



St. Albert's College (Autonomous)

An initiative of Educational and Charitable Trust of Archdiocese of Verapoly
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EXAMINATION MANUAL 2021-2022



**Office of the Controller of
Examinations**

**St Albert's College
(Autonomous)**

Banerji Road, Ernakulam, Kerala, 682018

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EXAMINATION MANUAL

Academic Year 2021-22 onwards

Table of Contents

| | |
|---------------------------------------------------------------|----|
| Members of the Examination Wing | 6 |
| Members of the Governing Council | 8 |
| CHAPTER I | 9 |
| 1.1 Powers and functions of the Governing Council | 9 |
| 1.2 Powers and functions of the Academic Council | 10 |
| 1.3 Powers and functions of Board of Studies | 11 |
| CHAPTER II | 12 |
| POWERS AND DUTIES OF OFFICERS IN THE EXAMINATION WING | 12 |
| 2.1 Controller of Examinations | 12 |
| 2.2 Deputy Controller of Examinations.1 | 13 |
| 2.3 Assistant Controller of Examinations | 13 |
| 2.3.1 Assistant Controller of Examinations (Tabulation) | 14 |
| 2.3.2 Assistant Controller of Examinations (Examination)..... | 14 |
| 2.3.3 Assistant Controller of Examinations (Valuation) | 15 |
| 2.3.4 Assistant Controller of Examinations (IT) | 15 |
| CHAPTER III | 16 |
| OFFICE DISCIPLINE | 16 |
| 3.1 Maintenance of secrecy in the office | 16 |
| 3.2 Taking papers home | 16 |
| 3.3 Telephone | 17 |
| 3.4 Visiting time | 17 |

| | |
|--------------------------------------------------------------------------------------|----|
| CHAPTER IV..... | 17 |
| CONDUCT OF EXAMINATIONS | 17 |
| 4.1 Question Paper setting..... | 17 |
| 4.1.1 Question Bank and setting and Question Paper Setting..... | 18 |
| 4.1.2 Online Question Paper setting | 18 |
| 4.2 Steps involved in the conduct of Examinations | 19 |
| 4.3 Conduct of Examinations..... | 20 |
| 4.4 Instructions to Invigilators | 21 |
| 4.5 Instructions to Chief Superintendents (DCoE) at the Examination Venue..... | 24 |
| 4.6 Instructions to Candidate | 25 |
| 4.7 Internal Examinations and Credit for merit system (CFM) | 26 |
| 4.8 Mercy Chance Examination..... | 29 |
| CHAPTER V..... | 29 |
| VALUATION OF ANSWER BOOKS..... | 29 |
| CHAPTER VI..... | 33 |
| A BRIEF OUTLINE OF IMPORTANT ITEMS OF WORK IN THE TABULATION SECTION | 33 |
| 6.1 Receipt of applications for registration to examinations..... | 33 |
| 6.1.1 Verification of applications | 34 |
| 6.1.2 Rejection of applications..... | 35 |
| 6.2 Preparation of nominal rolls..... | 35 |
| 6.3 Reporting probable number of candidates and question papers required | 35 |
| 6.4 Preparation of question paper covers..... | 36 |
| 6.5 Important guidelines for preparing and maintaining tabulation registers | 36 |
| 6.6 Receipt and accounting of answer scripts..... | 36 |
| 6.7 Conduct of Pre-valuation Board meetings | 37 |
| 6.8 Packing and distribution of answer scripts for valuation | 37 |

| | | |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------|----|
| 6.9 | Marks for practical examination and Viva-Voce | 38 |
| 6.10 | Tabulation of Marks | 38 |
| 6.11 | Award of Grace Marks | 39 |
| 6.12 | Finalizing the results | 39 |
| 6.12.1 | Statistics of Results..... | 39 |
| 6.13 | Passing Board | 39 |
| 6.14 | Publication of Results and Position / Ranks..... | 41 |
| 6.15 | Issue of Mark lists / Grade Cards | 41 |
| 6.15.1 | General guidelines for preparation of mark lists/grade cards..... | 41 |
| 6.16 | Account | 42 |
| CHAPTER VII..... | | 43 |
| SCRUTINY AND REVALUATION – RULES & PROCEDURES..... | | 43 |
| 7.1 | Scrutiny of Answer Scripts | 43 |
| 7.1.1 | Results of Scrutiny | 44 |
| 7.2 | Revaluation – Rules | 44 |
| 7.2.1 | Revaluation Procedure | 46 |
| CHAPTER VIII..... | | 47 |
| CONDONATION, RE-ADMISSION, CANCELLATION, CLASSIFICATION, CONCESSIONS Etc..... | | 47 |
| 8.1 | Condonation of Shortage of Attendance | 47 |
| 8.2 | Re-admission of Students to various courses of study | 48 |
| 8.2.1 | Re-admission of discontinued students | 49 |
| 8.2.2 | Re-admission for deficiency in attendance requirement | 49 |
| 8.3 | Cancellation of Examinations | 50 |
| 8.4 | Promotion to the next higher semester | 50 |
| 8.5 | Concessions to physically handicapped candidates | 50 |
| CHAPTER IX..... | | 51 |

| | |
|----------------------------------------------------------------------------------------|----|
| CERTIFICATES..... | 51 |
| 9.1 Provisional Certificate..... | 51 |
| 9.2 Diploma and Degree Certificate | 52 |
| 9.3 Issue of duplicate certificates..... | 52 |
| 9.4 Rank Certificate | 53 |
| 9.5 Reporting of marks secured by students confidentially..... | 53 |
| 9.6 Corrections in Certificates and Mark lists..... | 53 |
| 9.7 Cancellation of Mark lists | 54 |
| 9.8 Attestation and/or verification of genuineness of certificates and mark lists..... | 55 |
| 9.8.1 Attestation of certificates and mark lists..... | 55 |
| 9.8.2 Verification of genuineness of certificates and mark lists..... | 56 |
| CHAPTER X..... | 57 |
| EXAMINATION REGISTERS..... | 57 |
| 10.1 Important Registers maintained in the Examination cell..... | 57 |
| 10.2 Preservation of Documents | 59 |
| 10.3 Guidelines for the maintenance of Registers | 60 |
| 10.4 Register of publication of results | 60 |
| 10.5 Register of notification of examinations..... | 61 |
| 10.6 Preservation of Documents | 61 |
| CHAPTER XI..... | 63 |
| EXAMINATION MALPRACTICES | 63 |
| 11.1 Malpractices | 63 |
| 11.2 Misconduct | 64 |
| 11.3 Procedure to be followed in instances of malpractice(s)/misconduct(s) | 64 |
| 11.4 Punishments | 65 |
| 11.5 Examination Malpractices – Types and Punishments | 65 |

| | |
|---------------------------------------------|----|
| CHAPTER XII..... | 67 |
| GENERAL..... | 67 |
| 12.1 Examination Confidential Section | 67 |
| 12.2 Internal Marks | 68 |
| 12.3 Work Assignment..... | 68 |
| 12.4 Examination Communications | 69 |

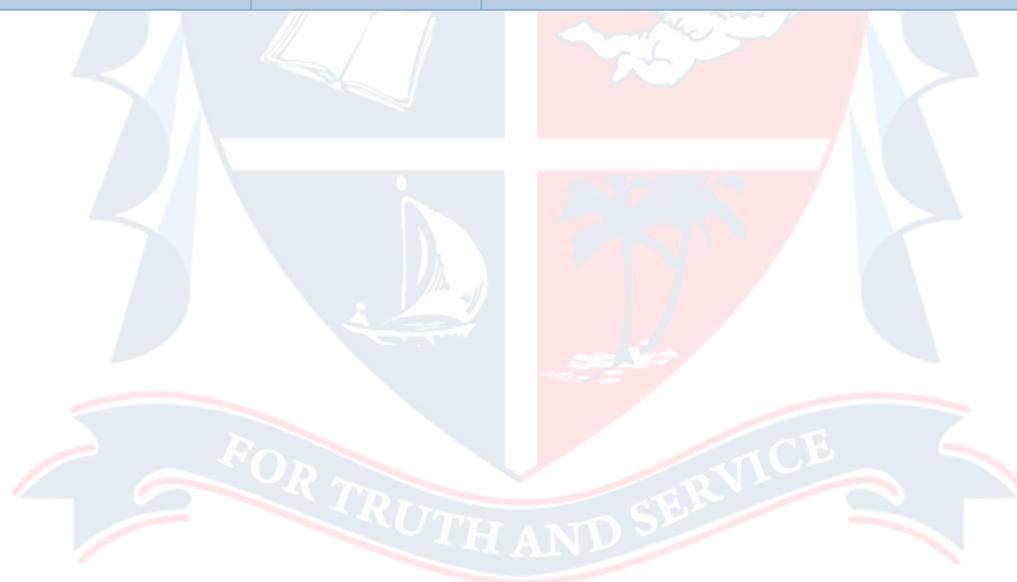
Members of the Examination Wing

Dr. J Jameson - Controller of Examinations

Roles and Linking of Responsibilities

| Sl. No. | Name | Designation | Roles |
|---------|---------------------|-------------|--------------------------------------------------------------------------------------------------------------|
| 1. | Dr Krishnakumar KS, | D CoE-1 | BSc. Chemistry, Industrial Chemistry & MSc Chemistry, BA & M A English. |
| 2. | Ms. Golda M J, | D CoE | BSc Maths, MSC Maths, BSc Botany & MSc Botany & Invigilation allocation. |
| 3. | Dr. Sajeesh T H | A CoE | BSc. Physics, B Voc. RE & MSc Physics & Coordination with departments for arrangement of External Examiners. |
| 4. | Ms. Sangeetha P | A CoE | BSc CS, BBA & MBA, Secretary, Team Examinations, in charge tabulations |
| 5. | Ms. Neeraja T S | A CoE | B Com, M Com & MSW, In charge of Malpractices and Hall tickets. |
| 6. | Dr. Vibin M | A CoE | BSc Zoology, MSc Zoology, BSc IF and MSc I F. Documentation of result publication and pass boards and GB |

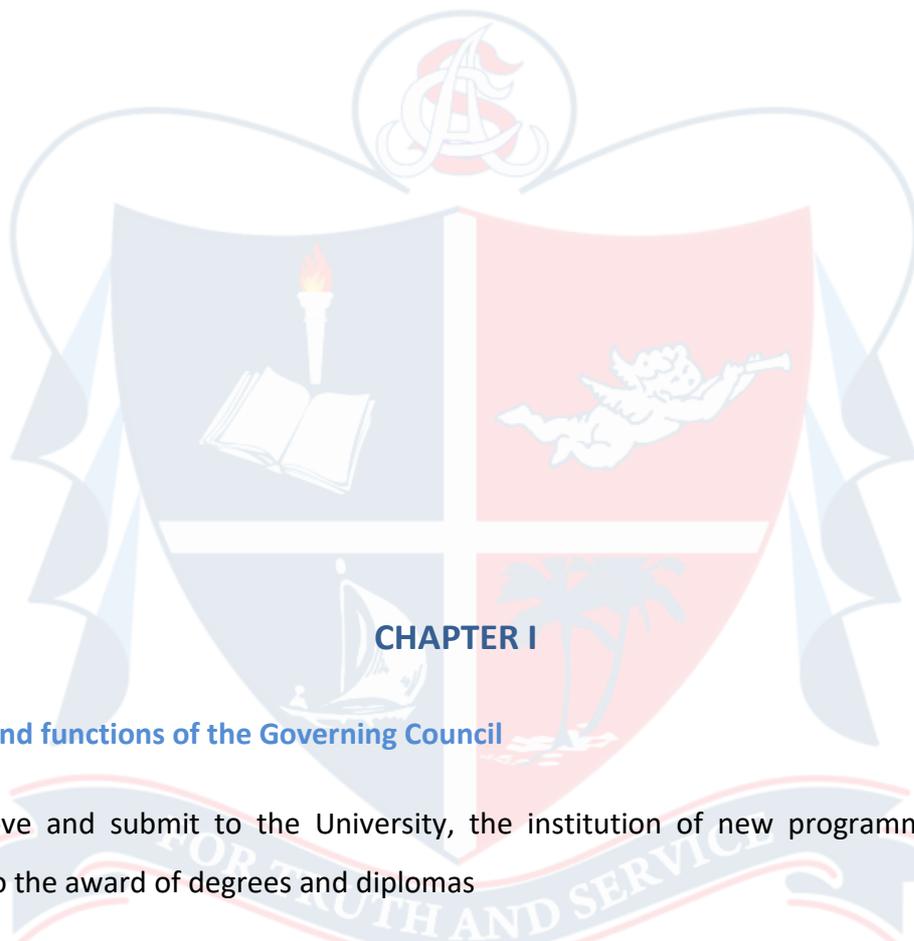
| | | | |
|--------------------------------|-----------------------|-------|-----------------------------------------------------------------------------------------------------------------------------|
| 7. | Dr. Linda G | A CoE | BA economics, M A Economics, B Voc. Logistics. Half yearly/Annual Reports |
| B. Administrative Staff | | | |
| 1. | Ms. Lency Michael I M | AS 1 | Coordinator-Tabulation, Front office and Exam help desk, associate in charge tabulations |
| 2. | Mr. Simon D'cruz | AS 2 | Coordinator-Exam arrangements and conduct. |
| 3. | Mr. Antony Jose Peter | AS 3 | Coordinator-Assessment monitoring and follow-ups. Issue of Consolidated mark sheets, Grade Cards, Provisional Certificates. |
| 4. | Albin Antony | | Office assistant(training) |





Members of the Governing Council

| Name | Designation |
|-------------------------------------|------------------------------|
| Rev. Fr. Antony Thoppil | Chairman & Manager |
| Rev. Fr. Christy David Pathiala | Associate Manager |
| Rev. Fr. Jolly John Odathakkal | Vice-Chairman & Bursar |
| Dr. M A Solomon | Principal |
| Dr. Rosalind Gonzaga | Vice – Principal |
| Dr. Sabu M C | Teacher Representative |
| Dr. Vibha S Chouhan | UGC Nominee |
| Dr. V. M. Victor George | Academician |
| Dr. Keerthy T. R. | MG University Representative |
| Rev. Fr. John Christopher Vadassery | Management Nominee |
| Dr. Joy Job Kulavelil | KSHEC Representative |



CHAPTER I

1.1 Powers and functions of the Governing Council

1. To approve and submit to the University, the institution of new programmes of study leading to the award of degrees and diplomas
2. To recommend and forward the results of examinations to the University for the award of degree or diploma, as the case may be
3. To approve the issue of mark lists to the students
4. To fix the fees and other charges payable by the students with the concurrence of the Government, provided that in the case of aided courses or courses restructured from the aided courses, the fees shall be as determined by the Government
5. To institute scholarships, fellowships, studentships, medals and certificates on the recommendations of the Academic Council

6. To make regulations for sports, extra-curricular activities, proper maintenance and functioning of the playgrounds and hostels
7. To exercise such other powers and perform such other functions and to constitute such Committees as it may deem necessary for the proper development of the Autonomous College and to fulfil the objectives of autonomy.

