



# MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL

Affiliated to Pondicherry Central University,  
Recognized by Dental Council of India  
Chalakkara, P.O. Pallor, Mahe-673 310  
U.T. of Puducherry. Ph : 0490 2337765

**2.5.3: Reforms in the process and procedure in the conduct of evaluation/examination; including Continuous Internal Assessment to improve the examination system.**

## INDEX SHEET

SL.NO	DESCRIPTION	PAGE NO
1.	Certificate from the Head of the Institution	2
2.	Information on examination Reforms	4



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**CERTIFICATE FROM THE HEAD OF THE INSTITUTION**



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**Dr.ANIL MELATH, MDS.,  
PRINCIPAL**

## **TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that the institution conducts the Examinations as per directions and guidelines of the Pondicherry University, Puducherry.**

**PRINCIPAL**



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## **INFORMATION ON EXAMINATION REFORMS**



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# **EXAMINATION PROCEDURES**

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- EXAMINATIONS, RESULT ANALYSIS AND GRIEVANCES</b>			
<b>DOC. CODE: C-ERG</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 3</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables to bring uniformity & Standardization of the examination activities MINDS
- 1.2 To meet the requirement of the regulatory bodies like DCI, AICTE, Government authorities and Pondicherry university.
- 1.3 To make the assessments transparent, fair and timely.
- 1.4 To respond and take necessary appropriate actions for the grievances if any, received regarding conduct of examination and/ or results announced.

**2.0 Inputs required:**

- 2.1 Academic calendar
- 2.2 Timetable of examinations.
- 2.3 List of students in each year
- 2.4 List of invigilating staffs.
- 2.5 Marklist of exams.
- 2.6 Guidelines received from the University/ DCI for conduct of examination.

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 2 month. The convenor intimates about the date, place, agenda, and time of the meeting to the members after ensuring their availability. This information is provided as per C-ERG-01 at least 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to ensure uniformity & Standardization of the examination activities, review academic performances, analyse results, address grievance on evaluation of results.
- 3.2.3 QUORUM: Two third of the committee members should be present.

**3.3 Agenda of each committee meeting:**

- a) Review of academic performance of students.
- b) Establishing conduct of all the internal assessments & examinations as per the college & University policy and procedure to ensure a fair and transparent approach.
- c) Reviews the result of each batch every year and analyses it.
- d) Will check on grievance in exam results of the student, if any.

- 3.4 Convenor prepares the minutes of meeting as per C-ERG- 02 and circulates a copy to all members and to the Principal's office.

- 3.5 The guidelines are as follows:

MINDS- STANDARD OPERATING PROCEDURE			
TITLE: COMMITTEE- EXAMINATIONS, RESULT ANALYSIS AND GRIEVANCES			
DOC. CODE: C-ERG	REV. NO.: 0	DATE: 29.04.2021	PAGE 2 OF 3

SL.NO	CODE	TITLE
1	C-ERG-A	Conduct of examinations
2	C-ERG-B	Invigilating in written examinations
3	C-ERG-C	Evaluation in written examination
4	C-ERG-D	Guidelines for practical examination
5	C-ERG-E	Preparation of mark list
6	C-ERG-F	Conduct of university examination
7	C-ERG-G	Result analysis
8	C-ERG-H	Identification of slow learners
9	C-ERG-I	Identification of advanced learners

#### 4.0 Process Outputs


- 4.1 Decisions taken and executed (Minutes of meeting)
- 4.2 Number of grievances received from students and/or invigilators regarding the conduct of examination.
- 4.3 Number of grievances received from students, regarding the results of examination.
- 4.4 Number of grievances resolved within specified time.

#### 5.0 RECORDS

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-ERG-01	Notice cum Agenda for conduct of academic performance review, examinations, result analysis and grievances Committee meeting	Academic performance review, examinations, result analysis and grievances Committee Convenor	6Years	Shredding
2	C-ERG-02	Minutes of meeting-academic performance review, examinations, result analysis and grievances Committee meeting			
3	C-ERG-A	Conduct of examinations			
4	C-ERG-B	Invigilating in written examinations			
5	C-ERG-C	Evaluation in written examination			
6	C-ERG-D	Guidelines for practical examination			
7	C-ERG-E	Preparation of mark list			
8	C-ERG-F	Conduct of university examination			
9	C-ERG-G	Result analysis			
10	C-ERG-H	Identification of slow learners			
11	C-ERG-I	Identification of advanced learners			

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- EXAMINATIONS, RESULT ANALYSIS AND GRIEVANCES</b>			
<b>DOC. CODE: C-ERG</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 3 OF 3</b>

**6.0 AUTHENTICATION**

<b>PARTICULARS</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
<b>PREPARED BY</b>	<b>CONVENOR-ACADEMIC PERFORMANCE REVIEW, EXAMINATIONS, RESULT ANALYSIS AND GRIEVANCES</b>	
<b>REVIEWED BY</b>	<b>VICE PRINCIPAL</b>	
<b>APPROVED BY</b>	<b>PRINCIPAL</b>	



<b>MINDS – STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: CONDUCT OF INTERNAL EXAMINATIONS</b>			
<b>DOC. CODE: C-ERG-A</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 1 OF 4</b>

### **1.0 Purpose**

- 1.1 To provide uniformity and standardisation in procedures performed during the conduction of exams in the Institution.
- 1.2 Meets DCI, AICTE, Government and Pondicherry University regulations
- 1.3 Makes assessment transparent, timely and fair
- 1.4 For the execution of necessary actions on grievances received if any during the conduct of examination and or on result announcement.

### **2.0 Responsibilities:**

Principal, HODs, Teaching faculty, Examination committee members are responsible to execute activities.

### **3.0 Policies:**

#### **3.1 Under-Graduate.**

- 3.1.1 Internal assessments and examinations must be executed on the basis of institutional policies.
- 3.1.2 Exam conduction must be fair, transparent and must be executed within the stipulated time.
- 3.1.3 Three internal assessments should be conducted within a gap of 3months between two assessments and the average of the best two internals is considered for final evaluation.
- 3.1.4 Exam topics should be intimated to the students before two weeks well in advance for the ease of preparation. Question papers for the examinations are mailed to [examwingminds@gmail.com](mailto:examwingminds@gmail.com) by the concerned departments before two weeks of exams.
- 3.1.5 Any teaching staff can be called for invigilation duty and they will be sensitised on the duties, responsibilities and procedures of invigilation by the examination wing.
- 3.1.6 Evaluation, preparation of mark lists is to be completed within 2weeks from the last day of the examinations in the concerned departments.
- 3.1.7 All the relevant answers for the questions asked in examination should be discussed with the students after examination.
- 3.1.8 Evaluated answer booklets are to be given to students for verification and rectification of correction errors, if any.
- 3.1.9 During the subsequent department meetings, the students' performances are discussed and necessary actions to be taken are decided.
- 3.1.10 List of underperformers is prepared and forwarded to Principal office and Student welfare committee to inform parents on the performance of their concerned wards.

<b>MINDS – STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: CONDUCT OF INTERNAL EXAMINATIONS</b>			
<b>DOC. CODE: C-ERG-A</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 2 OF 4</b>

Based on this list, they are counselled by the concerned department staffs and mentors. A sequence of activities and programs are to be prepared and executed for the progress of students. These procedures must be analysed and monitored regularly for their effectiveness.

### **3.2 Procedures:**

#### **3.2.1 Internal examination scheduling:**

There will be 3 theory and 3 practical examinations for the students in all four yrs of UG course. Question papers will be formatted as per University pattern.

Theory question paper will be formatted as three sections.

3.2.1.1 Section A - comprising of Essay question.

3.2.1.2 Section B - will be short answers.

3.2.1.3 Section C - will be MCQs.

#### **3.2.2 Timetable preparation and circulation:**

3.2.2.1 Time table for both theory and practical will be prepared by the examination wing of the institution before one month of exams. Timetable will follow concerned university exam timetable pattern for each year.

