

M. G. Science Institute, Ahmedabad

Autonomous | Affiliated to Gujarat University, Ahmedabad

(Managed by The Ahmedabad Education Society)

OFFICE OF THE CONTROLLER OF EXAMINATIONS



Regulations and Procedures 2024-2025 & onwards

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1.0 Context

For smooth and hassle-free conduct of examinations, the Controller of Examinations (CoE) in consultation with the Principal of the Institution issues norms, procedures, and instructions from time to time. All the Regulations and norms have been compiled herein in the form of an Instructional Manual to conduct the Comprehensive Examinations.

These Regulations:

1. Facilitate the proper conduct of Examinations.
2. Provide for a well-ordered and calm environment in which the candidates can write their examinations.
3. To ensure that no candidate gains an unfair advantage from any source.

Objectives

1. Achieve desirable accuracy to enhance quality and increase reliability in the conduct of Examinations.
2. Maintain consistency and uniformity in the examination work and the examination process.
3. Minimize the chances of lapses in the Examination System.
4. To establish credibility of procedures to all concerned involved in the conduct of Examinations.
5. Define the accountability of the faculty and supporting staff in the conduct of Examinations.

These Regulations shall be subject to amendments from time to time as per the process described in the Examination Committee and approved by the Academic Council.

The decision of the principal is final in the interpretation of these Regulations. The principal shall have the power to add new provisions to this Regulation if necessary. But such provision shall have to be placed before the Examination Committee and final approval from the Academic Council for inclusion in the Examination Regulations.

2.0 Definitions

In these regulations unless the context otherwise requires-

1. “**Academic Council**” (AC) means the Academic Council of the Autonomous College.
2. “**Board of Studies**” (BoS) means Board of Studies of a Department of the Autonomous College.

3. “**College**” means Mafatlal Gagalbhai Science Institute (Autonomous), Ahmedabad (M. G. Science Institute (Autonomous), Ahmedabad).
4. “**Controller of Examination**” (CoE) means Controller of Examinations of M. G. Science Institute (Autonomous), Ahmedabad.
5. “**Assistant Controller of Examination**” (ACE) means Controller of Examinations of M. G. Science Institute (Autonomous), Ahmedabad.
6. “**Examination Committee**” (EC) means the advisory body pertinent to examinations of M. G. Science Institute (Autonomous), Ahmedabad.
7. “**University**” means Gujarat University, Ahmedabad.
8. “**Academic Year**” means the year commencing from a day of June of the calendar year and ending on a day of May of the succeeding calendar year.
9. “**Comprehensive Internal Evaluation**” (CIE) means the internal evaluation to be carried out during the semester.
10. “**End Semester Evaluation**” (ESE) means the examination held at the end of the semester.

3.0 Office of Controller of Examination (CoE)

The Controller of Examination (CoE) is the Apex Body on all matters in the process of examinations, evaluation, and declaration of results.

1. The principal of the college shall be the Chief Controller of Examinations.
2. On the approval of the Governing Body, the Principal shall appoint the Controller of Examinations.
3. The Controller shall be a permanent faculty nominated by the principal as per UGC guidelines.
4. When the office of the Controller of Examinations is vacant, or when the Controller of Examinations is, by reasons of illness, absences, or any other cause, unable to perform the duties of his office, the duties of his office shall be performed by Deputy CoE and in case of absence of both, duties of office shall be performed by a person appointed by the principal for the purpose.
5. CoE is independent in confidential matters such as selecting the question paper setters, examiners for theory papers, and practicals from the names approved by the BoS.
6. On approval of the principal, convene the meetings of the EC.

4.0 Organization of the examination section

Composition of the Examination Committee (EC)

The composition of the Examination Committee is as follows:

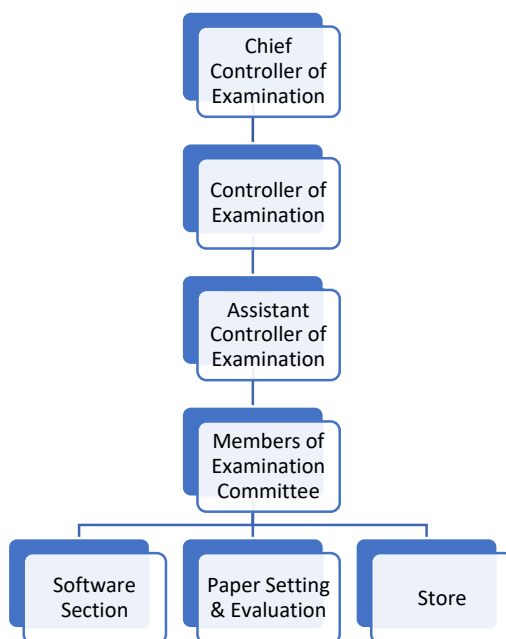
- A. The principal, as Chief Controller of Examination (Chairman)
- B. The Controller of Examination (CoE) (Member Secretary)
- C. Assistant Controller of Examination (ACE)
- D. Members of EC. Four senior faculty members of the college nominated by the principal

Term of Examination Committee

The term of the Examination Committee is for **three years** except the chairman and Member Secretary.

