



SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A' Grade, ISO 21001:2018 Certified Institution,
Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

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OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION CELL MANUAL



PRINCIPAL

Sree Saraswathi Thyagaraja College
(Autonomous)
Thippampatti, POLLACHI - 642 107.

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Sree Saraswathi Thyagaraja College
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Abbreviations

STC- Sree Saraswathi Thyagaraja College
COE- Controller of Examinations
UG – Under Graduate
PG – Post Graduate
NAAC- National Assessment and Accreditation Council
UGC – University Grants Commission
ICT – Information and Communication Technology
CBCS – Choice Based Credit System
MOOC- Massive Open Online Course
NPTEL - National Programme on Technology Enhanced Learning
IDC – Inter Disciplinary Courses
AES – Autonomous Examination Software
CIA – Continuous Internal Assessment
ESE –End Semester Examination
OBE – Outcome Based Education
SBC- Skill-Based Courses
GPA -Grade Point Average
CGPA- Cumulative Grade Point Average
VBC- Value-Based Courses
DA and TA –Dearness Allowance and Travel Allowance



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ABOUT US

The V. S. V. Vidya Mandir, a benevolent charitable trust performed a great feat in founding an educational institution for higher learning, 'Sree Saraswathi Thyagaraja College', on 22nd October 1997 to meet the educational needs of the rural youth in and around Pollachi at an affordable cost.

Sree Saraswathi Thyagaraja College is a co-educational institution, recognized by UGC, affiliated to Bharathiar University, Coimbatore. STC is accredited by NAAC with A Grade in the 3rd cycle, was awarded with Autonomous status 2008-09. The Autonomy came into force from the Academic year 2009-10 onwards.

An exclusive Controller of Examinations (COE) office is established in the campus to meet the requisite to be an autonomous institution. The COE reports to Principal and is assisted by Support staff. The COE office is fully automated and is provided with the necessary infrastructure for its effective functioning.

The major responsibilities of COE office are preparation of academic calendar with examination schedule and implementing, arranging for valuation, evaluation, publication of results for all UG and PG academic programmes. It ensures the confidentiality and has updated the process of examination and evaluation in line with the meeting requirements of quality education. It supports curriculum development and updating and use of ICT.

Mission and Vision

To develop and maintain cent percent foolproof and technology enabled theory and practical examination and assessment system and the publication of results at the earliest while upholding the sanctity of freedom granted under autonomy by strict adherence to the values of quality, justice, secrecy, confidentiality, and efficiency expected thereof in the transactions of the office of Controller of Examinations.

Objective

The prime objective of the office of the Controller of Examinations is to conduct all the examinations as per the academic calendar and academic regulations of the Institution. The process of these examinations starts from the notification of schedule, facilitating the preparation and printing of question papers, appointment of invigilators, arrangements of venues, conducting examinations schedule wise, coordinating the



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evaluation process and generating the mark statement for every student semester wise. It also includes the marks obtained by students in teachers' assessment, laboratories, seminars and projects and makes it ready for processing the results prior to the declaration of results.

- Evolve the methods of assessment of student performance, conduct of examinations and declaration of results
- Use modern tools of education technology to achieve higher standards and greater creativity
- Promote healthy practices such as community service, extension activities, project, and programmes for the benefit of the society at large and the neighbourhood

Towards achieving these objectives, Sree Saraswathi Thyagaraja College has constituted Boards of Studies for different disciplines / programmes. Syllabi and scheme of examinations have been framed that are being implemented from the Academic year (2009-2010). Examination Rules and Regulations have been formulated and the salient features of the syllabi and scheme of examinations are:

- Choice-Based Credit System (CBCS)
- More industry-oriented, need-based syllabi with greater emphasis on practical / projects / internship
- Internal assessment as a component of evaluation for 50% marks for II & III UG & II PG, 25% for I Year (UG & PG)
- IDC is introduced from the year 2019-20 for all PG Programmes.
- For all UG and PG Students completion of 2 MOOC Courses are compulsory except MBA.
- For MBA, 4 MOOC Courses are compulsory
- In 2022-23, Credit Transfer is introduced for all PG Programmes apart from MOOC Courses.

The college offers 17 UG and 8 PG academic programmes. The prime responsibility of planning and conducting both CIA and ESE for all UG and PG academic programmes in a centralized, systematic, and transparent manner. Examinations are planned as per the academic calendar released in the beginning of the academic year. The COE prepares the schedule of Examination related activities from time to time which are communicated to the Heads of the Department and students through display on Notice Boards, circulars, mail sent to Institutional email ids and messages through



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Whatsapp groups and website. The annual report provides a comprehensive overview of the activities of the COE office.

Each department constitutes the BOS as per the UGC regulations for Autonomous Institutions. Regular Meetings of the Academic Council, Finance Committee and Governing Body are held.

Controller of Examinations

Dr. M. R. Natesan MA Social Work., M.A Sociology., MA Yoga., M.Phil Sociology., Diploma in Labour Laws., Ph. D Social Work., has been appointed as the new Controller of Examinations since 15th September 2014. A true academician, with a total service of 31 years in the field of education, he has been the HOD of Social Work, Controller of Examinations of Sri Ramakrishna Mission Vidyalaya College of Arts & Science for 7 years, NSS Programme officer for 10 years and as Deputy Controller of Examinations for 2 years at Ramakrishna Mission Vivekananda University, Coimbatore. He has taken up the mantle of responsibility as Controller of Examinations at STC.

