

EXAMINATION MANUAL



CARMEL COLLEGE (AUTONOMOUS), MALA

Nationally Re-accredited with 'A Grade' (Fourth Cycle)

Affiliated to University of Calicut

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Preface

Carmel, a first grade college for women under the University of Calicut, stands nestled in an idyllic locale in a small town called near the southern tip of Thrissur district, the cultural capital of Kerala. This college, which began in the year 1981, is run by the Sisters of the Congregation of Mother of Carmel who, guided by their founders Saint Kuriakose Elias Chavara and Rev. Fr. Leopold Boccaro, have taken up the apostolate of education. The Management adopts a proactive approach providing infrastructural facilities and learning resources that are periodically enhanced and up-graded in order to ensure the smooth execution of the academic and administrative process. Consistent support and ample platforms are extended to students who aspire to excel in academics, sports and arts.

Vision

It is our vision to uplift the weak & downtrodden sections of society, especially that of the rural woman, to liberate her from the shackles of bondage to a new world of 'light' & 'love'.

Mission

We dedicate ourselves to the cause of empowering rural women with knowledge and inculcating in them the spirit of selfless love and compassion, spreading peace in the society, living in harmony with nature and illumine the world to eternity.

We have incorporated all requisite provisions for the planning, conduct, evaluation and result declaration of internal and external evaluation of UG and PG students under the purview of autonomous stream with effect from 2022-2023 admissions. Ph. D programmes will remain under the direct control of Calicut University. The basic orders /rules regarding examination fees, attendance and ratio of internal external examination components will be followed as per Calicut University rules and regulations. Thus, our aim is to streamline and optimize the examination system and publish result within stipulated time in order to help the students to pursue higher studies or seek employment.

PRINCIPAL

Carmel College(Autonomous), Mala

Acknowledgement

This Examination Manual incorporates the clauses and conditions of the Autonomy Act of the Government of Kerala, the provisions in the University bill 2021 as passed by the Assembly of Government of Kerala, Calicut University's Regulations & Examination Manual, the vision and mission of the college and the experiential knowledge and wisdom of the faculty of the College.

The College with due respect and regard acknowledges its indebtedness to the Government of Kerala, the University of Calicut, the Management, the Governing Body, the Academic Council, the faculty of the College and all those who supported us in materializing this venture.

We firmly believe that this examination manual with its well-designed rules, regulations, provisions and procedures will lead to an effective examination system.

Carmel College (Autonomous), Mala
July 2022

PRINCIPAL

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Chapter 1

Carmel College(Autonomous), Mala

1.1 Autonomous College

“Academic autonomy” means a privilege of a college or University department to conduct academic programmes, design syllabus for the respective subjects, devise teaching, learning and evaluation methods, conduct examinations leading to the award of a degree, diploma, certificate and such other titles and distinctions by the University and publication of results in accordance with the provisions of the Act and the Statutes, Ordinances, Regulations, bye-laws and the rules made there under.

The College understands that academic autonomy, while providing ample opportunities for the faculty in designing curriculum and developing evaluation methods on the parameters of employability, programme outcomes, and stipulated graduate attributes, is a challenge to ensure integrity, quality and accuracy in the domain of evaluation/examination systems.

1.2 Authorities of an Autonomous College

The following shall be the authorities of an Autonomous College:

- The Governing Body:
- The Academic Council:
- The Board of Studies:

1.3 Powers and Functions of the Governing Body

Subject to the provisions laid down by the bye-laws of the college and the rules laid down by the State Government and the University, the Governing Body shall have the following powers:

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

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

1.4 Powers and Functions of the Academic Council of an Autonomous College

Academic Council of an Autonomous College shall have the following powers and functions:

1. To scrutinize the proposals of Boards of Studies of an Autonomous College, with regard to the courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant there to and to approve the same with or without modifications:
2. To make academic regulations regarding the admission of Students to different programmes of study in the college subject to the criteria and conditions prescribed by the Autonomy Approval Committee which shall be in conformity with the rules and criteria for admission specified by the Government, as amended from time to time;
3. To make regulations for the conduct of examinations and initiate measures for improving quality of teaching, student evaluation and student advisory programmes in the college;
4. To make and approve proposals for research and advancement and dissemination of knowledge;
5. To recommend to the Governing Body, any proposal for institution regarding new programmes of study;
6. To recommend to the Governing Body regarding the institution of scholarships, studentships, fellowships, prizes and medals and to make regulations for the award of the same;
7. To advise the Governing Body on the suggestions made by it with respect to academic affairs; and
8. To perform such other academic functions as may be assigned to it by the Governing Body.

1.5 Powers and Functions of Board of Studies of an Autonomous College

Board of Studies of an Autonomous College shall have the following powers and functions,

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

- Provided that the Board of Studies of the Autonomous College shall ensure that the proposal for the academic programme conforms substantially to the duration, number of credits, evaluation and grading system prescribed, if any, by the University for that academic programme:
 - Provided further that the Board of Studies of the Autonomous College shall ensure that the proposal will not have the effect of lowering the academic standards prescribed by the University:
 - Provided also that such proposal shall not be against national interest;
2. To recommend books where in the prescribed subjects are suitably dealt with, for the reference of teachers and students and also to recommend text books as and when required;
 3. To suggest methodologies for innovative teaching and evaluation techniques;
 4. To suggest panel of names to the Academic Council of the Autonomous College for appointment of examiners; and
 5. To co-ordinate research, teaching, extension and other academic activities in the department or college.

1.6 Conduct of Examinations

1. The Government, in the case of Government Autonomous College and the Principal in the case of Autonomous Colleges which are not Government Colleges, shall appoint a person not below the rank of an Associate Professor, with experience of not less than two years in a Department offering Post Graduate Course of study in a Government College or a college other than an Unaided College, as the Controller of Examinations for the Autonomous College:
 - Provided that such a person shall not have been disqualified or punished for any breach of conduct or failure to perform any duty assigned in connection with the conduct of examinations by the University or any other Universities.
2. All examinations leading to the award of degree or diploma issued by the University shall be conducted under the supervision of the Controller of Examinations.
3. The Academic Council of an Autonomous College shall frame a Manual of Examinations for the conduct of examinations in the Autonomous College within three months from the grant of autonomy or six months before the conduct of the first set of examinations, whichever is earlier.
4. The Manual of Examinations shall be based on the following,
 - (a) The functions of conducting examinations and its supervision, evaluation of examinations and publication of results, shall be specifically assigned to persons designated for the purpose and their roles shall also be specified ;
 - (b) The independence of framing of questions, valuation and monitoring processes shall be maintained;

- (c) There shall be adequate safeguards to ensure the integrity of the examination processes; and
 - (d) There shall be adequate penalties of such nature and subject to such maximum penalty as may be prescribed by the Government, that may be provided for any individual responsible for the conduct of examinations in case of any breach of the provisions of the Manual of Examinations :
 - Provided that in framing the Manual of Examinations, an Autonomous College shall ensure that the safeguards in the Examination Manual of the University itself are, mutatis mutandis incorporated in the Manual of Examinations for the conduct of examinations of the Autonomous College:
 - Provided further that the Manual of Examinations shall be submitted by an Autonomous College to the University for its remarks and modifications for improving the quality of the process of examinations and upon receiving such remarks, incorporate them in the Manual of Examinations to the extent possible and inform the University of the reasons for not being able to comply with any of the suggestions.
5. The Manual of Examinations shall contain specific provisions for the redressal of grievances of students relating to examinations and assessments in conformity with the relevant regulations made and guidelines issued from time to time by the University and the University Grants Commission.
6. On approval of the issue of the mark lists by the Governing Council, the mark list shall be issued under the names and seal of the Principal of the Autonomous College and the Controller of Examinations of the Autonomous College, in a format consistent with that prescribed by the University.

1.7 Award of Degrees

The University shall award degrees, diplomas, titles, certificates and other academic distinctions to the students evaluated and recommended by an Autonomous College after levying a reasonable fee as may be prescribed by the University for the same:

- Provided that such degree, diploma, title or certificates shall be in a common format prescribed by Statutes:
- Provided further that the name of an Autonomous College shall be mentioned in the certificate conferring the degree, diploma, title, certificate and other academic distinctions, if such college requests for the same.

The University shall issue the degree, diploma, title or certificates within forty five working days of the receipt of recommendations from an Autonomous College.

1.8 Powers of University over Autonomous Colleges

1. Subject to the provisions of this Chapter and the provisions of the Statutes, Ordinances, Regulations, Bylaws and rules made there under, the University shall have all other powers over the Autonomous Colleges as are applicable to any listed college of the University under the Act and the Statutes, Ordinances and the Regulations made there under.
2. Where the Governing Body of an Autonomous College has approved and recommended any academic programme to the University, the Vice- Chancellor shall cause the proposal to be placed before the relevant Board of Studies of the University for approval:
 - Provided that where there is no Board of Studies with respect to the academic programme proposed, the University shall constitute a Board of Studies or an Expert Committee for the purpose:
 - Provided further that the Expert Committee so appointed shall have adequate number of members to facilitate a fair and objective assessment of the Academic Programme submitted to the University.
3. The Board of Studies or the Expert Committee, as the case may be, shall, within thirty working days from the date of receipt of the proposal, consider it for the Academic Programme referred to in sub-section (2) and approve, reject or return the same, with remarks, to the Vice-Chancellor:
 - Provided that such rejection shall be on the ground that the proposal received from the Governing Body of an Autonomous College does not conform to the duration, number of credits, evaluation and grading system for that Academic Programme already prescribed by the University or where the Board of Studies or Expert Committee feels, for reasons to be recorded in writing, that the proposal of the Governing Body of an Autonomous College will have the effect of lowering academic standards or it is against national interest:
 - Provided further that where the Autonomous College which submitted the proposal has not been informed of the decision within thirty working days from the date of submission of the proposal to the University, the proposal shall be deemed to have been approved by the University except where the proposal is against national interest.
4. Where the Board of Studies or Expert Committee returns the proposal to the Vice-Chancellor with remarks pointing out the defects for transmitting the same to the Governing Body of an Autonomous College, the Governing Body may re-submit the proposal to the University with its remarks within thirty working days of receipt of such remarks.
5. The Board of Studies shall, thereafter, within a period of thirty working days, either approve or reject the proposal and the Vice-Chancellor shall intimate the same to the Governing Body of the College through the Principal of that College:

- Provided that where the Autonomous College re-submitting the proposal has not been informed of the decision within thirty working days from the date of re-submission of the proposal to the University, the proposal shall be deemed to have been approved by the University except where the proposal was rejected on the ground that it was against national interest.
6. A copy of all such approvals or rejections shall be sent to the Autonomy Approval Committee.
 7. All such decisions to approve or reject the proposal shall be reported to the Academic Council of the Autonomous College:
 - Provided that the Academic Council of the Autonomous College may, if it differs with the decision, address the Chancellor for a review of the same.
 8. The Governing Body of an Autonomous College can appeal to the Autonomy Approval Committee against any order of rejection and the decision thereon of the Autonomy Approval Committee shall be final:
 - Provided that where the Autonomy Approval Committee deems it, it may appoint a panel of experts to advise the Autonomy Approval Committee in arriving at a decision on the appeal so preferred.
 9. The Syndicate of the University shall have powers to inspect and to verify whether a college that has been granted autonomy by the University Grants Commission violates the conditions specified for the grant of such autonomy.
 10. For the purpose of subsection (9), the Syndicate may constitute a committee either from among itself with experts in the field or a committee of experts as it deems it, to inspect the facilities in the college, verify records of the college relevant to the purpose of the above inspection:
 - Provided that such experts shall be nominated by the Vice-Chancellor:
 - Provided further that such enquiry shall extend only to complaints or information in writing regarding the violation of the conditions of autonomy, poor academic and administrative practices that lower the quality of higher education or unethical practices in the matter of admissions, levying fees and conduct of examinations, adopted by the college for which autonomous status was granted.
 11. The Committee constituted under subsection (10) shall not finalise any report without giving the representative of the college that has been granted autonomy, a fair and reasonable opportunity of being heard.
 12. The Syndicate shall, after consideration of the report of the said Committee recommend to the Autonomy Approval Committee through the Vice-Chancellor, the suspension or revocation of the autonomy granted to it.

13. If any complaint or information in writing is received by Government with respect to an Autonomous College, the Government may, after due consideration of the contents of the complaint and the importance of the same, refer it to the Autonomy Approval Committee:
- Provided that such reference shall extend only to complaints or information received in writing, with respect to violation of the conditions of autonomy, poor academic and administrative practices that lower quality of higher education or unethical practices in the matter of admissions, levying fees and conduct of examinations, adopted by the college for which autonomous status has been granted.
14. On receipt of any report of the University containing its recommendations under subsection (12) or on receipt of any reference from Government under subsection (13), the Autonomy Approval Committee shall consider the report or reference, as the case may be:
- Provided that the Autonomy Approval Committee may conduct an enquiry for which it can constitute a committee either from among itself or from among the field of experts as it deems it.
15. The Committee constituted under subsection (10) shall have powers to inspect the facilities in the college and to verify records of the college relevant to the purpose of such enquiry.
16. All Autonomous Colleges shall furnish records and provide information sought by the Committee for the purpose of such enquiry:
- Provided that no such enquiry shall be completed without giving the Principal of the Autonomous College a fair and reasonable opportunity of being heard.
17. Each Autonomous College shall submit a Manual of Examinations to the University within six months before the date of the first set of examinations that it proposes to conduct in the college and the University shall offer its remarks on the Manual within sixty working days of such submission. The remarks of the University shall be offered with the object of improving the safeguards in the conduct of the examinations and for ensuring the integrity of the examinations conducted by an Autonomous College. The Autonomous College shall incorporate all the necessary modifications consistent with the remarks of the University in the Manual.

Chapter 2

Curriculum

2.1 Choice Based Credit and Semester System

Carmel College (Autonomous), Mala follows the Choice Based Credit and Semester System requiring three years of study for a Bachelor's Degree, two years of study for a Master's Degree and five years for Integrated PG Programmes.

The entire course of study and examinations for the award of a degree is called Programme. Duration of an undergraduate programme is six semesters distributed in a period of 3 (three) years, Postgraduate programme is four semesters distributed in a period of 2 (two) years and that of integrated PG programme is ten semesters distributed in a period of 5 (five) years.

An Academic Week is a unit of five working days in which distribution of work is organized from Monday to Friday with five contact periods of one hour duration on each day. A sequence of 18 such weeks (90 working days) constitutes a semester.

The syllabus and pattern of examination for the UG and PG programmes shall be prepared by Board of Studies (BOS).

Evaluation of students is based on both Continuous Assessment (CA), and the Semester End Examination (SEE) held at the end of each semester. The eligibility of a student to write the SEE is based on the minimum attendance requirement and the payment of the prescribed examination fee, for courses for which she has registered.

All examinations including entrance examinations, if any, of the Carmel College (Autonomous) Mala, shall be conducted by the office of the Controller of Examinations (CE). The examinations are to be conducted as per the decisions taken from time to time by a steering committee consisting of the Principal (Chairman), and two members of Governing Body nominated by the chairman of Governing Body.

Examinations shall be conducted by one or more of the following methods: - a) Written b) Practical c) Oral/viva d) Interview e) Group Discussion f) Project g) online or any combination of these.

2.2 Evaluation System

Evaluation of UG courses consists of two components, viz., Continuous Assessment (CA) and Semester End Examination (SEE). The following rules are common for both UG and PG courses:

1. Continuous Assessment (CA) includes attendance/class room performance, assignments, seminars, Internal Examinations and such other components as decided by the BOS of respective subjects.
2. Internal Examination-I shall be conducted at the middle of the semester and the Internal Examination-II towards the end of the semester. Internal Examinations may be organized centrally under CE or at the college level under the Examination Committee as per the decisions taken by the Examination Steering Committee from time to time.
3. Re - Test: If a student is unable to write the internal examination for valid reasons like Hospitalization (ii) Medically advised rest (iii) NCC camp (iv) University level sports & cultural activities, etc., he/she may apply for a Re-Test in the prescribed application form within the stipulated date and time to the CE through the proper channel. Prior permission must be taken by the student in case the absence is known in advance (eg.: - for permitted participants of sports & arts events). No application will be entertained after the last date. Invalid or incomplete applications shall be rejected. The Re-Test will be centrally organized and in the same apportioned syllabus as of the internal exam concerned and will be conducted by Examination Committee as per schedule drawn by the CE.
4. There is no provision for improving the internal marks and the marks for dissertation.
5. Only those students who secure 50% attendance in each are eligible to write the SEE. If the attendance < 75%, he/she has to apply for condonation. If a student is not eligible to write the SEE she has to repeat the semester.
6. Under no circumstances there shall be Re-Test examinations for SEE.

2.3 Promotion to the higher semester

All students qualified to write the semester examination will be automatically promoted to the next semester irrespective of the number of courses she has failed in.

2.4 Grievance Redressal Committee

There will be two level committees for the redressal of grievances of students relating to internal examinations and assessments.

1. *Department Level Committee:* The college shall form a Grievance Redressal Committee in each department (for CA) comprising of the Head of the Department as Chairman, one senior teacher and course teacher as members and the committee shall have initial jurisdiction over complaints against Continuous Assessment.
2. *College Level Committee:* There shall be a college level Grievance Redressal Committee (for CA and SEE) comprising of the Principal as Chairman, Controller of the Examinations, Vice Principal and student adviser as members. This committee shall have final jurisdiction over all grievances relating to the internal and end semester assessment grades of the students.

Chapter 3

The Examination System

3.1 Examination Committee

Carmel College (Autonomous) Mala, shall have an examination committee headed by the Controller of Examinations(CE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any.

The Principal of the College shall be the Chief Controller of Examinations.

The Principal with the approval of the Governing Body will constitute an Examination committee with the CE as the head and the following subordinates:

1. Controller
2. Deputy Controller
3. Joint Controllers
4. Attenders/ Office Assistants

* The members of the Examination Committee of Carmel College (Autonomous) Mala are appended in Appendix-II

Examination committee will have appropriate infrastructure for generating question papers and other relevant confidential materials.

All part-time/full time functionaries of the Examination committee shall be paid honorarium/compensation for the extra work done by them on holidays. Such honorarium/compensation shall be fixed by the Governing Body

Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body.

3.2 Powers and Duties

• Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the college, and it shall be his/her duty to arrange for preparation, scheduling, conducting of examinations and all other incidental matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically, the performance of his/her duties. The responsibilities of the Controller of Examinations shall include:

1. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.

2. Taking decisions on all matters related to examinations subject to the rules and regulations laid down by the statutory authorities/ bodies.
3. Making necessary arrangements for the safe custody of files connected with the conduct of examinations, documents, certificates etc. by the officers under whom such documents are kept.
4. Taking special care to see that secrecy and confidentiality are maintained in connection with all examinations.
5. Convene meeting and issue notices to boards/committees constituted in connection with Examinations as directed by the Principal.
6. Taking quick decisions as circumstances warrant in consultation with the Principal.
7. Exercising control over the space allotted for the examination wing including that of centralized valuation. Further, he/she should ensure that the rooms, building, laboratories, stores etc. are properly maintained.
8. Keep minutes of all meetings in connection with examinations.
9. Shall have the power to countersign the Travelling Allowance bills of examiners, paper setters and College employees deputed on Examination purpose and all other bills relating to College Examinations.
10. Shall ensure that College Examinations are conducted in conformity with the provisions in the Regulations framed as per the relevant Act/ Govt. ordinance

He/she shall have power to spend an amount up to a maximum of Rs. 5,000/- (Rupees Five Thousand only) for examination purposes without prior sanction.

• **Deputy Controller of Examinations**

(Nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the College.)

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

His / her duties shall include:

1. Supervise the office staff of CE's office and manage the assistants and casual laborers posted to assist the office works, involving physical exertions and when needed
2. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
3. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution

4. Preparation and printing of answer booklet
5. Make sure that the question papers are ready before the examination
6. Helping CE in all his activities (finding examiners, actual organization and implementation of examination system)
7. Make sure that the forms relating to examinations are ready in time (applications, hall tickets, challans etc.)
8. Make sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.
9. All other tasks required for the conduct of evaluation process
10. Arrangement of venue for valuation and adequate number of security personnel.
11. Arrangement of accommodation to examiners, if required.
12. Receiving answer books from the person concerned for valuation ensuring its safe custody until the camp is over and returning them to the person concerned after the results are finalized. He/ she shall supervise the distribution of answer books to officials under his/her command and maintain an issue register to record the particulars of scripts issued to the examiners. This register should contain on the face page, the register numbers of all papers received by him/her total number of candidates, register number and total number of absentees in the respective examination(s).
13. Entrusting the cover containing original marks received from the Chairman to the CE after it is properly packed and sealed.
14. To ensure disbursement of remuneration, TA/DA etc. to all officers/examiners on duty before the Camp is concluded and maintenance of cash book for all payments and incidental expenses.
14. Supervising the packing answer books after valuation in sealed covers, with superscripts: name and date of examination, date of camp, subject and paper, number of answer scripts in each cover.
15. Keep the attendance register of examiners and to distribute and take back answer scripts from Chief Examiners.

