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OFFICE OF THE CONTROLLER OF EXAMINATIONS

The office of “The Controller of Examinations” has been established from the month of September 2019 since the conferment of Autonomous to the institution. The Office of the Controller of Examinations shall be responsible for assessing continuous learning process of the students by maintaining best quality and standard in examination process and ensuring confidentiality. It is the duty of the office of the Controller of Examinations to arrange, prepare, schedule, conduct, publish and maintain records of End Semester Examinations (ESE) performance along with the Continuous Internal Assessment (CIA) Cell of the students of all UG, PG and Ph.D. programmes.

1 Definitions of Keywords

- 1. Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 2. University:** It is the Parent University, i.e., Anna University, Chennai.
- 3. Program:** It is an educational course leading to the award of a Degree or certificate like B.Tech., M.Tech., M.B.A.
- 4. Branch:** A discipline of study like ‘Computer Science and Engineering’, ‘Electronics and Communication Engineering’ etc.
- 5. Semester:** Each semester will consist of 15 teaching weeks with 5 teaching days/week and a minimum of 90 teaching days excluding the period of examination, holidays, and days when classes are suspended. The autumn (odd) semester may be scheduled from July to December and spring (even) semester from January to June.
- 6. Semester Scheme:** Each year of a UG / PG Degree Program is divided into two Semesters as defined above for course delivery, followed by Continuous Internal Assessment (CIA) throughout the Semester, and End semester Examinations (ESE) as reforms in Achievement Testing.
- 7. Subject:** It is a component of a program, usually referred to as “course” like Mathematics, Physics, Digital Electronics, Strength of Materials and etc. All subjects need not carry the same credit. The subjects should define Course outcome, Learning objectives and Evaluation Scheme. A subject

may be designed to comprise solely or a combination of lectures, tutorials, laboratory work, field work if any, outreach activities, project work, viva, seminars, assignments, presentations, guided self-study, etc.

- 8. Mandatory Courses:** Course work on peripheral subjects in a program, wherein familiarity considered mandatory, are included as non-credit, Mandatory Courses. These will not be counted for the computation of GPA/CGPA.
- 9. Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week. Different courses have different credits as specified in the approved curriculum.
- 10. Credit System:** A system enabling quantification of course delivery, with a credit being assigned to each subject and a grade awarded after a student completes its teaching-learning process followed by passing in the examinations.
- 11. Choice Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses.
- 12. Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters 'O', 'A+', 'A', 'B+', 'B', 'C', 'SA'.
- 13. Grade Point:** It is a numerical weight allotted to each grade on a 10-point scale.
- 14. Credit Point:** It is the product of grade point and number of credits for a subject.
- 15. Grade Point Average (GPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester.
- 16. Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters.

- 17. Passing Requirements and Provisions:** A student, who secures not less than 50% of total marks prescribed for a course, comprising a minimum of 45% of the marks in the End Semester Examination, shall be declared to have passed the course successfully and earned the prescribed credits for that course. If a student fails to secure a pass in a particular course, i.e. failing to obtain minimum marks, as stated above, should register and reappear for the examination in that course in the subsequent semester whenever the examinations are conducted in that course, till he /she secures a 'Pass'.
- 18. Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the subject details (code, title, number of credits, grade secured) along with GPA of that semester and CGPA earned till that semester.
- 19. Deputy Controller of Examinations:** He / She shall be assisting CoE for the effective functioning of the office of CoE, apart from his / her regular duties.
- 20. HoD:** The head of the department, who is the executive authority to allocate work load to faculty, staff and take care of all academic activities related to faculty and students.
- 21. BoS Chairman:** The Board of Studies Chairman is invariably the head of the department and responsible for design and development of curriculum, formation syllabi and assessment of students.
- 22. Board:** The examiners appointed for valuation, practical and Viva-voce examination are termed as board of examiners of the department.
- 23. Chief Examiner/Board Examiner:** Appointed to co-ordinate the valuation work of a subject(s) with the additional examiners, if the number of answer books in the subject are greater than 100. Chief examiner(s) also value 10% of the total answer books allotted to the group of examiners under him apart from number of answer books reviewed or revalued.
- 24. Group of Examiners:** The chief and the examiners under them are termed as the group of examiners. In case more than one chief examiner is appointed for a same board /subject and the entire examiner under all the chiefs are termed as group of examiners.

- 25. Additional Examiner(s):** Appointed to value the answer books under the chief(s). He/She should have handled the subject and recommended by the BoS chairman / HoD /Dean Academics and approved by Controller of Examinations.
- 26. Individual Examiner(s):** Individual Examiner(s) is / are the sole valuer for the subject(s) of their specialization and handled the subject(s) for number of times and recommended by the BoS chairman / HoD / Dean Academics and approved by Controller of Examinations.
- 27. Programmer:** He / She shall create data base, entry of end semester examination marks, and assist CoE / Deputy CoE in preparing schedule of examinations, grade sheets, consolidated mark sheets, transcripts etc. and generate reports as required by CoE and Dean Academics.
- 28. Arrear Examination:** Examination for the candidates who failed in the various subject(s).
- 29. Photocopy / Revaluation:** A student, who seeks the revaluation of the answer script, is directed to apply for the photocopy of his/her semester examination answer script(s) in the theory course(s), within 4 working days from the declaration of results in the prescribed format to the Controller of Examinations through the Head of the Department. On receiving the photocopy, the student can consult with a competent faculty member and seek the opinion for revaluation. Based on the recommendations, the student can register for the revaluation through proper channel to the Controller of Examinations who shall arrange for the revaluation and declare the results. Revaluation is not permitted to the courses other than theory courses. In case of theory courses with laboratory component, a student can seek revaluation for the theory component only, following the procedure stated above.
- 30. Challenging Valuation:** Candidates not satisfied with Revaluation can apply for Challenging valuation of his/ her examination answer script in a theory course, within the stipulated period on payment of prescribed fee through proper channel to the Controller of Examinations. Candidates applying for Revaluation alone are eligible to apply for Challenging valuation.

2 Programmes and Branches of Study

The following programmes and branches of study approved by Anna University, Chennai, and All India Council for Technical Education, New Delhi is offered by the college.

Programmes	Branch
U.G - B.E.	Civil Engineering
	Computer Science and Engineering
	Computer Science and Engineering (Cyber Security)
	Electronics and Communication Engineering
	Electrical and Electronics Engineering
	Mechanical Engineering
U.G - B.Tech.	Artificial Intelligence and Data Science
	Artificial Intelligence and Machine Learning
	Information Technology
P.G(M.E/M.Tech /M.B.A)	M.E –Applied Electronics
	M.E – Computer Science and Engineering
	M.B.A –Master of Business Administration

3 System of Examinations

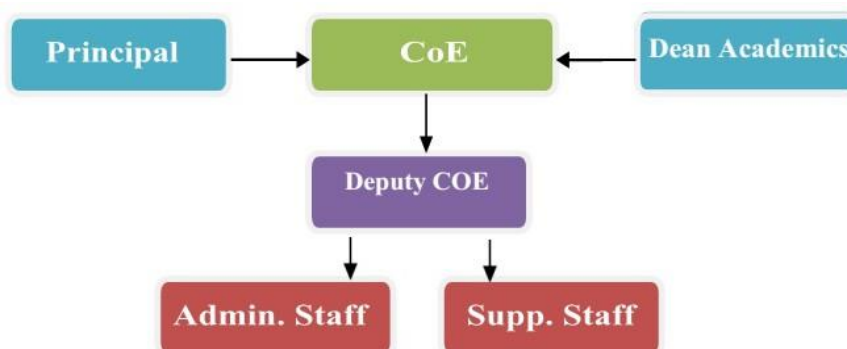
All B.E./ B.Tech. programmes consist of Theory Courses, Laboratory Courses, Internship and Final year project. Appearance in End Semester Examinations is mandatory for courses that are specified in the curriculum. Performance in each course of study shall be evaluated based on (i) Internal assessments throughout the semester and (ii) End Semester Examination. Each course shall be evaluated as shown below:

Sl. No.	Category of Courses	Continuous Internal Assessments	End Semester Examinations
1.	Theory	40 Marks	60 Marks
2.	Laboratory	60 Marks	40 Marks
3.	Theory Course with Lab Components	50 Marks	50 Marks
4.	Basic Science Project	100 Marks	-
5.	Mini Project	100 Marks	-
6.	Project Work	40 Marks	60 Marks

Every faculty member is required to maintain the lesson plan, attendance and assessment record for every semester. Attendance is marked in each theory / laboratory / EE class. The assessment marks and the record of class work (topics covered) are maintained separately for each course by the faculty member. The faculty member should submit these details to the Head of the Department periodically for evaluating the syllabus coverage and the records of assessment marks and attendance. After due verification, the Head of the Department will affix his/her signature along with date. At the end of the semester, the Head of the Department shall verify the records and keep this document in safe custody for five years. The internal assessment marks obtained by the candidate in the first appearance of the End Semester Examinations shall be retained and considered valid for the next three semesters.

