



BANNARI AMMAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution Affiliated to Anna University Chennai - Approved by AICTE - Accredited by NAAC with "A+" Grade

SATHYAMANGALAM - 638 401 ERODE DISTRICT TAMIL NADU INDIA

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EXAMINATION AND ASSESSMENT POLICY



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| 1 | | Introduction |
| | | Bannari Amman Institute of Technology (BIT) is committed to create the Centre of Excellence in Engineering, Technology and Management education having relevance to industrial and societal needs. Various policies are framed considering systems, processes and procedures followed in the Institute to ensure the inclusive growth of all the stakeholders associated with the Institute and to "Stay Ahead". |
| 2 | | Objectives |
| | | <p>The main objectives of the examination policy include preparation, scheduling, and conduct of assessment tests / exams (internal and external) for all the courses offered by the Institute and</p> <ul style="list-style-type: none"> ● to facilitate and ensure the effective assessment and evaluation process and to measure the outcomes of all the courses enrolled by the undergraduate (UG) and postgraduate (PG) students under the Autonomous System. ● to develop a robust internal mechanism and / or methodologies for academics and examination related activities. |
| 3 | | Scope |
| | | <p>The scope of policy covers all the students and scholars enrolled for UG, PG and Ph.D. programmes, members of faculty, non-teaching staff members (Technical or Non-technical) and relevant stakeholders involved in the academic process. Modes of publishing the policy shall include circulation of printed copies and e-copies through https://www.bitsathy.ac.in/wp-content/uploads/Examination-and-Assessment-Policy.pdf</p> |
| 4 | | Definitions |
| | | <p>Head of the Institution: Principal of the Institution. Head of Academics: A responsible person for the implementation of the decisions taken on academic matters. Controller of Examinations (CoE): An authorised person who is responsible for all activities of the examinations. Head of the Department (HoD): A responsible person for an academic department. Chief Superintendent (CS): Professor / HoD monitoring the entire examination process. Squad Member: Professor / Associate Professor of the institute who checks the student behavior in the examination hall. Hall Superintendent (HS): A teaching faculty of the institute who monitors the examination hall. Continuous Assessment Test: An internal test for the assessment of student performance.</p> |
| 5 | | <p>Examination cum Evaluation Committee</p> <p>The members of the committee will be nominated by the Head of the Institution and it comprises of</p> <ul style="list-style-type: none"> ● Head of Academics ● CoE |

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| | | <ul style="list-style-type: none"> ● Professor in charge – Autonomy affairs ● Three Professors <p>The committee will govern the following activities:</p> <ul style="list-style-type: none"> ● Question paper setting process ● Evaluation process ● Semester end results publication process |
| | | <p>The academic calendar consists the following activities related to examination and assessment</p> <ol style="list-style-type: none"> i) Commencement of semester ii) Continuous assessment tests and semester end examinations schedules iii) Evaluation schedule iv) Result passing board (RPB) meeting <p>Relevant rules and regulations, currently in force and earlier versions.</p> |
| | | With reference to BIT academic regulations, two continuous assessment tests and one semester end examinations will be conducted. |
| 6 | | Activities and Responsibilities |
| | (a) | Question Paper Pattern |
| | | <ol style="list-style-type: none"> i) For continuous assessment test, the question paper should cover first 2.5 units for the Periodical Test - I and remaining portions for the Periodical Test - II. ii) For semester end examinations, question paper should cover the entire syllabus and questions are uniformly distributed across the units. iii) The question paper pattern for UG and PG is available as per the regulations currently in force and earlier versions (Annexure I, II) |
| | (b) | Question Paper Setting Process |
| | | <p>Continuous Assessment Test:</p> <ul style="list-style-type: none"> ● The question paper will be prepared by one of the course handling faculty which will be decided by the concerned HoD. <p>Semester End Examinations:</p> <ol style="list-style-type: none"> i) Eligibility for Question Paper (QP) Setter <ul style="list-style-type: none"> ● Minimum 1 year of experience in teaching the concerned / related courses. ● An eligible faculty is refrained from the QP setting process if any of his / her family member or relative is studying in the academic year. ii) The HoDs shall provide the panel of internal experts (Annexure III) by discussing with the senior faculty and concerned course handling faculty members. iii) The external experts from various institutions based on their academic experience is allotted by the office of the CoE. iv) A question paper setter has to submit 2 sets of the question paper from the syllabus as notified to them. v) The received question papers are scrutinized by the HoDs and course experts from internal and external faculty members in two levels. The corrected course |

