

# OFFICE OF THE CONTROLLER OF EXAMINATIONS

## Examinations Rules Book

### Examination Rules Prescribed for the Academic Year (2018-19) onwards:

A Class Test will be conducted by the respective subject teacher during his/her period of teaching at the end of the **first month**. This is in the form of written test and Questions will be given by the teacher in the class. The answer paper will be supplied by the COE office through the Principal.

**The respective teacher will value** the papers and the teacher should send the Class Test marks obtained by each candidate through the Principal to the COE office, within 4 days from the date of class test.

### Internal Assessment Test

#### Internal Assessment Test – I & II:

There will be two internal assessment tests – I, II at the end of 2<sup>nd</sup> and 3<sup>rd</sup> month of the semester and it is for 30 marks each and after valuation it will be converted to 5 marks each.

Duration of Internal assessment test is 1½ hours. The time table will be drafted by the COE Office and sent to the departments through Principal for verification and approval. Subsequently after finalizing the time table, the same will be displayed in the Notice Board, for the information of the students.

Answer scripts of the Internal Assessment Tests **will be valued by the respective subject faculty** in the COE office. The valued answer scripts will be distributed to the students for verification and signature. Then the marks are finalized and sent to COE Office, through the Principal along with the answer scripts. The test portion of syllabus for Internal Assessment Test I and II will be

decided by the respective HOD in consultation with the concerned subject teacher.

**The Question Paper Pattern for Internal Assessment test is**

Part-A: 5 questions	05 x01= <b>05 marks</b>
Part-B: (either or choice) 5 questions	05 x03= <b>15 marks</b>
Part-c: (2 out of 3) 2 questions	02 x05= <b>10 marks</b>
<b>Total</b>	<b>30 Marks</b>

**Distribution of Internal Marks**

The 25 marks of the Internal Assessment component are distributed as follows:

Class test	05 marks
Internal test I & II (each 30 marks finally converted to 10 marks)	10 marks
Attendance	05 marks
Assignment/Seminar	05 marks
<b>Total</b>	<b>25 marks</b>

**Seminar / Assignment:**

Total Marks for assignment/Seminar is only 5 (Five). This part of evaluation may be either in the form of Seminar or in the form of Assignment which is conducted by the subject faculty before the commencement of the Semester Examinations.

If the component is conducted as Assignment, the assignments scripts written by the students should be submitted to the COE office through HOD and Principal along with the details of the marks awarded.

If the subject faculty proposes to conduct the component as Seminar, the same shall be reported to the COE office through HOD and Principal and marks shall be submitted to the COE office on completion of the Seminars.

**Retest:**

The students who are absent for Internal Assessment Test I (or) II on any one of the following grounds will be permitted, on request, through proper channel, for Re-Test.

Only **one retest will be conducted** in a semester after the 2<sup>nd</sup> Internal Assessment Test is over.

- 1. Self Hospitalization.**
- 2. Marriage of own siblings**
- 3. Condolence of any blood relation.**
- 4. Hospitalization of parents.**

The procedure for applying for the re-test will be as follows:

- i) In case of illness/accident, Re-test application should be submitted within 3 days after the student begins to attend the Classes.
- ii) Doctor's certificate should be submitted along with the application for the re-test.
- iii) The application of the candidate appearing for the re-test must be sent to the principal through the HOD with his/her remarks.
- iv) On the recommendations of the HOD, the Principal will forward the request to the COE for the approval.

- v) The intimation of the approval with all details will be sent by the Controller of Examinations with a copy to HOD.

If any of the students has appeared for only one internal written test including re-test, the total marks secured by the student in that test will be **divided by two** for computation of Internal Test Marks.

**However there is no passing minimum in the Internal Assessment test.**

**Attendance:**

1. The students who have above 80% of attendance will be permitted to appear for the semester examination without any pre-conditions.
2. The students who have lesser attendance shall be permitted to appear for the Semester Examinations with the payment of Condonation of attendance as per the following criteria.

Attendance	Condonation
> 70% and < 80%	Rs.150
$\geq$ 55% and < 70%	Rs.300

3. **The students who have less than 55% attendance are not eligible to write the semester examinations and they have to repeat the particular semester after the completion of their course.**
4. Attendance Marks shall be submitted to the COE office on the last working day of the Semester.

### **Attendance Marks Details**

<b>% of total working days</b>	<b>Marks</b>
1-29%	1
30 – 44%	2
45-59%	3
60-74%	4
75 and above	5

#### **Grievance Cell:**

Any student who has grievance in the valuation of any Internal Assessment paper may represent to review the paper to the COE through the Principal of the college.

A Grievance Cell with the following members will be constituted by the COE.

1. The Principal, SLCS.
2. Controller of Examinations
3. HOD of the respective department.
4. Any other faculty other than the Faculty who has valued the particular script.