Examination Committee Meetings

Ordinarily, the EC shall meet at least twice a year. Any four of the seven members shall form the quorum for the meeting of the EC. In case of emergency, an extraordinary meeting of the EC can be convened by the Member Secretary in consultation with the Chairman as and when necessary.



Software Section

- Roll call preparation
- Examination Form
- CIE Marks Entry
- Hall Ticket Preparation

- Barcode Generation and Printing
- Dummy Numbers
- ESE Marks Entry
- Result Publishing
- Reassessment Process

Question Paper Setting and Evaluation Section

- Panel List of Theory & Practical Paper Setters
- Appointment of Paper Setters
- Question Paper Formatting and Printing
- Evaluation List (Internal & External)
- Syllabus Receiving
- Verification of Remuneration Bills

Store Section

- Prepare answer sheet requirement
- Update the orders of printing stationery requirements
- Stationary stock maintenance
- Issuing & receiving the scripts for the examination section
- Maintenance of used scripts and documents
- Panel List of Theory & Practical Paper Setters
- Store-evaluated answer scripts

The Duties of the Examination Committee

- (a) The EC shall ensure proper conduct of the various stages in the examination system.
- (b) The EC shall recommend examination reforms and shall implement them after approval of the Academic Council.
- (c) The EC shall prepare the detailed timetable of examination as per the schedule approved by the principal.
- (d) The EC shall arrange for strict vigilance during the conduct of the examination to avoid the use of unfair means by the students, faculty, and invigilators.
- (e) The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
- (f) The various formats shall be prepared by EC for record purposes and for monitoring all examination-related activities.
- (g) The Controller of Examination shall be assisted by ACEs in carrying out various activities.

The Duties of Controller of Examination (CoE)

The CoE shall be responsible for the smooth and proper conduct of examinations in the Institute. The Controller of Examination shall

1. be responsible for the conduct of all Examinations, such as scheduling, appointment of question paper setters from the panel of names recommended by the Board of Studies, Examiners, Chief Superintendent, and all other matters connected with the examinations with the prior approval of the principal and approved by the AC.
2. Prepare the tentative expenditure statement of the CoE section and place it before the Finance Committee for approval.
3. maintain the record of the stationery stock and other documents of the examination section.
4. arrange for printing of question papers and absolute secrecy in the same be assured.
5. be responsible for the safe custody of all question/answer papers, documents, certificates, and other confidential files connected with the conduct of all examinations.
6. hand over the question papers in sealed packets, answer books, and other formats to the Chief Superintendent or the faculty duly authorized by the principal to receive the aforesaid materials on his/her behalf before the commencement of the semester examination.
7. verify the traveling allowance bills and remunerations bills of examiners and paper setters and all other bills relating to the examinations.
8. place cases relating to the malpractices at the examinations with relevant reports to the principal.
9. maintain the register of matriculates and permanent records of each student including his /her academic accomplishments, conduct, etc.
10. be responsible for the collection of fees for the various examinations and such other fees/costs related to the conduct of examinations/awarding degrees.
11. arrange to publish the results of the Examinations with the prior approval of the Academic Council.
12. be responsible for the maintenance of a register of all degrees conferred by the affiliating Parent University and a register of graduates and other information deemed necessary.
13. be responsible for performing such other duties as directed by the principal.
14. Complete data about individual students is to be collected and stored in the hard /soft copy as a Student Datasheet (with Photo).

- a. Application Format
- b. Hall Ticket Format
- c. Nominal Roll
- d. Program and Course wise Statistics
- e. Entry of Comprehensive Internal Evaluation (CIE) Marks
- f. Entry of End Semester Evaluation (ESE) Marks
- g. Declaration of Results
- h. Statement of Marks:

15. the Controller shall exercise such power and perform such other duties as may be prescribed or assigned to him/her from time to time by the Statutory bodies, State Government, affiliating Parent University, and University Grants Commission.