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| | | <p>wise question papers with the concerned scrutinized forms are handed over to the office of the CoE for finalising the semester end question paper.</p> <p>vi) From the two sets of the question papers, the final question paper is selected by CoE which will be maintained confidentially.</p> |
| | (c) | Conduct of Examination |
| | | <ul style="list-style-type: none"> ● The detailed schedule for all examinations will be communicated to all concerned at least two weeks prior to the commencement of examinations. <p>Continuous Assessment Test:</p> <ul style="list-style-type: none"> ● The students should be available in their examination hall in time and HS should verify the student's identity card and dress code. <p>Semester End Examinations:</p> <ol style="list-style-type: none"> i) For monitoring the examinations, Anna University Representative (AUR) is nominated based on the request given by the office of the CoE. ii) E-hall tickets for the eligible candidates will be shared before the commencement of examinations. iii) The students will be permitted to the examination hall up to 30 minutes after the commencement of the examination. iv) The CS and HS should follow the instructions specified in Annexure IV & V. v) The HS should allow the students to enter the exam hall after the verification of hall ticket, student's identity card and dress code. (Annexure VI) vi) The Squad members will not be below the rank of Associate Professor and shall visit the examination halls during the examinations. (Annexure VII) |
| | (d) | Examination Passing Requirements |
| | | <ol style="list-style-type: none"> i) A student (admitted upto 2020) who secures not less than 50% of total marks (continuous assessment + semester end examinations) prescribed for a course (Theory) and comprising a minimum of 50% of the marks prescribed for the semester end examinations shall be declared to have passed the course successfully and earned the prescribed credits for that course. ii) As per the revised excerpts in the Anna University regulations (for the students admitted from 2021), a student who secures not less than 50% of total marks (continuous assessment + semester end examinations) prescribed for a course (Theory) and comprising a minimum of 45% of the marks prescribed for the semester end examinations shall be declared to have passed the course successfully and earned the prescribed credits for that course. iii) The continuous assessment marks obtained by the student in the first appearance shall be retained and considered valid for one subsequent attempt. iv) For other courses, the passing requirements are as per the regulations currently in force and earlier versions. |
| | (e) | Evaluation Process |
| | | <p>Continuous Assessment Test:</p> <ol style="list-style-type: none"> i) The faculty member who handles the course shall evaluate the answer scripts and award the marks as is applicable. ii) The answer scripts will be evaluated within three working days from the date of last test. |

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| | | <p>Semester End Examinations:</p> <p>i) The semester end examination papers are evaluated through central assessment.</p> <p>ii) The chairman of the board shall normally be HoD. In case, if HoD is unable to chair the valuation process, he / she may submit a request to the CoE suggesting the alternative, competent person preferably not below the rank of Professor / Associate Professor. Head of the Institution shall appoint the chairman in the case if HoD is unable to suggest from the same or related discipline as the situation may warrant for.</p> <p>iii) Chief examiner should have ten years of teaching experience and must not below the Associate Professor cadre and the instructions for the board chairman and chief examiners are given in Annexure VIII.</p> <p>iv) Examiners for paper valuation shall have Ph.D. qualification or PG qualification with more than two years of teaching experience and the instructions for the examiners are given in Annexure IX.</p> <p>v) Faculty members with less than 1 year of experience will be assisting the central evaluation process as tabulators.</p> <p>vi) One chief examiner will be appointed for a minimum of ten evaluators. The chief examiner will check and attest all the failure scripts and select randomly 10% of the remaining scripts in the concerned bundle to check the correctness of the evaluation process.</p> <p>vii) The marks will be entered through online mode.</p> |
| | (f) | Results Passing Board |
| | | <p>i) The Results Passing Board shall include,</p> <ul style="list-style-type: none"> ● Head of the Institution ● CoE ● An academician nominated by the University ● Head of Academics ● Head of the Departments <p>ii) In case if a HoD is unable to attend the meeting, he / she shall make a request to the CoE and the same shall be informed to other members during the meeting.</p> <p>iii) Meeting of the Board shall be convened, before declaration of the results, to analyze the course-wise and Department-wise results with related statistics.</p> <p>iv) Moderation marks are awarded to the courses in consultation with the members of the RPB and it is recorded in minutes of meeting (Annexure X).</p> <p>v) The CoE shall declare the results after conduction of results passing board meeting.</p> <p>vi) The results have been sent to the students concerned through mail.</p> |