• **Automation**

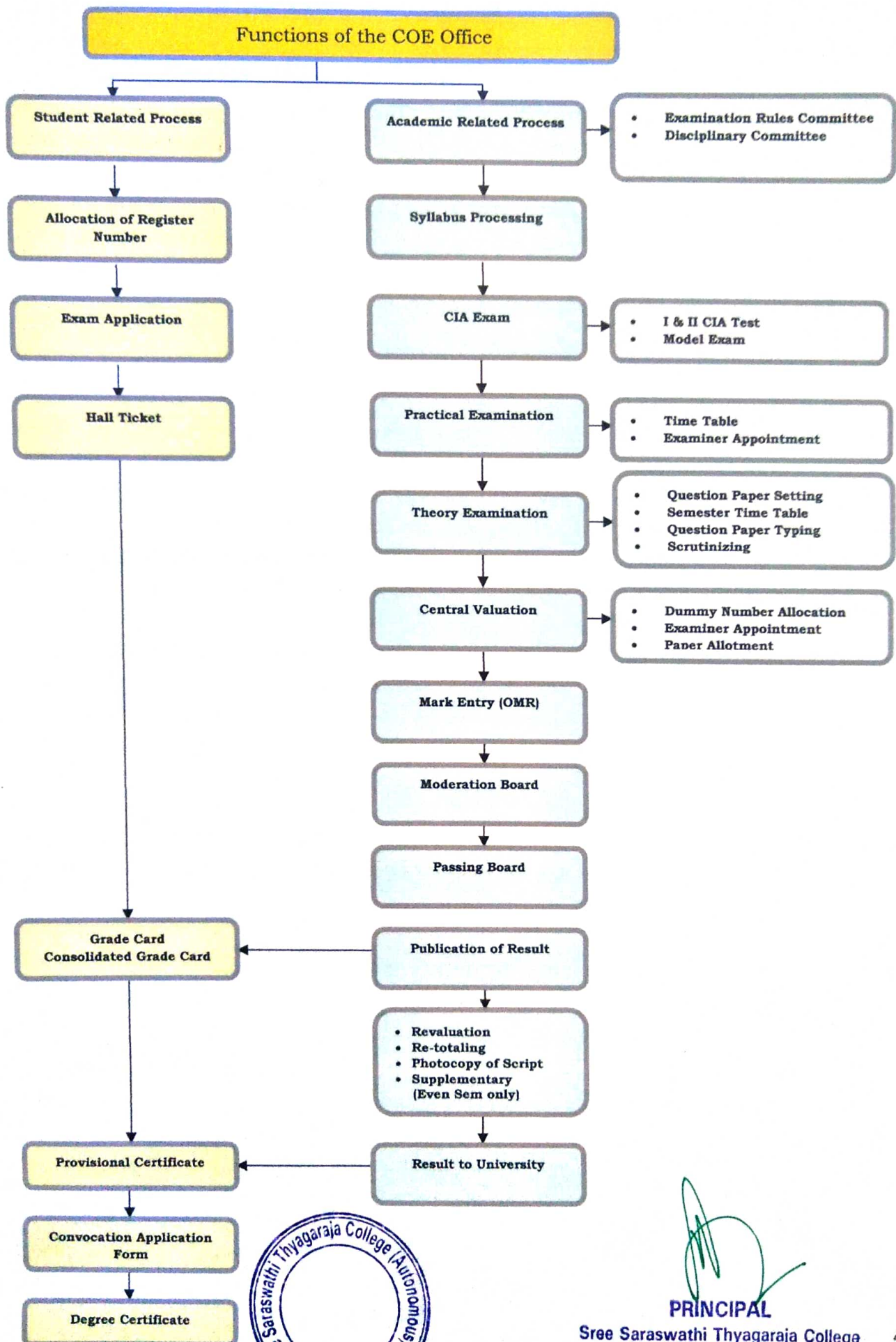
The Examination process is automated by AES (Autonomous Examination Systems) software.

The entire workflow from student registration to result processing is carried out through AES.


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FUNCTIONING OF THE OFFICE OF THE CONTROLLER OF EXAMINATION




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• Activities

To meet its objectives the Examination Cell conducts the following activities:

- » Initiating the process of procurement of examination materials like answer books, papers and toners for printing question papers and other materials
- » Coordinating the process of preparation and printing of question papers
- » Conducting examinations
- » Coordinating the evaluation process
- » Compilation of marks of all components and processing the result.
- » Declaration of results
- » Printing and distribution of grade sheets and consolidated grade sheets.
- » Collection of provisional and Degree certificates from parent university and issue them to students

• Academic Calendar

The Academic Council will approve the academic calendar consisting of a schedule of activities for a session or semester inclusive of dates for internal Examination and External Examination; inter-semester breaks etc. well in advance of the start of a semester. The academic calendar shall usually provide the number of teaching weeks in each semester which shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination, holidays and days when classes are suspended.

The examination cell, based on the approved academic calendar, will prepare a timetable for events to be conducted like internal and external theory and practical examinations, evaluation etc.

- » Each academic year is divided into two Semesters: Odd Semester (June to November), and
- » Even Semester (December to May).
- » In each semester the students' performance is evaluated by teacher's assessment, Internal Exam, External Exam, and practical courses.



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• Examination Schedule

S. No.	Activity	Semester	
		Odd - week & month	Even - week & month
1	Commencement CIA I	First week of August	Last week of January
2	Semester Examination fees collection begins	Last week of August	Third week of February
3	Commencement CIA II	Third week of September	Second week of March
4	Announcement of Semester Practical Examinations and display of timetable	Last week - September	Second week of March
5	Commencement of Semester Practical Examinations	First week of October	Third week of March
6	Announcement of Semester Theory Examinations and display of timetable on the website and the Notice board	First week of October	Last week of March
7	Commencement of Model Examinations	Third week of October	Second week of April
8	Issue of hall ticket for Semester Examinations through Website	Last week of October	Third week of April
9	Last date to submit internal marks statement	Last week of October	Third week of April
10	Commencement of Semester Theory Examination	First week of November	Last week of April
11	Central Valuation of theory paper	Fourth week of November	Third Week of May
12	Moderation committee meeting	First week of December	First week of June
13	Result Passing Board meeting	First week of December	First week of June
14	Declaration of Results through website	Next day of Passing Board	Next day of Passing Board
15	Notification for Supplementary Examination	-	First week of June
16	Commencement of Supplementary Examination	-	Third week of June
17	Result Passing Board for Supplementary Examination	-	Fourth week of June
18	Issue of Semester Grade Card	In December	In June
19	Issue of Consolidated Grade Card	-	In July
20	Standing Committee meeting	In January (Arrears Candidate)	In July (Regular & Arrears Candidate)
21	Issue of Provisional Certificate to students	-	In August



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• Evaluation of Performance

Students are evaluated by the continuous Internal Assessment system and the Semester Examinations conducted by the college at the end of the semester under autonomy. Marks for internal assessment is computed based on the marks secured by the student, in CIA I and II, Model Examinations and Assignment / Seminar, following the norms stipulated by the college. The total marks scored in CIA and ESE put together gives the marks scored by a student in that examination.

Distribution of Marks of CIA and ESE (UG & PG-Theory)

S. No	Course	Max Marks	Marks for		Components for CIA							
			CIA	ESE	Test			MCQ	Seminar [PG]/ Assignme nt [UG]	Attd. [UG]	OBE -SBC	Total
					CIA I	CIA II	Model					
1	Theory(Value Based Course) (UG)	50	50	-	20(Best of 2 tests)		25	-	5 [UG]	-	-	50
2	Theory(IDC-PG)	50	50	-	20 (Best of 2 tests)		30	-	-	-	-	50
3	Theory (UG &PG) (Core/Discipline Specific Elective / Discipline Centered Elective/Generic Elective)	100	25	75	03 (Best of 2 tests)		07	5	5[PG]	5 [UG]	05* @	25
4	Theory (Skill Enhancement Courses) (UG)	75	30	45	6 (Best of 2 tests)		9	5	-	5	5#	30
5	Theory(Skill Enhancement Courses / Soft Skills / Professional Skills) & (Ability Enhancement Compulsory Courses) (PG)	50	50	-	10 (Best of 2 tests)		20	-	10 [PG]	-	10@	50
6	Theory(Ability Enhancement Compulsory Courses) (UG)	50	50	-	10 (Best of 2 tests)		15	-	10 [UG]	5	10* @	50

NOTE: SRC - Skill

NOTE: SBC - Skill Based Components [OBE based]

MCQ - Multiple Choice Questions

- IDC - Inter Departmental Course
- #-1 Skill based task
- *-2 Skill based tasks [Only For UG]
- @-3 Skill based tasks [Only For PG]



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Distribution of marks for CIA and ESE (UG & PG-Practical)

S. No	Course	Max Marks	Marks for		Components for CIA						Total
			CIA	ESE	CIA I	CIA II	Model Exam	Lab Perf.	Observation	OBE SBC	
1	Practical(Core / Discipline Specific Elective / Discipline Centered Elective/Generic Elective)	100	40	60	10(Best of 2 tests)		15	5	5	5* [@]	40
2	Practical (Skill Enhancement Courses)(UG)	75	30	45	6 (Best of 2 tests)		9	5	5	5 [#]	30
3	Practical (Skill Enhancement Courses / Soft Skills / Professional Skills)(PG)	50	50	-	10 (Best of 2 tests)		20	5	5	10 [@]	50
4	Practical (Ability Enhancement Compulsory Courses) (UG& PG)	50	50	-	10 (Best of 2 tests)		20	5	5	10* [@]	50

