



Government of India
Ministry of Textiles
Office of Development Commissioner (Handlooms)

Hand Book of Examination Conduct Rules & Regulations

For

DIPLOMA / POST DIPLOMA PROGRAMMES
(Issue No.01/Revision No. 00/Dated:24.11.2021)



INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY
Varanasi, Salem, Guwahati, Jodhpur, Bargarh, Fulia, Champa, Kannur,
SPKMIHT - Venkatagiri, KHTI - Gadag

EXAMINATION RULES FOR THE DIPLOMA AND POST DIPLOMA PROGRAMMES (REGULATION – 2021)

These Rules are framed by Board of Academic Affairs of IIHT.

These rules are called as “**Diploma and Post Diploma Examination Rules**”.

These Rules will become effective from the academic year 2021-22 Applicable to students admitted to First Year Diploma in Handloom and Textile Technology (DHTT) and Post Diploma in Textile Processing in the academic year 2021-22 and succeeding academic years

1. INTRODUCTION

- 1.1. The rules here under shall be called the Examination Rules for the Indian Institutes of Handloom Technology (IIHTs) functioning under both central and state Government
- 1.2. The rules will be applicable to the students admitted/readmitted to Diploma and Post Diploma programmes in all IIHTs in the academic year 2021-22 and succeeding academic year.
- 1.3. These rules supersede all previous rules unless and otherwise explicitly mentioned and will be in force till the next revision.
- 1.4. These rules will be subject to amendment by the Board of Academic Affairs (BOAA) as and when necessary.

2. TITLE, ABBREVIATIONS AND NOMENCLATURES

- 2.1. **DC(H)** – Development Commissioner (Handlooms)
- 2.2. **BoAA** – Board of Academic Affairs
- 2.3. **HoO** – Head of Office
- 2.4. **Sub- Committee I of BoAA**

A Committee that Comprises of Director / Principal / HoOs of all IIHTs and exam cell coordinator as member. The Chairman and Convenor of BoAA shall be the Chairman and Chairman respectively.

2.5. **Sub- Committee II**

The Chairman and Convenor of BoAA shall be the Chairman and Convenor respectively for this committee also. In addition to this one director / Principal/HoO of State sector and one director / Principal/HoO of central sector IIHTs shall be nominated during the preceding sub-committee I meeting to represent the respective sector IIHTs and exam cell coordinator member.

2.6. **ECC**- Examination Cell Coordinator

2.7. **EC** – Examination cell

2.8. **IIHT** – Indian Institute of Handloom Technology

3. POWERS AND RESPONSIBILITIES

3.1. **Powers of the BOAA**

The **BOAA** of the **IIHT** is the executive body for formulation and implementation of Academic Policy matters. It has the power to frame Guidelines and issue Directions / Instructions for conducting the examinations effectively in a fair manner. The BOAA will suggest the number of instructional days and the period of examination considering the norms of AICTE and recommend the fee & other charges payable by the students for the examinations.

The BOAA is authorized

- a) To make regulations for the conduct of examinations
- b) To suggest the pattern of questions for various courses
- c) To suggest methodologies for innovative evaluation techniques
- d) To suggest pattern of questions for continuous assessment and end semester examination.

3.2. **Responsibilities of the Convenor**

The Convenor shall be appointed by the DC Handlooms (Chairman Governing Body).

The responsibilities of the Convenor are;

- 3.2.1 Convenor shall be responsible for the scheduling, preparation and conduct of all examinations of the IIHTs.

- 3.2.2 It shall be the duty of the Convenor to ensure that the provisions of the regulatory bodies (AICTE / University Grants Commission) are implemented in matters relating to academic activities and conduct of examination.
- 3.2.3 The Convenor or any faculty members of IIHT deputed by Chairman shall have the right to visit and inspect the examination related activity in any IIHT at any time during the conduct of examination.
- 3.2.4 Convenor shall have the responsibility and power to provide enough man power in consultation with headquarter for the timely completion of work related to the conduct of examinations, evaluation and publication of results.
- 3.2.5 The Convenor shall have the power to convene meetings of BoAA and its sub-committees in consultation with the Chairman of BoAA to discuss matters related to the academic activities and resolve to take appropriate decisions on the matters. H is also responsible for conduct of examinations and publication of results in consultations with the Chairman of BoAA.