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| | (g) | Revaluation Process |
| | | <p>i) A student can apply for re-totaling (Annexure XI) or revaluation (Annexure XII) or both for one or more courses after the publication of results.</p> <p>ii) The CoE shall make the necessary arrangements for re-totaling / revaluation.</p> <p>iii) After revaluation, if the mark deviation is less than 15 between the two evaluators, the highest mark will be considered as a final mark.</p> <p>iv) If the mark deviation is found to be 15 or above between the evaluators, then the third evaluator will be appointed.</p> <p>v) For revaluation / third valuation, a new evaluator will be allotted by the board chairman who have not evaluated the same script(s) during the first / second valuation.</p> <p>vi) The final mark is decided based on the minimum mark difference between two evaluators, the highest mark will be awarded.</p> |
| | (h) | Appellate Process |
| | | <p>An appellate committee is formed to oversee the grievances received regarding the revaluation of answer scripts. Students who have grievances after the revaluation process is over may apply to the appellate committee. The committee will comprise of three members including a course expert. The following are the eligibility criteria to appeal to the appellate committee:</p> <p>Students should have</p> <ul style="list-style-type: none"> • Applied for revaluation of the course. • CGPA of 8.0 and above upto the previous semester • No history of arrears • Only one arrear for which revaluation is applied for <p>Upon meeting the above requirements, a student can apply for consideration within two working days from the date of publication of revaluation results. The committee's decision is final.</p> |
| | (i) | Grade Sheets, Provisional, Degree Certificates and Duplicates |
| | | <p>i) Grade sheets shall be issued to the students after the publication of results.</p> <p>ii) Course completion certificate and transfer certificate shall be issued at the end of the programme through the support desk.</p> <p>iii) For duplicate grade sheets, submit an affidavit to the office of the CoE along with the prescribed fee and the duplicate grade sheet shall be issued within two weeks.</p> <p>iv) Provisional and degree certificates to the candidates after successful completion of the programme, will be issued after receiving the same from university.</p> <p>v) For duplicate degree certificate the candidate has to apply to Anna University through https://onlineservices.annauniv.edu/</p> |
| | (j) | Retention of Answer Scripts |
| | | <p>Continuous Assessment Test:</p> <ul style="list-style-type: none"> • Continuous assessment examination answer scripts will be maintained by the concerned department. <p>Semester End Examinations:</p> <ul style="list-style-type: none"> • The semester end examination answer scripts will be retained in the office of the CoE for a period of 4 years in the physical form and kept for the retrieval whenever needed. |


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| | (k) | Committee for Curbing Malpractices in Examinations |
| | | <p>i) When a student tries to gain higher marks in an exam or assessment by cheating is malpractice.</p> <p>ii) Any student, who indulges in malpractice during the examination, shall be referred to the committee that monitors the unfair practice comprising of,</p> <ul style="list-style-type: none"> ● Head of Academics ● CoE ● Two Professors (mandatory with one lady member) <p>iii) Based on the malpractice, the committee may suggest punishment with reference to the parent university. (Annexure XIII)</p> |
| | (l) | Eligibility Scrutinizing Committee |
| | | <p>i) Any student, who wants to migrate to other college shall be referred to the eligibility scrutinizing committee comprises of,</p> <ul style="list-style-type: none"> ● Head of Academics ● CoE ● Professor in charge – Autonomy affairs ● HoD concerned <p>ii) The above committee may decide if audit courses are needed for credit gaps if any, the need for additional registration / exemption of courses to that candidate who joins in BIT based on the current regulations in force.</p> <p>iii) A candidate who joins the BIT from other college shall submit the remaining grade sheets of all the semesters issued by the institutions / university for normalization of the credits.</p> |
| | (m) | Verification / Transcript Services |
| | | <p>i) Genuineness / verification services are requested by various stakeholders such as Government Authorities, Corporate Bodies and Educational Institutions shall be given a reply within two working days of request.</p> <p>ii) Transcripts services are requested by alumni for higher education purposes through online and offline mode and shall be given a reply within two working days of request.</p> <p>iii) Such requests shall be submitted with all the relevant data in the following link: https://bitsathy.directverify.in/student</p> |
| | (n) | Post Examination Audit Process |
| | | The examination cum evaluation committee members and external expert will be invited to audit the examination process and activities to assess the gaps, blind spots and improve further. |

ANNEXURE I

Regulations:

Reg. No.:

| | | | | | | | | | | | | | | | | | | | |
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|  <p>Stay Ahead</p> | BANNARI AMMAN INSTITUTE OF TECHNOLOGY (An Autonomous Institution Affiliated to Anna University, Chennai) SATHYAMANGALAM – 638 401 |
| | SEMESTER END EXAMINATIONS - Month & Year ___ Semester |

COURSE CODE & TITLE

Degree & Branch:

Time: 3 Hrs.