NOTE: SBC – Skill Based Components [OBE based]

- #-1 Skill based task
- *-2 Skill based tasks [Only For UG]
- @-3 Skill based tasks [Only For PG]

Distribution of marks for CIA and ESE (UG&PG-Project and Internship)

S. No	Course	Max Marks	Marks for		CIA				ESE	
			CIA	ESE	Review I	Review II	Report sub	Model viva voce	Evaluation	Viva voce
1	Project / Internship / Industry Module	100	40	60	10	10	10	10	40	20
2	Project / Internship / Industry Module	75	30	45	05	05	10	10	25	20



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Distribution of marks for CIA and ESE (UG & PG Psychology & PG Social Work - Internship and Fieldwork)

S.No	Courses	Max Marks	Marks for		CIA				ESE	
			CIA	ESE	Atte n.	Work diary / IC	Report / Record	Professional Knowledge & Initiatives / Model viva voce	Evaluati on	Viva voce
1	Internship for Psychology-UG & PG / Field work for PG - Social work	100	40	60	10	10	10	10	40	20

- NOTE:** The new regulations introduced by the Bharathiar University are applicable to CIA, ESE and the Question Paper pattern only. But the regulations already in vogue are applicable without any change to all other areas like course credits, hours of teaching etc., for the students admitted from the academic year 2021 - 2022 and onwards.

i. Internal Examinations:

Two continuous internal assessment and one model examinations are held, the first after a period of 30 days from the commencement of classes and the second is held after a period of 30 days from the completion of first continuous assessment and the model is held after a period of 15 days from the completion of second continuous assessment. The Continuous Assessment is conducted by Examination Committee.

ii. External Examinations:

The external examinations for theory courses will be conducted for 75 % marks, for all UG and PG degree programs. The external theory examinations will be conducted only after the completion of 90 working days in each semester.

Normally, the external practical examinations will be conducted before the commencement of theory examinations. Under exceptional conditions these examinations may be conducted after theory examinations are over. The external evaluation will be for 60 % marks of each practical course.

The external viva voce examinations Research / project works also will be conducted after the completion of theory examinations. The external assessment is for 60% marks of the project work / Internship.

• Grading Mechanism

Irrespective of the credit, a course will be evaluated out of 100 marks and the uniform absolute Grading System to be followed for all Academic Programmes shall be as given below:

Conversion of marks to Grade Points & Letter Grade

RANGE OF MARKS (In percent)	GRADE POINTS	GRADE	DESCRIPTION
90 - 100	9.0 - 10.0	O	OUTSTANDING
80 - 89	8.0 - 8.9	D+	EXCELLENT
75 - 79	7.5 - 7.9	D	DISTINCTION
70 - 74	7.0 - 7.4	A+	VERY GOOD
60 - 69	6.0 - 6.9	A	GOOD
50 - 59	5.0 - 5.9	B	AVERAGE
40 - 49 #	4.0 - 4.9	C	SATISFACTORY
00 - 39	0.0	U	RE-APPEAR
ABSENT	0.0	U	ABSENT



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Classification of CGPA:

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5 to 10.0	O ⁺	First Class - Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D ⁺⁺	
8.0 and above but below 8.5	D ⁺	First Class with Distinction *
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A ⁺⁺	
6.5 and above but below 7.0	A ⁺	First Class
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B ⁺	
5.0 and above but below 5.5	B	Second Class
4.5 and above but below 5.0	C ⁺ #	
4.0 and above but below 4.5	C #	
0.0 and above but below 4.0	U	Re-appear

“*” The candidates who have passed in the first appearance and within the prescribed semester of the Programme (Major, Allied and Elective Course alone) are eligible.
 “#” Only applicable to U.G. Programmes

Calculation of Grade Point Average(GPA) & Cumulative Grade Point Average(CGPA)

C_i = Credits earned for course “i” in any semester

G_i = Grade Point obtained for course “i” in any semester

‘n’ refers to the semester in which such courses were credited.

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum C_i G_i}{\sum C_i}$$

Sum of the multiplication of grade points by the credits of the courses

$$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the courses}}{\text{Sum of the credits of the courses in a semester}}$$

$$\sum_{n=1}^n \sum_{i=1}^{C_{ni}} G_{ni}$$

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_{n=1}^n \sum_{i=1}^{C_{ni}} G_{ni}}{\sum_{n=1}^n \sum_{i=1}^{C_{ni}} C_{ni}}$$

Sum of the multiplication of grade points by the credits of the entire program under each part

$$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire program under each part}}{\text{Sum of the credits of the Courses of the entire Program under each part}}$$

• Passing Standards:

In order to get through the examination, each student has to earn the minimum marks prescribed in the internal (wherever applicable) and external examinations in each of the theory course, practical course and project viva.

Normally, the ratio between internal and external marks is 25:75. There is no passing minimum for internal component. The following are the minimum percentage and marks for passing of each course, at UG and PG levels for external and the aggregate is as follows:

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S. No.	Program	Passing Minimum in Percent	
		External (75)	Aggregate (100)
1	UG Degree	40% (30)	40% (40)
2	PG Degree	50% (38)	50% (50)

However, the passing minimum marks may vary depending up on the maximum marks of each course. The passing minimum at different levels of marks is given in the following table:

S.No	UG & PG Maximum Marks			Passing minimum for UG			Passing minimum for PG		
	Int.	Ext.	Total	Int.	Ext.	Agg. 40%	Int.	Ext.	Agg. 50%
1	25	75	100	-	30	40	-	38	50
2	50	150	200	-	60	80	-	75	100
3	40	60	100	-	24	40	-	30	50
4	80	120	200	-	48	80	-	60	100
5	80	20	100	-	8	40	-	10	50
6	160	40	200	-	16	80	-	20	100
7	50	-	50	20	-	20	25	-	25
8	-	50	50	-	20	20	-	25	25
9	-	-	100	-	-	-	-	50	50
10	20	30	50	-	-	-	-	15	25
11	-	-	200	-	-	-	-	100	100

Minimum credits required for the completion of the course is:

Summary of UG Courses Pattern and Credit Distribution in Choice-Based Credit System

Part	Curriculum Structure	No. of Courses	Credits to be earned
I	Languages	2 - 4	6 - 12
II	English	2 - 4	6 - 12
III	Core (Major) Courses	16 - 18	72 - 80
	Allied Courses	04 - 05	16 - 20
	Electives	03	12
IV	Non-Major Electives (NME)	02	04
	Value-Based Courses (VBC)	02	04
	Skill-Based Courses (SBC)	04	08
V	Extension Activities	01	Grade
			140
Extra Credit Course			
Professional English		02	08
MOOC		02	04
Total			152



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Summary of PG Courses Pattern and Credit Distribution in CBCS (Except MBA)

Part	Curriculum Structure	No. of Courses	Credits to be earned
III	Core Courses	17	74
	Electives	04	16
			90
Extra Credit Course		02	06
IDC		02	04
MOOC			
Total			100

Summary of MBA Course Pattern and Credit Distribution in CBCS

Part	Curriculum Structure	No. of Courses	Credits to be earned
III	Core Courses and Electives	36	101
	Extra Credit Courses - MOOC	02	04
Total			105

Payment of Exam fees

The students shall pay the examination fees for every semester to enable them to write the semester examinations. A notification will be issued for this purpose in each semester. Those students who fail to pay examination fees within the stipulated time will be given a chance to pay a fine at the rate equivalent to the term fee fine. Those students who fail to pay examination fees will not be permitted to appear for semester examinations. However, the Chief Controller of Examinations may permit such candidates with extra fine, subject to the convenience of conducting the examinations. All students who are currently in rolls shall pay the examination fees compulsorily.

