

MAHENDRA ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

(Affiliated to Periyar University, Salem)

[Accredited by NAAC with 'A' Grade & Recognized u/s 2(f) and 12(B) of the UGC act 1956]

KALIPPATTI – 637 501.



EXAMINATION POLICY AND GUIDELINES

(Approved by the Academic Council Meeting held on 20.06.2019)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

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MAHENDRA ARTS & SCIENCE COLLEGE

(AUTONOMOUS)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Examination Policy and Guidelines

Mahendra Arts & Science College is an Autonomous Institution which adopts Choice Based Credit System (CBCS) for providing unique learning experience to the students. Assessments of the students are carried out continuously using formative modes as well as summative assessment, incorporating innovative methods like open book tests, individualized assignments, mini-projects and projects.

Objectives

To facilitate and ensure the effective assessment and evaluation of outcome of the courses enrolled by the UG and PG students, under the autonomous system.

It is envisaged to develop a strong internal mechanism and / or methodologies for (i) preparation of academic calendar and announcement of examination schedules, (ii) appointment of the Examiners – Internal and External, (iii) decisions on question paper pattern, (iv) question paper setting for theory and practical courses, (v) conduct of examination for courses specified / approved by the Academic Council (continuous assessment and end-semester examinations), (vi) selection and appointment of Chief superintendents, squad members and invigilators, (vii) evaluation procedure, (viii) examiners for valuation, (ix) retaining answer papers after the examinations and evaluation, (x) formulation of moderation policy, (xi) formation of Results Passing Board, (xii) re-totaling / revaluation of answer scripts (xiii) conduct of supplementary examinations, (xiv) issuing Grade sheets, Provisional and Degree certificates, (xv) decisions on malpractice issues and any other relevant / related issues that may arise in due course.

Academic Calendar / Announcement of Examination Schedules

Academic calendar of the forthcoming year shall be prepared in advance before the commencement of the academic year and circulated to all the students and members of faculties with details of reopening dates after vacation, schedules of CIA/Model/ESE examinations and other important Institutional events.

The schedule for continuous assessment tests, practical examinations and End Semester Examinations, along with the date, time and duration is announced to all the students, at least two weeks in advance through the respective Departments.

Appointment of the Examiners – Internal and External

Examiners for conducting examinations are appointed by the Controller of Examinations in consultation with the principal, time-to-time, from the approved list (by respective Boards of Studies) of examiners maintained in the Office. Faculty members appointed as the examiners for project viva voce / conducting laboratory / practical examinations and preparation of the question papers for summative (end-semester examination) shall satisfy the following requirements:

Examiner	Internal	External
Practical Examinations		
Qualification	Master Degree	Master Degree
Experience (yrs)	2	5
Theory – Question Paper Setting		
Qualification	----	PG/M.Phil./Ph.D
Experience (yrs)	----	10 years in the case of Master Degree and 2 year in the case of Doctoral Degree.
Theory – Central Valuation		
Qualification	PG/M.Phil./Ph.D	PG/M.Phil./Ph.D
Experience (yrs)	3 years in the case of Master Degree and 2 years in the case of Doctoral Degree.	3 years in the case of Master Degree and 2 years in the case of Doctoral Degree.

Decisions on question paper pattern

It is expected that question papers are prepared to assess the programme outcomes in terms of the student's learning in cognitive domains, problem solving and ability to use novel tools and methods with respect to theory and laboratory courses enrolled. Scope of the questions shall include mapping of Course Outcomes against each question and Knowledge Levels as per Bloom's taxonomy method (K1-Remember, K2-Understand, K3-Apply, K4-Analyze and K5-Evaluate). Question paper shall comprise of Objective type Questions, Short answers, Long answers and Case study analysis. (Annexure-I).

Question paper setting for theory and practical courses

Question papers are prepared by external examiners, as may be decided by Office of the Controller of Examination in consultation with the respective Head of the Department and Head of the Institution. However, the decisions on question paper pattern are unambiguously conveyed to the examiners appointed for the question paper setting. Examiners shall follow the guidelines given in the Annexure-II while preparing the question paper for the given course. Under any circumstance, no examiners shall be allowed to set question papers more than four courses in a given semester.