Maximum: 100 Marks

| | | |
|---|---|-------------------|
| Mention if any code-books, data books, data-sheets, reference tables, graphs are required to answer this question paper. Delete this box if it is not required. | | |
| Instructions: 1. Students should not mark / write anything on the Question Paper other than the register number. 2. Sections A to E contain questions for 30 Marks each. 3. Students can attempt answering any two out of three subsections in each section. | | |
| Q. No. | Questions | |
| SECTION A | COURSE OUTCOME 1 | MAXIMUM: 20 MARKS |
| A1 | Section-A,B,C,D,E Sub Section-A1,A2,A3,B1,B2,B3,C1,C2,C3,D1,D2,D3,E1,E2,E3 Question goes here. Objective types of questions (Multiple Choice, Multiple Answer, True or False) are allowed for 1 mark. A scenario should be given for each subsection and only Outcome based questions should be given. Questions can be asked in the following outcome based question types along with the scenario for each subsection, <ul style="list-style-type: none"> ● Match the Following without options (Minimum 3 Columns) ● Justification based (Maximum 3 Lines of the answer) ● Complete the incomplete questions ● Missing Parts / Blocks / Algorithm / Code ● Error Spotting ● Info-graph / Diagrammatic based answers ● Descriptive type of question to Info graphic type of answer ● Info graphic type of question to Descriptive type of answer ● Questions from Statistical Information(s) ● Decision-Making type of questions | |
| (i) | RBT analysis should be attached at the end of question paper. KD Knowledge Domain CD Cognitive Domain LL Learning Level (Low – 1, Medium – 2, High- 3) <div style="text-align: right;">(X Marks – [KD/CD,LL])**</div> | |
| . | **Marks and RBT details should be typed right below the question and right-aligned Font: Arial, size:10 and single line spacing Marks – Each subsection (A1,A2,A3,B1,B2,B3,C1,....) in all the section carries 10 marks. Minimum 1 and maximum of 6 sub divisions/questions can be asked in each subsection. (Ex: A1-(i),(ii),(iii),(iv)) | |

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| | (iv) | The maximum numbers of subdivisions are 6 and their marks in each subsection depend upon the question complexity. | |
| A2 | Figures, tables, and graphs in each question should be numbered, named and cited appropriately. | | |
| | (i) | | |
| | . | | |
| | (iv) | | |
| A3 | | | |
| | (i) | | |
| | . | | |
| | (iv) | | |
| SECTION B | | COURSE OUTCOME 2 | MAXIMUM : 20 MARKS |
| B1 | | | |
| | (i) | | |
| | . | | |
| | (iv) | | |
| B2 | | | |
| | (i) | | |
| | . | | |
| | (iv) | | |
| B3 | | | |
| | (i) | | |
| | . | | |
| | (iv) | | |
| SECTION C | | COURSE OUTCOME 3 | MAXIMUM: 20 MARKS |
| C1 | | | |
| | (i) | | |
| | . | | |
| | (iv) | | |
| C2 | | | |
| | (i) | | |
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| | (iv) | |
| C3 | (i) | |
| | . | |
| | . | |
| | (iv) | |
| SECTION D | | COURSE OUTCOME 4 |
| MAXIMUM: 20 MARKS | | |
| D1 | (i) | |
| | . | |
| | . | |
| | (iv) | |
| D2 | (i) | |
| | . | |
| | . | |
| | (iv) | |
| D3 | (i) | |
| | . | |
| | . | |
| | (iv) | |
| SECTION E | | COURSE OUTCOME 5 |
| MAXIMUM: 20 MARKS | | |
| E1 | (i) | |
| | . | |
| | . | |
| | (iv) | |
| E2 | (i) | |
| | . | |
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| | (iv) | |
| E3 | (i) | |
| | . | |
| | . | |
| | (iv) | |


End of Question Paper

| | RBT ANALYSIS | | | | | | | | | | | | | | | | | | | | | | | | | | | | Knowledge Total | | | | | | |
|-----------------|--------------|---|---|---|---|------------|---|---|---|---|-------|---|---|---|---|---------|---|---|---|---|----------|---|---|---|---|---------------|-----|-----|-----------------|-----|------|--|--|--|--|
| | Remember | | | | | Understand | | | | | Apply | | | | | Analyze | | | | | Evaluate | | | | | Section Total | | | | | | | | | |
| Section | A | B | C | D | E | A | B | C | D | E | A | B | C | D | E | A | B | C | D | E | A | B | C | D | E | A | B | C | D | E | | | | | |
| Factual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Conceptual | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Procedural | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Metacognitive | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section Total | | | | | | | | | | | | | | | | | | | | | | | | | | 20% | 20% | 20% | 20% | 20% | 100% | | | | |
| Cognitive Total | | | | | | | | | | | | | | | | | | | | | 100% | | | | | - | | | | | | | | | |

Fill the RBT analysis in the percentage of marks $((\text{Marks}/150) \times 100)$ at each applicable cell.

It should be given in landscape layout and separate page.

ANNEXURE II

| | | | | | | | | | | | | | | |
|--|---|--|--|--|--|--|--------------------|--|--|--|--|--|--|--|
| Regulations: | Reg. No. | | | | | | | | | | | | | |
|  | BANNARI AMMAN INSTITUTE OF TECHNOLOGY (An Autonomous Institution Affiliated to Anna University, Chennai) SATHYAMANGALAM – 638 401 | | | | | | | | | | | | | |
| | SEMESTER END EXAMINATIONS – Month & Year _____ Semester | | | | | | | | | | | | | |
| Degree & Branch: | | | | | | | | | | | | | | |
| COURSE CODE - COURSE TITLE | | | | | | | | | | | | | | |
| Time: 3 Hrs. | | | | | | | Maximum Marks: 100 | | | | | | | |
| Instructions: Kindly mention here any special instructions such as the Codes, Data Books, Charts, Tables, Drawing and Graph Sheets to be supplied or permitted. | | | | | | | | | | | | | | |