3.3. Duties and responsibilities of the Exam Cell and Exam Cell Coordinator

The Exam cell of IIHT is the central office coordinating the entire exam related activities of all 10 IIHTs. The exam cell (EC) shall function under the directions of the Convenor. The Exam Cell coordinator (ECC) shall be appointed by the Convenor by identifying a suitable person from the group of senior faculty members, where the exam cell is functioning.

The ECC shall perform his/her duties in addition to his/her regular academic activities assigned by the Director / HoO of respective IIHT. However, while assigning academic responsibilities to the ECC the Director shall consider the workload of EC on preferential basis. There shall be a team of Office Assistants, Computer Programmers, Data Entry Operators and other assistants in the EC Office. The EC office shall have appropriate infrastructure for preparing question papers and other relevant confidential materials.

All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work as per the guidelines issued by DC (H) from time to time.

3.4. **Responsibilities of Exam Cell Co-ordinator**

The Exam Cell Co-ordinator shall perform the following duties under the guidance of BoAA Convenor and Chairman as the case may be:-

- 3.4.1 Preparation of examination schedule.
- 3.4.2 Creation of data-base of students admitted to IIHT and maintenance of the data base.
- 3.4.3 Admit eligible candidates to various examinations as per relevant rules prescribed by BoAA.
- 3.4.4 Collecting fees for all examinations as per the extant rules issued from time to time by DC (H).
- 3.4.5 Keep accounts of the fees collected and expenses towards conduct of examination (paper setting, valuation and practical / viva-voce examination, stationeries, etc.) conduct of meetings etc.
- 3.4.6 Executing the work related to conduct of examinations, evaluation and declaration of results as per the direction of Convenor.
- 3.4.7 Assisting the Convenor to convene the meetings of sub-committee I and sub-committee II of BOAA and maintain the minutes of the meeting.
- 3.4.8 To maintain and update EMS portal and issue provisional certificate, consolidated mark sheets of all students.
- 3.4.9 Print and issue of semester exam Mark Sheet / Grade Sheets to the candidates through Directors of respective IIHT.
- 3.4.10 Enforce disciplinary action against the candidates, to whom the punishment was awarded by the Disciplinary Committee for violation of examination rules.
- 3.4.11 Taking decisions on all routine matters related to examination in consultation with Convenor.

- 3.4.12 Making necessary arrangements for the safe custody of files connected with the conduct of examinations, documents, certificates etc.
- 3.4.13 Taking special care on secrecy and confidentiality of all the matters connected to examination activities.
- 3.4.14 To ensure the Payment of remuneration and allowances to question paper setters, examiners and BoAA members as per extant rules.
- 3.4.15 Taking quick decisions as circumstances warrant and inform Convenor of such decision promptly.
- 3.4.16 Exercising control over the space allotted for the examination hall including that for centralized activities. Further, he / she should ensure that the ECC office, stores etc. are properly maintained and restrict entry of persons to the exam cell to maintain the confidentiality.
- 3.4.17 Perform such other duties as may be allotted by the Convenor / BOAA from time to time
- 3.4.18 The EC office staff shall function under his / her direct supervision

3.5. **Responsibilities of Sub Committee I of BoAA**

The Sub - Committee I of BoAA shall consist of the Chairman, Convenor, Directors of all IIHTs and Exam Cell Coordinator.