3.2.2.2 Timetable will be circulated to all the Departments after the approval from the Principal and examination committee. On receiving the timetable, it must be filed.

3.2.2.3 Copy of timetable must be displayed on notice board for students.

#### **3.2.3 Collection & Printing of question papers:-**

3.2.3.1 Concerned department HODs should prepare the question papers from the portions announced for exams.

3.2.3.2 Soft copy of prepared question paper is mailed to [examinationwing@gmail.com](mailto:examinationwing@gmail.com) or as a hard copy in sealed cover confidentially.

3.2.3.3 The day prior to the exams, all question papers are printed in examination wing. All printed copies are handed over to Principal's office for distribution on the day of exam.

**3.2.4 Answer booklets:** answer booklets will be arranged based on colour coding on the individual tables on the day of examination.

3.2.4.1 First year- Yellow colour

3.2.4.2 Second year- Pink colour

<b>MINDS – STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: CONDUCT OF INTERNAL EXAMINATIONS</b>			
<b>DOC. CODE: C-ERG-A</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 3 OF 4</b>

3.2.4.3 Third year- Green colour

3.2.4.4 Fourth year- Blue colour

**3.2.5 Seating of students in exam hall:**

3.2.5.1 Students should report before half an hour of commencement of exams and are not to be allowed to go out of exam hall without valid reason.

3.2.5.2 Students are seated based on their roll numbers.

3.2.5.3 Roll numbers of the candidates are written or print out of roll number is stuck on the table for the students.

3.2.5.4 Seating of students is adequately spaced to refrain them from copying.

**3.2.6 Malpractices in exam hall:**

3.2.6.1 Students are allowed to get only their writing material within exam hall.

3.2.6.2 No papers, chits or any other written material to be brought inside the exam hall.

3.2.6.3 No gadgets are allowed inside the exam hall.

3.2.6.4 Sharing of writing material is not allowed inside exam hall.

3.2.6.5 If a student is suspected of malpractice, oral warning is given to students and if the same student is caught subsequently, the answer booklet is confiscated and it is reported to the Principal.


3.2.6.6 Any misbehaviour of student in exam hall will be reported in writing and orally to Principal for disciplinary action by concerned committee.

**V RECORDS:**

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1		Timetable	Principal office		Shredding
2		Question papers	Concerned departments		
3		Answer booklets	Concerned departments		
4		Attendance sheets of students	Principal office		
5		Record of communicating malpractice if any, by invigilator	Principal office		

<b>MINDS – STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: CONDUCT OF INTERNAL EXAMINATIONS</b>			
<b>DOC. CODE: C-ERG-A</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 4 OF 4</b>

**VI AUTHENTICATION:**

<b>PARTICULARS</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
<b>PREPARED BY</b>	<b>CONCERNED DEPARTMENT FACULTY</b>	
<b>REVIEWED BY</b>	<b>HOD</b>	
<b>APPROVED BY</b>	<b>PRINCIPAL</b>	

<b>MINDS – STANDARD OPERATING PROCEDURE</b>			
<b>TITLE:</b>		<b>INVIGILATING IN WRITTEN EXAMINATIONS</b>	
<b>DOC. CODE: C-ERG- B</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose:**

Invigilator appointment, duties and responsibilities of invigilators will be based on these guidelines.

**2.0 Scope:** To provide the guidelines for the appointment of invigilator in examinations.

**3.0 PROCEDURE****3.1 Appointment of invigilator:**

- 3.1.1 Teaching staffs of all designations (tutors, lecturers, assistant professors, readers etc.) can invigilate in internal examinations.
- 3.1.2 List of invigilators and their scheduling for invigilation will be circulated from Principal office.
- 3.1.3 Invigilator will be appointed on basis of 1 invigilator: 25 student ratio.
- 3.1.4 Duties of invigilator will be intimated prior to exams.
- 3.1.5 Exchange in invigilation duty should be intimated to Principal office.

**3.2 Duties and responsibilities of invigilator and invigilation:**

- 3.2.1 Invigilators are advised to report 30minutes prior to the commencement of examinations.
- 3.2.2 Answer booklets are placed on individual tables in exam hall before the entry of students into examination hall.
- 3.2.3 On entry into examination hall, the students are elaborated on all malpractices and are instructed to follow strict discipline and silence inside exam hall during the exam time.
- 3.2.4 Students are instructed to fill up all the required details in front page of answer booklet and it is counter signed by the invigilator.
- 3.2.5 Attendance sheet must be signed by students.
- 3.2.6 Question papers are distributed at the exact time of commencement of exams.
- 3.2.7 During exam hours it is the duty of invigilator to monitor students from performing any malpractices.
- 3.2.8 After the exam hours, the answer booklets are collected. All the accounted answer booklets are submitted to Principal office. Submitted answer booklets are then sent to concerned departments for evaluation.

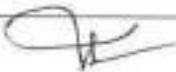
<b>MINDS – STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: INVIGILATING IN WRITTEN EXAMINATIONS</b>			
<b>DOC. CODE: C-ERG- B</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 2 OF 2</b>

**4.0 PROCESS OUTPUTS:**

**5.0 RECORDS:**

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1		Circular for invigilation duty.	Principal office		Shredding
2		Record of communicating malpractice if any, by invigilator			

**6.0 AUTHENTICATION:**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	PRINCIPLE OFFICE	
REVIEWED BY	PRINCIPAL	
APPROVED BY	PRINCIPAL	

MINDS – STANDARD OPERATION PROCEDURE			
TITLE:		EVALUATION IN WRITTEN EXAMINATIONS	
DOC. CODE: C-ERG-C	REV. NO.: 0	DATE: 01.08.2020	PAGE 1 OF 2

### 1.0 Purpose:

These guidelines are to be followed for an unbiased fair evaluation of the answer booklets for students.

### 2.0 Scope:

For the detailed, clear and procedurally fair impartial and neutral evaluation of answer booklets.

### 3.0 Procedure:

#### 3.1 Evaluations of the answer booklets are done based on the following guidelines:

Valuation of answer booklets are done in department by teaching staff as instructed by HOD. Awarded marks are entered in the front page against the number of the concerned question and totalled for the box provided. After evaluation, the evaluator should sign in front page in the space provided.

#### 3.2 Selection of evaluators:

Faculty who has taught the topic to the students will evaluate the concerned answers for the questions from that topic. A particular faculty will evaluate only a particular question number's answer for all the students of the batch.

#### 3.3 Time allocation for activities:

All evaluation works of answer booklets should be completed within 2 weeks.

#### 3.4 Re-evaluation if needs to be done:

On completion of evaluation, students can peruse their answer booklet and can approach the concerned faculty who has evaluated for any queries on evaluation. Re-evaluation is to be done by the concerned faculty who has evaluated the answer booklet and change in marks to be done if needed.


### 4.0 Process outputs:

### 5.0 RECORDS:

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1		Key for question paper			
2		Answer booklets			

<b>MINDS - STANDARD OPERATION PROCEDURE</b>			
<b>TITLE:</b>		<b>EVALUATION IN WRITTEN EXAMINATIONS</b>	
<b>DOC. CODE: C-ERG-C</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 2 OF 2</b>

**6.0 AUTHENTICATION:**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY		
REVIEWED BY		
APPROVED BY		



<b>MINDS – STANDARD OPERATION PROCEDURE</b>			
<b>TITLE:</b>		<b>GUIDELINES FOR PRACTICAL EXAMINATIONS</b>	
<b>DOC. CODE: C-ERG-D</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose:**

The practical examinations are conducted based on these guidelines.