Attendance Eligibility Criteria to appear for the End Semester Examination

a. Eligibility to Appear for the Examination

Students will be allowed to appear for the ESE at the end of a semester only if:

1. He / She puts in at least 75% of attendance.
2. He / She shows satisfactory progress in studies, in all the tests and examinations conducted by the college/department marks in them.
3. His / her conduct in the college during the semester had been satisfactory.



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b. Shortage of Attendance

The following regulations of the Bharathiar University will be followed for condonation and detention under autonomy.

1. Candidates who earn 75% of attendance and above in the current semester are eligible to write the examinations, both arrears and regular subjects.
2. Candidates who earn attendance between 65% and 74% (both included) in the current semester are eligible to appear for the examination if the shortage of attendance is condoned by the Principal after the candidates paying the condonation fee prescribed in the current semester subjects.
3. Candidates who earn between 50% and 64% (both included) in the current semester are not eligible to write examination in the current semester. But they are permitted to continue their studies in the next semester provided if it is the first time that the candidate has earned attendance between 50% and 64%. Otherwise the candidates have to discontinue the course and rejoin in the same semester in the next year with proper approval of the Registrar of Bharathiar University. However, these candidates are eligible to write the arrears if any.
4. Candidates who earn attendance below 50% are not eligible to write the examination in the current semester subjects and also have to discontinue the course and rejoin in the same semester in the next year with proper approval of the Registrar of the University. However, these candidates are eligible to write the arrears subjects, if any.
5. Candidates who earn attendance between 50% and 64% in the previous semester and earned combined attendance of 75% or more by taking the average of the attendance earned in the current and previous semesters are eligible to write previous semester subjects along with the current semester subjects.

No dues certificate

All those candidates who appear for examinations shall obtain no dues certificate from the department, Hostel, Library, Physical Director and the laboratory concerned.

Hall Tickets

All those candidates who appear for examinations shall be issued hall tickets only when they produce "No Dues Certificate" from the various offices as mentioned above. Based on the 'No Dues Certificate', the hall tickets are uploaded in the college website. No candidate will be permitted to appear for semester examinations without hall ticket and identity card.

Disciplinary action on malpractice in examinations:

The student shall not indulge in any form of malpractice during Continuous Internal Assessments, Tests or End Semester Examinations. No mobile phones are allowed during Examinations. The student involving in any kind of malpractice shall be disqualified from examinations after proper enquiry.

Criteria for Ranking of Students:

1. Marks secured in core and elective (Part III) courses will be considered for PG Programs and marks secured in core and allied courses (Part-III) will be considered for UG programs, for ranking of students.
2. Candidate must have passed all courses prescribed - chosen / opted in the first attempt itself.
3. Improvement marks will not be considered for ranking but will be considered for classification.



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EXAMINATION PROCESS

i. CIA Examinations

1. CIA time table is notified one week before the commencement of the examination.
2. The Heads of the departments should submit the question papers one week before the commencement of the examination.
3. The final CIA marks are received from the concerned departments, duly signed by the subject faculty, Head of Department and Principal before the conduct of ESE.

ii. End Semester Examinations

1. The ESE timetable is notified 30 days before the commencement of examinations.
2. At the beginning of the semester examinations the office of the COE, list the subjects for which Examinations are to be conducted programme wise and semester wise.
3. Based on the panel of Examiners (suggested by the BOS and approved by the Academic Council), the COE prepares the list of examiners who would set questions papers and are duly appointed.
4. As far as possible, two different sets of question papers shall be prepared by two different examiners for each subject.
5. The Office of COE shall call the approved question setters and confirm them for setting Question Papers. Based on their acceptances, Office of CoE shall prepare and organize soft copy of the syllabus, instructions for Question Paper setup, template of typing Question Paper, preparation of Scheme of Valuation, Question Paper pattern and claim form which will be mailed to the Question Paper setters along with the appointment order.
6. After receiving, the question paper will be scrutinized by external examiners.
7. After scrutiny, the COE issues orders to print the question papers in a confidential manner.
8. Before the commencement of ESE, the COE shall hand over the question papers in sealed packets, answer books and other formats to the Chief-Superintendent or to the ESE Co-ordinator duly authorised by the Chief Superintendent to receive the aforesaid materials on his/her behalf.

Post-examination process

i. Valuation Procedure

1. Once the end semester exams are over, the system generated dummy numbers will be assigned to the answer scripts.
2. Valuation shall be done by the examiners who are appointed by the COE on the basis of the names in the panel of examiners (suggested by the BOS and approved by the Academic Council). The Controller can for valid reasons choose substitute examiners from outside the list of the names in the panel if necessary.
3. Valuation system of the answer scripts shall be done on 50:50 basis. 50% of the papers by External Examiners and 50% of the papers by Internal Examiners. However, the Examination Committee shall in a resolution can change the ratio with the approval of Academic Council.
4. Valuation shall be done centrally in a valuation zone in the college premises.
5. The examiners are entitled to draw CA/DA and TA as approved by the Finance Committee.
6. The Project / Practical examinations shall be evaluated both by the Internal and External examiners.

ii. Publication of Results and Appeals

The End Semester results are passed by the Result Passing Board with a University nominee of Bharathiar University, Coimbatore. The principal is the chairman of the Passing Board. The COE and HC and PG heads of department are the members of the passing board as per UGC norms.



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The results for each semester will be published on or before the expiry of 15 days from the date of last examination held. The results will be displayed in the college website and the same will be sent to the concerned department on the same day. The application for Examination related grievances are also uploaded in the website. The statement of marks will be issued within the next 10 days.

Re-totaling

There is a provision for re-totaling, to verify whether or not the marks have been awarded for all questions attempted by the candidate. All entries of marks in the answer scripts as well as in the statement of marks prepared by the examiner will be checked. In addition to this, computer entry will also be checked.

Photocopy of valued answer scripts:

If the candidates intend to apply for the Photocopy of their answer scripts, they have to annex the Photocopy of their Identity Cards attested by their respective Heads of Departments, along with their application.

Revaluation after getting the photocopy of valued answer scripts:

Those candidates, who have obtained the photocopy of the answer scripts, may apply for revaluation. The valuation of the photocopy of the answer script can be verified by the course teacher and if the course teacher is convinced that the script deserves higher marks than what is awarded, he/she can recommend for applying revaluation by the subject teacher and the Head of the department. Provision available for revaluation is for theory examinations only.

Supplementary Examinations

If candidates are having arrears in one course after their final semester results, they shall be permitted to appear for special supplementary examination in those paper. For this purpose, a special supplementary examination may be conducted, which shall commence from the 16th day after the declaration of final semester results.

