

**MAR ATHANASIUS COLLEGE
(AUTONOMOUS)
KOTHAMANGALAM COLLEGE P. O KOTHAMANGALAM
KERALA 686666**



EXAMINATION MANUAL

AMENDMENT – 1

2024

16TH ACADEMIC COUNCIL DATED 03-12-2024

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Preface

The Examination Manual serves as a vital framework for ensuring the integrity, efficiency, and fairness of the assessment process at Mar Athanasius College, Kothamangalam. Recognizing the dynamic nature of education and the changing needs of students, faculty, and stakeholders, this manual has been revised and updated to incorporate contemporary practices, reflect the recommendations of the Academic and Governing Councils, and align with the institution's goals.

The revised manual encompasses various aspects of examination management, including the conduct of examinations, evaluation, result preparation, and tabulation, to streamline and enhance the overall process. It is thoughtfully organized to offer clear guidance on the roles and responsibilities of students, faculty, and administrative staff. We extend our heartfelt gratitude to the Examination Committee, Examination Cell, Academic Committee, and external experts for their invaluable contributions in shaping this document.

As we implement this revised examination framework, we are confident that it will not only support the academic ambitions of our students but also uphold the institution's legacy of academic excellence.

Introduction

Mar Athanasius College (Autonomous) is a religious minority institution managed by the Mar Athanasius College Association, a charitable society registered under the Cochin Registration of Literary, Scientific, and Charitable Societies Act II of 1088. Established in 1955 with intermediate classes comprising just 127 students and 16 teachers, the college has been a pillar of quality higher education for over seven decades.

Undergraduate Programmes were introduced in 1957-58, followed by postgraduate Programmes in 1965-66. The institution currently offers 15 undergraduate Programmes (including two B. Voc. courses), one integrated M.Sc. programme, 17 postgraduate Programmes, and houses five research centres. In 2016, the University Grants Commission (UGC) granted the college autonomy.

Mar Athanasius College has consistently demonstrated excellence in academic and institutional standards. It was the first college in Kerala to be accredited with an 'A Grade' by the National Assessment and Accreditation Council (NAAC) in 2002 (Institutional score: 85). It later achieved reaccreditation with 'A Grade' (GPA: 3.22) in 2010 and 'A+ Grade' (GPA: 3.52) in 2017. The college has also been recognized nationally, ranking 74th, 87th, 56th, and 86th in the National Institutional Ranking Framework (NIRF) for colleges in 2024, 2023, 2022, and 2021 respectively.

From 2009 to 2019, the UGC designated the college as a College with Potential for Excellence (CPE). In 2018, it was one of only 17 institutions in India to receive a grant of ₹5 crores under the Rashtriya Uchchatar Shiksha Abhiyan (RUSA) scheme. The Department of Science and Technology (DST) selected the college under the FIST programme in 2011, and the Department of Biotechnology (DBT) included it in the STAR College Scheme in 2019. Additionally, it was chosen for the UGC's Paramarsh Scheme in 2019.

In recognition of its dedication to sustainability and excellence, the college was honoured with the 'One District One Green Champion Award' by the Mahatma Gandhi National Council of Rural Education (MGNCRE) in 2021 and International Green College Award in 2024. It is also a recognized centre for athletics by the Sports Authority of India (SAI) and Khelo India. Demonstrating exceptional performance in sports, the college won the Best Sports Performance Trophy from *Malayala Manorama Daily* for the academic years 2019-20 and 2021-22.

Mar Athanasius College remains dedicated to academic and co-curricular excellence, consistently upholding high standards while striving to enhance the quality of education it offers.

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CHAPTER 1
EXAMINATIONS – THE ADMINISTRATIVE STRUCTURE OF
EXAMINATION SECTION

*(IMPORTANT PROVISIONS FROM M.G UNIVERSITY ACT- 1985,
THE STATUTES, ORDINANCES AND REGULATIONS)*

1.1 Powers of the Governing Body

The Governing Body of the College is the executive body of the College. It shall have the power to frame guidelines or issue directions or instructions for the efficient conduct of the examinations and to keep up the integrity of the examinations. The Governing body's powers include: -

01. Conduct end semester examinations for each programme and publish the results.
02. Recommend and forward the results of examinations, to the University for the award of degree, diploma as the case may be.
03. Approve the issue of mark lists/grade sheets of the students

1.2 Powers of the Academic Council

The Academic Council of the College shall be the principal academic body of the Autonomous College subject to the provisions of the Third Amendment in the Mahatma Gandhi University Act, 1985, the statutes, ordinance and regulations made there under. It shall co-ordinate and exercise general supervision of the academic programmes and policies of the College. It shall also be responsible for the maintenance of standards of instruction, research, education and examinations within the College, and shall exercise such powers and perform such other duties as may be conferred on it by the rules and regulations in accordance with the directions of the Governing Body.

The Academic Council shall have the following powers, duties and functions related to the conduct of the examination: -

01. To advise the Governing Body on its suggestions with respect to academic affairs.
02. To make regulations for the conduct of examinations.

1.3 Functions of the Boards of Studies

01. To suggest methodologies for innovative evaluation techniques
02. To suggest a panel of subject experts to appoint question paper setters and examiners.

1.4 Powers of the College Principal

The College Principal shall be the Chief Academic and Executive Officer of the Autonomous College. The Principal shall be the Chairperson of the Academic Council.

01. He/she shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be entrusted to the Controller of Examinations appointed by the Principal from among the permanent faculty members on the basis of potential of the person in accordance with the guidelines of the University Grants Commission and the Kerala State Government.
02. It shall be the duty of the Principal to ensure that the provisions of the Acts, the statutes, ordinances and regulations as and when issued by the Government of Kerala are observed, and he/she shall have all powers necessary for this purpose.
03. The Principal shall have the right to visit and inspect the examination section at any time.
04. He / she shall have the responsibility and power to provide enough man power for the timely completion of work related to the conduct of examinations and publication of results.
05. The Principal shall have the power to convene meetings of the Academic Council, Boards of Studies and examination committee or any other authority of the College to discuss matters related to the conduct of examinations and publication of results.
06. The Principal shall be the chief superintendent of examinations in the college.

1.5 Examination Committee

The Examination Committee headed by the Chief Controller of Examinations (Principal) shall formulate the policies of the Examination and Evaluation and act as an Advisory Body on the matters relating to the conduct of Examinations.

CHAPTER 2

EXAMINATION SYSTEM AND EXAMINATION CELL

The examination system given below will be applicable to all programmes of Mar Athanasius College (Autonomous), Kothamangalam, from the academic year 2024 -2025.

2.1 Examination System

Evaluation of all courses (Papers), theory / practical and project/dissertation shall be done in two parts, namely by Continuous Internal Assessment (**CIA**) and by the End Semester Examination (**ESE**). 25% of the total marks will be set apart for the first component and 75% for the second component for PG. For UG, it is 20 % and 80 % respectively (20:80) for all courses except for Four Year Under Graduate Programme (FYUGP). For FYUGP, regulations implemented by the parent university from time to time will be followed.

However, this proportion may be reviewed by the Academic Council where circumstances demand. The continuous internal assessment shall be done by the course teachers based on the guidelines set by the Academic Council.

At least one In Semester examination and one End Semester Examination shall be conducted. In order to ensure that the students achieve the prescribed learning outcomes, various mechanisms of internal evaluation such as group discussion, paper reading, home assignments, viva voce etc. shall be adopted.

The Aggregate Minimum for a pass in each course will be as per the respective Regulations for each Programme.

2.2 Grievance Appeal Committee

There will be provisions for grievance redressal for CIA at three levels: -

01. At the level of the course teacher concerned.
02. At the level of a departmental committee consisting of the Head of the Department, a co-ordinator of internal assessment for each programme – nominated by the HoD and the course teacher concerned.
03. At the level of the College, a Committee consisting of the Principal, Controller of Examinations, Nodal Officer (for FYUGP), Academic Dean, Head of the concerned Department and one member of the College Council nominated by the Principal.