**2.0 Scope:** For the conduct of practical exams in hassle free, fair and transparent manner

**3.0 Procedure:**

- 3.1 A list of Internal and External examiners is sent to the University for Approval.
- 3.2 On receiving the approved panel list of examiners, they will be intimated about the details of exams.
- 3.3 Practical examinations are conducted in the concerned department clinics.
- 3.4 Students should make sure, their patients report to departments in time.
- 3.5 Students should bring their own sterilised instruments and should maintain asepsis in the operating field.
- 3.6 On commencement of exam, students start with patient work and chair side viva/ discussion is carried out according to the opinion of concerned faculty.
- 3.7 After attending on clinical patient works, Students will attend a separate viva on instruments, case history etc.
- 3.8 Teaching faculties take active participation in assessing the students as per HODs instructions.
- 3.9 Students will be evaluated based on their clinical case diagnosis, patient management, asepsis followed before, during and after the procedure, dexterity in handling instruments, quality of treatment provided, ability to answer examiner's questions etc.
- 3.10 A mark list will be prepared for the practical exams and entered according to the above specified criteria.


**4.0 PROCESS OUTPUTS:**

<b>MINDS – STANDARD OPERATION PROCEDURE</b>			
<b>TITLE: GUIDELINES FOR PRACTICAL EXAMINATIONS</b>			
<b>DOC. CODE: C-ERG-D</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 2 OF 2</b>

**5.0 RECORDS:**

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1		Timetable for practical examination			
		Attendance sheets of exam			
2		Marklist of practical exam			

**6.0 AUTHENTICATION:**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY		
REVIEWED BY		
APPROVED BY		

MINDS – STANDARD OPERATING PROCEDURE			
TITLE: PREPARATION OF MARKLIST			
DOC. CODE: C-ERG-E	REV. NO.: 0	DATE: 01.08.2020	PAGE 1 OF 2

**1.0 Purpose:** These guidelines are to be followed for mark list preparation and submission.

**2.0 Scope:** To assess and evaluate the overall internal assessment marks from the three internal examinations.

**3.0 Procedure:**

- 3.1 After evaluation of answer booklets, the marks are entered in theory mark list as per students roll number.
- 3.2 Practical mark list is prepared by the assessment of student's performance in practical examinations.
- 3.3 Total of theory and practical marks is prepared and the mark list will be approved and signed by the HOD of concerned department.
- 3.4 Approved mark list will be submitted to Principal's office within one week after completion of evaluation.
- 3.5 Prepared mark list will be displayed on the Department notice board.
- 3.6 These mark lists will be filed for final evaluation of the student.
- 3.7 These mark lists of all three examinations are to be maintained in department and the best of two exams are to be considered for evaluation during university examinations.


**4.0 PROCESS OUTPUTS:**

**5.0 RECORDS:**

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1		Theory mark list			
2		Practical mark list			
		Internal mark list			
		Evaluation sheet of best of two internal marks			
		Proof of online submission			

<b>MINDS – STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: PREPARATION OF MARKLIST</b>			
<b>DOC. CODE: C-ERG-E</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 2 OF 2</b>

**6.0 AUTHENTICATION:**

<b>PARTICULARS</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
<b>PREPARED BY</b>	<b>CONCERNED DEPARTMENT FACULTY</b>	
<b>REVIEWED BY</b>	<b>HOD</b>	
<b>APPROVED BY</b>	<b>PRINCIPAL</b>	

MINDS – STANDARD OPERATING PROCEDURE			
TITLE:		CONDUCT OF UNIVERSITY EXAMINATIONS	
DOC. CODE: C-ERG-F	REV. NO.: 0	DATE: 01.08.2020	PAGE 1 OF 3

### 1.0 Purpose:

All University examinations conducted in the institution shall follow this guideline for the transparent, organised and schematic scheduling of the examinations.

**2.0 Scope:** To conduct the examinations in hassle free manner.

### 3.0 Instructions for conducting University Examination

Yearly 2 examinations are conducted by the University – Main and Supplementary. Main examination is conducted in July/ August month. Supplementary examinations are conducted in the month of January/ February. Along with the timetable, University mentions the last date of uploading the application forms and internal marks.

#### 3.1 Appointment of Chief Superintendent:

For conduct of University examinations, the Principal of the institution will be the Chief Superintendent. In the absence of the Principal, Vice-Principal or a senior faculty nominated by the Principal will act as Chief Superintendent for the entire session on approval from the Controller of Examinations.

#### 3.2 Appointment of Hall Superintendent or/ invigilators:

- The Chief Superintendent in consultation with the Principal will appoint only teaching staff as Hall Superintendent for invigilation work as per the approved norms of University.
- Invigilation schedule is prepared by following University timetable.

#### 3.3 Announcement of examinations:

- On receiving the University timetable, it is displayed on college notice board.
- Copy of it is circulated and made available in all the departments.

#### 3.4 Exam fees:

- A circular with details of last date of payment of examination fees and submission application form for University examination is displayed in notice board.
- After collection of exam fees from students, DD in favour of Pondicherry University is taken and sent along with the student's application form to the University.
- On uploading these details, the hall tickets can be downloaded after processing.

#### 3.5 Distribution of Hall Tickets:-

- Hall tickets are distributed to all the students minimum three days before the commencement of University examinations.
- Venue of examination is made available on the College notice board.
- On receiving the hall tickets, students are asked to cross check the details.

#### 3.6 Question papers & Answer booklets:

- A list of required stationary items for conducting written university examination i.e. total number of answer booklets, brown covers, and question paper statistics together with list of students is sent to University. After University exams, unused answer booklets are returned to the University.
- Chief superintend of examinations, will check the descriptions on the outside of the question paper booklet cover and check it with timetable.

MINDS – STANDARD OPERATING PROCEDURE			
TITLE:		CONDUCT OF UNIVERSITY EXAMINATIONS	
DOC. CODE: C-ERG-F	REV. NO.: 0	DATE: 01.08.2020	PAGE 2 OF 3

- c) Issuing of Answer booklets: Answer booklets with adequate pages received from the University are supplied to the invigilator on the day of exams. For each student a single booklet is given. Students are asked to enter the required details on the front page of answer booklet after checking the number of pages and checking the faulty answer booklets.
- d) Facsimile signature of Chief Superintendent is affixed on the column provided in front page of the booklet.
- e) Invigilators cross check the details entered on the front page of answer booklet with the student's hall ticket and then counter sign with date on the front page in the column provided.

### 3.7 Packing of answer booklets:

- a) Answer scripts are prepared with entering absentees register numbers in respective columns on the cover provided by the University..
- b) Invigilators personally collect the answer booklets from students and arrange roll number wise. 25 numbers of booklets are kept in on cover issued by the university. The cover is sealed in the presence of observer and chief superintendent, and counter signed by both.
- c) Each day's booklet covers are put in one gunny bag and sent to University.

### 3.8 Publishing the results & Revaluation:

- a) University publishes results within one month of conduct of examinations.
- b) On declaration of results, students who are eligible for eligible for re-totaling needs to apply within stipulated time ten days.
- c) They submit the application form for retotaling with a DD for retotaling fees to University
- d) Provisional promotion lists are prepared year wise and circulated to departments.
- e) Students who have carry-over benefit are also added in the list.

3.9 **After the final announcement of the results**, after re-evaluation results, a final list of students is prepared and circulated in all departments year wise. A list of following data is prepared :

- a) Total number of registered students for exam
- b) Total number of students who appeared for the exam.
- c) Number of ranks and distinctions
- d) Number of all first class students
- e) Number of all students who have passed.
- f) Number of students who have failed.

## 4.0 Process outputs:

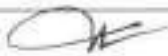
## 5.0 RECORDS:

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1		Time table of University examinations			

<b>MINDS – STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: CONDUCT OF UNIVERSITY EXAMINATIONS</b>			
<b>DOC. CODE: C-ERG-F</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 3 OF 3</b>

2		Invigilation schedule			
		Hall tickets			
		Question papers			
		Answer booklets			
		Circular declaring results			
		Re-evaluation form			

**6.0 AUTHENTICATION:**

<b>PARTICULARS</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
<b>PREPARED BY</b>		
<b>REVIEWED BY</b>		
<b>APPROVED BY</b>		

<b>MINDS – STANDARD OPERATION PROCEDURE</b>			
<b>TITLE: RESULT ANALYSIS</b>			
<b>DOC. CODE: C-ERG-G</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 1 OF 2</b>

### **1.0 Purpose:**

To analyse the students' results based on their performance in internal examinations and university examinations.