4 Controller of Examinations (CoE) and his office:

4.1 Organizational Structure



In accordance with the guidelines of the Statutory Bodies, the Controller of Examinations (CoE) shall be appointed by the Principal and Dean academics on the basis of the potential of the person in accordance with statutory stipulations, if any.

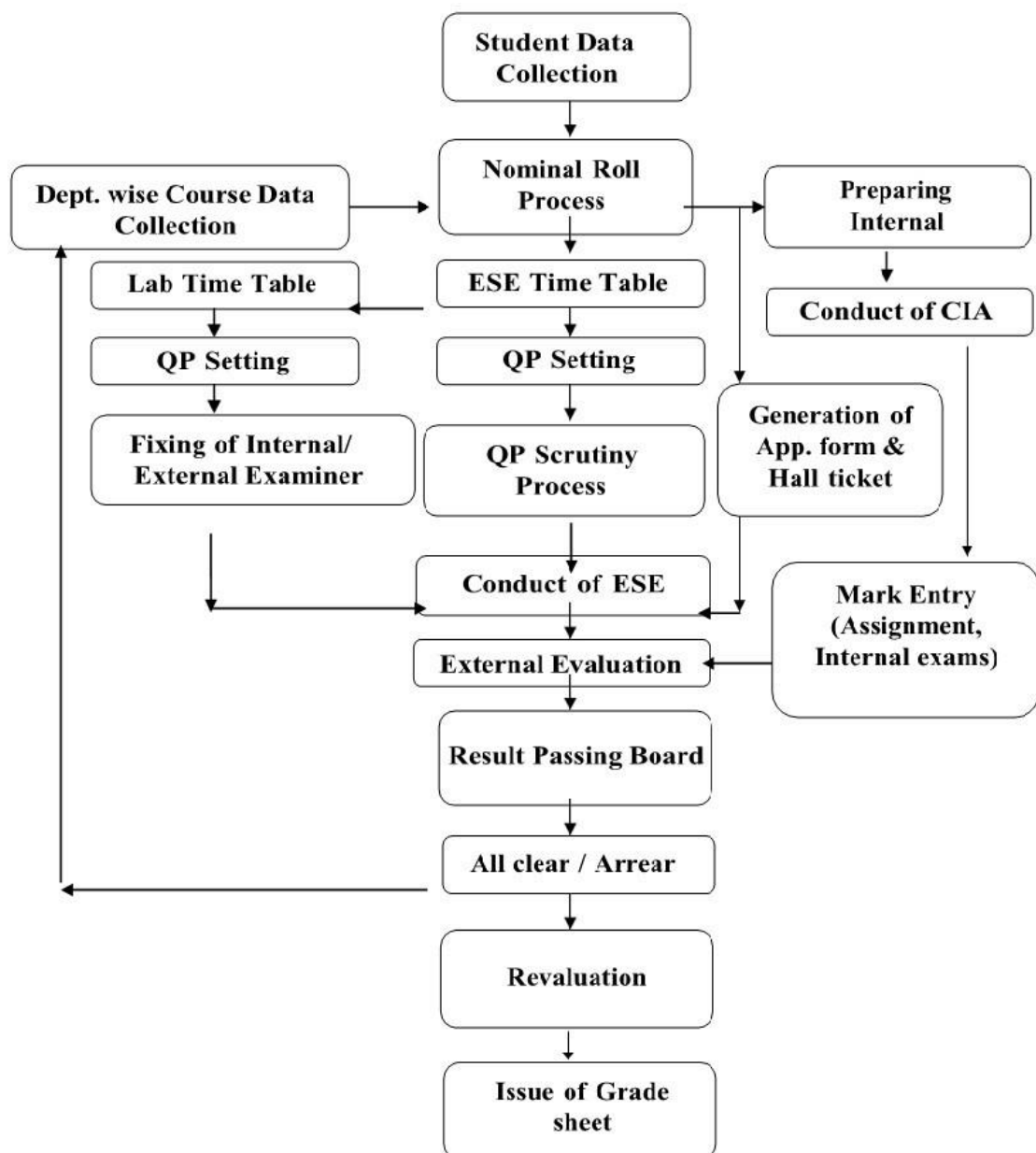
The CoE shall be assisted by Deputy Controller(s) nominated by the Principal / Dean academics depending on the quantum of work. They will continue doing their teaching work as scheduled by the College / Department. There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the CoE Office. CoE office will have appropriate infrastructure for generating question papers and other relevant confidential materials.

Remuneration for examination work should be decided by the finance

committee. The recommendations of the finance committee shall be placed before the governing council and approval.

4.2 Process Flow Chart

The full process of the office of the Controller of the Examinations is given below.



4.3 Time Frame

The activities and its time frames for every semester in the controller of examinations are listed in the following table.

S. No	Particulars	Time Frame
1	Preparation for the Student and Course Information	Second week of Odd/ Even of that Academic Year
2	Quotations for the Examination Materials	Second week of Odd/ Even of that Academic Year
3	Notification for the Examination Fee	2 weeks before commencement of examinations
4	Requisition for the Question Papers	6 - 8 weeks before commencement of examinations
5	Time Tables	2 weeks before commencement of examinations
6	Finalizing the List & the Nominal Roll Preparation	2 weeks before commencement of examinations
7	Invigilators Notifications	1 week before commencement of examinations
8	Preparation of the Exam Material	1 week before commencement of examinations
9	Hall ticket Issue	1 week before commencement of Examinations
10	Result Publications	2-3 weeks after completion of Examinations
11	Scripts - Retotaling and the Revaluation	Notification along with results (1-2 weeks after publishing result)
12	Central Valuation	1-2 week after completion of Examinations

4.4 Academic Plan

The Office of CoE strictly follows the Time Frame during the Academic Session specified in the Academic Calendar of the Institute and approved by the Academic Council.

5 Work done by office of the Controller of Examinations:

1. Preparation of Academic Schedule for each semester Calendar and sent to all the departments.
2. Getting syllabus from the departments through office of Dean Academics.
3. Receiving list of subjects semester wise from all the departments after approving the BoS through End Semester Exam Cell.
4. Receiving a list of electives and a list of students offered the corresponding elective subjects from all the departments after the Dean-Academics approval through ESE Cell.
5. Preparation of panel of examiners for question paper setting.
6. Sending order for setting the question paper setting with detailed syllabus and instruction to the setters for question setting.
7. Printing of Preview Exam Applications for all the students and sent to the departments.
8. Preparation of Nominal Roll.
9. Scrutinizing the received question papers.
10. Typing, Checking, Printing and Packing of Question Papers.
11. Preparation of Hall Tickets and sent to all departments through End Semester Exam Cell.
12. Appointment of Chief Superintendent.
13. Preparation of Panel of Examiners for Practical Examinations (Internal and External).
14. Conduct of Practical Examinations with internal and external examiners.
15. Appointing Vigilance Squad for Theory and Practical Examinations.
16. Monitoring the conduct of Theory examinations.

17. Preparation of Panel of Examiners for Valuation.
18. Conduct of Central Valuation.
19. Entering Internal and External Marks.
20. Verification of Internal and External Marks.
21. Preparation of Grading Statistics and processing of results.
22. Conduct of Result Passing Board Meeting with University Nominee.
23. Conduct of Malpractice Enquiry committee meeting.
24. Publication of Results.
25. Arranging Paper Viewing by students of the regular subjects for any clarifications.
26. Conduct of Revaluation.
27. Publication of Revaluation Results.
28. Verification of Grade sheet & Printing of Grade sheets and sent to all the departments.

5.1 Pre-Examination Work:

1. Preparation of Academic Calendar and sent to all the departments.
2. Printing of Preview Exam Applications for all the students and sent to the departments.
3. Intimation sent to the Ph.D. Supervisors regarding Course Work registrations through End Semester Exam cell.
4. Preparation of Panel of Question Paper Setters and sent to the Question Paper Setters.
5. Finalization of Course Works for Ph.D. scholars.
6. Preparation of Nominal Roll.
7. Typing of Question Papers.

8. Proof reading of Question Papers.
9. Conduct of Question Paper Scrutiny Meeting.
10. Printing and Packing of Question Papers.
11. Preparation of Hall Tickets and sent to the concerned departments.
12. Preparation of Panel of Examiners for Practical Examinations.
13. Conduct of Practical Examinations.
14. Preparation of Dummy Nos.
15. Preparation of Mark statement (Manual entry) and other formats for valuation.

5.2 Post-Examination Work:

1. Preparation of Panel of Examiners for Valuation and order sending.
2. Allotment of dummy numbers for Answer Scripts.
3. Verification of dummy numbers with original register numbers ,pasting it into the answer scripts and bundling.
4. Conduct of Central Valuation.
5. Entering Internal (CIA) and External Marks (ESE).
6. Verification of Internal (CIA) and External Marks (ESE).
7. Processing the results with preparation of Gracing Statistics and Grade statistics.
8. Conduct of Result Passing Board (RPB) Meeting.
9. Conduct of Malpractice Enquiry committee meeting.
10. Publication of Results.
11. Arranging paper viewing by students of the regular subjects for any clarifications along with the subject experts.
12. Conduct of Revaluation.