1.2 Powers and functions of the Academic Council

1. To scrutinize the proposals of the Boards of Studies, with regard to the courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto and to approve the same with or without modifications.
2. Provided that if the Academic Council differs on any proposal submitted by any Board of Studies, it may either reject the proposal giving reasons for the same or return the same to the Board of Studies with its remarks, for reconsideration
3. Provided further that if the proposal is returned and the Board of studies re-submits the proposal to the Academic Council with the proposed modifications or with the relevant explanation, the Academic Council shall approve the proposal.
4. To make academic regulations regarding the admission of students to different programmes of study in the college subject to the criteria and conditions prescribed by the Autonomy Approval Committee.
5. To make regulations for the conduct of examinations and initiate measures for improving quality of teaching, student evaluation and student advisory programmes in the college.
6. To make and approve proposals for research and advancement and dissemination of knowledge.
7. To recommend to the Governing Council, any proposal for institution of new programmes of study.
8. To recommend to the Governing Council, regarding the institution of scholarships, studentships, fellowships, prizes and medals and to make regulations for the award of the same
9. To advise the Governing Council on the suggestions made by it with respect to academic

affairs and to perform such other academic functions as may be assigned to it by the Governing Council.

1.3 Powers and functions of Board of Studies

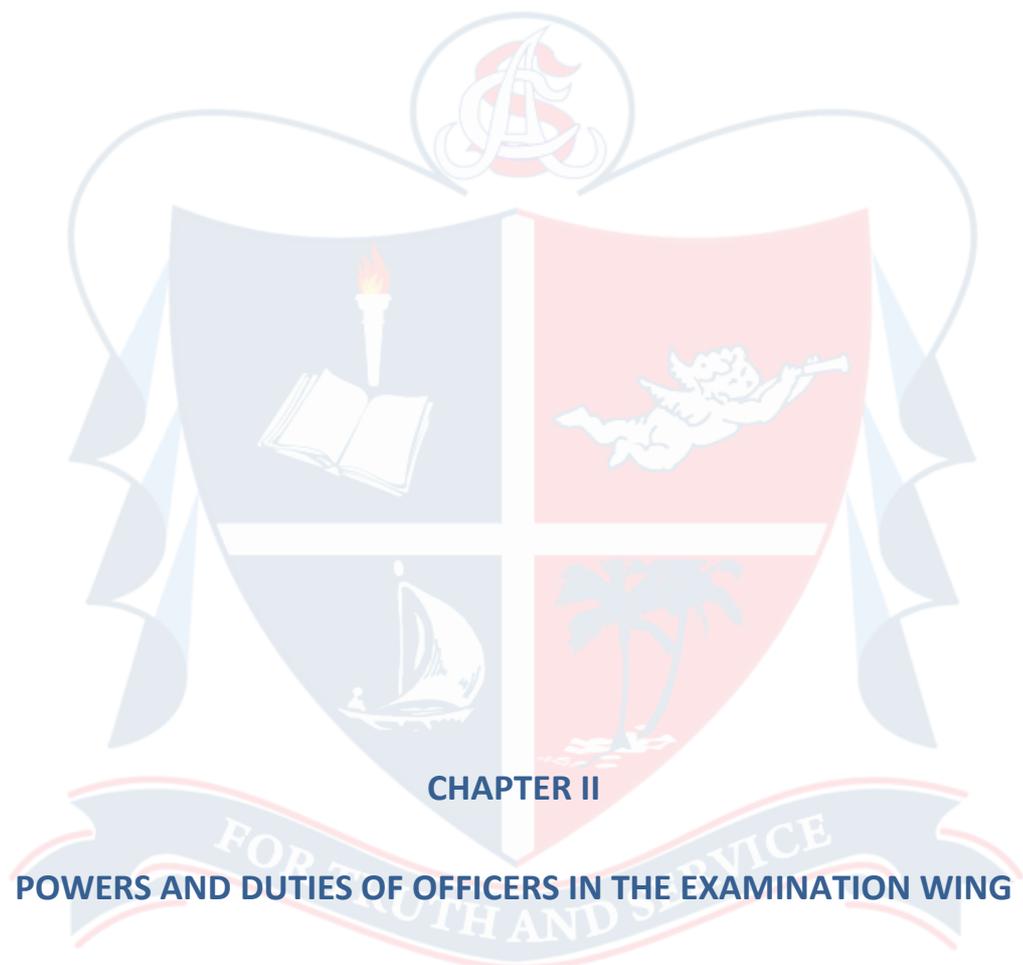
1. To prepare curriculum for various academic programmes keeping in view the objectives of the college, interest of the stake holders and national requirement, with the approval of the Academic Council:

Provided that the Board of Studies shall ensure that the proposal for the academic programme conforms substantially to the duration, number of credits, evaluation and grading system prescribed, if any, by the University for that Academic Programme.

Provided further that the Board of Studies shall ensure that the proposal will not have the effect of lowering the academic standards prescribed by the University.

2. To recommend books wherein the prescribed subjects are suitably dealt with, for the reference of teachers and students and also to recommend textbooks as and when required.
3. To suggest methodologies for innovative teaching and evaluation techniques.
4. To suggest panel of names to the Academic Council for appointment of examiners.
5. To co-ordinate research, teaching, extension and other academic activities in the department or college.





2.1 Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations in the College. The Controller of Examination should make all the arrangement for the preparation, scheduling, and conduct of the college examination. The responsibilities of the Controller of Examinations shall include:

1. Direct control over the examination wing, printing section, IT section and records.
2. Notifications, registration, Conduct of examination, valuation, tabulation, publishing results,

issue of mark lists and submission of details to University for final certification.

3. Taking decisions on all matters related to examinations not falling within the powers of statutory bodies of the College.
4. Maintaining secrecy and confidentiality in connection with conduct of the examinations.
5. Making necessary arrangements for the safe custody of documents connected with the conduct of examinations by the officers under whom such documents are kept.
6. Approving the payment of remuneration and traveling allowances to question paper setters and examiners.
7. Supervising the functioning of the M.Phil. and Ph.D. programme as directed by the Governing Council.
8. Taking quick decisions as circumstances warrant in consultation with the members of the Governing Council with or without taking advices from subordinate officers.
9. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further, he should ensure that the rooms, building, laboratories, stores etc. are properly maintained and meet the requirements for the conduct of the exams and storage of the question papers.

There shall be an office with sufficient staff for assisting the Controller of Examinations in discharging his duties properly. These staff shall function as per his/her directions and under direct supervision.

2.2 Deputy Controller of Examinations.1

The Deputy Controller of Examinations shall perform all the duties of the Controller of Examinations in consultation with the Controller of Examinations. He/ She shall be responsible for the printing section of examination center. In the absence of the Controller of Examinations, Deputy Controller of Examinations shall perform all the duties of the Controller of Examinations.

2.3 Assistant Controller of Examinations

The Assistant Controller of Examinations shall exercise control over sections allotted to him/her

by the Controller of Examinations from time to time. He / She shall:

1. Devote his/her time for the speedy disposal of all matters connected with examination.
2. See that all the officers in the examination cell are attending their duties punctually and discharging them properly.
3. Report lapses in the performance of duty, if any, on the part of officers under their control to the Controller of Examinations.

2.3.1 Assistant Controller of Examinations (Tabulation)

Assistant Controller of Examinations (Tabulation) will have the following duties:

1. Preparation of examination notifications.
2. Inviting and processing of applications.
3. Issue of hall tickets.
4. Grant of provisional admission to examinations.
5. Making arrangements for tabulation.
6. Making arrangements for passing board
7. Publication of results.

2.3.2 Assistant Controller of Examinations (Examination)

Assistant Controller of Examinations (Examination) will have the following duties:

1. Question paper setting/ Question bank development
2. Preparation of nominal rolls, timely preparation of question paper covers/packets.
3. He/she shall supervise the distribution of answer books and question paper packet for conducting examination.
4. Arrangement of preparation of schemes of valuation.
5. Maintain stock register and record the particulars of answer books/question papers issued to the invigilators.
6. Appointing the invigilators.

7. Supervising the arrangements made for the conduct of examination.
8. Receipt of answer books after the completion of examination

2.3.3 Assistant Controller of Examinations (Valuation)

The Assistant Controller of Examination in charge of valuation shall exercise overall control of the camp and will be responsible for the proper conduct of valuation and maintenance of appropriate registers, records and accounts relating to the camp.

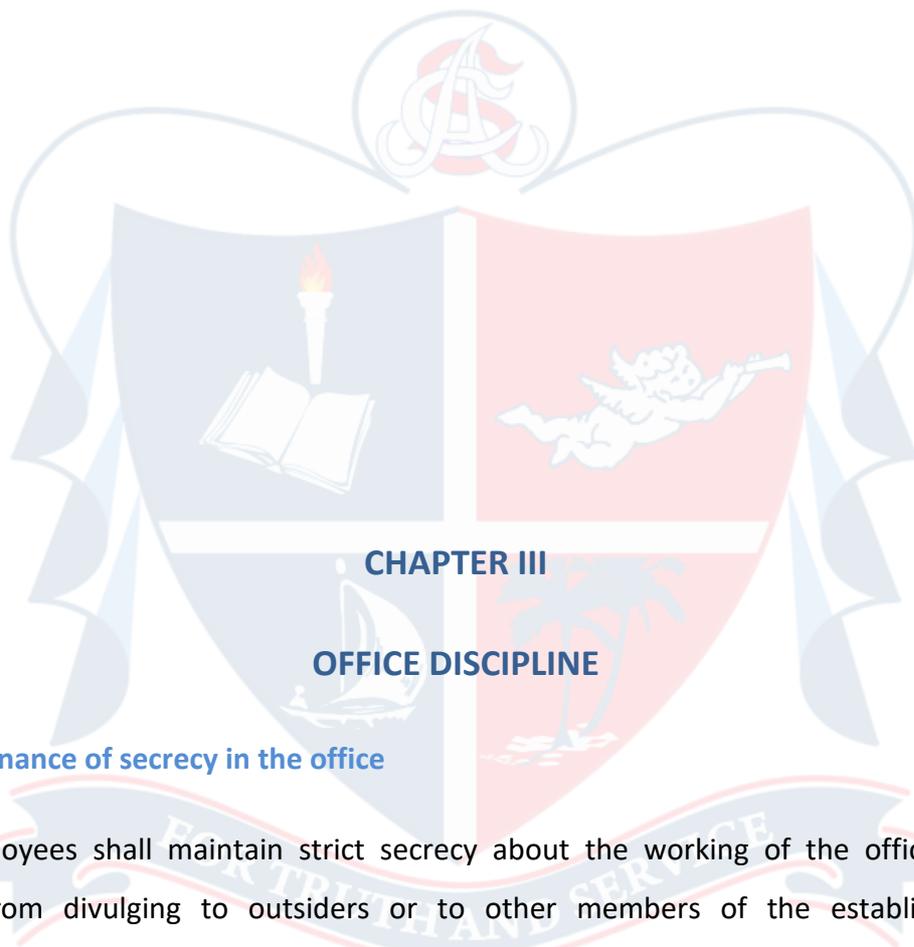
1. Assistant Controller of Examinations (Valuation) will have the following duties.
2. Arrangement of venue for valuation and adequate number of security personnel.
3. Arrangement of accommodation to examiners, if required.
4. Arrangement of board meetings of examiners, safe custody of minutes of such meetings.
5. Receiving answer books from the concerned section for valuation ensuring its safe custody until the camp is over and returning them to the section after the results are finalized.
6. He / She shall supervise the distribution of answer books by the officials under his/her command and maintain an issue register to record the particulars of answer scripts issued to the examiners.
7. Entrusting the cover containing original marks received from the Chairman to the Controller of Examinations after it is properly packed and sealed.
8. Disbursement of remuneration, TA/DA etc. to all officers/examiners on duty before the camp is concluded and maintenance of cash book for all payments and incidental expenses.
9. Supervising the packing of answer books after valuation in sealed covers, with superscripts: name and date of examination, date of camp, subject and paper, number of answer scripts in each cover.
10. Arrangements for revaluation.

2.3.4 Assistant Controller of Examinations (IT)

The Assistant Controller of Examination in charge of IT shall be responsible for the management of software in connection with the examinations. This includes:

1. Registration of student for the examination.

2. Hall ticket generation.
3. Question paper generation.
4. Class room allocation.
5. Assignment of invigilators.
6. Mark list / Certificate generation.



CHAPTER III

OFFICE DISCIPLINE

3.1 Maintenance of secrecy in the office

All the employees shall maintain strict secrecy about the working of the office. They are precluded from divulging to outsiders or to other members of the establishment any information, confidential or non-confidential which they come to possess in their official capacity. They shall always bear in mind that whatever information they get to know in the office is confidential and is not to be disclosed to strangers. Employees shall communicate only with the persons with whom they have to communicate in their official discharge of duties observing strictly the approved channels of communication.