The grievances regarding CIA shall be filed at the first and second levels within two working days of the publication of the consolidated results of concerned examination and the decision shall be taken within the next two working days. The third level complaints shall be made within five working days after the publication of the consolidated results and the decision shall be taken within the next five working days.

The ESE shall be conducted for theory / practical papers (courses) as per the requirement of the programme. Evaluation of project / dissertation and *viva voce* examination also

shall be conducted if the same are included in the syllabi. The guidelines set by the Academic Council shall be followed for the conduct and evaluation of such examinations.

2.3 Examination Cell

In accordance with the guidelines of the University Grants Commission to autonomous colleges, there will be an Examination Cell headed by the Controller of Examinations (CE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controller /Joint Controllers nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the College. There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the examination cell. Examination cell will have appropriate infrastructure for generating question papers and other relevant confidential materials.

All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honoraria shall be fixed for time to time by the Governing Body.

Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent university for similar work.

2. 3.1 Brief Details of the Exam Cell, its Powers and Duties

A. Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic/examination calendar and the results are published on time. The responsibilities of the Controller of Examinations shall include: -

01. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.

02. Direct superintending control over the examination cell including examination sections, examination confidential wing, examination stores, examination computer section and records.
03. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the College.
04. Making necessary arrangements for the safe custody of the office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.
05. He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
06. He/she shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
07. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
08. Taking quick decisions as circumstances warrant with or without taking advice from examination cell.
09. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

B. Deputy Controller of Examinations

The deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal.

His / her duties shall include: –

01. Membership in Examination Committee
02. Supervise the office staff of CE's office and manage the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.
03. Preparation of examination schedules and examination calendar, in consultation with the Examination Committee.
04. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
05. Preparation and printing of answer booklets for various examinations
06. Make sure that the question papers are ready before the examinations are scheduled.
07. Helping CE in all his activities (finding question paper setters, examiners, actual organization and implementation of examination system)

08. Make sure that the forms relating to examinations are ready in time (applications, hall tickets, challans etc.)
09. Make sure that the list of remuneration chart and ready reckoner for all examination-related activities are prepared in advance.
10. All other tasks required for the conduct of the evaluation process.

C. Joint Controllers

To assist Controller of Examination for all activities and perform the duties assigned by the CE

D. Examination Assistants

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for: -

1. Providing assistance for the preparation and printing of answer booklets for various examinations.
2. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and mark list in consultation with the deputy Controller of Examinations.
3. Maintaining registers for inward and outward communications.
4. In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.
5. Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.
6. Processing of applications for registration to examinations and preparation of nominal rolls.
7. Preparing and dispatching of hall tickets.
8. Ensuring that the question paper packets are ready for examinations.
9. Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters, invigilators, C.V. camp, revaluation, recounting, supplementary examinations etc.) in consultation with the Deputy Controller of Examinations.
10. Making arrangements for Board meetings of examiners as and when required and ensuring that the minutes are recorded.
11. Preparing tabulation registers, mark lists etc.
12. Assisting the senior officers in the transit of files, communications and stationery.

13. Making sure that the examination office, computer desks and typing pool are neat and clean.
14. Keeping examination related records safe and maintaining their confidentiality.
15. They shall discharge duties entrusted to them by superior officers from time to time. They shall also ensure that unauthorized persons do not enter the examination section.

CHAPTER 3

PREPARATION FOR THE EXAMINATIONS

3.1 Constitution of Various Boards

The following Boards shall be constituted by the Controller of Examination (CE) with the approval of the Principal to facilitate the smooth conduct of examinations.

01. Question Paper Setting / Generation
02. Scrutiny Board
03. Board of Examiners
04. Viva Voce Board, if necessary
05. Pass Board

3.2 Question Paper Setting/ Generation

A Question Bank for each Course shall be prepared by the Internal BoS members. It shall be ensured that the Question Bank contains altogether not less than 10 times of the Questions in the Question paper and duly vetted by the External Subject Expert. Question Paper blue print shall be decided by the respective BoS. The vetted Question Bank along with a model question paper generated from the Question Bank shall be approved by the respective BoS. The CE's office shall generate question papers in the prescribed format with the help of a software for the Examinations from the Question Bank.

The CE shall select the Question paper setters if required, for each Course from the panel suggested by the Chairman of BOS. There shall be separate Boards of Question paper setters for PG and UG programmes. The duties of the Board of Question paper setters shall be to set the question papers for the course. They must ensure that the Questions are of prescribed standards and the scope of the Questions is within the prescribed Syllabus.

The following guidelines shall be followed in the constitution of Board of question paper setters if question papers are set by outside question paper setters: -

01. There shall be separate panel of question paper setters for each course of various programmes.
02. The panels of question paper setters are to be prepared by the Chairman, Board of Studies (BoS) of the concerned programme.

03. The panel prepared by the Chairman and BoS of the concerned programme shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS or the department. He/she shall handover the panel to the CE personally in a sealed envelope in the personal name and address of the controller and marked “confidential”.
04. There shall be a minimum of five members in the panel of question setters for each course and the tenure of the panel shall be for one year.
05. The CE shall select the required number of persons from the panel for consideration for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CE from the panel is addressed and his/her consent is obtained. When adequate number of persons is available for a subject, a formal order of appointment is issued to them by the CE and is noted in the inward register.
06. The appointment of Question Paper Setters shall be made by the CE in the first month of each semester.
07. Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years.
08. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
09. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.

3.2.1 Qualifications of Question Paper Setters

01. A person engaged in teaching work in Mar Athanasius College (Autonomous), Kothamangalam is not eligible for appointment as question papers setter in any of the programmes. However, in preparing questions for the question bank and for the UG (Honours) programme, internal question setters may also be appointed.

02. A person engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute or College affiliated to Universities shall be appointed to set question papers.
03. The CE shall be competent to approve appointment as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

3.2.2 Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

01. All Question Paper Setters are required to keep their appointments strictly confidential.
02. Question papers can be sent to the CE preferably by Password Protected Email or in Storage Devices. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the Paper Setters' own handwriting and shall contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see those words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
03. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. A proforma shall be forwarded from the CE's office. In the case of question papers which are common to two or three examinations, mention shall be made of the fact in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub-divisions of questions shall also be indicated.

04. All the question papers shall be complete in respect of headings and directions to Candidates, if any, and in form ready for transmission to press.
05. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated. For example, if the total no. of pages is 3, .1/3, 2/3, etc where 1, 2 etc. refers to the numbers of pages.
06. Any “special direction to Candidates” and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
07. No question shall be set calling for a declaration of religious or political belief or gender on part of the Candidate.
08. Questions must be set with relation to the prescribed course of study and the books recommended by the BoS of the College and must conform to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of textbooks or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CE. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the CE.
09. Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague, or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole course of study and the books prescribed.
10. The papers shall be such that a Candidate of decided ability well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time and secure full marks.
11. Special attention of Question Paper Setters is drawn to the instruction that question papers shall be set to allow optional questions to be selected by the Candidates as per the respective regulations and syllabi. More questions shall be set than the Candidates are required to answer so as to permit choice of questions.

12. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the Candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the CE separately.
13. The question papers of the previous year (in the case of examinations conducted during the previous year) shall be supplied to the question Paper Setters. Comments, if any, made on such papers will also be sent with the papers for information and guidance.
14. Questions shall not be a mere reproduction from standard textbooks or other question papers set for earlier examinations in this or in other Universities.
15. No Paper Setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any Candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts the appointment.
16. Question Paper Setters after finishing the work of setting question papers shall send to the CE the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the examination.

3.2.3 Appointment of Question Paper Setters and their Duties

Appointment of Question Paper Setters is considered as the most important responsibility of the College, so also its confidentiality.

01. The Controller of Examinations appoint question paper setters from the panel of question paper setters submitted by board of studies and select one chairman among them
02. The Chairman shall distribute the work among the setters according to their preference. No member shall ordinarily be assigned for more than three question papers at a time.
03. It shall be the duty of the Chairman of the Board of question paper setters, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of the works related to that Board. He is also responsible to give such information, assistance and advice to Question Paper Setters as may be necessary for determining the precise character of question papers required in each subject.