In the case of practical courses, questions are set and allotment of marks for experimental work and viva-voce are to be followed as per the Regulations in-force.

Attendance requirement to appear for the Examinations

a) A candidate shall be permitted to appear for the End Semester examinations for any semester (theory as well as practical) if he/she secures not less than 75% of attendance in theory as well as in practicals in the number of working days during the semester.

b) A candidate who has secured less than 75% but 65% and above attendance in any semester separately for theory and practicals, shall be permitted to take the examination on the recommendations of the Head of the Institution to condone the lack of attendance on the payment of prescribed fees to the College.

c) A candidate who has secured less than 65% but 55% and above attendance in any semester in theory as well as in practicals, has to compensate the shortage in attendance in the subsequent semester (in the next year) besides earning the required percentage of attendance in that semester and appear for both semester papers together at the end of the later semester, on the payment of prescribed fees to the College.

d) A candidate who has secured less than 55% of attendance in any semester separately for theory and practicals, shall not be permitted to appear for the regular examinations in that particular semester or in subsequent semesters. He/she has to rejoin/ re-do the semester in which the attendance is less than 55%, on the payment of prescribed fees to the College.

Issue of Hall tickets

The Principal / Chief Superintendent should ensure that the Hall tickets will be used to the students at least three days before the commencement of examinations. COE and Principal have to sign in the appropriate place in the hall tickets in addition to candidate signature. Hall tickets will be distributed to the students through their department concerned after thorough verification of particulars. Any discrepancy in the hall tickets should be brought to the notice of COE office immediately.

Conduct of Examination - CIA & End Semester Examinations

Schedule for the Continuous Assessment and the End Semester Examinations are published 2 weeks before the beginning of the Examinations and communicated to all the students and respective departments. Arrangements of the venues for conducting the tests and examinations are arranged at least 2 working days prior to the conduct and circulated to both students and members of the faculty. In the case of tests and examinations, the students are expected to occupy their respective places at least 15 minutes prior to the start and shall not leave the venue before 30 minutes. In the case of end-semester examinations, a printed hall tickets along with the Instructions (Annexure III) are issued to the students, showing the details of various courses registered for the examination.

Appointment of Chief Superintendent, Squad & Invigilators

Based on the experience, qualification and their academic credentials Chief Superintendent is appointed by the Controller of Examinations in consultation with the Head of the Institution. Members of the Surprise Checking Squad and Hall Superintendent (Invigilators) are appointed by the Controller of Examinations with the guidelines given below:

Responsibility	Minimum Experience (Yrs)
Chief Superintendent	15
Additional Chief Superintendent	10
Assistant Chief Superintendent	6
Squad Members	10
Examiner for Practical Examinations	3
Invigilators and Skilled Assistants in Practical Examinations	1

Guidelines for the above responsibilities are given in the Annexure-IV (Chief Superintendent), Annexure-V (Invigilators) and Annexure-VI (Squad).

Appointment of Chairperson, Chief Examiners and Examiners for Valuation

For the End Semester Examinations, the Chairperson, Chief Examiners, and Examiners (both internal as well as external) are appointed as given below:

- i. Chairperson of the Board shall, normally, be the Head of the Department. In the case, if Head of the Department is unable to chair the valuation process, he / she may submit a written request to the Controller of Examinations. In that case, the Chairperson may be appointed from the same discipline by the Controller of Examinations.
- ii. Chief Examiner shall be a faculty member at least 6 years of teaching experience in the relevant subject.
- iii. Examiners, for paper valuation, shall have more than three years of teaching experience. Additionally, such examiners shall have handled the regular/elective subject.

Procedure for Evaluation of Answer Scripts

Answer scripts of the continuous assessments are evaluated in the respective places of the faculty members and the marks are submitted to the Exam cell within the stipulated time.