| Q. No. | PART– A (10 x 2 = 20 Marks) Answer All Questions | CD | KD | LL | CO |
|--------|---|----|----|----|----|
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| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

| Q.No. | PART– B (5 x 12 = 60 Marks) Answer All Questions | CD | KD | LL | CO |
|----------|---|----|----|----|----|
| 11 a) | i) | | | | |
| | ii) | | | | |
| (or) | | | | | |
| 11 b) | i) | | | | |
| | ii) | | | | |
| (or) | | | | | |
| 12 a) | i) | | | | |
| | ii) | | | | |
| (or) | | | | | |
| 12 b) | i) | | | | |
| | ii) | | | | |

| Q.No. | | PART– B (5 x 12 = 60 Marks) Answer All Questions | CD | KD | LL | CO |
|----------|-----|---|----|----|----|----|
| 13 a) | i) | | | | | |
| | ii) | | | | | |
| (or) | | | | | | |
| 13 b) | i) | | | | | |
| | ii) | | | | | |
| (or) | | | | | | |
| 14 a) | i) | | | | | |
| | ii) | | | | | |
| (or) | | | | | | |
| 14 b) | i) | | | | | |
| | ii) | | | | | |
| (or) | | | | | | |
| 15 a) | i) | | | | | |
| | ii) | | | | | |
| (or) | | | | | | |
| 15 b) | i) | | | | | |
| | ii) | | | | | |
| Q.No. | | PART– C (1 x 20 = 20 Marks) Comprehensive Type Question / Case Study | CD | KD | LL | CO |
| 16 | i) | | | | | |
| | ii) | | | | | |

Weightage (%) for Different Abilities to be tested

| Category of Ability | Weightage | Low Difficulty | Medium Difficulty | High Difficulty |
|--|------------------|-----------------------|--------------------------|------------------------|
| Remember / Factual | | | | |
| Understand / Conceptual / Procedural | | | | |
| Apply & High order abilities / Conceptual or Procedural | | | | |
| Total | | | | |

ANNEXURE III



BANNARI AMMAN INSTITUTE OF TECHNOLOGY

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Office of the Controller of Examinations

Semester End Examinations – Month & Year

List of Question Paper Setters

Department – Regulations ____

| No. of QP(s) : 02 | | | | | | | |
|-------------------|------|-------------|--------------|------------|-------------------|-------|----------|
| S. No. | Sem. | Course Code | Course Title | Faculty ID | QP Setter Details | Dept. | Email ID |
| | | | | | | | |

Head of the Department

Controller of Examinations

ANNEXURE IV



BANNARI AMMAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution Affiliated to Anna University Chennai - Approved by AICTE - Accredited by NAAC with "A+" Grade

SATHYAMANGALAM - 638 401 ERODE DISTRICT TAMIL NADU INDIA

Ph: 04295-226000 / 221289 Fax: 04295-226666 E-mail: stayahead@bitsathy.ac.in Web: www.bitsathy.ac.in

Office of the Controller of Examinations

INSTRUCTIONS TO THE CHIEF SUPERINTENDENT

1. To ensure that various combination, coded answer booklets are issued every day and identical combinations are strictly avoided for any two consecutive days.
2. On receipt of sealed question paper packets, check the description mentioned on each packet with the timetable. Non receipt of any question paper packet, shortage in required number may be brought to the notice of the CoE immediately to avoid discrepancy.
3. Ensure the facsimile signature is affixed only at the right top corner of the first page of answer booklets.
4. Necessary instructions should be given to the HS & Squad members.
5. Sealed question paper packets to be opened 30 minutes before the commencement of examination in the presence of AUR who will affix his / her signature before opening. All the opened question paper covers shall be preserved and forwarded to the office of the CoE at the close of Examinations.
6. Number of answer booklets and question papers issued to each hall shall be equal to the total number of candidates writing examination in that hall so as to avoid any malpractice.
7. Malpractices of any nature shall be reported to the CoE with original records and documents. If a candidate is booked under malpractice, shall instruct them to attend the enquiry meeting, as fixed by the CoE. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.
8. To ensure the distribution of standard data books / code books / scientific tables / graph sheets (if mentioned in the question paper) to the candidates.
9. Check the absentees statement which shall be prepared in the prescribed format by the HS and it should tally with the attendance statement.
10. Answer paper covers should contain the details of the register number of absentees for each course in the column provided on the cloth lined cover.
11. At the close of session, the verified answer booklets should be collected from the HS.
12. Sign on the front side of the cover after verifying details. To ensure that, the AUR must also sign in the face of the cover.
13. Sign on the cover containing the answer booklets after verifying it, followed by it the AUR should sign.
14. When question papers are common for more than one branch, the answer booklets of candidates shall be packed in different covers as per the concerned department such that the booklets do not get mixed.
15. The cloth lined covers should be pasted in the presence of AUR at the close of session (flap portion of the covers are to be pasted with cello tape neatly) and the answer paper packets are to be delivered to the office of the CoE immediately.