**2.0 Scope:** To scrutinise results of the internal examinations and university examinations.

### **3.0 Examinations.**

For every year three theory and practical internal examinations are conducted.

Yearly 2 examinations are conducted by the University – Main and Supplementary. Main examination is conducted in July/ August month. Supplementary examinations are conducted in the month of January/ February.

Students are analysed based on their results in their first and second internal exams. Yearly performance of the students is analysed based on university results.

#### **3.1 Analysis after internals examinations:**

Based on the mark list displayed on the notice board, the students are categorised into slow learners and advanced learners by the concerned departments.

Students are analysed after first and second internals. Based on the guidelines given as per criteria for slow and advanced learners, students are categorised and actions are taken by the individual departments.

The consistently poor performing students are called for a meeting along with parents to meet HoD and Principal.

After every internal examination, the mentors analyse the performance of their concerned mentees and help them to excel in their academics.

#### **3.2 Analysis after University examinations:**

On declaration of university results, the pass percentage of the students in overall and individual subjects is evaluated. Yearly performance status of the students is evaluated and monitored to improve the quality of education provided in institution.

### **4.0 Process outputs**

- a) Total number of slow learners and advanced learners in each department
- b) Total number of parents' teacher's interactions done.
- c) Number of ranks and distinctions
- d) Number of all first class students
- e) Number of all students who have passed.
- f) Number of students who have failed.


### **5.0 RECORDS:**



<b>MINDS – STANDARD OPERATION PROCEDURE</b>			
<b>TITLE: RESULT ANALYSIS</b>			
<b>DOC. CODE: C-ERG-G</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 2 OF 2</b>

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1		Time table of University examinations			
2		Invigilation schedule			
		Hall tickets			
		Question papers			
		Answer booklets			
		Circular declaring results			
		Re-evaluation form			

**6.0 AUTHENTICATION:**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY		
REVIEWED BY		
APPROVED BY		

**RULES AND REGULATIONS OF  
EXTERNAL EXAMINATION**

# **PONDICHERY UNIVERSITY**

**PUDUCHEERY - 605 014**

## **INSTRUCTIONS TO CHIEF SUPERINTENDENTS FOR CONDUCTING EXAMINATIONS**

1.(a) The Principal will be appointed as Chief Superintendent for the conduct of University Examinations in his/her college (Proforma 1).

Whenever the Principal is not in a position to function as Chief Superintendent to conduct the University examinations, a senior faculty nominated by the Principal and authorized by the Controller of Examinations will act as Chief Superintendent for the entire session.

*Appointment  
of Chief  
Superintendent*

(b) No teacher whose close relative is appearing for the University examinations at a centre shall assume Chief Superintendent position at that centre.

*Relatives  
of Chief  
Superintendent*

(c) The Chief Superintendents in consultation with the Principals will appoint (Proforma 2) only teaching staff as Hall Superintendents / Invigilators for invigilation work, and others as per the approved norms of University.

*Appointment  
of Hall Superintendents  
/ Invigilators*

(d) Using the nominal roll Galley, date war scheme and time table supplied by the University, the invigilation scheme may be prepared (Proforma 3). Based on the invigilation scheme and number of candidates registered, the number of invigilators to be appointed for each session may be decided and copies of the scheme may be displayed at appropriate place at least half an hour before the commencement of examinations so as to enable candidates to identify their examination halls for the respective sessions.

*Notification of  
the Invigilation  
Scheme*

(e) All teaching and non-teaching staff who are drafted for the conduct of the examinations are bound by the rules and regulations of the University. For any commission and omission in the conduct of University Examinations, the University will take appropriate action.

(f) During the days of practical examinations in Colleges, the Principals of the respective Colleges will co-ordinate the activity of practical examinations and collect the mark lists of practical examinations in a sealed cover from the Examiners and forward the same to the Controller of Examinations along with the Attendance Sheet for the practical examinations immediately (Proforma 9).

*Practical Exam*

Communications  
to Controller by  
name

2. All communications confidential in nature, should be addressed to the Controller of Examinations by name and not by designation and should be sent by registered post / special messenger/courier.

Time-Tables

3. The Chief Superintendents after receiving the copies of the time table shall put up a copy of the time-table at a prominent place in the College and invite the attention of candidates thereto and specify when and where the hall tickets will be issued.

Distribution of  
Hall Tickets to  
Candidates

4.(a) The Chief Superintendent should distribute the hall tickets received from the University to the candidates at least three days before the first day of examinations. Information as to the places of Examinations where the candidates have to take up the examinations will be displayed at College Notice Board. Any error in the Hall ticket should be immediately brought to the notice of the Controller of Examinations.

(b). In cases where names of candidates are the same or similar, Chief Superintendents are requested to take care that each candidate receives proper hall-ticket, after ascertaining date of birth, expansion of initials to the names, languages, optional subjects and other identifying factors. If necessary, date of birth of those candidates may be appended to their names. Neglect of this precaution will result in mistakes which will be difficult to rectify later.

(c) At the time of issuing hall-tickets each candidate may be asked to verify the nominal roll (Galley) to check whether his/her name is registered for all subjects for which he/she has remitted examination fees.

Verifying total  
question papers  
received

5. On receipt of the question paper, which will be sent in registered covers or parcels, or through messengers, the Chief Superintendent shall check the description on the outside of each inner packet with the statements furnished separately as to the candidates appearing in the subjects and languages of the various examinations at the centre and report at once such discrepancies or omissions as may be noticed. By using the nominal roll (galley) and the time table, the Chief Superintendent may in advance, prepare a table (Proforma 5) showing the number of question papers required in each subject. Total question papers received can be compared with question papers required. Any shortage in required number of question paper may be brought to the notice of the Controller of Examinations immediately to avoid last minute problems.

IN CASE THERE ARE NO CANDIDATES FOR ANY OF THE QUESTION PAPERS PROVIDED FOR AT THE CENTRE THE PACKETS SHOULD BE RETAINED UNTIL THE DATE OF EXAMINATIONS NOTED ON THEM IS OVER AND LATER RETURNED TO THE CONTROLLER OF EXAMINATIONS UNOPENED AT THE CLOSE OF THE EXAMINATION.

6. Percentage of Attendance should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations, if he/she has earned the requisite attendance in each semester. Refer concerned clause in the course Regulation regarding eligibility for appearance for the examination. The Principal is expected to give it in writing to the Chief Superintendent. The list of names of candidates who have not earned the required attendance, in that semester. However these candidates are eligible to appear for arrear subject only. Based on such letter received from the Principal, the Chief Superintendent shall make suitable corrections in the hall-ticket sent by the University and issue the same to candidates. These corrections should be entered in nominal roll (galley) and in other relevant records also.

Candidates  
attendance  
requirement

7. In the hall ticket, the candidate should be advised to affix his/her photograph in the space provided for if not already attested and get it properly attested before entering the examination hall. Any candidate entering a hall without his/her photo attested in the hall-ticket must carry a certificate of identity issued by the Head of the Institution and it must contain the photo and the signature of the candidate. Any candidate who fails to fulfill the above conditions shall be denied admission into the examination hall. As a precaution against impersonation, candidates are permitted to appear only at the college where they underwent the course.

Identification of a  
candidate

8.(a) In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are eligible to write the examination, the Chief Superintendent may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his/her own risk. The same may be reported at once to the Controller of Examinations by fax / telephone and also by letter detailing the circumstance of the case. The answer books of such candidate should be sent along with the declaration in a separate cover to the controller of examinations.

Candidates  
appearing  
their own risk

(b) In case the claims of such candidates are not supported by evidences at the University end, answer scripts will not be valued and result will not be published. He/she will be liable for punishment.

