



CONDUCT OF EXAMINATIONS - INSTRUCTION MANUAL

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NBA (CSE, ECE, EEE, Mech), NAAC,
Recognized by UGC with 2(f) & 12(B) An ISO 9001:2005 Certified Institution
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Vision

“To become an internationally Renowned Institution in Technical Education, Research and Development by Transforming the Students into Competent Professionals with Leadership Skills and Ethical Values.”

Mission

- Providing the Best Resources and Infrastructure
- Creating Learner-Centric Environment and Continuous Learning
- Promoting Effective Links with Intellectuals and Industries
- Enriching Employability and Entrepreneurial Skills
- Adapting to Changes for Sustainable Development

Quality Policy

To strive continuously for producing the best results in terms of knowledge, self- discipline and application of the knowledge acquired.

CONDUCT OF EXAMINATIONS – AN INSTRUCTION MANUAL

The Authorities/Representatives involved in the conduct of the Examination are:

1. Controller of the Examinations (COE)
2. Deputy Controller of the Examinations (DCOE)
3. Vigilance Squad (VS)
4. Anna University Representative (AUR)

The Officials involved in the conduct of the Examination are:

1. Principal of the College
2. Chief Superintendent of the Examination (CS)
3. Hall Superintendents (HS)

(Autonomous)

All teaching and non-teaching staff, who are drafted for the conduct of the examinations are bound by the rules and regulations of the University and College. They will be paid remuneration and allowances as per the approved norms by the Statutory Bodies. For any commission and omission in the conduct of End semester Examinations, the Principal / the Controller of Examinations will take appropriate action.

I. THEORY EXAMINATION

1. Chief Superintendent (CS)

- 1.1. Under normal circumstances, Principal who possesses the qualification and experience as per the University norms given below in section 1.2 will be appointed as Chief Superintendent (CS) for the conduct of End Semester Examinations in his / her college.
- 1.2. Whenever the Principal is not in a position to function as CS to conduct the End Semester examinations, the Principal is authorized to nominate a senior most teaching staff/Faculty of the institute with a minimum of 12 years of experience (both academic and industrial experience put together) who are willing to function as CS.
- 1.3. CS appointed shall accept the offer only when no close relative of him/her is appearing for the End Semester Examinations at the centre concerned.
- 1.4. CS is fully responsible for all the activities connected with the conduct of theory examinations.
- 1.5. CS has to adhere the rules, regulations and the instructions issued by the University and College then and there related to conduct of the examinations and has to instruct the candidates to adhere to the same.

2. Examination Details Provided:

2.1. The following details in connection with the conduct of examinations are provided by the Controller of Examinations before the commencement of every semester examination.

- Copies of ‘time-table’ of the examinations.
- The “nominal-roll” containing the names of the candidates, register numbers and the subjects for which the candidates have registered.
- The ‘attendance-sheets’ of the candidates for every subject.
- The ‘packing slip’ containing the register number of the candidates for each subject.
- The ‘consolidated registration details’ containing the date-wise list of subjects with number of candidates registered and number of question papers.

2.2. ‘Time-Table’ of examinations will be published on the College website. The copy of the ‘Time-Table’ will be displayed in the Notice Board/Prominent places to invite the attention of candidates.

2.3. In the event of a holiday being declared after the publication of time table, the examinations should be conducted as scheduled unless otherwise notified specifically by the Controller of Examinations.

3. Hall Tickets:

3.1. Three days before the commencement of the examination, the hall tickets will be issued.

3.2. Hall-tickets (indicating the name, register number of candidates, subjects with date of examination and session of examination for which they have registered) shall be provided by the Office of COE. After verification of all the particulars in the Hall Ticket, the Head of the department will forward to the Principal to sign in the appropriate place. The HoDs shall distribute the Hall Tickets two days before the commencement of examinations to the candidates after obtaining his/her signature in the appropriate place. Any discrepancy after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts in the hall tickets should be immediately brought to the notice of COE. This verification is very important particularly in the case of students studying in the first semester of UG/PG programme.