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ANNEXURE V



BANNARI AMMAN INSTITUTE OF TECHNOLOGY

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INSTRUCTIONS TO THE HALL SUPERINTENDENT

1. Avoid using electronic gadgets during the invigilation duty.
2. Report to the office of the CoE at least 30 minutes before the commencement of the examination for both the FN and AN sessions.
3. Collect the answer booklets and check the booklet pattern, serial number and damages. After receiving the instructions from the CS, the collected answer booklets should be taken directly to the examinations hall 15 minutes before the commencement of the examinations.
4. Allow the candidates to enter the exam hall after the verification of hall ticket, student's identity card and dress code.
5. No candidate shall be permitted to enter the examination hall after 30 minutes from the commencement of examination. Candidate who left the hall before the end of the session shall be not permitted to re-enter the hall.
6. Complete the attendance process immediately within 30 minutes. While signing the answer booklets ensure the correctness of the information that has been filled by the candidate.
7. Do not entertain any other faculty / staff members in the examination hall other than the AUR, CS, office of the CoE staff members, Squad members and relieving duty faculty members.
8. Based on the attendance taken, absentees statement shall be prepared in the prescribed format and it should tally with the attendance statement. Along with the absentees statement, they should return the unused question papers and main answer booklets.
9. Malpractices of any nature shall be reported to the office of the CoE immediately.
10. Collect answer booklets from candidates personally verifying the number of pages entered in the answer booklet at the appropriate places on the title page. Then the answer booklets should be arranged in register number order and handed over to the office of the CoE.
11. The verified answer booklets should be handed over to the CS.

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ANNEXURE VI



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INSTRUCTIONS TO THE CANDIDATES

1. Admission to the examination is provisional.
2. The hall ticket is issued subject to satisfy the attendance and other requirements as per rules and regulations prescribed by the college from time to time. The examination taken will be treated as cancelled if at a later date it is found that the candidate has not complied with the above requirements.
3. Allowed to enter the exam hall after the verification of hall ticket, student's identity card and dress code by the HS.
4. Produce the hall ticket on demand by the HS / CS / AUR / Squad members.
5. Occupy the allotted seat at least 5 minutes before the commencement of the examination and not allowed to occupy the seat other than the allotted one.
6. It is not permitted to enter the examination hall after 30 minutes from the commencement of examination and who left the hall before the end of the session shall be not permitted to re-enter the hall.
7. If suffering from infectious diseases of any kind shall not be admitted to their examination hall, the same should be reported to the office of the CoE well in advance to arrange separate exam hall for the candidate.
8. Bring sufficient quantities of pens, pencils, erasers, calculators and use only blue or black ink for answering their papers.
9. Write the register number and other details in the column provided on the first page of the answer booklet before proceeding to answer.
10. Should not write register number on any part of the answer booklet / sheets or on any space other than the allotted space on the first page.
11. Writing the wrong register number in the answer booklet will entail rejection of the answer booklet.
12. Not to talk / ask questions of any kind during the examination. Strict silence should be maintained in the examination hall.
13. Liable for disciplinary action, if found in any special marking or writing in answer booklet, possession of any discriminating materials, electronic gadgets, programmable calculator, unauthorized data sheet / table in the examination hall during examination hours, exchange of answer booklets or question papers and copying from answer booklet of others / allowing to copy.
14. Should not leave the hall without submitting the answer booklet to the HS.
15. Required to write 'No. of pages written' in the front page and 'END' at the closure of all answers on the last page of the answer booklet.

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INSTRUCTIONS TO THE SQUAD MEMBERS

1. Conduct themselves with utmost caution, courtesy and respect, without disturbing the students attending the examination.
2. Do not involve in any kind of harassment either to the students or to any of the officials of the examination center.
3. Initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
4. Report the cases of malpractice to the CoE immediately through the office of the CoE for further action. Book the candidates who are found in malpractice with necessary undertaking and signature from the candidate. The malpractice case shall be booked with the prior intimation to the CS and AUR.
5. Do not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the concerned candidate from the others, taking to the office of the CoE without further enquiring in the hall disturbing others for a prolonged period.
6. Make use of the required stationery / formats placed at the office of the CoE for the said purpose.
7. Report the instances of grave malpractice such as mass copying etc., to the CoE and the CS.
8. Record the malpractice findings including satisfactory / or other remarks in the office of the CoE. Each Squad member shall affix their signature in the attendance register placed at the office of the CoE for each session of the examination.
9. Do not make any statements or loose comments in public about their findings. The Squad member shall assist the office of the CoE for the smooth conduct of examinations and to curb the number of malpractice cases.
10. Seek any clarifications / guidance and assistance from the CoE whenever needed.