The constituted committee may review the award of marks and communicate its decision to the student through the Principal.

## SEMESTER EXAMINATIONS

### ARREAR EXAMINATION:

- 1) Students should register to appear for the arrear papers in the Each Semester.
- 2) Students can appear for arrear examinations in all the semesters.
- 3) Students can write any number of arrear papers in any semester in addition to regular appearing papers.

### Semester Examination:

At the end of Odd and Even semester, the Semester Examination will be conducted in the month of October/November & March in the year. The students should satisfy the attendance regulations for appearing in the semester examinations.

The duration for the semester examination is 3 hours for Regular Part III & 2 hours for Part IV for UG.

The Question Paper Pattern is as follows.

Part-A: 5 All Compulsory	05 x01= <b>05 marks</b>
Part-B: Either (or) Choice	05 x04= <b>20 marks</b>
Part-C: Either (or) Choice	05 x10= <b>50 marks</b>

In respect of MBA, in Part-C there will be a CASE STUDY which carries 10 marks and this question is compulsory.

Each unit in the syllabus will be given equal weightage in each part of the Question Paper.

### **Passing Minimum:**

**In respect of external exam, the passing minimum is 40% for UG and 50% for PG courses and in aggregate 40% in UG and 50% in PG.**

The Question Paper setting & valuation for Semester Examination will be done by engaging experts from outside colleges.

After valuation a meeting of Awards Committee will be convened and the result will be placed before the awards committee for their consideration.

After Awards Committee approves the result, the result will be declared and published in the college Notice Board and through SMS/Website.

### **MALPRACTICES & SCALE OF PUNISHMENTS**

#### **Malpractice during Semester Examinations :**

The students are expected to behave properly during examinations. No discussions or conversations in whatever matter is permissible in the Exam Hall.

With respect to any malpractice during examination the invigilator of the particular examination hall will intimate the COE about Malpractice through the Principal with the documental evidence.

When malpractice is noticed, the student should be directed to give a letter stating that the mistake is committed and **counter signature of the students sitting in front and back of the student will have to be obtained as witness.** After the examination is over the malpractice case will have to be reported to the COE by the Principal in writing along with the documental evidences produced by the invigilator of the hall.

A discipline committee will be constituted by the COE with the following members **to enquire and to decide on the scale of punishment for malpractice as per the prevailing rules.**

### **Members of the Discipline Committee**

1. The Principal, SLCS (Chairman).
2. HOD of the respective department.
3. The Principal, RLINS.
4. Controller of Examinations.

The invigilator, the students who have counter signed in the malpractice document may be invited for enquiry. **No other person will be allowed to attend the enquiry.**

After enquiry is over, the student may be awarded punishment or exonerated as per the rules, depending upon the nature of mistake committed by the student.

**The particular student may be permitted to write subsequent examinations, if permitted** by the Discipline Committee.

No Re-test is permissible for Malpractice.

### **SCALE OF PUNISHMENTS FOR MALPRACTICES**

#### **OFFENCE:**

#### **1. A Candidate found in the possession of printed hand written notes or bits of paper**

- Copying from printed or hand written notes or bits of paper
- Talking, whispering or making visible signs with other candidates.
- Found indulging in any activity that might be considered as malpractice by the invigilator and the chief superintendent.



**PUNISHMENT:**

1<sup>st</sup> TIME: Particular subject/paper in that particular component in which he has committed malpractice will not be valued and 'zero' marks will be awarded.

2<sup>nd</sup> TIME: All Examinations in that semester before the malpractices incident and including the said examination will stand cancelled. Further he/she shall be debarred from writing further examination during that particular semester.

3<sup>rd</sup> TIME: The name of the student will be removed from the rolls of the institution.

**2. Carrying mobile phone or calculator:**

Carrying mobile phone or calculator in the examination hall, has to be ascertained for intention. If there is any material loaded in the mobile or calculator that will help the students in that particular paper then it is assumed that carrying mobile phone/calculator is intentional.

**PUNISHMENT:****1<sup>st</sup> TIME:**

Unintentional: The mobile or calculator will be in the custody of the Principal. The same will be returned after those particular component exams are completed.

Intentional: All components in that particular subject paper stand cancelled. The mobile phone (or) calculator is confiscated and held in the custody of Principal/it will be returned to the student at the end of the semester while proceeding on leave.

**2<sup>nd</sup> TIME:**

**Unintentional:** The mobile phone (or) calculator will be confiscated. It will be returned to student at the end of the semester while proceeding on leave.

**Intentional:** All examinations appeared in that particular semester stand cancelled. His/ Her mobile phone (or) Calculator will be returned to the cadet at the end of the semester while proceeding on leave.

**3<sup>rd</sup> TIME:** The name of the student will be removed from the rolls of the institution.

**3. Exchange of papers between two or more candidates in the examination hall.**

**PUNISHMENT:**

**1<sup>st</sup> TIME:** All Subjects for the particular Component including the subjects written before or after the malpractice incident for all those who are involved will stand cancelled .

