

EXAMINATION MANUAL

(2025 Regulations)



CHRIST
COLLEGE OF ENGINEERING
(AUTONOMOUS)

Empowering Innovators for Tomorrow

Affiliated to KTU | Approved by AICTE | A CMI Institution

NBA Accredited Programs

Irinjalakuda, Thrissur



CHRIST

COLLEGE OF ENGINEERING (AUTONOMOUS)

Empowering Innovators for Tomorrow

Affiliated to KTU | Approved by AICTE | A CMI Institution
NBA Accredited Programs

Irinjalakuda, Thrissur

This Examination Manual defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the Examinations.

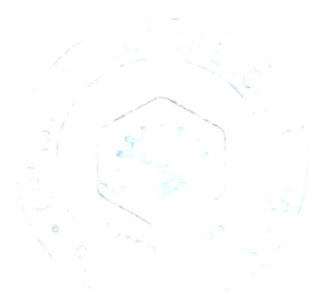
The institution with due respect and regard acknowledges its indebtedness to the Government of Kerala and A P J Abdul Kalam Technological University (APJAKTU), Thiruvananthapuram and firmly believes that this examination manual with its well thought out rules, regulations, provisions and procedures will constitute an effective examination system.

This Examination Manual is approved in the first meeting of the Academic Council held on 10th September 2025.

Dr. Ravishankar A N
Controller of Examinations

Dr. Sajeesh John
Principal

Date: 10/09/2025





CHRIST

COLLEGE OF ENGINEERING (AUTONOMOUS)

Empowering Innovators for Tomorrow

Affiliated to KTU | Approved by AICTE | A CMI Institution

NBA Accredited Programs

Irinjalakuda, Thrissur

Institute Vision

To be a premier technical institution that nurtures professionally competent and socially responsible engineers through quality education, training and research.

Institute Mission

1. Implement state-of-the-art teaching-learning practices with qualified faculty and supportive infrastructure to impart knowledge in modern technologies.
2. Create a quality education system that encourages faculty and students to involve in meaningful research for the benefit of society.
3. Inculcate leadership qualities, ethical values and foster professionalism with the spirit of innovation and lifelong learning.

Institute Core Values

Faith in God

Moral uprightness

Integrity and Teamwork

Empathy and Compassion

Innovation and Professionalism



CHRIST

COLLEGE OF ENGINEERING (AUTONOMOUS)

Empowering Innovators for Tomorrow

Affiliated to KTU | Approved by AICTE | A CMI Institution

NBA Accredited Programs

Irinjalakuda, Thrissur

Table of Contents

Section No.	Section Name	Page No.
1	Examination Management System	1
	1.1 Objectives	1
	1.2 Examination Cell	1
	1.3 Controller of Examinations (CoE)	1
	1.4 Deputy Controller(s) of Examinations(D-CoE)	2
	1.5 Assistant Controllers(s) of Examinations (A-CoE)	3
2	Examination System	3
	2.1 Pre-Examination Phase	3
	2.1.1 Scheduling of Examinations	3
	2.1.2 Setting of Question Bank	3
	2.1.3 Instructions to Question Bank Setters	3
	2.1.4 Scrutiny of Question Banks	4
	2.1.5 Duties and Responsibilities of Question Bank Scrutinizer	4
	2.1.6 Guidelines for Preparing/Scrutiny of Question Papers from Question Bank	5
	2.1.7 Instructions for Preparing/Scrutinizing Scheme of Valuation/Answer Key	6
	2.1.8 Preparation of Answer Booklets	7
	2.1.9 End Semester Examination (ESE) Registration	7
	2.1.10 Late Registration for End Semester Examination (ESE)	7
	2.1.11 Condonation of Shortage of Attendance	8
	2.1.12 Examination Schedule	8
	2.1.13 Hall Ticket	8
	2.1.14 Instructions to the Students	8

Section No.	Section Name	Page No.
	2.1.15 Use of Scribes	10
	2.1.16 Appointment of Scribes	10
	2.1.16 Panel of Examiners for Valuation	11
2.2	Examination Phase	11
2.2.1	Seating Arrangements	11
2.2.2	Downloading and Printing of Question Papers	11
2.2.3	Attendance Sheet	11
2.2.4	Invigilation	12
2.2.5	Duties and Responsibilities of Invigilator	12
2.2.6	Announcements to be Made by the Invigilator in the Examination Hall	13
2.2.7	Examination Session Timings	14
2.2.8	Packing of Answer Books	15
2.2.9	Functions of Examination Invigilation Squad (EIS)	15
2.2.10	Appointment of Observers	15
2.2.10	Academic Discipline and Malpractices in Examinations	16
2.2.11	Guidelines for Conducting Written Examination for Persons with Benchmark Disabilities	22
2.2.12	Granting Compensatory Time	22
2.2.13	Conduct of End Semester Practical Examinations	22
2.2.14	General Instructions for Conducting Practical ESE	22
2.3	Post Examination Phase	23
2.3.1	Appointment of Examiners	23
2.3.2	Scanning of Answer Books	23
2.3.3	Mode of Valuation	23
2.3.4	Process of Valuation	23
2.3.5	Duties and Responsibilities of the Examiner	24
2.3.6	Keeping of Answer Books after Valuation	24
2.3.7	Norms for Conducting Pass Board Meeting	24
2.3.8	Norms for Awarding Moderation	25
2.3.9	Award of Grace Marks	26
2.3.10	Awarding Grace Marks for Persons with Disability (PWD)	27
2.3.11	Publication of Results	28

Section No.	Section Name	Page No.
	2.3.12 Answer Script Copy Request and Scrutiny	28
	2.3.13 Procedure for Answer Script Review and Finalization of Marks	28
	2.3.14 Revaluation/Improvement Examination	29
	2.3.15 Manner of Arriving at Final Marks after Revaluation	29
	2.3.16 Supplementary Examination	30
3	Forms and Formats	31
	APPLICATION FORM TO AVAIL THE SERVICE OF SCRIBE	32
	OBSERVER DIARY	34
	APPLICATION FOR DUPLICATE HALL TICKET	37
	APPLICATION FORM FOR REVIEW	38



1. EXAMINATION MANAGEMENT SYSTEM

The examination management system detailed in this Examination Manual, will be applicable to all courses, to which admissions are carried out from the academic year 2025-2026.

1.1 Objectives of Examination Management System

The objectives of the Examination Management System are:

- To conduct examinations as per the Examination Calendar of the institution.
- To ensure systematic, precise and uniform procedure in conducting the examinations.
- To ensure prompt, smooth and hassle-free conduct of examinations and valuations.
- To complete the valuation process and publish the results as per the Academic Calendar.
- To ensure confidentiality, transparency and accountability in the conduct of examinations and valuations.

1.2 Examination Cell

In accordance with the University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023, there shall be an examination cell headed by the Controller of Examinations (CoE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations. Principal shall be the Chief Controller of Examinations.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers / Assistant Controllers nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for tenure of 3 years. There shall be a team of office assistants, computer programmers, data entry operators, attenders and other helpers in the examination cell.

1.3 Controller of Examinations (CoE)

The Controller of Examinations (CoE) shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar.

The responsibilities of the Controller of Examinations shall include:-

1. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations.

2. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the institution.
4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the institution, documents, certificates etc. by the officers under whom such documents are kept.
5. He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
6. He/she shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.
7. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
8. Taking quick decisions as circumstances warrant.
9. Exercising control over the space allotted for the examination wing. Further he/she should ensure that the rooms, building, laboratory, stores, etc are well in order / prepared to conduct the examinations.
10. To take decision on any matter regarding conduct of examination must be in consultation with the Principal as and when required.

1.4 Deputy Controller(s) of Examinations

The Deputy Controllers of Examinations (D-CoE) shall manage the sections allotted to him/her by the Controller of Examinations / Principal. D-CoE has to assist CoE to ensure prompt and timely completion of examination related matters. For the smooth functioning and coordination of various activities of examination cell, the following deputy controllers are assigned.