3.2 Taking papers home

Office files or other documents shall be not be taken out of exam cell without proper consent

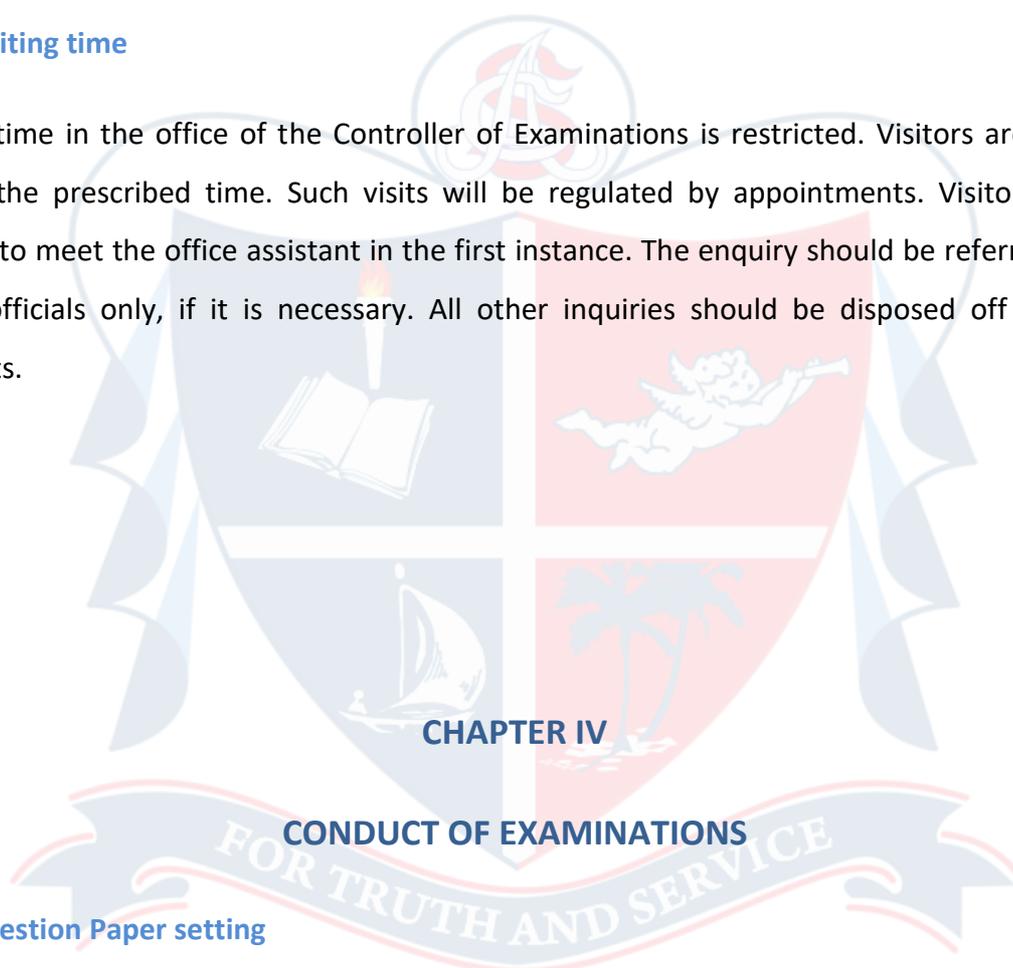
of the Controller of Examinations.

3.3 Telephone

Use of mobile phones in confidential section(s) is not permitted. Storage devices like pen-drive, compact disk, hard disk etc. are not permitted in examination sections, other than for strictly official purposes. Under no circumstance, should such devices be brought into the sections or taken out of the sections, without prior written orders from the higher authorities.

3.4 Visiting time

Visiting time in the office of the Controller of Examinations is restricted. Visitors are allowed only in the prescribed time. Such visits will be regulated by appointments. Visitors will be allowed to meet the office assistant in the first instance. The enquiry should be referred to the higher officials only, if it is necessary. All other inquiries should be disposed off by office assistants.



4.1 Question Paper setting

1. The questions should be set as per the pattern recommended for the particular examination by the concerned Board of Studies.
2. Question paper setter should have a minimum teaching experience of three years.
3. Board of studies shall hand over a panel of question paper setters.
4. Questions can be added to the online question bank of the college.
5. Confidentiality must be strictly maintained.

6. Guidelines for question paper setting will be intimated to the concerned question paper setter.

4.1.1 Question Bank and setting and Question Paper Setting

1. The question paper setter has to set the question paper strictly in accordance with the syllabus and the instructions given by the Controller of Examinations.
2. The paper setter has also to ensure that the prescribed standards are maintained, that the questions cover broad areas of the entire syllabus prescribed for the concerned course.
3. Questions for each section (one-word, multiple choice, short answer, essay ...) shall be added in three categories application, understanding, analyze.
4. While setting a question paper, the paper setter should keep in mind that an average student should be able to pass the examination, while it should be challenging to secure more than 80% marks.
5. The paper setter should also keep in mind that an average student should be able to answer all the questions in the time available.
6. The manuscript of the question paper should be neatly typed and the figures/diagrams, if any, should be drawn neatly with proper dimensions and labeled.
7. The question paper should not bear the signature of the paper setter. The subject of the paper, duration of the examination and the maximum marks must be mentioned at the top.

4.1.2 Online Question Paper setting

The Setting of Questions for the Exams undergoes two phases

4.1.2.1 Phase I - Setting and Scrutiny

1. The Questions are entered through an online portal by the assigned question paper setter.
2. Questions for each section shall be added in three categories:
 - I. Simple
 - II. Moderate
 - III. Complex in the ratio 1:2:1 application, understanding, analyze (Based on Blooms

Taxonomy)

3. A minimum of 4 to 5 questions [in each section based on the marks] are to be entered in order to generate one question during the paper setting.
4. Assistant Controller in charge for Examinations shall supervise the setting of the question papers and its scrutiny.
5. The questions in the database are sent for evaluation to senior external question evaluators for approval.
6. The approved/modified questions will be finalized into the question bank.

4.1.2.2 Phase II – Generating the Question Paper

1. The Assistant Controller of Examination will generate the question paper from the question bank.
2. The Question paper is generated as per the pattern recommended for the particular examination by the concerned Board of Studies.
3. The generated question paper is sent to the Controller of Examination as the draft for its final approval.
4. Once the draft is approved by the Controller of Examination, it will be sent to the printing section for printing.

4.2 Steps involved in the conduct of Examinations

1. The examinations shall be conducted as per the Examination Calendar. Notification will be issued on change in date.
2. The examination section should make arrangements for printing and dispatching the required number of question papers well in advance before the commencement of examinations.
3. The candidates should register online for the examination.
4. The time-table for each examination should be published 10 days before the commencement of examinations.
5. The rooms should be allotted for the examinations and invigilators should be assigned for

the examinations.

6. The invigilators shall be informed in advance and are not supposed to absent themselves from their assigned duties until and unless for grave reasons which should be taken with the consent of the Controller of Examinations.
7. The Printed Question Papers will be grouped into packets and handed over to the (DCoEs) Chief Superintendents appointed by the Controller of Examination.
8. The Chief Superintendents are responsible for the distribution of question papers to the allotted class rooms, consolidation of attendance of the examiners and invigilators and the packing of answer sheets to be delivered to the Controller of Examinations

4.3 Conduct of Examinations

1. The Controller of Examinations shall prepare an examination calendar for every year, well in advance, and publish the same in the college website. Examinations once scheduled shall not be changed, unless there is situation/reason which necessarily warrants such a rescheduling.
2. Supplementary examinations may be arranged by the Controller of Examinations in accordance with the regulations.
3. The Controller of Examinations may effect the changes of date of any examination, in exceptional situations.
4. The controller should appoint sufficient number of invigilators for the smooth conduct of examinations.
5. The Controller of Examinations can appoint, if found necessary, an Observer to supervise/monitor the examination processes.
6. All candidates shall bring with them their hall-ticket and college identity card on each day of examination. They shall produce their hall-tickets when demanded for inspection by the Chief Superintendent or any other officer authorized by the Controller of Examinations.
7. No candidate shall be permitted to take examinations without a valid hall-ticket. However, the Controller of Examinations shall have the power to grant provisional admission to a candidate for an examination, provided his/her name is included in the nominal roll issued

by the College.

8. The Controller of Examinations can cancel the hall-ticket issued to any candidate, if it is proved that he/she is indulged in misconduct or indulging in malpractices in the examination hall or if it is found that he/she is ineligible to take the examination under the regulations of the course.
9. Candidates taking examinations shall be under the disciplinary control of the Controller of Examinations and shall obey all his instructions. In case a candidate disobeys the instructions given by the Controller of Examinations or behaves insolently towards the officials, disciplinary action will be taken against the candidate.

4.4 Instructions to Invigilators

1. Examination duty is mandatory to all. In case of emergency, alternative arrangement has to be made.
2. All invigilators must report within the stipulated time to COE office, and must reach the respective Examination Hall at least 15 minutes before the commencement of the Examination.
3. The invigilators must instruct the students not to keep any printed or written material with them and not to write anything on the question paper which leads to malpractice.
4. The students must be asked to leave their belongings including mobile phone, not required for the Examination in their bags.
5. Invigilators should check whether the students have occupied their allotted seats as per the seating arrangements.
6. Students are not permitted to wear smart watch /wrist band or any type of band during Examinations.
7. Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of the Examination.
8. Distribute the answer books to the students 10 minutes prior to the commencement of the Examination and ask them to fill all the details in the answer book.
9. Distribute the question paper to the students 5 minutes before the commencement of the Examination.
10. The invigilators are required to sign with date in the main answer books and hall ticket in

the space provided after verifying the ID card and Hall ticket of the students in the Examination Hall.

11. The invigilators are required to instruct the candidates not to write their registration number anywhere except in the space provided in the first and second page of main answer book.
12. The candidate's signature should be obtained in the attendance sheet.
13. No invigilator shall leave the Examination Hall unless a reserve occupies his/her place as per the instructions of the COE. A reserve will be sent only in case of emergency.
14. Invigilators must be vigilant and should not engage in any other work throughout the Examination.
15. Invigilators should move around in the Examination Hall to prevent indiscipline / any type of malpractice.
16. Students should not leave the Examination Hall during the Examination.
17. No student shall be admitted to the examination hall 30 minutes after the commencement of examination. No candidate shall be allowed to leave the examination hall during the first 60 minutes and during the last 5 minutes.
18. Do not give any clarifications to the students regarding mistakes in the question paper, mode of answering etc. If any candidate brings to the notice of the Invigilator, any ambiguity/complaints regarding questions, inform the Chief Superintendent who in turn will inform the same to the Controller of Examinations.
19. The invigilators must take utmost care while distributing the answer books / Question papers so as to ensure that the Question Paper intended for the candidate and the right main / additional sheets (UG & PG) are supplied.
20. Other invigilators / faculty are not allowed to enter into other Examination halls without the consent of the concerned Invigilator.
21. The logarithm tables / data books and other books necessary for the examination will be sent to the examination halls. Distribute the Data Books / graph sheets to the students when the students request for. The invigilators are required to count and return the same at the end of the Examination.
22. Once examination is completed, answer books should be collected by the concerned Invigilator from the students and should be handed over to the COE office.
23. The invigilator will be held responsible for any loss of the answer book.

24. In case of any discrepancies, the matter may be brought to the notice of the COE immediately.

Suspicion of cheating

1. If cheating is suspected, it is important that this be handled in a way that does not create unnecessary noise and disturbance at the exam venue.
2. If an invigilator becomes aware or is made aware of activity that might cause suspicion of cheating, this information must be passed on to the Assistant CoE (ACoE) in charge of malpractice.
3. The ACoE in charge of malpractice will get the report of the invigilator and also a statement from the student for enquiry and follow-up action from the office of the COE. The report must include the course code and course name, the exam date, the room in which the candidate sat, the time of confiscation, the candidate's name, the candidate number, and the invigilator's name and phone number.
4. The invigilator confiscates exam support material shall submit the same marked with the candidate's name or candidate number, as well as the course code to the office of the CoE. This is not limited to the use of illegal support material, but also applies if there is suspicion that candidates are communicating with each other or with others.
5. The candidate is given the opportunity to continue with his or her examination paper if the suspicion could not be proved instantly and in cases where it's proved on the spot will not be permitted to continue with the examination.

At the end of the exam

1. The chief invigilator announces when there is 1 hour left of the exam time and when there are 15 minutes left of the exam time. When the exam time is over, candidates may be given 5 minutes to prepare for handing in the paper. At this time, all writing on the answer paper must stop, and any violations must be pointed out by the invigilators. If the candidate still carries on writing, this must be reported to the chief invigilator.
2. When a candidate is ready to hand in his or her answer paper, the invigilator must check that all sheets are numbered consecutively, marked with the date and the candidate number as well as the course code. In addition, the invigilator must check that the correct number of sheets and the correct candidate number are marked on the attendance sheet.
3. The invigilators then submit the answer books in the distribution centre of the examination

- wing. Submitted answer papers must be sorted by course and ascending candidate number,
- All unused paper must be collected and the answer sheets must be checked for any discrepancies with carbon copies.
 - At the end of the exam, it must be as quiet as possible at the exam venue in consideration for other students.

For smooth conduct of the examination the office of the CoE shall make arrangements for ringing the bell as detailed below. For a 3-hour examination, starting at 9.00 am the bell shall be as follows:

9:15 am - long bell-Entry of students to Examination Hall

9:20 am - 2 strokes – Distribution of Answer Books

9:25 am - 3 strokes – Distribution of Question Papers

10.00 am - 1 Stroke – Entry to exam hall over

10:30 am - 1 stroke – 1 hour of examination is over

11:30 am - 1 stroke- 2 hours of examination is over

12:20 pm - 2 strokes – Warning bell for the candidates

12:30 pm - 3 strokes – Examination is over.

Similar timings shall be followed for the examinations commencing at 1:30 pm and 2:00 pm.

4.5 Instructions to Chief Superintendents (DCoE) at the Examination Venue

- D CoE shall ensure that all the examination requirements and arrangements are made before the examination.
- The arrangements that are to be made for the conduct of the examination include:
 - Seating arrangement for the candidates
 - Keeping the examination room clean and ensure that no writing is there on the desks/walls or board.
 - Displaying room wise seating plan for candidates at prominent places.
- See that the examination hall is opened only 20 minutes before the commencement of Examination. The students are to be instructed to occupy their seats 15minutes before the

commencement of the examination.

4. 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.
5. Keep utmost vigilance throughout the examination process. The Chief Superintendent may frequently visit examination hall and ascertain that the overall discipline of the examination.
6. All the answer books are then given false numbers and packed in packets of 30 each and sealed using the metal seal of the institution and should be kept in the strong room.
7. Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
8. The Chief Superintendent shall go through the 'instructions for the invigilators' and give necessary directions as and when required.

