoint squads among the senior faculty members according to the need to ensure proper conduct of End Semester Assessment Theory Examinations and to curb the malpractice at the examination center.
- ii) The squad members shall conduct themselves at the center with the utmost caution, courtesy and respect without causing any kind of commotion, which shall disturb the students attending the examination.
- iii) The squad members shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
- iv) The squad members shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examination.
- v) The squad members shall book the candidates under malpractice, who are found indulging in malpractice as mentioned above, and send such candidates out of the examination hall after taking the necessary undertaking and signature from the candidate on the prescribed form.
- vi) The squad members shall report on the work done after the end semester Assessment theory examination is over, duly recording daily entries in the squad register maintained in the examination center.
- vii) The squad members shall ensure utmost care to take Chief Superintendent into confidence in the process of execution of their duties and not to use improper language.
- viii) If any case is detected, further investigation can be done by isolating the guilty from the rest, taking them to the office of the Chief Superintendent, without further enquiring in the examination hall disturbing others for a prolonged period.
- ix) The malpractice case shall be booked by squad members with the prior intimation to Chief Superintendent. When once a candidate is booked under malpractice (MPC), Chief Superintendent shall serve a memo to the concerned candidate instructing him to attend the malpractice review committee (MPRC) as fixed by the CoE. A copy of this memo shall be sent along with other relevant documents to the office of CoE.
- x) While appreciating all the efforts of the room superintendent, it is expected that room superintendents are to be more vigilant. In such cases, wherein squad detects the MPC in the examination room, the CoE may call the concerned room superintendent to attend the MPRC to express his views.

**Guidelines for the Theory Evaluation in End Semester Assessment Theory  
Examinations**

- i) All faculty members teaching a theory course during the current semester are included in the Panel of paper evaluators.
- ii) External members will be included in the Panel of evaluators as suggested by the Board of Examiners (BoE).
- iii) The Valuation of 1/3rd of the courses of each academic program shall be done by external evaluators. The courses to be valued by an external evaluator will be chosen by the CoE by a random process and the external examiner will be appointed by the CoE from the panel of evaluators, prepared by BOE.
- iv) The answer scripts valued by the external evaluator(s) will be moderated by the internal evaluator(s).
- v) The valuation of 2/3rd of the theory courses of each academic program shall be done by internal evaluators.
- vi) The CoE will make all effort to ensure that valuation by external evaluators is done in time and does not delay the announcement of results. In case valuation by external evaluators is likely to delay the results, the CoE can decide to forego the same.

## **A. Theory Evaluation for B. E., B.Arch., B.Sc. & Minor Programs**

- i) All answer scripts shall be evaluated by the examiners appointed by the Controller of Examination (CoE).
- ii) A Minimum of 10% of valued answer scripts shall be reviewed by the reviewer for that course appointed by the Controller of Examination. The marks assigned by the reviewer shall be final.

## **B. Theory Evaluation for PG & Ph.D. Programs.**

- i) All answer scripts shall be evaluated by two examiners separately appointed by the Controller of Examination (CoE).
- ii) If the difference between the two marks is less than 15, the average of the two evaluations shall be the final marks.
- iii) If the difference between two marks is more than or equal to 16, the answer scripts shall be valued by the third evaluator appointed by the Controller of Examination (CoE). The average of the marks of the nearest two valuations shall be the final marks. However, if one of the three marks falls exactly midway between the other two, then the higher two marks shall be taken for averaging.

## **C. Photocopy/Revaluation for UG Programs**

- i) Answer scripts shall be revalued on written application by the student within the stipulated dates.
- ii) Students can apply for Photocopy.
- iii) Revaluation may preferably be carried out by an evaluator other than the first evaluator.
- iv) If the revaluation marks are less than the original marks, then the original marks shall be retained.
- v) If the revaluation marks are more than the original marks and if the difference is less than 15, the average of the two evaluations shall be the final marks.
- vi) If the difference between two marks is 15 or more, the answer scripts shall be valued by the third evaluator appointed by the Controller of Examination (CoE). The average of the marks of the nearest two valuations shall be the final marks. However, if one of the three marks falls exactly midway between the other two, then the higher two marks shall be taken for averaging.
- vii) A refund of 50% of re-totaling or revaluation fees shall be made to a student in the event of an improvement in the letter grade.