Reappearance

The students having arrears shall appear in the subsequent semester (external) examinations compulsorily. The candidates may be allowed to write the examinations in the same syllabus for 3 years only. Thereafter, the candidates shall be permitted to write the examinations in the revised / current syllabus depending on regulations. There is no re-examination for internals.

Improvement

There is a provision for students to improve their marks/grades. Improvement can be done only in the immediate next semester. The best of the two marks i.e., the original and the improvement mark will be taken as the final mark.

• Examiner remuneration and student fees details

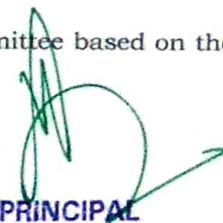
Examiner Remuneration

Remuneration for different assignments in the Examination shall be decided as per the decision recommendation of the Finance Committee and as ratified by the Examination Committee which is subject to amendment from time to time.

Student Fees

Fee structure shall be regulated as per the decision of the Finance Committee based on the suggestion of the Examination Committee.




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Committees formed for examination activities

The principal is the chairman of the following committees

- i. Moderation Committee
- ii. Disciplinary Committee
- iii. Examination Committee

Online Certificate verification system

STC has introduced online facilities like certificate verification/authentication which is very much a time-saving process

A student (or) agency after uploading his document after making the online payment, a unique ID is allowed to the user and at the same time an alert is sent to COE to verify the document through their registered mail ID and Phone Number.

After verifying the document a unique ID is generated and it ensures the verified document.

The whole process is completed within 24 hours on the working days. The organization/Agency that needs the verification document can finally be assured of the genuineness of the document.

To support these facilities Sree Saraswathi Thyagaraja College has made a tie-up with Myeasydocs, an approved agency which has been recognized by the Government of Tamil Nadu.

Transparency

The evaluation process is clearly informed to the students. The CIA answer scripts are discussed with the students after assessment. ESE valued answer scripts photo copies shall be obtained by the students through payment of prescribed fees.

Convocation

Students after their successful completion of degree shall apply for Degree certificates as per college notification and attend convocation ceremony where the degrees are conferred.

Criteria for Ranking of Students:

- Marks secured in core and elective (Part III) courses will be considered for PG Programs and marks secured in
- core and allied courses (Part-III) will be considered for UG programs, for ranking of students.
- Candidate must have passed all courses prescribed - chosen / opted in the first attempt itself.
- Improvement marks will not be considered for ranking but will be considered for classification.

Notice

All the information related to examinations, viz. Issue of application forms for exams, Graduation day, supplementary exams, will be displayed in the college website and in the general notice board of STC. Internal circulars regarding CIA, model, practical, projects, hall allocation for exams etc. will be intimated through Notice boards. No candidate will be individually intimated. The students are instructed to refer the notice boards for the information.

Grievances

The Grievance cell of STC provides prompt and efficient redressal to the issues raised by the students. The students grievance redressal committee enquires and resolves the complaints



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• Appendix

- i. Student grievance form
- ii. Application for examination related grievances
- iii. Front page of the answer book
- iv. Exam application
- v. Hall ticket
- vi. Question paper pattern
- vii. Remuneration form for question paper setting
- viii. Remuneration form for practical examination
- ix. Remuneration form for valuation
- x. Memo of work done in valuation
- xi. OMR sheet
- xii. Grade card
- xiii. Consolidated grade card
- xiv. Instructions to candidates
- xv. Instructions to hall superintendents (invigilators)
- xvi. Guidelines for awarding punishment to malpractice cases of students




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SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS)
THIPPAMPATTI, POLLACHI - 642 107
Student Grievance Form

Date: _____
Place: _____

From
Register No : _____
Name : _____
Class : _____

Sree Saraswathi Thyagaraja College,
Pollachi - 642 107

To
The Principal / Examination-in-charge,
Sree Saraswathi Thyagaraja College,
Pollachi - 642 107

Through: 1. Head of the Department,
Department of _____,
Sree Saraswathi Thyagaraja College,
Pollachi - 642 107
2. Dean of the Department
Faculty of _____,
Sree Saraswathi Thyagaraja College,
Pollachi - 642 107

Respected Sir / Madam,

Sub: _____ - reg.

NATURE OF GRIEVANCE:

.....
.....
.....

Thanking you,

Yours Truly,

Signature

Forwarded by:

1. HOD with comments / recommendation

2. Dean with comments / recommendation

3. Signature and Directions of the Principal

4. Controller of Examinations:



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**SREE SARASWATHI THYAGARAJA COLLEGE, (AUTONOMOUS)
THIPPAMPATTI, POLLACHI - 642 107**

Application for Examination Related Grievances

Personal Data

1. Register Number:		3. Program :	
2. Name :		4. Date of Birth :	

Encircle the appropriate provision(s)

- | | |
|--|--|
| 1. Re-totaling | 2. Revaluation |
| 3. Xerox copy of valued answer scripts | 4. Revaluation after utilizing provision 3 |
| 5. Improvement Examination | 6. Supplementary Examination |
| 7. Typographical errors | |

Particulars of courses for which the application is made

S.No	Provision	Course Code	Name of the Course (Paper)	Fees (Rs)
1.				
2.				
3.				
4.				
5.				
6.				
7.	Application Fees			
8.	Statement of Marks / Grade Card			
Total (Rs.)				

Date :

Candidate

HOD

Dean

COE

Principal

Date of Payment

Cashier

Accounts Officer

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Affiliated to Bharathiar University, Coimbatore, Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status
Pollachi - 642 107

EXTERNAL EXAMINATION

Name of the Programme : _____

Course Code : _____

Course / Paper Title : _____

Date & Session : _____

Question Paper Code : _____

No. of Pages Used :

READ THE INSTRUCTIONS OVERLEAF CAREFULLY.
MARKS TO BE FILLED BY THE EXAMINER

FOR OFFICE USE ONLY

PART A / SECTION A												TOTAL							
QUESTION No.	1	2	3	4	5	6	7	8	9	10									
	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	
PART A / Section A	11	12	13	14	15														
	A	B	A	B	A	B	A	B	A	B									
PART B / SECTION B																			
QUESTION No.	11	12	13	14	15	16	17	18	19	20	TOTAL								
PART B / Section B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	
PART C / SECTION C																			
QUESTION No.	16	17	18	19	20	21	22	23	24	25	TOTAL								
PART C / Section C	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	
Grand Total																			

Marks in words : _____

Examiner

Name : _____

Signature : _____

ID No. : _____

Chief Examiner

Name : _____

Signature : _____



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SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS), POLLACHI - 642 107

(An Autonomous College Affiliated to Bharathiar University, Coimbatore-641 045)

SEMESTER EXAMINATION - APPLICATION FORM

S.No: 1

Register Number : 23BAB001

Date of Birth : 16-06-2006

Name : ABARNA N

Program Code : BAB

Program Name : B.Com APPLIED BUSINESS ACCOUNTING

Month & Year : NOV-2023

Appearance	Sem	Type*	Course Code	Course Name	Amount (In Rs.)
Current	1	T	23LANIT10	General Tamil - I	180.00
		T	23LANIE10	General English - I	180.00
		T	23BCM1C10	Financial Accounting I	180.00
		T	23BCM1C20	Principles of Management	180.00
		T	23BCM1C30	Business Economics	180.00
		T	23BAB1S10	Accounting for Everyone	180.00
		P	23BAM1N10	Basic Python Programming	190.00
		P	23AECSS10	Soft Skills - I	190.00

(**) It is mandatory to appear for all Arrears Courses

FEE PARTICULARS

S.No	Description	No. of Courses	Amount(In Rs.)
1	Theory	6	1080.00
2	Practical	2	380.00
3	Application & Registration Fee		100.00
4	Grade card		150.00
			1710.00
5	Late Fee		
6	Improvement Fee ‡		
7	Fee Arrears (If any)		

Grand Total

‡ To appear for improvement, students should contact the CCE's Office before the Late Fee payment period of Examination Fees.