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INSTRUCTIONS TO THE CHAIRMAN / CHIEF EXAMINERS

1. The chairman of the respective board should convene the pre-valuation board meeting for the examiners on the first day (09:00 AM) to brief the guidelines / instructions about the valuation process.
2. Requested to refrain from accepting the offer if any of his / her family member or relative has written the examinations on the course which he / she is appointed as an examiner for valuation.
3. For every ten examiners, one chief examiner is appointed for central valuation.
4. Must distribute the answer scripts to the examiners based on their specialization and experience in handling those courses.
5. Allot 25 answer scripts for the examiners per session and subject to a maximum of 50 per day (2 sessions per day) and as per the guidelines prescribed by the office of the CoE. More than 50 answer scripts will not be issued in one lot to any examiner.
6. Discuss with the examiners about the comments (out of syllabus & any other discrepancies) on question papers received from the internal faculty members through HoD concerned and he/she has to take decisions in allotting the marks for the commented questions.
7. Check the quality of the answer key and verify whether the examiner has valued the answer script assigned to him/her based on the key if provided.
8. Verify whether the examiner has valued the answer scripts correctly and carefully without any omission, spending the full allotted time for the valuation effectively.
9. Must check all the failure scripts and also check randomly 10% of the other valued answer scripts and counter sign on the answer script.
10. Collect the claim bills from the examiners on the last day before the commencement of the afternoon session, verify it and submit immediately to the office.
11. The chairman should submit the statistics (No. of answer scripts received, valued and the range of the marks secured by the students) to the office of the CoE after the valuation is over.
12. Maintain a good rapport with the examiners during the time of valuation.
13. Requested to monitor the central valuation continuously.
14. Ensure that the final mark entry should be made through the software provided by the office of the CoE at the valuation centre itself.

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ANNEXURE IX



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INSTRUCTIONS TO THE EXAMINERS

1. Not allowed to attend the valuation if relative or any other sponsored candidates have appeared in the said examination.
2. Requested to be in valuation hall at least 10 minutes before the commencement of central valuation.
3. The valuation starts at 09:00 AM in the FN session and ends at 12:20 PM and starts at 01:20 PM in the AN session and ends at 04:30 PM.
4. Avoid the usage of electronic gadgets inside the valuation hall.
5. 25 answer scripts are to be valued per session and use the red color ball point pen for valuation and blue / black pen for filling other details.
6. Exercise utmost care in valuation of answer booklets. It is to be ensured that all questions and sub divisions are valued and marks posted in the first page of the answer booklets and not on pages against answers. If answer to a particular question / subdivision does not deserve any marks, then zero marks against that question should be allotted.
7. Correct the question number if the candidates write wrong question / part / sub-part number before evaluating it.
8. Avoid corrections. Where correction becomes unavoidable, please put the signature towards the right / left of the corrections.
9. If there is any evidence of double handwriting, request for more marks than the deserved in any answer script and find the register number of candidate in answer script and immediately bring it to the notice of the CoE through board chairman.
10. No score should be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the board chairman for further necessary action.
11. If the student has also attempted the choice question(s), that is also to be evaluated. The lowest marks should be circled and write "Extra" by the side and the highest awarded mark should be taken for totaling.
12. Enter the marks for each session in the software through data entry operators available in the valuation hall.
13. Do not use whiteners on the mark list and not overwrite / damage the correction part with multiple strikes. Single and gentle strike is allowed with the counter sign of the valuator.
14. At the end of each session of valuation, valued answer scripts and mark sheets duly signed by the examiners should be handed over to the chairman / chief examiner. Only after counter checking of the same by the chairman / chief examiner, the examiner should leave the hall.

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ANNEXURE X



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Result Passing Board Meeting

Date:

Time:

Venue:

RPB Members:

| S. No. | Name | Designation |
|--------|------|-------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

The Result Passing Board members are accepted for passing the results of **Semester End Examinations - Month & Year** regular and arrear candidates of **B.E. / B.Tech. (Sem.), M.E. / M.Tech. / M.B.A. (Sem.) & Ph.D. (coursework)** programmes. The provisional results of the above examinations with / without moderation are as follows:

CoE

Principal

AU Nominee



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Result Passing Board Meeting - Attendance

Date:

Time:

Venue:

| S.No. | Name | Signature |
|-------|------|-----------|
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| | | |

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Principal

ANNEXURE XI



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APPLICATION FOR RE-TOTALING

Date:

| | | |
|-----|--|--|
| (a) | Register Number | |
| (b) | Name | |
| (c) | Degree & Branch | |
| (d) | Month & Year of Examinations | |
| (e) | Number of Courses applied for re-totaling | |

| Sem. | Course Code | Course Title | Existing total marks | Re-total marks |
|------|-------------|--------------|----------------------|----------------|
| | | | | |
| | | | | |
| | | | | |
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| | | | | |

Signature of the Student

Signature of the HoD
(Name with Seal)

ANNEXURE XII



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Office of the Controller of Examinations