1. Deputy Controller of Examinations (End Semester Examinations) – Responsible for coordinating and conducting the end semester examinations, question bank development activities, question paper generation and scrutiny, etc.
2. Deputy Controller of Examinations (Valuation and Assessment) – Responsible for conducting valuations, pass board meeting followups, result publication, revaluation and review procedures, initiating supplementary examinations, etc.
3. Deputy Controller of Examinations (Continuous Internal Examinations) – Responsible for conducting continuous internal examinations, missed chance examinations, internal mark finalizations, etc.

1.5 Assistant Controller (s) of Examinations

A regular faculty from all the departments shall be nominated by the Principal as Assistant Controller of Examinations (A-CoE). A-CoE shall coordinate all the examination related work with the Department and CoE's office. A-CoE will be assisting the duties and responsibilities of D-CoEs.

2. EXAMINATION SYSTEM

The procedure for examination can be divided into three sections for its smooth and efficient conduct. I) PRE-EXAMINATION PHASE, II) EXAMINATION PHASE and III) POST EXAMINATION PHASE.

2.1 Pre-Examination Phase

2.1.1 Scheduling of Examinations

All examinations will be scheduled as per the examination calendar approved by the Academic Council. However, under exceptional circumstances, the CoE may modify the examination calendar in consultation with the Principal.

2.1.2 Setting of Question Bank

The Chairman, Board of Studies (BoS), with the recommendation of BoS shall provide the panel of question bank setters of each course to the CoE prior to one month of commencement of regular classes. The panel shall include minimum two faculty members. Faculty members recommended as question bank setters shall be regular faculty member with a minimum of three years' experience. However, for courses for which adequate number of experts are not available, faculty members with minimum 2 years' experience may also be considered. CoE shall submit the panel for the approval of the Academic Council. CoE in consultation with the Principal choose the question bank setters from the panel as per the requirement.

CoE shall communicate the appointment as question bank setter to the faculty member chosen. The period of appointment of all question bank setters shall be limited to the date of publication of results of the examination for which he/she is appointed.

2.1.3 Instructions to Question Bank Setters

Instructions to question bank setters while preparing the question bank are listed below:

1. The question bank setter shall take all the necessary precautions for the maintenance of confidentiality of his/ her appointment.
2. The question bank setter shall not delegate the task of setting the question bank partly or entirely to anyone else.
3. None of his/her relatives are appearing in the examination concerned.

4. Question bank shall be prepared according to the format given by CoE. The format shall not be changed under any circumstances.
5. The question bank setter shall ensure that the instructions for the use of mathematical and physical tables, IS Codes, charts, data or hand books etc. which are permitted to be used by the candidate is indicated against the question.
6. The question bank setter should prepare the questions following Bloom's Taxonomy.
7. The question bank setter should indicate the level and course outcomes mapped for each question in the question paper, in the checklist provided.
8. The questions shall be distributed as per the syllabus and course plan, covering all course outcomes and not concentrated on any one or a few units/ portions only. No questions or part thereof shall be out of the prescribed syllabus.
9. The marks assigned to each question/sub-divisions of questions shall be noted to its right-hand side. Serial number of questions shall be given on the left-hand margin. When a question is divided into parts, the marks assigned to each part, shall be indicated on its right side.
10. Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague, far-fetched or substandard.
11. Questions shall not be a mere reproduction from text books or other question papers and question paper once used/submitted earlier should not be resubmitted.
12. Detailed answer key with scheme for evaluation is mandatory for each question.

2.1.4 Scrutiny of Question Banks

The Chairman Board of Studies (BoS), with the recommendation of BoS shall provide the panel for question bank scrutiny of each course to the CoE prior to one month of commencement of regular classes. The panel shall include two faculty for each course. The question bank scrutinizer shall be regular faculty member with a minimum of three years' experience. However, for courses for which adequate number of experts are not available, faculty members with minimum 2 years' experience may also be considered. CoE shall submit the panel for the approval of the Academic Council. CoE in consultation with the Principal choose the question paper scrutinizers from the panel as per the requirement.

CoE shall communicate the appointment as question paper scrutinizer to the faculty member chosen. The period of appointment of all question paper scrutinizers shall be limited to the date of publication of results of the examination for which he/she is appointed.

2.1.5 Duties and Responsibilities of Question Bank Scrutinizer

The duties and responsibilities of question bank scrutinizers are as follows:

1. Ensure that the question banks have been set strictly in accordance with the prescribed syllabi, scheme, pattern.
2. Ensure that the course outcomes and levels of Bloom's taxonomy are adequately addressed.
3. Ensure that the questions cover the broad areas of the entire syllabus maintaining the prescribed standards and the course outcomes.
4. Ensure that all the questions are from within the prescribed syllabus and are not getting repeated.
5. Check and make sure that the question bank is according to the prescribed format.
6. Scrutiny board members may modify the questions in conformity with the pattern prescribed in the syllabus. The answer key and the scheme of valuation also shall be modified accordingly.
7. Check and ensure that the abbreviations other than that usually given in the textbooks are not used and the acronyms are expanded. Errors in punctuation, grammar and spelling should also be corrected.
8. The questions shall not leave any ambiguity/confusion.
9. Ensure that all questions can be answered within the prescribed time duration.
10. Construct the learning objective – difficulty level matrix.
11. After completing scrutiny, scrutinizers shall fill the scrutiny report in the prescribed format.
12. Scrutiny members are to be vigilant and should take utmost care in scrutinizing the answer key and valuation scheme prepared by the question bank setter.

2.1.6 Guidelines for Preparing/Scrutiny of Question Papers from Question Bank

The guidelines for preparing/scrutiny of question papers are listed below:

1. Questions are inclusive of diverse learning levels of candidates.
2. The setting of the questions shall be primarily oriented, enabling the student to apply, analyze, and demonstrate the application of knowledge acquired during the course.
3. The distribution of marks shall be in proportion to the difficulty level of the question and the time required to answer.
4. Questions should be free from any errors/ambiguity/confusion, ensuring the credibility of the questions.
5. Choices/pattern of question paper shall be in accordance with the prescribed curriculum.
6. The distribution of questions shall cater to the different knowledge levels of the candidates.
7. The questions should be answerable within the prescribed duration by an average student and the answers should be within the number of pages of the answer-book.

8. All the pages of the question paper shall be numbered. While numbering the pages the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1,2 etc. are the numbers of pages and 3 is the total number of pages.
9. The question paper should not have any ambiguous figures, units or statements.
10. Ensure that the question paper is generated through ERP software only. Questions should not be taken from outside resources other than question bank.
11. Ensure that the question papers have been set strictly in accordance with the prescribed syllabi, scheme, and pattern.
12. Ensure that the course outcomes and levels of Bloom's taxonomy are adequately addressed.
13. Ensure that the questions cover the broad areas of the entire syllabus, maintaining the prescribed standards and the course outcomes.
14. Ensure that all the questions are from within the prescribed syllabus and are not repeated.
15. Scrutiny board members may modify/correct the questions in conformity with the pattern prescribed in the syllabus. However, questions can not be replaced with any other question.
16. The answer scheme of valuation shall also be modified accordingly.
17. Check and ensure that the abbreviations and the acronyms are expanded. Errors in punctuation, grammar, and spelling should also be corrected.
18. Ensure that all questions can be answered within the prescribed time duration.
19. Scrutinizers shall ensure that after the scrutiny of the question papers, draft copies of the question papers are destroyed. The members shall ensure the confidentiality of the scrutiny process in its entire seriousness as per the norms.
20. After completing scrutiny, scrutinizers shall fill in the scrutiny report and minutes of scrutiny meeting in the prescribed format.
21. Mobile Phones are not allowed inside the scrutiny room.

2.1.7 Instructions for Preparing/Scrutinizing Scheme of Valuation/Answer Key

Instructions to question paper setters/ scrutiny board members while preparing /scrutinizing the scheme of valuation/answer key are listed below:

1. The question paper scrutiny members shall ensure that the scheme of valuation is being prepared appropriately.
2. Scrutiny members are to be vigilant and should take utmost care while preparing the answer valuation scheme.
3. The marks allotted for each question and each part of a question should be shown in the scheme and must tally with the question paper.