### **D. Challenge Evaluation for PG Programs.**

- i) Answer scripts shall be revalued on written application by the student within the stipulated dates.
- ii) Challenge valuation may be preferably carried out by two evaluators jointly other than the previous evaluators appointed by the Controller of Examination (CoE).
- iii) If the marks obtained in joint evaluation are lesser than the original marks then the original marks shall be retained. If the marks obtained in joint evaluation is more than
- iv) The original marks then joint valuation marks shall be final.
- v) A refund of 50% of re-totaling or revaluation fees shall be made to a student in the event of an improvement in the letter grade.

### **E. Makeup Evaluation**

- i) Answer scripts of the makeup examination shall be evaluated by two examiners and the average of the two evaluations shall be the final marks.
- ii) There is no provision for revaluation.



## Grading System

The University adopts Relative Grading Systems for the courses based on the following Guidelines. Grades are assigned based on the Mean and standard deviation of the total marks scored on the respective course. (S, X, “NE” and “F” grades marks are omitted in Mean and standard deviation calculation)

- S shall be awarded if scored marks are greater than 90
- F shall be awarded if scored marks are less than 40

### Relative grading Scheme

Scored Marks (M)	Grade	Grade point
$M > 90$	S	10
$Avg. + 0.60 * SD \leq M < 91$	A	9
$Avg. - 0.25 * SD \leq M < Avg. + 0.60 * SD$	B	8
$Avg. - 1.05 * SD \leq M < Avg. - 0.25 * SD$	C	7
$Avg. - 1.50 * SD \leq M < Avg. - 1.05 * SD$	D	6
$*40 \leq M < Avg. - 1.50 * SD$	E	5
$M < 40*$	F	0

**\* 40 marks mean: The students should score minimum of 20 marks out of 50 in ISA and ESA examinations separately. (40 out of 100).**

NOTE: The Course Grading table generated for the first time based on the Avg & SD will be used strictly for awarding grades to all the re-evaluated courses and Summer semester Examinations.

### Absolute Grading System adopted for the following courses:

- Laboratory Course.
- Regular courses are conducted in the summer.
- Industry Visit and Lecture / Industrial Training / Seminar.
- Mini Project / Minor Project / Capstone Projects.
- One Credit course.
- P.G Programs (M.Tech only)
- Courses with less than 30 students registration.
- Any other course without written ESA.

### Absolute Grading system

<b>Scored Marks</b>	<b>Grade</b>	<b>Grade point</b>
<b>&gt;90</b>	<b>S</b>	<b>10</b>
<b>81 – 90</b>	<b>A</b>	<b>9</b>
<b>71 – 80</b>	<b>B</b>	<b>8</b>
<b>61 – 70</b>	<b>C</b>	<b>7</b>
<b>51 – 60</b>	<b>D</b>	<b>6</b>
<b>41 – 50</b>	<b>E</b>	<b>5</b>
<b>&lt;40</b>	<b>F</b>	<b>0</b>

The result sheet shall contain the following

- Only Grades, Grade points, Credits, SGPA, and CGPA.
- Grading slab of each course.

## **Examinations Malpractice Review Committee**

The Vice-Chancellor shall constitute an Examinations Malpractice Review Committee for reviewing and recommending suitable actions on the reported cases of malpractice.

- The composition of the committee shall be:
  - i) The Vice-Chancellor or his/her nominee – Chairperson
  - ii) Dean Academic Affairs / The concerned Dean of Faculty-Member
  - iii) One departmental Chairperson nominated by the Vice-Chancellor – Member
  - iv) Controller of Examinations – Member-Secretary
  - v) One member at the level of professor nominated by the Vice-Chancellor, a woman if no other woman member is present – Member

The Chairperson of the Committee may invite the concerned Departmental Chairperson or any other Teacher as deemed necessary.

- The Examinations Malpractice Review Committee shall:
  - i) Review and inquire into cases of malpractice or indiscipline during examinations reported by the Controller of Examinations and recommend suitable action and penalties, if any,
  - ii) Meet after the conduct of every examination if there are cases of reported malpractice or indiscipline.
- The Vice-Chancellor shall reconstitute the Examinations Malpractice Review Committee once every Three years under normal circumstances and extenuating circumstances, if deemed fit, he/she may reconstitute the Examinations Malpractice Review Committee before the expiry of its term.

## **GUIDELINES FOR RECOMMENDING PENALTIES AND PUNISHMENTS TO THE STUDENTS INVOLVED IN MALPRACTICE COMMITTED DURING THE EXAMINATIONS.**

The examination hall supervisor or squad appointed for the purpose shall report the malpractice if any to the CoE (Controller of Examinations) through Chief Superintendent immediately further documentation and pertaining procedures to be followed as per the University norms.