The following are the functions of the Sub – Committee I of BoAA

- 3.5.1 To schedule the examination, scrutiny of question paper and their printing and distributing to Director / HoO of all IIHTs
- 3.5.2 To take policy decision in respect of routine academic activities and conduct of examinations.
- 3.5.3 Convenor shall call for a meeting of the Sub - committee I in consultation with Chairman.

3.6. **Responsibilities of Sub-Committee II**

The **Sub-Committee II** shall consist of

The Chairman and Convenor of BoAA shall be the Chairman and Convenor respectively for this committee also. In addition to this one director / Principal / HoO

of State sector and one director / Principal / HoO of central sector IIHTs shall be nominated during the preceding sub-committee I meeting to represent the respective sector IIHTs

After Reviewing the result papers of semester exam marks, the Sub Committee II shall suggest suitable moderation of marks, if any, required for the course(s) depending on difficulty levels expressed by the Director/(s) and other members.

4. IMPORTANT POINTS TO BE OBSERVED

4.1. Eligibility for Appearing in the Examinations

- 4.1.1 The minimum percentage of attendance (in all years) required for a candidate to become eligible to write the examination is 75%. No further condonation of attendance shall be allowed.
- 4.1.2 A candidate to become eligible for appearing in the examination must satisfactorily complete all the specified laboratory practical & project work as prescribed in the curriculum for the particular academic year.
- 4.1.3 A candidate to become eligible for appearing in the examination, must deposit the prescribed examination fees through the Head of Institute. It shall be the responsibility of the candidate to ensure timely deposit of examination fees.

4.2. Fee for Examination

- 4.2.1 A candidate intending to appear for the examination shall remit the prescribed fee per Semester through the Head (Director) of the respective Institute. It shall be the responsibility of the candidate to ensure timely remittance of examination fee.
- 4.2.2 Rs. 100 per course shall be collected as fee for examination. (i.e the number of courses including practical multiplied by 100). However, the fee is subject to revision by the Competent Authority from time to time and the candidate has to pay the amount as per the prevailing rate at that time.

- 4.2.3 The students who have back papers, must remit the exam fee for all their back papers
- 4.2.4 Fees once paid shall not be refunded.
- 4.2.5 Time Schedule for remittance of Examination fee.
- The candidate shall pay examination fee on or before the due date for payment set by the respective Director / Principal / HoO
 - Exam fee notification shall be issued by Exam Cell tentatively during the 4th Week of every January and August for Apr/May Exam and Nov/Dec Exam respectively.
- (No separate communication will be sent to failed candidates for remittance of examination fees.)**

4.3. Attendance and Debarment

- 4.3.1 **The candidate shall be debarred from writing the semester examination if he/she fails to get the minimum attendance percentage as mentioned in 4.1.1 and required to repeat the same semester in the next academic year.**
- 4.3.2 A candidate shall not be permitted to attend the higher semester, if he/she did not appear in at least any one of the examination papers in the previous semester due to shortage of attendance
- 4.3.3 A candidate debarred (Not permitted) for appearing in the examination due to shortage of attendance shall repeat the study of same semester courses again. While paying stipend to the student during repeat semester, it shall be ensured that the total stipend paid for studying that semester including the repeat semester shall not be in excess of his eligibility of stipend per semester. **Repeat of year/Semester will be allowed more than one time also. However, the students have to complete the program within the maximum period of 05 years from the date of admission.**
- 4.3.4 Any Candidate who could not complete the Diploma program within the prescribed time limit of 05 years shall forfeit the Diploma.

4.4. **Medium of Instruction & Examination**

English will be the medium of Instruction for Diploma and post Diploma programme. The candidates appearing for examination shall have to write and communicate answers to the questions in written or oral examination through the medium of English language only.

4.5. **Frequency of Examination**

Examinations shall be conducted twice in a year. i.e Odd semester during the month of Nov-Dec and even semester during the month of April-May

The Examination schedules (dates) shall be announced by the Subcommittee – I of Board of Academic Affairs. On specific occasions, the exam dates will be announced by the Convenor of the Board of Academic Affairs in consultation with chairman of BOAA.