4. Allocate marks for each question and parts of a question, with a more detailed breakdown wherever necessary.
5. Include as many details as possible (whichever is applicable) in the scheme, such as steps involved, essential formulae/equations, diagrams, graphs, flowcharts, etc.
6. The total marks allowed for each question and each part of a question should be shown in the scheme and must tally with the marks shown in the question paper.
7. All marks should be positive, and as far as possible candidates should gain credit for valid answers.
8. Alternate methods/answers, if any, to a question, shall be specified in the answer key. Provisions may be given in the answer-key to give due weightage to alternate methods which result in correct answers.

2.1.8 Preparation of Answer Booklets

The answer booklets shall be prepared well in advance and stock register has to be maintained to record the number of printed answer books, used answer books and damaged answer books.

1. Answer booklets shall be printed once in 6 months according to the requirements.
2. There shall be 5 set of Answer books (1) containing 32 writing pages (2) containing 32 writing pages and two graph papers (3) containing 32 writing pages and one semilog and one graph paper (4) containing 16 writing pages (5) containing 36 plain writing pages.
3. No additional sheet shall be provided.
4. The answer books should have serial codes and serial number.

2.1.9 End Semester Examination (ESE) Registration

Students have to register for the End Semester Examination by paying the fee as and when notified. Registration shall be permitted if the following conditions are satisfied:

1. A minimum of 75% attendance is mandatory for a course to be eligible to appear for the End Semester Examination of the course. A 2% relaxation in attendance shall be granted to female students as menstrual leave. A 5% relaxation in attendance shall be granted to students with disabilities (PWD).
2. Students must not have any disciplinary action taken against him.
3. Students must have paid the annual fee within the deadline given.

2.1.10 Late Registration for End Semester Examination (ESE)

Students can request for examination registration after the last date, paying a fine fixed by the institution per course. Late registrations will be permitted if and only if there are genuine reasons for not registering on time. Requests for late registration, beyond the prescribed timelines, will not be entertained.

2.1.11 Condonation of Shortage of Attendance

1. In exceptional cases, such as genuine medical reasons or personal emergencies, the Principal may grant permission for condonation of attendance for students if their attendance is less than 75% but greater than or equal to 60%.
2. This relaxation applies to one or more courses registered in the semester.
3. This provision is applicable only for any two semesters during the normal programme duration.
4. For condonation of attendance, students have to submit an application to the Principal in the prescribed format.
5. Students have to pay prescribed fine amount as condonation fee.

2.1.12 Examination Schedule

CoE should publish the ESE schedule according to the approved examination calendar before 30 days of the commencement of the examination. The schedule should include date, time, duration, slot, course code, course name and applicable programmes. Any change in the approved examination calendar should be approved by the Principal.

2.1.13 Hall Ticket

The Institution will issue hall tickets to all the eligible candidates who successfully register for the End Semester Examination. The hall ticket will contain information regarding the name of the candidate, register number, photograph, signature of the candidate, address and contact numbers, programme of study, Name of examination, course code and course name in which he/ she is registered for the current examination.

2.1.14 Instructions to the Students

1. Students should bring the hall ticket to attend ESE.
2. Students should wear Institution id card properly displayed.
3. Students should produce the hall ticket on demand for inspection by the invigilator/members of Examination Invigilation Squad/ /D-COE/ CoE or any other officer authorized by the Principal.
4. Students should enter the examination hall at least fifteen minutes before the time prescribed for the commencement of the examination.
5. Candidates who are undoubtedly suffering from infectious diseases of any kind will not be admitted for the examination.
6. Under no circumstances, additional answer sheets will be provided and the students have to limit their answers within the answer books supplied to them.

7. In case a student disobeys the instructions given by the CoE or any other officials appointed by the University or behaves insolently towards the CoE/invigilator/officials of the examination Cell, he/she will not be allowed to write the examination and the matter will be reported to the Principal through CoE.
8. Obstruction of the smooth conduct of the examination by laying siege in front of the control room, examination venues, intimidating other candidates, tampering with the records of the examination or any such activity leading to the disruption of the examination will be seriously dealt with. Principal has the right to take legal actions against them and the students who indulge in such activities are liable to be suspended/expelled from the institution.
9. Students are permitted to carry the following items to the Examination Hall.
 - a. Hall ticket.
 - b. Institution ID card
 - c. Drawing equipment and accessories for writing (only transparent pouches are permitted).
 - d. Non-programmable calculator, if permitted for the particular examination.
 - e. Other materials like IS codes/Data books/Tables/Hand Book etc...; if permitted.
10. Students presenting themselves more than 30 minutes after the commencement of examination will not be admitted to the examination Hall.
11. Students should read and follow the instructions given in the hall ticket and answer book carefully.
12. Students are prohibited from writing upon their hall tickets/ question papers. They are also prohibited from revealing identity in any form in the answer book and appealing for favorable consideration or mercy statements offering money to evaluators on any part of the answer book.
13. No electronic gadgets, including mobile phones, tablets, iPads, electronic watches, programmable calculator, headset, earphones etc. are allowed in the examination hall.
14. Students are prohibited from bringing to the examination hall, any book or parts of the book, printed or manuscript and from communicating with any other candidates or any person outside the examination hall. The candidates should bring their own IS codes/Data Book /Tables/Hand Book permitted, which is necessary for any particular examination and should not have any written material or additional sheets or scribbling in them.

15. No student will be allowed to leave the examination hall within one hour of commencing the examination and no candidate(s) will be allowed to return once he/she leaves the examination hall.
16. Student should return the question paper to the invigilator if he/she leaves the hall before the last half an hour of the stipulated period of examination.
17. Resorting to malpractice will invite punitive measures as per rules.
18. Students should hand over the answer book to the invigilator on completion of the Examination and should not leave the Hall, leaving the answer book in their seats.

2.1.15 Use of Scribes

The use of scribes is allowed for blind candidates and the category of disabled candidates whose disability hinders the candidate from writing, based on the recommendations of a government medical officer not below the rank of a civil surgeon and the chief/deputy Superintendent. Candidates who are reported under medical emergency which hinders them from writing the examination, may also be permitted to use a scribe, subject to the recommendation of an approved government medical officer not below the rank of a civil surgeon and the chief/deputy superintendent. To avail the service of scribe, the candidate has to submit an application in the prescribed format, along with the declaration of the scribe. Completely filled up applications with necessary supporting documents should be submitted to the Principal through office of the CoE before fifteen working days of commencement of examination.

Such students shall be seated in a separate room. The maximum number of students belonging to the above categories allowable into an examination hall shall not exceed five. An invigilator shall be allowed to supervise them (in the ratio 1:5). The persons with benchmark disabilities opting for their own scribe should submit details of the scribe as per performa. The compensatory time should not be less than 20 minutes per hour of examination for candidates who are allowed use of scribe.

2.1.16 Appointment of Scribes

The Principal can permit the scribes according to the following conditions:

1. The scribe shall not be an employee of the institution.
2. The scribe shall not be a relative of the candidate who is appearing for the examination.
3. The scribe will not be eligible for any remuneration.
4. The educational level of the scribe should be lower than those of the candidate. [Preferably a Matriculate or above].

5. The scribe shall not be a graduate/student in the domain concerned or related domains. (eg: A Diploma/B.Voc. holder in any branch of engineering shall not be permitted as a scribe for a B.Tech. /M.Tech. student).
6. An application with declaration in the format should be obtained from the scribe. The duly filled application form signed by the scribe should be submitted to the Principal before 15 working days of the commencement of the examination.

2.1.17 Panel of Examiners for Valuation

The Chairman BoS shall submit the panel examiners to CoE before 2 months of commencement of the examination. For a course, 75% of the examiners shall be internal faculty and 25% shall be external experts. The external experts will be appointed for valuation, if all the internal faculty members are being appointed.