4.6 Instructions to Candidate

1. The candidate should bring their hall tickets and college identity card on all days of the examination failing which they will not be admitted to the examination hall.
2. The candidates should enter the examination room 15 minutes before the commencement of examination. Late comers will not be allowed to write the examination.
3. Candidates are permitted to use only blue or black ink pens for writing examinations.
4. Answer booklets and question papers will be issued by the invigilator only. Invigilator will call up the question paper course code and title. The respective students must stand up and receive the question paper. Please make sure that you are given the right question paper mentioned in the hall ticket.
5. The candidates should affix the bar code given by the invigilator and write their roll numbers, name of examination, question paper code etc. in appropriate places in the answer books.
6. Candidates are not allowed to write anything other than their name and register number in the question paper and hall ticket. Last page of the main answer book can be used for rough work.

7. Students are not permitted to leave the examination hall in the first hour.
8. The uses of calculators are permitted only as per the instructions given in the question paper. Borrowing of materials is strictly forbidden.
9. 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.
10. The candidates are not allowed to leave the examinations room without the permission of the invigilator during the course of examination.
11. They should return all answer books and unused additional sheets before leaving the examination room.
12. Students are not permitted to wear smart watch /wrist band during examinations.
13. Mobile Phones and other electronic equipment are strictly prohibited in the examination room.
14. Candidates are not allowed to possess any manuscript/paper/slip other than their hall ticket.
15. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behaviour in the examination room, use of unfair means etc are liable to be punished.
16. Violation of these instructions may lead to cancellation of the concerned examination and debarring from further appearance as decided by the college.

4.7 Internal Examinations and Credit for merit system (CFM)

Fulfillments of the components of the internal examination are to be satisfied by the candidate in the respective semester itself. The departments shall take sufficient care in completion of the same without fail and make sure that all the candidates have completed the all the internal requirements before the completion / close of each semester.

There won't be any provision for **internal redo** for the completion the internal requirements in subsequent semesters.

In order to give more balance between curricular, co-curricular and extra-curricular areas, the

college proposed and passed through its academic council meeting and ratified by the Governing Body held on 02-02-2021, (SACA/ Governing Body/2020-2021/03) to incorporate **credit for merit (CFM)** in its internal marks system.

The existing component for the internal assessment at the College includes Attendance, Internal Exams, Seminars and Assignments. All the above components are monitored on the basis of the day-to-day academic activities of the students inside the college. CFM considers the academic and allied non-academic activities outside the college which includes contribution of the student towards research, arts, sports social commitment etc. The contribution of the student to the above areas will be assessed and verified by an **expert committee**** and mark will be awarded to his / her internal marks as CFM

The norms governing the award of marks is as given under.

The maximum marks per semester which can be given as CFM will be limited to the 25% of the internal component. Students who fail in the internal examination are not eligible to get CFM. The total marks after adding CFM should not exceed the maximum allocated for the internal examinations.

No component will be claimed as CFM if that component is already considered for the award of grace marks and all these components can be claimed only once in a semester. The student needs to give specifically the details of components that she / he wish to consider for CFM under various heads such as Research/Academic Excellence, Social commitment and other extracurricular activities to the respective departments through tutor before the close of internal examination and entry of marks.

The activities and marks allocated for claiming CFM in diverse areas are:

1. Publication in international journal - 4 marks (Peer reviewed)
2. Publication in national journal -2 marks (Peer reviewed / UGC listed journals)
3. Publication in books with ISBN - 2 marks
4. Publication in proceedings-1 mark (National/State/Conference proceedings by universities / colleges)
5. Student project from national/state level agency - 2 marks
6. Paper presentation in national conference - 1mark

7. Paper presentation in international conference - 2 marks
8. JRF awards - 4 marks
9. NET award - 2 marks
10. Awards and Recognition from recognized Agency approved by college-1 mark
(Inter collegiate Competitions/International recognition - listed and approved by Governing Council)
11. Prizes in Academic Competitions approved by college – 1 mark
(Inter collegiate Competitions/National/International recognition - listed and approved by Governing Council)
12. MOOC course with certificate -2 marks (Swayam Platform)
13. Certificate Programmes -2 marks (Conducted by St. Albert's College (Autonomous))
14. Blood donation (1 mark) (only once in the entire Programme)
15. Voluntary service for Palliative care (At least 40 hours - 2 marks) (Listed Institutions. Prior approval is Mandatory).
16. Voluntary service in old age home / orphanage /schools for mentally retarded children
(At least 40 hours – 2 mark) (in Listed Institutions and Prior approval is mandatory)
(Social work done as part of disciplinary action is not eligible for CFM.)
17. Activities such as Disaster management involved in helping the district administration/police/local bodies. (At least 30 hours) - 2 marks
18. Albertian Luminary of the Departments - 1 mark
19. Albertian Starlets - 2 Marks
20. Albertian Star - 5 Marks, Albertian Star First runner-up - 4 Marks, Albertian Star Second runner - up 3 Marks.
21. Membership in professional bodies, with participation in at least two activities – 1 mark
22. Arts/sports competitions intercollegiate – First – 3 marks, Second – 2 marks, Third – 1 mark. (Prior approval is Mandatory)

*** A Five-member expert Committee, comprising Principal, Vice Chairman, Controller of*

Examinations, and Deputy Controllers of Examinations will take the final decision to approval of CFM.

4.8 Mercy Chance Examination

Mercy chance** Normally the college will give three additional attempts to clear the pending examinations of a course; i.e., N+3 (where N stand for normal duration of course) to a student who wish to reappear and has not availed three chances to reappear paper(s) of a particular semester/year on recommendation of the HoD of the Dept / Principal of the college.

Such students have to pay a fee of Rs 3000/- per paper subject to a maximum of Rs 6000/ per semester / year as the case may be and the candidate will have to appear in the examinations as and when to be conducted for that particular semester. The time for filing examination form will be the same as notified from time to time for odd/even/annual examinations. No application for mercy chance will be entertained after expiry of scheduled date will be entertained.

*** The college gives you three attempts to clear your examination. If you fail at all those three chances the college gives you a mercy chance to clear that examination but since some students are still not able to clear these mercy chances too have been categorized as first and second mercy chances. So as long as you can pay for the form and have time you can continue giving your exams.*

CHAPTER V

VALUATION OF ANSWER BOOKS

Valuation of all answer scripts including UG and PG are done by organizing centralized valuation camps.

HoD shall appoint the additional and chief examiners.

Customize as per our requirement.

5.1.1 Conduct of the Camp

1. The Camp shall be started at least one day before the commencement of the valuation.

Separate meetings of all the examiners and chief examiners for each paper shall be conducted in the concerned departments to prepare the answer keys and scheme of valuation etc. The valuation should be done according to the scheme in the stipulated days.

Immediately after the valuation of the additional examiner the chief valuation is completed. The entry of the marks is made after the final approval of the concerned chairman and the mark list is handed over to the tabulation section after the entry of marks in the examination portal.

5.2 Valuation of Answer Books of Post Graduate Examinations

1. For all Post-Graduate Examinations, there shall be double valuation of all the answer scripts.
2. Valuation of the answer scripts (both first and second) should be done by arranging a centralized valuation camp immediately after the examination. The Head of the Department or a senior faculty from the Department appointed by the Controller of Examinations shall be the Chairman of the valuation camp. The chairman shall forward the list of external/internal examiners entrusted for valuation to the Controller of Examinations.
3. The first valuation shall be done internally and the second valuation shall be done by an external examiner.
4. The chairman shall complete all formalities for the finalization of results within two weeks after the last date of the written examination (theory)/submission of the project and handover the mark-lists, the details of work distributed among functionaries, minutes of the meeting of the Passing Board etc., to the Controller of Examinations.
5. The Assistant Controller of Examinations (Valuation) shall make arrangement to handover the answer scripts directly to the examiners soon after the examination in a sealed packet along with the necessary forms for entering the marks, question paper etc. The internal evaluation process should be completed within one week after the date of last examination.
6. After first valuation, the Chairman shall hand over the original mark list along with the valued answer scripts to the Assistant Controller of Examinations (Valuation). The Controller of Examination shall make necessary arrangements for the second valuation. The second

examiner after completing valuation shall handover the original mark list along with the answer scripts to the Chairman. The Chairman shall complete all formalities for finalization of mark list and handover the mark lists and list of examiners who valued the answer scripts to the Assistant Controller of Examinations. The Controller of Examinations shall arrange a Passing Board for finalizing the result within one week after the completion of second valuation.

7. Rates of remuneration for setting of question paper and valuation of answer scripts for external examinations shall be applicable for the internal valuation also.

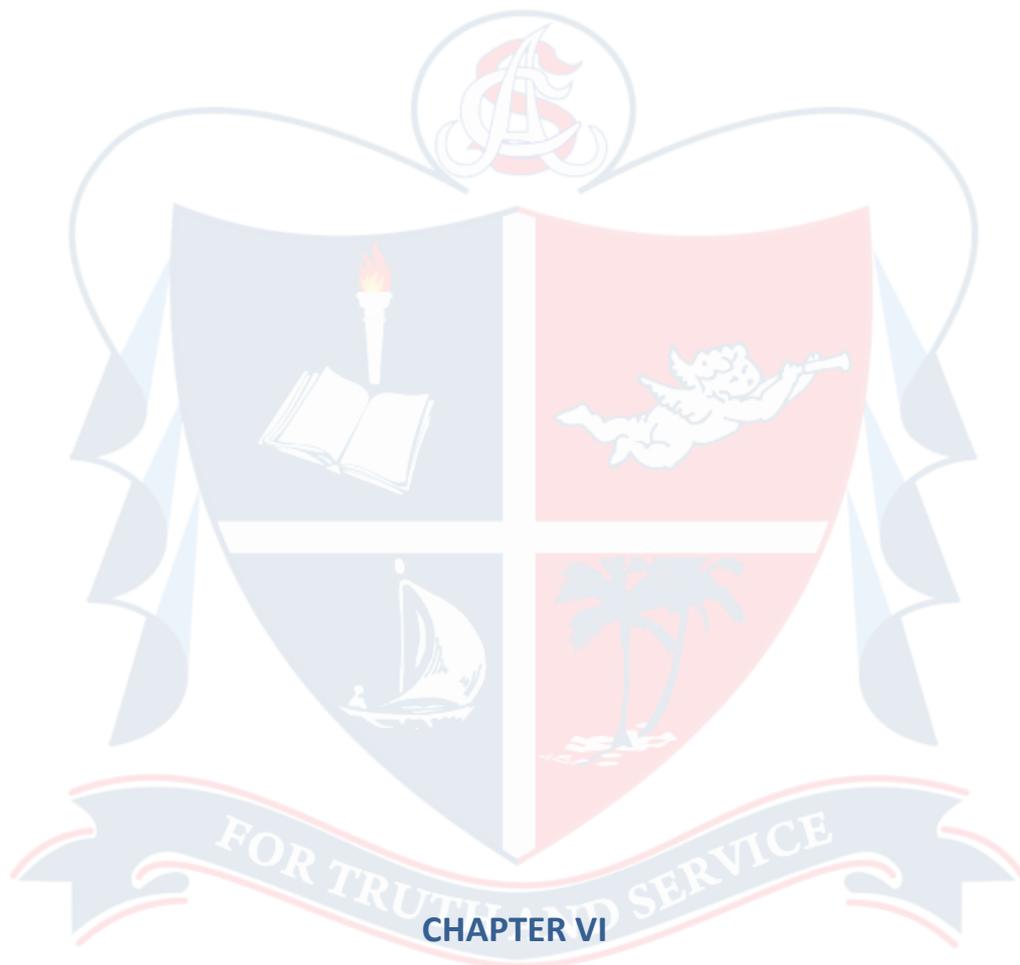
5.3 Valuation of Answer Books of Undergraduate Examinations

1. The Controller of Examinations shall appoint a senior faculty member, from the concerned department, as Chairman of the Board of Examiners. The Valuation shall be done at a centralized valuation camp arranged by the Controller of Examinations. The Chairman will be assisted by Chief examiners and examiners to carry out the valuation work. One chief examiner will be appointed for every five examiners. If there are less than five examiners in a particular Board, the Chairman will act as the Chief Examiner. The Chief Examiners are required to revalue at least 20 % of the answer books assigned to the examiners under him/her randomly. It shall be the duty of the Chief examiner and the Chairman to see that proper standards and uniformity in marking are maintained by the examiners. If it is found necessary, the Chief examiner may revalue the entire lot of answer books of the subject jointly with the same examiner.
2. There shall be only single valuation for all under-graduate examinations. The Chairman shall convene a meeting of Chief Examiners immediately after the examination and prepare a scheme of valuation for all papers. The Chairman shall distribute the scheme of valuation to the examiners before the commencement of valuation and shall fix the dates for completion of valuation as per the instructions given by the Controller of Examinations.
3. The Assistant Controller in charge of the valuation will exercise overall control of the camp and shall be responsible for the proper conduct of valuation and maintenance of appropriate registers, records and accounts relating to the camp. He / She will render necessary assistance to the examiners and ensure that all rules and regulations of the examinations are observed by all concerned.

4. It shall be the duty of the Chairman, Board of Examiners:
 - a. To ensure that proper discipline and secrecy is maintained and the work is completed in time.
 - b. To prepare schemes of valuation of all papers in his Board in consultation with the Chief(s) of examinations and distribute it to the examiners.
 - c. To ensure uniformity in standard of valuation by scrutinizing the work done by the examiners.
 - d. Give necessary instructions to the examiners regarding distribution of marks and to verify the correctness of mark list.
 - e. To forward the remuneration bills presented by the examiners to the Controller of Examinations, after counter signing them.
5. The Chief Examiner, Board of Examinations will be responsible for:
 - a. Supervising the work of the examiners
 - b. Re-valuing at least 20% of answer books valued by the examiners
 - c. Verifying the correctness of the mark sheets
 - d. Checking up the total marks in all answer scripts and entries in the mark sheets.
 - e. Returning the answer scripts and original mark sheets to the Chairman.
6. Valuation Camps will be held continuously with the exception of Sundays and public holidays. There will be two sessions of valuation from 9.30 a.m. to 12.30 p.m. and 1.30 p.m. to 4.30 p.m. All officers/Examiners participating in the Camp shall mark their attendance twice, once at the beginning of each session. No examiner shall be permitted to leave the camp before 4.30 p.m. However, the Chairman can sanction leave (without remuneration/DA) to an examiner in exceptional circumstance.
7. An examiner shall value five papers on the first day of the camp and 20 papers (10 in the FN Session 10 in the AN Session) on subsequent days. The examiner will be eligible for full DA on the first day and after valuing the desired number of papers on subsequent days. Half DA shall be given, if he/ she complete valuation of 10 papers. The Chief examiner shall revalue atleast 10% of the answer scripts valued by the examiners from the second day onwards, so

that the valuation of the Chief Examiner shall also be completed along with completion of valuation. If the difference in marks awarded by the Chief Examiner varies more than 10% of the maximum marks awarded by the examiner, the Chief Examiner shall revalue the entire lot of answer scripts of the subject jointly with the same examiner.