5.0 Examination System and Examination Cell

Examination Fees

Examinations fees shall be regulated as per the suggestions of the Examination Committee and the decision of the Finance Committee.

The Examination Fees shall be at least minimum as charged by the parent University. The Finance Committee minutes shall be approved /ratified by the Governing Body.

Examination System

Examinations are planned according to the 'Regulations' designed separately for these programs by the Academic Council and approved by the Governing Body from time to time.

The evaluation of all semester papers, theory/practical, and project/dissertation shall be carried out in two parts, Viz., (a) Comprehensive Internal Evaluation (CIE) and (b) End Semester Evaluation (ESE)

Examination Cell

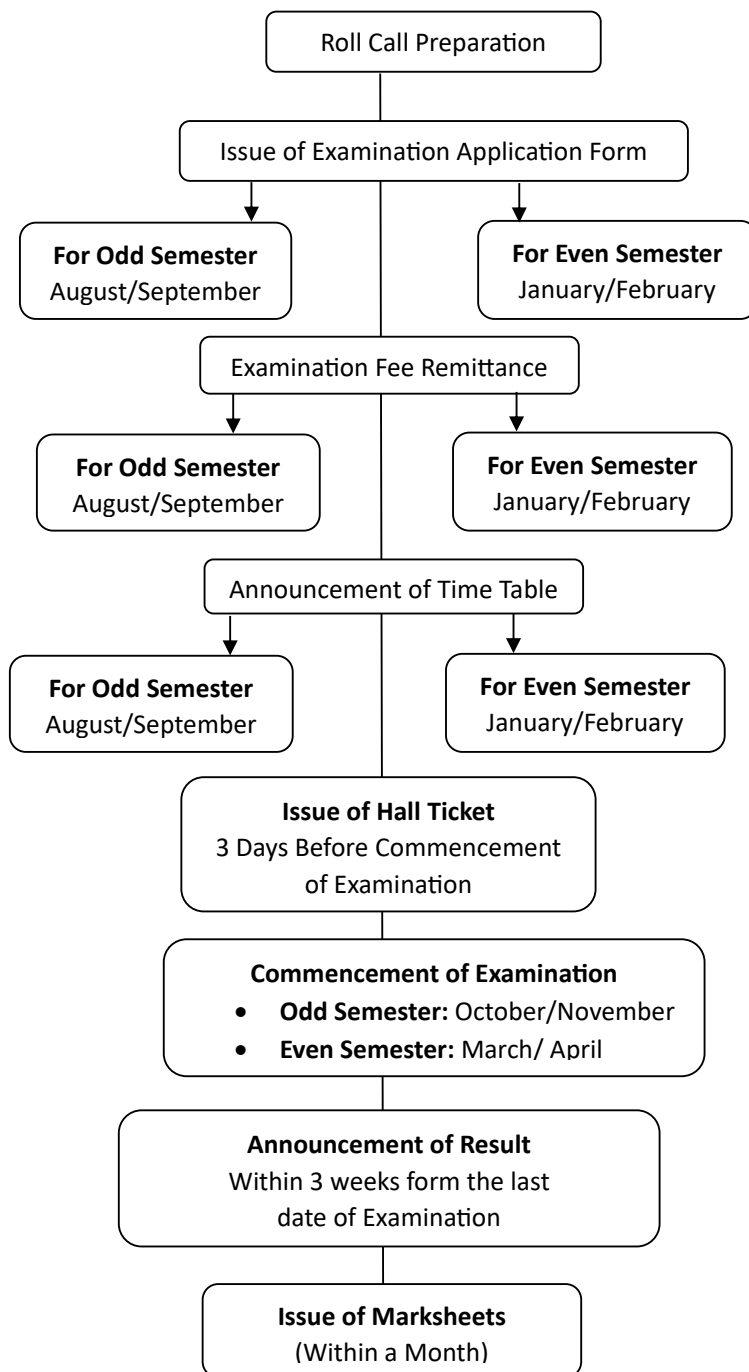
The Examination Cell will conduct all examinations and issue mark sheets with requisite security features. Gujarat University will issue the final degree certificate as per the directions contained in the UGC and Government.

There shall be continuous and comprehensive evaluation of students through internal and external examinations.

End-semester external examination shall be conducted for theory/practical papers (courses). The guidelines set by the AC in the form of regulations shall be followed for the conduct and evaluation of the external examinations.

At least one internal examination per semester and one end-of-semester examination should be conducted. Remuneration for examination work shall be decided by the Finance Committee and should be approved by the GB. Parity with the rates existing in the parent university must be ensured in the process.