04. Members of the Board of question paper setters shall be responsible for setting the question papers for the subjects allotted to them by the CE
05. A meeting of the Board of Question Paper Setters may be held for clearing any doubts or clarifications. Travelling and halting allowances will be paid to the external members of the Boards of Question Paper Setters for attending meetings of the Boards convened for passing question papers as per TA/DA rules of Mar Athanasius College (Autonomous), Kothamangalam. No Allowances will be paid for more than one such meeting.
07. The paper setters are required to set 2 sets of question papers for each course, one for use in the ensuing examination and one for the next session (if applicable). The following materials are to be sent along with the request.
 - a. Copy of the guidelines for question paper setters
 - b. Syllabus of the concerned course /courses
 - c. Model question papers
 - d. Text Books prescribed, if language papers are to be set
 - e. Facing sheet and additional sheets for writing questions
 - f. Bill forms for remuneration and TA/DA as applicable
 - g. Covers required for sending question papers
 - h. Any other items to suit particular requirements, if necessary
08. The Question paper setters shall send the question papers to the CE before the last date intimated.
09. The CE shall, if required, request Question Paper Setters or Chairman to correct proofs of papers set by the Boards, in which case, they shall return the corrected proofs and the original manuscripts promptly in sealed covers in accordance with the instructions issued in this regard.
10. The proceedings of the Boards of Question Paper Setters shall be treated as strictly confidential.
11. Copies of the communications from the examination cell, registers and files for monitoring the schedule of meetings of the various Boards of question paper setters, minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.

3.3 Scrutiny Board

The questions / question papers received from the setters shall be scrutinized in the office of the Controller of Examinations confidentially.

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

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

The chairman shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

After scrutiny, the Chairman shall hand over personally all the question papers in a subject after affixing the seal, to the CE in a sealed envelope supplied by the College for this purpose.

The details of the questions / question papers received by the CE shall be entered in a register and will be sent to the Question Bank for printing as the case may be. The bills for remuneration and TA/DA received from the setters will be transferred to the section dealing with the appointment of paper setters for arranging payment.

3.4 Board of Examiners

3.4.1 Constitution of Board of Examiners

The categories of examiners and their duties shall be decided by the Academic Council, from time to time. The panel of examiners, both internal and external as per requirement for each course shall be prepared by the BoS and shall be forwarded to the CE in the prescribed format. It shall consist of names of not less than 20% in excess of the probable numbers required for each subject for a period of three years.

The CE is competent to constitute Committees of Board consisting of the Chairman and Chief Examiners in the same or different subjects, which form part of the Examination for the purpose of consolidating the marks, obtained by Candidates in different parts of the Examination.

3.4.2 Term of Appointment of Examiners

Examiners shall be appointed for odd or even semesters and shall be eligible for reappointment. This may be waived in special cases by the Academic Council, provided that the number of new examiners appointed in any semester who have not previously been examiners shall not exceed one half of the total number appointed to a Board .

3.4.3 General Conditions for Appointment of Examiners

01. Usually, a person with a minimum teaching experience of five years in a College or University Department is eligible for the appointment as examiner. However, this may be waived by the Academic Council in special cases.

02. For selecting new examiners, the first preference shall be given to those who have had five years or more of teaching experience and who have not been appointed so far.

3.4.4 Duties of the Board of Examiners

01. The appointment of examiners for each semester shall be made and confirmed before 30 days of the commencement of the examination for both theory and practical.
02. Only persons having the prescribed qualifications and at least five years of teaching/research experience at the appropriate level shall be included in the panel.
03. The Academic Council shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence, or disobedience, the CE shall report the names of such persons to the Academic Council who may disqualify such persons from being examiner/ paper setter in the future.
04. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
05. The CE shall constitute a Board of Examiners, for each subject for odd and even semesters. All examiners appointed to value the answer books relating to the examinations coming under the Board will be members of the Board. Every Board constituted, as above shall have a Chairman who will be appointed by the CE. All examiners shall be required to attend meetings, if any, convened by the College. In case, a member does not turn up for the meeting(s) without sufficient reasons, the CE may remove him/her from the panel of examiners.
06. It shall be the duty of the Chairman, Board of Examiners, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of work relating to that Board.
07. The Chairman, Board of Examiners, in case of need, can review the scripts valued by the examiners and suggest ways and means to achieve objectivity in valuation. The Chairman will also scrutinize the work done by the examiners and forward to the CE all necessary documents such as valued answer papers, mark books, remuneration bills of members countersigned by him etc., as the case may be on or before the dates specified by the College. If the number of Chief examiners is less than three, the senior most Chief examiner shall officiate as the Chairman. There shall be a Chief examiner for a group of 1-5 examiners.

3.4.5 Appointment of Examiners

Appointment of examiners shall be decided by the rules and regulations framed for the purpose by the Academic Council. The appointment of examiners shall be made by the CE from the panel of examiners recommended by the Academic Council

1. Each Board, together for theory and practical examinations, will have a Chairman from among the Board of Examiners. The appointment of Chairman need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners. Separate Boards may be constituted for Undergraduate and Postgraduate examinations. The Board of Examiners for Postgraduate examinations shall be teachers who are experienced in teaching the subject at postgraduate level.
2. The appointment of the Chairman and members of the Board of Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly, all communications from the examiners shall be addressed to the Controller of Examinations in his/her personal name in covers marked "Examination Confidential". The appointment as Chairman shall first be communicated to obtain his/her consent to act as Chairman of the Board so that the name of the Chairman can be communicated to all examiners.
3. The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers and conduct of practical examinations. A Copy of the "Instruction to the Examiners" shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form.
4. The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forth with be asked to furnish their explanation in writing for doing so and the matter may be reported to the Governing Body for appropriate action.

3.4.6 Allotment of Work.

1. The Chairman of the Board of Examiners shall be provided with the approximate number of Candidates appearing in the examination for distribution of the valuation work according to the norms fixed by the Academic Council. The statement of distribution of work received from the Chairman shall be handed over to the CE's office for necessary action. Arrangements shall also be made to appoint substitutes in place of examiners who fail to appear for examination duty without notice.
2. The rate of remuneration for Question paper setting/ Valuation (End Semester Examinations) for the External Examiners shall be applicable for the Internal Examiners (Self Financing) also.

3.4.7 Memorandum of Instructions to Examiners

The examiners shall comply with the following instructions.

01. All routine correspondence relating to examinations shall be addressed to the CE, Mar Athanasius College (autonomous), Kothamangalam -686666 by designation and not by name. In all correspondence, by letter or by e-mail, full details of the examiner ship shall be given below the examiner's name to enable easy identification of the examiner and also for prompt action to be taken. Urgent matters, if any, may be communicated over the mobile or telephone as shown in the communication.
02.
 - a. Examiners are appointed by the Autonomous College for valuing answer books and/or for conducting Viva-voce and/or practical examinations at the College held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
 - b. Examiners who having accepted the appointment and declined the work later without assigning reasons acceptable to the Autonomous College and thus cause inconvenience to the College and dislocation of the time schedule, are liable to be removed from the panel for a period of two years.
03. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
04.
 - a. The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examiner ship in the autonomous college.
 - b. In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CE giving the name and register number of the Candidate.
 - c. All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued.
05.
 - a. Every examiner engaged in the valuation of answer books shall furnish in the prescribed form sent to him/her together with the answer books, the correct number of answer books received for valuation and return it to the CE after all the answer books allotted to him for valuation have been received by the examiner. One copy of this shall also be sent to the Chairman.