Candidates  
suffering from  
infectious diseases

9. Candidates who are suffering from infectious diseases of any kind should not be admitted to the examination hall. However he / she may be quarantined & permitted to write the examination.

10. Amanuensis may be provided to candidates with permanent temporary impairment with the approval of the University Authorities taken prior to the commencement of the examinations. Separate hall must be arranged for such students taking the help of an amanuensis.

Amanuensis  
(Scribe)

(a) The amanuensis (Scribe) should not be relative of student and also should not belong to the same subject. An undertaking the effect may be obtained from the amanuensis (Scribe).

(b) The same amanuensis (Scribe) shall be engaged for all examinations.

(c) The amanuensis (Scribe) shall also give an undertaking if he has not written anything less or more than what was said by candidate. This undertaking shall be enclosed with each of the papers written by the candidate.

(d) A staff from the university will be deputed to supervise. Hall invigilator in addition to the regular Hall Invigilator.

(e) The expenses shall be met by the institution and reimbursed by the University.

Issuing of Answer books

11.(a) Answer books containing sufficient pages are supplied to the university. Serial number is also printed in the answer book. A record of answer books used, date-wise and session wise should be kept by Chief Superintendent and this information should also be made available when called for (Proforma 13). Additional sheet will be issued to candidates duly signed with date by the hall invigilator.

No. of answer Books and question Papers to halls

(b) Number of answer books and question paper issued to hall shall be equal to the total number of candidates writing examination that hall so as to avoid any malpractice.

Facsimile of Chief Superintendent

(c) Facsimile signature of the Chief Superintendent should be affixed only at the space provided on the title page of the main answer book. The facsimile shall not be affixed at any other place on the answer book or on the drawing/graph sheets. The invigilator has to check whether the answer books bear the facsimile of Chief Superintendent's signature before issuing them to candidates.

Silence in Exam Hall

12. Strict silence should be maintained in the examination hall. Smoking is strictly prohibited inside the examination hall & the use of mobile phones is banned. This rule is applicable to both hall superintendent and invigilators as well as candidates.

To complete answering within given time

13. Candidates shall not be allowed to write beyond the time prescribed for the concerned subject. However, the issue of question paper to the students if delayed for reasons beyond the control of hall superintendent / invigilators and Chief Superintendent, the examination shall not be put into inconvenience and they shall be allowed to avail the time prescribed in the question paper concerned.

Arrangements shall be made for the announcement of time and the college bell be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing, arrange, tie the drawing / graph / charts and hand over the same to the hall invigilator.

14. In the event of a public holiday being declared after the publication of time table, the University Examinations will not be automatically postponed or cancelled. The examinations should be conducted as scheduled unless notified otherwise. A statutory notification to this effect should be made by the Chief Superintendent at the entrance of examination hall/ centre.

Unexpected  
Public Holiday

15. During the hours of examination, care should be taken by the hall superintendent / invigilators to see that no person including other staff members of the college / institution loiters in the verandhas or anywhere near the examination hall and all care should be taken to prevent an attempt to pass message to the examinees from outside.

No person  
to loiter in  
verandha

16. The Chief Superintendent should visit as frequently as possible each room and building wherever examination is conducted. He/she should also consider it as part of his duty to see that the hall superintendent / invigilators keep moving among candidates and do not engage in any occupation which is likely to diminish the efficiency of supervision. Supervision should be very strict. Under no circumstances should staff other than teaching staff be employed as hall superintendent / invigilators.

Chief  
Superintendent to  
Visit all halls

17. Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing different subjects are combined. In other words as far as possible not more than 50 percent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. The Chief Superintendent is personally responsible for implementation of this norm and any violation thereof will be viewed seriously. However, in case, if all the examinees in one particular session are appearing for only one subject, the Chief Superintendent has to ensure a minimum distance of one meter between any two candidates (between rows). Clear indication of the seating arrangements and room has to be made.

Seating  
arrangements

18. Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement without the concurrence of the Chief Superintendent. If a candidate is found guilty of altering the seating arrangement of a hall, the Chief Superintendent may recommend the cancellation of the written examination of that particular session by providing the original plan of seating arrangement and the alteration made by the said candidate.

Candidate to  
occupy only  
allotted seat

Seating Arrangement for Physically Challenged Candidates

19. As far as possible, seating arrangements must be in the ground floor for all the physically challenged candidates and must be near the entrance of the examination hall to facilitate easy entry & exit.

Leaving seats

20. Candidates shall occupy their seats at least ten minutes prior to the commencement of the examination and they are not allowed to leave their seats under any pretext during examination hours.

Entering and Leaving halls

21. No candidate desirous of writing the examination shall be permitted to enter the hall after the expiry of 30 minutes from the commencement of examinations. Similarly no candidate shall be permitted to leave the hall earlier than 45 (forty five) minutes from the commencement of examination. No candidate who left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.

Opening Checking and signing of question paper packet

22.(a) Question paper packets shall be thoroughly checked by the Chief Superintendents to ascertain that the question paper code and the title of the question paper tally with the subject of Examination announced. No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the University Examination. The Chief Superintendent should verify the pasting and sealing of question paper packets and also the date and time before signing the packets. Question paper packet shall be opened in the presence of external invigilator and University Representative / observer, who should also scrutinize the packet and affix their signature before opening. In case of more than one bundle, all bundles should be opened in their presence at the same time.

The Chief Superintendent of each centre will sign at the place indicated in the question paper covers before opening. All the question paper covers shall be preserved and forwarded to the Controller of Examinations at the close of examination.

Distribution of correct question paper

(b) Copies of question papers are to be distributed only to candidates actually seated in their places. Each question paper must be scrutinized so as to ensure that it is correct according to the heading.

Safe transit of question papers

(c) When Candidates are examined in more than one hall, every precaution should be taken that no outsiders are present in and around such halls/rooms and sufficient security measure should be taken to carry the question papers safely from one hall to another and distribute to the candidates concerned.

When a few Candidates are Registered and there are unopened covers

(d) Whenever only one or very few candidates have registered for an examination the Chief Superintendent must open the question paper hall for that examination after verifying the presence of candidate(s) in the hall. All the question paper covers concerned should be returned to the Controller of Examination.



supplied (if no candidate is present) at the close of all the examinations in that Centre.

(c) The question paper covers of the University Examinations should be cut open on the left hand side of the cover. It should also be noted that flap should be intact when the covers are sent back to the Controller of Examinations for scrutiny. This procedure must be strictly followed. Along with the covers, the polythylene covers should also be returned to the Controller of Examinations.

Opening of  
Question paper  
cover

23. (a) On receipt of the nominal roll (galley) from the University, day/session wise register number of candidates who have registered for each subject in that examination centre must be prepared.

Preparation of  
Session-wise  
Candidates list

(b) Care must be taken to verify whether current semester and error / supplementary candidates have to answer the same or different question papers (with different question paper codes) for a subject. In case they have to answer different question papers, as far as possible, they must be accommodated in different halls and care must be taken to provide appropriate question papers for each of them. To identify which set of (batch of) candidates should answer which question paper, examination time table can be referred carefully and the question paper code is an important guide. (Reading the foot notes in the time table will provide necessary clarity for identifying the question paper code to the related batch of candidates). If any mistake is committed in the distribution of proper question papers the hall invigilator will be held responsible for the same. Apart from the above, to ensure distribution of appropriate question paper to each candidate, he/she may be asked to verify receipt of proper question paper before answering. The Chief Superintendent is to issue instructions to each hall invigilator so as to ensure proper distribution of appropriate question paper to candidates.

Distribution of  
Appropriate  
question paper

(c) The time-table supplied should be considered as authoritative wherever discrepancies are found in question papers regarding the duration of Examination.