Schedule for Conduction of Examination



6.0 Conduct of Examination

Official Staffs

The examination shall be held under a semester pattern both theory and practical papers. The following officials shall be engaged in the conduct of the End Semester Evaluation.

1.	Chief Controller of Examination	Principal
2.	Chief Superintendent Cum Observer (Sr. Supervisor)	Senior Teaching Staff nominated by the principal Up to 500 Candidates : 3
3.	Invigilator (Jr. Supervisor)	Per block of 30 candidates
4.	Reliever	1 to 5 Blocks : 1 6 to 15 Blocks: 2 16 to 25 Blocks: 3 After every 10 Blocks: 1
5.	Factotum	Per Examination 1*
6.	Stationary Supervisor	Per 1000 Candidates (min. 1)
7.	Support Staff	More than 300 : 4 Waterman More than 300 : 2 watchman More than 300 : 2 Sweeper More than 300 : 3 peon 1 : bellman

* If the number of candidates are more than 150 then 1 factotum is required.

Examination Timelines

a. Comprehensive Internal Evaluation (CIE)/ Comprehensive & Concurrent Evaluation (CCE)

The theory and practical examinations shall be completed before the date of commencement of the End Semester Evaluations.

b. End Semester Evaluation (ESE) (Regular & Supplementary)

Theory

The schedule of Theory ESE should be announced at least 1 month before commencement of ESE. Timetable preparation is to be approved in the Head of the Departments meeting for modification if any and followed by declaration.

Theory examination should generally be held starting from any day of the week. The ESE theory examination will be conducted after the conduct of CIE. The examinations shall be over within 21 working days.

Practical

The schedule of Practical ESE should be announced at least 3 weeks before the commencement of Practical ESE. It would be verified by the Head of

Departments and approved by the Chief Controller of Examination before announcement.

Practical examination should be generally conducted before or after the conduct of theory ESE but after the conduct of CIE.

Seating Arrangement

The seating arrangement shall be prepared at least 2 days in advance of “the date of commencement of examination”.

Invigilation

The invigilation duty shall be prepared at least 5 days ahead of the date of commencement of the examination and be communicated to the invigilators.

Question Paper Setting

- a) BoS shall provide an exhaustive list of question paper setters and examiners to evaluate the scripts and to conduct Practical ESE from all teaching departments in prescribed proforma to the CoE.
- b) Two sets of question papers will be set by internal and external paper setters.
- c) Based upon the Examiner panel as approved by the BoS, question paper setting shall be carried out. (Minimum 5 to 10 years of teaching experience is considered for question paper setting. In case of the nonavailability of experienced/ specialized teachers teaching experience shall be relaxed).
- d) The Controller of Examinations shall maintain absolute confidentiality in the preparation of question papers. The names of the question paper setters shall not be disclosed at any cost.
- e) All theory examinations shall be conducted using question papers printed or typed to be set in English.
- f) Language papers other than English shall be set and answered in respective languages.

Scheme of Evaluation of all programmes

The Scheme of Evaluation and Guidelines of all Programmes will be those approved by the Academic Council and those prevailing.

Evaluation procedure

1. There will be barcoding and masking of answer sheets for assessment at the End Semester Evaluations (ESE).

2. Evaluation shall be done by the examiners appointed by the CoE in consultation with the chairperson and Principal and from the names of the examiners suggested by the BoS of the college.
3. For some valid reasons, the Controller can choose substitute examiners from outside the list of the examiners' names suggested by the BoS.
4. Evaluation shall be done through Central Valuation in the College premises.
5. For the Semester End Examination, there will be a single evaluation with moderation.
6. The Evaluation of the answer books shall be done both by internal examiners & external examiners for up to 50% answer scripts per course/per program as assigned by the Controller of Examination. However, the Examination Committee may, through a resolution, change the ratio for evaluation, to be subsequently ratified by the Academic Council.
7. All courses will have External Moderation according to the following norms:
 - a) Moderation will be done of the
 - i. Top 4 students of the course
 - ii. 50% of those failing the exam
 - iii. 10% of the rest on a random basis.
 - b) If 30% or more of the moderated answer books of a course have a change of more than 15% of marks scored, a blind evaluation of the moderated answer books will be required by a second external moderator. If a similar change is observed in the second moderation, all the answer books of that course valued by that examiner will have to be reevaluated blind. And the marks of the re-evaluation will be the score awarded.
 - c) An average of the first evaluation and moderation will be considered after rounding up as the final score.
8. In case of the non-availability of an external examiner/moderator the Controller in consultation with the chairman and Principal may appoint the alternate examiner/ moderator.
9. The process of marks settling for each course will be done by the Result Passing Board within 20 days of central valuation.