13. Publication of Revaluation Results.
14. Verification of Grade sheet data.
15. Printing of Grade sheets and sent to all the departments.

6 General pattern for Grading of Courses

(Amended as per the directions of the University vide Letter no: 5182/AU/CAC/Rel.Grading/2022 dated on 26.9.2022)

The award of letter grades will be decided based on relative grading principle. The relative grading is applicable to only those students who have passed the examination as per the passing requirements enumerated above. For those students who have not passed the examination, Reappearance (RA) shall be awarded as shown in the below table.

For those students who have passed the course, the relative grading shall be done. The marks of those students who have passed only shall be inputted in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student. For a given course, if the students' strength is greater than 30, the relative grading method shall be adopted. However, if the students' strength is less than 30 then the fixed grading shall be followed with the grade range as specified below.

O	A+	A	B+	B	C	U
91 - 100	81 - 90	71 - 80	61 - 70	56 - 60	50 - 55	<50

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B", "C", SA denotes shortage of attendance and hence prevented from writing the end semester examinations. "SA" will appear only in the result sheet. "U" denotes that the student has failed to pass in that course. "WD" denotes withdrawal from the exam for the particular course. The grades U and WD will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester Examinations as per the Regulations. If the grade U is given to Theory Courses/ Laboratory Courses it is not required to satisfy the attendance requirements, but has to appear for the end semester examination and fulfill the passing requirements to earn a pass in the respective

courses.

If the grade U is given to EEC course (except Project Work), which are evaluated only through internal assessment, the student shall register for the course again in the subsequent semester, fulfill the passing requirements to earn pass in the course. However, attendance requirement need not be satisfied.

In case of anomalies, a committee consisting of a subject expert, HOD, Dean Academics and the Principal will decide on the grading and marks to be awarded. The performance of a student shall be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-Appearence)	0
SA (Shortage of Attendance)	-
UA (Absent)	-
WD (Withdrawal)	-

7 Awarding Marks for Internal Assessment

For all theory, laboratory courses, theory courses with laboratory component and project work the continuous assessment shall be awarded as per the procedure given below:

7.1 Assessment of Theory Courses

Two assessments each carrying 100 marks shall be conducted during the semester by the Department/College concerned. The total marks obtained in all assessments put together out of 200, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal credit to the two assessments).

Assessment I (100 Marks)		Assessment II (100 Marks)		Total Internal Assessment
Individual Assignment /Case Study / Seminar / Mini Project /any other experimental Learning	Written Test	Individual Assignment /Case Study / Seminar / Mini Project /any other experimental Learning	Written Test	
40	60	40	60	200*

*The weighted average shall be converted into 40 marks for internal Assessment.

Two internal assessments will be conducted as a part of continuous assessment. Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts viz., Individual Assignment/Case study/Seminar/Mini project and Test with each having a weightage of 40% and 60% respectively. The tests shall be in written mode. The total internal assessment marks of 200 shall be converted into a maximum of 40 marks and rounded to the nearest integer.

7.2 Assessment of Laboratory Courses

The maximum marks for Internal Assessment shall be 60 marks in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records to be maintained. There shall be at least one test. The criterion for arriving at the Internal Assessment marks of 60 is as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Internal Assessment (100 Marks)*	
Evaluation of Laboratory Observation, Record	Test
75	25

* Internal Assessment marks shall be converted into 60 marks.

7.3 Assessment of Theory Courses with Laboratory Component

Weightage of internal assessment and end semester examination marks will be 50% each. The distribution of marks for the theory and laboratory components in the internal assessments and end semester examination for different types of courses are provided in the table.

L	T	P	C	Internal		End Semester Examination
				Assessment 1	Assessment 2	
1	0	4	3	Laboratory (25%)	Theory (25%)	Laboratory only (50%)
1	0	2	2	Laboratory (25%)	Theory (25%)	Laboratory only (50%)
2	0	2	3	Theory (25%)	Laboratory (25%)	Theory (25%) Laboratory (25%)
3	0	2	4	Theory (25%)	Laboratory (25%)	Theory (35%) Laboratory (15%)
2	0	4	4	Theory (25%)	Laboratory (25%)	Theory (15%) Laboratory (35%)

7.4 Assessment of Project Work

7.4.1 Mini Projects and Basic Science Project

In the case of Mini Projects and Basic Science Project, the internal assessment shall be 100 marks and there will be no End Semester Examination. The Internal Assessment marks for the Mini Project shall be distributed as indicated below.

Assessment of Mini Projects and Basic Science Project (Total:100 Marks)	
Project Report	50
Novelty/Presentation/Viva voce	50

7.4.2 Final Year Project

The student shall register for Project Work-I in pre-final semester and Project Work-II in final semester. Project work may be allotted to a single student or to a group of students not exceeding 4 per group. Project Work-II may/may not be a continuation of Project Work-I. If Project Work II is not a continuation of Project

Work I, then the topic and constitution of the project team members need not be the same.

1. Project Work shall be carried out under the supervision of a “qualified teacher” in the Department concerned. In this context “qualified teacher” means the faculty member possessing (i) PG degree or (ii) Ph.D. degree.
2. The Project Work-II carried out in industry/academic/research institutions need not be a continuation of Project Work-I. In such cases, the Project Work-II shall be jointly supervised by a supervisor of the department and an expert as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.
3. The Head of the Institutions shall constitute a review committee for Project Work for each programme. The review committee consists of supervisor, an expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the supervisor, then an alternate member shall be nominated. In the case of Industrial Project, the review committee shall have the supervisor, the coordinator from industry and the project coordinator from the Department.
4. There shall be three reviews during the semesters VII and VIII by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be reduced for 40 marks and rounded to the nearest integer.
5. The project report shall carry a maximum of 20 marks. The project report shall be submitted as per the approved guidelines as given by the Director, Centre for Academic Courses. Same marks shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 40 marks. Marks are awarded to each student of the project group is based on the individual performance in the viva-voce examination.

Internal Assessment (40 Marks)			End Semester Examination (60 Marks)				
Review I	Review II	Review III	Thesis Submission(20)		Viva-Voce (40)		
10	15	15	Int.	Ext.	Int.	Ext.	Supervisor
			10	10	10	20	10

The last date for submission of the project report is on the last working day of the semester. If a student fails to submit the project report on or before the specified deadline or the student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail in the Project Work and the student shall re-register for the same in the subsequent semester.

7.4.3 Assessment of Online Courses

Each online course is normally assigned a certain number of credits as follows:

Course Duration	Credits
8 Weeks	3
12 weeks	4
Globally Accepted Certified Course	3

On successful completion of the online or globally accepted certified courses, he/she has to submit the copy of the certificate to the Head of the Department. Any one online course / globally accepted certified course can be considered for waiving of one three credit elective course. Maximum of two electives can be waived through these online courses by a student during his / her period of study. Once considered for exemption, the recommendation will be sent to the Controller of Examinations after the approval of the Dean-Academics.

Credits earned through MOOC / Internship / globally accepted certified courses can also be utilized for the award of Honors degree with due approval from Anna University. Therefore, credits earned through MOOC / Internship courses once utilized for exemption for an elective course cannot be considered for the award of Honors degree. Online courses will be assessed on the submission of certificates and the equivalent letter grades shall be awarded to the students. The students shall be permitted to write the examinations conducted by the NPTEL and transfer the marks obtained by the students into equivalent grades as per the regulations. A Committee shall be constituted by the respective

departments and evaluate the marks and assign the grades with the approval of Dean-Academics / Principal.

1. The online course shall be recommended by the Dean-Academics/Principal.
2. A student may withdraw from an online course before the date of the examination. It will not be considered as an attempt
3. If a student fails in the course as evaluated by the NPTEL offering the course, student shall be considered as FAIL.
4. If students pass the course as evaluated by the NPTEL offering the course, the absolute grading system shall be followed and the letter of grades are awarded as follows.

O	A+	A	B+	B
88 - 100	76 - 87	64 - 75	52 - 63	40 - 51

8 Requirements for appearing for End Semester Examination

1. A candidate shall normally be permitted to appear for End Semester Examination of the current semester if he / she has satisfies the semester completion requirements and has registered for examination in all courses of that semester by paying the prescribed fees.
2. However, for students having arrear courses of the previous semester(s), in order to write the current end semester examination, the registration is mandatory for the examination of all the courses of that semester and all arrear courses of the previous semester(s) by paying the prescribed fees, failing which, the candidates will not be permitted to move to the next semester.
3. A candidate who has already appeared for any course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

9 Question Paper Setting

9.1 Guidelines to be followed for Question Paper setting

Examinations have always been an important part of the total educational process. Examinations are designed and administered at different stages of education and their results are used for various purposes like improvement in learning, grading and classification of students, selection for admission to higher studies/classes or for scholarship, certification and for providing guidance for future, etc. Therefore, providing a question paper which is a basic tool for testing the knowledge of a student is very important and it needs certain guidelines during the preparation stage itself. For setting a valid, reliable and usable question paper the following guidelines may be followed.