4.6. **Centre of Examination**

Students from each Institute shall attend examination in the respective Institute only. No change of centre of examination shall be allowed.

4.6.1 Examination shall be held simultaneously in all the Institutes.

4.6.2 If the examination could not be held in any Institute for reasons what soever, the said examination of that particular Institute shall be treated as null and void. Any further action in this regard as deemed fit shall be taken by the Convenor of Board of Academic Affairs in Consultation with the Chairman of BOAA.

4.7. **Hall Tickets (Admit Card)**

4.7.1 Hall tickets shall be issued to all the eligible candidates who have registered for the examination on payment of the prescribed examination fees within the permitted time limit. The Hall Tickets shall not be issued to the candidates who do not have the minimum required percentage of attendance in the current Semester. However, in respect of arrear exams (Back papers)

the hall tickets will be issued to the students even if they have attendance shortage in the current semester.

4.7.2 No candidate shall be permitted to write the examination without a valid hall ticket.

4.7.3 If a candidate had lost the hall ticket, a duplicate hall ticket shall be issued on payment of Rs.50/-.

5. EVALUATION SYSTEM

All courses included under Curriculum of Regulation 2021 shall be evaluated by Continuous Assessment System except the Audit courses. There is no evaluation for Audit course. However, minimum attendance requirement shall be satisfied by the candidate in the audit course for the award of Diploma. The following criteria will be followed to arrive at the overall marks for a theory course. Each course shall be evaluated for the maximum of 100 marks

Sl. No	Category of the course	Internal Assessment marks	End - Semester examination marks	Total
1	Theory Course	40	60	100
2	Laboratory course	60	40	100
3	Project (both mini project and Major project)/ Internship / Seminar	60 (Periodical report - 20 Work done - 20 Quality of work – 20)	40 (Presentation - 20 Viva - Voce - 20)	100

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory / Laboratory / Project, the assessment marks and the record of class work (topics covered). The faculty member shall maintain the attendance and assessment record separately for each course handled by him/her. This shall be submitted to the Director / Head of Office / Principal periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Director / Head of Office / Principal will affix his/her signature and date after due

verification. At the end of the semester, the record should be submitted to the Director / Head of Office / Principal, who shall keep this document in safe custody (for five years). The records of attendance and assessment of both current and previous semesters should be available for inspection

5.1. Internal Assessment mark

The internal mark to be awarded for theory course is 40, giving weightage to three periodical tests, different assignments and attendance. A suggestive plan is given below and the director may modify the assignment's structure according to the course type, without changing the tests and attendance marks.

INTERNAL ASSESSMENT STRUCTURE (IAS)				
Details	Cycle	Content/Model/Portion*	Marks	IA
Centralised Periodical Test (CPT)	CPT 1	After completing 30% of the Syllabus and Classes.	15	Best 2 (30)
	CPT 2	After completing 65% of the Syllabus and Classes.*	15	
	CPT 3	After completing 100% of the Syllabus and Classes.*	15	
Periodical Assignments (PA)	PA-1	Individual Activity - (Written or typed submission)	2	Best 3 (06)
	PA-2	Individual Activity - (Written or typed submission)	2	
	PA-3	Group Activity - (PowerPoint presentation)	2	
	PA-4	Group Activity - (PowerPoint presentation)	2	
Course Attendance	Average attendance percentage in the course	90 and above	4	Highest (04)
		85 – 89	3	
		80 – 84	2	
		79 -75	1	
		<75	0	
Total Internal Marks				40

* Previous test portion, will not be repeated for the test

5.2. End- Semester Examination marks

The end - semester examination marks in each theory course shall be 100 marks. Further, it will be converted to 60 marks.

5.3. Criteria to declare pass in each course

To Secure pass in any course, a student shall obtain a minimum of 35% of marks in the end - Semester Examination in each course and at least 40% marks in aggregate, i.e End - Semester Examination marks and Internal Assessment marks put together.