8. The duration of the camp should be limited to a maximum of 15 working days for regular examinations. The Controller of Examinations should arrange sufficient examiners to attain this goal.



A BRIEF OUTLINE OF IMPORTANT ITEMS OF WORK IN THE TABULATION SECTION

6.1 Receipt of applications for registration to examinations

The work in the tabulation section begins with the receipt of applications for registration to the various examinations in response to the notifications regarding conduct of examinations issued by the Controller of Examinations.

The applications for examination can be classified into two main categories, regular and supplementary. All applications forwarded by the Principal to the Controller of Examinations, in respect of students who have undergone a prescribed course of study in the college, come under the regular category. Applications of candidates, who are requesting to reappear in a paper(s), are classified as supplementary candidates.

6.1.1 Verification of applications

The following procedure shall be followed in the verification of the applications.

- a) All candidates should register on line for examination through the Exam Portal of the College.
- b) The prescribed amount of fee for the examination shall be paid by the student online or any other form as may be decided by the College from time to time.
- c) In the case of candidates who apply for registration of the Examination, the certificates of the qualifying examination by the candidates should be verified to ensure that:
 - i. The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed by the College for admission to the course of study undergone by the student.
 - ii. The qualifying examinations passed by the candidates from Universities/ Institutions outside Kerala have to be recognized by the MG university as equivalent to the corresponding examinations of MG University. Candidates who have passed the qualifying examinations conducted by CBSE/ICSE and other State Boards need not apply for recognition of their qualifying examinations.
 - iii. All columns in the application form are to be filled in by the candidates. Incomplete applications are to be rejected.
 - iv. The records of the previous registration of the students shall be verified to ensure that the results of the previous appearance as furnished by the students are correct, and that they have completed the formalities of matriculation, recognition and eligibility requirement, that the prescribed fee have been paid in full, that their results are not withheld for irregularities such as resorting to malpractices in the examinations and that the examination taken by the candidates have not been cancelled for other

specified reasons.

If at any time during the course of the examination or after the publication of the results it is found that a candidate was not eligible for registering for the examination or has secured admission to the course/examination on production of false information in the application form or used unfair means at an examination, the Governing Council shall have power to quash the results of the examination and/or debar him/her from appearing for the examination of the College permanently or for a specified period of time.

6.1.2 Rejection of applications

Before processing the applications, the Assistant Controller should decide, with the concurrence of the Controller of Examinations, as to which categories of defective applications can be summarily rejected and which types of defective applications can be admitted provisionally for the examination pending rectification of defects pointed out. In either case the candidates concerned shall be informed of the defects and provisionally registered students shall be directed to rectify the defects before the commencement of the examinations.

6.2 Preparation of nominal rolls

A nominal roll showing the name of the examination, month and year of examination, names of students and the register numbers allotted to them have to be prepared. The names and register numbers allotted to the students shall be given under separate categories such as Regular/Supplementary candidates/ Old scheme etc. Under each category the applications shall be arranged on the basis of subjects / optional selected. The details of reappearance/improvement by candidates shall also be mentioned in the nominal roll. On the last page of the nominal roll, such details as total number of students registered, number of regular students, number of supplementary/improvement students may be given for easy reference, whenever required. The signature of the Assistant who prepared the nominal roll and who verified the entries shall also be given at the end of the nominal roll. The nominal shall be countersigned by the Head of the Institution.

6.3 Reporting probable number of candidates and question papers required

The number of students appearing for each subject of the examination is correctly found out from the nominal rolls and reported to the section dealing with the printing and packing of

question papers well in advance.

6.4 Preparation of question paper covers

Outer covers for sealed question paper packets of the examination are prepared by the confidential sections. The details regarding the name of the examination, the month and year of examination, name of subject, day, date and time of examination and the number of copies of question papers enclosed are to be entered carefully on the covers. The entries on the question paper covers are to be attested by the Assistant who prepares the covers and the Assistant Controller who verifies the entries. The maximum number of question papers that can be packed inside a cover is usually 30. Depending on the number of candidates appearing for a particular subject adequate number of covers shall be prepared. A question paper statement in the prescribed format shall be prepared showing the details of subjects/papers, number of question papers packed and the number of question paper packets prepared. The statement and the entries on the question paper covers shall be compared and ensured that the entries are correct.

6.5 Important guidelines for preparing and maintaining tabulation registers

The pages of the tabulation registers shall be numbered serially and a certificate regarding the number of pages of the register shall be given on the first page of the register and the certificate shall be attested by the assistant who prepared the register and by the Assistant Controller.

The Assistant Controller-in-charge of the tabulation section shall sign on the last page of each tabulation register in token of verification and approval of the entries.

The tabulation registers shall never be taken out of a section unless ordered by the Controller of Examinations. Access to the tabulation registers shall be restricted to the persons authorized to maintain the registers and their controlling officers.

6.6 Receipt and accounting of answer scripts

The Chief Superintendent shall make necessary arrangement for packing the answer scripts immediately after each examination and hand over it to the examination cell. The staff in the section shall ensure that the packing was done according to the instructions issued in this

regard and that the seals are intact. If the total number of answer scripts and the total number of absentees do not agree with the total number of candidates registered in a center, the Chief Superintendent of the center shall be contacted immediately to identify the cause of disparity.

Following details of all bundles received in a section shall be noted in a register:

- a) Serial Number
- b) Number and Name of the center of examination
- c) Title of the Paper/Subject/Scheme/year of admission / etc.
- d) Date of examination
- e) Date of receipt of answer scripts
- f) Number of candidates registered for the subject
- g) Number of answer scripts in the bundle
- h) Initials of the Officers

6.7 Conduct of Pre-valuation Board meetings

The Controller of Examinations in consultation with the Chairman of the Board of Exam shall arrange to conduct pre-valuation meetings of the Board of Examiners of each subject immediately after the examination. The Board shall be supplied with copies of question papers and syllabus of the paper. The Board shall discuss the question papers and formulate a scheme of valuation of the answer scripts.

Complaints, if any, regarding out of syllabus questions and errors in question papers, received by the Controller of Examinations shall be presented at the meeting of the board to take appropriate compensatory measures while preparing the scheme of valuation.

6.8 Packing and distribution of answer scripts for valuation

The answer script packets are distributed for evaluation from the Examination Cell. The Cover to be sent to the examiner contains:

- a. Answer scripts.
- b. Sufficient number of mark sheets for preparing the mark lists

- c. Covers for mark sheets
- d. Scheme of valuation
- e. Copy of question paper
- f. Form for claiming remuneration and TA/DA, as applicable
- g. Acknowledgement form, if required.

6.9 Marks for practical examination and Viva-Voce

Marks for practical examinations and for Viva-Voce wherever applicable when received, from the Chairman of the Board of Examiners shall be recorded in the appropriate columns in the Tabulation Register and the entries checked.

6.10 Tabulation of Marks

1. The Examiner, Chief Examiner and Chairman shall sign on the mark list
2. The list contains marks for all answer scripts sent to the examiner
3. The marks are written both in figures and words
4. Corrections, if any, are attested by the examiner and the Chief Examiner.

Care shall be taken to avoid mistakes in making the entries, particularly marks. If any correction is needed, the original entry shall be struck off with a single line and the correct entry shall be given legibly on the top of the correction with attestation of the examiner who makes the entries

In any case overwriting shall not be resorted to. Use of correction fluids to mask the entries and entering the correct entry on top of such correcting medium is not permissible. Scraping /rubbing off marks shall not be allowed.

The marks are entered in the appropriate columns in the tabulation register. The entries are verified by another assistant. Marks for practical examinations, viva-voce and internal assessment as applicable are also entered in the register. If any carryover of marks from the previous year/Semester is necessary, this shall also be done before calculating the total marks scored by the candidates. Totals for each part and Grand Total of marks as required are calculated and entered in the register. Another assistant shall again verify the totals.

6.11 Award of Grace Marks

The list of candidates eligible for award of grace marks as approved by the College may be checked and if any candidate is eligible for the award of grace marks, the marks may be added to the marks secured by the candidate according to the norms fixed by the Academic Council.

6.12 Finalizing the results

If a candidate secures the minimum marks prescribed for each part of the examination and the total minimum marks required for a pass, his/her result is marked as 'Passed' in the result column or Remarks column of the register. The grade secured by the candidate based on the total marks secured by the student is also noted in the register. The GPA/CGPA may be calculated and entered in the register.

The Assistant Controller shall check all the entries, grace marks awarded and classification of results and put his/her initials on all pages of the tabulation registers.

6.12.1 Statistics of Results

A statistic of the results with the details as given below shall be prepared:

- a) The name of the examination with month and year.
- b) Number of candidates registered for the examination
- c) Number of candidates who appeared for the examination
- d) Total Number of candidates passed
- e) Percentage of pass

This statistic is to be furnished to the Passing Board for finalizing the results. Care shall be taken to present accurate figures in the statistics.

6.13 Passing Board

There shall be a Passing Board for every examination conducted by the College. The Controller of Examination shall constitute the board consisting of two or more persons who are already members of the Board of Examiners. For P.G. Examinations the Chairman, Board of Examiners shall be included in the passing board. It shall be the duty of the Passing Board to verify and

finalize the marks awarded by the examiners.

In situations where double valuation is being done, the average of the marks awarded by the two examiners shall be the final marks, if the difference in marks does not exceed 10% of the maximum marks in the written examinations under the faculties of science, and 15% for other faculties. A third valuation shall be done, if the difference exceeds the limits mentioned above. In such cases the marks awarded by the third valuation will be the final marks. If the Board feels that there is no competent person in the board to carry out the third valuation for a certain subject/paper, the Chairman shall co-opt a competent person to value the paper.

In cases where there is only single valuation, the marks awarded by the examiners/Chief Examiner (in cases where the chief valuation is done) shall be the final marks of that paper. While finalizing the results of an examination, the passing board can award a maximum of 3% of the total marks of all written papers in the semester (excluding internal marks) as moderation to enable a student to pass in a paper. However the marks awarded as moderation shall not exceed 5% of the total marks (including internal marks) for any single paper. The marks so awarded can be distributed among all written subjects or can be given in such a manner as the board seems necessary so that the marks so given shall not exceed the minimum marks required for a pass. The Passing Board is the only competent authority to award moderation.

Tabulation register need not be presented before the Passing Board, at its meeting for finalization of results. A detailed list showing the relevant statistics of results is to be given to the Board to enable them to make appropriate decision with regard to moderation etc., as per the rules in force. The decision of the board while finalizing the results shall be recorded as Minutes and the Chairman and members shall affix their signatures there under. The Minutes shall be forwarded to the Controller of Examinations for further action and publication of results, subject to the approval of the Governing Council. The Passing Board shall cease to exist after the date of publication of results.

The minutes of the meetings of the Passing Boards shall contain the following details:

25. Time, day, date, venue and place of the meeting
26. Names and signatures of the members present
27. A brief statement regarding consideration and approval of the results

28. The percentage of marks of moderation, if any, recommended by the Board
29. Special conditions, if any, for the award of moderation.
30. Any other remarks relevant to the conduct and results of the examination
31. The concluding time of the meeting
32. Signature of the Chairman.

The Controller of Examinations shall release the mark list and Provisional Degree Certificates (wherever applicable) while publishing the results, subject to reporting the bodies concerned.

6.14 Publication of Results and Position / Ranks

The modification, if any, recommended by the Passing Board and approved by the Governing council shall be effected in the marks tabulated. The Officer shall thoroughly check the moderation effected in the marks of candidates eligible for the same. Final checking of totals of the revised marks is done by the Assistant Controller and the list of register numbers of successful candidates is prepared for publication. Register Numbers of candidates, who have passed a part/part of an examination shall also be included in the results under appropriate headings. The results shall be displayed on the official website of the College. Register Numbers of candidates whose results are withheld for various reasons should also be published.

6.15 Issue of Mark lists / Grade Cards

All candidates who have appeared for an examination conducted by the College shall be issued a mark list/grade card irrespective of the result of the examination, by the Controller of Examinations, under the seal of the College. The fee for the mark list is collected along with the examination fee.

Mark lists / Grade Cards, with the required details according to the regulations and scheme of each course, may be prepared with the approval of the Governing Council and got printed. Care shall be taken not to issue the mark lists/grade cards of candidates whose results are withheld for various reasons.

6.15.1 General guidelines for preparation of mark lists/grade cards

- i. The name of the candidate shall be written exactly as given in the qualifying certificate and

the tabulation sheet.

- ii. It should also contain the register number, month and year of examination and center of examination.
- iii. The date of the mark list/ grade card of an Examination shall be the date of publication of the results of the Examination. The date of mark list/ grade cards issued to candidates, whose result have been withheld at the time publication of results and which are released subsequently, shall be the date of release of the results. Additional mark list/ grade card shall be dated with the date of issue of the mark list/ grade card.
- iv. There shall be no corrections or over writings in a mark list/ grade card.
- v. If any error occurs in the preparation of a mark list/ grade card the sheet may be cancelled and a fresh sheet may be used under proper recording in the concerned register.
- vi. The assistant who compares the entries in the mark list/ grade card shall also sign in the mark list/ grade card.
- vii. The mark lists/ grade cards approved by the Officer shall be put up for the signature of the Assistant Controller. The Assistant Controller shall attest the mark list/ grade card after such verification as he/she may deem fit. The Assistant Controller shall also arrange to affix the rubberstamp of the signature of the Controller of Examinations and the seal of the College on all mark sheets/ grade cards approved by him.
- viii. Mark lists/ grade cards shall not be prepared in respect of candidates who were absent for all subjects in an examination.

6.16 Account

The Examination Cell shall hold an account showing all the details of fee remitted by the candidates registered for the examinations.



