

Regulations for the conduct of Examinations of Undergraduate and Postgraduate Courses (B.Sc., BCA & M.Sc.)

1. Examination Pattern:

The examination pattern shall be a combination of Continuous Internal Assessment (CIA) and Semester End Examination (SEE) both for theory and practicals.

Continuous Internal Assessment shall be of 30% weightage and Semester End Examination of 70% weightage

2. Procedure for CIA:

a. CIA in Theory

It shall be of two internal tests and Home assignment/project/paper presentation/seminar or any other academic-skill -dependent activity.

- i. The first internal test shall be conducted during the 8th week of the semester and shall be of 30 marks and of one hour duration. The marks obtained shall be reduced for 10 marks.
- ii. The second internal test shall be conducted during the 12th week of the semester and shall be of 30 marks and one hour duration. The marks obtained shall be reduced for 10 marks.

These two tests shall be conducted by the Examination Committee of the College on the lines of Semester End Examination.

- iii. Home assignment shall carry 10 marks. Students may opt for any other academic-skill- dependent activity in place of Home assignment.
- iv. Arrangement for Home assignment/academic skill dependent activity shall be carried out by the concerned faculty member under the supervision of Head of the Department.
- v. Project / Review of Article/Review of book is compulsory for B.Sc. IV Semester students instead of Home Assignment.

b. CIA in Practicals\ :

Arrangement for Internal practical test shall be done by the concerned faculty member under the supervision of Head of the Department. A practical test shall be conducted for 15 marks and two hours duration. Out of these 15 marks, attendance shall carry a maximum of 2 marks and neat writing of the practical journal shall carry 3 marks.

c. Supplementary Tests for Absentees:

For those students who remain absent during the internal tests for genuine reasons such as representing the college in various Academic/Curricular/Co-curricular/Sports activities or due to ill healthy, separate internal tests shall be arranged by the college examination committee.

d. Internal Assessment Marks:

- i. These marks shall be based on two internal tests and home assignment /ASDA.
- ii. The marks scored what so ever in the CIA will be final and binding. There is no provision for improvement. The same marks of CIA will be carried over, even if the candidate attempts the supplementary examination.

3. Semester End Examination (SEE):

- i. Every candidate shall apply to the controller of Examination (CE) to permit him to appear for examination, in a prescribed format through the principal.
- ii. At the end of each semester an examination is conducted for 70 marks and of three hours duration.
- iii. The Question paper pattern for all the subjects shall be uniform as prescribed by the college.
- iv. Two sets of question papers shall be prepared-one by the internal examiner (faculty teaching in R.L.S.I.) and another by the external examiner (faculty teaching in a college/PG department other than RLSI) appointed by the controller of examinations, by selecting from the panel of examiners, prepared by BOE in the respective subjects.
- v. The CE shall randomly pick up one question paper which shall be printed one day prior to the commencement of that particular paper.

- vi. The sealed question paper packets shall be issued, one hour prior to the commencement of the paper to the Chief/Deputy Superintendent on the day of the examination. In the examination hall, the invigilator shall open the sealed cover containing question papers only 10 minute early, after verifying date, time, semester, subject, subject code and obtaining signatures of two students.

4. Duration of the Course:

- Three Academic years consisting of six semesters for UG. Two Academic years consisting of four semesters for PG
- Each Academic year will consist of two semesters.
- Each semester will consist of a minimum of sixteen (16) weeks of instructional work.
- The candidate shall complete his/her course within six years / four years from the date of admission to the first semester of the course.

5. Formation of BOE:

The Board of Examiners in each subject shall consist of three members. The head of the department shall be the Chairman with one faculty member from the college and one faculty member from outside the college. The Chairman as well as the members must have a teaching experience of minimum five years in the concerned subject. The BOE shall prepare a list of examiners called "Panel of Examiners", taking subject experts from the college and outside the college having a minimum teaching experience of three years. Examination related works such as setting question paper, evaluation of answer scripts, conduct of practical examination etc. shall be carried out by the subject experts from this panel of examiners.

6. Practical Examination:

- i. Semester End Examination for 35 marks and of four hour shall be conducted by the CE by notifying the time-table well in advance.
- ii. The CE shall appoint one internal examiner and one external examiner for conducting the practical examination. It shall be the joint responsibility of the examiners to conduct the examination and to award marks.

- iii. The consolidated marks sheet shall be submitted to the CE in a sealed cover immediately after the completion of the practical examination of that class.
- iv. If the external examiner is not available, then one more internal examiner may be appointed by the CE.

7. **Standard of Passing:**

For Undergraduate Programmes : A candidate shall be declared as pass in the semester End Examination only if he/she has scored a minimum of 40 % of marks in each of the theory as well as practicals separately.

For Post Graduate Programmes :

A candidate should be declared as pass in the semester end examination only if he/she has scored a minimum of 40% of marks in each of theory as well as practicals separately. In addition aggregate should be a minimum of 50% marks.

a. Classification of Results:

The results of the candidates shall be classified as follows, for the award of class based on the aggregate marks obtained both in theory and practicals, in the optional subjects of all the six semesters put together. However, the candidates have to pass all the subjects in the first attempt only.

For UG

- 70 % & Above - First Class with Distinction
- 60% & Above but less than 70 % - First Class
- 50% & Above but less than 60% - Second Class
- 40% & Above but less than 50% - Pass Class

For PG

- 75 % & Above - First Class with Distinction
- 60% & Above but less than 75% - First Class
- 50% & Above but less than 60% - Second Class
- 40% & Above but less than 50% - Pass Class

b. Rank Declaration:

Three ranks shall be awarded in B.Sc. and B.C.A. separately. Whereas one rank shall be awarded in each PG Course of study.

A candidate shall be eligible for rank at the time of award of degree, provided the candidates fulfill the following requirements:

- i. Passed in all the subjects in all the semesters in FIRST attempt.
- ii. For award of rank the cumulative aggregate marks secured by a candidate in all the semesters shall be considered.
- iii. Should not have repeated/rejected any of the lower semesters.
- iv. Should have completed the prescribed course of study within the stipulated time of 3 academic years for UG Courses, and 2 academic years for other PG Courses.

8. Award of Grace Marks:

- i. For mere passing a total of 5 grace marks shall be given to a student with a maximum of 2 marks in a subject so that the student passes the whole examination by such gracing.
- ii. A maximum of 10 grace marks shall be given to a student to place him in First class or First class with Distinction as the case may be at the end of the completion of the course.
- iii. Grace marks given for passing the examination are shown only in the ledger and not in the statement of marks.
- iv. However the grace marks awarded for getting a higher class shall be indicated in the marks cards along with the aggregate total of the examination.

9. Attendance Requirement:

To qualify for the SEE, a minimum of 75% attendance is compulsory in each of the subject of theory/practicals.

However 10% of the attendance shall be condoned on the specific recommendations of the concerned heads of the department on the grounds such as University level Sports, Cultural activities, Academic activities, Medical etc.

10. Evaluation of Answer Scripts:

- a. For Theory Exam:

- Central evaluation system shall be adopted.
 - Double evaluation shall be done by the internal and external examiners.
 - Internal examiner shall be from the college and external examiner shall be from any other college/PG Department.
 - Average of the marks assigned by both the examiners shall be awarded to the student.
 - Third valuation shall be taken up only when the difference between the marks awarded by both the examiners exceeds 15% or more.
 - After the third evaluation average of the marks of the two highest marks shall be awarded to the student.
 - There shall be separate examination for theory and practicals.
 - If a student fails in theory or practicals, he/she has to clear the examination separately by appearing for the examination with the fresh batch of students in the respective semesters.
- b. For Practical Exam:
- The answer scripts shall be jointly assessed by both the internal and external examiners immediately after the completion of the conduct of practical examination, The consolidated marks statement shall be submitted to the CE immediately after the completion of the practical examination of that class.