(* T - Theory, P - Practical, R - Project)

Receipt No. :

Date :

Head of the Department

Accounts Officer

Candidate



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SREE SARASWATHI THYAGARAJA COLLEGE
(An Autonomous College Affiliated to Bharathiar University, Coimbatore-641 046.)
THIPPAMPATTI, POLLACHI-642 107, COIMBATORE Dt, TAMIL NADU, INDIA



SEMESTER EXAMINATION HALL TICKET

Register Number : 23BCH001
Name : ARAVINDHAN D
Program Name : B.Sc CHEMISTRY

Date of Birth : 02-12-2005
Program Code : BCH
Month & Year : NOV-2023

Appearance	Semester	Course Code	Course Name	Exam Date & Session
Current	1	23LANIT10	General Tamil - I	14-11-2023 - FN
		23LANIE10	General English - I	16-11-2023 - FN
		23BCH1C10	General Chemistry - I	18-11-2023 - FN
		23BMAGGC0	Allied Mathematics I	21-11-2023 - FN
		23BCH1S10	Chemistry in Everyday Life	22-11-2023 - FN
		23BDA1N10	Data Visualization Using Tableau	23-11-2023 - FN

Note: Student must bring the college ID Card along with this Hall Ticket to write the Examinations.

FN - Forenoon - 10:00AM to 01:00PM, AN - Afternoon - 02:00PM to 05:00pm

Date : 08-11-2023

Signature of the Candidate

COE

Principal



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SREE SARASWATHI THYAGARAJA COLLEGE
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 Coimbatore
 Approved by ADCTE for MBA/MCA and by UGC for 200 & 1200 status

Palani Road, Pollachi - 642107, Coimbatore Dist, Tamil Nadu

Question Paper Pattern - UG

Section - A (10 X 1 = 10 Marks)

Answer the following questions

Multiple Choice questions

1	Unit I	K1
2		
3	Unit II	K1
4		
5	Unit III	K1
6		
7	Unit IV	K1
8		
9	Unit V	K1
10		

Section - B (5 X 5 = 25 Marks)

Answer either (a) or (b) in each unit of the following questions

11	a) or b)	Unit I	K1/K2/K3
12	a) or b)	Unit II	K1/K2/K3
13	a) or b)	Unit III	K1/K2/K3
14	a) or b)	Unit IV	K1/K2/K3
15	a) or b)	Unit V	K1/K2/K3



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Pollachi Road, Pollachi - 642 107, Coimbatore Dist., Tamil Nadu

Question Paper Pattern - PG

Section - A (10 X 1 = 10 Marks)

Answer the following questions

Multiple Choice questions

1	Unit I	K1
2		
3	Unit II	K1
4		
5	Unit III	K1
6		
7	Unit IV	K1
8		
9	Unit V	K1
10		

Section - B (5 X 5 = 25 Marks)

Answer either (a) or (b) in each unit of the following questions

Answers should not exceed 250 words

11	a) or b)	Unit I	K1/K2/K3
12	a) or b)	Unit II	K1/K2/K3
13	a) or b)	Unit III	K1/K2/K3
14	a) or b)	Unit IV	K1/K2/K3
15	a) or b)	Unit V	K1/K2/K3



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(Autonomous)

Thippampatti, POLLACHI - 642 107,

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Pollachi Road, Pollachi - 642107, Coimbatore Dist, Tamil Nadu

Question Paper Pattern - MBA

Section - A (20 X 0.5 = 10 Marks)

Answer the following questions

Multiple Choice questions

1	Unit I	K1
2		
3		
4		
5	Unit II	K1
6		
7		
8		
9	Unit III	K1
10		
11		
12		
13	Unit IV	K1
14		
15		
16		
17	Unit V	K1
18		
19		
20		



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Section - B (5 X 8 = 40 Marks)

Answer either (a) or (b) in each unit of the following questions
Answers should not exceed 350 words

21	a) or b)	Unit I	K1/K2/K3
22	a) or b)	Unit II	K1/K2/K3
23	a) or b)	Unit III	K1/K2/K3
24	a) or b)	Unit IV	K1/K2/K3
25	a) or b)	Unit V	K1/K2/K3

Section - C (2 X 12.5 = 25 Marks)

Answer either (a) or (b) for question No.26
27th Question is compulsory
Answers should not exceed 500 words

26	a) or b)	From any unit	K4/K5
27	Compulsory Question: Case Study Question number 27 can be set from any one of the five units in the syllabus.		K4



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SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS)
THIPPAMPATTI, POLLACHI - 642 107
Claim Form for Question Paper Setting etc.. - Apr/May - 2017

From (Name) : Mr/Ms/Dr.

Address (Official) _____

SNo	QP Code	QP Name	Number of sets (a)	Rate (₹) (b)	Total (₹) (a) x (b)
		Total			
		Typing Charges (No. of pages : x Rs.10)			
		Postal Charges (Affix the receipt)			
		Grand Total			

₹ _____ (Rupees _____)

Address for which DD to be sent (Use Capitals) : _____

Signature
 (Affix revenue
 stamp of Rs. 1.00 if
 the claim amount
 Exceeds Rs. 4999/-)

Date :

Controller of Examinations



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 Thippampatti, POLLACHI - 642 107.



1. 2019年12月31日，公司应收账款账面余额为1,000,000.00元，坏账准备余额为100,000.00元，应收账款净额为900,000.00元。

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五	四	三	二	一
				11
				11
				11
				1
				11
				11
				11
				1
				1
				1
				1
				1111
				11



11

Contributors of Knowledge

[illegible]



SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS)
THIPPAMPARTI, POLLACHI-642 107, COIMBATORE Dt., TAMIL NADU, INDIA
AUTONOMOUS END SEMESTER EXAMINATIONS - NOVEMBER / DECEMBER - 2017
Chair Person - Central Evaluation

Board:

Chairman / Chair Name :

Date :

S.No	Name & Designation	Institutional Address	No. of Script	No. Per Script	Scheme	Rm	TA	DA	Total	Account No./ Bank Name/ IFSC Code/	Signature (Received)
1											
2											
3											
4											
5											
6											

Signature of Chairman / Chief Examiner



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Thippamparti, POLLACHI - 642 107.

Controller of Examinations



End Semester Examinations - Nov / Dec - 2017 - Central Valuation

PAPER ASSIGNED FOR VALUATION

Notes:

Members of the Board :

Name of the Examinee:

International Address:

[illegible]

Conclusions

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(Autonomous)

Thippampatti, POLLACHI - 642 107.
(Automobiles)





SREE SARASWATHI THYAGARAJA COLLEGE

(An Autonomous College affiliated to Bharathiar University, Coimbatore- 641 046.)