**2<sup>nd</sup> TIME:** Examinations held for that particular subject stand cancelled for the entire semester for all those who are involved in such incident. Further they will be debarred from writing any further examinations during that particular semester

**3<sup>rd</sup> TIME:** The name of the student will be removed from the rolls of the institution.

**4. Stealing of answer scripts and insertion of the same along with the answer sheets written in the examinations hall at any point of time and place.**

**PUNISHMENT:**

**1<sup>st</sup> TIME:** All subjects written in the particular component before the malpractice stand cancelled. Further he/she will not be allowed to appear examinations in that particular semester.

**2<sup>nd</sup> TIME:** He/she will be debarred from appearing in the subsequent semester, over and above the punishment for first time offence.

**3<sup>rd</sup> TIME:** The name of the student will be removed from the rolls of the institution.

**5. Impersonation****PUNISHMENT:**

**1<sup>st</sup> TIME:** If the impersonating candidate is from our institution both the impersonator and the candidate for whom the impersonator appeared will be debarred for 3 years. If the impersonator is an outsider then a police complaint will be lodged against the impersonator for whom the impersonator appeared will be debarred for 3 years

**2<sup>nd</sup> TIME:** The name of the student will be removed from the rolls of the institution.

**Projects:**

At the end of the 4<sup>th</sup>/6<sup>th</sup> semester each student should submit a project as prescribed in the Regulations and the procedure for submission of the project as follows:-

- ❖ Topics selected are to be specific and unambiguous.
- ❖ There should be 3 reviews during the project period.

- ❖ The students should report on a date fixed by Internal Guide for review in the process in the project every month. The students are to report to the Internal Guide and correction should be obtained in the project then and there.
- ❖ At the end of third review, the Internal Guide should verify the project and must show to the Director / HOD for verification.
- ❖ **The Internal evaluation marks of 25, will be divided as – First Review – 5 Marks, Second Review – 10 marks and Final review – 10 marks.**
- ❖ The distribution of marks for review should be got approved by the Director / HOD at the end of 3<sup>rd</sup> review.
- ❖ A copy of the synopsis should be sent through proper channel to the COE before 15 days of the commencement of Project Viva Examination.
- ❖ 2 copies of Final Project report signed by Internal Guide, Director / HOD, Principal should be forwarded to the COE before 5 days of commencement of Project examination.
- ❖ Late submission at any stage as above is liable for rejection of project by the COE or a sum of Rs.500/- per day is to be collected from the students for late submission.
- ❖ The above procedure is applicable for Internal Projects also.
- ❖ The major project should be within 150 pages as decided by HODs.
- ❖ The project report submitted to the external examiner without the signature of the Principal / COE will be summarily rejected.

### **Transparency, Revaluation, Re-totaling**

The COE will announce the dates for applying for Transparency, Revaluation and for Re-totaling provisions.

The HODs will be requested to inform the students about the result and dates for applying for Transparency, Re-totaling and Revaluation.

After Publication of the results, each student, if they so desire may apply for the following on payment of prescribed fee to the COE Office.

1. Total Checking
2. Transparency
3. Revaluation

On Receipt of request for Re-totaling, the answer script will be taken by the COE Office and total checking will be done and result will be declared.

In respect of transparency a Xerox copy of the particular answer script will be given to the student with the due attestation of the COE.

In respect of Revaluation the particular paper will be given to a different internal examiner for valuation.

With regard to revaluation the answer paper may be taken for second revaluation only if the difference between the original valuation and revaluation is 10 plus or minus.

Out of the three valuations, the average of nearest two will be taken in to consideration for processing results.

And the Revaluation result will be declared **procedurally**.

### **Issue of Mark Statement:**

After publication of the semester examination results, Individual Semester Mark Statement will be issued to the all students who have registered and appeared for particular semester examination.

In respect of final semester students in addition to the Individual Mark Statement, a consolidated Mark Statement will be issued, if they have successfully completed the course.

### **REPEAT EXAMINATIONS:**

1. The repeat examinations will be conducted after the announcement of results of the final semester examinations.
2. The date of examination will be announced by the COE office.

3. Only the final year out going students who have appeared for VI semester are eligible to register and appear for the repeat examinations.
4. For Repeat Examinations the students should register separately by filling the registration form.
5. The outgoing final year student can appear for any number of arrear papers (Including both theory and practical) in the repeat examination by paying the nominal fee specified by the COE office.

### **Transcript**

Students those who have registered for their higher studies in aboard can apply for transcript by paying the prescribed fees to the COE office with the following particulars

1. Xerox copy of all the semester Mark sheets & Consolidated Mark statement.
2. Proof for applying for higher studies aboard.

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