11. Supply of Photocopy:

- a) Since Double Evaluation System is followed, there is no provision for Re-totalling of Marks. However photocopy of the answer scripts shall be provided to the students on his/her specific request in a prescribed form along with prescribed fees (non-refundable) to the principal within 7 days after the announcement of result.
- b) The photocopy of the answer scripts will be issued within one week after the receipt of the application by the Controller of Examinations.
- c) The photocopy of the answer scripts shall be sent by registered post to the candidate's residential address mentioned in the application.

12. Review Valuation:

- i. The college shall offer the facility of Review Valuation to the UG and PG Students.
- ii. The Students can apply for Review Valuation for a maximum of Two Papers at a time.
- iii. A candidate shall apply for Review Valuation of the answer scripts in the prescribed form along with the prescribed fee to the Principal within fifteen days after the announcement of the results. The Principal shall countersign each application and shall maintain the records for future reference.
- iv. After the receipt of the application for Review Valuation, the official appointed by the Controller of the Examinations shall send some number of answer scripts (1:5 or all the scripts whichever is less) along with the Answer script/s of the candidates who have applied for the Review Valuation to the examiner for the valuation. After the Review valuation is over, only the marks of the candidates, who have applied for the Review valuation shall be considered.
- v. The Review Valuation is independent double Valuation: one by internal Examiner and the other by External Examiner or both by the External Examiners, who are not involved in the first stage of valuation process.
- vi. If the difference of the marks allotted by the two examiners is 15% or more of the maximum marks such answer scripts shall be sent for the third valuation.
- vii. After the third valuation the proximity (that are nearer to each other) of the marks allotted by two examiners out of three, shall be taken and the average of these two marks shall be awarded to such a candidate. However, if one of the three awarded marks falls exactly midway between the marks allotted by other two examiners, the higher of the two marks shall be considered for average.
- viii. There is a provision for refund of 50 percent fees collected for the Review valuation, if the score improves by 8 marks or more, provided the candidate passes in the subject.
- ix. The marks secured in the Review valuation, whether less or more than the earlier shall be final.

- x. If there is any difference in the marks after the Review Valuation, corrected marks card shall be issued to the candidate.

There is no Review valuation for practical examination.

13. Review Valuation Fee:

- The fee is Rs. 3000/- per subject.
- The candidates can continue their term work till the announcement of the results of Review valuation under provisional admission.
- Candidates applied for Review valuation are permitted to take provisional admission to subsequent semester.
- Refund of Fee collected towards Review valuation.

There shall be a provision for refund of 50% of the RV fees to the candidate, if the marks are improved by more than 08 during the RV of the script provided the candidate passes in the subject.

14. Improvement of Result:

- i. The students shall have the option to apply for improvement of the result by reappearing for the particular subject/semester provided he/she submits the required application to the principal within 30 days after the announcement of the result of that particular semester.
- ii. Such students shall have to write the examination as and when it is conducted for a regular course.
- iii. If the performance of the student goes down in such attempts, then the better result shall be considered.
- iv. There shall not be improvement facility for Internal Assessment and Practical examination.

15. Promotion to Higher Class

- Carry over system has been adopted in which candidate is allowed to higher class along with backlog papers if any.

16. Award of Degree through Parent University:

- i. The consolidated marks ledger of the Semester End Examinations and the final examination shall be submitted to the Registrar (evaluation) Rani Channamma University, Belagavi by the Controller of Examinations.
- ii. The college shall issue the marks statement of each semester to the candidate. After the completion of last semester of the course, the marks statement mentioning the class obtained shall be given to the students.
- iii. The Degree shall be awarded by the parent university mentioning the name of the College on the Certificate.
- iv. The college shall issue the provisional passing certificate subject to its confirmation by Rani Channamma University, Belagavi.

REGULATIONS GOVERNING MALPRACTICES BY STUDENTS IN THE EXAMINATIONS

1. Interpretation of the Terms:

- i. "Chief Superintendent" means a competent person appointed by the Chief Controller of Examinations R. L. Sc. Institute Belgaum **to be in overall control of the examination at the centre.**
- ii. "Examination Centre" means any premises consisting of exam halls.
- iii. "Examination Hall" includes any room, hall, laboratory, seminar hall, library, workshop or any other premises where the examination is conducted.
- iv. "Impersonation" means someone else appearing for examination on behalf of actual registered candidate.
- v. "Discipline Committee" (DC) Means the Committee appointed by the Chief Controller of examinations of RLSI to look into Malpractice cases, enquire and recommend appropriate action against such cases.
- vi. "Invigilator" means, faculty member in-charge of the Examination in a block/hall.
- vii. "Student" means, a person enrolled in the college for taking up studies.

- viii. "College" means, KLE Society's Raja Lakhamagouda Science Institute, Belgaum (Autonomous).
- ix. "Hall Ticket" means, the admission ticket issued by the college to a student for permitting him/her to attend the examination.
- x. "Examiner" means, teaching staff so appointed by the college to examine the answer scripts.
- xi. "Officer" means, an officer so recognized by the college and/or its teaching staff.

2. Mal Practices:

Every student appearing for the college examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any or more of the following acts.

- i. Preventing/disturbing/ boycotting and attempting to prevent/ disturb the examination.
- ii. Intimidating/insulting/assaulting fellow examinee/s and person/s involved in the conduct of the examinations, and other kinds of duties pertaining to the examinations.
- iii. Stealing/snatching and attempting to steal/Snatch question papers and answer books. Tampering/forging and attempting to tamper/forged marks in the answer books and substituting and attempting to substitute answer sheets.
- iv. Impersonating (both the person Impersonating and the person impersonated shall be guilty of indulging in act of indiscipline/ malpractice).
- v. Smoking, possessing and using weapons of any kind, drugs and alcoholic items in the examination hall.
- vi. Any other misbehavior/act that disturbs the conduct of the examinations.
- vii. Possessing and having access to any book/s, notes, mobiles, printed/written material and gadgets of any kind in the examination hall without the permission of the invigilator.
- viii. Seeking and receiving assistance from either outside or from within and giving assistance to fellow examinees for answering in the examination inside the examination hall.
- ix. Copying and attempting to copy from the answer books of others and allowing others to copy from one's answer book.
- x. Writing peculiar things, putting peculiar marks and writing register number in places other than those specifically provided for that purpose in the main and supplementary answer books.

- xi. Writing in the answer books any kind of appeal/threat/message/enticing statement to examiners and others.
- xii. Writing and scribbling in the question paper and passing the question paper/answer paper to others.
- xiii. Tearing and spoiling the pages in the answer books drawing sheet/s graph sheet/s map/s etc.
- xiv. Destroying and attempting to destroy any evidence pertaining to a case of indiscipline/malpractice.

3. Procedure for Reporting the Malpractice/s:

- i. The Chief Controller of Examination shall appoint one or more faculty members from the same college or other colleges as squad members according to the need to ensure proper conduct of examination and to discourage malpractice in the examination.
- ii. It shall be the duty and responsibility of the Chief Superintendent (CS) of an examination centre to report to the Controller of Examinations, all cases of indiscipline/malpractice that he/she comes across and those brought to his/her notice. The procedure detailed below shall be followed in reporting cases of indiscipline.
- iii. As soon as a case of indiscipline /malpractice is noticed/detected by the Room Invigilator/Squad Member/ any person connected with the conduct of the examination, he/she shall inform the matter to the Chief Superintendent/Deputy Chief Superintendent who in turn shall go to spot as soon as possible. In the mean time the invigilator/Squad member shall prevent the candidate/s involved in the case from writing the examination further, removing, displacing, tampering with, spoiling, destroying the material/s involved in and relevant to the commission of the act of indiscipline/malpractice. Unless it is necessary, the invigilator, Squad member shall not take possession of any of the materials in the absence of Chief Superintendent.