2.2 Examination Phase

2.2.1 Seating Arrangements

The examination cell should prepare the seating plan of the allotted halls well in advance. The seating arrangement for each day of examination shall be different to avoid the allocation of the same seat for different examinations. The display notice indicating hall allotment for each session shall be displayed 30 minutes before the commencement of examination at prominent places where students can easily find out their allotted halls. The seating plan should be displayed in the hall also. CoE shall ensure that all candidates are treated equally without any discrimination. Sufficient space between the seating of two candidates of the same course needs to be ensured in the examination hall to prevent any possible malpractice.

2.2.2 Downloading and Printing of Question Papers

The question papers will be downloaded at the Examination Cell in the presence of CoE. Under no circumstances, photographs of printed question papers should be taken and the CoE will be responsible for any violation. A physical attendance registers with the signature of those present during downloading and printing should be maintained in the examination cell. The CoE should duly countersign it every day. The question papers should be distributed to the hall five minutes before the commencement of the examination by the Assistant Controllers.

2.2.3 Attendance Sheet

The colleges shall prepare attendance sheets for each day of the examination in the prescribed format. Attendance sheets signed by students and the absentee statements are to be kept in the Examination Cell under safe custody of CoE for future reference.

2.2.4 Invigilation

Invigilation is considered as the most important task required to be performed during the conduct of examination. The invigilation duty should be performed impartially with utmost sincerity. The invigilators are appointed by the CoE to perform invigilation work during the specified sessions of the-ory examinations. Invigilators shall be appointed by CoE in a manner that their ratio to students does not exceed one invigilator to 30 students registered at any particular session and part thereof. The invigilator should not be absent or abstain from invigilation duty without prior permission from the Principal.

2.2.5 Duties and Responsibilities of Invigilator

The sanctity of the examination depends greatly on the conduct of an Invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the institution. The duties and responsibilities of Invigilator can be summarized as follows.

The Invigilator should:

1. Remain in the Examination Hall during the entire duration of Examination.
2. NOT use mobile phones or other electronic gadgets in the examination hall except for contacting the examination cell in case of exigencies.
3. Responsible for the maintenance of general discipline in the Examination Hall and inform the CoE/D-CoE of any inconvenience/ incidents/ difficulties encountered during the conduct of Examination.
4. Ensure that any undesired materials brought by the students are left outside the Examination Hall at his/her own risk.
5. Help the students to locate their seats and as soon as they are seated, warn the candidates about the possession of mobile phones, smart watch, programmable calculators/digital diary or any electronic devices or equipment of any other kind or scripts/notes in coded form/manuscripts or any other material from which answers could be copied.
6. Check whether each student has a valid the ID card and hall ticket issued by the CoE and admit only those who possess these items of evidence. Ensure that nothing is scribbled/ written on the hall ticket.
7. Distribute answer scripts 10 minutes before the scheduled start of the Examination.
8. Distribute the Question Papers to the students seated in the Examination Hall only when the commencement bell of the Examination is given.
9. Ensure that the student has written the correct course code, course name, branch/stream, name of examination, semester etc., in relevant fields of the first page of the Answer book.

10. Ensure that the candidate has written the Register number and Name in the space provided in the Question Paper and announce that nothing else should be scribbled down on the Question Paper.
11. Ensure that the IS codes/Data books/Tables/Hand books brought by the candidates do not contain any written material or scribbling or additional sheets in them. If found, report it as malpractice.
12. Inform the candidates that NO additional answer sheet will be provided and the candidates have to write their answers only in the Answer book supplied to them.
13. Ensure that the course code mentioned on question paper issued to a student is same as that mentioned in hall ticket and the same is written on the facing sheet of the answer book also by the student without any mistake.
14. Get the signature of the candidate on the space provided in the attendance sheet.
15. Affix QR codes at the appropriate places on the face sheet of the answer book.
16. Mark the absentees only after the first 30 minutes of commencement of the examination and prepare the attendance and absentees list.
17. Ensure that no candidate will be allowed to enter the examination hall 30 minutes after the commencement of the examinations and leave within 60 minutes of the commencement of the examination.
18. Hand over attendance sheets, unused answer books and unused question papers to the examination cell through examination assistants 30 minutes from the start of examination.
19. Collect the question paper from those students who leave the hall more than half an hour before the ending time of examination.
20. Ensure that there will be no communication or exchange of materials like calculator, data book etc., among the students in the examination hall and should not allow the students to use any unfair means in the examination hall.
21. Collect and arrange the answer books returned by the students at the end of the examination in the proper order for each course/subject and programme and tally the same with the attendance of the candidates.
22. Hand over the answer books to the designated staff in the examination cell.

2.2.6 Announcements to be Made by the Invigilator in the Examination Hall

(i) Before distributing answer books:

- (a) “If you possess any prohibited materials like phones, electronic gadgets, written materials, printed papers or books etc...you are directed to keep it outside the examination hall.”

- (b) “Check your pockets, pouches, shoes, desks, chairs and ensure that there are no unwanted things in and around you.”
- (c) “Possessing prohibited materials is a serious offence and will invite severe punishments as described in the Examination Manual.”
- (d) “Check whether you have the hall tickets, ID cards and other necessary things to write the examination.”
- (e) “Only transparent pouches will be allowed in the examination hall.”
- (ii) After distributing answer books:
 - (a) “Check the answer book and ensure that it contains 32 pages (2 cover pages + 30 writing pages) in good condition.”
 - (b) “Do not write anything other than specified on the cover page of the answer book.”
 - (c) “Do not write name or register number anywhere in the answer book.”
 - (d) “No additional sheets will be provided. Fully utilize the answer book given to write your answers.”
 - (e) “Once you get the question paper write your name and register number in the space provided in the question paper. Writing anything else anywhere in the question paper will be considered as a malpractice.”
- (iii) Five minutes before the close of the examinations
 - (a) “Last five minutes”.
- (iv) At the last bell
 - (a) “Stop writing”.
 - (b) “Strike off the unused pages”.

2.2.7 Examination Session Timings

The general timing of the Examination will be, forenoon session of Examination from 9:30 am and afternoon session Examination from 1:30 pm (on Fridays, the afternoon session will start at 2:00 pm). The duration of the Examination will be two hours thirty minutes for B Tech and M Tech and three hours for MBA, unless otherwise specified in the curriculum/syllabus of the respective programme/course. Any change in timing due to an unavoidable situation/condition will be notified well before the examination. The schedules for practical Examinations to be conducted in the specified laboratories of the departments should be notified by the Head of the Department in consultation with CoE at least five days in advance.

2.2.8 Packing of Answer Books

Once the examinations are over, the invigilator should count the used and unused answer scripts and tally them. The same should be returned to the examination control room. The invigilator should enter the details of the returned material in a register and sign it. The answer scripts from the examination halls shall be received at the control room within 15 minutes after the end of examination in each session. Administrative staff in the Examination Cell should pack the answer books in bundles and kept in the strong room within one hour after the end of the examination in each session. The bundles should have the following details:-

1. Serial number
2. Title of the paper /subject/scheme/year of admission etc.
3. Date of examination
4. Number of candidates registered
5. Number of answer books in the bundle
6. Initials of the CoE/D-CoE.

2.2.9 Functions of Examination Invigilation Squad (EIS)

Examination invigilation Squad, consisting of senior faculty members of the institution, shall be constituted by the Principal to monitor the conduct of ESE. The duties of EIS are:

1. Inspect and invigilate with due diligence, all examination halls and students under taking the examinations and accessories brought to the examination hall, to avoid malpractices.
2. Ensure that examinations are conducted in proper order and discipline without any malpractices.
3. Verify presence of invigilators and their level of involvement in the invigilation duty.
4. Checking the candidates for possession of any scribbling/bits of written materials/mobile phones/any other electronic gadgets or involvement in any malpractice.
5. Report any issues to CoE or the Principal.

2.2.10 Appointment of Observers

Observers will be appointed from other institutions for close monitoring of conduct of examination for improving the quality and transparency. The observer will be posted for all examinations, conducted by the college. The duties and responsibilities of the observers before Examination, during the Examination and after the Examination are as follows:

1. He /She should reach the college at least one hour before the commencement of the examination.
2. He /She should not interfere in the examination procedure of the college in which duty is assigned.
3. He /She should invariably display his college id card throughout the examination.