1. The question papers for the End Semester Examination shall be based on the total course content prescribed for the subject.
2. The paper setter has to set the question paper strictly in accordance with the syllabus and the instructions given by the College.
3. The questions should be set as per the pattern recommended for the particular examination. The questions should be specific and unambiguous in nature.
4. PART-A shall have 20 Marks with 10 two mark questions, each carrying the 2 marks weightage (i.e. $10 \times 2 = 20$ Marks). All questions shall be compulsory in PART-A.
5. PART-B shall have 80 Marks with five 16 mark questions in either or pattern, each carrying the 16 marks weightage (i.e. $5 \times 16 = 80$ Marks).
6. The question paper setters must be informed during setting about the questions with the blooms taxonomy understanding to maintain the standard followed by the college.
7. The question setter has also to ensure that the prescribed standards are maintained and that the questions cover broad areas of the entire syllabus as reflected in the list of text books prescribed for the concerned course.
8. The question setter has to set the questions such that all the types of skills are tested, e.g. knowledge, understanding and application.

9. 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.
10. The question paper could able to be answered by an average student within 2 hours and 50 minutes and 10 minutes may be allotted for reading the question paper.
11. The manuscript of the question paper written by the paper setter should be legible.
12. The figures/diagrams, if any, should be drawn neatly with proper dimensions and should be labeled.
13. 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.
14. Repetition of questions in Part A and Part B should be avoided. Also, questions set in one part should not be repeated in other parts of the Question Paper.
15. The question setter for the End Semester Examination shall set the question paper in the prescribed format and shall submit the same through mail and hard copy may be send to in a sealed cover marked as confidential to the Controller of Examinations.
16. If the candidates are to be supplied with materials such as Calculator, Tables, Charts, Graph Paper, Code Books etc., a clear note to that effect should be given in the question paper. Each paper setter shall be responsible for ensuring secrecy and confidentiality of the question paper set by him/her.

10 Question Paper Scrutiny Committee

10.1 Guidelines for the Question Paper Scrutiny Committee

The question papers received from the question paper setters shall be reviewed thoroughly in the scrutinizing members. The committee shall check whether every question paper is as per norms specified by the College. Using the

guidelines given below, the committee shall analyze each question paper and provide a quality question paper for testing the knowledge of a student. The functions of the Scrutiny process shall be:

1. To ascertain the particulars relating to the name of the examination, programme, branch, semester, subject code, subject name, duration, maximum marks, distribution of marks of various questions.
2. To ascertain about the instructions to the candidates indicating the number of questions to be answered.
3. To ascertain about the pattern of question paper prescribed by the College.
4. To verify the numbering of questions, sub-division in each question etc., in order.
5. To ascertain on the instructions regarding the use of statistical tables, data books, graph sheets, drawing sheets etc.
6. To verify the figure no./table no. corresponding to the question no. in which they occur.
7. To ascertain that the question paper(s) have been set strictly in accordance with the syllabi and the instructions given by the College.
8. To ensure that the prescribed standards have been maintained and that the questions cover broad areas of the entire syllabus adequately.
9. To delete question(s) set from topics outside the prescribed syllabus and to make necessary substitutions, if required.
10. To ascertain the uniform distribution of questions among various units.
11. To remove ambiguity in the language of the questions, if any.
12. To ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.
13. To ensure whether the key contains the detailed answers for the question paper
14. To bring it to the notice of the Controller of Examinations the lapses or omissions on the part of the paper setter, if any.

10.2 Instruction to the Scrutiny members:

The following points may please be considered during the scrutiny of question papers.

1. Verify the basic information in the question papers are correct or not like Subject code, Name of the subject, Duration, Time and etc., as per the template given.
2. Repeated Questions in both Part-A and Part-B of the same set (I and II) may be identified and corrected.
3. Repeated Questions in both the question paper (set-I and Set-II) may be identified and corrected.
4. The spelling mistake/any typographical errors units, unforeseen errors like abnormal values of physical quantities needs correction (ex: unit; N/m^2 should be written instead of N/m^2 and μF should be written instead of MF).
5. If questions are out of prescribed syllabus they may be changed.
6. Bloom's Taxonomy categories should be check and modify by the scrutiny officer in the question paper as per the norms.
7. Any missing data or unreasonable values of dimensions and physical quantities are to be corrected.
8. The missing dimensions/quantities etc. in accompanying figures/diagrams may be corrected and checked for clarity PART A. If the entire part A Questions seen to be substandard/High standard, kindly change them (example All 10 questions are only definitions).
9. Time consuming questions may either be simplified or revised PART B.
10. If a question is found to be out of prescribed syllabus/time consuming/level of difficulty to answer is very high or very simple/substandard, then the particular question is to be changed.
11. If many questions both in Part-A and Part-B are found to be substandard/out syllabus etc. and need total revision, it may also be suggested to arrange for new questions for that paper.

10.3 Check List for the Scrutiny

PART A

- Only R & U - R2019 / R2019A
- Only K1 & K2 - R2023
- **Percentage of Marks allocation (Part- A)**

	R 2019 / R 2019A	R 2023
Lower Order Blooms level(s)	R – Remember U – Understand [5 Questions each]	K1 - Remember K2 – Understand [5 Questions each]

PART B:

- No R type (R2019 / R2019A) / K1 type questions (R2023)
- U, A, S question types only allowed – R2019 / R2019A
- K2, K3, K4, K5, K6 question types only allowed – R2023
- **Percentage of Marks allocation (Part- B)**

	R 2019 / R 2019A	R 2023
Lower Order Blooms Level(s)	U – Understand A - Apply 3 Questions (1 +2 or 2+1)	K2 – Understand K3 - Apply 3 Questions (1 +2 or 2+1)
Higher Order Blooms Level(s)	S (A, E, C) A - Analyze E - Evaluate C - Creative 2 Questions	K4 (K4, K5, K6) K4 - Analyze K5 - Evaluate K6 - Creative 2 Questions

NOTE:

- IN PART B, BOTH CHOICES (EITHER/OR) MUST BE IN THE SAME BLOOMS LEVEL.
- MAXIMUM TWO SUB DIVISIONS IN PART B ALLOWED.

11 Conduct of Examinations

The Authorities of the College involved in the conduct of the End Semester Examinations are:

1. Principal/Dean Academics
2. Controller of the Examinations (COE)
3. Chief Superintendent(CS)
4. End Semester Exam cell Coordinator
5. Vigilance Squad (VS)
6. Hall Superintendent(HS)

The Chief Superintendent along with End Semester Exam cell coordinator has to ensure the participation of the appointed faculty members in all the activities connected with the conduct of theory examinations. All teaching and non-teaching staffs, who are drafted for the conduct of the examinations are bound by the rules and regulations of the college. They will be paid remuneration and allowances as per the approved norms of the College.

11.1 Theory Examination

11.1.1 Chief Superintendent (CS):

1. The Controller of Examinations (COE) is authorized to call a senior most member of teaching staff with a minimum of 10 years of experience (both academic and industrial experience put together) who are willing to function as CS. The Dean Academics/Principal/COE may appoint CS for that semester and the same may be informed to office of COE.
2. **CS** appointed shall accept the offer only when no close relative of him/her is appearing for the End Semester Examinations.
3. **CS** is fully responsible for all the activities connected with the conduct of theory examinations.
4. **CS** has to read the rules, regulations and the instructions issued by the College then and there related to conduct of the examinations and has to

instruct the officials/staff concerned and the candidates to adhere to the same.

5. **CS** will be assisted by Examination Cell.

11.2 Instructions to Chief Superintendent and End Semester Exam Cell Coordinator at the Examination Venue

The Chief Superintendent and End Semester Exam Cell Coordinator are responsible for the efficient conduct of examinations at the venue. The Chief Superintendent shall be a senior teacher appointed by the Dean Academics. The following guidelines may be followed for the smooth conduct of the examinations:

1. The Chief Superintendent shall ensure that the list of candidates appearing for the examination required number of answer books and the stationery required for packing answer books are received at least three days before the commencement of examinations.
2. She/he should ensure that the question papers are received before the examination from the office of the CE.
3. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
4. The following arrangements shall be made for the conduct of the examination by the end semester exam cell coordinator and it is verified by Chief Superintendent.
5. Seating arrangement for the candidates (register number to be written on the desk at the right upper corner).
6. Examination room is clean, properly illuminated and that no writing or graffiti is there on the desks/walls or blackboard.
7. Room hall - wise seating plan for candidates is displayed at a visible and prominent place in the portico of the college.
8. Selection of appropriate number of invigilators among the faculty members, well in advance as per the norms, in this regard.