- **Examination Assistants**

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

1. Providing assistance for the preparation and printing of answer booklets for various examinations

2. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and mark list in consultation with the deputy Controller of Examinations.
3. Maintaining registers for inward and outward communications.
4. In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.
5. Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up articles properly in consultation with the senior officers.
6. Processing of applications for registration to examinations and preparation of nominal rolls
7. Preparing of hall tickets.
8. Ensuring that the question paper packets are ready for examinations.
9. Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters/ scrutiny, invigilators, C.V. camp, revaluation, recounting, supplementary examinations etc.)
10. Making arrangements for Board meetings of examiners as and when required and ensure that the minutes are recorded.
11. Preparing tabulation registers, mark lists etc.
12. Assisting the senior officers in the transit of files, communications and stationery.
13. Making sure that the examination office, computer desks and typing pool are neat and clean.
14. Keeping examination related records safe and maintaining their confidentiality.
15. Discharging duties entrusted to them by superior officers from time to time. They shall also ensure that unauthorized persons do not enter the examination section.

3.3 Examination Office

- **Hours of Attendance**

The Office hours are from 9.30 a.m. to 4.30 p.m. on all working days with an interval of 30 minutes for lunch from 12.30 p.m. to 1.00 p.m. All employees shall report for duty at 9.30 a.m.

on all working days. Peons shall attend office from 8.30 a.m. on every working day.

The supervisory officers shall set an example by attending office sufficiently early.

- **Maintenance of Secrecy in the Office**

All the members of staff and teachers appointed by the examination wing for the conduct of examination process shall maintain strict secrecy about the working of the Office or examination system. They are precluded from divulging to outsiders or to other members of the establishment any information, confidential or non- confidential which they come to possess in their official capacity.

- **Tidiness in office room**

The following instructions shall be carefully observed: -

1. Furniture, papers, registers and other articles in the sections shall be kept neat and in an orderly manner.
2. Waste paper and other torn papers should be placed in the receptacles provided for the purpose.
3. Assistants should keep their tables and side racks clean. Only urgent and important papers should be kept on the table and others kept neatly arranged in the side racks and on the close of the day all unattended currents shall be kept in a file pad.
4. The Class IV Employees shall be responsible for keeping the rooms clean. All the rooms should be neatly swept every day and the tables, racks, cupboard and other items of furniture dusted every day.
5. The supervisory staff for the Section/Office shall strictly enforce these instructions.
6. The Administrative Assistant in the college office shall be responsible for providing adequate employees to sweep the rooms and to remove all the dust.

7. The Peons posted in each Section/Office shall keep the rooms open at 8.45a.m. and arrange for the locking of the rooms after office hours. The lights and fans shall be switched on only when necessary and shall be switched off after use. Every one shall ensure that electricity is not wasted.

8. It shall be the responsibility of all the employees to keep the rooms neat and clean.

- **Meetings and Demonstrations inside the office campus during office hours**

No demonstration/procession shall be held inside the examination office premises. No leaflet, pamphlet or notice other than on office matters should be distributed during office hours. The employees violating these directions shall be subject to disciplinary action.

- **Adoption of Helpful Attitude**

Towards the students and their representatives, the Officials shall adopt a helpful attitude with a view to understanding their problems and helping them in whatever manner they can, in accordance with the rules applicable to the particular issue raised for consideration.

- **Visitors**

Visiting time in the Examination Branch shall be from 12.30 p.m. to 1.00 p.m. and from 2.45 pm to 4.30 pm every day. The entry of the visitors to Examination Branch/Building will be permitted only on producing a proper identity card of the visitor at the entrance. After getting an entry pass the visitors will be allowed to meet the OA only, in the first instance. If the OA decides that the enquiry should be referred to the higher officials, he/she may refer the visitor to the higher official concerned.

In no case shall the services of students, other visitors or un-authorized persons be utilized for transferring files papers from one officer to other officer.

Chapter 4

Preparation for the Examinations

4.1 Constitution of Various Boards

The following Boards shall be constituted by the Principal to facilitate the smooth conduct of examinations.

1. Board of Question Paper Setters/ Question bank
2. Scrutiny Board/ Question bank Vettors
3. Board of Examiners for valuation
4. Practical /Viva Voce Board / Project Board, if necessary
5. Pass Board

4.2 Question Bank

A question bank for each course shall be prepared by the Examiners and Chief Examiner of each course. The CE's office shall generate a question paper in the prescribed format for each course using computer programmes from the respective question banks. Faculty members of the College and other institutions can contribute questions to the Question Bank under the guidance of the Chief Examiner of concerned subjects.

4.2.1 Guidelines for Constitution of Board of Question paper setter/ Bank Vetter

The given guidelines shall be followed for the constitution of Board of Question paper setter/Bank Vetter:

1. The panels of Question paper setter/Bank Vetter are to be prepared by the Chairman, Board of Studies concerned.
2. There shall be separate Question paper setter/ Question Bank Vetter for each course of various programmes.
3. There shall be a minimum of three members for each course.
4. The panel prepared by the Chairman, BoS shall be treated as highly confidential and shall not be recorded in the minutes of meeting of the BoS or anywhere else. He/ She shall

handover the panel to the CE in a sealed envelope marked as “Confidential”

5. Every two years, the existing panel available with the CE shall be forwarded to the Chairman of the BoS for revision.
6. The CE shall select the required number of persons from the panel for consideration for appointment as Question paper setter/ Question Bank Vetter. Communications are sent to all such persons to obtain their consent to serve as Question paper setter/ Question Bank Vetter according to the terms and conditions of the College. If any person declines the nomination, another person selected by the CE from the panel is addressed and his/her consent is obtained. When adequate number of persons is available for a subject, a formal order of appointment is issued to them by the Principal.
7. The appointment of Question paper setter/ Question Bank Vetter shall be made by the CE with the approval of the Principal.
8. Copies of all communications from the examination cell, which have relevance in the conduct of examinations, shall be kept in the office of the CE.

4.2.2 Qualifications of Question paper setter/ Question Bank Vetter

1. A person having not less than five years of experience in relevant subject/course in any University, Research Institute or College affiliated to Universities shall be appointed as Question paper setter/ Question Bank Vetter
2. If qualified experts are not available, for special subjects, persons with three years of practical experience in relevant areas can also be considered.
3. Question paper setter/ Question Bank Vetter shall be appointed waiving the above requirements in exceptional cases with the approval of the Principal.

4.2.3 Instructions to Question paper setter/ Question Bank Vetter

Question paper setter/ Question Bank Vetter should strictly comply with the following instructions

1. All Question paper setter/ Question Bank Vetter are required to keep the appointments strictly confidential.
2. Question papers can be sent to office along with the scheme of valuation, preferably by password protected email or in compact disc. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the ‘Paper Setters’ own

handwriting and shall contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see that words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.

3. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. A proforma shall be forwarded from the CE's office. In the case of question papers which are common to two or three examinations, mention shall be made of the fact in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub divisions of questions shall also be indicated.
4. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for transmission to press.
5. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.
6. Any "special direction to candidates" and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice among them shall be specific, precise and free from ambiguity.
7. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
8. Questions must be set with relation to the prescribed course of study and the books recommended by the Academic Council of the College and must conform to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CE, Board of Question Paper Setters. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the CE, Board of Question Paper Setters/CE.

9. Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague, or far-fetched, or beyond the standard prescribed and shall be evenly distributed over the whole course of study and the books pre-scribed.
10. The papers shall be such that a candidate of decided ability well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time and secure full marks.
11. The special attention of Question Paper Setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer so as to permit choice of questions.
12. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the CE separately.
13. The question papers of the previous year (in the case of examinations conducted during the previous year) or a model question paper shall be supplied to the question Paper Setters. Comments, if any, made on such question papers will also be sent with the question papers for information and guidance.
14. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this or in other Universities.
15. No Paper Setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.

4.2.4 Duties of Question Paper Setters/ Question Bank Vectors

On receipt of distribution of work, communications to paper setters/ Question Bank Vectors are to be sent by CE. Following materials are to be sent to each question paper setter/ Question Bank Vectors.

1. A copy of guidelines.
2. Syllabus of the course concerned.
3. Model question papers
4. Text books prescribed (for language courses only)
5. Bill for remuneration and TA/DA as applicable
6. Other items according to particular requirement, if necessary

The paper setters shall prepare hard and soft copies of the question papers and answer key (if insisted). The soft copies shall be in MS word/page maker and PDF format. The paper setter shall write it on the blank CD provided and hand over it along with hard copies to the corresponding Chairman. After handing over the question papers, the paper setters should destroy all manuscripts/ soft copy of the same with them and ensure the secrecy of the question papers.

The setters are required to prepare two sets of questions papers and scheme of valuation for each question paper, one for the ensuing examination, one for supplementary examination.

4.2.5 The Prescribed Standards of Question Paper

1. The questions should cover broad areas of the entire syllabus as reflected in the list of text books prescribed (if any) for the course concerned.
2. The questions shall not be a mere reproduction of questions from text books and questions set for earlier examinations.
3. The question paper has to be set in such way that all the types of skills are tested, e.g. knowledge, understanding and application.
4. The composition of the question papers shall have a mixture of questions of different levels.
5. A student should be able to answer all the questions in the time available.

Question Paper Setters after finishing the work of setting question papers shall be sent to the CE with the memorandum showing the work done by them and their remuneration bills at the earliest. The remuneration shall be paid after the successful completion of the examination.

4.2.6 Preparation of Question Paper Packets

The CE shall prepare the required number of copies of question papers, put them in packets and seal them according to subject requirements, room allocation and seating plan.

1. The question paper packets are sorted out date-wise and session-wise and arranged as per examination schedule. They shall be kept under the safe custody of the CE.
2. Outer covers for sending sealed question paper packets are to be prepared and the details regarding the name of examination, the month and year of examination, name of the college, name of the subject, day, date and time of examination and the number of copies of question paper enclosed are entered carefully on the covers. The entries are to be attested and the office seal of the CE may be put on the packet.