- 3.3. 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.
- 3.4. Candidates shall not be permitted to write the examination if they are not eligible to write the examination as per the rules and regulations of the University.
- 3.5. Hall Tickets are issued by the COE Office through the Head of the departments with scanned photograph of the candidate. If the scanned photograph is not available, The Head of the departments shall take necessary steps immediately to get a Hall Ticket with scanned photograph by contacting COE.
- 3.6. 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, if he/she has earned at least 75% attendance in each semester. All other candidates who have earned attendance of 74% and below are not eligible unless exempted as per the regulations. The list of names of candidates who have not earned the required attendance in that semester. The hall ticket will be provided to the candidates with suitable corrections. These corrections should be entered in the 'nominal-roll' and in other relevant records also.

4. Hall Arrangements:

- 4.1. CS should prepare the sketches of the seating arrangements in the examination halls or rooms (Proforma 1 – SEATING ORDER) and should approve the same by COE before proceeding.
- 4.2. Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing the same subject shall be seated alternately. In other words, not more than 50 per cent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. However, if more number of candidates appearing for the same subject have to be accommodated in a hall, CS has to ensure a minimum distance of one meter between any two candidates.
- 4.3. When the candidates appear for the subject with the same title and with different subject codes, they have to be accommodated in different halls as far as possible.

- 4.4. Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement. If a candidate is found guilty of altering the seating arrangement of a hall, CS may recommend the cancellation of the examination written by the candidate by providing the original plan of seating arrangement and the alteration made by the said candidate.
- 4.5. Candidates should be accommodated in rooms or in large halls. One Hall Superintendent (HS) for every twenty-five candidates or part thereof shall be appointed. Reserve HS may be also appointed as per the norms. The Reserve HSs will act as replacement of HS in case of exigency and will also assist CS at times when there is no invigilation.
- 4.6. Every precaution should be taken so that no outsiders are present in and around the examination halls/rooms and sufficient security measures should be taken to carry the question papers safely from one hall to another.
- 4.7. It is the responsibility of CS to ensure before the commencement of the examination that no forbidden materials/writings are present in the walls/desks/black-boards/drawing-boards/floors of the examination halls.
- 4.8. The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all the subjects in a fixed place/hall.
- 4.9. The slanting/adjustable drawing tables should not be used during the examinations for any subjects excepting drawing subjects.
- 4.10. CS should arrange for the serving of drinking water and supply of approved materials for the examination at the place of the candidates only.
- 4.11. Strict silence should be maintained in the examination halls.

5. Question Paper (QP)

- 5.1. In the conventional method, packets containing copies of the printed question papers are delivered in the sealed covers before a hour the start of the examination from the COE office. CS shall check the details of the subject title and code, date and session mentioned on each packet with the 'time table', and the 'attendance-sheet' Total question papers received can be compared with the question papers required and as statement should be prepared (Proforma 2). Any shortage in required number of question paper shall be brought to the notice of COE immediately to avoid last minute problems.

- 5.2. 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 external HS, AUR and CS. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.
- 5.3. The question paper packet should be cut open on the left-hand side of the packet.
- 5.4. 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 office within one hour from the commencement of Examinations.
- 5.5. All the packets pertaining to the opened question papers shall be preserved and forwarded COE office at the close of the examinations.

6. Answer-books:

- 6.1. Answer-books containing 48 pages with graph sheets (one normal and one semi-log) are supplied by the COE office. Serial number is also printed in the answer-book. A record of answer-books used, date wise and session wise should be maintained (Proforma 3).
- 6.2. Space for rough work is provided at the last but one page of the answer-book.
- 6.3. 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.
- 6.4. Number of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in that hall.
- 6.5. No 'additional answer-sheet/book' is provided.

7. Hall Superintendent (HS):

- 7.1. CS shall appoint (Proforma 4) required number of Hall Superintendents (HS) for invigilation work from the teaching staff available in his/her college and from the neighbouring colleges. The neighbouring colleges may be requested to send the list of faculty members willing to act as external HS much in advance before the commencement of examination. Fifty percent of HS are to be appointed by CS from neighbouring colleges. CS/COE is authorised to issue attendance certificate to the staff members drafted for the work relating to conduct of examination. No teaching staff should undertake the invigilation work in a centre 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.
- 7.2. Referring the 'nominal-roll', time table, 'attendance-sheet' and other details generated from the COE portal, the invigilation scheme/ hall allotment to candidates have to be prepared (Proforma 5) 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 randomly.
- 7.3. 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.
- 7.4. HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates (for further details on 'Answer-book, please refer section 6).
- 7.5. 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 (for further details on 'Candidates', please refer section 12).
- 7.6. 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.

7.7. 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.