Pollachi-642 107, Coimbatore District, Tamil Nadu.

An ISO 9001:2008 Certified, NAAC B+ Accredited Institution with A Grade and approved by USC and MCI.

CHOICE BASED CREDIT SYSTEM

File No.

GRADE CARD/MARK SHEET

14998

Name of the Examinee & Date of Birth	Register Number	Month & Year of Exam	Date of Publication

Degree & Branch of Study	Academic Year of Admission

Passing minimum for U.G. course is 40% of Maximum (in ESE and Total Separately)

Passing minimum for P.G. course is 50% of Maximum (in ESE and Total Separately)

(ESE : End semester Examination, CIA: Continuous Internal Assessment)

XXX : Not Secured Passing Minimum



Controller of Examinations

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Thippampatti, POLLACHI - 642 107.



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Pollachi 642 107, Coimbatore District, Tamil Nadu, India.
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CHOICE BASED CREDIT SYSTEM
CONSOLIDATED GRADE CARD File No. **01327**

COPY

This Consolidated Grade Card is given in addition to individual semester Grade Cards. This Grade Card is given only for those candidates who have passed the degree.
If any variation occurs the individual Grade Cards are final. Any Change or Correction makes this card invalid.

Date :

Controller of Examinations



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Instructions to candidates

1. Candidates should be present in the examination hall 10 minutes before the commencement of examination.
2. Candidates should carefully note the date, time and title of the paper to be held on each day. They shall take the allotted places in the examination hall at least ten minutes before the time fixed for the commencement of the examination.
3. Candidates are not permitted to bring electronic watches with memory, laptop computers, personal systems, paging devices, mobile phones, cameras, recording systems or any other gadget / device / object which could be used for mal-practice.
4. Candidates should search their pockets, desks and benches and hand over to the Hall Superintendent / Invigilator any paper, book or note book or any material which they may find therein before starting to answer the paper.
5. Candidates who are suffering from infectious diseases will not be admitted into the examination hall but may be allowed to write the examination in a separate place.
6. The candidate shall write his / her registration number in the space provided in the answer paper. The candidates shall sign in the proforma for getting additional books.
7. The candidates should read the instructions given on the first page of the answer book before beginning to answer the paper.
8. The candidate shall write his / her registration number in the space provided in the question paper, immediately after the question paper is distributed to him / her.
9. Candidates are forbidden from asking any question on the subject (of any kind) during the examination.
10. The candidates will not be allowed to leave the examination hall till the expiry of forty-five minutes after the distribution of question papers. Similarly, no candidate will be permitted inside the examination hall after the expiry of thirty minutes from the commencement of examinations. A candidate who leaves the room during the examination will not be allowed to get back into the room.
11. Candidates are required to bring their own pen, mathematical instruments and other essential equipments for examination. They will not be permitted to borrow them from other candidates in the hall.
12. They shall use only blue or black ink while answering the papers.
13. Candidates who have completed answering the papers before the prescribed period of examinations shall standup in their places till the Hall Superintendent / Invigilator collects the answer books from them. All candidates shall remain in their places when the prescribed period for the examination is over until the answer books are collected by the hall superintendent / invigilator.
14. Any candidate found guilty of deliberate and premeditated arrangement with the intention to indulge in malpractices in the examination such as possessing unauthorized answer book, impersonation or any other misconduct of a serious nature will be punished severely.



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15. A candidate who commits any of the following offences during the examinations is said to have committed malpractice.

- a. The candidate has in his / her possession any incriminating material or has access to any papers, books or notes or charts with contents related to the subject of the examination.
- b. He / She is found receiving assistance from / giving assistance to others, in any manner - through SMS, cell phones, etc.,
- c. He / She is found copying / attempting to copy from any other candidate or to copy from any paper, book or notes or another candidate's answer book.
- d. He / She allow any other candidate to copy from his / her answer book.
- e. He / she is found having any written matter concealed in his body (palm, hand, leg, clothes, etc.,) Scale, eraser, etc.,
- f. He / She attempts to use any unfair means.
- g. He / She disclose his / her identity by marking peculiar marks in the answer book while answering.
- h. He / she use obscene or abusive language.
- i. He / She write any appeal in the answer book for more marks, etc.
- j. He / She disturb the fellow examinees.
- k. He / She scribe the points on the question paper.
- l. He / she scribble the points on the question paper and passes on the same to any other examinee/candidates.
- m. He / She tears off or spoils the sheets in the answer book.
- n. He / She destroy any evidence of malpractice.

16. A candidate found guilty of malpractice in the examination hall shall be sent out by the Chief Superintendent and such a candidate shall not be permitted to appear for the papers / practical and viva examination of that examination for which the candidate has registered, till the appropriate authority clears him / her.



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SREE SARASWATHI THYAGARAJA COLLEGE (AUTONOMOUS)

THIPPAMPATTI, POLLACHI - 642 107

INSTRUCTIONS TO HALL SUPERINTENDENTS (INVIGILATORS)

1. The hall superintendent must make full signature on the top corner of the first page of the main book and all the additional sheets, with date and session. If the books contain such signatures already, then the invigilators shall add their initials also with date.
2. Proper instructions shall be given to fill his/her register number legibly on the title page of main book and in all additional books. All spaces provided for getting relevant information shall be filled in without fail. Candidates may also be informed of the consequences of incomplete first pages, including possibility for disciplinary action.
3. Writing of a wrong register number will lead to rejection of answer paper.
4. Candidates shall be advised to verify and satisfy themselves that they have received appropriate question papers before they start answering the questions. Each question paper must be scrutinized so as to ensure that it is relevant to the heading. Question papers not relevant should be returned to the Chief Superintendent immediately.
5. Hall tickets and identity cards of all candidates should be inspected during initialing of main books of each session of the examination. While checking the hall tickets of each candidate, the hall superintendent should ensure that the register number of candidate on the hall ticket, answer book of the candidate and on the desk are identical.
6. Candidates should be informed that rough works, if any, must be done by them on the bottom of pages in their answer papers by reserving one fourth of the page at the bottom exclusively for this purpose. No separate answer books for rough work will be provided to candidates.
7. The number of absentees and the number of main answer books not distributed in the hall should tally and the unused main answer books should be returned to the Chief Superintendent while the absentee list is sent.
8. Candidates presenting themselves thirty minutes after the commencement examination shall not be admitted.
9. Candidates should be informed that they are expected to write at least 25 to 30 lines in a page and use both sides of an answer paper. They should be informed that additional books will not be issued to those who fail to write a minimum of 30 lines per page. In this connection, Chief Superintendents should instruct their hall superintendents monitor whether all the students write not less than 25 to 30 lines per page. All hall superintendents shall maintain details regarding the issue of additional books to each candidate as given in proforma.
10. Hall superintendents are expected to warn the candidates at the commencement of the examination on each session that candidates found bringing any incriminating materials into the examination hall or found in possession of answer book of any other candidate or found in possession of any book or portion of a book, manuscript of any description or communication, or any storage and retrieval media, any communication device such as cellular phones or copying from each other or communicating with any person inside or outside the examination hall should be treated as guilty of malpractice.

Writing the name or making an appeal to the examiner or writing the internal



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assessment mark will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary proceedings by the University.