3. The sealed packets are handed over to the Chief Superintendent one day before the commencement of the Semester End Examination, for verification of the details entered on the outer cover of sealed question paper packets according to the time table. The sealed packets shall be opened only half an hour before the commencement of the respective examinations.

4.3 Scrutiny Board

The Principal on recommendation of the CE shall constitute a Scrutiny Board of Question Paper for each subject or group of subjects for which examinations are to be held every year. No person shall be appointed to more than one Board except in special circumstances. The Scrutiny Board shall comprise a Chairman (HOD or the senior most faculty member) and Chief Examiner. The following are the duties of the Scrutiny Board:

1. To ensure that the prescribed standards have been kept and the questions are from the prescribed syllabus.
2. To ensure that the questions cover broad areas of the entire syllabus.
3. To ensure that the questions are free of typographical and grammatical errors.
4. To delete questions set from topics outside the syllabus and to make necessary substitutions, if required.
5. To ensure that marks are allotted according to the direction given in the model question paper.
6. To remove ambiguity in the language of the questions, if any.
7. To bring to the notice of the CE lapses or omission on the part of the question paper setter, if any.
8. The Scrutiny Board shall make necessary modifications, if required, in the question papers to achieve the above mentioned objectives.

4.4 Board of Examiners for Valuation

1. The Principal shall constitute a Board of Examiners, for each programme for odd and even semesters. All examiners appointed to value the answer books relating to the examinations coming under the Board will be the members of the Board.

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

Appointment of Examiners for Valuation

- (a) Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the Academic Council. The appointment of examiners shall be made by the CE as per the approval of the Principal, from the panel of examiners prepared by the BoS.
- (b) Each Board, both for theory and practical examinations, will have a Chairman from among the Board of Examiners. The appointment of Chairman need not always be based on seniority alone. Senior teachers may be appointed as Chief Examiners. Separate Boards may be constituted for Undergraduate and Postgraduate examinations. The Board of Examiners for Postgraduate examinations shall be teachers who are experienced in teaching the subject at postgraduate level.

- (c) The appointment of the Chairman and members of the Board of Examiners shall be communicated to them. The envelope for sending communications to the examiners shall be marked 'CONFIDENTIAL'. Similarly all communications from the examiners shall be addressed to the CE in his/her personal name in covers marked "Examination Confidential". The appointment as Chairman shall first be communicated to obtain his/her consent to act as Chairman of the Board so that the name of the Chairman can be communicated to all examiners.
- (d) The examiners shall be directed to contact the Chairman and inform their preference of subject for valuation of answer papers and conduct of practical examinations. A Copy of the "Instruction to the Examiners" shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form.
- (e) The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forth with be asked to furnish their explanation in writing for doing so and the matter will be reported to the Governing Body for appropriate action.

4.5 Practical / Project / Viva Voce Board

The Chairman shall constitute a Board of Examiners for practical, Project and Viva-voce examination in each semester. The board shall have sufficient number of internal and external examiners. Internal examiners shall be appointed from among the teachers of college and external examiners shall be appointed from among a panel of teachers recommended by the board of studies. In exceptional situations Principal can appoint suitable external examiners who are not included on the list of examiners recommended by the board of studies on recommendation of the CE. The External examiners shall be a teacher in service or retired from service of government/aided educational institutions. All examiners appointed conducting practical examination or Viva-Voce relating to the examinations coming under the Board will be the members of the Board. Every Board constituted, as above shall have a Chairman. All examiners shall be required to attend meetings, if any, convened by the chairman. In case a member does not turn up for the meeting (s) without valid reasons, they may be removed from the Board and appropriate action will be taken as per rules.

4.6 Pass Board

There shall be a separate Pass Board for every programme of UG and PG for a semester. The Board shall consist of the Chairman and one senior most examiner of the programme.

The meeting of the Pass Board shall be held to finalize the results of PG and UG examinations.

Chapter 5

Conduct of Examinations

5.1 Preparation of Examination Calendar

The Academic Council shall prepare an examination calendar for every semester well in advance, and publish the same in the College website and pass on the information to all Heads of Departments.

Examinations once scheduled shall not be changed, unless there is situation/ reason which necessarily warrants such a rescheduling. Supplementary examinations may be arranged by the CE in consultation with Heads of Departments and in accordance with the regulations.

However, the Principal will have the right to change the date of any examination, in exceptional situations.

5.2 Notification of the Examination

The notification of the examination should contain the date of examination, fees, last date of submission of application and shall be communicated through website/ LMS.

5.3 Time table of the examination

The examination section shall publish the time-table for each examination, atleast one month before the commencement of examinations through website/ LMS.

5.4 Uploading of attendance and progress report by HOD

All HODs should upload in the examination website and furnish the attendance statement and CA marks (in the prescribed format) at least ten days before the commencement of semester examination. Each candidate must have a minimum of 75% of attendance to apply for the Examination. The HODs should see that these documents related to attendance and internal marks are published in the Department sufficiently early.

5.5 Registration for the Examination

The candidates should submit their application for examination registration to the office of CE

through the HODs or by online registration. First semester students should submit the application within two weeks after the closure of admissions. The applications completed in all respects together with receipt of remittance of fees should be forwarded to the CE, within one month after the commencement of classes.

The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets. The electronically generated hall tickets shall be uploaded in the College website and candidates shall download their hall tickets from the website. The mode of fee remittance shall be mentioned from time to time

5.6 Verification of Application

The applications shall be verified for the following:-

Correctness of the Application

The columns and spaces must be correctly and legibly filled up.

Remittance of examination fee

Applications not accompanied by the documents to prove remittance of fee will not be entertained. In cases of part remittances where the deficiencies are negligible, the question whether such applications is to be considered for provisional admission will be decided in consultation with the Principal.

Certificates of Qualifying Examinations

No candidate shall be given admittance in the examination unless he possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter will be communicated to the Principal and the candidate. In the case of candidates who apply for registration for the first year/semester of an autonomous college examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that:-

The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed by the University for admission to the course of study undergone by the students.

The qualifying examinations passed by the candidates from Universities other than the Calicut University have to be recognized by the Calicut University as equivalent to the corresponding

examinations of this University. (University order granting recognition of qualifying examination should be enclosed along with the application), Recognition of qualifying examination is to be obtained by each candidate in respect of the qualifying examination passed by the candidate

The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.

In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study.

The list of eligible candidates shall be prepared subject-wise and in alphabetical order. In case of failure in submitting relevant certificates in time, such candidates shall be provisionally admitted by issuing a provisional hall ticket and the candidate concerned shall be directed to rectify the defects within the stipulated time. Otherwise his /her examination will be cancelled.

5.7 Preparation of Examination Nominal Roll (ENR)

A nominal roll showing the name of examination, month and year of examination, name and register number allotted shall be prepared for each examination. The names and register numbers shall be given under separate categories such as regular/ supplementary /old scheme etc. on the last page of the roll, details such as total number of candidates registered, number of regular students, number of supplementary / improvement candidates may be given for easy reference whenever required.

5.8 Preparation of Hall Tickets

The hall ticket of the eligible candidates shall be generated in the CE's office with name, register number and recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles for the semesters concerned. The hall tickets uploaded in the website of the College shall be downloaded by the candidate

5.9 Cancellation of Hall Tickets

The Principal can cancel the hall ticket issued to any candidate for misconduct or if it is found out that she is ineligible to take the examination, after providing an opportunity to the candidate to present her case.

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

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

5.11 Preparation of Answer Books

The main answer books and additional answer books to be supplied in the examination shall be prepared well in advance with specific format and different serial codes / Bar Codes.

Required number of blank answer books shall be handed over to the Chief Superintendent of the examinations.

5.12 Bundling of Question Papers

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

5.13 Dispatch of Question Paper Bundles

1. The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be dispatched as personal delivery to the Chief Superintendent of examinations.
2. The Chief Superintendent should verify that the seal and cover of the parcels are intact and descriptions on the sealed cover agree with those in the memorandum of content received.
3. Safe custody of the question paper packets and also the answer books supplied from the CE's office for the semester examination concerned will be the responsibility of the Chief Superintendent.
4. Question papers should invariably be kept under the personal custody of the Chief Superintendent in steel shelves with duplicate keys and nothing else is to be kept in the same.

5.14 Preparation of tabulation register

Tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with examination committee of the College. Tabulation register is a

permanent record. It shall contain the seal of the College, details of the examination taken by the candidate and the marks awarded to the candidate.

5.15 Instructions to the Invigilators

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

1. Report to the examination office at least half an hour before the commencement of the examination.
2. Be present at the time of the opening of the question paper cover.
3. Collect correct number of question booklets and answer books from the CE's office and ascertain that the question papers pertain to the examinations scheduled for that day.
4. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the CE's office for necessary guidelines.
5. Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, calculators, or digital diary or any other electronic equipment instruct him/her to keep them outside the examination hall.
6. Verify the identity of the candidate through the photograph on the hall ticket and mark the attendance of the candidates.
7. Distribute the answer book 5 minutes before the commencement of the examination and direct candidates to fill in the roll number and other entries in the facing sheet. The invigilator shall sign on the answer book after verifying that the details filled in / bar code as fixed by the candidate are correct.
8. Ensure that the question papers are distributed timely.
9. Invigilators shall ensure that the students are alerted about the remaining time in addition to directing them to finish their answer books and closing the account of additional sheets issued ten minutes before the closing of examinations. Do not allow any candidate to leave the hall in the last ten minutes of the examination. After the last bell ask the candidates to stop writing and put their pens down.
10. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the CE's office. Invigilators shall leave

the examination premises after reporting to the CE's office.

11. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after the commencement of the examinations.
12. Candidates who leave the examination hall before half an hour of the close of the examination should surrender their question papers with their names and register numbers written on them to the invigilator and the candidate(s) may collect them back after the examination, if they desire so.
13. Candidates, who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to take the examination on subsequent days and the matter may be reported to the CE.
14. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.

5.16 Important Notes

1. No Candidates need be admitted if they do not have valid hall tickets.
2. Candidates shall be admitted to the examination room 15 minutes before the scheduled time.
3. No students shall be admitted to the examination hall after 30 minutes of the commencement of the examination.
4. See that strict silence is maintained in the examination hall. Talking among candidates, borrowing of materials etc. should be strictly forbidden.
5. Do not give any clarification to the students regarding mistakes in question paper, mode of answering etc. However, candidates may report such mistakes in writing to the CE after the examination.
6. Allow the use of logarithm tables, calculators etc. only if the use of these is permitted as per the instructions given in the question paper.
7. Do not allow mobile phones or any electronic equipment in the examination hall.
8. Keep alert and vigil, and check the practice of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and report to the CE.
9. Do not allow any candidate to write anything other than Name and Register number on the question paper. Advise them to use the last page of the answer book for rough work.