CHAPTER VII

SCRUTINY AND REVALUATION – RULES & PROCEDURES

7.1 Scrutiny of Answer Scripts

A candidate who has appeared at an examination may apply to the Controller of Examinations for scrutiny of his/her paper, i.e., for checking whether any answer has not been valued or for finding any mistake in the totaling of marks. Such applications shall be made within ten days

after the publication of the results after the payment of the prescribed fee. Applications received after the last date will not be considered under any circumstances. The result of the scrutiny will be intimated to the candidate and in case the result is affected by the scrutiny, the corrected result shall be modified accordingly. In no case the fee remitted by the candidate for scrutiny shall be refunded.

7.1.1 Results of Scrutiny

If any mistake in the totaling of marks is found, necessary correction in the totaling of marks shall be effected as directed by the Controller of Examinations.

If any answer, answers or part/parts of answer/answers was/were not evaluated and not given marks by the examiner, the examiner shall be summoned and he/she shall be directed to evaluate the answer/answers. If any candidate secures more marks after such valuation, necessary alteration in the records and results already announced may be effected after obtaining necessary orders from the Controller of Examinations. The mark lists/certificate issued to the candidate may be called back and cancelled before issuing fresh mark lists/certificate incorporating the benefit gained in the scrutiny.

If there is no defect, the candidate shall be informed in writing that there is no change in the marks awarded to the paper/papers concerned or in the results of the examination taken by him.

7.2 Revaluation – Rules

1. Revaluation of answer books is permissible only in the case of papers having single valuation, except in the case of diploma/certificate examinations and objective type examinations. Revaluation is permitted only for end semester written examinations.
2. Applications for revaluation should be submitted in the prescribed form within 15 days from the date of publication of results. The candidates who have applied for scrutiny shall submit the application for revaluation within ten days after the results of scrutiny. Applications received after the last date will not be considered under any circumstances.
3. Fee once remitted for revaluation will not be refunded.
4. The Controller of Examinations shall appoint an examiner for each subject for revaluation.

The examiners, so appointed should not have valued the same paper earlier.

5. The marks originally awarded in first valuation will be removed before the script is given to the examiner for revaluation. The examiner for revaluation will be provided with scheme of valuation (including value points) and the instructions supplied to the first examiner/chief examiner. The marks awarded by such examiners will be recorded separately on sheets other than answer scripts.
6. Rules applicable for valuation camps will be applicable for such revaluation camps also.
7. After the revaluation, results will be finalized as follows:
 - a) The original marks secured by the candidate will not be changed in the following cases:
 - i. If the revalued marks are less than the marks secured in the original valuation.
 - ii. If the revalued marks exceed the marks secured in the original valuation by less than 5% of the maximum marks for the paper. However, if the candidate happens to pass the paper, when the revalued mark and moderation are taken into account, he/she will be given the benefit of revalued mark even if it is below 5% of the maximum marks for the paper.
 - b) If the revalued marks exceed the marks secured in the original valuation by 5% of the maximum marks of the paper, the revalued marks will be taken as final marks, and the marks secured by the candidates in the original valuation be changed accordingly.
 - c) If the revalued marks are higher than the original marks by more than 20% of the maximum marks of the paper, a second revaluation is to be done and the average of the two higher marks is to be awarded to the candidate.
 - d) The recommendation of the Passing Board already constituted for finalizing the original results of the examination will be applicable for finalizing the marks obtained on revaluation, treating the revaluation marks as equivalent to original marks.
 - e) Cases of examiners found guilty of improper valuation/revaluation shall be reported to the Academic Council for appropriate action by the Controller of Examinations.
 - f) The Controller of Examinations shall maintain a list of teachers against whom action has been taken under these guidelines.
 - g) The revaluation result should be released as soon as it is ready and as far as possible the

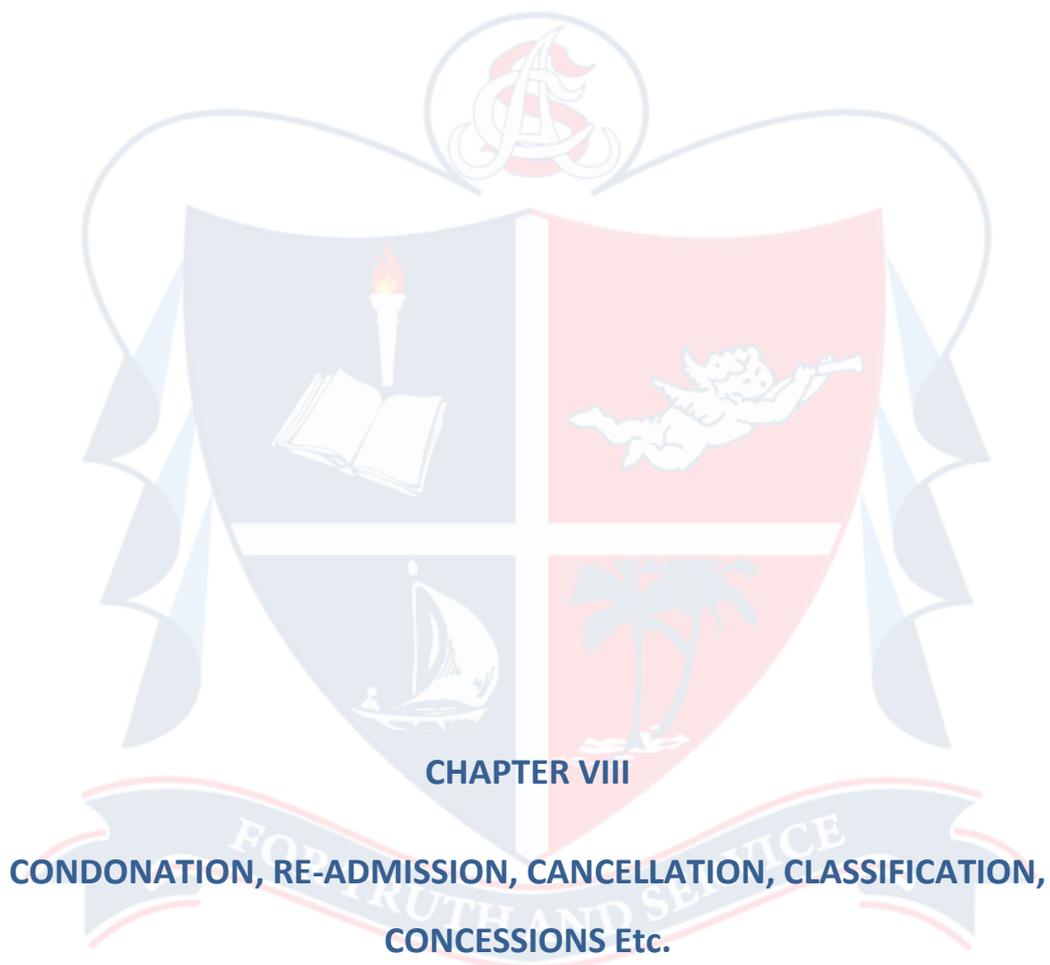
maximum time should be thirty days from the last date of receipt of the application for revaluation.

- h) Candidates who intend to identify their answer script shall submit an application to the Controller of Examinations within ten days from the date of publication of revaluation results after paying the prescribed fee. No person other than the candidate will be given the permission to identify his/her paper.
- i) The marks obtained after revaluation as per rules given above will be treated as original mark while issuing mark lists. The final mark list will be issued by the College in accordance with the recommendations of the Passing Board regarding moderation etc.

7.2.1 Revaluation Procedure

1. Applications for revaluation, in the prescribed format along with required proof for remittance of fee shall be verified in the examination cell. If any dues are pending, candidates should be intimated immediately.
2. In case of incorrect/incomplete application, defect memo shall be sent to the candidate.
3. An online tabulation register for revaluation alone shall be maintained.
4. Name and address, register number, subjects applied and marks obtained in each shall be entered in the tabulation register.
5. Name and register number of the applicants shall be verified with the nominal roll of the concerned examination.
6. The marks entered in the tabulation register shall be checked with respective answer scripts.
7. Marks secured on revaluation shall be entered in the tabulation register for revaluation.
8. 'Change' or 'No change' shall be marked in the tabulation register by checking both the marks as per revaluation rules.
9. Semester wise revaluation tabulation register shall be attested by the Controller of Examinations.
10. Result memo approved by the Controller of Examinations shall be sent to candidates with copy to the tabulation Section.

11. Issue fresh mark list with changed marks along with revaluation result memo to the concerned student on receipt of original mark list from the students.



8.1 Condonation of Shortage of Attendance

Candidates can seek condonation of shortage of attendance only once in a UG/PG programme.

Following are the rules regarding attendance requirements:

1. Every candidate is to secure a minimum of 75% attendance of the total duration of the programme as provided in the regulations.

2. For this purpose, the duration of the semester to which a candidate is admitted will be from the date of his/her actual admission.
3. Candidates having a shortage of attendance up to 65% can apply for condonation of shortage in the prescribed form on genuine grounds.
4. Application for condonation of shortage of attendance should reach the office of the Controller of Examinations along with the leave application and medical certificate from a recognized hospital, duly forwarded by the principal at least seven working days before the commencement of the semester examination.
5. It shall be discretion to the Controller of Examinations to consider such applications and condone the shortage depending on the merit of each case.
6. Unless the shortage of attendance is condoned, candidate is not eligible to appear for the examination.
7. Unless the shortage of attendance is condoned, a student is not eligible to be promoted to a higher semester and he/she has to repeat the respective semester at the next available chance.
8. Applications not conforming to the above rules are to be summarily rejected.

8.2 Re-admission of Students to various courses of study

General Conditions applicable to all categories of re-admission are as follows:

1. Applications for re-admission shall be submitted by the student along with the prescribed fees to the Principal, who shall be competent to take an appropriate decision in the matter after consideration of all aspects including infrastructural and other facilities available in the Department/ Institution. List of such re-admitted students shall be forwarded to the Controller of Examination as early as possible.
2. The student who was issued a transfer certificate from the college shall not be eligible for re- admission.
3. Re-admitted students shall be considered to be supernumerary.
4. Re-admitted students shall be governed by all other regulations (e.g., regarding payment of fees, attendance, examinations etc.,) prescribed for the particular course of study.

8.2.1 Re-admission of discontinued students

1. Any student who, on genuine grounds and after having duly informed the Principal had discontinued a course of study after having registered for the semester examinations of the said course of study and is desirous of completing the same shall be eligible for re-admission, subject to provisions 1- 4 above.
2. Re-admission is possible in the next first immediate chance only.
3. Re-admission shall be granted only from the beginning of the semester from which the student had discontinued, and the student shall undergo the remaining semester(s) of the course of study in accordance with the syllabus and scheme of examination applicable at the time of re- admission.
4. Re-admitted students shall remit the prescribed fees for re-admission for the semester to which he/she is re-admitted.
5. Re-admission under this provision shall be permitted only once for a particular programme of study.

8.2.2 Re-admission for deficiency in attendance requirement

1. A student who was not allowed to sit for an examination because of deficiency in attendance requirement shall also be eligible for re-admission, subject to provisions 1- 4 above.
2. Re-admitted students shall have paid the prescribed fees for the semester in which the deficiency occurred and shall again remit the prescribed fees, upon re-admission, for the semester to which he/she is readmitted.
3. Re-admission shall be granted only from the beginning of the semester for which the deficiency occurred and the student shall undergo the remaining semester(s) of the programme of study in accordance with the syllabus and scheme of examination applicable at the time of re- admission.
4. Re-admission under this provision shall be permitted only once for a particular programme of study.

8.3 Cancellation of Examinations

1. Application for cancellation of examination(s) shall be submitted by the candidates to the Controller of Examinations along with prescribed fees to the Principal in the matter on genuine grounds with sufficient documentary evidence. The Controller of Examinations will take a decision in the matter and record it in the register.
2. No student shall be allowed cancellation of examination more than once in their programme of study.
3. Cancellation will be effected for a particular paper only for which the candidate has registered.
4. Application, in the prescribed format, has to be submitted to the Controller of Examinations through the Principal on the following day of the examination.
5. The candidates seeking cancellation shall not be considered for ranking.
6. The registration for the examination shall not be considered as a chance, if cancelled.
7. Internal Assessment marks shall be carried over to the subsequent examination.

8.4 Promotion to the next higher semester

A candidate shall be eligible for promotion from one semester to the next higher semester if

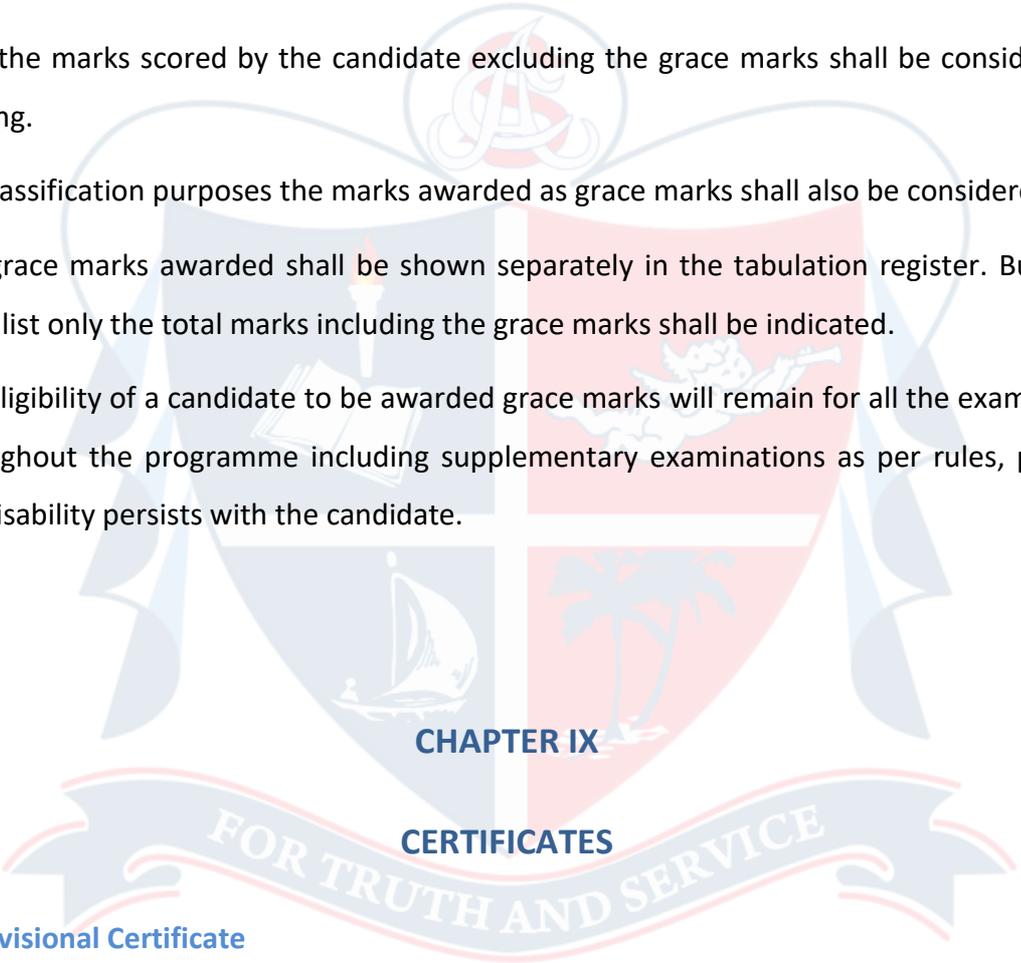
1. He / She has secured a minimum of 75% attendance and registered for the end semester in which he/she is studying.
2. His / Her progress of study and conduct has been satisfactory during the semester.