- iv. Soon after coming to the spot, the Chief Superintendent/DCS's should take the candidate/s concerned out of the examination hall and collect in the presence of two witnesses (preferably the Deputy Chief Superintendent and one or two Supervisory staff) all the materials and gather information relevant to the case from the candidates/s involved in the case, the Room invigilator/Squad member and if necessary, from other relevant persons and sources. The Chief Superintendent shall record in the '**Malpractice Case Report Forms**' (MPCRF) the statements of the candidate/s involved in the case which shall be read to the candidate/s and signed by the candidate/s and the witnesses. In the case of a candidate refusing to give a statement in respect of the alleged commitment of the act of indiscipline/malpractice, he/she must be asked to give a written statement to that effect which should be signed by the witnesses. If the candidate refuses to do even that, then the Chief Superintendent/DCS shall record in the MPCRF that the candidate has refused to give a statement and that shall be signed by the Chief Superintendent/DCS and the witnesses.
- v. The person/s who detected the case shall record in MPCRF in as much details as possible, the nature of malpractice committed by the candidate/s, the description of the materials possessed/used for the commission of the malpractice, where and how such materials were kept by the candidate/s, and such other information relevant to the case (if the space provided in the MPCRF is not sufficient extra sheets bearing the seal of the examination centre shall be used and attached to the form).
- vi. A sketch of the seating arrangement in the examination hall, showing the register numbers pertaining to the seats, marking in red in the register number/s of the candidate/s involved in the case of the indiscipline/malpractice being reported, shall be prepared and signed by the Chief Superintendent. The sketch should give a clear idea of the probable distance between the position of the Room Invigilator and the candidate/s at the time of detection of the case.
- vii. All the materials and evidence collected/received in respect of a case shall be listed (giving proper descriptions so as to identify them) and the list shall be signed by the candidates involved in the case. Chief Superintendent and the witness/es. The Chief Superintendent shall send all the materials records, sketch of the seating arrangement in the examination hall, the MPCRF and other relevant things separately to the Controller of Examinations.

- viii. The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under Malpractice, the student/shall have no claim over the performance of the subsequent paper. The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time as the Governing Body clears the recommendation of the Discipline Committee.
- ix. Debar the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
- x. Issue a memo instructing the student to attend the meeting of the Discipline Committee as per instructions of the Controller of Examination.
- xi. Send the answer script of that particular paper directly to the Office of the Controller of Examination along with other relevant documents. It shall be super scribed on the left hand corner of the facing sheet as MPC. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.
- xii. Do not confiscate the Hall Ticket.
- xiii. Permit the student to write the subsequent papers of the examinations, if any, and such answer scripts shall be sent for the valuation centres along with other answer scripts, without being marked as MPC anywhere.
- xiv. All the answer scripts of a candidate booked for indiscipline/malpractice case shall be sent in separate sealed cover to the Controller of Examinations, on the same day. Such answer scripts shall be valued in the normal course, but the publication of the result pertaining to them shall be considered, depending on the decision on the case, after the disposal of the case.

4. Procedure for Imposing Penalties and Punishments:

- i. A committee (i.e. Discipline Committee) constituted by the Principal with Principal as the Chairman, one member from the Governing Body, one member from the Academic Council, one senior faculty member of the college and the Controller of examinations as the member convener shall be constituted to inquire into the malpractices registered during Examinations. The Committee shall have a tenure of two years.

- ii. The above committee shall meet after the conclusion of each semester examination on the dates fixed by the CE and enquire on all matters connected with the students booked under malpractices. After detailed enquiry, the committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed for the consideration of the Governing Body.
- iii. No penalties shall be imposed on a student except an enquiry is held, as far as possible, in the manner mentioned hereafter.
- iv. The CE shall send a notice by Registered post to every student booked under malpractice to appear before the Enquiry Committee. Such a notice shall clearly mention the date, time, venue of enquiry and the charge/s in brief against the accused in the case.

5. Guidelines for Recommending Penalties and Punishments:

| Sl. No. | Nature of Malpractice | Penalty/Punishment to be imposed |
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| 1 | Revealing the identity of the candidate. | Fine not less than Rs. 1000/- and to deny the benefit of performance(in that semester exam) |
| 2 | Detection of identical answers in the answer scripts of different candidates or allowing a student to copy from his/her answer scripts. | To deny the benefit of performance in that semester and debar for next two examinations. |
| 3 | Appeal to the examiner with money as enclosure to the answer book or use of abusive language or threatening remarks in the answer book. | To deny the benefit of performance in that semester and debar for next two examinations. |
| 4 | Possession of manuscript or literature in the examination hall/room related to the subject of examination. Copying from manuscripts books or notes or from answer books of the neighbor. | To be sent out of the examination hall/room and debarred from taking two examinations including the one in which he/she commits the malpractice. To be sent out of the examination hall/room and debarred from taking of three examinations |

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| | <p>Giving material for copying.</p> <p>d) Communication in examination hall/room by gestures and or by conversation with the purpose of committing malpractice.</p> | <p>including the one in which he/she commits.</p> <p>To be sent out of the examination hall/room and debarred from taking of three examinations including the one in which he/she commits the malpractice.</p> <p>A severe warning to be given by the Chief Superintendent of the centre, and the warning be recorded and communicated to the candidate involved in the malpractice.</p> <p>If the candidate persists to do the same. He/she must be sent out of the examination hall/room and shall not be allowed to take the subsequent papers of the examination and the same to be reported to the CE.</p> |
| 5 | <p>Attempting to send out or take out from the examination hall/room answer books or additional sheets or receive from outside the examination hall/room with the object of inserting them in the candidate's answer books and taking away answer scripts from the examination hall.</p> | <p>Such a candidate should be sent out of the examination hall immediately and not be allowed to take the examination on subsequent days and he/she should be debarred from taking four examinations including one in which he/she commits the malpractice.</p> |
| 6 | <p>Impersonation at the examination</p> | <p>Such a candidate on whose behalf impersonation is made be debarred from taking the examinations for six examinations. If the impersonator were to be a student of this College such a candidate should also be debarred from taking minimum six examinations including the one in which the malpractice was committed or be permanently</p> |

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| | | debarred as maximum punishment. If the person were to be a student of any other college or any other examining body, a report to be sent to the concerned authorities for taking suitable action against such person. If the impersonator were to be not a student of any College/University or any other examining body the committee may recommend for appropriate legal and other actions. |
| 7 | Tampering Registration No. Name etc. in the admission ticket or Marks or any other document concerned with examinations issued by the College/University with intention of committing Malpractice | The candidate be debarred from taking two examinations including the one for which he/she had tampered the admission ticket. |
| 8 | Any other Malpractice not covered by the above | The Committee shall recommend suitable punishment |
| 9 | Any Malpractice of a very serious nature committed by a candidate | A suitable punishment including being debarred permanently from taking examinations. |
| 10 | Misbehavior on the part of the candidate in the examination hall/room in the examination centre. | Such a candidate be debarred from taking the examination and the same to be reported to the Controller of Examination. |

Other Matters:

Also, the Examiner shall, if he/she suspects Malpractice while valuating the answer scripts or other material such as insertion of answer sheets, revealing of identify of enclosures, such as currency, shall return the answer scripts with reasons in writing to the Controller of Examination by name and detest from further valuation. If already valued, mark shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but entre them in a separate list which shall be enclosed in a sealed cover and forwarded to the Controller of Examination.