10. Do not allow refreshments for the candidates in the examination hall.
11. Do not make any correction by the invigilator in the roll number written by a candidate on her answer book. In cases where corrections are unavoidable, ask the respective candidate to correct it and sign the correction.
12. Candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination.
13. See that candidates who leave the examination before half an hour of the close of the examination surrender their question papers with their name and register number written on them.
14. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examinations on subsequent days and the matter may be reported to the CE.
15. Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.

5.17 Duties of Teachers and Non-Teaching staff appointed for conduct of examinations

Duties of Teachers and Non-Teaching staff appointed in connection with conduct of Examinations and punishment for irregularities in Examinations:

1. It shall be the duty of a teacher or a member of the non-teaching staff to do any work for an examination conducted by the College, for which he/she is directed by the competent officer or authority. An up-to-date register of work assignment will be maintained in the CE's office for verification.
2. If any teacher or member of the non-teaching staff fails to perform his duty, without valid reasons, the Principal or an officer not below the rank of Deputy Director of Collegiate Education authorized by the Government in this behalf; will have the right to take action against him as per the existing norms.
3. No order of forfeiture shall be made under sub-section (2) without giving the person who may be affected thereby an opportunity of being heard.
4. Any person aggrieved by an order referred to in sub-section (3) may, within sixty days from the date on which a copy of such order is served on him, appeal to the Appellate Tribunal,

and the Appellate Tribunal may after giving the parties an opportunity of being heard and after such further inquiry as may be necessary, pass such order thereon as it deems to.

5.18 Punishment for irregularities by teachers appointed for examinations

Any teacher of the college who-

(a) assists, any candidate in an examination conducted by the college to do any malpractice in such examination; or

(b) delays the valuation and return of answer books of candidates in an examination,

shall without prejudice to any other action that may be taken against him be liable for disciplinary action

5.19 Instructions to Candidates

1. Every student shall register for the College examination of the relevant semester in which she is studying for obtaining promotion to the next semester.
2. Every student who is eligible to write the examination should submit his/ her application through the Principal/ Director/ HODs within two weeks after the commencement of classes or as stipulated by the College.
3. The candidates should ensure that they receive their hall tickets at least two days prior to the examinations.
4. The candidates should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. If the hall ticket is lost, they should immediately submit an application for a duplicate hall ticket to the CE through the adviser/ HOD.
6. The candidates should enter the examination hall at least 15 minutes before the commencement of examination and shall not leave the hall during the span of the last ten minutes of examinations.
7. In exceptional cases, the CE can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before the expiry of 30 minutes after the commencement of examinations.
8. Candidates are permitted to use only blue or black ink pens for writing examinations.

9. No materials except, writing materials and hall ticket are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the invigilator.
10. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc. are liable to be punished as per rules.
12. The candidates should write their roll numbers / stick the bar code, name of examination etc. in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.
13. They should not write anything in the question paper other than their names and register numbers. Last page of the main question booklet can be used for rough work.
14. Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
15. They should return all answer books and unused additional sheets before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the invigilator during examination.
16. The candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries what so ever, relating to the question papers including an explanation of the meaning or the correction of typographical errors. Candidates are not allowed to write anything except the register numbers and names on the question papers supplied to them.
17. Candidates shall be seated in the examination hall at least 15 minutes before the commencement of the examination. Candidates presenting themselves after half an hour of the commencement of the examination should not be admitted for the examination.
18. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.
19. Candidates who leave the examination hall before half an hour of the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the Invigilator and the candidate(s) may collect them back after the examination, if they desire so.

20. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to appear for the examinations on subsequent days and the matter may be reported to the CE.
21. Candidates shall be permitted to leave the examination hall only after his/her answer books are collected by the invigilator. They should not be permitted to leave the hall keeping their answer books in their seats.

5.20 Valuation of Answer Scripts made as Part of Duty of Teachers

Valuation of answer scripts of regular students has been made as part of duty of teachers. Teachers are not entitled to get remuneration for the valuation of answer scripts of the regular students. The answer scripts of the regular students shall be equitably distributed among all the teachers.

Internal examiners (for the regular practical/ Viva-Voce/ examination/ thesis or project evaluation) are not entitled to evaluation remuneration. External examiners are entitled for TA/DA, specimen charges etc. Teachers outside the college are entitled to remuneration as per rules.

5.21 Squad to inspect conduct of examination

The Principal shall constitute a three member squad of the teachers of the college to inspect the conduct of examinations in the college. The squad shall inspect the conduct of examinations, security of question papers, answer books, stock of examination materials etc. They can visit examination halls and inspect students and report the cases of malpractices and unfair means.

Chapter 6

Special Permission / Privileges

6.1 Physically Handicapped Candidates

An additional time of thirty minutes in the three hour duration examination will be granted to disabled candidates [proportionate deduction/enhancement will be given based on the examination duration]. Scribe will be permitted for those who can't perform the act of writing owing to their disability (permanent disability), if that fact is specifically mentioned in the Medical Certificate.

6.2 Visually Challenged Candidates

1. An extra time of 15 minutes per hour of examination will be allowed to blind candidate, in addition to the permission to avail of the service of a scribe. They are exempted from answering questions on drawing graph, phonetic transcription etc. The answer scripts of blind candidates should be packed separately and sent along with the other answer scripts.
2. Visually impaired students can use computers/Laptop with a screen reading speech software, for writing the examination, over and above the facilities for using a scribe, at special examination centers equipped with computers and software.

6.3 Dyslexic and Autistic Candidates

An extra time of 30 minutes will be allowed in addition to the permission for availing the service of a scribe or interpreter to dyslexic and autistic candidates.

6.4 Students with Writing Disabilities

Students with writing disabilities, who cannot write with their own hands, can use computers for writing answers in examinations and the College shall provide computers (laptop) to the students.

6.5 Application for Scribe

Scribe will be allowed only to candidates with permanent disability. Application for extra time or scribe should be routed through the Principal. The request of the candidates should be received at least one month before the commencement of examination. The application should include Medical Certificate issued either by a Medical Board constituted by the Government or by Specialists in charge of Departments namely, Orthopedics/ Physical Medicine/ Ophthalmology/ ENT etc in a Government

Hospital/ Medical College Hospital and duly countersigned by the superintendents.

In the case of total blindness or permanent disability that cannot be cured, a copy of the Medical Certificate attested by the Principal of the college or by the Superintendent of the Government Hospital will be accepted. In all other cases, original certificate should be produced. For granting extra time, the Medical Certificate should specify that the handicap will affect the normal speed of writing of the candidate.

The Principals/ CE of the examination will arrange the scribe, subject to the following conditions:

1. The person posted as scribe should not be a teacher or a relative of the candidate.
2. A separate room should be provided for each of the candidate and this room should be away from the room where other candidates are seated.

6.6 Condonation - Shortage of Attendance

Attendance and Progress Certificate (APC) in respect of every student is necessary for regular candidates to register the candidates for the examination. Three fourth of the attendance (75%) is compulsory to register for examination.

If the shortage of attendance is beyond the condonable limit, such candidates must repeat the programme for making up the shortage to become eligible for the APC and then register for the exam along with the junior batch.

However, shortage of attendance can be condoned. Condonation application should be forwarded to the CE not later than 2 weeks before the commencement of examination. Condonation will not be granted for more than once in an academic year for any programme of study.

Condonation is ordinarily granted on the following conditions:

1. The prescribed fee has been paid.
2. The application is recommended and forwarded by the Principal/ Head of Departments concerned.
3. The reasons given for failure to secure the prescribed attendance are satisfactory. Application for condonation shall be attached with an explanatory statement for each day of absence. A medical certificate from a registered medical practitioner is required, if the absence which exceeds 5 working days at a time is due to illness. The Principal also has to state that a timely application was made by the candidate for leave and leave was granted in time.

The normal condonation limit for semester courses is 10% of working days. Condonation of attendance will be granted twice during the entire programme subject to a maximum of 20% together. Shortage of attendance up to a maximum of 20% will be granted once as a single chance during the entire programme only on genuine medical grounds.

Attendance (UG)

1. A student shall be permitted to appear for the semester examination, only if she secures not less than 75% attendance in each semester. Attendance shall be maintained by the Department concerned.
2. Condonation of shortage of attendance to a maximum of 10% in the case of single condonation and 20% in the case of double condonation in a semester shall be granted by College remitting the required fee.
3. Benefits of attendance may be granted to students who attend the approved activities of the college with the prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/ attendance certificate (within two weeks) in curricular/ extracurricular activities (maximum 9 days in a semester).
4. Students can avail of condonation of shortage of attendance in a maximum of four semesters during the entire programme (Either four single condonations or one double condonation and two single condonations during the entire programme).
5. If a student fails to get 65% attendance, she can move to the next semester only if she acquires 50% attendance. In that case, a provisional registration is needed. Such students can appear for the supplementary examination for such semesters after the completion of the programme.
6. Less than 50% attendance requires Readmission. Readmission is permitted only once during the entire programme.

Attendance (PG)

1. The students admitted in the PG Programmes shall be required to attend at least 75 percent of the total number of classes (theory/ practical) held during each semester. The students having less than prescribed percentage of attendance shall not be allowed to appear for the end semester examination.
2. Condonation of shortage of attendance for a maximum of 9 days (10% of the working days in a semester) in the case of single condonation and 18 days (20% of the working days in a semester) in the case of double condonation in a semester subject to a maximum of two times (for single condonation only) during the whole period of Post Graduate Programme may be granted by the College as per the existing procedures. In the case of double condonation, only one condonation shall be allowed during the entire Programme.

3. Benefit of condonation of attendance will be granted to the students on health grounds, for participating in University Union activities, meeting of the University bodies / Govt. bodies and participation in other extracurricular activities on production of genuine supporting documents, with the recommendation of the Head of the Department concerned.
4. The principal should intimate the details of the candidates who is not eligible for such condonation at the commencement of the next semester.
5. Women students can avail maternity leave as per the existing University rules.