Duration of exam

24. Candidates answering the Accountancy papers should be supplied with two sets of answer books :- (1) Plain answer books and (2) accountancy additional books with two columns ruled in red ink. The candidate should be instructed to use the former for answering the theoretical questions only. Practical questions should be answered in the latter. In case it is found that the answer books are not sufficient to answer all the questions additional books, plain as well as with ruling in red ink may be obtained by candidates and made use of in the same manner as the respective answer books are used. This may be clearly instructed to the candidate with the help of the answer books or additional books plain and with ruling supplied by the University. If these are not available at the centre they may be obtained from the Office.

Accountancy  
sheets

Use of pen

25. Candidates are expected to bring their own pens, pencils etc. and will not be allowed to borrow from others in the examination hall. Candidates should use only blue or black or blue black ink pen or ball pen while answering their papers. Only for drawing diagrams or charts, colour pens / sketch pen / erasers, calculators etc. are allowed.

Caution to candidates

26.(a) Candidates are not allowed to use books of any kind. Chief Superintendents are to warn the candidates at the commencement of each examination that persons found in possession of answer book of any other candidate or found in possession of any book or portion of book, note books manuscript paper of any description or communicating or copying from each other or communicating with any person inside or outside the examination room or passing electronic gadgets like calculator etc. will be treated as guilty of malpractice.

A detailed report on the matter together with the candidate's answer books, the incriminating material used by the candidate, other material evidence and candidate's written statement obtained if any, should be forwarded immediately, addressed by name to the Controller of Examinations. The report of any malpractice shall be sent to the Controller of Examinations on the same day or the next day of the incident by REGISTERED POST with the materials (Proforma 10). Sending such reports either through University messenger, college messenger or by University Representative and delayed delivery may be avoided.

Malpractice and confiscation of hall ticket

(b) Chief Superintendent and hall superintendent / invigilators who have reason to suspect malpractice on the part of any candidate should forthwith make all possible preliminary investigation and communicate the same to Controller of Examinations on the same day by forwarding all material evidences available together with narration from the hall superintendent / invigilators and the written explanations obtained from the candidate. Hall tickets of such candidates need not be confiscated and they may be permitted to write the subsequent examination. However, if the Chief Superintendent envisages any disturbance in the conduct of examination by allowing such candidates to write examination, the Chief Superintendent is empowered not to permit the candidate to appear for the subsequent examinations and the same may be reported to the controller of examinations.

Documents to be enclosed along with malpractice case :

1. Report of the hall invigilator on malpractice to the Chief Superintendent.
2. Explanation, if any, submitted by the candidate.

3. Report letter of the Chief Superintendent to the Controller of Examination duly signed by Chief Superintendent, Hall Invigilator and University Representative / Observer.
4. Answer book of the candidate.
5. Incriminating materials used by the candidate.
6. Sketch of the sealing arrangement (Wherever necessary).

The report of the hall superintendent / invigilators must be clear. Based on the report of the hall superintendent / invigilators, Chief Superintendent must also enquire the candidate and send his report along with the hall invigilator's report. (Proforma 10) The nature of the punishment to be imposed by the disciplinary committee will depend largely upon the evidence furnished.

The Chief Superintendent must also ensure that scale of punishment for the various forms of unfair means be prominently displayed at the entrance of the examination hall (as per the University ordinances circulated - see Annexure).

27. In case of impersonation, the police authorities should be contacted immediately and the person concerned be handed over for investigation and necessary action. A full report about the same should be sent to the Controller of Examinations.

Impersonation

28. Clark's Mathematical & Physical Tables and other scientific tables / Data book if mentioned in the question paper, will be supplied to candidates on request, by the hall superintendent / invigilators. Chief Superintendents are requested to make arrangement for supply of Tables & Books. The Chief Superintendents are requested to see that only such Tables & Books which do not contain any entries in pencil or ink are supplied to candidates. The Books & Tables should also be examined while being returned by candidates.

Data Book /  
Tables

29. The use of mathematical instruments while answering the papers in relevant subject is allowed. Such instruments will not be supplied by the University. Only Scientific calculators are allowed. No programmable calculators, cell phones, pagers are allowed.

Calculators

30. All books, note books, manuscripts, etc., cell phone & other electronic gadgets brought by candidates shall be placed outside the examination hall in a separate room. A notice to this effect should be placed at the entrance.

To keep books  
Note books etc.

31. The Chief Superintendent of the University Examinations at each centre should prepare and keep with him sketches of the seating arrangements in the examination halls or rooms and should forward a copy of the same when requested by the Controller of Examinations. (Proforma 3 & 4).

Sketch of seating  
arrangements

Telegrams to candidates

32. Any letter or telegram to a candidate, shall not, in any case be delivered to candidate until he/she completes examination.

Candidates not to ask any question in hall

33. Candidates are forbidden to ask question of any kind during the examination. Hall Invigilators are to be instructed not to answer any enquiry whatsoever relating to the question papers, whether an explanation or meaning or correction or typographical error.

Attendance of Candidates present

34. Ten minutes after the commencement of the examination the Hall Invigilators are expected to start taking the attendance of the candidates who are present and writing the examination by getting the signature of candidates and complete immediately after 30 minutes in the format (Proforma 6). The formats may be kept in the college concerned and forwarded to the Controller of Examinations whenever they are specially required.

Absentee statement

Half an hour after the commencement of examination (in each session) the Chief Superintendent may send an attender with an ABSENTEE STATEMENT sheet (Proforma 7) to collect the register number of absentees in each hall. The entry made by Hall invigilator in the statement (Proforma 7) should tally with statement (Proforma 6) prepared earlier. The Chief Superintendent shall verify that there is no discrepancy in these two entries. Using these particulars, answer paper covers shall be prepared by the examination assistant. Along with the absentees' details, the hall invigilator should return the unused question papers and main answer books. Unused main answer books and unused question papers should tally with number of absentees. The Chief Superintendent shall verify that these things are in order, so as to avoid malpractice.

35. (a) At the close of examination, the Chief Superintendent is expected to send a consolidated absentee statement, date and subject wise and list of absentees with register numbers, within three days. (Proforma 7)

(b) The examination section will send two copies of nominal rolls (galley) along with the hall tickets. If any one candidate is absent for one paper, the code number or the serial number, as the case may be of that subject shall be rounded (encircled) and marked in red ink as "AB" (must NOT be scored) by the Chief Superintendent in one copy of the date war scheme against the register number of the candidate who is absent for that particular paper at the end of Examination on each day. This copy of date war scheme with the absentee markings shall be returned to the Controller of Examinations and this will be treated as consolidated absentee statement.

Preparation of answer paper cover

36. In preparing the answer paper covers, the register numbers of absentees for each subject of examination should be entered in the respective column on the cloth lined answer-paper cover. Candidates who are not permitted to sit for the examination for

want of attendance and for progress should be treated as absentees. The number of answer papers dispatched to the University added to the number of absentees must be equal to the number of candidates registered. Any discrepancy should at once be enquired into on the spot and accounted for, by a note at the foot of the cover. Special care must be taken to ensure accuracy in this respect and in writing the correct register number of absentees on the cover.

37. Hall invigilator should collect answer books from candidates personally. It would be better to instruct the candidates that they should stand up in their place and remain standing until one of the hall invigilator reaches them and receives the answer books as soon as they have completed answering and wish to surrender their answer books, or at the end of the period prescribed for each particular part of the examination. The candidates should be instructed to verify, before surrendering their answer books, that they have entered their register number correctly in the answer books at the appropriate places in the title page only. They should be warned that writing wrong register numbers in their answer books will entail rejection of their answer papers.

Collection of  
answer papers

38. After the answer books have been collected, they should be carefully arranged according to subjects or languages and in numerical order.

Arranging of  
answer papers

39. Special care must be taken in making entries on the face of the answer paper cover. The register number of all candidates in the nominal roll shall be written on the left side of the cover in the space provided. Absentees falling within the register numbers entered on the left side, may be notified on the right side of the cover.

Entries on  
answer paper  
cover

The signature of the Chief Superintendent, name and seal of the college shall be affixed on the cover without fail. The Chief Superintendent shall sign on the reverse side across the pasted portion of the cloth-lined cover. The University Representative must also sign in the face of the cover and also on the reverse side across the pasted portion of the cloth-lined cover.