6. Authority for Imposing Penalties and Punishments:

The recommendations of the discipline committee through the usual process shall be placed before the Governing Body for Consideration and approval. The Governing Body shall be the authority for imposing Penalties and Punishments on the students as recommended by the Committee.

This enquiry under Discipline Committee shall be independent of the criminal proceedings, if any, in the appropriate court of law.

The Chief Controller of Examination in turn shall place the Report before the Governing Body for its consideration and approval.

7. Issue of Duplicate Marks Card:

There is a provision of issue of duplicate marks cards in cases where the marks cards are lost or mutilated

- i. For applying for Duplicate Marks Card, an affidavit on Rs. 20/- stamp paper giving details such as Examination number, Month and year of passing, course and how the original marks cards were lost along with a fee of Rs. 250/- plus Rs. 50/- per year thereafter payable in the form of a DD drawn in favour of the Principal, RLSI, Belgaum, must be submitted in the college office.
- ii. The candidate has to lodge a complaint to local Police Station of the area where it was lost and submit the original copy of acknowledgement of complaint along with the above affidavit.

8. Remuneration for different examination work:**Teaching Category**

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| 1. | Chief Superintendent (Teaching Staff) | Local Allowance Rs.500/- per day. |
| 2 | Jr. Supervisors and Superintendent (Teaching Staff). | Local Allowance of Rs.250/- per day. (Rs.125/- Per session) |
| 3 | Squad Member | Rs. 300/- per day |

Non-Teaching

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| i) | Factotum | Local Allowance of Rs.300/- per day without remuneration. |
| ii) | Clerk-cum-Typist. | Local Allowance of Rs.250/- per day without remuneration. |

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| iii) | For Peons at all Exams upto 100 students two peons and thereafter one peon for every 50 students | Rs.150/ per day |
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Setting of Question Papers / Evaluations

| | | U.G. | P.G |
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| 1 | Drawing up a question paper of 3 hours or less than 3 hours & Key answers | QP Rs. 300/- Key Ans Rs. 150/- | QP Rs. 400/- Key Ans Rs. 200/- |
| 2 | D.A. for out station Examiners | Rs. 1200/- per day | Rs. 1200/- per day |
| 3 | Conveyance Allowance for local Examiners | Rs. 750/- per day. | Rs. 800/- per day. |
| 4 | T.A. for out station Examiners. (Three times of the KSRTC bus fare by the shortest route or II class train fare) | Rs. 3/- per km | Rs. 3/- per km |
| 5 | Coordinators (Evaluation) (Teaching Staff) | Rs. 500 per day | Rs. 500 per day |
| 6 | Attender (Evaluation Center): 3 attenders upto 5000 answerscripts and thereafter one attender for every 1000 answerscripts | Rs.150/- per day | Rs. 150/- per day |
| 7 | Project Viva Voce by Internal & External Examiner (BCA & M.Sc.) | Rs 100/- per Student | Rs 150/- per Student |
| 8 | BOE External Member Sitting Fee | Rs. 200/- per day | Rs 300/- per day |
| 9 | Coding and Decoding work | Rs. 350/- per day | Rs 350/- per day |
| 10 | Typist | Rs. 175/- | |

Remunerations and other Allowances related to Practical Examinations

| | | U.G. | P.G. |
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| 1. | Internal Examiner | Local Allowance Rs.300/- per day. | Local Allowance Rs. 500/- per day. |
| 2. | External Examiner (Local) | Local Allowance Rs.400/- per day. | Local Allowance Rs. 600/- per day. |
| 3 | External Examiner (out station) | D A of Rs. 600/- per day | DA of Rs. 1000/- per day. |
| 4 | T.A. for out station Examiners. (Three times of the KSRTC bus fare by the shortest route or II class train fare) (Lab inspection day is cancelled) | Rs. 3/- per km | |
| 5 | Examining the Practical answer book (Remuneration only for Non-UGC staff) | Rs. 6/- per answer book per Examiner only for U.G. Or Batch Minimum Rs. 100/- Per examiner per Batch | |

Non-Teaching

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| i) | For Peons at all Exams | Rs.150/ per day |
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9. Fees for UG and PG Exams and project works:

Details of Examination Fees

| Exam Particulars | Application Fee | Marks Card Fee per semester | Examination Fee |
|------------------------|-----------------|-----------------------------|--|
| UG Regular Exam | Rs. 100/- | Rs. 200/- | Rs. 940/- For B.Sc. GM students Rs. 1000/- For BCA GM students No fees for SC/ST, Cat-I and Students eligible for Fee Concession |
| UG Supplementary Exams | Rs. 100/- | Rs. 200/- | Rs. 200/- per subject, Max. Rs. 940/- for B.Sc. and Max Rs. 1000/- For BCA GM students |
| PG Regular Exam | Rs. 100/- | Rs. 200/- | Rs. 1200/- for GM Students No fees for SC/ST, Cat-I and Students eligible for Fee Concession |
| PG Supplementary Exam | Rs. 100/- | Rs. 200/- | Rs. 300/- per subject Max. Rs. 1200/- per semester. |

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| 1 | Issue of Duplicate Marks Card | Min. 350/- per Marks Card+ Rs. 50/- per Academic Year |
| 2 | Provisional Degree Certificate | Rs. 200/- |
| 3 | Passing Certificate | Rs. 200/- |

DUTIES AND RESPONSIBILITIES OF**Staff Appointed for Examinations related works:****1) Chief Controller of Examinations**

1. Principal shall be ex-officio Chief Controller of Examinations.
2. He shall take the final decisions in the matter of dispute.
3. He shall guide the Controller of Examinations in all matters related to examinations including appointment of staff for the conduct of examinations and assessment.
4. He shall be the direct link between parent university and the college conducting the examinations.
5. All correspondence be made in the name of chief Controller of Examinations.

2) Controller of Examinations

1. He shall be appointed by the Chief Controller of Examinations.

2. He shall have a separate office for administration.
3. He shall be having overall responsibility of proper arrangement and smooth conduct of examinations.
4. He shall appoint the staff for the conduct of examinations and assessment after consulting the chief Controller of Examinations.
5. He shall notify the time table for semester end examinations before 15 days from the date of the conduct of examinations.
6. He shall allot register number to the candidates appearing for examinations.
7. He can appoint Deputy Controller of Examination if required (in case student strength for the exam is more than 500).
8. He shall notify the time table for the conduct of practical examinations.
9. He shall make arrangements for printed question papers and stationary to be provided all the time for examinations.
10. He shall make arrangements for assessment and declaration of results.
11. He is the authority to make payment of TA/DA/Remuneration etc. in consultation with the Chief Controller of Examinations.
12. The provisional passing certificates shall be issued by the controller only when the candidate gets through all the semester end examinations.
13. He shall arrange for the issue of marks cards after the semester end examination.
14. He shall maintain a register incorporating all the marks scored by the candidates in all the examinations he/she is appearing.

He shall make arrangements to declare the results.

3) Chief Superintendent

- 1 The Semester End Examinations shall have a Chief Superintendent who shall be the Head of the Institution or a faculty appointed by him to conduct the Semester End Examinations smoothly and effectively.
- 2 The Chief Superintendent shall be responsible for the smooth and proper conduct of the Examinations. He/She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines of the College and shall dispatch the

Answer Books as per the directions of Chief Controller and Controller of the Examinations.