Chapter 7

Evaluation

7.1 Valuation of Answer Papers

1. The valuation of the answer scripts should be done by arranging valuation camp immediately after the examination. Home valuation system can also be adopted as per the decision of the CE as and when it is required. The Head of the Department or an Associate Professor/ senior faculty will be the Chairman of the board of examiners in the valuation camp of the programme concerned. Examiners shall be appointed by Chairman from a panel of external/ internal examiners given by the CE. Examiners appointed from the panel of external examiners shall be a faculty member of a recognized educational institution other than Carmel College (Autonomous), Mala.
2. Single valuation system will be followed for all under graduate and post graduate examinations.
3. For paper evaluation, the Chairman will be assisted by Chief examiners and additional examiners. If the number of Chief examiners is less than three, the senior most Chief examiner shall officiate as the Chairman.

One Chief examiner each will be appointed for 5 examiners. If there are less than 5 examiners in a particular Board, the Chairman will act as the Chief examiner.

The Chief examiners are to recheck the entire answer books and revalue randomly at least 20% of answer books assigned to the examiners under him/her.

4. The examiners shall prepare and submit the properly prepared mark sheet counter signed by the Chief examiner and the Chairman / generate the mark bar code and stick it on the space provided on the answer paper. The marks will be decoded to the score sheet of the candidates using computer software.
5. It shall be the duty of the Chairman to scrutinize and pass the marks awarded by the examiners to each candidate in each course or portion of a course valued by them and to forward the mark list to the Controller of Examinations on or before the date fixed, together with a statement containing any remark or suggestion, which he/she may consider necessary.
6. Examiners who have reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the Controller of Examinations immediately through the Chairman forwarding all material evidences available. The nature of the punishments inflicted for malpractice will depend largely upon the evidence furnished.

7. Attempts made by candidates or other interested persons to influence the Examiners with regard to the valuation of any of the answer books shall forthwith be reported to the Controller of Examinations.
8. In the case of the answer books having double valuation the entry of marks shall be done only on the facing sheet / separate sheet provided.
 - (a) For double evaluation, the first valuation shall be done by the internal examiner and the second evaluation by the external examiner. The final mark is taken as the average of the above two marks. Any decimal in this case shall be rounded off to the next higher integer.
 - (b) If the variation in marks exceeds 30%, it shall be sent to a senior internal/external examiner for a third evaluation. In such cases the final mark will be calculated as the average of the third valuation mark and the one nearest to it from the two earlier evaluations.
 - (c) In case the third evaluation score is equidistant between the first two evaluations, the third valuation mark will be retained as the final mark. There will be no further revaluation.
9. The valued answer papers of all SEE of UG and PG will be preserved for a period of one year by the controller of Examinations, after the announcement of the results.

7.2 Practical and Viva-Voce Examination

Conduct of Practical Examination

Practical Examinations will be held at the centres fixed from time to time. The work at practical examinations will be prescribed by the Chairman of the Board of Examiners. Every examiner is liable to be posted to conduct any examination of their respective subject and failure of an examiner to accept an assignment will be treated as dereliction of duty and will lead to an initiation of appropriate action against him/her.

The answer books and the mark list of the practical examinations shall be sent to the Chairman of the Board soon after examination for scrutiny. Only scrutiny and not revaluation will be permitted for practical examinations.

Conduct of Viva Voce Examination

1. The comprehensive viva voce examination is mainly to assess the knowledge of the student in theoretical principles and concepts, developments and applications in the chosen subject of study.
2. All the topics covered in all the papers in all semesters shall form the basis for the viva.
3. It may be ensured that the candidate is not nervous and is at complete ease so that she would answer to the best of her ability.

4. Effort must be to reveal what the student knows rather than to expose what she doesn't know, under pressure.
5. The Board may fix the minimum and the maximum number of questions to be asked.
6. Scoring must be made at the time of the viva and the total marks must be proportional to the percentage of the number of questions answered correctly.

7.3 Meeting of Pass Board

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

1. There shall be a separate Pass Board for every subject for UG and PG for a semester. The Board shall consist of the Chairman and one senior most examiner of the subject. The meeting of the Pass Board shall be held to finalize the results of PG and UG examinations.
2. The Chairman shall be given a consolidated statement of marks/ grades of all candidates by the CE before the commencement of the meeting. The statistics of the results shall also be presented to the Board for consideration. The Board will have the right to call for any answer book which it considers as demanding revaluation at the Board meeting, or which has given rise to points of doubts to be cleared at such a meeting, especially when the Chairman observes great disparity in the marks for the different papers of a candidate.
3. The Pass Board has the right to decide on the moderation of marks or grade to standardize the results in comparison with the result of previous years with sufficient justification. The moderation shall be in accordance with the guidelines issued by the Academic Council.
4. The minutes of the Board shall be put up for approval by the CE. The minutes shall be recorded and signed by the members present and the Chairman of the Board. The minutes of the meetings of the Pass Boards shall contain the following details:
 - (a) Time, day, date, venue and place of the meeting
 - (b) Names and signatures of the members present
 - (c) A brief statement regarding consideration and approval of the results
 - (d) The percentage or marks of moderation, if any, recommended by the Board
 - (e) Any other remarks relevant to the conduct and results of the examination
 - (f) The concluding time of the meeting
 - (g) Signature of the Chairman.
 - (h) The minute's book shall be kept under the safe custody of the CE.

7.4 Addition of CA Marks

The office of the CE shall add the CA mark of the candidate submitted by the departments concerned to the total mark scored in SEE.

The CA marks/CA grades with the signature of the Head of the Department and the teacher concerned should be published on the notice board of the Department at least for 3 days, for registering complaints, if any, and after that, if there is no complaint in the published list, the same should be up-loaded in the website as per the time schedule published by the CE office from time to time. A print out of the uploaded marks should be published on the notice board of the Department. One copy of the same should be forwarded to the Controller of Examinations which shall be certified by HOD to the effect that the CA mark has been brought to the notice of the students concerned and that the same has been verified with the original records and found correct. Request for any correction/ alteration in CA marks/grades after the publication of results will not be entertained.

7.5 Moderation in Examinations

The pass board meeting of the examination is to decide the moderation to be given. Moderation shall not be awarded to courses for which the candidate is absent and also for improvement/ reappearance.

The moderation that can be awarded in examinations will be a maximum of 5% of the aggregate marks of the semester end examination, subject to the condition that a maximum of 10% can be given for a pass in an individual paper. This will be considered at the time of finalization of the result of each part / paper.

Grace marks and revaluation marks should be effected before adding moderation. When a change in marks occurs on revaluation / when grace marks are added at later stage, moderation already awarded, if any, should be withdrawn and revalued mark /grace mark, as the case may be, added. Moderation, if any, required will be awarded later.

7.6 Preparation of Mark lists

1. Mark lists shall be prepared using software.
2. The name of the candidate shall be written exactly as given in the qualifying certificate and the tabulation sheet.
3. The register number, month and year of examination shall be written legibly.
4. The date of the Mark list of an Examination shall be the date of publication of the results of the Examination. The dates of Mark list issued to candidates whose results have been withheld at the time of publication of results and which are released subsequently shall be the date of release of the results. Additional Mark list shall be dated with the date of issue of the Mark list.

5. There shall be no corrections or over writings in a mark list
6. If any error occurs in the preparation of a mark list, the sheet may be cancelled and a fresh sheet may be used.
7. The assistant who is assigned the tabulation work of the candidates concerned shall prepare their mark list.
8. The CE shall attest the mark list and arrange to affix the rubber stamp of the signature of the Controller of Examinations, Principal and the seal of the College on all mark sheet approved by him. The CE shall randomly verify the whole process of Mark list preparation.
9. The mark lists returned to the sections shall ensure that all the officers have signed in the appropriate places and all the seals mentioned above have been properly affixed on them.
10. Mark lists shall not be prepared in respect of candidates who were absent for all parts of an Examination.

7.7 Publication of Results

The CE shall submit the results to the Governing Body for approval or shall issue orders to publish the results subject to approval by the Governing Body.

The latter course of action is resorted to, when it is found that waiting for a routine meeting of the Governing Body may cause undue delay in the publication of the results.

The results shall be announced only after circulating a note to the Governing Body with the details of the results and requesting approval of the Governing Body for publishing the results.

7.8 Issue of Mark lists

All candidates who have appeared for an examination conducted by the College shall be issued a statement of marks irrespective of the result of the examination. The fee for the mark list is collected along with the examination fee.

The mark list shall be issued under the names and seal of the Principal of the college and the Controller of Examinations of the college, in a format consistent with that prescribed by the university. The mark list shall set forth the name of the examination, the year and month of the examination, name and register number of the candidate, the name of the subject, including optional/electives taken by the candidate.

Mark list forms with the required details according to the regulations and scheme of each course may be prepared with the approval of the academic branch and printed with counterfoils the printed mark sheets are bound into book forms and machine numbered serially and made available in the examination store. The books indented by the sections shall be entered in the Stock Book in the Section.

Immediately after publication of results of an examination, mark lists of all candidates who appeared for the examination shall be prepared and sent to the centre of examination where the candidates appeared for the examination. Care shall be taken not to prepare the mark lists of candidates whose results are withheld for various reasons. The CE's office shall ensure the entry of the detail of the marks in a register maintained for the purpose and issue the mark lists to the candidates on production of their Hall Tickets for the examination, issued by the College. The mark lists thus prepared shall in no case be issued to the candidates directly from the CE Office except with the permission of the Controller of Examinations or an officer authorized by the Controller of examinations.

7.9 Revaluation of Answer Papers

Students can apply for revaluation if they feel that they didn't get the expected marks. Application for revaluation can be given either online or in the conventional form, as per the notification issued from time to time. Application for revaluation should be submitted within the time limit prescribed. There is no new date or super new date to apply for revaluation. There is no re-revaluation or spot revaluation.

After revaluation, the enhanced marks will be awarded to the candidate. If the increase of marks is 30% or more of the maximum marks in a course, the answer script be sent for second revaluation. The candidate be awarded the average of the marks obtained in the first and second revaluation, provided the average of first and second revaluation is 5% or more of the maximum marks.

Change of marks on account of revaluation should be effected in the Tabulation Register and in the system on receipt of the copy of the memo from the section. The change need be effected in the mark list only after obtaining the request from the candidate along with the original mark list and original memo issued from the College. If the original revaluation memo is lost, duplicate memo can be issued, if requested for. Fee for duplicate revaluation memo is Rs 125. Moderation, if eligible, shall be awarded only after effecting revaluation marks.

Sometimes, candidates will appear for supplementary examination while awaiting the result of revaluation. If such candidates get a pass both in the supplementary exam and on revaluation, the following options can be used; -

- (a) to retain the marks of both revaluation and supplementary examination, by treating the supplementary appearance as an improvement chance.
- (b) to retain the marks of revaluation by cancelling the marks scored in the supplementary examination, without losing the improvement chance.
- (c) to retain the marks of supplementary examination, by cancelling the marks scored on revaluation, without losing the chance for improvement.