Chief  
Superintendent  
and University  
Observer Signing

40. When a question paper is common for more than one branch / degree, the answer papers of candidates of different branch / degree shall be packed in different covers such that there is no mix up. For example, while packing the Mathematics III answer papers, which is common to all B.Tech. degree candidates, they may be packed separately, branch-wise for the administrative convenience of the examination section.

Packing of  
answer paper

41. No paper should be torn off from the answer books. The number of answer books kept inside the cover shall not exceed the specified number indicated thereon. The cloth-lined covers should be pasted in the presence of the Chief Superintendent and University observer / Representative at the close of session. After signing of the

Sealing of  
answer paper  
covers

covers as said in the previous para then the flap portion of the covers are to be pasted with cello tape neatly.

Delivery slips  
and delivery of  
answer paper  
packets

42. The answer paper delivery slip supplied by the University may be filled in Duplicate, (one for college use and one for the use of University office). Separate delivery slips may be used for separate degree answer paper packets. For example, dispatch of B.E., M.E., M.Sc. covers shall be written in three different proforma. Serial No. must be given date wise for the answer paper covers and handed over to the University office staff. Serial number shall be given continuously and not separately for each degree.

Service stamp  
Shall not be used

43. Any answer book, if found containing the name of the candidate should be sent to the Controller of Examinations separately.

44. The use of service postage stamps by Chief Superintendents of the University Examinations is forbidden.

No. of  
candidates  
and hall  
superintendents

45. Candidates should be accommodated in rooms or in large halls. In ordinary circumstances, one hall invigilator for every twenty five (25) candidates or part thereof in each hall is sufficient. In addition 10% of the admissible invigilators (subject to a minimum by one person) may be appointed as Reserve Hall Invigilator. If the number of candidates for the examination on any date does not exceed twenty five, examination can be conducted with the assistance of reserve invigilator and no hall invigilator should be appointed. The reserve Hall superintendent / Invigilators will assist the Chief Superintendent at times when there is no invigilation.

Chief Superintendent's  
report and suggestions  
after the examinations  
are over

46. The Chief Superintendent is requested to state, after the examinations are over whether the above instructions have been fully carried out. The Controller of Examinations may be sent in a separate communication, suggestions for improvement in the conduct of the examinations.

Appointment of  
Additional Internal  
Chief Superintendent

The Principal/The Chief superintendent are permitted to appoint one Additional Internal Chief Superintendent when the number of candidates appearing for the Examination exceeds 250 per session.

Appointment of  
Invigilators

The University desires that, as far as possible the candidates should be accommodated in halls or large rooms and considered that in ordinary circumstances. One Assistant Superintendent for every twenty-five (25) candidates or part of that number in each hall or room is sufficient. If the number of candidates for the examination of any date does not exceed twenty-five, no Assistant Superintendent should be appointed. It is not desirable to engage the service of Superintendent for shorter period than the full number of day over which the examinations extend.

One extra invigilator (Assistant Superintendent) may be appointed to all sessions to assist the Chief Superintendent.

In no case traveling expenses will be allowed to Superintendents (Invigilators) who are members of the Teaching Staff of the same Colleges.

The Executive Council at its meetings held on 6<sup>th</sup> October 1986 resolved that it be made obligatory on the part of the members of Teaching Staff to take up invigilation work etc. in connection with the conduct of the University Examinations when required by the Principal of Colleges concerned.

The remuneration for Superintendents and Assistant Superintendents will be sanctioned with reference to the number of candidates taking the examination at a centre, in accordance with the scale. The Chief Superintendent should make suitable arrangements for supervision according to the size of the rooms available on various days subject to the condition that there should be at least one Assistant in each room and that the remuneration due for the number of candidates accommodated in each session according to the prescribed rate (1 per 25 candidate) be distributed among the Assistant Superintendents (Invigilators) employed.

Chief Superintendent is permitted to utilise all the Teaching Staff members of their Colleges, if necessary, for invigilation work and remuneration admissible be divided among themselves.

47. Chief and Assistant Superintendents shall be remunerated according to the following scale :-

Scale of remuneration to Superintendents

	Nos.	Rs. P.
(i) Chief Superintendent	1	250.00 per session
(ii) Additional Chief Superintendent (if Total exceeds 250 students)	1	250.00 per session
(iii) All Hall Superintendent / Invigilator (written examination)	1	150.00 per session

The form of remuneration as in **proforma 11** is to be submitted to the university along with the accounts.

48. **Hall Superintendents / Invigilators** shall ensure the following :

(a) Use of cell phones by the students shall not be permitted inside the examination hall.

(b) That the candidates take their seats 10 min. before the commencement of the examination.

\* Revised rates recommended by the committee (implementation subject to approval of AC & EC)

(c) Use of cell phones by the invigilators shall not be permitted inside the examination hall.

Signature of  
Invigilators

(d) Hall superintendent / invigilators must sign at the space provided on the first page of the answer book and not in any other page.

Writing Register  
number

(e) Proper instructions are to be given before question papers are distributed to candidates to write his/her register number legibly on the title page of the Answer book and not to write register number anywhere else. Candidates may also be informed that violation of this rule will attract disciplinary action.

Check the  
Question paper

(f) Candidates' attention may be drawn to verify and satisfy themselves that they have received appropriate question paper before they start answering the questions. Each question paper must be scrutinized so as to ensure that it is relevant to the heading. Question papers not relevant should be returned to the Hall Invigilator at once, and then to the Chief Superintendent.

Candidate to write  
Register number  
only on the title  
page of answer  
book

(g) Before distributing question papers, candidates should be issued with an answer book and instructed to fill up the particulars on the title page of the book. Candidates are to be instructed not to write the register numbers at any place other than the space provided for on the book. Writing a wrong register number will lead to rejection of answer paper. Writing the name or making an appeal to the examiner or writing the internal assessment mark will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary proceedings by the University.

Attendance of  
Candidates

(h) The attendance of candidates (Proforma 6) may be finalized half-an-hour after the commencement of the examination by getting the signature from individual candidates along with the Answer book serial number in the format prescribed by the university.

Checking Register  
number

(i) Hall tickets of all candidates should be inspected during the courses of each session of the examination. While checking the hall ticket of each candidate, the Hall Invigilator should verify the photograph and ensure that the REGISTER NO OF THE CANDIDATE ON THE HALL TICKET, on the title page of the answer book of the candidate and on the table / desk are identical.

Rough work

(j) Candidates should be informed that rough work, if any, must be done by them on the bottom of pages in their answer papers. No separate answer books for rough work will be supplied to candidates.

Checking  
Answer books

(k) The number of absentees and the number of answer books not distributed in the hall should tally and the unused answer books should be returned to the Chief Superintendent while the absentee list is sent.