4. The question papers for the examination shall be downloaded, printed and packed in the examination control room only. The question papers will be downloaded using a one-time password (OTP) sent to the CoE at the scheduled time. The observer has to sign a declaration to the effect that the question paper was downloaded and packed in his/her presence.
5. Verify that the question papers downloaded are meant for the date and session (FN/AN) of the exam.
6. Assure that during the above process, strict confidentiality is maintained at examination control room and do not allow anybody other than the CoE/D-CoE to communicate over the phone or any other means
7. He /She should be present during the printing and distribution of question papers.
8. The observer is permitted to enter all examination halls. In case of any malpractice, he/she should
9. bring it to the attention of the invigilator. In addition to this, the observer should inform the CoE in writing about the incident and it should be reported to the Principal. The college-level DAC should not give any relaxation to the candidates caught for malpractice by the observer.
10. Ensure the compliance of examination timings.
11. He /She should monitor the conduct of examination and report any breach of rules/malpractice to the University.
12. During the examination time, frequently visit all the examination halls to check fair conduct of examination. If any unfair incident is noticed, report it to the CoE immediately, send a report to the Principal and upload the same in the portal.
13. If any student is found involved in unfair means, report the case to the CoE and hand over all proof and evidence of unfair means and answer book in a separate sealed cover along with a brief report.
14. Ensure that the packets containing answer scripts from all examination halls are handed over to the CoE/D-CoE by the invigilator within 15 minutes after the scheduled closing time of the examination and delay in the same should be reported.
15. The observer should be present during the packing of the answer scripts and it is mandatory to sign the packets after sealing.

2.2.11 Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behavior in the examination hall. Any act of indiscipline, misbehavior and unfair practice in examinations shall be punishable according to nature of offense committed by the student. A consolidated details of punishments according to the nature of malpractice is given below.

Clause	Sub-Clause	Nature of Malpractice	Recommended Punishment
1	a	Introduction and/or possession of any non-permissible material relevant to the examination, to the examination hall: Materials like bit(s) of papers, hall ticket with matter written on it, scribbling on hall ticket, and materials written on calculator, handkerchief, data book/hand book, instrument box, identity card, scales, clothing, chappals, socks, masks or in any part of the body. Such similar malpractices.	Debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000.
	b	Writing on the question paper and passing the same to other student(s) in the examination hall.	
	c	Copying from neighbour's answer scripts with mutual consent, by peeping into the other's answer script.	
	d	Purposefully sitting on a wrong seat with the intention of cheating in examinations.	
	e	Threatening/requesting the neighbour to show the answer script.	
	f	Helping neighbours to answer questions.	
	g	Writing register number, name or other identifying marks within the answer book.	
	h	Writing appeals to the examiners in the answer scripts.	
	i	Refusing to hand over question paper when leaving the hall during the examination hour.	
	j	Using filthy language in the answer – scripts.	
	k	Passing of answers from outside.	
	l	Disobeying the invigilator/other officials or resistance to instruction from authority.	
2	a	Possessing two copies of hall tickets with written matter on one of them. Adding additional printed pages with materials in the code/data	Debar for two chances for the course concerned and

		book. Found texts written in answer scripts verbatim from the text book, lot of questions answered by the candidate were the same as those obtained from google search.	also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000.
	b	Possessing non permissible materials in large quantities (more than 5 bits or sheets).	
	c	Possession of non-permissible materials in the form of reduced photocopies.	
	d	Resisting to hand over non – permissible material brought to the examination hall to the invigilator.	
	e	Copying from any material and resisting the instructions or warnings of the invigilator.	
	f	Purposefully tampering/overwriting barcodes and alpha – numeric code of the answer scripts.	
	g	Deliberately changing/replacing register numbers.	
	h	Purposefully tampering answer scripts, removing pages.	
	i	In possession of copies, text book, printed material or note book.	
	j	Possession of mobile phones, tab, pen camera, smart watch, Bluetooth or wired headsets or any such other electronics, communication, storage gadgets.	
	k	Copying from neighbour's answer scripts with mutual consent, by exchanging or handing over the answer sheet to the neighbour.	
	l	Destroying the evidence of malpractice, ie. Actions like tearing, mutilating the answer scripts, refusing to hand over the answer scripts or running away with the answer scripts from the examination hall.	
3	a	Impersonation.	
	b	Manhandling or threatening the invigilator/officers or any authority of the institution.	

	c	Tampering with the answer books of other candidates.	Permanent debarring, with the case referred to the Police.
	d	Communicating answers from outside or sending question papers to outside through electronics media. Using any form of electronic or cyber media for cheating in examinations.	
	e	Smuggling question papers or other examination materials	
4		Copying from neighbour's answer scripts (more than 3 students involved)	Debar for two chances for the course concerned and also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000.
5		Repeating malpractice – second time. One time earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs. 10,000.
6		Repeating malpractice – third time. Two times earlier, any type of malpractice.	Debar all registered courses in that semester including supplementary and also imposition of a penalty of Rs. 20,000.
7		Repeating malpractice – fourth time. Three times earlier, any type of malpractice.	Permanent debarring. Penalty: Rs.20,000/- to be paid to the institution to complete the formalities. Penalty: Rs.30,000/-to be paid to the university for issuing migration certificate.

8	Any type of malpractice, but students did not attend meetings as part of investigation.	To give the student one more chance for appearing before the committee. If the student fails to attend again appropriate recommendation can be proposed by the committee assuming that the student has committed malpractice.
9	Did not produce proper ID card.	Check whether impersonation has occurred.
10	Threatening/bribing invigilators, evaluators, officials and examiners in person through the answer books.	Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment to all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 10,000/-.
11	a	Disturbing candidates by entering the examination hall from outside.
	b	Disturbing candidates from outside the examination hall.
	c	Stealing answer books.

	d	Breaking the lock of examination hall.	also debarment to all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/.
12		Purposefully tampering arrangements for conduct of examinations.	Based on gravity, minimum penalty shall be debarment for 2 chances, for the course concerned and also debarment to all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-. Maximum penalty shall be debarment for all courses registered in that semester including supplementary examinations and also imposition of a penalty of Rs. 20,000/.
13		All the above punitive examinations are applicable for practical examinations also. If a candidate is caught for malpractice, he/she may be permitted to attend the remaining examinations for all the courses listed in the hall ticket concerned.	

	For the same course, a fresh answer book shall be issued for writing the examination during the remaining period.
--	---

2.2.12 Guidelines for Conducting Written Examination for Persons with Benchmark Disabilities

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected) and cerebral palsy, the facility of scribe shall be given, if so desired by the person. In case of other categories of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil.

2.2.13 Granting Compensatory Time

All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 Hours (20 minutes per hour) duration. The Principal on the recommendations of a government medical officer not below the rank of a Civil Surgeon and the Chief /Deputy Superintendent has the power to grant extra time to differently-abled candidates for writing the Examinations. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on a pro-rata basis.

2.2.14 Conduct of End Semester Practical Examinations

The ESE for the practical courses as per the curriculum will be conducted before the ESE for theory courses. There shall be one external examiner (faculty member of another institution) and an internal examiner (faculty member from Christ College of Engineering) to conduct the examination. The Chairman (HoD) shall give the list of external examiners to CoE. The appointment letters shall be sent from CoE's office. The Chairman shall prepare the practical examination schedule (the number of candidates evaluated per session shall not exceed 20. Evaluation is to be conducted under the equal responsibility of both the Internal and External examiners. The marks for the end semester shall be entered and the marklist shall be submitted to CoE. All records pertaining to the examinations including question paper, answer books etc. shall be confidentially kept under safe custody of the Principal (in the strong room of the examination cell) for a duration of six months.

2.2.15 General Instructions for Conducting Practical ESE

1. Evaluation is to be conducted under the equal responsibility of the internal and external examiners.
2. The assessment pattern as given in the curriculum shall be followed.
3. Candidates shall be allowed for the Examination only on submitting the duly certified laboratory record. The external examiner shall endorse the record.