7.8. 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.

7.9. Candidate's attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the Hall Ticket.

7.10. 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.

7.11. 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 (For further details on attendance of the candidates', please refer section 11).

7.12. 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 (Proforma 6).

7.13. Candidates presenting themselves thirty minutes after the commencement of the examination shall not be admitted (for further details on 'Examination Timing', please refer section 10).



- 7.14. The approved code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same. Materials brought by the students should not be permitted by the Hall Superintendents during examination (for further details on ‘Approved Books and Instruments’, please refer section 14).
- 7.15. HSs should not answer any query relating to meaning or correction or typographical error in the question paper.
- 7.16. Any candidate involved in the malpractice during the examination should be brought to the notice of CS immediately. A detailed report (Proforma 8) 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 (for further details on ‘Malpractice’, please refer section: 15)
- 7.17. No ‘additional books/sheets’ are to be issued to the candidates.
- 7.18. All students must be instructed to scroll out the blank pages left out in the answer script and the Hall Superintendents must ensure the same. There should not be any tampering in writing the total pages used by the students. In case, if the student wants to change the number of pages, it should be attested by the Hall Superintendents on the tear-off sheet alone. Total page numbers tampered without the attestation of the Hall Superintendent shall be considered under malpractice.
- 7.19. 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. HS has to be present till those answer-scripts are checked by CS.
- 7.20. 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.
- 7.21. 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.

- 7.22. Candidates who are suffering from infectious diseases of any kind should not be permitted to write the examination.
- 7.23. 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.
- 7.24. HS should not use mobile phone during the hours of examinations and should not involve in any unnecessary conversation with others.
- 7.25. HS should not attest for any correction made by a student inside the answer script.

8. Anna University Representative (AUR):

- 8.1. One University representative (AUR) will be appointed by Anna University- COE/Zonal Co-ordinator as an observer for the conduct of Examinations. More than one AUR may also be appointed by Anna University-COE/Zonal Co-ordinator if it is warranted.
- 8.2. The AUR has to report at least one hour before the commencement of examination on the respective date and session.
- 8.3. The CS shall extend full cooperation to AUR to carry out any checking with regard to the conduct of examination.
- 8.4. The AUR has to monitor the adherence of examination rules and regulations by the college concerned and has to report to Anna University-COE/Zonal Co-ordinator/Zonal Office if any violation is observed in this regard. He/she has to check whether
- (a) question paper covers issued are kept in safe custody.
 - (b) seating arrangements are satisfactory.
 - (c) adequate number of external and internal HSs are engaged.
 - (d) the examination commences on time.
 - (e) Verify the report of the absentees and malpractice cases
 - (f) absentee list agrees with entries on answer-script packets.
 - (g) answer-scripts of completed examinations are sealed and handover to the COE office in safe custody.
 - (h) the candidates adhere to the rules of the examinations without indulging in any kind of malpractices.

9. Vigilance Squad (VS):

- 9.1. 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/AUR/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.

10. Examination Timing:

- 10.1. 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.
- 10.2. 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 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.
- 10.3. 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.
- 10.4. 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. Attendance of the candidates:

- 11.1. 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 generated from the COE portal and complete the process immediately

after **thirty minutes**. All the 'attendance-sheets' shall be forwarded to COE in batches as per the instructions received from COE.

- 11.2. Half an hour after the commencement of examination, CS shall send a staff member with an Absentee Statement sheet (Proforma 6) to collect the register number of absentees in each hall. The entry made by HSs in the statement (Proforma 6) 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.
- 11.3. List of absentees has to be entered subject wise as per the programme available in the COE portal.

12. Candidates:

- 12.1. Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black or blue-black ink/ball pen while answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.
- 12.2. A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.
- 12.3. The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to answer. Question papers which are not relevant should be returned to HS immediately.
- 12.4. Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.

- 12.5. Rough work if any must be done only on the space allotted at the end (last but one page) of the answer-book. No separate answer-book for rough work will be supplied to the candidates.
- 12.6. A candidate should neither possess/refer any forbidden material in any form nor seek/obtain assistance in any form from any person/source towards answering the questions 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.
- 12.7. Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.
- 12.8. Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.
- 12.9. Candidates should not detach any sheet from the main answer-book or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to HS.
- 12.10. The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity. If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.
- 12.11. When the permitted materials like data book/calculator/lab-coat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.
- 12.12. Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.
- 12.13. The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.