9. The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the Observer/AUR/Chief superintendent appointed by the Principal. He/She should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.
10. Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
11. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such gadgets to the examination room, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
12. Allow only hall-ticket, pen, pencil, eraser and standard calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
13. Keep utmost vigil throughout the examination process. The Chief Superintendent has to frequently visit examination hall and ascertain that the invigilators are performing their duties and are not engaged in talking, standing on the veranda, or reading/ writing inside the examination hall.
14. A candidate shall not be allowed to write the examinations, if he/she does not have a valid hall ticket. However, if a student reports that his/her hall ticket is lost, the Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the college to obtain a duplicate hall-ticket. Or else, if there is a system of downloading duplicate hall tickets from the college website, the Chief Superintendent may be permitted to issue a duplicate hall ticket to the candidate, after charging the required fees. This can be allowed only if his/her name is included in the nominal roll issued by the college.
15. All used answer books shall be packed within 30 minutes after the examination is over.
16. The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.

17. The Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. This decision should be taken one hour prior to the commencement of the examination.
18. Consolidated Absentee Statement - The consolidated list of absence should be prepared and forwarded to CoEs office daily as per the direction contained in the printed instructions. They should be forwarded at the end of each category of examinations without fail to the Controller of examinations.
19. Report Regarding Invigilation Works – Chief Superintendent / Additional Chief Superintendent should keep a detailed list of invigilators with their signature, indicating their room numbers, in a given format. After the completion of the particular end semester examinations, the Chief /additional Chief Superintendent must give a schedule of work done by each invigilator with the above format, stating the date and session and hall number she/he has invigilated. This statement is very much required in the malpractice cases reported during valuation time.

11.3 Hall Tickets:

1. One week before the commencement of the examination, the Hall tickets will be ready to dispatch to the candidates.
2. Hall-tickets indicating the name, register number of candidates, subjects for which they have registered for examination are forwarded to each department. After verification of all the particulars in the Hall Ticket, the HODs will arrange necessary steps to distribute the Hall Tickets at least two days before the commencement of examinations to the candidates after obtaining his/her signature in the appropriate place. Any discrepancy in the hall tickets should be immediately brought to the notice of COE. In cases where names of candidates are the same or similar, CSs are requested to ensure that each candidate receives proper hall-ticket, after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts; this verification is very important particularly in the case of students studying in the first semester of UG/PG programmes. Neglect of this precaution will result in mistakes which will be difficult to rectify later.

3. At the time of issuing hall-tickets, each candidate may be asked to verify whether his/her name is registered for all subjects for which he/she has remitted examination fees. Discrepancy, if any in the hall-ticket may be brought to the notice of CoE immediately.
4. In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are also eligible to write the examination, CS may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his /her own risk. The same may be reported immediately to CoE. In such cases, CS should ensure the availability of proper question papers for each day of examination.
5. Candidates shall not be permitted to write the examination (even under their own risk) if they are not eligible to write the examination as per the rules and regulations of the college.
6. Hall Tickets are issued by the CoE with scanned photograph of the candidate.
7. Class attendance of the students expressed as percentage for the semester concerned should be rounded to the nearest integer. A candidate is eligible to appear for the End Semester Examinations only to full fill the requirement of attendance (i.e. if he/she has earned at least 75% attendance in each semester and due to medical back ground up to 65%). All other candidates who have earned attendance of 74% and below are not eligible unless exempted as per the regulations.

11.4 Question Paper (QP):

1. In the conventional method, packets containing copies of the printed question papers are sent in sealed covers to the Chief Superintendent every day of the examination. CS shall check the details of the subject title and code, date and session mentioned on each packet with the 'time table', the 'attendance-sheet' and the 'nominal-roll' sent by the COE. Total question papers received can be compared with the question papers required. Any shortage in required number of question paper shall be brought to the notice of COE immediately to avoid last minute problems.

2. Question paper packets shall be thoroughly checked by CS to ascertain that the subject code and the title of the question paper tally with the subject of examination announced. No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the End Semester Examination. Question paper packet shall be opened fifteen minutes before the commencement of the examinations in the presence of HS, CS and students. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.
3. The question paper packet should be cut open on the right hand side of the packet.
4. Whenever, only one or very few candidates have registered for an examination CS must open the question paper packet concerned only after verifying the presence of candidate(s) in the hall for that examination. If no candidate is present, the unopened question paper packets should be returned to the COE on the same day.
5. All the packets pertaining to the opened question papers shall be preserved and forwarded to the COE at the close of the examinations.

11.5 Answer-books:

1. Answer-books containing forty four pages with graph sheets (one normal and one semi-log) are supplied by the COE. Serial number is also printed in the Answer-book. A record of answer-books used, date wise and session wise should be kept by CS and this information should also be made available to COE when called for.
2. Space for rough work is provided at the last but one page of the answer-book.
3. Signature/Facsimile signature of CS should be affixed only at the space provided on the title page of the main answer-book. The facsimile shall not be affixed at any other place on the answer-book or on the drawing/graph sheets attached, if any.
4. Number of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in that hall.

5. No 'additional answer-sheet/book' is provided.

11.6 Hall Superintendent (HS):

1. CS shall appoint required number of Hall Superintendents (HS) for invigilation work from the teaching staff available in the college. No teaching staff should undertake the invigilation work where his/her close relative is appearing for the End Semester examination. Under no circumstances staff other than teaching staff shall be appointed as HS.
2. Referring the 'nominal-roll', time table, 'attendance-sheet' and other details provided by the COE, the invigilation scheme/ hall allotment to candidates have to be prepared and the same without the column containing the names of HS have to be displayed at the notice boards. Based on the invigilation scheme, number of HSs to be appointed for each session may be decided. HS for each hall shall be assigned at random by following the lot system.
3. HSs have to report to CS for invigilation work at least thirty minutes before the commencement of examination on the respective date and session for which invigilation work is assigned.
4. HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates.
5. An answer-book shall be issued to each candidate ten minutes before the commencement of the examination. The candidates should be instructed to read the instructions given in the second page of the answer-book, particularly on the first day of every semester examination, before filling up the particulars on the title page of the book.
6. The candidates should be instructed to write his/her register number legibly on the first page of the answer-book and further instructed not to write register number anywhere else including the drawing sheet/graph sheet if any used by the candidate.
7. The candidates should be warned that writing wrong register numbers in their answer-books will entail rejection of their answer-scripts and he/she is liable for further punishment.
8. Copies of question papers are to be distributed just five minutes before the commencement of the examination only to the candidates actually seated

in their places. The details provided in each question paper must be scrutinized to ensure that the correct question paper is issued to the right candidate. The entries in the Hall Ticket and 'attendance-sheet' are the important guide in this regard. If any mistake is committed in the distribution of question papers, HS will be held responsible for the same. The unused question papers should be kept under the custody of HSs until they are handed over to CS.

9. Candidate's attention may be drawn to verify and satisfy them that they have received the proper question papers before they start answering the questions by cross checking the subject code, title and other details printed in the question paper with those provided in the Hall Ticket.
10. HS must sign and write his/her name at the space provided on the first page (not in any other page) of the answer-book after duly verifying the particulars written by the candidate with those provided in the Hall Ticket.
11. The attendance of candidates may be finalized immediately after half-an-hour from the commencement of the examination by getting i) the serial number of the answer-book entered by the candidate and ii) the signature of the candidate in the 'attendance-sheet' in the appropriate places.
12. The number of absentees and the number of unused answer-books and unused question papers in the hall should tally and the unused answer-books and the unused question papers should be returned to CS along with the absentee list.
13. Candidates presenting themselves thirty minutes after the commencement of the examination shall not be admitted. Before the commencement of the examination, the approved hand books/data books/tables brought, if any, by the candidates have to be checked thoroughly from cover to cover whether they contain only the approved materials. If they contain any unapproved material, they should not be permitted for use during the examination.
14. HSs should not answer any query relating to meaning or correction or typographical error in the question paper.
15. Any candidate involved in the malpractice during the examination should be brought to the notice of CS immediately. A detailed report on the

matter together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences and candidate's statement should be immediately forwarded to CS. The candidate should be allowed to continue to write the examination in another answer-book.

16. No 'additional books/sheets' are to be issued to the candidates. Only on exceptional cases one more answer-book may be given to complete the examination.
17. HS should collect the answer-script from the candidate at his/her place. The candidates should be instructed not to move from their places to handover the answer-scripts. The answer-scripts once submitted by the candidates should not be given back to the candidates. HS shall arrange the answer-scripts subject wise, register number wise and personally hand them over to CS or officials of COE Office. HS has to be present till those answer-scripts are checked and put into the answer-script packets by CS.
18. No candidate who has left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.
19. During the hours of examination, care should be taken by HS to see that no person loiters in the veranda or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message/material to the examinees from outside
20. Candidates who are suffering from infectious diseases of any kind should not be permitted to write the examination.
21. CS should visit as frequently as possible each building and room wherever examination is conducted. He/she should also consider it as a part of his/her duty to ensure that HSs keep moving among candidates and do not engage in any occupation likely to hamper the efficiency of supervision. All the officials connected with the examination should be very vigilant in ensuring that no rule of the examination is violated.
22. HS should not use mobile phone during the hours of examinations and should not involve in any unnecessary conversation with others.