Gracing Norms: Gracing in all courses can be done using one of the following methods by Resulting Passing Board (RPB):

 - i. Total maximum gracing marks should not exceed 12 marks in End Semester Examination (ESE) for a student.

- ii. Gracing is not applicable for CIE components- Theory, Practical Courses, Projects, Training, Internship, Viva, Seminar, and AEC.
10. For the student who is not satisfied with the evaluation of his or her paper in any Course, the following provisions will be made available:
 - i. Retotaling: The student may apply within the prescribed time limit for re-totalling paying a prescribed nominal fee.
 - ii. Transparency: The student can apply within the prescribed time limit for a photocopy/ scanned copy, as decided by the college, of the answer paper and if still not satisfied, can apply within the prescribed time limit for a re-evaluation of that paper.
 - iii. Re-evaluation will be the score awarded, where the marks awarded in the revaluation are higher than the marks awarded earlier. A nominal fee will be charged for the same.
 11. There will be no moderation and/or re-assessment of practical courses, viva, AEC, and CIE.
 - 12. Remuneration:** Remuneration for assignment in the examination shall be as per the decision of the Finance Committee and by approval & ratification in the Governing Body meeting . The remuneration will be at least a minimum of that of the affiliating University (Gujarat University).

7.0 Passing Standards and Norms for UG and PG

- (a) The candidate is permitted to appear at the ESE of theory course, only if he/she has attended at least 80% of theory classes of the respective course.
- (b) The candidate is permitted to appear at the ESE of practical course, only if he/she has completed at least 75% of the experiments in the syllabus and got the journals signed by the teacher.
- (c) In the event of non-conformity of (b) above, the candidate may make up for the deficit percentage of experiments, only in the ensuing semester, when being conducted.
- (d) A total of 2 such attempts to make up the deficit is permitted.
- (e) Those students who fail (or are absent) at ESE of theory and practical courses will have to appear at those examinations conducted in the following semester/s as Supplementary examination.
- (f) A candidate shall be said to have earned the credits for a course if he/she earns a minimum of 36% marks.
- (g) To pass theory and practical courses in all semesters, a student must secure a minimum of 36% in the CIE and minimum 36% ESE.
- (h) Duration to Complete Entire Program:

A student of the UG program, to become eligible for the award of the degree, must pass all the courses, within a **span period of seven academic years including the academic year** in which he/she was admitted to the first semester of the program. No student shall be admitted as a candidate for any examination of the said program after the said period of seven to five academic years unless he/she is readmitted to the program. courses will have to appear at those examinations conducted in the following semester/s as Supplementary examinations.

Amendment to this shall be done from time to time based on UGC/ the State Government/ Parent University rules/guidelines.

8.0 Grading System

The Indirect and Absolute Grading System shall be used, i.e., the assessment of individual Courses in the concerned examinations will be based on marks. However, the marks shall later be converted into Grades by a defined mechanism wherein the overall performance of the learners can be reflected after considering the Credit Points for any given course. The overall evaluation shall be designated in terms of Grade. The 10-point standard scale mandated by UGC shall be used. The performance of a student will be evaluated in terms of two indices, viz.

- a. Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester.
- b. Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time.

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Above Average)	6
C (Average)	5
P (Pass)	4
F (Fail)	0
Ab (Absent)	0

Grade Point (Gi) (10 points scale) = Marks of each paper out of 100 / 10

Marks out of 100	Grade Point Range (Gi)	Letter Grade	Classification
96.0-100	10	O	Outstanding
86.0-95.9	9	A+	Excellent
76.0-85.9	8	A	Very Good
66.0-75.9	7	B+	Good
56.0-65.9	6	B	Above Average
46.0-55.9	5	C	Average
36.0-45.9	4	P	Pass
Below 36.0	0	F	Fail
Absent	0	Ab	Absent

Semester Grade Point Average (SGPA)

The Semester Grade Point Average (SGPA) is the ratio of the sum of the product of the number of credits with the grade point scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$\text{SGPA (Si)} = \Sigma (C_i \times G_i) / \Sigma C_i$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

Cumulative Grade Point Average (CGPA)

The cumulative grade point average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.,

$$\text{CGPA} = \Sigma (C_i \times S_i) / \Sigma C_i$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that i^{th} semester.

The SGPA and CGPA shall be rounded off to 2 decimal points.