- b. He is responsible for the answer books sent to him/her. He/she should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the CE immediately.
06.
 - a. All examiners in a subject should do their best to secure uniformity of marking/grading. Answers to questions and subdivisions of questions should be separately marked against them and the marks/grades awarded to each question shall be shown on the cover page of the answer book only.
If the answer books have been revalued by the Chief Examiner, the revalued marks/grades whether there is any difference from the original marks or not shall be shown in red ink and be signed in full.
 - b. Answers must be checked a second time to verify that no answer to a question or a sub division has been left out in the evaluation.
 - c. If there are grave defects in the valuation, totaling of marks/grades or entering of the marks, or inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may have been taken against him/her, the examiners who default by entering wrong grades/marks, by giving wrong totals and by not valuing answers to questions shall be removed from the panel for a period to be decided by the Autonomous College.
 - d. All valued Answer Books shall be handed over by the Examiners to the CE. The Answer Books should be kept in the safe custody of the office of the CE for a period of two years after the conduct of the Examination and can be disposed of thereafter.
 - e. After the publication of results, photocopy of the answer books shall be supplied to the Candidate on request with stipulated fee fixed by the College from time to time.
 - f. Scrutiny of the Answer Script/ Re-Totalling can be done on request by the Candidate, within 10 days after the publication of the result by paying the stipulated fee.
07. The scheme of valuation along with answers shall be provided by the Chairman of Examination Board for facilitating the evaluation process.
08.
 - a. Practical Examinations will be held at the College fixed from time to time. The work at practical examinations will be prescribed by the Chairman of the Board of Examiners. Science subjects shall have the same Board for the evaluation of theory and practical examinations.
 - b. The mark list of the Practical Examinations shall be handed over to the CE immediately after all the Practical Examinations are over.

- c. In the case of Answer Books of Practical, there shall be provision for Scrutiny, but not for Revaluation.
 - d. Practical Answer Books should be kept in the respective Departments under the custody of the Chairman for two years, after which they can be disposed of.
- 09 a. Marks/grades should be carefully entered in the mark lists supplied by the CE in the serial order of the register numbers of the Candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark books. In no case, should a Candidate be given more marks/grade than the maximum.
- b. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark/grade books as far as possible. If correction becomes necessary, it must be attested with full signature.
 - c. Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks. In the case of grades, grade point shall be clearly written in the space provided for the same in the grade sheet.
 - d. Every examiner should prepare the mark/grade books and the duly signed mark cum grade card and submit to the office of the CE.
 - e. Chairman are requested to see that all the columns on the face sheet of each mark book are filled in, before it is submitted to the office of the CE. The names of examiners and Chairmen should be written below the signature.
10. It shall be the duty of the Chairman to scrutinize and pass the marks/grades awarded by the examiners to each Candidate in each course or portion of a course valued by them and to forward the mark/grade books to the CE on or before the date fixed, together with a statement containing any remarks or suggestions, which he/she may consider deserving of attention.
11. a. A Board of Examiners may award moderation of marks/grade only for the following reasons: (1) unusual difficulties in the question paper and/or (2) deviation of the question paper setter from the prescribed syllabus or standard.
- b. The arbitrary award of additional or grace marks/moderation is strictly forbidden. Such marks must not be given for the purpose of benefiting a particular Candidate or class of Candidates or merely with a view to raising the percentage of passes in any subject/s.
12. a. Travelling Allowance as per rules will be allowed for external examiners for attending examinations and meetings of Boards of Examiners.

b. Travelling and halting allowance will be paid only after receiving the T.A. bills and admitting claims. No advance of T.A. will be paid. Examiners are required to submit their T.A. bills in time to enable the College to settle the claim expeditiously.

13. Chairman of Boards of Examiners will collect remuneration and T.A. bills of the examiners as soon as the examinations are over and forward them to the CE within a week after the completion of the duties. Bills received late are liable to be rejected.
14. Examiners who have sufficient reason to suspect malpractice on the part of any Candidate or Candidates should forthwith make all possible preliminary investigation and communicate with the CE immediately through the Chairman forwarding all material evidence available. The nature and possibly the punishments inflicted for will depend largely upon the evidences furnished.
15. Attempts made by Candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the CE.

3.4.8 Instructions to Chairman and Chief Examiners

01. Subject to such directions as may be issued from time to time, by the Controller of Examinations, the Chairman and the Members of the Board of Examiners in any subject or group of subjects shall be responsible for the proper valuation of the answer-books of Candidates. For this, it shall be the duty of the Board of Examiners subject to the rules contained in these instructions, to make such arrangements as may appear necessary for the efficient conduct of the examination and evaluation for which it is responsible, e.g. to devise methods to ensure the uniformity of standard in the valuation of answer-books, to provide for the issue of instructions to Additional Examiners and for the supervision and control of their work, for the distribution of marks between different parts or subjects treated in a paper, to fix dates for the submission of marks-books by examiners to the Chairman and by Additional Examiners to the Chief Examiner as per schedule fixed by the College. It shall be permissible for a Board of Examiners to delegate to the Chairman or a Committee or an individual member of the Board, any part of the work of the Board which may be more conveniently and efficiently performed by such agency than by the Board as a whole.

02. It shall be the duty of the Chairmen of Boards of Examiners to arrange for the division among the examiners of the work of valuing answer books of Candidates and also of conducting the oral and practical examinations. The detailed statements including the names of all additional examiners for each paper should be submitted by the Chairmen as soon as the distribution has been made. Such distribution of work among the Chief Examiners and Additional Examiners shall be made with a view to allot, as far as possible, equal number of papers and remuneration among them so as to avoid the payment of unnecessary travelling allowance.
03. The dates for receipt of mark lists or tabulated results sheets from the Chairmen of Boards will be fixed by the CoE and intimated to them. The Chairmen, in their turn, will fix suitable dates for the receipt of mark lists from Chief/Additional examiners with due regard to the dates fixed by the CoE and inform the examiners under them, of these dates. Chief Examiners and Additional Examiners shall adhere to the schedule of dates fixed by the Chairmen and co-operate with the College in publishing the results of the examinations in time on the dates fixed by the College. For examinations where Chief Examiners are not separately appointed, the Chairman of the concerned examination shall attend to all the items of work detailed above as to be done by the Chief Examiner.
- 04.a. Normally meetings of all examiners will not be held to discuss question papers and to issue instructions regarding valuation of answer-books. Chief Examiners shall give definite instructions to the additional examiners regarding the type of answers that might be expected from a well-prepared student. It may be noted that even in Arts subjects, unless detailed schemes of valuation are given in writing, it will be difficult, if not impossible, to arrange for valuation being done on a rational basis. However, additional examiners are required as a condition of their appointment to attend the meetings, if any; convened for issuing instructions to them. Failure by an additional examiner, to attend such meetings may result in his/her substitution by another additional examiner.
- b. CE shall maintain minutes of the meeting held by the Boards, recording the names of the members present and the resolutions passed.
05. Each Chairman/Chief Examiner shall be responsible for the maintenance of quality/standard in his/her subject. He/she shall issue written instructions to his/her additional examiners regarding valuation of answer papers immediately after the meeting of the Board of Examiners/Chief Examiners convened to prepare the scheme of valuation of answer papers.

06. The Chairman/Chief Examiner shall direct each Additional Examiner to value forthwith specified numbers of Answer Books and on completion of such preliminary valuation, the valued answer books shall be handed over to the Chief examiner for scrutiny. The Chairman shall then give such further instructions to them for standardizing the evaluation.
07. It is the further duty of each Chief Examiner to select and revalue not fewer than 20% of answer books valued by each of his/her additional examiners selected at random and to satisfy himself that proper standard of valuation has been maintained throughout, before submitting the result of the whole valuation to the Chairman of the Board. In case of continued unsatisfactory valuation by an additional examiner, the Chief Examiner shall bring the facts immediately to the notice of the Chairman of the Board. The Chairman after getting prior approval from the CE shall recall the answer- books and arrange for their revaluation by the same or by a different examiner. The matter shall be reported to the Principal for further action.
08. In the revaluation of the Chief Examiner, if 50% of revalued papers show a variation of 10% of marks, the entire bundle of answer scripts shall be revalued.
09. The Chief Examiners for all examinations must collect all the mark/grade books of their assistants and sent/handed over them to the Chairman. In the case of subjects for which there is no Chief Examiner, the Chairman of Boards concerned will collect the mark/ grade-sheets. Each mark-sheet should bear the name and counter signature of the Chief Examiner and of the Chairman concerned.
10. The tabulation work shall be done in the office of the CoE. Chairman of the Board of Examiners shall collect the grade/mark sheets from the Chief examiners and hand over them to the office of the CE.
11. It shall be the duty of the Chief Examiner to scrutinize all valued answer books under his/her charge, and in particular, should personally verify in the case of each answer book valued whether;
 - a. All questions and sub-divisions of questions have been marked/graded without omission by the additional examiner;
 - b. The totaling of the marks/grades is correct and no arithmetical error has crept in.
 - c. The total marks/grades carried over to the mark/grade sheet with reference to each register number on the answer book are correct;
 - d. The additional examiner has written his/her name and put his/her full signature on the cover of the mark book and on each sheet of the mark sheet on which there are entries.