In the case of End Semester Practical Examinations, the answer scripts are evaluated in the examination venue itself, jointly by the Internal and External Examiners and the marks are submitted to the Office of the Controller of Examinations on the same day.

The commencement of theory paper valuations for the End Semester Examinations is announced at least one week in advance to all the examiners through E-mail. Answer scripts are given to the examiners as per the allotment, not exceeding 25 papers for UG course and 20 papers for PG course per session. Examiners carefully check, evaluate the answer scripts allotted to them and award marks. (Annexure VII).

Retaining of papers after the examinations and Evaluation

Answer papers, after the valuation and declaration of the results, shall be retained by the Office of the Controller of Examinations for a period of 3 years for the retrieval whenever needed. However, if any candidate seeks the duplicate copy of the answer in the subsequent semesters the same shall be made available after producing the written request by the candidate with the fee fixed, from time to time. In the case of End Semester Practical Examinations, the answer scripts shall be retained for a period of 1 year and then shall be disposed by the Office of the Controller of Examinations. However, the answer scripts of the continuous assessment tests shall be returned back to the students for their reference.

Moderation policy

Moderation of the results after the examination, for individual subjects of the current and supplementary examinations is carried out, decided by the concerned Heads of the Departments, Controller of Examinations and Head of the Institution. Marks are allotted to the students who did not pass the subject for which moderation is exercised. Maximum of 5 marks shall be awarded to a student, in total, either to an individual subject or all the subjects put together. However, special moderation may also be considered for a particular subject, if it is desired.

Such decisions may be taken by the Controller of Examinations in consultation with the Head of the Institution.

Results Passing Board

Results Passing Board shall be formed as per the guidelines of UGC and affiliating University. In general, the composition shall include the Head of the Institution (Chairperson), Heads of the Departments, Controller of Examinations, an academician nominated by the University. Meeting of the Board shall be convened, before declaration of the results, to analyze the course-wise and Department-wise results with related statistics. Minutes of the meeting shall be recorded and acknowledgement shall be obtained from the External Members and Chair Person immediately after the meeting.

Re-totaling / Revaluation of answer scripts

A student shall have the right to apply for re-totaling or revaluation or both for one or more subjects immediately after the declaration of the results, if not satisfied. In such case, the student shall register with the Office of the Controller of Examinations through the proper application form along with the details of the fees paid for the same, duly authorized by the concerned Head of the Department. Controller of the Examinations shall make the necessary arrangements for re-totaling/revaluation and shall make the results available within seven working days.

Conduct of Supplementary Examinations

A student in the final semester shall have an opportunity to appear in the Supplementary Examinations. Decision to conduct the supplementary examination shall be decided in the Results Passing Board Meeting and in consultation with the Head of the Institution, Heads of the Department and other Members of the Board. The students who have one arrear from the first semester to the prior to the final semester or maximum two arrears in the final semester only are eligible to appear for the supplementary examinations.

Issuing Grade Sheets, Provisional and Degree Certificates

Grade sheets after declaration of the results of the revaluation shall be issued to the students within four weeks after publishing the results. Course completion certificate, if necessary, shall be issued along with the Transfer Certificate at the end of the programme through Principal Office. If a student loses the grade sheet and needs the duplicate grade sheet, shall submit a written request to the Office of the Controller of Examinations along with the prescribed fee and a Aadhaar proof. The duplicate grade sheet shall be issued within four weeks. Provisional and Degree certificates to the candidates after completion of the programme successfully are issued after receiving the same from Parent University.

Transfer of Students (Transfer Admission)

Students, who wish to transfer to other colleges, are informed to submit a written request to the Principal to get the grade sheet till the last semester that he/she completed and the same shall be issued within 20 working days. A candidate who joins the Institute, from other colleges, shall submit Transfer Certificate and No Objection Certificate along the Mark Sheets of all semesters and the syllabus copy issued by the concerned college for normalization of the credits. Controller of Examinations, Chairperson of the Board of Studies (Head of the Department), a Senior Faculty from the concerned Department and Head of the Institution shall decide the need for additional registration/exemption of courses to that candidate based on the current Regulation under the force.