5.3.1 A student obtaining less than 35% marks in one course in the Semester Examination. But obtaining 40% marks in aggregate of Semester and Internal Examination marks put together shall be declared as **FAIL** in that course. (Refer Sl .No 2 of the following Table)

5.3.2 However, there is no minimum marks requirement in the case of internal assessment. (Refer Sl .No 3 of the following Table)

Sl. No	Name of the course	Internal Assessment marks (maximum 40)	End - Semester examination Marks (Maximum 60)	Total (Maximum 100)	Result
1	X	16	24	40	PASS
2	Y	20	20	43	*FAIL
3	Z	0	40	40	PASS

*Though the student has secured 40% in aggregate the result is declared as **FAIL** in the course as the mark in the Semester Examination is less than 35%

5.4. Grace Marks for Courses Passing

A maximum of 03 marks shall be added in any one course if the result of the candidate gets changed from Fail to Pass. The change will be recorded in the minutes of the meeting of Sub-Committee - II of BOAA along with their name, Register No. and Institute Name. The grace mark will be directly added to the marks scored by the candidate in a particular failed course without any indication.

6. ELIGIBILITY TO CONTINUE IN THE NEXT HIGHER SEMESTER / YEAR

Run-through system is in force for the Diploma / Post Diploma Courses in the Regulation 2014 in which the students are being permitted to continue their studies in the next higher semester even if they do not pass in the lower semester examinations. But,

- 6.1. A student with enough attendance in a particular semester and who had registered himself / herself for the semester Examination by paying the fee on time and received the hall ticket has to necessarily appear for the semester Examination in atleast one paper (Either Theory or Practical) of the concerned regular semester / (not in back paper of previous semester / year) in which he / she is studying to become eligible to continue his / her studies in the next semester, in the institution.
- 6.2. A regular candidate who had received the Hall Ticket, but not appeared for exam even in anyone course (Irrespective of Theory and Practical) of the Examination of the current semester, shall not be permitted either to continue his / her studies in the next semester or to appear for the papers as arrears in the subsequent examinations. He / She will be considered as a discontinued candidate. Such candidates have to be re-admitted in the same semester in the next academic year and satisfy all the prescribed requirements with respect to attendance, payment of fees etc. to become eligible to write the Examinations.

7. CLASSIFICATION OF SUCCESSFUL CANDIDATES

A student admitted under the new Regulation R2021 shall be awarded Diploma certificates with the following category on successful completion of all the examinations.

7.1. Grading

The following different grade systems shall be awarded based on the following criteria

Grading	Marks Percentage
First Class With Distinction	A Pass in all courses with average marks of 80% and above.
First Class	A Pass in all courses with average marks of 60% and above.

Second Class	A Pass in all courses with average marks of 50% and above.
Pass	A Pass in all courses with average marks of 40% and above.

Formula for Average mark calculation for semester wise and overall

$$\text{Average mark (Semester)} = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where, C_i is the credits assigned to the course
 P_i is the percentage of marks corresponding to the course
 n is number of all courses successfully cleared during the particular semester

$$\text{Average mark (Overall)} = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where, C_i is the credits assigned to the course
 P_i is the percentage of marks corresponding to the course
 n is number of all courses successfully cleared during the all previous semester

7.2. Ranking

At the end of VI Semester of the Diploma Examination, the First 10 candidates who have secured the highest marks among all IIHT's shall be placed in Rank List in the order of merit. Candidates who pass all the examinations in First attempt only shall be placed in the Rank List. Candidates who had appeared in arrear (Back paper) Examination shall not be awarded Rank.

8. AWARD OF DIPLOMA:

Candidates shall be awarded Diploma in Handloom & Textile Technology or Post Diploma in Textile Processing on successful completion of the Program.