12. The Chief Examiner is authorized to make whatever correction is found necessary in any answer book or mark sheet in respect of items (a) to (d) of clause (12) above. If the additional examiner has failed to put his/her signature on the mark sheet on which there are entries, the Chief Examiner, after scrutiny of the entries, shall affix his/her own signature each on these sheets.

3.5 Viva Voce Board

It shall be competent for the BoS and Academic Council to decide whether a particular programme needs viva-voce/oral examination. The CE shall refer to the minutes of the meetings of the Academic Council and BoS for this purpose. The Viva-voce Board shall be constituted as per the stipulated regulations.

3.6 Pass Board

When the tabulation of an examination is completed, the CE shall convene a meeting of the Pass Board constituted by the CE for each programme.

01. There shall be a separate Pass Board for every programme for UG and PG for a semester. The Board shall consist of the Chairman and one senior most examiner of the subject. The meeting of the Pass Board shall be held to finalize the results of PG and UG examinations.
02. The Chairman shall be given a consolidated statement of marks/ grades of all Candidates by the CE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration. It shall be competent for the Board to call for any answer book which they consider as demanding revaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes great disparity in the marks for the different papers of a Candidate.
03. It shall be competent for the Pass Board to decide on the moderation of marks or grade to normalize the results in comparison to the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council.
04. The minutes of the Board shall be put up for approval by the CE. The minutes shall be recorded and signed by the members present and the Chairman of the Board in the minutes book available with the office of the CE. The minutes of the meetings of the Pass Boards shall contain the following details:
 - a. Time, day, date, venue and place of the meeting
 - b. Names and signatures of the members present
 - c. A brief statement regarding consideration and approval of the results

- d. The percentage or marks of moderation, if any, recommended by the Board
- e. Special conditions, if any, for the award of moderation, such as class moderation, moderation to attain a specified percentage of marks, in cases of marginal deficiencies, etc. should be unambiguously recorded
- f. Any other remarks relevant to the conduct and results of the examination
- g. The concluding time of the meeting
- h. Signature of the Chairman The minute's book shall be kept under safe custody of the CE.

05. The results shall be announced subject to the approval of the Governing Body.

CHAPTER 4

CONDUCT OF EXAMINATIONS - PART I

The Controller of Examinations shall prepare the Examination Calendar for every Academic Year/ Semester, well in advance, and shall publish the same in the College Website. The information regarding the same shall be communicated to the Heads / Director of all Departments. All Examinations of the year / Semester shall be conducted as per the Examination Calendar.

4.1 Issue of Time Table of the Examinations

The CE shall issue the time table of various examinations in every semester, one month before the commencement of the End Semester Examinations.

4.2 Registration for the Examinations

- a. All students admitted in a Programme (UG & PG) satisfying the eligibility criteria are eligible for the forthcoming Semester Examinations after the remittance of the prescribed fee.
- b. Online application for registration to the various End Semester Examinations shall be forwarded to the CE along with the fee in the prescribed format.
- c. The eligible Candidates who secure the prescribed minimum attendance of the total duration of the semester and possess other minimum qualifications prescribed in the regulations for each programme shall be issued the hall tickets.
- d. The mode of fee remittance shall be through the prescribed bank.

4.3 Scrutiny of Application

4.3.1 Verification of Application

The applications shall be verified for the following: -

a. Correctness of the Application

The columns and spaces must be correctly and legibly filled up. No space shall be kept unfilled.

b. Remittance of Prescribed Fee.

Applications not accompanied by the documents to prove remittance of fee shall not be entertained.

4.3.2 Preparation of Nominal Roll

A nominal roll showing the name of examination, month and year of examination, name and register number allotted shall be prepared for each examination. The names and register numbers shall be given under separate categories such as regular/

supplementary/old scheme etc. on the last page of the roll, details such as total number of Candidates registered, number of regular students, number of supplementary/improvement Candidates may be given for easy reference whenever required.

4.3.3 Generation of Hall Tickets

The Hall Tickets of the eligible Candidates shall be generated in the CE's office with name, Register number, and recent Photograph. The Hall Tickets shall contain the details of the Courses with Codes and Titles for the concerned Semesters.

4.4 Preparation of Answer Books

- a. The main answer books and additional answer books to be supplied in the examination shall be prepared well in advance with specific format and different serial codes / Bar Codes.
- b. Required number of blank answer books shall be handed over to the Chief Superintendent of the examinations.

4.5 Question Paper Bundles

The required question papers shall be packed in sealed covers with details regarding the name of the examination, the month and year of examination, name of the subject, the date and time of examination and number of copies of question papers enclosed. A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of the examination, subject/course code, number of question papers required and the number of question paper packets prepared. The statement and the entries on the question paper covers shall be compared and ensured that entries are correct.

01. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be dispatched as personal delivery to the Chief Superintendent of examinations.
02. The Chief Superintendent should verify that the seal and cover of the parcels are intact and descriptions on the cover of each sealed cover agree with those in the memorandum of content received.
03. Safe custody of the question paper packets and also the answer books supplied from the CE's office for the concerned semester examination will be the responsibility of the Chief Superintendent.

04. Question papers should invariably be kept under the personal custody of the Chief Superintendent in steel shelves that have duplicate keys and in which nothing else is kept.

4.6 Dispatch of Time Table, Nominal Roll and Instruction to Candidates

Time table, nominal roll and instruction to Candidates shall be sent to the Chief Superintendent of examinations at least two days before the commencement of the concerned examination.

4.7 Preparation of Tabulation Register

The tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with the examination committee of the College. Tabulation register is a permanent record. It shall contain the seal of the College, details of the examination taken by the Candidate and the marks awarded to the Candidate.

4.8 Cancellation of Hall Tickets

The Principal can cancel the hall ticket issued in the name of any Candidate for misconduct or if it is found out that he/she is ineligible to take the examination, after affording an opportunity to the Candidate to present his/her case.

CHAPTER 5

CONDUCT OF EXAMINATIONS – PART II

5.1 Methods of Examinations

- i. Unless otherwise provided for, Examinations shall be conducted as per the regulations of the concerned UG and PG programmes.
- ii. Candidates must answer Question Papers in English, except in the case of other Languages.

5.2 Prohibition of Religious Belief or Profession or Political Views

No question shall be put at any examination calling for a declaration of religious belief or profession or political views on the part of the Candidates and no answer given by any Candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

5.3 Appointment of Chief Superintendent, Additional Chief Superintendent etc.

The Principal shall be the Chief Superintendent of all examinations conducted in the College. However, Principal can hand over the charge to the senior most teacher in special situations. An Additional Chief Superintendent of Examinations (ACSE) and such other staff as required for the conduct of the examinations at the College shall be appointed by the Principal. Such persons shall be paid remuneration, as fixed by the Governing Body, from time to time.

5.4 Instructions to ACSE at the Examination Venue

The Additional Chief Superintendent is responsible for the efficient conduct of examinations at the venue. The ACSE shall be a Senior Teacher appointed by the Principal. The following guidelines may be followed for the smooth conduct of the examinations.