8.5 Concessions to physically handicapped candidates

1. Candidates who come under provisions of persons with Disabilities Act 1995 are eligible to apply for grace marks of 25% under the scheme. The certificate of disability should be from the District Disability Board.
2. Grace marks of 25% of the secured marks of both external and internal examinations under each subject shall be added respectively to each corresponding subject appeared by the candidate, irrespective of Lab, Viva Voce, Project etc.
3. Marks thus awarded as grace marks shall be added to the external mark and internal marks

scored by the candidate, separately.

4. Grace marks shall be awarded even if there is only external or internal examination for a particular subject.
5. While adding grace marks, the total marks awarded including the grace marks shall be limited to the maximum set for the subject. Fraction, if any, shall be ignored in each case.
6. No transfer of grace marks will be permitted from one subject to another or from one examination to another.
7. Only the marks scored by the candidate excluding the grace marks shall be considered for ranking.
8. For classification purposes the marks awarded as grace marks shall also be considered.
9. The grace marks awarded shall be shown separately in the tabulation register. But in the mark list only the total marks including the grace marks shall be indicated.
10. The eligibility of a candidate to be awarded grace marks will remain for all the examinations throughout the programme including supplementary examinations as per rules, provided the disability persists with the candidate.



CHAPTER IX

CERTIFICATES

9.1 Provisional Certificate

- A provisional certificate is issued to a candidate after the publication of the result of the examination taken by the candidate.
- Application for provisional certificate has to be submitted in the prescribed form along with the receipt of remittance of the prescribed fee. All applications for provisional certificate shall be addressed to the Controller of Examinations.
- All applications for provisional certificate shall be processed and the certificates issued, as

far as possible, on the date of receipt of applications itself. Those who want to get their certificates by post shall enclose adequately stamped self-addressed envelope along with the application. Provisional certificates shall be prepared in the approved printed format.

- The Controller of Examinations shall sign the provisional certificates. The Assistant, who prepares the certificate, the Assistant who verifies the entries on the certificate, Assistant Controller of Examinations in charge of tabulation shall attest them before they are put up for the signature by the Controller of Examinations. The verification report on the application shall also be placed along with the provisional certificate when it is put up to the Controller of Examinations. The seal of the College shall be affixed on the certificates. The number and date of issue of the provisional certificate issued shall be noted in the remark column of the tabulation register.
- There shall be no provision for issue of duplicate provisional certificates. However additional provisional certificates can be issued in deserving cases as decided by the Controller of Examinations after levying the prescribed fee.

9.2 Diploma and Degree Certificate

The Mahatma Gandhi University is the authority to grant Degrees, Diplomas and Titles to persons who have passed a prescribed programme of study in the college and who have carried out research under prescribed conditions.

A Certificate under the seal of the College and signed by the Controller of Examinations shall be issued to each successful candidate. The Certificate shall include the month and year of examination, the subject and the grade in which he was placed.

9.3 Issue of duplicate certificates

If the mark list/certificate issued to a candidate has been irrecoverably lost, a duplicate of the mark list /certificate shall be issued, subject to following conditions:

1. Application for duplicate mark list /certificate shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
2. An affidavit signed by the candidate and attested by a Notary Public, explaining the circumstances which led to the loss of the certificate shall be enclosed with the application.

3. A course and conduct certificate from the Principal shall be enclosed with the application.
4. An undertaking from the candidate to return the duplicate certificate to the Controller of Examinations for cancellation if the original certificate happens to be recovered subsequent to the issue of the duplicate shall also be obtained from the applicant.

9.4 Rank Certificate

For credit-based courses, there is no ranking.

The names, addresses, register numbers, total marks for the examination and marks scored by top ten (10) candidates in an examination shall be included in the list according to the marks secured by them, viz. candidate scoring the highest marks shall be ranked as No.1 in the list, the next higher scorer ranked as No.2, etc. If more than one-candidate scores the same mark, the eligible rank shall be awarded to all of them and the next rank shall be awarded to the candidate/candidates with the next higher marks, etc.

9.5 Reporting of marks secured by students confidentially

The College has made a provision for confidentially reporting the marks secured by a candidate in an examination of a course to other Universities or Institutions for purposes of applying for admission to other courses or employment, before the official publication of results, provided the candidate has completed his/her course of study. Candidates, who wish to avail the benefit of this provision, shall apply to the Controller of Examinations in the prescribed form after remitting the prescribed fee. The applicant shall state the purpose and the details of the Institution to which the marks are to be reported. A stamped envelope with the address of the Person/Institution to whom the marks are to be reported shall also be enclosed with the application. The marks shall be communicated to the Person/Institution concerned with a request to keep the marks confidential till the official publication of results by the College.

9.6 Corrections in Certificates and Mark lists

If the error in a mark list/certificate issued to a candidate has occurred due to clerical error, fresh mark list/certificate shall be issued without charging any fee, subject to the condition that the candidates submit a written request within one month from the date of issue of the same and surrendering of the defective mark list/certificate. Any other corrections in the entries in

the certificates and mark lists are not permissible except in the case of corrections in the name of the candidate necessitated as a result of any disparity with the name entered in the qualifying certificate of the previous examination passed or change of name allowed by the University/College subsequent to the issue of the certificate/ mark list.

In the case of change of name in the mark list, the candidate shall be required to submit an application showing the reason for correcting the name in the mark list, with the original certificate required for verification or copy of the University order sanctioning change of name, as the case may be, after remitting the required fee.

An *asterisk* may be marked boldly on the top of the first letter of the name of the candidate written in the mark list. On the bottom margin of the mark list an entry “*Name since corrected as..... (correct name)” shall be made and signed by the Assistant Controller in charge of tabulation with date and official seal.

The section concerned shall also prepare a brief note signed by the officer showing the reason for correction along with the mark list so corrected, while submitting it for attestation by the Controller of Examinations.

In the case of change of name sanctioned by the College, the entry on the bottom margin of the mark list shall be “*Name since changed as (changed name) sanctioned vide C.O.No.....dated... ”

In the case of certificates, the corrections shall be attested by the Controller of Examinations under his/her hand and seal.

The corrections so effected shall also be made in all the records and attested by the officer in charge.

9.7 Cancellation of Mark lists

If the mark list issued to a candidate is later found out/reported to be defective either in the entries of marks or in the details of subjects recorded in the mark list, the defective mark list shall be cancelled and a fresh mark list shall be issued to the candidate.

If the mistake is detected by the staff in the section, the candidate may be directed to surrender the mark list for correction. If the defect is reported by the candidate, the records in the section may be checked and if any correction in the records becomes necessary to rectify

the defects, immediate action may be taken to rectify the defects and issue a fresh mark list to the candidate. A brief note shall be put up explaining the reason for the defect and requesting sanction of the Controller of Examinations for effecting the correction in the records, for cancelling the mark list issued already and for issuing a fresh mark list. The Controller of Examinations shall issue orders for cancellation of mark lists. If correction of entries in the tabulation register is necessary, it shall also be attested by the Assistant Controller of Examination concerned and countersigned by the Controller of Examinations. In no case cancellation of mark lists once issued, shall be made without the orders of the higher officers as mentioned above.

9.8 Attestation and/or verification of genuineness of certificates and mark lists

Candidates, who pass various examinations of the college and who seek admission in other Universities/Institutions are often required to furnish attested copies of transcripts, syllabus, mark lists and certificates in respect of the examinations passed by them. Prospective employers also sometimes send copies of the certificates and mark lists issued by the College to verify genuineness of the documents. The College has also made online facilities for attestation and verification of certificates.

9.8.1 Attestation of certificates and mark lists

The Assistant Controller of Examinations is the authority to verify and attest the documents already issued by the College. Candidates have to pay the prescribed fee and apply in the prescribed format for attestation of documents. In the case of certificates and mark lists, verification has to be done by the tabulation section in the examination wing. The document received in a section for attestation shall be thoroughly scrutinized by the concerned Assistant to ensure that all the entries in the documents are exactly the same as those in the records maintained in the section. If the entries are the same as those in the records, the Assistant shall write in his/her own handwriting the word "Attested", near the lower left-hand corner of the document, without obliterating the entries in the document and put his/her initials below it. The officer in charge shall verify the documents with reference to the original records and put his/her initials in token of his/her verification.

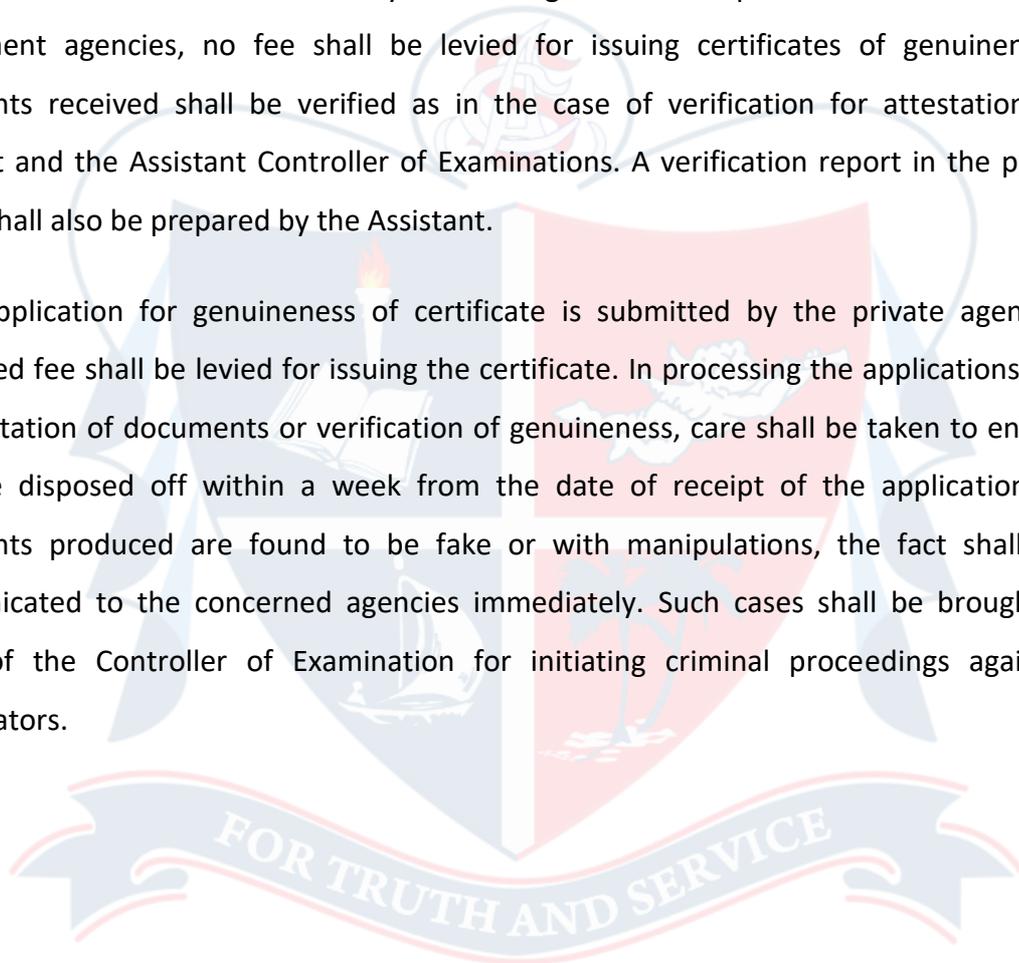
The document shall then be put up with a brief note to the Assistant Controller of Examination

in charge of tabulation, who shall also examine the entries and sign the documents with his/her initials. The documents and the note shall thereafter be sent to the Controller of Examinations, who shall also initial the documents after such verification as they deem fit. The documents after attestation shall be returned to the concerned section for transmission to the Institution.

9.8.2 Verification of genuineness of certificates and mark lists

The Controller of Examinations is the authorized officer to issue certificates of genuineness of certificates and mark lists issued by the College. If the request for verification is from government agencies, no fee shall be levied for issuing certificates of genuineness. The documents received shall be verified as in the case of verification for attestation, by the Assistant and the Assistant Controller of Examinations. A verification report in the prescribed format shall also be prepared by the Assistant.

If the application for genuineness of certificate is submitted by the private agencies, the prescribed fee shall be levied for issuing the certificate. In processing the applications received for attestation of documents or verification of genuineness, care shall be taken to ensure that they are disposed off within a week from the date of receipt of the applications. If the documents produced are found to be fake or with manipulations, the fact shall also be communicated to the concerned agencies immediately. Such cases shall be brought to the notice of the Controller of Examination for initiating criminal proceedings against such manipulators.





CHAPTER X

EXAMINATION REGISTERS

10.1 Important Registers maintained in the Examination cell

1. Inward Register (File)
2. Outward Register (File)
3. Register of Answer books
4. Register of Answer scripts
5. Register of False numbers/Key book

5b. File for Scheme.

5c. UG & PG External valuation file.

6. Register of Revaluation/scrutiny of answer scripts
7. Register of Malpractices
8. Condonation (Fee Fund) Register

8b. Supplementary Exam Details (File)

9. Personal Register Personal details and rules and roles of exam wing members.
10. Tabulation Registers
11. Transcript Details File
12. Dispatch Register
13. Register of Notification of examinations/ publication of results
14. Publication of Results Register.
15. Issue of Hall Tickets Register.
16. Registration Cancellation file.
17. Position Register.
18. Grade Card UG PG register
19. Course Certificate
20. Consolidated Mark list issue register
21. Provisional Certificate issue register.
22. Grace Marks
23. Results Issue Regular / Supply to depts.
24. Court Proceedings File
25. RTI File
26. Question Paper File.
27. Declaration on the opening of QP & Statement of accompanying answer scripts.
28. Invigilator's attendance file.
29. Other Registers as per requirement if any.