11.7 Vigilance Squad

Examination Vigilance Squad will be appointed by COE from time to time to check whether the officials connected with the conduct of the examinations and the candidates adhere to the rules and regulations of the examinations scrupulously. The CS/HS shall extend full cooperation to VS members to carry out any checking at any number of times with regard to the conduct of examination.

11.8 Examination Timing:

1. Candidates shall occupy their seats at least ten minutes prior to the commencement of the examination and they are not allowed to move around their seats under any pretext during examination hours.
2. Normally candidates will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the candidates may be permitted during the first thirty minutes of the examination after obtaining the permission from the Principal/CS. No candidate desirous of writing the examination shall be permitted to enter the hall after the expiry of first thirty minutes. Similarly no candidate shall be permitted to leave the hall earlier than forty five minutes from the commencement of examination.
3. Candidates are not allowed to write beyond the time limit prescribed for the subject concerned. However, if the issue of question paper to the students is delayed for reasons beyond the control of the authorities, they should be provided the extra time to compensate for the delay. Any such delay shall be intimated to COE immediately.
4. Arrangements shall be made for the announcement of time and the college bell shall be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing and hand over the answer-script to HS.

11.9 Attendance of the candidates during the End semester examination:

1. Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates who are present by getting i) the serial of the answer-book entered by the candidate and ii) the signatures of candidates in the 'attendance-sheet' in the appropriate places supplied by the COE and complete the process immediately after thirty minutes. All the 'attendance- sheet's shall be forwarded to COE immediately.
2. Half an hour after the commencement of examination, CS shall send a staff member with an Absentee Statement sheet to collect the register number of absentees in each hall. The entry made by HSs in the statement should tally with the attendance of the candidates obtained already in the 'attendance-sheet'. CS shall verify that there is no discrepancy in these two entries. Along with the absentees' details, HS should return the unused question papers and unused answer-books. The number of absentees, unused answer-books and unused question papers should tally. CS shall verify these particulars to ensure that everything is in order.
3. List of absentees has to be entered subject wise and it has to be sent to COE office immediately.

12 Important Timings during the Examination Days

(For external and internal HS, AUR, CS and Students)

1. The **CS** has to make himself/herself available **one hour** before the commencement of every examination.
2. HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.
3. Question paper packets shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR, CS and Students.
4. Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination.

5. Normally candidates will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the candidates may be permitted during the **first thirty minutes** of the examination after obtaining the permission from the Principal/CS.
6. An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination.
7. Copies of question papers are to be distributed **five minutes** before the commencement of the examination.
8. Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates and complete the process immediately after **thirty minutes**. CS shall send a staff member with an absentee statement **thirty minutes** after the commencement of the examination to collect the register number of absentees in each hall.
9. No candidate shall be permitted to enter the hall after the expiry of first **thirty minutes**.
10. No candidate shall be permitted to leave the hall earlier than **forty five minutes** from the commencement of examination.

12.1 Approved Books and Instruments:

1. Approved mathematical and physical tables and other scientific tables / data book will be supplied on request to the candidates. CS is requested to make arrangement for supply of approved tables and books with the seal of the department affixed in each of them. CS is requested to ensure that only such tables and books which do not contain any entries in pencil or ink are supplied to the candidates. The books and tables should also be examined when they are returned by the candidates.
2. Only non-programmable calculator is permitted. No programmable calculators, laptops, cell phones, memory saving devices are allowed.
3. All books, note books, manuscripts, etc., brought by the candidates shall be placed outside the examination hall in a separate room. A notice to this effect should be placed at the entrance.

12.2 Malpractice:

1. Posters containing nature of violation in the examinations and the punishment recommended shall be displayed in the college notice boards and other vantage points.
2. HS/CS/AUR/Squad Member/Principal and Officers from office of COE can search the students for any hidden incriminating materials by touching the body with hands as and when it is required. If any thorough verification is required, the search may be carried out in a separate room. Girl students will be searched only by female staff members
3. If any candidate is found involved in any kind of malpractice, he/she has to be booked under 'malpractice case' and may be permitted to continue to answer in a fresh answer-book. A detailed report on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations. The report of any malpractice shall be sent to COE on the same day of the incident with all materials.
4. The report of HS must be clear. Based on the report of HS, CS must also enquire the candidate and send his report along with HS's report. The nature of the punishment to be imposed will depend largely upon the evidence furnished.
5. Documents to be enclosed along with malpractice case:
6. Report on malpractice.
7. Answer-scripts (both the scripts) written by the candidate before and after booking for alleged malpractice.
8. Incriminating materials in the vicinity or in possession of the candidate. If the Hall Ticket contains any incriminating material, the original Hall Ticket has to be sent along with other documents. CS shall arrange to issue duplicate Hall Ticket to the candidate concerned to enable him/her to write the remaining examinations.
9. Sketch of the seating arrangement (wherever necessary).
10. Copy of the Hall ticket of the Candidate.

11. Hall tickets of the candidates booked under 'malpractice case' need not be confiscated and they may be permitted to write the subsequent examinations. However, if CS envisages any disturbance in the conduct of examination by allowing such candidates to write examination, CS may prevent such candidates from appearing for the subsequent examinations after obtaining the approval from COE for the same.
12. In case of impersonation, the police authorities should be contacted immediately and the person concerned shall be handed over for investigation and necessary action. A full report about the same should be sent to COE by CS immediately.

12.3 Bundling and Packing of Answer-scripts:

1. After the answer-scripts have been collected from the invigilators in End Semester Examination Cell, they should be carefully arranged subject wise in the sequence of the register numbers.
2. The packing slips received from the COE should be pasted on the answer-scripts packets for the subjects concerned. The register number of the candidates registered belatedly should be appended in the slip at appropriate place. Absentees falling within the register numbers pasted in the packet should be encircled with red pen and also to be written in the column provided.
3. Candidates who are not permitted to write the examination for want of attendance should be treated as absentees. The number of answer-scripts dispatched to the office of COE added to the number of absentees must be equal to the number of candidates registered. The registered number of answer-scripts packed separately because of suspected malpractice should be marked with an asterisk mark in the answer-scripts packet with a footnote.
4. In the case of malpractice, a detailed report on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by to the Controller of Examinations.
5. The signature of CS, name and seal of the college shall be affixed on the packet without fail. CS/AUR shall sign on the reverse side across the pasted

portion of the packet. The AUR must also sign in the face of the packet.

6. When a question paper is common for more than one branch / degree, the answer papers of candidates of different branch / degree shall be packed in the sequence as given in the 'attendance-sheet'/packing slip.
7. No sheet should be torn off from the answer-scripts. The number of answer- scripts kept inside the packet shall not exceed the specified number indicated thereon. The packets should then be pasted in the presence of CS and AUR at the close of every session. After signing on the packets as said in the previous paragraph, the flap portion of the packets should be pasted first with gum and then with adhesive tape neatly.
8. Any answer-scripts found containing i) the name of the candidate at any place and ii) the register number of the candidate at the non-specified places should be treated as 'suspected malpractice' and should be sent to COE separately.

12.4 Punishment to be Awarded in case of Malpractice cases

A Candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only during the theory and practical examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.

A Candidate should neither possess/refer any forbidden material in any form nor should seek/obtain assistance in any form from any person/source towards answering the question during the examinations. He / She should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his / her identity in any form in the answer scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.

Violation of the above rules in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his / her studies as given below.

S.No.	Nature of Malpractice	Punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	Fine Rs.1000/- per subject.
2.	The candidate writing his / her name in the answer script.	Fine Rs.1000/- per subject.
3.	The candidate communicating with neighbouring candidate orally or non- verbally; the candidate causing suspicious movement of his / her body.	Fine Rs.1000/- per subject.
4.	Any special marking in the answer script by the candidate.	Fine Rs.1000/- per subject.
5.	Irrelevant writing by the candidate in the answer script.	Fine Rs.1000/- per subject.
6.	The candidate writing his / her registration number in places other than specified in the answer script.	Fine Rs.1000/- per subject.
7.	The Candidate marking on the question paper or writing answer on his/her question paper or making use of his/her question paper for rough work.	Fine Rs.1000/- per subject.
8.	The candidate possessing cell phones/ programmable calculator(s)/ any other electronic storage device(s) containing no incriminating materials.	Fine Rs.2000/- per subject.
9.	The candidate facilitating the other candidate(s) to copy from his / her answer script.	Invalidating the examination of the particular subject written by the candidate.
10.	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).	Fine Rs.2000/- per subject.