01. The ACSE shall ensure that (a) the list of Candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer books are received at the venue at least 5 days prior to the commencement of examinations.

02. He/ She should ensure that the question papers are received at least a day before the examination from the office of the CE.
03. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
04. The following arrangements are made for the conduct of the examination.
 - a. Seating arrangement for the Candidates (register number to be written on the desk at the right upper corner)
 - b. Examination room is clean, properly lighted and that no writing is there on the desks/walls or board.
 - c. Room/ hall wise seating plan for Candidates are displayed at a prominent place in the portico of the College.
 - d. Selection of appropriate number of invigilators from among the faculty members, well in advance as per norms, in this regard.
05. See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.
06. In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations telephonically. However, late commencement of examinations beyond 30 minutes is not permitted, at any circumstances.
07. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/additional Chief Superintendent appointed by the Principal. He/ She should ensure that the seal of the question paper cover is intact. They should sign in the space provided on the cover to ensure the same.
08. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
09. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such materials to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
10. Allow only hall-ticket, pen, pencil, eraser and ordinary calculator in the examination room. Hand bags should not be permitted inside the examination rooms.

11. Keep utmost vigil throughout the examination process. The Additional Chief Superintendent may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.
12. A candidate shall not be allowed to write the examinations, if he/ she does not have a valid hall-ticket. However, if a student reports that his/her hall-ticket is lost, the additional Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the College for issuing a duplicate hall-ticket. Or else, if there is a system of downloading duplicate hall-tickets from the College website, the additional Chief Superintendent may be permitted to issue a duplicate hall-ticket to the candidate, after charging the required fees. This can be allowed only if his/ her name is included in the nominal roll issued by the College.
13. All used answer books shall be packed within 30 minutes after the examination is over. The name of the subject and roll numbers of Candidates should be written on all packets using a sketch pen.
14. All packets should be sealed using the metal seal of the institution.
15. Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
16. The Chief Superintendent shall go through the 'Instructions for the invigilators' and give necessary directions as and when required.
17. In case of using answer papers of different series, the Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. He/she should take this decision one hour prior to the commencement of the examination.
18. The Chief Superintendent is responsible for keeping proper accounts for the stock and use of the main answer books and' additional sheets.
19. Additional sheets shall not be used for any purpose other than answering questions including doing calculations by the Candidates in the examination hall.
20. Blank main and additional book shall be kept in the safe custody of the Chief Superintendent.
21. The invigilators shall be provided with proforma of paper accounts along with the blank main and additional books and shall return them to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.
22. The blank main or additional book shall not be used for any other purpose.

23. **Consolidated Absentee Statement** - The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations without fail to the Controller of Examinations.
24. **Report Regarding Invigilation Works** - After the completion of the examination, the Chief Superintendent must give a schedule of work done by each invigilator stating the date and session and hall number he/she has invigilated.

5.5 Instructions to the Invigilators

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the Candidates high. A set of guidelines for the invigilators are given below.

01. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
02. Be present at the time of the opening of the question paper cover.
03. Collect the correct number of question booklets and answer books from the Chief Superintendent and ascertain that the question papers pertain to the examination scheduled for that day.
04. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Additional Chief Superintendent for necessary guidelines.
05. Help the Candidates to locate their seats. If any of the Candidates is in possession of mobiles phones, calculators, or digital diary or any other electronic equipment instruct him/her to keep them outside the examination hall.
06. Verify the identity of the Candidate through the photograph on the hall ticket and mark the attendance of the Candidates.
07. Distribute the answer book 5 minutes before the commencement of the examination (2 strokes) and direct them to fill in the roll number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details filled in / bar code affixed by the Candidate are correct.
08. Distribute the question paper at the three strokes of the bell and ask the Candidates to start writing.
09. Ten minutes before the closing of the examination, announce 'last ten minutes' and do not allow any Candidate to leave the room. After the prescribed duration of the examination ask the Candidates to stop writing and put their pens down.

10. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the Chief Superintendent. Invigilators shall leave the examination premises after reporting to the Additional Chief Superintendent.
11. No Candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no Candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
12. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Assistant Superintendent and the Candidate(s) may collect them back after the examination, if they so desire.
13. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination on subsequent days and the matter may be reported to the Controller of Examinations.
14. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.

Important Notes

01. Candidate will be allowed to write the examination only if they produce valid hall tickets.
02. Candidates shall be admitted to the examination room 15 minutes before the scheduled time.
03. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
04. See that strict silence is maintained in the examination hall. Talking amongst Candidates, borrowing of materials etc. should be strictly forbidden.
05. Do not give any clarifications to the students regarding mistakes in question paper, mode of answering etc. If any, ask the Candidates to give it in writing to the Chief Superintendent, who, in turn will forward the same to the CE.
06. Allow the use of logarithm tables, calculators etc. only if the use of these are permitted as per the instructions given in the question paper.
07. Do not allow mobile phones or any electronic equipment in the examination hall.
08. Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and prepare a report to the Chief Superintendent who, in turn will forward the same to the CE.
09. Do not allow any Candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
10. Do not allow refreshments for the Candidates in the examination hall.

11. Do not make any correction in the roll number written by a Candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.
12. Candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination.
13. No Candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out.
14. See that Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
15. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examinations on subsequent days and the matter may be reported to the Controller of Examinations.
16. Permit the Candidates to leave the examination hall only after handing over the answer book to the invigilator.

5.6 Instructions to Candidates

01. Every student shall register for the End Semester Examination of the relevant semester in which he/ she is studying to obtain promotion to the next semester.
02. Every student who is eligible to write the examination should submit his/her application through the Principal/HODs within two weeks after the commencement of classes or as stipulated by the College.
03. The Candidates should ensure that they receive their hall tickets at least two days before the examinations
04. The Candidates should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
05. The Candidates should enter the examination room at least 15 minutes before the commencement of the examination and shall not leave the room during the last ten minutes. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 30 minutes for Candidates to enter the examination hall. No Candidate shall be allowed to enter/leave the examination room 30 minutes after the commencement of examinations.
06. Candidates are permitted to use only blue or black ink pens for writing examinations.
07. No materials except, writing materials and hall ticket are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the invigilator.

08. Instances of malpractice such as copying using manuscripts, copying from other Candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc. are liable to be punished as per rules. (See Annexure 1)
09. The Candidates should write their roll numbers / stick the bar code, name of examination etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.
10. They should not write anything in the question paper other than their names and register numbers. Last page of the main answer booklet can be used for rough work.
11. Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
12. They should return all answer books and unused additional sheets before leaving the room. The Candidates are not permitted to leave the examinations room without the permission of the invigilator during the course of examination.
13. The Candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries what so ever, relating the question papers whether an explanation of the meaning or the correction of typographical errors. Candidates are not allowed to write anything except the register numbers and names on the question papers supplied to them.
14. Candidates shall take their places in the examination hall at least 15 minutes before the time fixed for giving 'out the question papers. Candidates presenting themselves more than half an hour after the commencement of the examination should not be admitted for the examination of that day.
15. The rule that Candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.
16. No Candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no Candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
17. Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Assistant Superintendent and the Candidate(s) may collect them back after the examination, if they so desire.

18. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take examinations on subsequent days and the matter may be reported to the Controller of Examinations.
19. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

5.7 Exclusion of Candidates on Account of Disease

Any Candidate shall be excluded by the Chief Superintendent from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Controller of Examinations.

5.8 Exclusion of Candidates for Misbehavior

Candidates taking an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a Candidate disobeying instructions of the Chief Superintendent/Additional Chief Superintendent/Invigilator or behaving insolently towards the Chief Superintendent/ Additional Chief superintendent / Invigilator, without prejudice to any other action that may be taken against him/her, the Candidate may be excluded from the day's examination and if he/she persists in his/her misbehavior he/she may be excluded from the rest of the examinations by the Chief Superintendent. In all such cases the matter shall be reported to the Governing Body or such committees constituted by the Governing Body which shall afford an opportunity to the Candidate for presenting his/her case. The decision taken by the Governing Body/ Committee shall be informed to the CE for taking necessary action.