12.14. Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.

12.15. Candidates who are suffering from infectious diseases of any kind will not be allowed to write the examination.

13. Important Timings during the Examination Days:

13.1. The CS has to make himself/herself available one hour before the commencement of every examination.

13.2. The AUR has to report at least one hour before the commencement of examination on the respective date and session.

13.3. 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.

13.4. Question paper packets shall be opened fifteen minutes before the commencement of the examinations in the presence of external HS, AUR and CS.

13.5. Candidates shall occupy their seats at least ten minutes prior to the commencement of the examination.

13.6. 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 CS.

13.7. An answer-book shall be issued to each candidate ten minutes before the commencement of the examination.

13.8. Copies of question papers are to be distributed five minutes before the commencement of the examination.

13.9. 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.

13.10. No candidate shall be permitted to enter the hall after the expiry of first thirty minutes.

13.11. No candidate shall be permitted to leave the hall earlier than forty-five minutes from the commencement of examination.

14. Approved Books and Instruments:

14.1. Approved mathematical and physical tables and other scientific tables / data book / graph sheets / drawing sheets will be supplied on request by the college to the candidates. CSs are requested to make arrangement for supply of approved tables and books with the seal of the college affixed in each of them. CSs are 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.

14.2. The use of approved mathematical instruments for relevant subjects is permitted. Such instruments will not be supplied by the College. “The approved code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same”. Only non-programmable calculator is permitted. No programmable calculators, laptops, cell phones, memory saving devices and any other communicating devices are allowed.

14.3. 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.

15. Malpractice:

15.1. Posters containing nature of violation in the examinations and the punishment recommended shall be displayed in the college notice boards and other vantage points.

15.2. HS/CS/AUR/Squad Member 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 in the presence Chief Superintendent. Girl students will be searched only by female staff members.

15.3. 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. The details of the candidate involved in malpractice must be filled in the relevant Proforma and must be signed by AUR and CS. A detailed report (**Proforma 8**) 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 to the Controller of Examinations. The report of any malpractice should be brought to COE immediately when the incident observed with all materials.

15.4. 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.

15.5. Documents to be enclosed along with malpractice case:

- (a) Report on malpractice (Proforma 8)
- (b) Answer-scripts (both the scripts) written by the candidate before and after booking for alleged malpractice.
- (c) 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.
- (d) Sketch of the seating arrangement (wherever necessary).

15.5. 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.

15.6. In case of impersonation, the police authorities should be contacted immediately and the person concerned shall be handed over for investigation and necessary action.

16. Collecting of Answer-Scripts:

16.1. After the answer-scripts have been collected, they should be carefully arranged subject wise in the sequence of the register numbers.

16.2. The packing slips generated from the COE-portal for collecting the answer scripts.

16.3. The number of answer-scripts dispatched to the COE office must be equal to the number of candidates registered. The Suspected malpractice answer script separately handover to COE office with knowledge of CS/AUR.

- 16.4. In the case of malpractice, a detailed report (Proforma 8) 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 to the Controller of Examinations.
- 16.5. After collecting the answer scripts, the CS/AUR shall sign on the packing slip.
- 16.6. When a question paper is common for more than one branch / degree, the answer papers of candidates of different branch / degree shall be collected in the sequence as given in the packing slip.

17. Claims:

- 17.1. Stock particulars of the items such as, Answer-book, packet, etc., are maintained separately. At the close of each examination, stock position and request for requirement of various items for the use of next examination should bring notice to the COE.
- 17.2. Remuneration, claims of the staff members involved in the examination activities will be settled by COE office.

II. PRACTICAL EXAMINATION

The instructions given above under 'theory examinations' should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under:

18. Additional Points for Practical Examinations:

- 18.1. The Principal/HOD shall be fully responsible for all the activities connected with the conduct of Practical Examinations.
- 18.2. The Principal/HOD shall ensure the availability of all the equipment/instruments as per the norms and the conduct of experiments as per the syllabus for all the practical subjects concerned.
- 18.3. The period of practical examinations for every semester will be intimated by COE. The HOD of the college has to prepare the schedule confining to the prescribed period 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 (both Hard copy and soft copy may be) to the

COE office within the stipulated time. The external examiners will be appointed by COE.

No change in internal examiner/external examiner and no change of practical examination schedule should be made without the approval of COE.