9.0 Result Passing Board

Composition of Result Passing Board

- a. The principal (Chairman)
- b. University nominee from AC invited by the principal
- c. Controller of Examination
- d. Assistant Controller of Examination
- e. All the Heads of the Departments in the College

Functions of Result Passing Board

- a. To scrutinize and evaluate the results submitted by the Controller of Examinations.
- b. To recommend any moderation of the results for the benefit of the candidates.
- c. To recommend the Academic Council Publish/Approve/ratify the results.

Results

After evaluation, draft results shall be prepared by the CoE office, Course-wise performance, examiner's report, and other result-related statistics be provided to the Result Passing Board.

After approval from the Result Passing Board, the Principal shall publish the results within 21 days of the last examination. The passed-out results at the end of the Programme will be forwarded the duly signed result copy by the CoE page wise to the Registrar of the University for the award of the Degree.

Statement of Marks

Every student who has appeared in the semester examination shall be issued a Statement of Marks signed by the Controller of Examinations.

Consolidated Statement of Marks shall be issued to the students after the publication of 6th semester examinations for three-year Degree Programmes and at the end of the 4th semester for two-year PG Programmes.

Certificate

A provisional Certificate / Degree shall be issued by the University after the student applies in the prescribed proforma given by the University through the Principal of the College.

10.0 Malpractices and Disciplinary Actions

If any student is found indulging in malpractice in any of the CIE/ESE examinations, he/she shall be liable for action as prescribed by the College from time to time.

The malpractice case shall be referred to the Examination Committee which shall conduct an inquiry and decide the punishment based on the guidelines.

Sr. No.	List	Punishment
1.	Applied for consideration with /without any promise of consideration. Indicating Identity.	Warning: If repeated cancel the examination taken.
2.	Using color thread/ marking in color pencil/ Candidate name/ Reg. No. in other pages/ any other special marking.	Cancellation of examination of that particular course.
3.	Attempt to bribe the examiner by post or otherwise. Letter of appeal with promise for consideration of any form / offering cash or kind / for a favor.	Cancel the examination in that particular course/ Cancel the whole examination taken in that semester and debar from the next two subsequent semester examinations.
4.	Threatening the Invigilator/ Evaluator/other examination personnel/ Misbehaviour in the	Cancel the whole examination debar for the next two/three years.

	examination hall reported by the Chief Superintendent/ Invigilator.	
5.	Possession of materials relating to the examination/ writing on the desk/ any part of the body/ writings on the scale, calculator, handkerchief, hall ticket, organizer, etc. Copying from above.	Cancel all the written examinations of that session. Cancel all the written examinations and debar for one/two more sessions.
6.	(a) Helping others by copying or getting help from others in the examination hall in any form and accepting the malpractice. (b) Helping others by copying or getting help from others in the examination hall in any form but do not accept malpractices.	Cancel all the written examinations of that session and debar for one more session. Cancel all the written examinations of that session and debar for two more sessions.
7.	Wilfully changing register number	Cancel the whole examination taken in that semester.
8.	Insertion of answer sheets brought from outside.	Cancel the whole examination taken and debar for the next two/three years.
9.	Violent behavior in the Examination Hall: (a) Taking away the answer script. (b) Manhandling / injuring personnel connected with the examinations.	(a) Cancel the whole examination taken for that semester. (b) Cancel the examination taken and debar for the next three years.
10.	(a) Impersonation – present students (b) Impersonation in case of past students or outsiders	(a) Cancel the whole examination taken and debar for three years and not undergo any course in any college during the rustication period (both impersonate and beneficiary) (b) Case to be reported to police, employer to be informed, and degree if any to be withdrawn for three years.

	(c) Tampering with Hall Tickets/ Certificates, etc.	(c) Candidates are not permitted to appear for any examination for two years.
11.	Other forms of malpractice by students (a) Writing filthy words in answer script/ wrong entry of Register No. / Possession of material not related to that particular examination. (b) Not returning the answer books/ malpractice in Practical Examination/ Dissertation (c) Committing the malpractice for a second time	(a) Cancel the examination taken in the particular course only. (b) Cancel all the written examinations of that session and debar for two subsequent sessions of examinations. (c) Cancel the whole examination and debar for the next two years.