4. Mobile phones/electronic gadgets/external discs/drives/written notes/books shall not be permitted in the laboratory.
5. Equipment / machines shall be detached from internet connection.

2.3 Post Examination Phase

The question bank setters should prepare a detailed answer key and scheme of valuation. The role of scrutiny members is also very important in scrutinizing the answer key and valuation scheme. Their degree of involvement directly affects the quality of question papers and scheme of valuation. Valuation of the answer books shall be strictly based on the answer key and valuation scheme. Valuation of answer books shall be on screen.

2.3.1 Appointment of Examiners

CoE in consultation with the Principal and Dean Academics, shall choose required number of examiners for the valuation of the answer book from the panel recommended by BoS. CoE shall communicate the appointment of examiners to all the examiners 7 days prior to the commencement of the examination.

2.3.2 Scanning of Answer Books

All the answer books of an examination shall be scanned and saved within 24 hours of the end of the examination. The face sheet shall be saved separately to enable blind valuation. The scanned answer books shall be kept in bundles of 25 answer books in the strong room and the physical location of the bundles are to be recorded properly in the software itself. Registers shall be maintained for number answer books received at the examination cell, number of answer books scanned with date and time of scanning, number of answer books kept in the strong room after scanning.

2.3.3 Mode of Valuation

Valuation of answer books of ESE will be double blinded for MBA and M Tech programmes. For B Tech programmes, Examiner-Chief Examiner system will be followed with blind valuation. It is the responsibility of CoE to make the answer books available for valuation for the examiners from the second day of the date of examination. There will be portal for all the examiners. Valuation has to be done on screen through the portal. Valuation scheme and the question paper shall be made available in the portal.

2.3.4 Process of Valuation

The valuation must be done with utmost care and secrecy. Number of answer books to be valued by an examiner shall not exceed 150. Valuation shall be completed within 7 days after receiving the answer books in the portal. The final marks will be as per the stipulated regulations of the specific programme.

2.3.5 Duties and Responsibilities of the Examiner

1. Conduct the valuation with utmost care and secrecy. It must be done as per the answer key and scheme of valuation such that it will not vary on valuation by another examiner.
2. Award marks to all attended questions, even if it is zero.
3. No answer should be unvalued.
4. Enter marks only in the specified space provided in the portal.
5. Round off the grand total of the marks to the next higher whole number in case the decimal portion is equal to or greater than 0.50 and to the nearest lower whole number if the decimal portion is less than 0.50.
6. Report any type of malpractice or copying of answers identified during valuation to the CoE.
7. Conduct the scrutiny of marks meticulously.

2.3.6 Keeping of Answer Books after Valuation

The answer books after valuation are to be bundled, properly recorded and kept in safe custody for easy retrieval for 180 days from the date of publication of results. The scanned answer books shall be kept in the server till the completion of the programme or 180 days from the publication of results whichever is later.

2.3.7 Norms for Conducting Pass Board Meeting

The procedure for conducting the Pass Board meeting is given below:

1. Pass Board meetings in respect of each programme shall be convened for finalizing the results of examinations.
2. Meetings shall be convened once the valuation of all the courses of a programme has completed.
3. There will be a Pass Board for examinations of each semester of a programme.
4. The Structure of Pass Board to be appointed by the Principal shall be as follows:
 1. Chairperson (Nominated by the Principal)
 2. Chairman of BoS
 3. One of the examiners of any course in the particular semester.
 4. The quorum of the Passing Board shall be 3 members.
5. Minutes of the meeting shall be recorded in the prescribed format and the minutes duly filled and signed by the members of the pass board shall be submitted to the CoE.
6. CoE in consultation with Principal will approve the minutes.
7. The result shall be published once the minutes is approved.
8. The members of the pass board shall take utmost care to keep the confidentiality of result projection, minutes of meeting and other proceedings of the meeting.

2.3.8 Norms for Awarding Moderation

Moderation of marks is a process to assess and refine the evaluation scheme of courses and formulate a common understanding of expected standards and outcomes in each programme offered by the institution. It is expected to align the awarded marks/grades well with the expected standards of all the courses in the programme of study to ensure greater consistency in the process of evaluation. Moderation is thus a process/procedure adopted to ensure that the outcome of an evaluation is reasonable, legitimate and consistent. The institution needs to make sure that there is greater level of consistency in the criteria of evaluation, and that the differences, if any, could be examined and addressed well before finalizing the marks/grades of students.

1. Moderation of marks is in no way, a legitimate right of students.
2. Moderation of marks shall be awarded to students, based on the recommendations of the respective Pass Board appointed by the Principal.
3. In order to recommend moderation of marks and distribution of moderation, the CoE shall present detailed statistics of marks with all relevant information to the respective Passing Board. Details such as additional number of students who would secure pass on awarding moderation ranging from 0 to 5% of the total maximum marks of the end-semester examinations of all the theory courses, and the modified semester pass percentage shall be provided to the Pass Board.
4. Based on the feedback from examiners, the Chairperson of BoS may forward complaints, if any, related with question papers to the CoE.
5. The CoE shall inform all such complaints to the Passing Board through the Chairman of Pass Board.
6. The Passing Board is authorized to decide upon any considerations to be given based on the complaints.
7. Moderation shall be awarded to enable a student just to secure a pass in theory courses/subjects registered by him.
8. In case a student got FE grade for any course in a semester, he/she will not be eligible for moderation in the particular semester.
9. There will be no moderation of marks for B.Tech. Hons. and B.Tech. Minor courses.
10. For students who are eligible for grace marks under arts/sports category, moderation of marks will be applied after awarding the grace marks.
11. Limits of moderation of marks will be as follows:

- a. Moderation can be awarded to students, subject to a maximum of 5% of the total maximum marks of the End Semester Examinations of all the theory courses registered by the student in the particular semester.
- b. In case of students who have not registered for all the theory courses in a semester, maximum moderation of marks will be proportional to the number of courses registered.
- c. For a course, the maximum moderation that can be awarded shall be limited to 10% of the maximum marks of End Semester Examination of the course.
- d. If a student fails in a single theory course in the semester and passes all the other courses including practical courses of the semester, the limit of moderation can be enhanced to 15% of the total marks of the End Semester Examination of the course concerned. This clause is applicable only if the student has registered for all the theory courses.

12. All details pertaining to moderation shall be treated as strictly confidential.

13. The CoE shall have the right to approve the recommendations of the Pass Board in consultation with the Principal. In case of any disagreement, the CoE shall refer the matter to the Principal for a review or advice.

2.3.9 Award of Grace Marks

Students representing the APJAKTU/ state/country in officially sponsored competitions/championships/ tournaments/winners of events organized by APJAKTU with prior official permission from the institution are eligible for the award of grace marks.

1. Grace marks will be awarded for each course in which the ESE is conducted.
2. For the winners (First, Second, and Third places) of state-level events conducted by APJAKTU, the grace mark shall be 5% of the ESE marks for that course as specified in the curriculum. APJAKTU will publish the approved list of events eligible for grace marks.
3. For students representing APJAKTU/ state/country in officially sponsored competitions/championships/ tournaments, the grace mark shall be 10% of the ESE marks for that course as specified in the curriculum.
4. The total marks for a course, including the grace marks, must not exceed the maximum allowable ESE marks for that course.
5. If a student does not achieve the minimum required passing marks after applying the grace marks, additional moderation, as determined by the respective pass board, may be granted to achieve a pass.
6. Grace marks shall be awarded for the regular examination of the current performing semester.

7. Only the single highest achievement during the semester period shall be eligible for the award of grace marks.
8. Grace marks will be allocated based on the semester period (Odd or Even) as published by the institution for each semester, and they will only be applicable within that specific period.
9. Grace marks shall not be redistributed from one semester to another semester.
10. Grace marks cannot be redistributed from one course to another within the same semester.
11. Grace Marks shall not be awarded for supplementary examinations, Honours, Minor courses, Challenge Courses or MOOC Courses.
12. Grace marks will be granted to a candidate if the examination is considered their first chance for a particular course.
13. The request for Grace Marks shall be submitted to the CoE through the Principal, accompanied by all relevant documents.
14. The submission must be made within the timeframe prescribed by the institution.
15. Any requests received beyond this timeframe shall not be considered under any circumstances.