- 18.4. The Question paper should be set jointly with external examiners.
- 18.5. The number of candidates examined by the examiners should not exceed the approved limits.
- 18.6. Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.
- 18.7. The practical examination has to be conducted only in the presence of both internal and external examiners. The External Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Controller of Examinations immediately. In case of absence of the examiners, the matter should be brought to the notice of COE immediately for remedial action.
- 18.8. Any violation of the instructions given by COE will lead to the cancellation of the practical examination.
- 18.9. After the end of every session of the practical examination, the external examiner will upload the marks in the portal of all the candidates present for the examination with the help of the internal examiner. After thorough checking of the entry of the marks, the mark sheet will be generated and signed by both examiners. At the end of every session, the Examiners should handover the completed Mark sheets in a sealed cover to COE.

III. COE OFFICE FLOW DIAGRAM

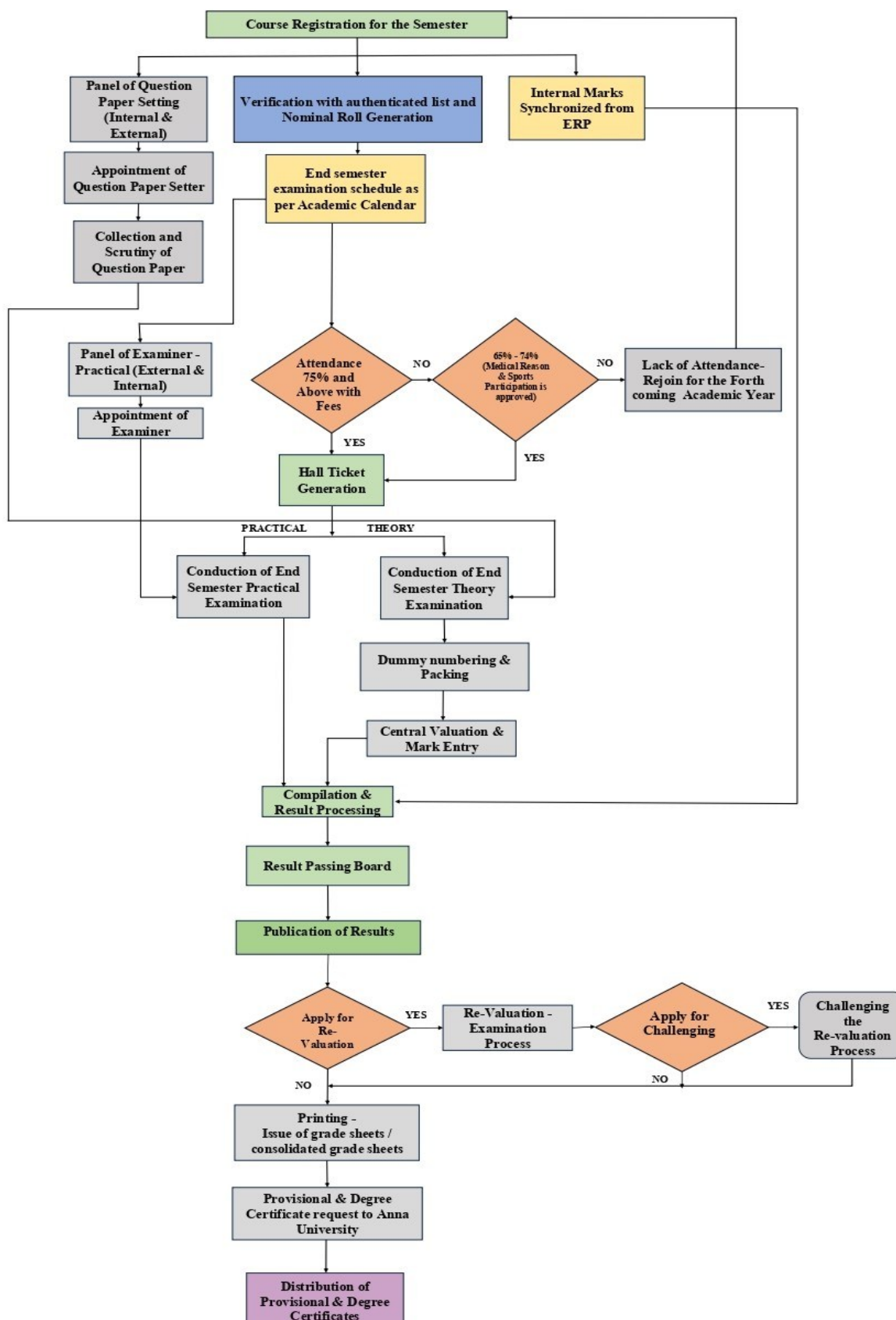


Figure 1. COE Office Flow diagram



PROFORMA - 1



KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)

END SEMESTER EXAMINATIONS _____

SEATING ORDER

Date

Session

Hall No.