9. DATE OF AWARDING DIPLOMA:

The date of awarding Diploma shall be the date of declaration of result of the final semester of Diploma/Post Diploma Examinations.

10. ISSUE OF CERTIFICATES

Following certificates will be issued by IIHTs

- a) Course Completion Certificate and Character Certificate shall be issued to the candidates by the respective Institutes after the completion of the period of regular Final Semester Examinations for the respective candidates.
- b) Transfer Certificate shall be issued by the respective Institute to the candidate after passing the Diploma/Post Diploma program or after discontinuing the program.
- c) Migration certificates will be issued to the needy students after receiving the request letter from them.
- d) All the above Certificates shall be collected by each candidate in person from the institute, where he/she has studied.
- e) If any candidate is unable to collect the certificate in person from the institute, he/she may send a signed request letter requesting to send by post. In this case, the candidate shall remit Rs 100/- online to the institute's bank account towards postal charges and submit the proof of payment along with the request letter. After receiving the request and postal charges, the certificates will be sent by post to the address of the candidate available in the office record.
- f) Simple unsigned requests through email will not be entertained for issue of any of the above document/certificate
- g) The students shall collect all their semester mark sheets (If they were not issued earlier) and course completion certificate before leaving the campus on completion of final semester without fail.
- h) The consolidated Semester mark sheets of candidates who pass in the final semester examination, but do have arrears in the lower semester examinations, will be withheld till they clear all the arrears. Such with-held mark sheets will be revoked and issued to the candidates along with the Provisional/Diploma Certificates, when the candidates do pass their arrear papers

11. REVALUATION OF ANSWER BOOKS

- a) After declaration of semester examination results, the students can apply for either photocopy of answer book or revaluation or both by making payment of prescribed fees in each case.
- b) When a student apply for revaluation, he/she has to make payment of prescribed fees within the stipulated time. Revaluation request by the students after the stipulated time will not be entertained on what so ever reason.

12. ISSUE OF DUPLICATE DOCUMENTS OF MARKSHEET, DIPLOMA CERTIFICATE & TRANSFER CERTIFICATE

Duplicate copy of Semester Mark Sheet, Diploma Certificate and Transfer Certificate shall be issued only against proof of loss. Certificate of non-traceability from the Police authorities and an affidavit signed/ authenticated by a Notary public shall be submitted along-with application for issue of duplicate copy of the document. Prescribed fee shall be remitted by the candidate along with the application to the concerned Institute. The copy of document shall be issued and marked as “**DUPLICATE**” by the examination cell after due verification of records

13. CONDUCT OF STUDENTS IN THE EXAMINATION AND PENALTY FOR ACTS OF MISCONDUCT

13.1. GUIDELINES TO CANDIDATES APPEARING FOR SEMESTER EXAMINATIONS

- a. Student must bring the Hall Tickets for both regular and arrear examinations without fail.
- b. All candidates including external candidates shall bring their **valid Identity card** for every examination for verifying their identity in the examination hall. Candidates without ID card shall not be permitted to write the examination.
- c. If the Identity card is lost, candidates shall approach the Chief Superintendent of examinations for obtaining Temporary Identification Certificate.

- d. The candidates are advised to view their Hall and **seating arrangements** well in advance. Candidates are requested to note their **Hall, Row and Seat Number** for each examination, which will vary from day to day.
- e. The candidates are not permitted to possess **Cell Phones / Programmable Calculators** inside the examination hall. It shall be kept outside the examination hall. Possession of Cell Phones inside the examination hall shall be treated as Malpractice.
- f. The candidates **should not stand** near the examination halls during examination Sessions, so as to avoid disturbance to the candidates writing the examinations
- g. The candidates are advised to enter the examination hall immediately on the ringing of first siren (15 minutes before the commencement of examination). The candidates should occupy their seats before the commencement of examinations. **They should not study or stand in the verandah near the examination halls during this time.**
- h. The candidates shall bring their own data books/IS codes/Data sheets/Tables which are necessary for any particular examination. Students are required to check and ensure that the Data books/IS codes/Data Sheets/Tables brought by them do not contain any written material or additional sheets in them. If found, it shall be reported as Malpractice.
- i. Before commencement of examination, candidates shall check their table drawers Calculator covers and Pouches, to ascertain that no incriminating materials are kept inside and any material found shall be given to Hall Superintendent immediately. If found later, they will be held responsible.
- j. No candidate will not be permitted to enter the Examination Hall after 30 minutes from the time of commencement of exam whatsoever the reason be for late.
- k. Strict silence shall be maintained inside the exam hall. They should not talk to other candidates inside the exam hall.
- l. The candidates should write their **Register Number** in the Answer book at the place marked. They should also fill other details required on the first page of