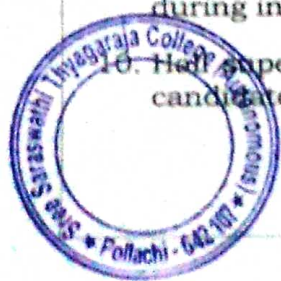
12. Any candidate detected in violation of the above rule 10 and 11 should be brought to the notice of the Chief Superintendent / Controller of Examinations immediately. A detailed report on the matter together with the candidate's answer book in question, the incriminating material used by the candidate, other material evidences and candidate's confession statement (if any) should be immediately forwarded to the Chief Superintendent. Candidates should not detach any sheet from the main answer book or smuggle out additional sheets. The detailed list of punishment for all forms of malpractices and any attempt for such malpractice or aid or abetment for such malpractices has been given in the Annexure - A, for staff and students separately.

13. The invigilators are expected to report for invigilation work to Chief Superintendent at least thirty minutes before the commencement of examination on the respective date and session for which invigilation work is assigned.

14. At the end of the examination, the hall superintendent has to collect the answer books from candidates and arrange them in subject wise register number wise and personally handover to the Chief Superintendent. The hall superintendent has to be present till those answer papers are checked and put in to the answer paper covers by the Chief Superintendent.

Duties of Hall Superintendent

1. The Hall superintendent should report for invigilation duty 30 minutes prior to the examination schedule both for the forenoon and afternoon examinations, respectively.
2. If an invigilator is not in a position to come for invigilation duty on allotted day due to some reason or other, they should make alternate arrangements in the prescribed form with the permission of Chief Superintendent.
3. The hall superintendents should not permit candidates to write examinations either without hall ticket or without identity card or without both.
4. The hall superintendents should verify the Register Number in the Hall ticket, on the desk and the answer book before putting the full signature on the front page of the main answer book.
5. The hall superintendents should necessarily get the signature of the candidates in the attendance sheet.
6. Whenever additional books are issued to the candidates, the same should be entered in the issue statement sheet.
7. Additional books should be issued to the candidate one at a time and never two or more under any circumstances.
8. If any candidate is found indulging in malpractice, the same should be reported to the Chief Superintendent immediately for further action. Hall Superintendents are not empowered to take their own actions in dealing with malpractice.
9. Hall Superintendents should never resort to reading of books, newspaper or simply stand in any corner of the examination hall but he / she should keep on moving all over the hall during invigilation.
10. Hall Superintendents should verify whether they have collected the answer books from each candidate before leaving the hall.



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11. The hall superintendents are requested to distribute the question papers to the candidates immediately after the bell at 10.00 am and 2.00 pm for the forenoon and afternoon sessions respectively.
12. The hall superintendent should collect the answer paper from the candidates before leaving the hall. They should not be permitted to go out of the hall by simply leaving scripts in their places.
13. The hall Superintendents are requested to remain until all the answer scripts are put in the respective covers and sealed.
14. Invigilators shall not carry their cell phones inside the examination halls.
15. Candidates are not permitted to borrow pencil, scale, calculator etc., from the neighboring candidates under any circumstances.
16. No candidate shall be permitted inside the examination hall after the expiry of half an hour after commencement for examinations.
17. Candidates may be permitted to leave the examination hall after forty five minutes from the commencement of examinations, during each session.
18. The kind co-operation of the hall superintendents is solicited for the successful conduct of the End Semester Examinations.



A handwritten signature in green ink, consisting of a large, stylized 'S' or 'M' shape with a long horizontal stroke extending to the right.

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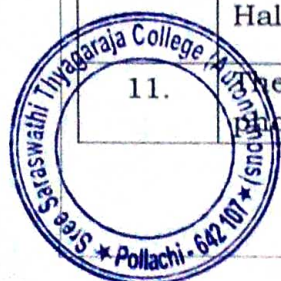
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Annexure - A

Guidelines for awarding punishment to malpractice cases of students

SL.NO	Nature of malpractice	Maximum punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	Fine of Rs.1000/- per subject.
2.	The candidate writing his/her name in the answer script.	
3.	The candidate writing his/her registration number/college name in places other than specified in the answer script.	
4.	Any special marking in the answer script by the candidate.	
5.	The candidate communicating with neighboring candidate orally or non-verbally; the candidate causing suspicious movement of his/her body.	
6.	Irrelevant writing by the candidate in the answer script.	
7.	The candidate writing answer on his/her question paper or making use of his/her question paper for rough work.	
8.	The candidate possessing of cell phones/programmable calculator(s)/any other electronic storage device(s), gadgets	Invalidating the examination of the particular subject written by the candidate
9.	The candidate facilitating the other candidate(s) to copy from his/her answers script.	
10.	The candidate possessing any incriminating material(s) (whether used or not) for example: - written or printed materials, bits of papers containing written information, writing on scale, calculator, handkerchief, dress, part of the body, Hall ticket, etc	Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate.
11.	The candidate possessing cell phone(s)/programmable calculator(s)/any other	



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	electronic storage device(s) gadgets and containing incriminating materials (whether used or not).	Further the candidate is not considered for revaluation of answer scripts of the arrears-subjects. If the candidate has registered for arrears-subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate.
12.	The candidate possessing the question paper of another candidate with additional writing on it.	
13.	The candidate passing his/her question paper to another candidate with additional writing on it.	
14.	The candidate passing incriminating materials brought into the examination hall in any medium (hard/soft) to other candidate(s).	
15.	The candidate copying from neighboring candidate.	
16.	The candidate taking out of the examination hall answer booklet(s), used or unused.	
17.	Appeal by the candidate in the answer script with a promise of any form of consideration.	
18.	Candidate destroying evidence relating to an alleged irregularity.	Invalidating the examinations of the subject concerned and all the theory and the practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrears-subjects. If the candidate has registered for arrears subjects only invalidating the examinations of all the arrears-subjects registered by him. (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears



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		subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.
19.	Vulgar/offensive writings by the candidate in the answer script.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears-subjects registered by the candidate.
20.	The candidate possessing the answer script of another Candidate.	
21.	The candidate passing his/her answers script to another candidate.	
22.	The candidate substituting an answer booklet prepared outside the examination hall for the one already distributed to him.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears-subjects registered by the candidate. <u>Additional punishment:</u> (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears subjects during the debarred period.
23.	Involved in any one or more of the malpractices of serial no 8 to 21 for the second or subsequent times.	(ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for two subsequent semesters.
24.	The candidate misbehaving in the examination hall.	



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25.	The candidate indulging in any disruptive conduct including , but not limited to shouting, assault of invigilator, officials or students using abusive and/or threatening language, destruction of property etc.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears-subjects registered by the candidate. <u>Additional punishment:</u> (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for two years i.e., for four subsequent semesters. However, the student is permitted to appear for the examination in all the arrears- subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears-subjects for four subsequent semesters. (i)Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the chief superintendent. (ii) If a student of this university is found to impersonate a 'bonafide student' the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/she is not eligible for any further admission to any programme of the university. (iii)Debarring the 'bonafide
26.	The candidate harassing or engaging others to harass on his/her behalf an invigilator, official, witnesses, or any other person in relation to an irregularity by making telephone calls, visits mails or by any other means.	
27.	Candidate possessing any fire arm/weapon inside the examination hall.	
28.	Cases of impersonation.	



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	student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/she is not eligible for any further admission to any programme of the university.
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