Row 1		Row 2		Row 3		Row 4		Row 5	

Year & Dept:

Count:

No. of Present:

Grand Total:

No. of Absent:

Signature of Hall / Chief Superintendent



PROFORMA - 2



KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)

END SEMESTER EXAMINATIONS _____

DETAILS OF THE QUESTION PAPER RECEIVED

Date & Session	Degree	Title of the Course	Course / Q.P. Code	No. Candidates Regd.	No. Copies of Q.P. Recd.	Remarks

Date:

Session:

Signature of Chief Superintendent

PROFORMA - 3**KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)**

END SEMESTER EXAMINATIONS _____

DETAILS OF SESSION WISE USE OF ANSWER-BOOKS

Date and Session	No. of Halls	No. of Answer-books		
		Issued	Returned	Used

Signature of Chief Superintendent

PROFORMA - 4



**KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY(AUTONOMOUS)
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

From

The Controller of Examinations

Kongunadu College of Engineering and Technology (Autonomous)

Thottiyam.

APPOINTMENT ORDER

Dr./Thiru/Thirumathi/Selvi is hereby appointed as Hall Superintendent for the End Semester Examinations scheduled in this College. The Date and time of invigilation work is notified hereunder. He / She is directed to report to the Chief Superintendent of the Autonomous End Semester Examinations at least **30 Minutes** before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendent.

The Hall Superintendent shall not absent themselves from attending the invigilation work without obtaining the written permission of the Chief Superintendent. In case Hall Superintendent is unable to accept the order, He / She has to find a substitute and the acceptance of the substitute to undertake the responsibility of Hall Superintendent shall be produced to the Chief Superintendent. Request for leave without making an alternative arrangement will not be entertained. Hall Superintendent will carry out the duties as per the instructions contained in the “INSTRUCTION MANUAL” for the conduct of Examinations issued by the college and other instructions issued by the COE from time to time.

Particulars of Invigilation Work:

DAYS	SESSION

Date:

-sd-

Place:

Controller of Examinations

END SEMESTER EXAMINATIONS _____

DATE:

Signature of the Chief Superintendent

PROFORMA - 6



KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY(AUTONOMOUS)

END SEMESTER EXAMINATIONS _____

ABSENTEE STATEMENT

DATE:

Session: FN / AN

Hall No.	Degree and Subject of Examination	Subject Code / Q.P. Code	Total No. of Candidates present	Reg. No. of the Absentees

Signature of Chief Superintendent

PROFORMA - 8



KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY(AUTONOMOUS)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

END SEMESTER EXAMINATIONS _____

Report on Malpractice End Semester Theory / Practical Examinations

1. Name of the Candidate & Reg. No : _____
2. Semester of the Candidate : _____
3. Semester of the Subject : _____
4. Subject Code & Title : _____
5. Date and Session of Exam : _____
6. Statement of the Candidate : _____

7. Report of Internal / External Hall Superintendent : _____

8. Report of Squad Member : _____

9. Report of Anna University Representative : _____

Principal / Chief Superintendent

PROFORMA - 9

END SEMESTER EXAMINATIONS _____

NUMBER OF STAFF ENGAGED FOR EXAMINATION WORK

Date	Session	No. of Candidates registered as Per 'nominal – roll'	Chief Supdt.	Hall Supdt.	Reserve Supdt.	Remarks
TOTAL						

Signature of Chief Superintendent

PROFORMA – 10 **KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)**

END SEMESTER EXAMINATIONS _____

STATIONERY REQUIREMENTS AND USED DETAILS

Items	Total No. of Stationary received from COE	Opening S.No. at the beginning of Examination	Total No. Stationary used for Examination	Closing S.No. at the end of Examination

Signature of Chief Superintendent



Kongunadu

College of Engineering & Technology
[Autonomous]

IQAC

w.e.f - 23.04.2020