7.10 Scrutiny of Answer Papers

Scrutiny of marks

A candidate who has appeared for an examination may apply to the Controller of Examinations for scrutiny of his/her marks i.e. for checking whether any answers had not been given marks and whether there are mistakes in totalling. The College has made a provision for scrutiny of answer scripts and students can avail of this facility subject to the following conditions:

1. Applications for scrutiny shall be submitted to the controller of Examinations in the prescribed format.
2. Every such application shall be submitted within 15 days from the date of publication of result or 10 days from the date of receipt of mark list from the College.
3. Candidates can submit applications for scrutiny of any one paper or more than one paper of an examination.
4. Prescribed fee for scrutiny shall be remitted for considering the applications.
5. Applications for scrutiny shall be submitted on or before the last date prescribed by the CE.
6. Last date for receipt of applications for scrutiny of answer scripts of an examination shall be notified by the CE at the time of publication of the results of the examination.
7. The CE may extend the last date for receipt of applications from students for valid reasons.
8. The CE shall strive to publish the results of scrutiny within 30 days from the last date fixed for receipt of applications. Even though a time limit is set, the CE shall take every effort to publish the result of scrutiny at the earliest if the candidate has applied for both scrutiny and revaluation.
9. A candidate shall not be entitled to a refund of the fee, remitted by him.

Procedure for Scrutiny of Answer Scripts

The details of all applications for scrutiny received in a Section shall be posted in a Process Register.

Action for the processing of applications shall be started immediately on receipt of the applications without waiting for the last date fixed for receipt of applications so that request for answer scripts from the examiners can be sent immediately after the last date fixed for receipt of applications.

The details of marks awarded for each course, by the first, second and third evaluators (as applicable) are entered in a register from the mark lists available in the Section. The addition of marks by the different evaluators shall be checked and mistakes noted may be recorded.

On completion of the scrutiny of answer scripts, the applicant shall be summoned and allowed to identify the answer scripts and to check the award of marks for the different answers and to verify the correctness of the addition of marks in the last page of the answer script.

Results of Scrutiny

If the answer script presented at the time of scrutiny happens to be not the answer script of the applicant, immediate steps shall be taken to identify the answer script by the applicant to rectify the mistake.

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

If any answer, answers or part/parts of answer/answers was/were not evaluated and not given marks by the examiner, the examiner shall be summoned and he/she shall be directed to evaluate the answer/answers.

If any candidate secures more marks after such valuation, necessary alteration in the records and results already announced may be effected after obtaining necessary orders from the Controller of Examinations. The mark lists/certificate issued to the candidate may be called back and cancelled before issuing fresh mark lists/ certificate incorporating the benefit gained in the scrutiny.

If an applicant is unable to detect any of the defects mentioned above he/she shall be informed in writing that there is no change in the marks awarded to the course/courses concerned or in the results of the examination taken by him.

7.11 Photocopy of Answer Papers

Application for photocopies should be submitted within 10 days of publication of results. The photocopy of the papers will only be given for verification by the candidate in CE's office, and it will not be handed over to the candidate.

7.12 Improvement

Improvement of Course: The candidates who wish to improve the grade / grade point of the external examination of a course/s they have passed already can do the same by appearing in the external examination of the concerned semester along with the immediate junior batch. UG students can improve only two courses in a semester.

Registration for reappearance [even if she is absent] will be treated as utilization of reappearance chance. One who reappears for improvement has to take the examination as per the scheme in force at that time.

In case of reappearance after completion of the course, original TC, pro-visional certificate and mark list should be submitted, which will be returned only after the publication of the result. A declaration to the effect that she has not applied for original degree certificate should be obtained from the applicant who registers for improvement after the completion of course. The provisional certificate already issued to the candidate should be revised even if there is no change in marks in improvement exam.

T.C. and mark list may be returned to the candidate, on request, before the publication of result, cancelling all the improvement examinations (already taken/to be taken) with the forfeiture of improvement chance. Candidate should surrender the hall ticket for improvement examination in such cases. Those who have already applied for original degree certificate can not apply for improvement.

7.13 Provisional Certificate

Provisional certificates of various programmes are issued immediately after the publication of the results. Normally, provisional certificate is prepared and sent along with the final examination mark lists in the case of first attempt candidates. Only supplementary candidates need approach the Office of Controller of Examination for the provisional certificate.

Provisional certificates need not be revised and can be used till the receipt of original degree certificate from the University. Duplicate provisional certificate is not issued.

7.14 Original Degree Certificate

Application for original degree certificate can be submitted after the publication of the results of all the semester examinations of the programme. Application for degree certificate is available in the Calicut university website. The details of fee to be remitted, documents to be attached etc. are given on the reverse side of the application. There is ordinary fee and urgent fee to apply for degree certificate. For obtaining a degree certificate, self attested copy of the mark list/ certificate of the qualifying examination, a Compulsory Social Service certificate (if applicable) and original challan receipt for having paid the required fee should be enclosed with the application.

7.15 Genuineness Verification / Authentication of Transcripts

The application for genuineness verification should be submitted along with the photocopies of the documents and required fee. Only photocopies will be attested and the attested copies of the same will be sent to the institution directly, with a covering letter. On no account such cover will be handed over to the candidate concerned.

If the candidate desires to have a personal copy of the document with verification of genuineness attested, that will be provided without any covering letter. No fee is required for personal copy. Personal copy alone will not be issued.

7.16 Rank Certificate/ Position Certificate

Rank certificates are issued by the Controller of Examinations on request from the rankholders. Only provisional ranks are announced immediately after publication of the result. Final ranks are declared only after the completion of revaluation process.

The grace marks and moderations effected, if any, should not be considered for ranking. The candidates who have passed the entire parts in the first appearance itself will only be considered for rank. Improvement marks are not counted for ranking. Candidates, who have completed the course without break during the course of study, only are considered for ranking.

The courses for which no rank certificates are issued, position certificates are issued to the candidates, if they apply for the same.

7.17 Unclaimed Documents

The mark lists/ provisional certificates which are not collected by the candidates within one month are called unclaimed documents. To claim the un-claimed mark lists/provisional certificates the candidates should produce hall ticket or any photo identity proof along with the application and receipt of the Fee paid.

7.18 Duplicate Mark list

Details of irrecoverably lost documents should be notified in a newspaper. The notification can be either in English or in Malayalam. The notification should contain the details such as the name of programme, year of study, register number, number of mark list lost, name of College, University etc. After 15 days of the date of publication of the advertisement, affidavit duly countersigned by a First Class Judicial Magistrate should be obtained in a stamp paper worth Rs.100/- If the lost documents include more than one document of the same or different programmes, only a single advertisement and affidavit is enough. But applications and challan for different documents (Mark list) and for different programmes should be submitted separately, along with the photocopies of affidavit and news paper advertisement. In such cases, it should be written on the copy where the originals have been submitted, so that the other sections can verify the same.

If the candidate surrenders the remnants of the damaged/ spoiled mark list, all the formalities except news paper advertisement should be fulfilled.

Application for duplicate mark list should be made in the prescribed form Application for duplicate document should be accompanied by news paper containing advertisement(Advertisement portion should be marked in a notable manner), affidavit in original, challan receipt in original, copies of lost documents (if available) and a copy of the first page of SSLC Book.

If the certificate is lost in foreign countries, advertisement should be made in English dailies of that country. Affidavit obtained from the Officers of the Indian Embassy/ Consulate of that Country, not below the rank of First Class Judicial Magistrate of India should be submitted.

In the affidavit it should be clearly stated that if the original documents are received later, it will be surrendered to the college

7.19 Token Registration

Those candidates who have got registered for the annual/semester examinations alone are eligible to move on to the next year/semester of the programmes. However, those who have attendance within the prescribed limit but could not register for the examinations may apply for registration, immediately on commencement of the classes for the next year/semester only as a token for getting permission to move on to the next year/semester without loss of time for a year/semester. This is known as token registration.

Application for token registration should be given within 10 days after the reopening of the college (reopening means the date notified by the college for reopening of colleges. Token registration application should be obtained and Hall Ticket and absentee mark list be issued. In addition to the token registration fee, the examination fee including fee and super fee is to be paid.

7.20 Repeat Semester

If registration of the examination is not possible owing to the shortage of attendance beyond the condonable limit, the student shall be permitted to move to the next semester. The student shall make up the attendance in Repeat Semester after the completion of the programme. In such cases, a request from the student may be forwarded through the HOD to the Principal within two weeks of the commencement of that semester. An undertaking from the HOD may also be obtained stating that the student will be permitted to make up for the shortage of attendance in that semester after completing six semesters. The Repeat Semester shall be possible only once in the entire programme.

7.21 Maternity Leave Benefit to Female Students

The benefit of maternity leave as provided in KSR part I Rule 100 is also made applicable to the female students of the college with the following conditions.

1. The principal of the college can grant maternity leave to female students only once during the entire programme/course.
2. Condonation/ other leave or absence shall not be clubbed with maternity leave during the programme/course.

3. The student shall register for the examination after compensating for the leave availed, with the junior batch, if other conditions stipulated in the regulations of the programme are fulfilled.
4. The student is permitted to continue her study with the junior batch, considering it as an additional seat in the college.
5. Even if curriculum/ scheme/ syllabus change occurs, students shall register for the examination after compensating for the leave availed, with the junior batch

7.22 Common Rules for Awarding Grace Grade Points (CBCSS-UG)

Grace Marks may be awarded to a student for meritorious achievements in co-curricular activities (in Sports/Arts/NSS/NCC/Student Entrepreneurship) carried out besides the regular hours. Such a benefit is applicable and limited to a maximum of 8 courses in an academic year spreading over two semesters. In addition, a maximum of 6 marks per semester can be awarded to the students of UG Programmes, for participating in the College Fitness Education Programme (COFE).

The grace grade points for all the categories shall be effected by adding it to the weighted grade point average (WGPA) of each paper of the course, on request of the candidate duly recommended and forwarded by the competent authorities as follows through HOD and Principal

Sports & Games: Director, Department of Physical Education

Cultural Activities: Staff coordinator

NCC: The Group Commander/Officiating Group Commander, NCC Group Head Quarters(except NC 05)

NSS: Co-Ordinator, NSS

1. In the case of disabilities, certified by the specialist concerned and forwarded by the Principal of the College.
2. The grace grade points shall not be shown separately in the grade card.
3. The grace grade will not be awarded to the course(s) in which a candidate is absent and total grade point of courses for which the candidate is absent will not be reckoned for calculating the grace grade.
4. The maximum cumulative grace grade point awarded to the students under Choice Based Credit Semester System-UG programme in a particular year for all the activities and disabilities such as Sports, Games, Cultural Activities, NCC, NSS and other disabilities put together should not exceed 10.0 (GP).
5. Moderation shall be effected after the grace grade points have been added to the original grade of a student.