- 3 The Chief Superintendent shall be appointed well in advance.
- 4 The Chief Superintendent immediately after receiving the appointment letter shall take stock of the things he/she has to attend, regarding:
 - 4.1 The number of candidates appearing for the Examination.
 - 4.2 The number of main Answer books and the stationery required for the center and shall indent to arrange for procurement of the same from the office of the Controller of the Examinations.
- 5 The Chief Superintendent and Deputy Superintendent are eligible for claiming remuneration one day before the commencement of examination and one day after the completion of the examination in addition to the actual days of examination work.
- 6 The Chief Superintendent shall appoint the required number of Relieving Superintendents, Room Superintendents, Office Staff and class-four staff amongst the employees of the College.
 - 6.1 One Relieving Superintendent for every 150 candidates.
 - 6.2 One Room Superintendent for every Block of the Centre for the respective day/session.
- 7 The Chief Superintendent shall make an arrangement well in advance regarding the number of the other officials required and the teachers for the supervision work.
- 8 The Chief Superintendent shall convene a meeting of all the staff involved in the Examination two or three days prior to the commencement of Examination and explain to them the duties and responsibilities and to follow strictly the instructions laid down by the College. The Chief Superintendent shall also give the instructions to the Room Superintendent about the distribution of answer papers and question papers. He/She shall impress upon them the need for prevention of any kind of malpractice during the examination. He shall also explain to them the procedure for identifying and reporting of malpractice. The Chief Superintendent shall send the proceedings of such a meeting to the office of the Controller of the Examinations.

- 9 Avoid the allotment of Block Superintendents to the same Block on successive days and to the subject they are teaching.
- 10 The Chief Superintendent shall remain at the center during the entire period of examination. In case of any emergency he/she shall make all the arrangements for the proper conduct of examination by entrusting the responsibility to the next senior staff member of his/her confidence and with the prior approval of the Controller of Examinations.
- 11 The Chief Superintendent shall obtain any kind of help from the local authorities to maintain law and order in the premises of the examination center and the same shall be informed to the Controller of Examinations.
- 12 The Chief Superintendent shall see that the candidates with valid admission ticket (or Hall Ticket) and Identity Card only are allowed to take the examination. If any candidate has lost the admission ticket, after ascertaining his/her bona fides, the Chief Superintendent shall arrange to issue a duplicate Hall ticket.
- 13 The Chief Superintendent or his authorized nominee shall collect the question papers from the office of the Controller of Examinations, The Chief Superintendent shall be solely responsible for the safe custody of the question papers at his/her Office.
- 14 The Chief Superintendent shall take sufficient care to verify the question paper packets with regard to date, subject allocation, time of examination, number of question papers in each packet etc., while collecting the same from the Office of the Controller of Examinations.
- 15 The Chief Superintendent shall arrange for satisfactory seating arrangements of the candidates at least one day earlier to the commencement of the examination and shall display the same on the notice board of the College, which shall be accessible to all the candidates.
- 16 The packet with the required number of answer books shall be handed over to the concerned Room Superintendent to take it to the examination hall.
- 17 The Question Paper packets obtained from the office of the Controller of Examinations shall be handed over to the concerned room superintendents, just 5-10 minutes before the

commencement of the Examination either by Chief Superintendent or by Deputy Chief Superintendent or by Relieving Superintendent for distribution to the candidates.

- 18 The Chief Superintendent shall verify and confirm that all the concerned room invigilators have distributed the question papers to concerned candidates after getting candidates signature on the sealed question paper packet to ensure the question paper packet is sealed and intact.
- 19 In case of any incorrect serious misprint regarding duration of Examination, omissions, or ambiguity etc., in the question paper, it shall be brought to the notice of the Chief Superintendent. The Chief Superintendent shall immediately report to the Controller of Examination, and shall act according to the instructions given by the Controller of Examinations. However, examination should not be stopped on account of that.
- 20 He shall make arrangement for police security during the conduct of examinations.
- 21 He shall adhere to the timings and the bells given during exam.
 - First Bell: Warning bell 15 minutes earlier to commencement of exam.
 - Second Bell: Commencement of exam.
 - Third Bell: After ½ an hour to make statement of absentees. After this bell number student is allowed to enter the exam hall but a student can leave the exam hall after submitting the question paper with his register number and answer book to the room invigilator.
 - Fourth Bell: Completion of one hour.
 - Fifth Bell: Two bells to indicate completion of two hours.
 - Sixth Bell: Warning bell 10 minutes prior to the completion of the exam.
 - Seventh Bell: A long bell to indicate the end of the examination.
22. He shall send the unused blank answer scripts and question papers in a separate packet to the Controller of Examinations.
23. He may issue the attendance certificates to all the staff attending the examination work.

IMPORTANT REQUIREMENTS TO BE NOTED DURING THE CONDUCT OF EXAMINATION

1. The Chief Superintendent shall verify all the printed candidate's seat numbers on Room Invigilator's Report before issuing it to the Room Invigilator or instruct the Block Superintendent for doing it.
2. The Chief Superintendent shall provide **desks and tables free from any written matter** as other wise, the student appearing on the allotted table, may be apprehended for MPC.
3. The Chief Superintendent shall give instructions to the Room Invigilator to read out the warning note to the candidates 5 minutes before the commencement of the examinations. **Also the Chief Superintendents shall specially instruct the Room Invigilator to inform at the beginning of examination regarding issue of one answer book only.**

“Warning Note”

- 3.1 *“All the candidates in the examination hall should search desks, tables and their pockets before the issue of question paper and hand over to the Room Invigilators if any papers/notes, manuscripts or books are found”.*
- 3.2 *“All the candidates should follow the instructions printed on the answer paper”.*
4. The Candidates, who leave before the expiry time of examination, are not permitted to take the question paper with them and they are to leave the question paper with their seat numbers on the question paper with the Room Invigilators. However, they can collect the question paper immediately after the expiry of the examination time.
5. Whenever, the Chief Superintendent receives a report of any candidate indulging in mal-practice he should immediately take action as per the MPC manual.
6. Immediately after the end of each examination session, the Chief Superintendent will arrange to receive and check the answer scripts brought by Room Invigilator at his/her office.
7. The Chief Superintendent shall arrange to **prepare the packets: semester-wise, subject-wise, paper-wise in serial order enclosing the relevant proforma.** Then the block wise, semester-wise, subject-wise, paper-wise packets of answer scripts shall be prepared and

all the packets kept in the bag which shall be sealed. Each bag shall be superscribed with the following information.

7.1 Name of the Subject and code

7.2 Examination

7.3 Class/Semester

7.4 Date and time of examination

7.5 Total number of scripts

7.6 Signature and Seal of Chief Superintendent

8. Packing, Sealing and Superscribing of the bundles of the answer papers are to be carried out immediately after the examination of each paper is over and shall be handed over to the Controller of Examinations.
9. The Deputy Superintendent shall prepare detailed statement of daily account of the answer scripts and the Chief Superintendent shall verify it. The same shall be sent to the Controller of Examinations after all the papers of that examination are over.

The Chief Superintendent is responsible for maintaining and proper accounting of the Main answer books, Practical answer books, different performs and all other stationery like covers, packing materials, cloth bags, etc.

4. DEPUTY/ OFFICE CHIEF SUPERINTENDENT

- 1 The Deputy Chief Superintendent shall assist the Chief Superintendent in general for the smooth conduct of Examination at the center.
- 2 Deputy Chief Superintendent may be appointed from other colleges also.
- 3 The Deputy Chief Superintendent shall on the days of examination arrange to supply the blank answer books and other stationary required for each room and deliver the packets of question papers to the rooms concerned. The Deputy Chief Superintendent shall ensure that the Room Superintendents/ Invigilators are supplied with all necessary requirements for the smooth and fair conduct of examination.
- 4 The Deputy Chief Superintendent shall allot rooms to Block Superintendents at the time of examination. The Block Superintendents are not to be posted to the same room successively and to the subject they are teaching.