Break-of-Study (Re-Admission)

A Student who wishes to avail the break-of-study shall follow the guidelines given in the Regulation that is under the force. At the time of re-joining, such students shall follow the current regulations, with credit normalization as specified in the previous section.

Decisions on malpractice issues and any other relevant issues

Any student, indulge in malpractice during the examination shall be referred to the Committee that monitors the Malpractices, comprising of three senior faculties and COE. Based on the assessment, penal actions are taken as per MASC norms on par with guidelines of the Parent University (Annexure VIII).

Benchmark and Guidelines

Assessment and evaluation practices adopted by the Institution are upgraded on need-basis, based on the changes in the curriculum, nature of the courses offered, guidelines received from the Parent University. Office of the Controller of Examinations strives to assess the outcome of the courses effectively (to identify the gaps to be bridged in the learning process) and efficiently (to publish the results immediately after the evaluation) so as to provide the quick means for corrective action by the students. To enable the requirements of the Office of the Controller of Examinations, a software team and set up is provided to assimilate and disseminate the data for fruitful analysis and feedback for further improvement.

Roadmap and Target

Office of the Controller of Examinations is expected to implement the best practices on par with other higher educational institutions and also novel ideas for improving the evaluation process and provide the services to both academic departments and students. Some of the proposed measures are given below:

S.No.	Objectives	Action Implemented / Proposed
1.	To provide an opportunity for job and self-employment to the students.	Introduced career and skill enhancing courses and Add-on Courses for UG Courses.
2.	To tune the examination process similar to other competitive examinations.	On/Off-line examinations introduced with Multiple Choice Questions for both UG and PG courses.
3.	To develop the skills of critical and creative thinking.	Implemented Open Book Examination for PG Courses in one core/elective subject in Even Semester.
4.	To reduce the burden of syllabus.	Students who earned 4 credits in Add-on courses can skip one Elective paper in the last semester.
5.	To provide industrial exposure to the students.	Internship and In-plant training courses introduced for both UG and PG students.
6.	To assess the outcome of the courses effectively.	Publish results immediately after the evaluation, so as to provide the quick means for corrective for the students.
7.	To improve the standard of question paper.	Implemented Bloom's Taxonomy method to standardize the quality of question paper.
8.	To involve the students in Academic-related decisions.	Student representatives (Alumni) are members of the BOS and the Academic Council where examination-related matters ranging from question paper pattern to exam reforms are discussed and decided.
9.	To help the students analyze their performance on their own.	Along with the results, scheme of valuation in detail for each course is displayed in the departmental notice boards for students to familiarize themselves with expectations of the examiners and make appeals for revaluation, if necessary.

Perceived Outcomes

Implementation of short-term, medium term and long term measures recommended in the Policy shall result in an effective assessment of teaching – learning system, identification of areas that might require additional focus by the students and members of the faculty, transparency and achievement of the vision of the Institution.



Controller of Examinations



Chief Controller of Examinations

Annexure - I**MAHENDRA ARTS & SCIENCE COLLEGE**

(Autonomous)
Kalippatti - 637 501

Question Paper Pattern for OBE
(Regulations - 2019)

End Semester Examinations

UG Programme:

Knowledge Level	Sections		Marks	Total Marks	Meaning of K's
K1	Part - A 10 Questions - Objective type *1 Marks (No Choice)	Two questions from each unit	10	75	K 1 - Memory Level K 2 - Understanding Level K 3 - Application Level K 4 - Analytical Level
K1,K2	Part - B 5 Questions *2 Marks (No Choice)	One question from each unit	10		
K2,K3	Part - C 5 Questions(either or type) *5 Marks (No Choice)	One question from each unit	25		
K2,K3,K4	Part - D 3 out of 5 Questions *10 Marks	One question from each unit	30		

PG Programme:


Knowledge Level	Sections		Marks	Total Marks	Meaning of K's
K1	Part - A 10 Questions - Objective type *1 Marks (No Choice)	Two questions from each unit	10	75	K 1 - Memory Level K 2 - Understanding Level K 3 - Application Level K 4 - Analytical Level K 5 - Evaluation Level
K1,K2	Part - B 5 Questions *2 Marks (No Choice)	One question from each unit	10		
K2,K3,K4	Part - C 5 Questions(either or type) *5 Marks	One question from each unit	25		
K2,K3, K4,K5	Part - D 3 out of 5 Questions *10 Marks	One question from each unit	30		


Controller of Examinations

Annexure - II

INSTRUCTIONS TO QUESTION PAPER SETTERS

1. The Question Paper Setters are requested to keep their appointments strictly Confidential.
2. If any your relative is a student of MASC at present, please decline the offer and kindly return all materials sent to you by post.
3. Sending of question paper through messenger is to be avoided.
4. The question paper cover must be properly sealed and to be sent by post to the Controller of Examinations on or before last date prescribed.
5. Soft copy of the question paper(s) can be sent through e-mail: coe@mahendraarts.org
6. Subject code and name must be clearly given in the question paper(s).
7. Particulars regarding Data books, Tables, Charts etc to be supplied, must be clearly mentioned in the question paper(s).
8. You are requested to 'STRICTLY CONFINE TO THE SPECIFIC TOPICS' in each unit mentioned in the syllabus.
9. Kindly make sure that the statements of questions are simple and unambiguous; and also avoid abbreviations.
10. Kindly return the syllabus and other materials along with the question paper(s).
11. Please do not keep any copy of the question paper with you.
12. Please write your full mailing address in the claim form to avoid delay in payment.
13. The question paper setter should not sign / write their name or put their initials in any part of the question paper.
14. Kindly use the appropriate cover to place the question paper(s) & remuneration form.
15. If you need any further clarification, please contact the Controller of Examinations immediately.



Controller of Examinations

Annexure-III

INSTRUCTIONS TO THE CANDIDATES

(To be printed at the back of the Hall Ticket)

1. Admission to the examination is Provisional.
2. The Hall Ticket is issued subject to the candidate satisfying the Attendance and other requirements as per rules and regulations prescribed by the College from time to time. The examination taken will be treated as Cancelled if at a later date it is found that the candidate has not complied with the above requirements.
3. The candidate is required to occupy his/her allotted seat at least 10 minutes before the commencement of the examination. On no account the candidate shall be allowed to occupy a seat other than the one allotted to him / her.
4. No Candidate shall be permitted to enter the examination hall after expiry of 30 minutes from the commencement of examination.
5. No candidate who leaves the hall during the period allotted for a paper will be allowed to re-enter the hall within that period.
6. Strict silence should be maintained in the examination hall.
7. Candidates are required to bring in their own pens, pencils and eraser. Candidates should use only blue or black or blue black ink for answering their papers.
8. Before proceeding to answer, the candidates are required to write their Register Number and other details in the column provided on the first page in the Main Book.
9. Candidates are liable for disciplinary action if found committing malpractices such as Exchange of answer books or question papers, Copying from answer book of other candidate or Allowing to copy.
10. Candidates should produce the hall ticket on demand by the Invigilator/ Chief Superintendent/AUR/Squad members.