Notes:

1. The matter regarding malpractice of any kind will be placed before the Examination Committee for inquiry and the decision of the committee shall be final.
2. Cancellation of one or more papers written by the candidate, who was found guilty of committing malpractice, will be awarded a Zero (0) mark.
3. If a candidate is reported to have committed any malpractice for a second time, the Examination Committee will enhance the punishment suitably.
4. The above regulations are intended only to guide the Committee to take appropriate actions and are not intended to apply mechanically to cover every conceivable case.
5. The Examination Committee may suitably deal with any such other case of malpractice, which is not covered under any of the above clauses, considering cognizance (Seriousness) of the case.
6. A penalty of the Rs. 200 will be levied on each candidate who was found guilty of committing malpractice, to meet out the expenditure towards the conduct of inquiry proceedings.

11.0 Instructions to the Invigilator

1. Any candidate entering a hall without his/her photo attested in the Hall Ticket must carry a certificate of identity issued by the principal and it must contain a photo and the signature of the student. Any candidate who fails to fulfill this condition shall be denied admission into the Examination Hall.
2. The Invigilator must place his/her signature with name on the main & supplementary answer book.

3. While checking the hall tickets of each candidate, the Invigilator should ensure that the register number of the candidate on the hall ticket, on the title page of the main answer book, and on the table are identical.
4. Strict silence should be maintained in the Examination Hall. This rule applies to both. Invigilator as well as candidates.
5. Candidates are not allowed to write beyond the time prescribed (3 Hours) for the concerned course.
6. During the hours of examination, care should be taken by the Invigilator to see that no person loiters in the verandahs or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message to the examinees from outside.
7. No candidate is permitted to take any seat other than the allotted one. No candidate is permitted to alter the seating arrangement without the concurrence of the Chief Superintendent.
8. Candidates are not allowed to leave their seats under any pretext during examination hours.
9. No candidate desirous of writing the examination shall be permitted to enter the hall later than 30 minutes from the commencement of the examination and similarly, no candidate shall be permitted to leave the hall within the last 15 minutes of examinations.
10. Question Papers are distributed only to candidates seated in their places.
11. Care must be taken to verify whether the current semester arid arrear 7 supplementary candidates have to answer the same or different question papers (with the different QP codes) for a course. If any mistake is committed in the distribution of the proper question paper the Invigilator will be held responsible for the same.
12. Each candidate may be asked to verify receipt of the proper question paper before answering.
13. Candidates should be informed that they must write in all lines and use both sides of the answer paper.
14. Candidates who are found using books of any kind, portion of a book, manuscript paper of any description or communicating or copying from each other or communicating with any person inside or outside the examination hall will be treated as guilty of malpractice and shall be reported to the Chief Superintendent
15. Candidates are not allowed to exchange any material among them.
16. Any letter or telegram to a candidate, shall not, in any case, be delivered to the candidate until he/she completes the examination.

17. Candidates are forbidden to ask questions of any kind during the examination. Hall Superintendents are instructed to refuse to answer any inquiries whatsoever relating to the question papers, whether an explanation of the meaning or correction of typographical errors.
18. Ten minutes after the commencement of the examination the Invigilators are expected to take the attendance of candidates who are present and writing the examination by getting the signatures of candidates in the Attendance form.
19. Half an hour after the commencement of the examinations the absentee statement should be prepared.
20. Candidates should be informed that the rough work if any must be done by them on the bottom of the 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 supplied to the candidates.
21. The unused main answer books and question papers are to be returned while the absentee list is sent.
22. At the end of the examination, the Invigilator has to collect the answer books from candidates and arrange them course-wise, register them number-wise, and personally hand them to the Chief Superintendent.
23. The Invigilator has to be present till those answer papers are checked and put into the answer paper covered by the Chief Superintendent.
24. Invigilators keep moving among candidates and do not engage in any occupation.

12.0 Instructions to the Candidates Appearing End Semester Evaluation

1. Examination fees should be paid at the Accounts Section of the College as per the schedule notified by all the candidates in time.
2. Eligible candidates may collect their Hall Ticket 3 days before the start of the Semester Examinations.
3. Candidates are advised to verify their name, course code, course title, date & time, and other details given in their Hall Ticket. If there is any discrepancy, they are advised to bring the same, without fail, to the notice of the Controller of Examinations Section immediately in writing. Section immediately in writing.
4. If the Hall Ticket/Identity Card is lost the candidate should approach the Principal through the Controller of Examinations Section immediately to obtain necessary permission. S/he shall obtain a Temporary Identification Certificate from the Principal/Chief Superintendent of the Semester End Examination and produce the same during the examination, failing which the candidate will not be permitted to write the examination.
5. Candidates should be at the examination hall at least 5 minutes before the commencement of each examination.