- 5 The Deputy Chief Superintendent shall remain at the center during the entire period of Examination. In case of any emergency he/she shall take the permission of the Chief Superintendent requesting him to make alternate arrangements, the same shall be intimated to the Controller of Examinations.
- 6 The Deputy Chief Superintendent shall see that the candidates with valid admission ticket and identity card only are allowed to take the examination. If any candidate has lost admission ticket, it shall be brought to the notice of the Chief Superintendent.
- 7 The Deputy Chief Superintendent shall help the Chief Superintendent to prepare the packets, Class wise/Subject wise/Paper wise in serial orders enclosing the relevant proforma. The bundles of Answer papers shall be superscribed with following information.
 - 7.1 Class
 - 7.2 Course (UG/PG/PG Dip)
 - 7.3 Subject
 - 7.4 Code
 - 7.5 Date and Time of Examination
 - 7.6 Total number of Scripts
- 8 The Deputy Chief Superintendent shall assist the Chief Superintendent in dispatching the answer book bundles in bags sealed and superscribed with the above information, and shall be dispatched to the Controller of Examinations from time to time.
- 9 The Deputy Chief Superintendent shall in addition to the above duties attend to any other work entrusted to him by the Chief Superintendent in connection with the Examination and function under the control of the Chief Superintendent.
- 10 The Deputy Chief Superintendent shall ensure that the Room Invigilators shall inform the candidates appearing for the examination, regarding the issue of single answer book only.

5. ROOM INVIGILATOR

1. The Room Invigilator shall report to the Chief Superintendent at **least 30 minutes before the commencement of the examination** and ascertain the examination block assigned to him/her.
2. The Room Invigilator **should not carry into the examination hall Mobile phones or any other electronic gadgets, any reading material like Newspapers, magazines, Novels, etc.**
3. The Room Invigilator shall go to the Block allotted to him/her 15 minutes before the commencement of the examination with the required number of answer papers.
4. The Candidates shall be allowed to enter into the examination hall 10 minutes before the commencement of the examination and the Room Invigilator should ensure that the candidates are seated at their respective seat numbers marked in the block.
5. **The Room Invigilator shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall.**
6. Five Minutes before the commencement of examination, the answer papers shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
7. The Room Invigilator shall affix his/her signature at the place marked as Room Invigilators signature only after ensuring that, the candidates have taken their seat and have entered the correct seat number and other particulars required on the facing sheet of answer paper, checking the identity of the candidate with photo on admission ticket and identity card and shall obtain the signature of the candidates on attendance report.
8. **The Room Invigilator shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.**
9. **No candidate shall be allowed to enter the examination hall after half-an-hour of the commencement of the paper.**
10. **No candidate shall be allowed to leave the examination hall until 45 minutes have completed from the commencement of the paper.**

11. The candidates who leave the examination hall before the expiry time of examination are not permitted to take the question paper with them and they have to hand over the question paper to the Room Invigilator by writing their seat numbers on the question paper. However, they can collect the question paper immediately after the completion of the examination.
12. The Room Invigilator shall ensure that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the facing sheet of the answer paper.
13. The Room Invigilator shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the logarithm books, graph sheets etc., which are permissible.
14. After distribution of answer sheets to the candidates, **the identity of each candidate shall be checked with the photographs pasted on the Hall Ticket and take the signature of the candidate on the relevant form** (Attendance Report) for proof of his/her appearance at the examination.
15. If any student has not brought his/her admission card, the matter shall be brought to the notice of the Chief Superintendent.
16. If any candidate is absent the word “**ABSENT**” shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after completion of 30 minutes from the time of commencement of examination.
17. The Room Invigilator is to note that candidates have been permitted to take into the examination hall a copy of “Instructions to the Candidate” along with admission card, No objection shall be raised if, any candidate refers to the instructions while writing the answer paper.
18. **After half-an-hour of the commencement of the examination the remaining answerpapers and question papers shall be returned to the Chief Superintendent when he/she visits the examination hall** or return it to the office of the Chief Superintendent.

19. **The Room Invigilator shall not accept the answer paper of any candidate without ensuring that, it bears his/her correct seat number and other information asked on the title page of the answer paper.**
20. The Room Invigilator shall not allow the candidate to use unfair means in the examination hall.
21. If any candidate desires to go to the toilet after half-an-hour of the commencement of the examinations or before the last half-an-hour of the examination, he/she may be permitted to go for a short while, subject to the condition that the candidate is escorted by an attender. However, it shall be ensured that, while going to the toilet the candidate turns his/her answer paper upside down so that, the student sitting adjacent to him/her does not look at his/her answerpaper. Under no circumstances, the candidate is permitted to take the answer paper or question paper outside the examination hall. **More than one candidate shall not be allowed to go to toilet at a time. If, any candidate returns after 15-20 minutes, he/she should not be allowed to enter examination hall,** such a case should be referred to the Chief Superintendent immediately for suitable action.
22. **No candidate shall be allowed to go out for toilet during the first half-an-hour and the last half-an-hour of the examination.**
23. **The Room Invigilator is expected to take rounds in the hall and shall not engage themselves in conversation with other Room Invigilators when the examination is going on** and shall not read magazine or news papers.
24. The Room Invigilator should ensure that there is no communication among the candidates in the examination room.
25. The violations of instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases to the Controller of the Examinations and The Chief Controller of the Examinations by the Chief Superintendent.
26. **Smoking and taking Tea/Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.**

27. By the orders of the Chief Superintendent, A signal bell shall be given.

27.1 10 minutes before the commencement of the examination for allowing the students to enter the examination room.

27.2 Second bell shall be given at the beginning of the examination for distribution of the question papers.

27.3 Third bell after completion of 30 minutes.

27.4 Bell shall be rung at completion of every one hour.

27.5 Bell shall be given 10 minutes before the closing time, **when no student is allowed to leave the examination hall.**

27.6 The final bell shall be given at the conclusion of the examination.

28. As far as possible no candidate be issued logarithm books, graph sheets, Maps etc., during the last 10 minutes of the examination.

29. The Room Invigilator should ensure that, no candidate writes or revises his/her answers after the expiry of time. If, any candidate does not stop writing, the Room Invigilator shall write on answer paper marking the portion written after the expiry time as "Written after expiry time" and put his signature in the margin of the answer paper, indicating the time and date.

30. After the expiry of the time of the examination, when the final bell is given, the Room Invigilator shall collect the answer papers and shall arrange seat number-wise and hand over to the Chief Superintendent along with other reports.

31. The Room Invigilator shall be personally held responsible for loss, misplacement of any answer book.

32. While taking the rounds in the examination hall, if the Room Superintendent notices, any candidate is indulging in copying or possessing a manuscript/answer paper other than his /her written material on calculator geometry box scale, he shall immediately take the possession, the candidate's answer book, question paper, admission card and the materials which he/she has used for copying and immediately report to the Chief Superintendent. He should not allow the candidate to leave the examination hall till the Chief Superintendent comes to the examination hall and takes over the charge.