Controller of Examinations

Annexure-IV

INSTRUCTIONS TO CHIEF SUPERINTENDENT

1. On receipt of sealed Question Paper packets Chief Superintendent (CS) is expected to check the description mentioned on each packet with the timetable and the nominal roll sent separately. Non-receipt of any Question Paper packet, shortage in required number may be brought to the notice of the COE immediately to avoid last minute problems.
2. Facsimile signature of the COE/Chief Superintendent should be affixed only at the right top corner of the title paper of the Main Answer Book.
3. Sealed Question Paper packets to be opened 30 minutes before the Commencement of Examination. All the opened question paper covers shall be preserved and forwarded to the Controller of Examinations at the close of Examinations.
4. Number of Answer Books and Question Papers issued to each Hall shall be equal to the total number of Candidates writing Examination in that Hall so as to avoid any malpractice.
5. Candidates shall occupy their seats at least five minutes prior to the Commencement of the Examination and are not allowed to leave their seats under any pretext during Examination hours.
6. No Candidate shall be permitted to enter the hall after 30 Minutes from the commencement of Examinations. Similarly no candidate shall be permitted to leave the hall earlier than 150 minutes from the commencement of Examination. No candidate who left the hall before the end of the session shall be permitted to re-enter the hall under any Circumstances.
7. Nominal roll, Time-table, Examination Halls, Seating Arrangement and Hall Superintendents name date-wise session wise are furnished to the Chief Superintendent.
8. Malpractices of any nature shall be reported to the COE with original records and documents.
9. The use of mathematical instruments while answering the papers in relevant subjects is allowed. Such instruments will not be supplied by the college. Only scientific calculators are allowed. No programmable calculators, cell phones, smart watches are allowed.

10. Hall Superintendents are to take attendance ten minutes after the commencement of Exam by getting Signature of Candidates present and complete the process immediately after 30 minutes in the Attendance sheet
11. Based on the attendance taken, ABSENTEE STATEMENT shall be prepared in the prescribed format by the Hall Superintendent and it should tally with attendance statement. Using these Statement Answer Paper covers shall be prepared. Along with the absentees Statement, the Hall Superintendent should return the unused question papers, Main answer books. The number of absentees, main answer books and unused question paper should tally.
12. Answer paper covers should contain the details of the register number of absentees for each subject in the column provided on the cloth lined cover. The number of answer papers added to the number of absentees must be equal to the number of Candidates registered.
13. Hall Superintendents should collect answer books from candidates personally verifying whether correct Register number is entered in the answer book at the appropriate places on the title pages. Then the answer books should be carefully arranged subject wise in numerical order and handled over to the Chief Superintendent.
14. Wherever question papers are common for more than one branch Answer papers of candidates of different branch / degree shall be packed in different cover such that there is no mix up.
15. The answer paper packets are to be delivered to the COE's office along with filled in delivery slip.
16. Hall Superintendent @ 1 per 25 Candidates are appointed keeping 10% of admissible invigilators as Reserved Hall Superintendents. The Reserved Hall Superintendents will assist the Chief Superintendent at times when there is no invigilation.

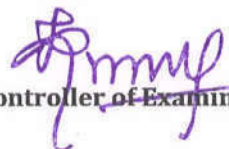

Controller of Examinations

Annexure-V

INSTRUCTIONS TO THE HALL SUPERINTENDENTS / INVIGILATORS

1. Hall Superintendent must report to the Chief Superintendent at least 30 minutes before the commencement of Examination on the respective date and session for which invigilation work is assigned.
2. They must sign at the space provided on the first page of the answer book and not in any other page.
3. Before distributing question papers to the candidates, proper instructions are to be given to the candidates to write their register numbers legibly on the title page of the Main book and Question paper.
4. Candidate be instructed to verify the receipt of correct and appropriate question paper before start answering.
5. Prior to distribution of question papers, the candidates should be issued with a Main answer book and instructed to fill up the particulars on the title page of the book. Writing wrong register number will lead to rejection of answer paper. Making an appeal to the examiner or writing the internal assessment mark will be treated as an attempt to influence the examiner and will attract discipline proceedings.
6. Half-an-hour after the Commencement of the Examination, the attendance of the candidate may be finalized by getting the signature from individual candidates in the format prescribed.
7. Hall Tickets of all Candidates should be inspected every session and while checking the Hall Superintendent should ensure that the REGISTER NUMBER of the candidate on the Hall Ticket, on the title page of the Main Answer book and on the table are identical.
8. The number of absentees and the number of undistributed answer books in the hall should tally and the unused answer books should be returned to the Chief Superintendent while the absentees list is sent.
9. No Candidate shall be permitted to the hall 30 minutes after the commencement of Examination.
 - a) Candidates are required to bring their own pens, pencils etc.
 - b) Not allowed to use books of any kind, except approved data books and Mathematical / Statistical tables.