<p>(l) Candidates presenting themselves thirty minutes after the commencement examination shall not be admitted.</p>	<p>Reporting at exam hall</p>
<p>(m) Candidates are required to bring their own pens, pencil, erasers, calculators etc.</p>	
<p>(n) Candidates are not permitted to bring cell phones and other electronic gadgets inside the examination hall.</p>	
<p>(o) Candidates are not allowed to use books of any kind, except approved data books and mathematical / statistical tables.</p>	
<p>(p) The hand books / data books brought by the candidates may be checked for any handwritten matters. Such books with scribbling and notes shall not be permitted.</p>	<p>Data books, Maths / Stat. tables</p>
<p>(q) Hall superintendent / Invigilators shall warn the candidates at the commencement of the examination on each session that candidates found bringing any incriminating materials into the examination hall or found in possession of answer book of any other candidate or found copying or communicating with any person inside or outside the examination hall shall be treated as guilty of malpractice. Any candidate violating this rule should be brought to the notice of the Chief Superintendent immediately. A detailed report on the matter together with the candidate's answer book in question, the incriminating materials used by the candidate, other material evidences and candidate's confession statement should be immediately forwarded to the Chief Superintendent. Candidates should not detach any sheet from the answer book or take out any sheet outside the Hall. <u>The Hall superintendent / Invigilators may ensure to notify the same at the entrance of each hall.</u></p>	<p>Malpractice</p>
<p>(r) While collecting the answer books from a candidate, the Hall invigilator shall verify that the register number of the candidate has been correctly entered and that too only on the title page. No loose sheets or papers shall be detached from the answer books of candidates.</p>	<p>Collection of answer books</p>
<p>(s) Candidates should be informed that they are expected to write at least 20 lines in a page if no ruling is made and use both sides of an answer paper. In this connection, Chief Superintendents should instruct their hall superintendent / invigilators to monitor whether all the students write not less than 20 lines per page if no rulings are made.</p>	<p>Writing 20 lines per page</p>
<p>(t) The invigilators are expected to report to the Chief Superintendent for invigilation work at least thirty minutes before the commencement of examination on the respective date and session for which invigilation work is assigned.</p>	<p>Report for duty</p>
<p>(u) At the end of the examination, the hall invigilator has to collect the answer books from candidates and arrange them subject wise, register number wise and personally hand over to the Chief</p>	<p>Collecting answer books</p>

Superintendent. The hall invigilator has to be present till those answer papers are checked and put into the answer paper covers by the Chief Superintendent.

19. A University Representative will be appointed by the Controller of Examinations as an observer for the conduct of Examinations. The normal conduct of examination shall not be affected due to the absence of the University Representative. The Observer / University Representative should ensure:-

University  
Representative / Observer

(a) The presence of the Observers at the centres on all examination dates is a must on both sessions.

(b) They shall reach the venue at least 30 minutes before the commencement of the examinations and to remain there till the examinations are over and the answer scripts are packed and sealed at end of each session of the day.

(c) They shall ensure that all the question paper packets are properly opened in their presence and the answer sheets are packed properly and sealed after the completion of the examinations.

(d) Any kind of malpractice is to be immediately booked and the scripts of such candidates are to be sent separately to the Controller of Examinations by name along with invigilator's report in a standard format to be prescribed by the University.

(e) Proper seating arrangements are to be made and the same should be written on BLACK BOARDS for the benefit of the students.

(f) No student is to be denied permission to write the examinations without any proper reason. The Observer has to implement this effectively.

(g) Any complaint from any student or staff with regard to the conduct of examination may be received in writing and forwarded to the Controller of Examinations.

(h) A daily report on the conduct of the examinations along with a final report after the completion of all the examinations are to be submitted to the Controller of Examinations.

(i) University stationery like Main Sheets, Additional Sheets, Accountancy, Graph etc., are to be properly kept under safe custody.

(j) Answer paper of completed examinations shall be sealed and kept in safe custody and dispatched on the first day itself and should not be accumulated.

(k) Guidelines to be followed by the invigilators are to be informed to all invigilators.

(l) The main entrance of the college must be kept open always. If required police security may be asked for.

(m) The principals / Chief Superintendents will be required to render all possible assistance to him.

(n) The Principals are the representatives of the university appointed to supervise the examinations. On any matter of dispute relating to examinations, the decisions of the observers are to be implemented subject to the approval of the university authorities.

Flying Squad

50. "Examination Vigilance Squad / Flying Squad" appointed by the University authorities from time to time, shall check compliance of the following :-

(a) examinations commence on time.

(b) question paper issued to the centres / colleges are kept in safe custody.

(c) answer paper of completed examinations are sealed and kept in safe custody.

(d) absentee list agrees with entries on answer paper packets (a random sample will be enough).

(e) seating arrangements are satisfactory.

(f) adequate number of external and internal invigilators are employed and to see that the invigilation work is done only by the teaching staff and not by the non teaching staff.

(g) University examination stationery supplied to colleges are properly stored and accounted for.

(h) Any other matter related to the conduct of Examination in that centre / college.

51. Chief Superintendents are informed that the following charges have been prescribed by the University.

(a) For making preliminary arrangements for the conduct of the Examinations at any centre, to be inclusive of all charges :-

Rs. 50/-\* for every 100 candidates or part thereof calculated on the largest number of candidates who sat for one session on any one day of the examination period.

Rates of charges for preliminary arrangements for the conduct of Examination and for clerical work

(a) Servants / Poens / Office Attender for conduct of Examination Rs.40/-\* per session. The total number of Servants / Poens / Office Attender engaged for the conduct of written examinations should not exceed the usual number of one for every 50 candidates or part thereof for each session of the examination day

(b) For Clerical Assistance :-

Rs. 50/-\* for every 100 candidates and part thereof subject to a minimum of Rs.40/- and maximum of Rs.250/- per day.

The above rate should be calculated on the largest number of candidates who sat for any one session of each examination day.

(c) For Waterman :-

Rs. 40/-\* per session of the examination for a waterman. (one of every 300 candidates and part thereof)

1	-	300 Students
2	-	301 to 400 Students
3	-	401 to 600 Students
4	-	601 to above Students

(d) Charges for sewing cloth covers for dispatch of answer-books only Re.5/- per cloth cover, the voucher in support of this claim to contain also certificate by the Chief Superintendents regarding the number of cloth covers made.

Articles that are allowed under contingent expenses

Expenditure incurred for purchase of wrapping paper, string for packing answer paper packets, cloth for packing, gum or paste, match box, candles, needles, copying pencil, thread for stitching and sealing wax, only will be allowed, provided they are supported by original cash bills from the regular shops, countersigned by the Chief Superintendent.

Payment will not be made by the University on miscellaneous items and cooile for taking answer-paper packets to Railway Station or Post Office. Electricity charges (light and fans) will not be paid.

Payment of local Delivery charges

(e) \*All bill for the purchases made and postal receipts for sending parcels etc. should not be pasted on any sheet of paper but should be sent safely secured by string\*.

\* Revised rates recommended by the committee (implementation subject to approval of AC & EC)

52. All applications for contingent advance towards conduct of examinations should be made to the Controller of Examinations at least 30 days before the commencement of the examination. Stamped acknowledgements should invariably be furnished for all advances exceeding Rs.5000/-. Advance paid must be utilized to meet the contingent expenses for written examination only. They should not be utilized for practical examination

53. All expenditure relating to Clerical staff, Office Asst./Peon, Waterman, Watchman, purchase of stationery, sealing wax, collo tape, string, sketch pen, all other contingencies etc., have to be met within the amount allotted. For transport of answers script bundles to the university by the local colleges, a sum of Rs.500/- per week and upto a maximum of Rs.2,500/- per session shall be paid to the colleges/institutions.

54. On conclusion of the examinations, a bill should be prepared and forwarded to the Controller of Examinations together with all vouchers and other statements connected therewith (Proforma 11 & 12) within 5 days.

Sending final account

55. After the bills have been checked, orders will be given for the payment of any sum due. If the amount originally drawn is in excess of the expenditure, the balance should be refunded within fifteen days after the examination are over.

All original bill to be sent

56. Chief Superintendents are required to make a return in the form (Proforma 14) for the amount of stationery and serviceable articles remaining at the close of examination and to retain them for the following examination unserviceable articles including.

Stock position

57. Chief Superintendent has to maintain stock particulars of the items such as, Answer book, cloth-line cover, etc., supplied by the University. At the close of each semester / annual examination, the chief superintendent is expected to send stock position and request for requirement of various items for the use of next examination in Proforma 14.

Stationery Requirement

58. Chief Superintendents are authorized to issue attendance certificate to the staff members drafted for the work relating to conduct of examination.

Issue of attendance certificate to staff

59. Claims such as T.A., D.A. Remuneration etc., of the staff members (except Pondicherry University Representative) drafted for examination purpose will be settled by the Chief Superintendent.

Settlement of Claim of staff

## CONTROLLER OF EXAMINATIONS

\* Introduction of payment to the colleges / institutions for transport of answer script bundles to the University (Implementation subject to approval of AC & EC)