2.3.10 Awarding Grace Marks for Persons with Disability (PWD)

The Rights of Persons with Disabilities Act, 2016 (RPWD Act), and its provisions, including the implementation of Unique Disability Identity (UDID) Cards, shall be fully integrated and adhered.

1. PWD candidates who are eligible for Grace Marks shall be awarded these marks for both regular and supplementary examination attempts until they pass the entire examination.
2. The Grace Marks awarded to PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results. The total marks for a course, including the grace marks, must not exceed the maximum allowable ESE marks for that course.
3. Grace Marks shall be awarded for:
 - Courses in which the ESE and practical examinations are conducted.
 - Minor and Honours courses.
4. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.
5. Transfer of marks from one paper to another shall not be permitted.
6. Grace marks shall not be awarded for MOOCs and Challenge courses.
7. The request for Grace Marks shall be submitted to the CoE through the Principal, accompanied by all relevant documents.
8. The submission must be made within the timeframe prescribed by the institution.
9. Any requests received beyond this timeframe shall not be considered under any circumstances.

2.3.11 Publication of Results

The marks for CIE of all the courses are to be uploaded in the portal at least 7 days before the commencement of ESE. Result will be published after adding CIE, ESE and grace marks, if any, for the courses for which ESE is conducted. The grades and grade points of a course will be allotted based on this total marks as per regulation for the programme.

2.3.12 Answer Script Copy Request and Scrutiny

After publication of the results, students can apply for Answer Script copy, by registering on the portal by paying the prescribed fee. The application shall be submitted within the deadline. Students can submit their requests through Student login and can make payment through payment gateway in online mode. Late requests for answer script copy received after the last date shall not be accepted. Students who obtained a copy of their answer book through the portal after registering and paying the necessary fee through the portal for a copy of the answer book can do scrutiny of their answer book with the help of faculty members. After scrutiny, complaints such as significant difference in grade, non-compliance in valuation with respect to answer key or scheme of valuation will only be considered for necessary action.

2.3.13 Procedure for Answer Script Review and Finalization of Marks

Student has to apply for Answer Script Review through portal by remitting the prescribed fee. Review shall be done by a mapped faculty appointed by the Controller of Examinations. Such mapped faculty shall have more than 5 years teaching experience in the subject and recognized as such by the University. The mapped faculty allotted for review shall be known as 'the reviewer'. The reviewer shall be a mapped faculty other than the 1st examiner, Chief examiner or revaluer or 2nd revaluer. In case there is no faculty in a particular subject having more than 5 years teaching experience in the subject, the Controller of Examinations may appoint any other faculty in the subject having less than 5 years teaching experience with the approval of the Principal.

a) For UG programmes, where the marks obtained in the 1st valuation, arrived at after revaluation and obtained after review are different (where review mark is higher than other two marks), the average of the marks with lesser difference shall be the marks arrived at after review.

i. Assume that the first valuation mark is 10, marks arrived after revaluation mark is 26, and review mark is 30. In such a case the average of the marks of which the difference is lesser would be the final marks after review. In this case, the marks having lesser difference are 30 & 26. Therefore, the final marks after review will be the average of 30 & 26, which will be 28.

ii. Assume that the first valuation mark is 10, marks arrived after revaluation mark is 20, and review mark is 30. Since, the difference between any two of the marks is the same i.e. 10, the final

marks after review will be the average of the two higher marks. In this case, 30 & 20 are higher than 10. Therefore, the final marks after review will be the average of 30 & 20, which will be 25.

iii. Where the marks obtained in the 1st valuation or marks arrived after revaluation is higher than the marks arrived after review then the higher marks obtained in the 1st valuation or marks arrived after revaluation whichever is higher as the case may be, would be the final marks after review.

b) For PG programmes, there is no revaluation. Instead, there is first, second and third (if applicable) valuations. Further, there is a defined procedure to obtain the final mark as per Regulations. This mark may be denoted as the Regular mark of the student in the subject. Hence the final mark after Review, will be the average of the Regular mark and the Review mark. Same procedure is applicable for PhD programmes too.

c) The result after review shall be final and no appeal shall be entertained thereafter.

d) Late requests for review received within 2 months after the last date will be accepted after a payment of superfine which will be non-refundable even if grade is changed.

2.3.14 Revaluation (for UG Examination only)

Revaluation is applicable only for theory courses and not for other Examinations such as Practical/Seminar/Thesis/Dissertation etc. A candidate, who is not satisfied with the marks obtained, may apply for revaluation of answer-script of the specific course, subject to the following conditions:

- a) The application for revaluation shall be submitted through the students' portal in the prescribed form.
- b) The application shall be submitted within the time prescribed in the notification publishing the result of the subject.
- c) The application fee will be refunded as follows
 - i) 50% Fee will be refunded if there a change in grade by next higher grade
 - ii) 100% fee refund if the grade change is more than two grades.

Revaluation shall be done by a mapped faculty in the subject notified by the College in the portal. The mapped faculty allotted for revaluation shall be known as 'the revaluer'. In case the answer-script has to be again valued for reasons contained in the Regulations, another mapped faculty other than the 1st examiner, Chief examiner or revaluer of the answer script shall again value the answer script. Such mapped faculty shall be known as 2nd revaluer.

2.3.15 Manner of Arriving at Final Marks after Revaluation

a. If the difference in marks obtained in first valuation and revaluation is within 15% of maximum ESE marks, then,

- i. Where the mark obtained in the 1st valuation is higher than the marks arrived at in the revaluation then the marks obtained in the 1st valuation would be the final marks after revaluation.
- ii. Where the marks arrived at after revaluation is higher than the marks obtained in the 1st valuation, then the final marks arrived at in the revaluation would be the final marks after revaluation.
- b. Where the difference in marks awarded by the revaluer after revaluation and the marks obtained in the first valuation is more than 15% of the maximum end semester marks, the answer script shall be valued again by a 2nd revaluer. In such situations where answer-scripts are valued by a 2nd revaluer, the final marks after revaluation shall be arrived at in the following manner:
 - i. Assume that the first valuation mark is 10, revaluation mark is 26, and 2nd revaluation mark is 20. In such a case the average of the marks between which the difference is lesser would be the final marks after revaluation. In this case, the marks having lesser difference are 20 & 26. Therefore, the final marks after revaluation will be the average of 20 & 26, which will be 23.
 - ii. Assume that the first valuation mark is 10, revaluation mark is 30, and 2nd revaluation mark is 20. Since, the difference between any two of the marks is the same i.e. 10, the final marks after evaluation will be the average of the two higher marks. In this case, 30 & 20 are higher than 10. Therefore, the final marks after revaluation will be the average of 30 & 20, which will be 25.

2.3.16 Supplementary Examination

Supplementary examination will be conducted for all the courses of a semester immediately after the publications of the results of all the regular examinations of the semester.



CHRIST

COLLEGE OF ENGINEERING
(AUTONOMOUS)

Empowering Innovators for Tomorrow

Affiliated to KTU | Approved by AICTE | A CMI Institution

NBA Accredited Programs

Irinjalakuda, Thrissur

Forms and Formats



APPLICATION FORM TO AVAIL THE SERVICE OF SCRIBE

1. Name of the candidate [in capital letters]:
2. Register Number:
3. Programme:
4. Semester:
5. Branch:
6. Course[s]/Subject[s] for which the service of scribe is needed:

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

*Affix recent
passport
size/stamp size
photo here*

DECLARATION

I hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature of Candidate:

Signature of Faculty advisor:

Signature of Head of the department:

Signature of Controller of Examinations:

Signature of Principal

DECLARATION FORM FOR SCRIBES

1. Name and Address of the scribe [in capital letters]:
2. Date of Birth:
3. Aadhar card number (attach a copy of Aadhar card):
4. Details of educational qualifications/ examinations appeared:
5. Name and Register No. of the student
for whom the scribe is appearing:

*Affix recent
passport
size/stamp size
photo here*

6. Specimen signature of the scribe:

DECLARATION

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in the Appointment of Scribes as per the Examination Manual.