10.2 Preservation of Documents

| Sl. No | Name of Document | Period of Preservation |
|--------|-------------------------------------------------------------------------------|--------------------------------------|
| 1 | Tabulation register | Permanent |
| 2 | Register of publication of result | Permanent |
| 3 | Calendar of Examination | Three Years |
| 4 | Minutes book of Exam. Board Meeting | Five Years |
| 5 | Register of malpractice | Five Years |
| 6 | Stock register | Five Years |
| 7 | Fees receipts | Till completion of audit |
| 8 | Fee fund register | Five Years |
| 9 | Revaluation register | Three Years |
| 10 | Register of scrutiny of answer scripts | Three Years |
| 11 | Priority register | Three Years |
| 12 | Register of answer scripts | One year after publication of result |
| 13 | Mark sheets received from examiners | Two years |
| 14 | Application for Provisional certificate, Mark lists, Duplicate mark list etc. | One year |

The period of preservation is subject to the direction and concurrence of the Academic Council

and Governing Council.

10.3 Guidelines for the maintenance of Registers

1. All registers shall have their pages numbered serially.
2. No pages shall be torn off or removed from a register. If cancellation of the entries on a page becomes necessary, the cancelled page may be retained in the register with the cancelled entries attested by the Assistant Controller of Examinations in charge.
3. The entries in the registers shall be neat and legible.
4. In the tabulation registers and other registers relating to the results and marks of candidates, all such corrected entries shall be attested by the person who checks the entries and by the concerned Assistant Controller.
5. The office assistants shall sign all the pages of the registers wherever such a procedure is insisted.
6. All the registers shall be put up periodically for inspection by the superior officers.
7. All the registers shall be preserved for the prescribed period and shall be arranged systematically for facilitating easy reference.

10.4 Register of publication of results

The office of the Controller of Examinations shall maintain a register showing the details of results of examinations published every year in the format given below:

| Sl. No. | Name of Examination | Date of commencement of Examination | Date of last Examination | Date of publication of result | Initials of CE |
|---------|---------------------|-------------------------------------|--------------------------|-------------------------------|----------------|
| | | | | | |

Before approving the results of an examination, the necessary details shall be entered in the register and the register along with the results shall be put up to the Controller of Examinations

for approval of the results. It is desirable to have separate registers for each faculty for easy accessibility of the details subsequently.

10.5 Register of notification of examinations

A register of Notification of examinations shall be maintained in the office of the Controller of Examinations in the format given below:

| Sl. No. | Name of Examination | Date of Notification | Date of Receipt of application without fine | Date of Receipt of application with fine | Date of commencement of Examination | Initials |
|---------|---------------------|----------------------|---------------------------------------------|------------------------------------------|-------------------------------------|----------|
| | | | | | | |

The details of all notifications regarding conduct of examinations shall be entered in the register and shall be submitted to the Controller of Examinations along with the draft of the notification.

10.6 Preservation of Documents

| Sl. No | Name of Document | Period of Preservation |
|--------|-------------------------------------|------------------------|
| 1 | Tabulation register | Permanent |
| 2 | Register of publication of result | Permanent |
| 3 | Calendar of Examination | Three Years |
| 4 | Minutes book of Exam. Board Meeting | Five Years |
| 5 | Register of malpractice | Five Years |

| | | |
|----|----------------------------------------------------------------------------------|--------------------------------------|
| 6 | Stock register | Five Years |
| 7 | Fees receipts | Till completion of audit |
| 8 | Fee fund register | Five Years |
| 9 | Revaluation register | Three Years |
| 10 | Register of scrutiny of answer scripts | Three Years |
| 11 | Priority register | Three Years |
| 12 | Register of answer scripts | One year after publication of result |
| 13 | Mark sheets received from examiners | Two years |
| 14 | Application for Provisional certificate, Mark lists, Duplicate mark list etc. | One year |

The period of preservation is subject to the direction and concurrence of the Academic Council and Governing Council.



11.1 Malpractices

'Malpractice' in relation to an examination include-

1. Unruly behavior in the examination hall.
2. Possessing mobile phones or any electronic gadgets other than calculators.
3. Copying at an examination from any book, notes, the answer script of some other candidate

or from any other source.

4. Receiving help from another candidate or person, or the giving of any help to another candidate.
5. The use of any other unfair means.
6. The attempt to do any of the things in items (1) to (3) above
7. Gaining or attempting to gain admission to any examination on the basis of any forged document.
8. Tampering with or being instrumental in tampering with any College records including hall tickets, answer books, mark sheets, result sheets, diploma and the like.

11.2 Misconduct

'Misconduct' in relation to an examination includes –

1. The refusal to obey the instructions given to a candidate at the examination center by the Superintendent or an Invigilator,
2. Any other insolent or unbecoming behaviors towards the staff engaged in examination duty.

11.3 Procedure to be followed in instances of malpractice(s)/misconduct(s)

1. A student detected indulging in malpractice or guilty of misconduct at an examination shall not be permitted by the Chief Superintendent to write the remaining part of the examination.
2. The Chief Superintendent shall send a report to the Controller of Examinations detailing the malpractice, supported by documentary and any other evidence available.
3. The malpractice detected at the time of valuation or subsequently shall also be reported to the Controller of Examinations with supporting details by the examiner or other person concerned.
4. On receipt of a report of a malpractice or misconduct the Controller of Examinations shall appoint an enquiry commission comprising one/two teachers of the College not below the rank of Associate professors as Enquiry Officer/s to conduct an enquiry and make a report.

5. At the enquiry the student shall be given a reasonable opportunity to defend the charge against him and shall be allowed to cross-examine the witnesses, if any. Representation through counsel will not be allowed.
6. The Enquiry commission shall make a report with regard to the alleged malpractice or misconduct to the Controller of Examinations, in a sealed cover, indicating the conclusion stating the reasons and suggestions for punitive action, if any.
7. On receipt of the report, the Controller of Examination shall refer the case to the Governing Body of the college. The Governing Body shall examine and recommend whether the malpractice or misconduct has been established and if so, what punishment should be imposed. Based on the resolution of the Governing Body, the Controller of Examination shall decide whether the alleged malpractice or misconduct has been established and the punishment to be awarded.

11.4 Punishments

If the malpractice or misconduct is proved, one or more of the following punishments, depending upon the gravity of the malpractice or misconduct may be imposed on the candidate.

1. Withheld the result of the concerned examination.
2. Cancel the result of the concerned examination
3. Debar the student from appearing at any examination of the College for a period of two years.
4. Expel the student from the College.

Further the candidate will not be allowed to register for any subsequent examinations till the enquiry and decision on the malpractice is completed.

11.5 Examination Malpractices – Types and Punishments

| No | Type of Malpractice | Punishment |
|----|---------------------|------------|
| | | |

| | | |
|---|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Bringing any material relevant to the examination with intention of copying or attaching unauthorized sheets in the answer script. | Depending on the gravity of the incident, the examination in which the incident is reported and the subsequent exams in the semester may be cancelled. The student may be debarred for a maximum of three chances based on the enquiry report. |
| 2 | Tampering the answer sheets | |
| 3 | Copying from other students answer script. | |
| 4 | Using filthy language in the answer script | Cancelling the paper |
| 5 | Manhandling or threatening the invigilator or any other officials | Permanent debarring and reporting to Police |
| 6 | Impersonation | |
| 7 | Helping others to answer the questions in the examination hall. | Debarring for two or four chances |
| 8 | Tampering the answer script of other students | Debarring for six chances or permanent Debarring or reporting to Police |
| 9 | Disturbing candidates from outside the examination hall | Registration of the student shall be cancelled or debarring for two chances. |

| | | |
|-----|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | Shouting answers from outside | Registration of the student shall be cancelled or debarring for two chances or reporting to Police. |
| 11 | Stealing answer sheets or additional sheets or question papers. | Registration of the student shall be cancelled or debarring for two to four chances or reporting to Police. |
| 12 | Purposefully changing the seating arrangement in the examination hall and sitting in the wrong seat | Debarring for one chance. |
| 13. | Student held for malpractice more than once. | The student should be debarred for a minimum of two semesters, and it may extend up to four semesters depending on the gravity of the incident. |

Note:

Results of candidates, who resort to write register numbers, names etc., in the Answer Books /Additional sheets/Drawing sheets etc., be published only after issuing them a warning memo not to repeat such instances in future.

CHAPTER XII**GENERAL****12.1 Examination Confidential Section**

Preparations of question papers of all courses conducted by the College, their printing, packing are the functions of the examination confidential section. All the staff working in this section

shall report to the Controller of Examinations directly. It is the solemn duty of each and every staff of this section to preserve the confidentiality of their work. Any activity which may directly or indirectly affect the confidentiality of their work like the usage of mobile phones, storage devices etc. are not allowed in this section. Registers of question papers set, question papers used, strength of students registered for each examination etc. shall be maintained. A printed copy of all results published by the College will be archived for future use.

12.2 Internal Marks

All Heads of the Departments shall submit/upload the internal marks at least 15 days before the date of commencement of the end semester examination. Adequate care should be taken to prepare the internal marks by the concerned teachers and the Heads. Before forwarding the internal marks to the examination cell, the same should be displayed on the notice board for at least three days and discrepancy, if any pointed out by the students should be rectified. No change of internal marks will be permitted once it is received in the examination cell.

12.3 Work Assignment

Any work assigned to the teaching/administrative staff of the college in connection with the examination shall be treated as part of duty and the concerned staff shall carry out the assignment as per instructions given thereof. Failure to discharge any responsibility assigned thus shall invite disciplinary action. If a teacher/employee declines examination related work, the matter shall be reported by the Controller of Examinations to the Governing Body for initiation of disciplinary proceedings for dereliction of duty.

The Controller of Examinations shall report to the Governing Body all cases of non-compliance of the rules including refusal, negligence or delay on the part of any employee/teacher of the College to carry out the instructions issued to him from time to time. The Governing Body is empowered to take disciplinary action based on such reports, if it is satisfied that the employee/teacher has committed irregularities or has delayed the execution of any responsibility assigned to him/her without giving a satisfactory explanation for the delay thus caused.

12.4 Examination Communications

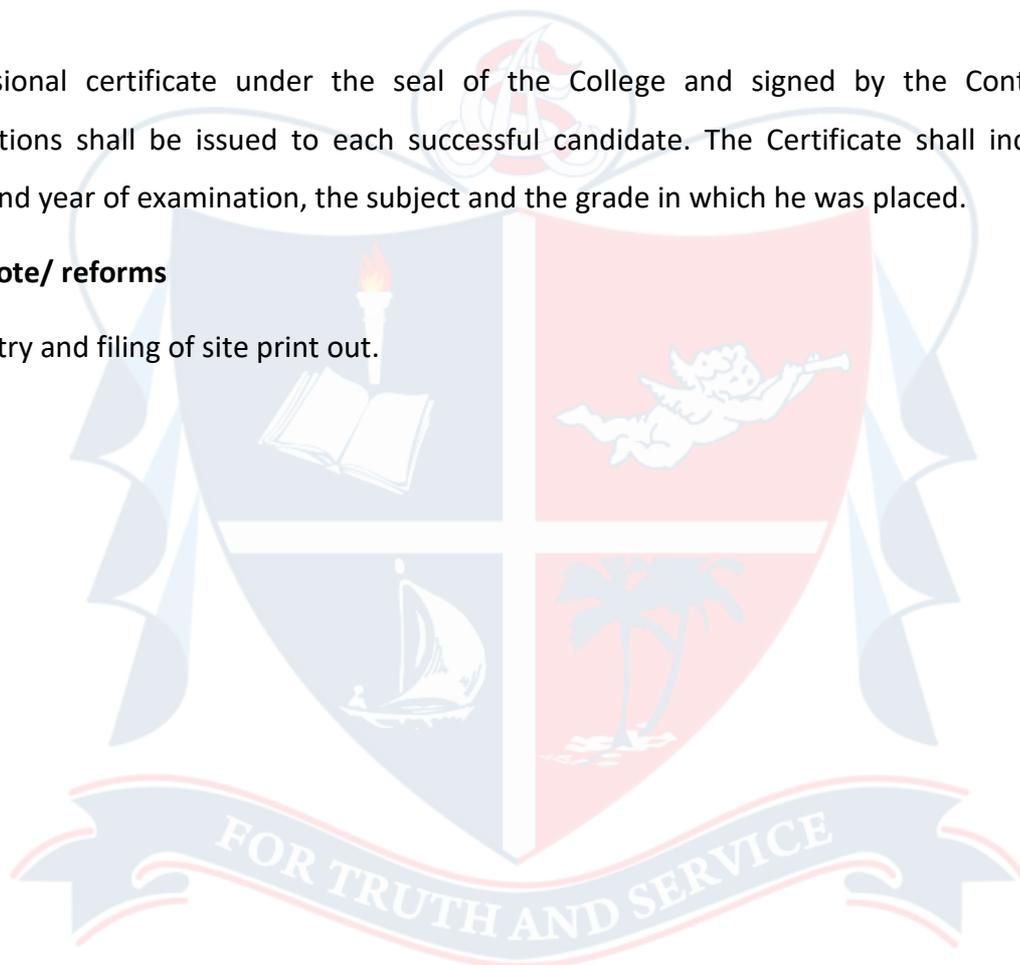
All communications regarding matters connected with registration to the examinations, conduct of examination, issue of certificates and mark lists etc. are to be addressed to the Controller of Examinations, St. Albert's College (Autonomous), Ernakulum - 682 018.

All e-mail communications can be sent to exam@alberts.ac.in. All information regarding notification, registration, examination, results etc. will be published in the official College website.

A Provisional certificate under the seal of the College and signed by the Controller of Examinations shall be issued to each successful candidate. The Certificate shall include the month and year of examination, the subject and the grade in which he was placed.

Status note/ reforms

Mark entry and filing of site print out.





St. Albert's College (Autonomous)

An initiative of Educational and Charitable Trust of Archdiocese of Verapoly

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