33. Any violation of duty on the part of the Room Invigilator is seriously noted and the Chief Superintendent shall take necessary action as per the guidelines of the Autonomous College and report the same to the Chief Controller of Examinations and Controller of Examinations immediately.
34. Whenever a flying squad makes a surprise visit, the Room Invigilator shall ensure their identity and allow them to enter the examination hall for surprise check.
35. The Room Invigilator shall not leave the College premises until he/she personally hands over the answer books to the Chief Superintendent and return the duly filled proformas and other stationery materials given.
36. **The Room Invigilator should instruct the candidates before the commencement of the examination regarding issue of single answer book only.**

6. RELIEVING SUPERINTENDENT

1. The Relieving Superintendent is appointed by the Chief Superintendent. Generally a senior staff member is appointed.
2. There shall be one Relieving Superintendent, if there are more than 8 Blocks. If there are less than 8 Blocks, Deputy Chief Superintendent shall take the responsibilities of the Relieving Superintendent.
3. He/She shall be active and shall be moving from block to block during the examination.
4. The Relieving Superintendent shall not relieve the Room Invigilator during the first and last half-an-hour of the examination. During the intervening period, he shall relieve the Room Invigilator to attend the nature calls.
5. The Relieving Superintendent shall assist the Deputy Chief Superintendent in general for smooth conduct of examination at the centre.
6. The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him/her by Chief/Deputy Chief Superintendent.

7. The Relieving Superintendent shall give relief to the Room Invigilator for maximum of 10 minutes and be in-charge of the duties of Room Invigilator during that period and discharge all the duties and responsibilities of the Room Invigilator.
8. He shall return the Relieving Superintendent's diary duly filled to the Chief Superintendent at the end of day's examination.

The Relieving Superintendent shall report for duty half-an-hour earlier to the time scheduled for the commencement of examination.

7. Vigilance Squad

1. The chief Controller of Examinations may appoint vigilance squad consisting of members to visit the examination centre.
2. The squad can ensure that the examinations at the centre are conducted as per the set of procedure laid down by the Controller of Examinations.
3. Members of the squad can check the students and find out the candidate involved in malpractices or disturbing the examinations and collect his paper along with the question paper and send it separately to the Controller of Examinations through senior supervisor after preparing all statements listed.
4. The squad member is authorized to enter the examination hall and the office of the senior supervisor without the prior intimation to check the records.
5. The chairman of the squad can submit a detailed report on the conduct of examination at the end of the examination to the Controller of Examinations in a sealed cover.
6. The squad member can make suggestions in the matter of proper conduct of examinations to senior supervisors.

8. CHIEF COORDINATOR OF CENTRAL VALUATION

1. The Controller of Examinations shall appoint Chief Coordinator for Central Valuation in consultation with the Principal.
2. It shall be the duty of Chief Coordinator to prepare the scheme of work assigned to him and plan for the Central Valuation.

3. The Chief Coordinator in consultation with the Controller of Examinations, fix the date of commencement of Central Valuation and the duration of completing it.
4. The Chief Coordinator shall request the Controller of Examinations to appoint required number of Assistant Coordinators, Coding Officers, Office Staff, and Class four Staff (Daily Wages) of his/her own choice and confidence, so as to complete the work properly without giving room for any malpractice, their appointments shall be kept strictly confidential.
5. For the work of Assistant Coordinators, and Coding Officers – appointment shall be made from among the teaching faculty.

| | |
|----------------------------|----------------------------|
| Up to 5000 Scripts | -2 Assistant Coordinators. |
| From 5000 - 25000 Scripts | -3 Assistant Coordinators. |
| From 25000 – 50000 Scripts | -4 Assistant Coordinators. |
| From 50000 – above Scripts | -6 Assistant Coordinators. |
6. The chief Coordinator may appoint the required number of Office Staff and worker on daily wages depending upon the need and number of answer scripts available for Central Valuation Work.
7. The Chief Coordinator shall well in advance receive the required stationery and other items for Central Valuation from the Controller of Examinations.
8. The Chief Coordinator shall be responsible for the smooth and proper conduct of valuation. He/she shall take necessary pre-cautions and actions during the Central Valuation.
9. The Chief Coordinator shall remain at the Centre during the entire period of valuation. In case of any emergency he/she shall make all the arrangements for the proper conduct of valuation by entrusting the responsibility to the next Senior Assistant Coordinators of his/her confidence, with the prior approval of the Controller of Examinations.
10. The Chief Coordinator shall obtain assistance from the local authorities to maintain law and order in the premises of the Valuation Centre with intimation to the Controller of Examinations.

11. The Chief Coordinator shall be responsible for the receipt, coding, decoding and valuation of all answer scripts.
12. The Chief Coordinator shall be responsible for the proper custody and accounting of the answer scripts till the valuation process is completed and shall hand over the valued answerscripts to the Controller of Examinations.
13. The Chief Coordinator shall collect the list of Examiners in each course and in each subject/paper from the Controller of Examinations, and verify the list during time of registration of the Examiners. In case of any change in the list and the valuation order, intimate it immediately to the Controller of Examinations and get it corrected.
14. The Chief Coordinator shall receive the answer scripts bundles from the Chief Superintendent, soon after every Paper is over and place it in safe custody. He shall verify the contents of the bundles with reference to the Dispatch Memo regarding Subject with Code, Number of Answer Scripts, Number of Packets, Number of Absentees, Seat Number of Absentees etc. and report any discrepancies, immediately to the Controller of Examinations.
15. The Chief Coordinator shall verify, before issuing the answerscripts to the examiners, for coding, folding of the facing sheet portion and stapling.
16. The Chief Coordinator shall ensure that each examiner shall evaluate 30 scripts per day.
17. He shall strictly instruct the Examiners as well as officers and staff involved in the process not to carry any materials / papers / bags / mobile phones etc. into the valuation centre.
18. The Chief Coordinator shall make necessary arrangements at the Valuation Centre for the Examiners to carry out valuation.
19. The Chief Coordinator shall verify the issuing and receiving of valued answer scripts from the Examiner.
20. The Chief Coordinator shall arrange to distribute the scheme of valuation for each subject, sent by the Controller of Examinations to the Examiners, so as to bring the uniformity in valuation.

21. He/she shall ensure that, the coding and decoding of Answer scripts has been done in a proper manner and there shall not be any discrepancies.
22. Arrangements shall be made to disburse the TA and DA, Remuneration, Local Allowance (if applicable), to the examiners on the day of completion of their valuation.
23. He/she shall submit the day wise work done statement, to the Controller of Examinations.
24. He/she shall have to act on the directions given from time to time by the Controller of Examinations for the smooth conduct and early completion of valuation.
25. After the completion of valuation he shall handover all answer books and records maintained, accounts etc. to the office of the Controller of Examinations and get the submission certificate for the same.
26. In each and every step he/she has to maintain the confidentiality and he/she shall not take any decision without the approval of Controller of Examinations.

9. Central Assessment

All the answer scripts are assessed at the centre under central assessment programme (CAP). The Controller of Examinations shall appoint a senior most examiner in the subject as the chairman and next senior as the moderators in each subject. There shall be one chairman on the whole and one moderator each for five assistant examiners. The Controller of Examinations can intimate the date of commencement of the assessment work subject-wise.

1) Chairman

1. He shall be the senior most examiners in the examination panel in that subject.
2. He shall collect all the answer scripts one day prior to the commencement of the actual assessment, count the papers and make arrangement for the distribution of the answer scripts to the examiners in a brown coloured packet.
3. He shall give instructions to the moderators for the assessment, distribution of marks, preparation of mark list etc. by supplying the copy of the model answer and scheme of marking.

4. He must sign all the assessed answer scripts by verifying the marks given and totaling.
5. He shall collect all the assessed answer scripts on the final day of the assessment work, ensure that all the papers are returned after valuation and make arrangements for feeding the marks in the consolidated mark list.

2) Moderator

1. There shall be one moderator for five assistant examiners.
2. The moderator shall give correct information for the assessment work to all the examiners under him/her.
3. He shall assess 15% of the answer scripts separately. Make the moderation in the marks given to the extent of 5% only. He shall take care that correct assessment takes place giving time to time instructions.
4. He shall sign all the answer scripts and check the totaling of all the scripts.
5. He shall handover all such answer scripts along with mark list to the Chairman.