S. No.	Nature of Malpractice	Punishment
11.	The candidate possessing any incriminating material(s) (whether used or not). For example: Written or printed materials, bits of papers, containing written information, writings on scale, Calculator, handkerchief, dress, part of the body, Hall Ticket etc.	Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate.
12.	The candidate possessing cell phone(s)/ programmable calculator(s)/any other electronic storage device(s) and containing incriminating materials (whether used or not).	Further the candidate is not considered for revaluation of answer scripts of the arrears-subjects.
13.	The candidate passing his / her question paper to another candidate with additional writing on it.	If the candidate has registered for arrears-subjects only, invalidating the examinations of all the arrears - subjects registered by the candidate.
14.	The candidate copying from neighbouring candidate.	Fine Rs.2000/- per subject.
15.	Vulgar/offensive writings by the candidate in the answer script.	Fine Rs.2000/- per subject.
16.	The candidate possessing the answer scripts of another candidate.	Fine Rs.2000/- per subject.
17.	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	Fine Rs.2000/- per subject.
18.	The candidate passing his / her answer script to another candidate.	Fine Rs.2000/- per subject.
19.	Involved in any one or more of the malpractices of serial no. 10 to 19 for the second or subsequent times.	Fine Rs.2000/- per subject.

S. No.	Nature of Malpractice	Punishment
20.	Candidate misbehaving in the examination hall.	<p>Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrear subjects registered by the candidate.</p> <p><u>Additional punishment:</u> (i) If the candidate has not completed the programme, he / she is debarred from continuing his / her studies for one year i.e. for two subsequent semesters. However the student is permitted to appear for the examination in all the arrear subjects up to the last semester during the debarred period.</p> <p>(ii) If the candidate has completed the programme, he / she is prevented from writing the examinations of the arrears -subjects for two subsequent semesters.</p>
21.	Cases of Impersonation.	<p>(i) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent.</p> <p>(ii) If a student of this Institution is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his / her studies and writing the examinations permanently. He/she is not eligible for any further admission to any programme of the University.</p> <p>(iii) Debarring the 'bonafide student' for whom the impersonation was done from continuing his / her studies and writing the examinations permanently. He/she is not eligible for any further admission to any programme of the University.</p>

13 Practical Examinations

The instructions given above under 'theory examinations' should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under: The period of practical examinations for every semester will be intimated by COE. The HOD of the each department has to prepare the schedule confining to the prescribed for all the practical examinations pertaining to both the regular and arrear candidates concerned and to assign internal examiners for each subject. The schedule along with the assigned internal examiners has to be submitted (online/offline as the case may be) to the COE within the stipulated time for getting them approved (online/offline as the case may be). The external examiners will be appointed (online/offline as the case may be) by COE. No change in internal examiner/external examiner and no change of practical examination schedule should be made without the approval of Dean Academics, CoE.

1. The number of candidates examined by the examiners should not exceed the approved limits.
2. Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.
3. The practical examination has to be conducted only in the presence of both internal and external examiners. In case of absence any of the examiners, the matter should be brought to the notice of Principal/COE and remedial action should be taken immediately.
4. Any violation of the instructions given by COE will lead to the cancellation of the practical examination.
5. The Mark sheet containing the register number of the candidates for entering practical examination marks by the examiners will be sent to the department by COE. The examiners should read the 'instructions to fill up the Mark sheets' and fill them up accordingly. At the end of every session, the Examiners should handover the completed Mark sheets in a sealed cover supplied by the College to the office of COE.

14 Valuation

14.1 Procedure followed in Valuation and Revaluation

The Centralized Valuation scheme is envisaged to attain uniformity of valuation of answer scripts, maintenance of secrecy, nullification of external influence, adherence to a time schedule and early publication of results.

The Authorities/Representatives of the College involved in the conduct of the Central valuation are:

1. Controller of Examinations (COE).
2. Examiners.
3. Assistant Examiners.

The valuation will be normally held in the valuation hall of the office of COE. The period of valuation will be in phases as decided by the Controller of Examinations. The examiners will be assigned the subjects for valuation only by COE on the basis of experience in the subjects.

All teaching and non-teaching staffs drafted for the conduct of the central valuation are bound by the rules and regulations of the College. They will be paid remuneration and as per the approved norms of the College. For any commission and omission in the valuation, the College will take appropriate action.

The three major objectives to be achieved during valuation of answer-scripts are:

1. Fair valuation
2. Uniformity in valuation among all the Examiners
3. Consistency in valuation among all the answer-scripts valued by an Examiner.

14.2 Role of COE and DCOE during valuation

1. The overall organization and conduct of the Central Valuation for the College will be done by the COE. The duties of the COE are:
2. Fully responsible for the safe custody of all the answer-scripts and other related materials.

3. Coordinate with other officials to get the valuation related materials like Mark Sheets, copies of question papers and keys, copies of the minutes of the pre- valuation board meetings, issue register examiners.
4. Coordinate with the examiners towards the smooth conduct of valuation.
5. Shall distribute the answer-scripts to the respective faculty and receive the same after valuation.
6. Examiners appointed by the Office COE only shall be permitted for valuing the answer-scripts.
7. Conduct of separate meeting of Examiners of various boards to discuss about the minutes of the pre-valuation board.
8. Arrangement of strong rooms, valuation hall and adequate number of security personnel.
9. Arrangement of accommodation to examiners in the College premises if required.
10. Disbursement of remuneration, to all officers/examiners on duty before the valuation is concluded.
11. Packing answer books after valuation is over in sealed covers and stored in store room.
12. Sufficient security arrangements shall be made for the safe custody of answer- scripts and other related materials during all the days of valuation. The valuation halls shall be locked and sealed.
13. Arrangement for necessary canteen facilities for the examiners and other staff members during the days of valuation. The valuation is over to enable packing, dispatching and settling the accounts. Valuation Camp will be held continuously on all days including Saturdays. There will be two sessions of valuation from 9.00 am to 1.00 pm. and 2.00 pm to 5.30 pm. 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 5.30 pm. All infrastructural facilities shall be provided by the Head of the Institution.

14. To maintain and monitor the punctuality of all the officials under his/her control.
15. To convene the meeting of the examiners, course-wise, to discuss in detail about the pre-valuation board recommendations, answers given in the keys etc.
16. To identify the correct Examiners for every subject and assign him/her the valuation work
17. To ensure that the valuation is carried out with the key, if provided, and properly following the minutes of the Pre-valuation Board Meeting.
18. To ensure that each Examiner under his/her control spends the full allotted time of three hours per session more effectively and efficiently.
19. To ensure that the examiners should devote entire period of time allotted to them for valuing the answer scripts without any diversion. Use of mobile phones and attending to any other personal work during the valuation time should not be permitted.
20. To monitor the quality of valuation by checking the answer scripts valued by the examiners at random and guide them properly.

15 Pre-Valuation Board

The Controller of Examinations shall arrange to conduct pre-valuation meeting of the examiners of each Board immediately after the examination.

1. The question papers, Keys and 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.
2. The Board has to discuss the question papers, keys, comments and formulate a scheme of valuation of the answer scripts.
3. The copies of the scheme of valuation along with keys and detailed answers shall be sent to all examiners for Central Valuation/Revaluation.

16 Role of Examiners

The duties of the Examiners are,

1. to value the answer scripts assigned to him/her correctly by going through the entire answer script carefully and spending the full allotted time for the valuation effectively.
2. to value the answer scripts assigned to him/her based on the key, if provided, and by properly following the minutes of the Pre-valuation Board Meeting.
3. to fill up the mark sheets sheet by correctly entering the marks awarded (by using black ball point pen) in the answer scripts against the correct dummy number of the candidate. Care shall be taken to avoid mistakes in making the entries, particularly marks. Overwriting/scarping/rubbing on the mark sheets Sheet is not permitted. in case of any correction, the examiner has to write the correct mark with the dummy number on the backside and sign.
4. to follow the instructions/guidelines given by the COE.
5. to bring it to the notice of the COE any appeal made by the candidate in the answer script.
6. to bring it to the notice of the COE mix-up in the subject/subject code of answer scripts.
7. to bring it to the notice of the COE through End Semester Exam Cell.
8. any appeal/irrelevant writing made by the candidate in the answer-script.
9. any mix-up in the subject/subject code of answer-scripts.
10. any missing pages/graph sheets/charts from the answer-script.
11. whenever a sign/evidence for malpractice is noticed in the answer-script.

17 Instructions to the Examiners

17.1 Reporting:

1. To strictly follow the timing of the valuation center; no deviation in timing will be entertained.

2. Before starting the valuation of the answer-scripts, the Examiner has to ensure that he/she has taught the subject of the paper at least twice and is familiar with the subject presently.
3. Has the correct question paper by verifying the subject code/title and question paper code.
4. Has the keys/schemes, if any, provided.
5. Has the minute of the Pre-valuation Board Meeting for the subject concerned if any provided.
6. Has to study the keys/schemes and the minutes of the pre-valuation board meetings to get familiarization prior to valuation.
7. Further he/she has to verify whether the packet contains correct number of answer-scripts and each answer-script contains correct number of pages without omission and commission.
8. to collect the answer-script packets from the Valuation Assistant and hand over the same to him/her after valuation.
9. to return the keys/schemes of the question papers after valuation.