10. Candidates be warned of against committing any malpractices such as in possession of incriminating materials, copying or communication with any person inside or outside. Any candidate violating this rule should be brought to the notice of COE immediately.
11. While collecting answer books utmost care should be taken to verify whether the Correct Register Number of the Candidate has been entered on the title pages. No loose sheets or papers shall be detached from the answer books of candidate.
12. Candidates be informed that they should not leave the hall before 2 Hrs 30 minutes and without handing over the answer books to the Hall Superintendents.
13. Candidates be instructed not to leave any page or any space empty in the answer books.
14. At the end of the Examination, the hall Superintendent has to collect the Answer Books from the candidates and arrange them subject wise register number wise and personally hand over to Chief Superintendent. Hall Superintendents should be present till the Answer Papers are checked and put into the Answer Paper covers by the Chief Superintendent.


Controller of Examinations

Annexure-VI

APPOINTMENT OF SQUAD DUTIES & RESPONSIBILITIES OF SQUAD

1. The Controller of Examinations shall appoint Flying Squad from among the senior faculties of the college, according to the need to ensure proper conduct of examinations and to curb malpractice at the examination.
2. The squad shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
3. The squad shall provide their identity and inform the Hall Invigilator about the purpose of their visit to the examination hall.
4. The Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
5. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
6. Report the cases of malpractice detected to the Controller of Examinations immediately through the Deputy Controller of Examinations, for further action. The squad shall make use of the required stationery/formats placed at the controller office for the said purpose.
7. Book the candidates under Malpractice, who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature from the candidate.
8. The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and the Chief Superintendent.

9. The members of the squad shall not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the COE Office, inform the concerned Deputy Controller of the Examinations, without further enquiring in the hall disturbing others for a prolonged period.
10. The Malpractice case shall be booked with the prior intimation to the chief superintendent.
11. When once a candidate is booked under malpractice, the Chief Superintendent shall instruct him/her to attend the enquiry meeting, as fixed by the Controller of Examinations. The Squad shall submit all other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.
12. The squad shall seek any clarifications/guidance and /or assistance from the COE whenever needed.


Controller of Examinations

INSTRUCTIONS TO THE EXAMINERS FOR VALUATION

1. Evaluators should ensure that none of your relatives have appeared in the said examination.
2. Evaluation of answer books, make use of red pen alone.
3. The Valuator will receive answer booklets from the Chairman/Chief Examiner every session (2 Sessions per day) and make necessary entry in the Allotment sheet.
4. The Evaluator is expected to devote reasonably sufficient time for evaluating the answer booklets allotted in a day.
5. No question or part of a question should remain unvalued.
6. If answer to a particular sub-part/question does not deserve any marks, then zero marks against that question should be allotted.
7. Marks awarded to a question or any part of a question must be written only on the front page of the answer booklet.
8. Ensure that you have correctly counted the marks before writing the sum (total) on the front page.
9. Avoid corrections. Where correction becomes unavoidable, please put your signature towards the right/left of the corrections.
10. Do not use whiteners on the mark list. Do not overwrite/damage the correction part with multiple strikes. Single and gentle strike is allowed with the counter sign of the valuator.
11. While evaluating an answer script if you find any new page(s) inserted or any handwritten chit pasted on any page of the answer script, please immediately bring it to the notice of the COE. Same procedure should be followed if there is any evidence of double handwriting or Request for more marks than the deserved in any answer script.

12. If you find the Register No, of any candidate mutilated, kindly bring it to our notice immediately.
13. No score should be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the Controller of Examination for further necessary action.
14. In case of Either or Choice pattern of question paper, if the student has attempted all the choices, All the questions should be evaluated. The lowest marks should be circled and write "Extra" by the side and the highest awarded mark should be taken for totaling.
15. Please sign each answer script and write your name at the appropriate places provided for the same.
16. Final mark entry should be made through COXCO software at the valuation centre itself.


Controller of Examinations