3) Assistant Examiner

1. He has to assess 30 papers per day.
2. He must follow the instructions given by the moderator and chairman.
3. He is solely responsible for correct assessment and totaling of marks.
4. He shall prepare the mark list for the assessed answer scripts.

INSTRUCTIONS TO THE CANDIDATES

- 1 Before you begin your answers, enter the correct seat number and other particulars required on the facing sheet of the answer paper.
- 2 The candidate shall not write his/her name or put any identification mark in the answer book/supplement other than the specified space, which may disclose his/her identification which will be treated as malpractice and it is punishable.
- 3 No sheet shall be torn off from the answer books.
- 4 Do not leave any blank pages between your answers. If by accident a page is left blank; write on it "Please Turn Over" in bold letters.

- 5 All rough work must be shown on any one of the left hand page and crossed out. A page on which rough work appears should not be used for writing answers.
- 6 Answers must be written using blue or black ink only. If there is change in ink, the same must be attested by the room invigilator.
- 7 Don't forget to mention the question numbers.
- 8 See that main answer book supplied to you bears the signature of the room invigilator with date.
- 9 **No candidate shall be admitted after 30 minutes of the commencement of the examination.**
- 10 After the last warning bell, **no candidate should leave his/her seat.**
- 11 Any candidate appearing for the UG/PG examination is liable to be charged with committing malpractice in the following cases.
 - 11.1 **Bringing** in to the examination hall or being found in possession of portions of a book, manuscript, Programmable Calculator or any other **material or matter**, which is **not permissible to be brought into the examination hall.**
 - 11.2 **Having any written matter on scribbling pad, Question Paper, Admission Ticket, Calculator, Palm, Hand, Leg, Handkerchief, Clothes, Socks, Instrument Box, Identity Card, Scales, any part on the body.**
 - 11.3 **Disclosing identity** by writing any words or by making any peculiar marks or by writing seat number on the pages other than the facing sheet in the answer scripts while answering.
 - 11.4 **Copying** from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate within the Examination Hall.
 - 11.5 **Communicating** with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.
 - 11.6 **Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or**

officer for favours in the examination hall or to the Examiner in the answer script.

11.7 **Smuggling out or smuggling in or tearing off the answerscript sheets or supplementary sheets** or inserting papers written outside the examination hall into the answer book or **running away along with the answerscript from the examination hall or premises.**

11.8 **Impersonating** or allowing any other person to impersonate to answer in his/her place in the examination hall.

11.9 **Supply of copying material** inside or from outside the examination hall.

11.10 **Bringing mobile phone** to the examination hall.

12. REMEMBER: YOUR FUTURE IS BRIGHT .DON'T SPOIL IT.

Formats for Reporting Malpractice Cases:

ANNEXURE-I

To

Controller of Examinations
R. L. Sc. Institute,
Belgaum. (Autonomous)

Sub: Malpractice Case.

Sir,

I am sending herewith a case of Malpractice by Son / Daughter of who is a student of College and has appeared for the Semester of Branch/Course examination from this centre with seat no The case was detected on All the relevant documents and materials are enclosed herewith.

Enclosures:

- 1) Answer Paper of the candidate along with Question Paper.
- 2) The materials seized from the candidate attested by the Room Superintendent and me.
- 3) Photo copy of admission ticket of the candidate.
- 4) Plan of seating arrangement indicating the exact position of the candidate in the block.
- 5) The statement of the candidate.
- 6) The report of the concerned Room Superintendent.
- 7) The report of the Deputy Chief Superintendent.
- 8) The report of the Chief Superintendent.
- 9) The report of the Flying Squad.
- 10) Copy of the Memo Issued to the candidate to appear before the MPCC.

Yours faithfully

Chief Superintendent

ANNEXURE-II
REPORT OF THE CHIEF SUPERINTENDENT

Name of Centre:

Examination:

Subject: Subject Code:

Date: Exact Time of MPC:

Name of the Candidate:

Seat No. of the Candidate:

Permanent address of the Candidate:

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

Name of the Room Superintendent:

Permanent address of the Room Superintendent:

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

Brief Report of Malpractice:

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

Signature of the Chief Superintendent

ANNEXURE – III
STATEMENT OF THE CANDIDATE

The Superintendent shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of responsible witnesses like Deputy Chief Superintendent or a Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him/her and attested by the examination officials.

If a candidate refuses to give the statement, he/she be asked to state the same in writing. If he/she refuses to do this also, the same shall be recorded duly, witnessed by two members of the Supervisory Staff and one of them will be Deputy Chief Superintendent.

STATEMENT OF CANDIDATE

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

WITNESS:

- | | | |
|----|-------------------------------------|-----------|
| 1. | Name and Designation | Signature |
| 2. | Attested by Examination Official | Signature |

Signature of the Candidate

ANNEXURE – IV

REPORT OF THE ROOM INVIGILATOR

This statement given by me is based on my personal knowledge of the case. Before the Distinction of the Question Papers. I had warned the candidate “All of you should search your pockets, purses, desks, tables and benches, whether there are any paper, books or notes and if you find any, keep them outside the examination hall before you start answering the paper”. This warning was given to the latecomers also.

STATEMENTS

When I was supervising on (date) At about (time)
I found, this case of malpractice in my block. The candidate’s Name.....
..... and Seat No. is below given are the
details of the case
.....
.....

Signature of the Chief Superintendent

ANNEXURE – V

REPORT OF THE DEPUTY CHIEF SUPERINTENDENT

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

Signature of the Deputy Chief Superintendent

ANNEXURE – VI
REPORT OF THE FLYING SQUAD
(IF DETECTED BY THE SQUAD MEMBER)

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

Signature of the Flying Squad Member/s

MEMO

Mr./Ms.

Bearing Examination Seat No. booked under Malpractice during
Nov. / Dec. /Apr. / May. of Semester End Examinations in the Subject
..... on

is hereby directed to appear before the Discipline Committee which will meet at the College,
the date and time will be communicated to you by post. Further, you are required to report on
the day of meeting without fail. If you fail to appear before the committee, the Committee's
decision will be final.

(Chief Superintendent of R. L. Sc. Institute, Belgaum)

To

Mr./Ms.

Copy FWC's to:

1. The Controller of Examination, R. L. Sc. Institute, Belgaum, for information and needful.
2. File.

Signature of the candidate for having received the memo

Format for sending Dissertation Reports to the Examiners

| | |
|--------------|--------------|
| To | To |
| (Examiner-I) | (Examiner-I) |
| | |
| | |

Sub: Evaluation of MCA Dissertation Reports – reg.....

Sir,

Find enclosed dissertation reports of the following candidates, the details of which are as follows.

| Sl. No. | College Seat No. | Sl. No. | College Seat No. |
|---------|------------------|---------|------------------|
| 1 | | 2 | |
| 3 | | 4 | |
| 5 | | 6 | |
| 7 | | 8 | |

By the direction of the Controller of Examination, you have been assigned the work of evaluation of Dissertation Report and conduct of Viva-Voce examination of the above candidates.

I request you to evaluate the dissertation reports and send the marks list in the enclosed format. Confirm your acceptance by return of post. In case, you are not in a position to accept this assignment, intimate the Controller of Examination by fax/phone.

Date of Viva-Voce : Time

ABBREVIATIONS

| | |
|-------|--|
| AC | Academic Council of the College |
| CAP | Central Assessment Programme |
| CCE | Chief Controller of Examination |
| CE | Controller of Examinations |
| CIA | Continuous Internal Assessment |
| DC | Discipline Committee of the College for Exam related matters |
| GB | Governing Body at the College |
| MPCRf | Malpractice Case Report Forms |
| RV | Review Valuation |
| SEE | Semester End Examination |

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