6. The grace grade awarded cannot be used to achieve an A Grade in a particular course i.e., upto B Grade in each course (Common, Core, Complimentary and Open) can be awarded utilizing the grace grade points.
7. The grace grade points awarded shall not be considered for the ranking.
8. The grace grade points shall be distributed to the best advantage of the student at the time of finalization of the results in the semester concerned, according to the request of the candidate. The maximum cumulative grace grade points awarded for an individual course/paper should not exceed 1.0(GP). However, for the winners (1st, 2nd, or 3rd) of sports activities at the Inter-University/Inter State Level and above and also for physically and mentally challenged students, this rule may be relaxed to obtain a passing grade in a particular course/paper.
9. The grace grade points once distributed on the request of the candidate will not be reopened.
10. The grace grade points in Choice-based Credit Semester System-UG are awarded for theory papers. However, if the grade points are below the required minimum for a pass in viva-voce, projects and practical, the grace grade points can also be redistributed to these items to get a pass.
11. In the Choice Based Credit Semester System-UG semester pattern, the academic year may be taken from 1st June to 31 May and the grace grade points may be distributed to the two semesters in that academic year according to the choice of the student.
12. The student shall claim the grace grade point within 6 months after the end of the academic year (unless otherwise specified)
13. N + 1 students under the CBCSS-UG programme are eligible for the award of grace grade points for sports activities.
14. Grace grade points be awarded irrespective of regular or supplementary appearances for those candidates who could not appear for the University Examination solely due to their participation in the Sports and Games coaching camps/events at their next chance.
15. Since the physical and mental disabilities are permanent, such candidates are eligible for the award of grace grade points for all examinations including supplementary examinations.
16. The grace grade point will not be awarded for supplementary appearances except to those who are specified in clause no.13, 14, & 15 above.

7.23 Guidelines for Awarding Grace Grades to (CBCSS-PG) Courses

1. *Sports and Games/Cultural Activities.*
 - (a) The maximum cumulative grace grade points awarded to a non-professional course student in a particular year for one odd and even semester should not exceed 10 GGP.

- (b) The maximum Grace Grade Points (GGP) awarded for an individual course/paper for all these activities and disabilities for a particular year/semester should not exceed 1 GGP.
- (c) The maximum Grace Grade Points (GGP) awarded to all cultural activities in a particular year should not exceed 6.4 GGP. N+1 Students in PG Courses are eligible for GGP for the Sports/Cultural activities
- (d) Grace Grade Points (GGP) be awarded irrespective of annual or supplementary appearance for those candidates who could not appear for the University Examination solely due to their participation in the sports and Games Coaching Camps/events. It can be claimed at their next chance.
- (e) Grace Grade Points (GGP) be awarded to the best advantage of the Sports and Games/Cultural/Literary/Arts Festival participants/students as requested by them.
- (f) The age of below 18 years for the sub junior category international is verified at the time of competition and hence age proof need not be insisted upon at the time of award of Grace Grade Points (GGP).
- (g) The Grace Grade Points (GGP) eligible for single year (i.e. in two semesters) can be awarded to a single semester, if the candidate desires so at the time of finalization of the results of even semesters.
- (h) The Grace Grade Points (GGP) will not be awarded for supplementary appearances until and unless for clause No. 1d & 1e, after effecting the modification recommended in serial no.1.
- (i) Grace Grade Points (GGP) for Sports/Games/Cultural activities will be given only to those Sports/Games events for which A.I.U. organize Inter University Tournaments or in those sports/games events in which inter-collegiate tournament/events are organized by the University of Calicut.
- (j) Grace Grade Points (GGP) shall be distributed to the best advantage of the student, at the time of finalization of the results of the courses concerned for PG programmes (including professional courses), according to the request of the candidate and to his/her best advantage, to obtain average W GPA upto 3.49.

2. Deaf & Dumb

- (a) As per U.O.No. GA1/A2/2060/1994 dated 11.07.1995, sanction was accorded to award Grace Marks to Deaf and Dumb candidates whose handicap is certified to be 75% and above by an ENT Specialist not below the rank of a Civil Surgeon. This U.O. is applicable for the award of GGP.
- (b) The Grace Grade Points (GGP) that can be awarded is 10 to the deaf and dumb candidate in their PG examination and shall be effected at the end of the even semester in a year.
- (c) Transfer of GGP from one course to another will not be permitted.
- (d) Deafness and Dumbness being permanent disability, such students are eligible for award of Grace Grade Points for all examinations including supplementary examinations

3. National Cadet Corps (NCC)

- (a) As per U.O.No. GA1/A2/1602/1999 dated 16.07.2005, sanction was accorded to award grace marks to NCC Cadets for Degree and PG examinations conducted for their participation and achievements in NCCactivities such as; attending Republic Day Camp/Parade, Basic Leadership Camp (TSC)/Nau Sainik Camp/Vayu Sainik Camp/Independence Day Camp (Sports and games at Delhi) achieving 'C' certificate and 'B' certificate. This UO is applicable for the award of GGP to PG programme also.
- (b) As per U.O.No. GA1/A2/1602/1999 dated 03.05.2008, sanction was accorded to award grace marks to NCC cadets for attending the YEP/Foreign Cruise and to extend the benefit of grace marks to Open Quota Cadets of NCC at the UG level programme. This UO is applicable for the award of GGP for PG programme also
- (c) Grace Grade Points acquired by the candidate shall be taken together in the year of participation/achievements and shall be awarded to the best advantage of the students to the courses in the respective year.
- (d) Application for Grace Grade Points (GGP) with all relevant documents and attested copies of certificates shall be submitted to the Controller of Examinations through the Principal of the College, duly recommended by the respective Group Commander, NCC. Group Head Quarters.

Chapter 8

Malpractices

8.1 Malpractices in the Semester End Examinations

The Principal/ Head of the Department after receipt of the report from CE's office regarding any malpractice committed by any student, shall send a detailed report within 10 days from the date of examinations in which the student resorted to unfair means, together with the materials or documents of proof relating to the case, if any, to the University with specific charges against candidate. In case of the malpractice cases detected during the course of evaluation of the answer scripts, the Chairman on getting the report from additional chief examiner, shall send a detailed report to the Controller of Examinations describing the type of malpractices suspected together with the related documents and other materials, if any.

If the candidate confesses the guilt, the charges need not be reported to the Standing Committee. Such cases are to be closed as per the following guidelines, after obtaining approval of the Governing Body.

1. Cancel the particular course(s)/paper(s) of the examination(s) of the candidate and he /she will not be permitted to appear for the next immediate examination(s) of the course(s)/paper(s) concerned
2. In addition to the cancellation of the appeared course(s)/paper(s), an amount decided by the appropriate bodies will be levied as fee from the candidate.
3. If a candidate repeats the malpractice, the entire semester/ annual examinations will be cancelled and he/she will not be permitted to appear for the next two consecutive examinations of the course(s)/ paper(s) concerned, excluding the appearance in which he/she is found resorting to malpractice
4. In addition to the cancellation, an amount decided by the appropriate bodies will be levied as fee from such candidates.
5. If she further repeats the offence, she will be permanently de-barred from all the Examinations.

If the candidate denies the charge, such reported cases should be forwarded to the Governing Body by the Controller of Examinations. A formal enquiry may be conducted and the punishment may be inflicted in accordance with the gravity of the offence.

Appendix-I

CARMEL COLLEGE (AUTONOMOUS), MALA

Academic Year (2022-2023)

Autonomy Statutory Committees

Governing Body:

Dr. Sr. Vimala CMC(Manager)

Dr. Sr. Licy A.D. (Principal)

Prof Lisa Sreejith (UGC Nominee)

Mr. Jigi C Dominic (Member)

Dr. Sr. Rosemary CMC (General Councilor)

Dr. Sr. Rini Raphael (Member)

Sr. Laly P.P (Member)

Dr. Sr. Kochuthressia K. P. (Vice Principal)

Dr. Princy K.G. (Faculty)

Ms. Mary Philip (Faculty)

Academic Council:

Dr. Sr. Licy A.D. (Principal)

Dr. Sr. Kochuthressia K. P. (Vice Principal)

Dr. Princy K.G.

Dr. Bindhu K.B.

Dr. Sr. Rini Raphael

Dr. Pretty John P.

Ms. Greatel Francis

Dr. Jismy Joseph

Ms. Mary Philip

Ms. Beena Thomas

Dr. Merin Francis

Dr. Manjusha Rani

Ms. Bincy K.F

Dr. Rema P.

Ms. Celin K.A.

Ms. Gayathri K.S

Ms. Maneesha T.B.

Mr. Prasoon T.P

Ms. Veenamol K.V

Ms. Lakshmi Anand

Dr. Mr. Santhosh Jose

Dr. Roshini K. Thumpakara

Ms. Rajeswary P.K.

Dr. Milon Franz

Mr. A.V. Thomas

Adv. Franc Jose

Ms. Mili Davis

Dr. Nivya Roy

Appendix-II

CARMEL COLLEGE (AUTONOMOUS), MALA

(Academic Year: 2022-2023)

Examination Steering Committee

Dr. Sr. Licy A.D (Chief Controller of Examinations)

Dr. Princy K.G (Controller of Examinations)

Dr. Sr. Rini Raphael (Deputy Controller)

Dr. Roby T.J (Joint Controller)

Dr. Nivya Roy (Joint Controller)

Ms. Riya Jose (Joint Controller)

Mr. Felix Paul (Office Assistant)

Examination Committee

Dr. Vinitha N. Vijayan (Co-ordinator)

Dr. Vidya Francis

Dr. Pretty John P.

Dr. Sr. Sinjumol Thmas

Ms. Greatel Francis

Dr. Jismy Joseph

Ms. Beena Thomas

Ms. Celin K.A

Ms. Nayana P.

Ms. Amilsha A.A.

Ms. Deepa M.L

Ms. Malini T.V

Chief Superintendent of Examinations: Dr. Roby T.J

Additional Chief Superintendent of Examinations: Ms. Riya Jose