17.2 During the valuation:

The examiners have to pay full attention during valuation without getting distracted by any source.

1. Keys have to be considered mainly as guidelines. Alternative methods/answers not covered in the keys also have to be considered for awarding marks in consultation with the COE.
2. Any correction in the keys/schemes/minutes should be implemented after getting the approval from COE immediately.
3. The valuation has to be done strictly as per the scheme (mark distribution), if provided by the College.
4. The Examiner should not alter the marks awarded to the candidate after fair and correct valuation.

5. Further the Examiner has to ensure that he/she
6. Has valued all the answers written by the candidate by going through all the pages of the answer book.
7. Has marked '–' in the 'marks table' if no answer is available.
8. Has re-checked the totaling at least once.
9. Has written the marks legibly, particularly, the total mark. While entering marks Foil card.
10. He/She has the correct Mark sheet / foil card of the subject concerned.
11. He/She has entered the mark by verifying the all the digits of dummy number.
12. No corrections is made in the foil card; if at all any correction is unavoidable, he/she has to first make the correction in foil card and attest the corrections near by the corrections of the foil card mentioning the wrong mark and the correct mark against the corresponding dummy number.
13. He/She has signed and entered his/her name only in the allotted space at the bottom of the foil card. No extra writing is to be made on the front side of the Mark sheet.

18 Role of Assistant Examiner

Each Board will be assisted by Assistant Examiner who are faculty members of the college and are normally not eligible for valuation of answer scripts due to lack of experience. The duties of the Assistant Examiner are: To verify the marks entered by examiners in the answer scripts

1. To check any unvalued questions.
2. To verify the total marks in the answer script and Foil cards/Mark statement.
3. To assist the officials of COE in distributing the answer scripts to the Examiners and getting them back after valuation.

4. To verify the entry of Mark statement / Foil card entered by the Examiners and sign on the same.
5. To verify the entry in the issue-register.
6. To help the COE in all aspects of the valuation process.

One Assistant Examiner may be employed for every 4 Examiners and while appointing and allocating the Assistant Examiner the ratio of Examiners to Assistant should not exceed 10:1 and should not be less than 4:1.

19 Performance Analysis Committee

The Performance Analysis Committee chaired by the Principal consisting of the Dean (Academic), Controller of Examinations, Deputy Controller of Examinations and all the Heads of the Departments will by collective wisdom, normalize the marks secured by the students in each course and finalize the grade range for that course so as to ensure that the clustering and grading decisions have been made in a reasonably balanced manner.

20 Result Passing Board

A meeting of the Result Passing Board (RPB) constituted by the Principal and Dean Academics shall be convened to analyze the performance of students in the end semester examinations in various subjects. This board consists of Principal (Chairman), Dean Academics, COE, Deputy Controller of Examinations, University nominee, Management nominee, Governing Council nominee, Alumni nominee and HODs. Based on the statistics, the board shall arrive at the award of moderation to rectify the variation/anomalies in the valuation. The procedure to be followed is given below.

20.1 Procedure followed in Result Passing Board

After the thorough analysis of the data provided, the committee may recommend the moderation for processing the results.

1. The general moderation of 5 marks per student per semester may be recommended by the board and distributed to one or more subjects.

2. Apart from the above general moderation, if the pass percentages in some theory courses are very less, then the Result Passing Board will decide to award special moderation to increase the pass percentage of those courses. COE will provide the following details to the Result Passing Board to decide the special moderation.
3. The name of subject along with the Question Paper Code.
4. Number of candidates registered for the examination.
5. Number of candidates appeared for the examination.
6. Number of candidates passes without any moderation with percentage of pass.
7. Number of candidates passes with an addition of 1 mark, 2 marks, 3 marks and so on upto 5 marks along with the percentage of pass.
8. Comparison of Average Internal and External marks.

A separate moderation called degree moderation may be recommended by the Result Passing Board to enable students to pass a single course or to a maximum of two courses provided they qualify for the award of degree. After getting the approval from the Result Passing Board, COE will arrange to publish the results.

21 Photocopy/ Paper Viewing Procedure

1. Candidates who wish to apply for revaluation should apply for photocopy of his/her answer script by paying the prescribed fee per script or apply directly for revaluation or both simultaneously.
2. After receiving the photocopy, the student can verify the copy for any discrepancy like total mistake and omissions in the valuation.
3. If any discrepancy is noticed the same may be brought to the notice of the Controller of Examinations for remedial action.

21.1 Instructions to candidates who are receiving Photocopy of Answer Scripts

1. The valuation is done for a maximum of 100 marks in the answer script.

2. The candidate has to check whether the photocopy of the answer script supplied is his/her own answer script including the subject for which he/she has applied for.
3. The candidate has to check whether the totaling of marks is correct.
4. The candidate has to check whether marks have been entered against the question no. (Including sub-division) in the front page, for all answers written.
5. If a candidate finds any mistake/omission/error on any of the item in the above the candidate is directed to represent the matter to the Controller of Examinations in writing with all the details through the Principal within 3 days from the date of receipt of photocopy.
6. Answer scripts are valued by competent examiners who are teachers who have not valued in the scripts in this current semester. Any request for increase in marks on the basis of comparison of valuation by any other person/teacher will not be entertained.
7. The valuation in the photocopy of the answer script can be verified by the subject expert and if the expert is convinced that the script deserves higher marks than awarded, he/she can recommend for applying revaluation.
8. The marks awarded after revaluation which takes into account all aspects of valuation (including omission if any) is final. No representation will be entertained. However, they are eligible for review if recommended by the teacher who taught the subject.
9. Photocopy of Revalued Answer Scripts will not be supplied on any account.

22 Revaluation Procedure

1. Candidates who wish to apply for revaluation should first apply for photocopy of his/her answer script by paying on payment of the prescribed fee per script on or before the last date for applying photocopy.
2. After receiving the photocopy, the student can verify the copy for any discrepancy like total mistake and omission in the valuation.

3. If any discrepancy is noticed the same may be brought to the notice of the Controller of Examinations for remedial action.
4. The valuation in the photocopy of the answer script can be verified by the subject expert and if the expert is convinced that the script deserves higher marks than awarded, he/she can recommend for applying revaluation.
5. Revaluation of answer scripts is applicable only for the theory examinations and not applicable for practical examination, seminars, practical training and for project work.
6. All the candidates irrespective of the MARKS/GRADE secured in the End Semester Examinations can apply for Revaluation.

22.1 Revaluation Process

The complete data for revaluation will be collected by the office of the Controller of Examinations.

The Office of COE staff will use the data provided by the COE to trace the answer scripts and make the paper ready for revaluation based on the following rules. COE will conduct the Revaluation and will simultaneously send the photocopies to the respective students.

The COE shall appoint examiners for Revaluation, from among the examiners, and provide answer scripts not valued earlier by them with approval of Principal.

22.2 After Revaluation, results will be finalized as follows:

1. The original marks secured by the candidate will not be changed, if the revalued marks are less than or equal to the marks secured in the original valuation.
2. If the revalued marks are higher than the original marks by more than 15% of the maximum marks of the answer script, a second revaluation is to be done. The marks obtained in the central valuation, first revaluation and second revaluation can be compared and two nearest marks be selected for consideration. Thereafter the average among the two nearest marks can be taken as true mark obtained by the candidate and results published accordingly.

3. The recommendation of the Passing Board (on moderation) 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.
4. Cases of examiners found guilty of improper valuation/revaluation shall be reported to the College for Appropriate Action by the Head of the Institution. The Controller of Examinations shall maintain a list of teachers against whom action has been taken under these guidelines.
5. The revaluation result will be released as soon as it is ready and the maximum time will be 15 days from the last date of receipt of the application for revaluation.
6. The revaluation result shall be released with the following nomenclature.

NC No Change in Result (if the mark/grade obtained in the Revaluation is less than or equal to original mark/grade).

GC Grade Change (the original mark is pass and revaluation mark is more than original)

Pass (if the original mark is fail and the revaluation mark is pass).

23 Award of College Ranks

Ranks are awarded for each programme based on the following criteria.

1. The number of ranks awarded for each programme is a maximum of 6 or 10% of the students' intake in that programme.
2. The rank of a student is determined from the CGPA. However, students who have scored less than **7.5 CGPA** will not be eligible for a rank.
3. Students should have passed the End Semester Examination in all the courses of all the eight semesters (six semesters in case of LES) in his/her First Appearance without any temporary discontinuation of study.
4. However, for other students, a statement indicating their position in the programme will be given on request, based on the CGPA, provided they have passed all the courses within four years (three years in case of LES) of their study.