6. They should be seated and pay attention to the instructions that are provided by the invigilator-in-charge.
7. Candidates will not be permitted to the examination hall if they are more than 30 minutes late.
8. Candidates who arrive late should notify the invigilator and the Chief Superintendent.
9. Candidates will not be permitted to leave the examination within the last 15 minutes of the examinations.
10. Notes or other unauthorized materials should not be taken to the examination hall.
11. Notes, books, or other materials should be left outside the examination hall.
12. Before proceeding to answer the question paper, the candidate should write his/her register number, course code, course title, and date of the examination and obtain the signature of the Invigilator at the appropriate space provided on the front page of the main answer book.
13. Candidates must ensure that they answer the correct paper. The title of the paper should be checked. Students are advised to verify/check the course code, course title, and number of pages in the question paper and confirm whether they have been issued with the correct question paper. If there is any discrepancy, it should be brought to the notice of the Invigilator immediately. Any lapse in this matter will lead to the cancellation of the concerned examination for him/her.
14. If a candidate writes his/her name, or register number on any part of the main answer book/additional books, graph sheets, or drawing sheets/on any space other than the space provided for or puts any special mark or writes anything which may disclose in any way the identity of the candidate, he/she will render himself/herself liable for disciplinary action.
15. Writing the wrong register number in the answer script will entail rejection of the answer script.
16. No candidate at an examination shall pass any part or whole of his/her answer papers to any other candidate, nor can he/she allow another candidate to copy from his/her answer script; nor copy from the answer script of another candidate. If found committing such malpractice, the candidate involved shall be liable for disciplinary action as per the Rules.
17. Candidates will return their answer books to the Invigilator/Chief Superintendent in person standing at their allotted seat before leaving the examination hall. In no case, the candidate should carry the answer book with him/her.
18. Students are not permitted to bring the Programmable Calculator and Cell Phone inside the examination hall. Possession of them inside the examination hall will be viewed seriously.
19. Strict silence should be maintained in the examination hall.

20. Candidates should bring their pens, pencils, erasers, scales, nonprogrammable calculators, and ink. Candidates are advised to use only blue or black ink while answering. No candidate will be allowed to exceed the prescribed time assigned to each paper/course. Candidates will not be permitted to talk/ask questions of any kind during the examination.
21. Candidates behaving in a rude or discourteous manner inside the examination hall will be debarred from appearing for that particular paper and/or remaining papers in that examination.
22. Malpractices will be viewed very seriously. Candidates should not be in possession of any notes or other kinds of written/printed matter while writing the examination, except as may be specifically permitted by the Chief Superintendent.
23. Candidates violating these instructions and who resort to malpractices of any sort will immediately be sent out of the examination hall and suitable disciplinary action will also be taken against them. The decision of the Chief Superintendent/Examination Committee in all such issues shall be final and binding.
24. Answers should be written on both sides of the paper in the answer book. No sheets should be detached from the answer book.
25. All rough work should be done either at the bottom of the page or the last page of the answer book and the portion not intended for valuation should be struck off by drawing a single line across it.
26. Read the instructions carefully before answering.
27. Any query should be immediately brought to the attention of the invigilator.
28. Candidates are obliged to follow instructions issued by the invigilator.
29. Please listen carefully to all announcements.
30. If anything is required during the examination, candidates should call the invigilator's attention.
31. Under no circumstances should candidates leave the exam hall.
32. Silence must be maintained in the exam hall at all times.
33. No candidate shall aid, or attempt to aid, another candidate, or obtain, or attempt to obtain, any assistance from another candidate, or communicate in any other way with another candidate in the exam hall.
34. Candidates are responsible for ensuring that all examination scripts are tied properly.
35. When a candidate has finished the examination, the attention of the invigilator must be called and the answer book handed over to the invigilator.
36. Candidates must ensure that the register number, number of additional sheets, and total pages written are correct.
37. Stationery material must not be taken from the examination hall. Students found to have such materials are liable to disciplinary procedures and serious penalties may be imposed.

38. Candidates are to write his/her register number legibly on the title page of the main book and not to write anywhere else. Violation of this rule will attract disciplinary action against the candidate.
39. Circulars regarding the last date for applying for Revaluation for obtaining a Xerox Copy of the answer scripts and for appearing for special supplementary examinations and the connected details of fees, and mode of payment will be sent to the concerned departments and also displayed on the College Notice Board/Controller of Examinations Office Notice Board soon after the declaration of the results.

Students found in breach of the examination regulations will be subject to procedures of the Examination Committee.

13.0 Addendum

Whenever an issue has not been covered by these Autonomy Rules of the College, the University rules and statutes would apply as long as these latter do not go against the spirit of the College Autonomy arrangements.