Place:

Date:

Signature of Scribe:

For Office use

Recommended/Not recommended

Controller of Examinations

Approved/Not approved

Principal



OBSERVER DIARY

1	Name of the Observer:							
2	Date:				Time of Arrival of Observer:			
3	Session: FN/AN							
4	Name of Examination(s) with Semester and Scheduled Starting Time: 1) 2) 3)							
5	Time of Question Paper Selection from Available Sets through ERP:							
6	Time of Starting Time of Question Paper Printing:							
7	Name of Exam Cell Members Present near the QP Downloading Computer, Printer and QP Packing Area 1) 2) 3)							
8	Whether the Question Papers were Packed in the Non-Transparent Covers according to QP Code, and Sealed before Leaving the Printing Room?							
9	According to Controller of Examinations, whether the CCTV is working (whether it's turned ON and it records the Examination Control Room Activities?):							
10	Time of Last Invigilator Leaving the Examination Control Room:							
11	Actual Time of Commencement of Exam: (if there was any delay in commencement of exam beyond the scheduled time in any of the exam halls, indicate the hall number along with reason for delay.):							
12	Details of Examination Rooms visited by the Observer:							
	Ro om Nu mbe r	Location (Pl. spec- ify the name of the build- ing)	Name of the Invigi- lator(s)	Time of Visit to the class- room	Number of Stu- dents in the class- room at the time of Visit	Availa- bility of Clock in the Room (Yes/No)	Availabil- ity of CCTV in the Room (Yes/No)	Whether any irregularity was ob- served- Yes/No (If Yes, please report in Items 13 & 14)

13	No. of Malpractice Issues Reported (Mention Register Number of Students with Name and Exam Hall Room Number):						
14	Any Uneven Events Noted during the Examination (Mention Exam Hall Room Number):						
15	Details of Students with Scribe Facility Provided (Name, Register Number and Room Number): Whether Approval from Chief Controller of Examination/Principal is Obtained (Check the Documents):						
16	Details of Students with Extra Time Facility Provided (Name, Register Number and Room Number): Whether Approval from Chief Controller of Examination/Principal is Obtained (Check the Documents):						
17	Scheduled Time of End of Exam:						
18	Actual Time of End of Exam:						
19	Time of Last Invigilator Reaching the Examination Control Room along with Returned Answer Booklets:						
20	Whether Number of Used Answer Booklets is matching with the Number of Students Present for the Examination (If No, Provide the Reasons such as Missing of Answer Booklets, Extra Booklets used due to Malpractice and Damage of Answer Booklets or any other matter (specify)):						

21	Whether Number of Unused Answer Booklets is matching with the Number of Students Absent for the Examination (If No, Provide the Reasons):
22	Time of Completion of Packing of Answer Booklets into Bundles:

I hereby declare that the details furnished above are based on my observations at the Examination Cell and are true to the best of my knowledge and belief.

Name and Signature of the Observer:

Date:

Certified that the Observer had visited all the Examination halls and scrutinized the complete examination process. He/she was present at the examination center during the complete duration of the examination.

Time of Arrival of the Observer:

Time of Departure of the Observer:

Name and Signature of Controller of Examination:

Date:

Seal

APPLICATION FOR DUPLICATE HALL TICKET

1. Name of candidate [in capital letters] :
2. Register Number :
3. Name of Examination :
4. Semester :
5. Branch/Stream :
6. Specimen signature of the Candidate :

DECLARATION

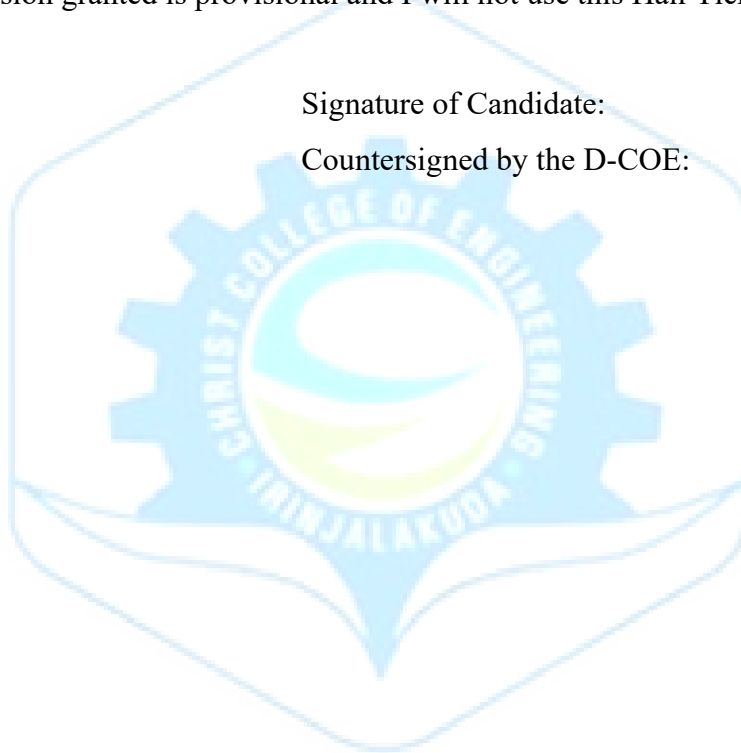
I hereby declare that the information furnished above is true and correct to my knowledge. I am aware that the permission granted is provisional and I will not use this Hall Ticket for writing any other examinations.

Place:

Signature of Candidate:

Date:

Countersigned by the D-COE:



APPLICATION FORM FOR REVIEW

Name of Student :

Register Number :

Programme :

Mobile No :

Name of Exam (as in portal) :

Course code and Course Name:

Branch :

Email ID :

Date of publication of Revaluation Result :

Alpha numeric code of the Answer book :

I am aware that in case of no grade change after the review, I will not be eligible for refund of the fee paid and also that there will not be an option for a valuation / re-evaluation after review.

Date:

Signature and Name of Student:

Recommendation by Faculty Member

I hereby certify that I have evaluated the answer book of Sri./Smt.....with Register No. of for the course name..... and course code..... bearing alpha numeric code.....and based on my evaluation I recommend that he/she is eligible to get marks sufficient for a pass / for a change of grade (*strike out which is not applicable*). Tabulation sheet after my evaluation is attached herewith.

Recommended by:

Name and Signature of Faculty Member:

Endorsement by HoD:

Endorsement by Principal:

TABULATION SHEET FOR FACULTY WHO RECOMMENDS FOR REVIEW

Name of Student:

Register Number

Course Code:

Course Name:

Alpha Numeric Code:

Question No		Maximum Marks	Marks to be Awarded	Remarks

Total Mark (in Figures and Words) :

Name of Faculty:

Designation:

Department:

Signature:

Date:





CHRIST

COLLEGE OF ENGINEERING (AUTONOMOUS)

Empowering Innovators for Tomorrow

Affiliated to KTU | Approved by AICTE | A CMI Institution

NBA Accredited Programs

Irinjalakuda, Thrissur

Contact us :

Controller of Examinations

Examination Cell

Christ College of Engineering (Autonomous)

Irinjalakuda, Thrissur, Kerala – 680125

Email: coe_cce@cce.edu.in

examcell@cce.edu.in

Important Contact Numbers:

Sl. No.	Name	Designation	Mobile No.	E-Mail
1	Dr. Ravishankar A N	Controller of Examinations	9400336647	coe_cce@cce.edu.in
2	Dr. Krishnapriya S	Deputy Controller of Examinations (End Semester Examination)	9497316539	deputycoe_endsem@cce.edu.in
3	Mr. Dony Dominic	Deputy Controller of Examinations (Valuation & Assessment)	9497283320	deputycoe_valuation@cce.edu.in
4	Mr. Nithin K S	Deputy Controller of Examinations (Continuous Internal Examinations)	9447723255	deputycoe_cie@cce.edu.in