5.9 Debarring Candidates and Quashing Results

Any time after the publication of results, if found that a Candidate was not eligible for taking the examination, as per the regulation/norms/orders issued by the College relating to the programme concerned or that he/she has secured admission to the programme or the examination, by producing false information in the application form or that he/she has used unfair means in an examination, the Governing Body shall have the power to quash the results of the examination taken by the Candidate, and cancel the registration and / or debar him/her from appearing for any examination of the College permanently or for a specified period considering the gravity of the offence committed by the Candidate, pending an enquiry into the same. In all such cases, before taking final decision by the Governing Body, the Candidate shall be given an opportunity to present his/her case.

5.10 Punishment for Malpractice

5.10 Punishment for Malpractice

A Candidate detected in malpractice shall be permitted to write the examination, if he / she wishes to do so. The answer book of Candidate seized by the invigilator should be packed separately along with his / her hall ticket, question paper, explanation from the Candidate, materials recovered from the Candidate and a Report from the concerned invigilator. If needed, the Candidate should be supplied with separate answer books to continue to write the examination. Such matters shall be intimated to ACSE.

Answer books of Candidates who are detected committing malpractice/malpractices should not be packed along with the answer books of other Candidates. The ACSE, after conducting a preliminary Enquiry may decide whether the case has to be referred to the Principal. If it is decided so, the ACSE will prepare a Report of the same and recommend the action to be taken against the Candidate. Answer books of such Candidates together with the necessary documents, Report of the Additional Chief Superintendent, and the relevant material recovered from the Candidates, should be handed over to the Principal of the college.

The Principal, immediately after receiving the report from ACSE, appoint the Chairman/senior teacher as the enquiry officer to conduct an enquiry. The Enquiry Officer shall submit the Report together with the records and necessary documents to a three-member Committee headed by the Principal, CE, and a member of the Governing Body by nomination. The punishment to be imposed on the Candidate applicable as per Annexure 1 shall be decided by the Committee. The decision taken by the Committee shall be communicated to the Candidate by the CE as early as possible. In case the student has any grievance against the punishment imposed by the Committee, he/she may approach the Governing Body through the Grievance Redressal Committee within 15 days from the date of receipt of the communication. The decision of the Governing Body shall be communicated to the student as early as possible through the Principal.

The Principal, CE or any person designated by the Principal for the purpose can file a complaint before the local police authorities regarding any type of criminal activities taking place in the campus during the examination.

5.11 Bundling of Written Answer Books

The Chief Superintendent and Additional Chief Superintendent shall make sure that the written answer papers are bundled properly immediately after the examination.

The bundles shall be delivered to the CE's office on the same day of examination.

The bundles should have the following details: -

01. Serial number
02. Title of the paper /subject/scheme/year of admission etc.
03. Date of examination
04. Number of Candidates registered
05. Number of answer books in the bundle
06. Initials of the Chief Superintendent / Additional Chief Superintendent

The details of the bundles received in the CE's office shall be noted in a register with the date of receipt.

CHAPTER 6

VALUATION OF ANSWER SCRIPTS

6.1 Valuation of Answer Scripts

The valuation of answer scripts of the theory examinations shall be either in centralized valuation camps or home valuation and there shall be single valuation or double valuation of all the answer scripts of UG and PG as decided by the Academic Council. Both valuations must be based on the scheme of valuation prepared by the question paper setter or by the Board of examiners of the concerned examination.

There will be only single valuation for UG examinations. For UG paper evaluation, the Chairman will be assisted by Chief examiners (External) and additional examiners to carryout valuation work. There shall be a Chief examiner for a group of 2-5 examiners.

- The Chief examiners are required to recheck the entire answer books and shall revalue at least 20% of answer books assigned to the examiners under him/her randomly.
- The additional examiners shall prepare and submit the properly prepared mark sheet counter signed by the Chief examiner and Chairman.
- CE shall appoint a Joint Controller as Camp Director for the smooth conduct of the Centralised Valuation Camps of various Courses.
-
- Camp Director will exercise overall control of the camp and shall be responsible for the proper conduct of the valuation.
- The Examination Cell shall maintain appropriate registers, records and accounts relating to the camp.

6.2 Double Valuation of Answer Scripts

- In the case of the answer books having double valuation, the entry of marks shall be done only on the facing sheet / separate sheet provided.
- For double evaluation, the first valuation shall be done by the internal examiner and the second valuation by the external examiner. The final mark is taken as the average of the above two marks. Any decimal in this case shall be rounded off to the next higher integer.
- If the variation in marks exceeds 15%, it shall be sent to a Senior Internal/External Examiner for a third Evaluation. In such cases the final mark will be calculated as the average of the nearest two Evaluations.
- In case the third evaluation score is equidistant between the first two evaluations, the third valuation mark will be retained as the final mark. There will be no further revaluation.

CHAPTER 7

TABULATION AND PUBLICATION OF RESULTS

7.1 Tabulation Register

The whole process of calculating the final marks shall be automated using a computer program. The programme-wise results will be made available to the Pass Board before publication. The Section in charge shall check all entries, grace marks if any are awarded and classification of results and put his signature on all pages of the Tabulation Register.

7.2 Preparation of Grade Card

Semester-wise grade cards shall be issued on completion of the semester.

7.3 Pass Board

The section dealing with the examination shall prepare statistics of the result with details such as:-

01. Name of examination with month and year.
02. Number of Candidates registered for the examination.
03. Number of Candidates appeared for the examination.
04. Number of Candidates who secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and the number of Candidates in each class.
05. Percentage of pass.

This statistic shall be furnished to the Pass Board for finalizing the results. The meeting of the Pass Board constituted by the CE for each examination shall check and ratify the results as such or with moderation, if any, as it may decide. The minutes of the Board shall be forwarded to the CE for approval. The CE shall issue orders to publish the results. The CE office should maintain a register regarding it.

7.4 Publication of Results

The final approved result of the concerned semester examination shall be published in the college website. A list of Candidates who have secured the first three positions in each programme shall be published. The students can download the semester score sheet from the website within the stipulated time.

7.5 Issue of Consolidated Statement of Marks

All Candidates who have appeared for an examination conducted by the College shall be issued a consolidated statement of marks/ grades irrespective of the result of the examination. The fee for the mark sheet shall be collected along with the examination fee.

7.6 Revaluation

There shall be provision for Revaluation on payment of fee for courses evaluated by a Single Valuation System. The application has to be submitted to the office of the Controller of

Examinations within ten days of the publication of the Semester results. A different Examiner shall value the course. If the marks scored in Revaluation exceed the Marks secured in the original Valuation by less than 5 % of the maximum Marks of the course, the original Marks secured by the Candidate will be retained. The fee shall be refunded if the mark difference is 15% or more.

In case of courses valued under the Double Valuation System, the Candidates can request for Challenge Valuation on payment of the stipulated fee. The fee shall be refunded if the difference in mark in the second Valuation done jointly by two external Examiners is more than 15 %. In such cases, the marks obtained in the challenge Valuation will be final.

7.7 Supplementary Examinations

Candidates shall write the supplementary examinations (Both ISA and ESA) conducted by the College along with regular examinations of the subsequent batch in odd and even semesters by paying the stipulated fee. Outgoing S5 UG students can appear for SAY Examination. For S6 UG, SAY Examination can be conducted as per the respective Regulation of the Programme, with the concurrence from the parent University. For Postgraduate students who fail to secure the minimum grade required for a pass in a course/courses can appear for supplementary Examination as per the respective Regulation.

7.8 Submission of summary of result to the University

At the end of the Programme, the Tabulation Register shall be submitted to the Mahatma Gandhi University. The Degree Certificates are issued by the Mahatma Gandhi University, Kottayam.

7.9 Provisional Certificate

Provisional Certificates will be issued to the students who have successfully completed the programme and who are eligible to receive a consolidated mark list. This will be issued by the CE after seeking concurrence from the affiliating University.