APPLICATION FOR REVALUATION

Date:

| | | |
|-----|--|--|
| (a) | Register Number | |
| (b) | Name | |
| (c) | Degree & Branch | |
| (d) | Month & Year of Examinations | |
| (e) | Number of Courses Applied for Revaluation | |
| (f) | Amount of Fee Paid – (Rs. 400 per course) | |

| Sem. | Course Code | Course Title | Grade Awarded | Result (Pass / RA) |
|-------------|--------------------|---------------------|----------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature of the Student

Signature of the HoD
(Name with Seal)

ANNEXURE XIII

Anna University Guidelines for Awarding Punishments to Malpractice Cases of Students



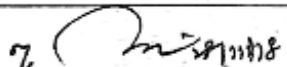
ANNA UNIVERSITY : CHENNAI 600 025

OFFICE OF THE CONTROLLER OF EXAMINATIONS

GUIDELINES FOR AWARDING PUNISHMENT TO MALPRACTICE CASES OF STUDENTS

| Sl.No. | Nature of Malpractice | Maximum Punishment |
|--------|--|---|
| 1. | Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks. | I - Fine of Rs.1000/- per subject. |
| 2. | The candidate writing his/her name in the answer script. | |
| 3. | The candidate writing his/her registration number /college name in place other than specified in the answer script. | |
| 4. | Any special marking in the answer script by the candidate. | |
| 5. | The candidate communicating with neighbouring candidate orally or non verbally: the candidate causing suspicious movement of his/her body. | |
| 6. | Irrelevant writing by the candidate in the answer script. | |
| 7. | The candidate writing answer on his/her question paper or making use of his/her question paper for rough work. | |
| 8. | The candidate possessing of cell phone / programmable calculator(s)/any other electronic storage device(s) gadgets. | II - Invalidating the examination of the particular subject written by the candidate. |
| 9. | The candidate facilitating the other candidate(s) to copy from his/her answers script. | <p>III A - If the quantum of the incriminating material is less than that could normally be printed in two lines of A5 size paper, then punishment is restricted to the subject concerned only.</p> <p>III B - If the quantum is equal to or more than that could normally be printed in two lines and less than that could normally be printed in the full page of the A5 size paper, then the punishment is invalidating the examination of the subject concerned and further the candidate is not considered for any moderation and revaluation in the current semester for any subject (including arrear subject).</p> <p>III C - When the quantum is equal to or more than that could normally be printed in full page of A5 size paper, then the punishment would be invalidating the examinations of the subject concern and all the theory and the practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrear subjects. If the candidate has registered for the arrear subjects only, invalidating the examinations of all the arrear subjects registered by the candidate. The punishment does not include Project work and the subjects with 100% internal evaluation.</p> |
| 10. | The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall ticket, etc. | |
| 11. | The candidate possessing cell phone(s)/ programmable calculator(s)/any other electronic storage device(s) gadgets and containing incriminating materials (whether used or not) | |
| 12. | The candidate possessing the question paper of another candidate with additional writing on it. | |
| 13. | The candidate passing his/her question paper to another candidate with additional writing on it. | |
| 14. | The candidate passing incriminating materials brought into the examination hall in any medium (hard / soft) to other candidate(s) | |
| 15. | The candidate copying from neighbouring candidate. | |
| 16. | The candidate taking out of the examination hall answer booklet(s), used or unused. | |
| 17. | Appeal by the candidate in the answer script coupled with a promise of any form of consideration. | |

| | | |
|-----|---|---|
| 18. | Vulgar/ offensive writings by the candidate in the answer script. | IV - Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears- subjects registered by the candidate |
| 19. | The candidate possessing the answer script of another candidate. | |
| 20. | The candidate passing his/her answers script to another candidate. | |
| 21. | Candidate destroying evidence relating to an alleged irregularity. | V A - Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate . Further the candidate is not considered for revaluation of answer scripts of the arrears subjects. V B - If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate. Additional Punishment: (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears- subjects for two subsequent semesters. |
| 22. | Involved in any one or more of the malpractices of serial no.8 to 21 for the second or subsequent times. | |
| 23. | The candidate substituting an answer booklet prepared outside the examination hall for the one already distributed to the candidate. | |
| 24. | The candidate misbehaving in the examination hall | |
| 25. | The candidate indulge in any disruptive conduct including, but not limited to, shouting , assault of invigilator, officials or students using abusive and/ or threatening language, destruction of property. | VI A Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears - subjects registered by the candidate. VI B -If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears-subjects registered by the candidate. Additional Punishment: (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for two years i.e., for four subsequent semesters. However, the student is permitted to appear for the examination in all the arrear subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears - subjects for four subsequent semesters. |
| 26. | The candidate harass or engage others to harass on his/her behalf an invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits mails or by any other means. | |
| 27. | Candidate possessing any firearm/ weapon inside the examination hall. | |
| 28. | Cases of Impersonation | VII (i) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent. (ii) If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University. (iii) Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University. |


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