<b>MPC Rule</b>	<b>Nature of Malpractice</b>	<b>Penalty to be imposed /punishment</b>
i)	Revealing the identity of the candidate	To be awarded an 'F' grade for the course in which the candidate has revealed his/her identity. A penal fee as decided by Malpractice Committee (MPC).
ii)	Possession of Manuscript / Printed or Typed Matter, Books or Notes and Written Matter on Calculator, Instrument Box, etc., or having any other Written Matter on the person (For example Palm, Hands, Legs, Clothes, Socks, etc.), Mobile and any other electronic gadget, which can aid the candidate to write the answer in examinations.	To be awarded 'F' grade for the course and deny Makeup examination benefit for the course and or as decided by the MPC Committee. A penal fee as decided by MPC Committee.
iii)	Detection of identical answers in the answer scripts of different candidates or allowing a candidate to copy from his/her answer script	To be awarded 'F' grade for the course and deny Makeup examination benefit for the course and or as decided by the MPC Committee. A penal fee as decided by MPC Committee.
iv)	Appeal to the examiner with money as enclosures to the answer book/use of abusive obscene language or threatening remarks in the answer book	To be awarded 'F' grade for the course and deny Makeup examination benefit for the course and or as decided by the MPC Committee. A penal fee as decided by MPC Committee.
v)	Found giving or receiving assistance at the examination, passing the questions paper with Written Answer/formulae/Answer Script/Graph sheet /Drawing sheet for purpose of copying.	To be awarded 'F' grade for the course and deny Makeup examination benefit for the course and or as decided by the MPC Committee. A penal fee as decided by MPC Committee.
vi)	Destroying the documentary evidence	To be awarded 'F' grade for the course and deny Makeup examination benefit for the course and or as decided by the MPC Committee. A penal fee as decided by MPC Committee.

<b>MPC Rule</b>	<b>Nature of Malpractice</b>	<b>Penalty to be imposed /punishment</b>
vii)	In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the examination	To deny the benefit of the performance of the examination of all subjects for which the candidate who has appeared and who has arranged another person to impersonate (both attended and to be attended of the particular examination conducted including arrear examinations to both the candidates) & debar him/her for a minimum of two examinations. (for the person who has impersonated, the punishment shall extend up to reprimanding) or as decided by the MPC Committee. A penal fee as decided by MPC Committee.
viii)	Abusing, Threatening, Manhandling the Examination Authorities at the examination hall or on the premises of the examination center, as well as misconduct of a very serious nature.	To deny the benefit of the performance of the examination of all subjects for which the candidate has (both attended and to be attended of the particular examination conducted including arrear examinations) & debar him/her for a further number of chances extending up to two more examinations depending on the degree of miscounting and or as decided by the MPC Committee. A penal fee as decided by MPC Committee.
ix)	Any other Malpractices connected with the examination (by any unusual means) other than the above mentioned	MPC Committee can recommend suitable penalties & punishment.

The decision about the above penalties and punishments of the candidate may be communicated to all the concerned. If the student and or student fail to attend the MPC meeting on the stipulated day, they shall abide by the decision taken by the committee. Inquiry under Malpractice Cases Consideration Committee is independent of the criminal proceedings if any in the appropriate court of law.

## **Results Scrutiny Panel**

The Vice-Chancellor shall constitute a Results Scrutiny Panel for the finalization and approval of the results of examinations before the announcement.

### **The Results Scrutiny Panel shall consist of the following members:**

- Vice-Chancellor or his/her nominee – Chairperson
  - i) One nominee from the Academic Council – Member
  - ii) Registrar – Member
  - iii) Dean Academic Affairs/ Concerned Dean of Faculty–Members; and
  - iv) Chairperson of Department/ School/ Center
  - v) Controller of Examinations – Member-Secretary
  
- **The Results Scrutiny Panel shall:**
  - i) Review the report of the Controller of Examinations about the results.
  - ii) Validate the statistics of the results placed by the Controller of Examinations.
  - iii) Scrutinize and finalize the results of every examination, with or without moderation.
  - iv) Review the answer books in extreme cases (erratic valuation/ out of syllabus questions) based on complaints, if deemed necessary; and
  - v) Meet before the announcement of results.

The Vice-Chancellor shall reconstitute the Results Scrutiny Panel once every Three years under normal circumstances and, if deemed fit, he/she may reconstitute the Results Scrutiny Panel before the expiry of its term.