7.10 Special Examination

There will be provision for a special examination for students of the college who represent the college in University/State/National/International competitions in academic/sports/cultural/NCC/NSS and similar events during the examination dates and lost the chance to appear for the final examination. The students should take prior sanction from the head of the institution and should produce evidence of participation from the concerned authority after the event.

CHAPTER 8

MISCELLANEOUS

8.1 Condonation of Shortage of Attendance

Candidates can seek condonation of shortage of attendance only once in a four-semester programme and twice in six-semester/eight-semester/ten-semester programmes. Following are the rules regarding attendance requirements: -

01. Every Candidate is to secure a minimum of 75% attendance (73 % for female students) per semester/or course for registering for the ESE.
02. A Candidate having a shortage of maximum of 10% can apply for condonation of shortage in prescribed form on genuine grounds. Condonation of shortage of attendance if any should be obtained at least 7 days before the commencement of the concerned End Semester Examination.
03. It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course teacher and HoD.
04. Unless the shortage of attendance is condoned, a Candidate will not be eligible to apply for the examination.

8.2 Improvement Examinations

01. A Candidate can improve his/her marks once by appearing again for the examination with the subsequent batch with the remittance of the prescribed fee (For the first, second, third and fourth semesters for UG and the first and second semesters for PG). In such cases, the better of the two marks shall be considered.
02. The internal assessment marks shall be carried over to the improvement/supplementary examinations of the course.
03. There shall not be any provision for improving internal assessment marks.

8.3 Promotion to the Next Higher Semester

A Candidate shall be eligible for promotion from one semester to the next higher semester if:-

- a He/she must have secured a minimum 75 % attendance (73 % for female students) and registered for the End Semester Examination of the programme which he/she is studying.

8.3.1 Notional Registration

- a. Those students who possess the required minimum attendance and progress during a semester and could not register for the End semester examination are permitted to apply for Notional Registration as per Mahatma Gandhi University and State government rules, enabling them to get promoted to the next semester.

8.4 Certificates

01. Degree Certificates will be issued by the Mahatma Gandhi University, Kottayam as per the Act and Statutes of the University on the submission of the Consolidated Tabulation Register (CTR) of the Students by the College.
02. A consolidated mark/score card shall be issued to the Candidates after the publication of the results of the final semester examination taken by the Candidate.
03. A Course Completion Certificate shall be issued to students on request.

8.5 Register of Candidates

The CE's office maintains a Register of Candidates in respect of all examinations. The register shall contain the following details:

Register number, name of the Candidate, programme and year of admission, fee remitted, particulars of examination taken, and remarks.

8.6 Important Registers to be maintained in the CE's Office

01. Inward registers
02. Dispatch registers
03. All Registers related to the planning, question paper setting and conduct of examinations.
04. Registers relating to the valuation of answer scripts
05. Mark tabulation registers
06. Semester mark score sheets
07. Other registers specifically directed to be maintained in CE's office
08. Register of Candidates

8.7 Special Permission/Privileges for Divyangjan Students

The college follows the guidelines issued by Mahatma Gandhi University, Kottayam from time to time with regard to the privileges for Divyangjan Students.

8.8 Gracemark

The college follows the guidelines issued by Mahatma Gandhi University, Kottayam from time to time.

8.9 B Voc Courses

As per the regulations and recommendations of the Academic Council and Governing Body, the Chief Controller of Examinations can award the certificate, diploma, and advanced diploma to the students who wish to exit after the successful completion of first, second and fourth semester examinations of the B Voc programme respectively. After the successful completion of sixth semester Degree certificate will be issued by the Mahatma Gandhi University.

8.10 Integrated Programmes

The examination board and question paper setting and question bank will be as per chapter 3, clause 3.2 and 3.3 of the examination manual of Mar Athanasius College (Autonomous), Kothamangalam

For the first six semesters, evaluation will be done by additional examiners, Chief examiners (External) and Chairman of BoS. From seventh semester to tenth semester, double valuation system will be followed as per chapter 6, clause 6.2 of the examination manual of Mar Athanasius College (Autonomus), Kothamangalam

There is an interim exit (after completion of 6 semesters) or lateral entry (to seventh semester) facility as per the Mahatma Gandhi University, Kottayam / Mar Athanasius College, Kothamnagalam Regulation 2020. If the student completes up to semester 6 successfully, he/she will be awarded “First Degree Programme in the concerned subject” degree. On successful completion of whole programme, the student shall be awarded an “Integrated Name of the First Degree-Name of the Final Degree”.

8.11 FYUGP Programmes

8.11.1 Course Registration: The course registration of the FYUGP programmes will be as per the Regulations of Mahatma Gandhi University, Kottayam/Mar Athanasius College, Kothamangalam.

8.11.2 Continuous Comprehensive Assessment (CCA)

CCA shall consists of Formative Assessment (FA) and Summative Assessment (SA)

The proportion of marks to be given for Summative Assessment - 40 %, Teacher Specific Content - 20 % and Formative Assessment - 40 %.

8.11.3 End Semester Evaluation (ESE)

The internal/external Examination Board is responsible for setting of Question Papers for ESE. Evaluation will be as per chapter 6, clause 6.1 of the Examination Manual of Mar Athanasius College (Autonomous), Kothamangalam. In the Evaluation Method, Course Outcome (CO) has been incorporated.

8. 12 Annexure - 1.

Different Types of Malpractices and the Punishments for them are given below

Sl No.	Types of Malpractice	Punishm ent
01.	Within the Hall Introduction of any material relevant to the Examination wilfully with the intention of copying and possession of the same and/or resisting to hand over the material to the Invigilator on demand.	Debarring for one or two chances of the Examination.

02	Introduction of any material and copying from it or attaching the same, as part of the answer scripts.	Debarring for one to three chances of the Examination.
03	Copying from the neighbour's Answer Scripts, depending on the gravity and extent as reported by the Examiners.	Debarring for one to four chances of the Examination.
04	Copying from the neighbour's Answer Scripts and disobeying the Invigilator or resistance to instruction from Authority.	Debarring for one to six chances of the Examination.
05	Using filthy language in the answer scripts depending on the extent and gravity.	Debarring for one to three chances of the Examination.
06	Manhandling or threatening the Invigilator/Officers or any Authority of the College.	Debarring for one to six chances of the Examination.
07	Impersonation in the examination hall	Debarring for one to six chances of the Examination to Permanent debarring and Report to Police. Registration shall be suspended or cancelled.
08	Hampering the conduct of Examinations Disturbance outside the hall reported by the Additional Superintendent depending on the gravity and extent of disturbance.	Debarring for one to four chances of the Examination. Report to Police.
09	Tampering with the arrangement such as:- Sitting in the wrong seat and writing the examination.	Debarring for one chance of the Examination.
10	Rubbing of Register numbers.	Debarring for one chance
11	Threatening the neighbour to show the answer script.	Debarring for one to two chances of the Examination.
12	Threatening the invigilator, peons or office staff.	Debarring for up to six chances of the Examination.
13	Shouting answers from outside	Debarring for one to two chances of the Examination.
14	Stealing Answer Books, Additional Sheets or smuggling question papers outside the Examination halls.	Registration as student shall be cancelled. Report to the police.
15	Disturbing the candidates from outside.	Debarring for one to two chances of the Examination.
16	Breaking the closed doors of the Examination halls.	Report to the Police; registration as Student shall be cancelled.
17	Tampering with neighbour's answer scripts.	Registration as student shall be cancelled.
18	Tampering the College	Report to the Police and Debarring for One or two chances of the Examination.

19	Willful tampering of mark list to promote own interests such as getting admission, etc.	Debarring for one to six chances of the Examination to Permanent Debarring and report to the Police.
20	Tampering of mark list which was used for procuring admission.	Permanent Debarring and Withdrawal of Pass Certificate/Degree/Diploma awarded. Report to the Police.
21	Forgery in the hall ticket	Debarring for one to six chances of the Examination and report to the Police.