Answer book. Wrong entry of Register Number may result in cancellation of the exam in that course.

- m. The candidates are advised to go through the instructions given in the Answer book.
- n. On receiving question paper, the candidates shall require to verify the Course code, Course title, Number of pages and Number of questions in the question paper. If there is any discrepancy, the candidates are advised to bring it to the notice of the Hall Superintendent immediately.
- o. **Malpractice** will be viewed very seriously. The **punishment** shall be awarded based on the nature and severity of the malpractice as mentioned in the annexure.1
- p. **Time schedule to be adhered on examinations days:**

Activity	Forenoon	Afternoon
Entry into Examination Hall	9.45 AM	1.45 PM
Distribution of Question paper	9.55 AM	1.55 PM
Closing Time of Examination	1.00 PM	5.00 PM

- q. After completing the examination, the candidates shall personally handover the answer books to the Hall Superintendent. Keeping the answer book on the table and leaving the examination hall is not allowed.

13.2. Candidates Found Copying or Misbehaving During the Examination:

During the examination, if a candidate is found copying or using or attempting to use unfair means would not be expelled from examination unless he/she has been ousted for gross misbehavior. The Hall superintendent shall provisionally permit such candidate to appear for the remaining / full examination at the Centre with the following conditions. The Candidate's answer book and copying material if any, shall be seized and his written undertaking shall be obtained by the Hall Superintendent. A fresh answer book shall then be issued for writing the rest of examination. The Hall superintendent shall report the matter to the chief Superintendent of the particular Exam Centre. Chief Superintendent should reach the incident site immediately and record the nature of incident. Chief Superintendent

shall report the matter with full details to the Convenor, Board of Academic Affairs on the same day. The Convenor shall place the matter before the Chairman of Board of Academic Affairs for appropriate action. The concerned candidate shall be asked to appear before disciplinary committee constituted by the Chairman, Board of Academic Affairs. The Disciplinary committee shall consist of (1) Chairman, (2) Convenor, and (3) Head of the Institute where the candidate appeared in the examination (the prescribed formats for hall Superintendent's report and candidate's statement are annexed).

During the Disciplinary committee meeting, The Director / Principal / HoO shall produce necessary evidence against the students who indulged in malpractice. Hall superintendent should also been informed about the enquiry and to give necessary clarification to the committee during enquiry either over phone or video conference mode, if necessary. At the same time, the student should also be given fair chance to defend himself for the complaint made against him/her. If a student fails to attend the disciplinary committee meeting, the decision of the committee is final and further appeal by the student shall not be entrained.

14. CONDUCT OF EXAMINATION, SETTING OF QUESTION PAPERS & EVALUATION

- a) The Hall Superintendent / Internal / External Examiners and other ancillary staff members required for conducting theory and practical examination in each centre shall be appointed by the Chief Superintendent of the Examination, who in general will be Head of Institute.
- b) The Head of the Institute shall submit the list of candidates registered for appearing in the examination to the Convenor, Board of Academic Affairs at least 45 days prior to the date of commencement of examination.
- c) No course teacher without prior permission from the Chief Superintendent of Examination shall be allowed in the Examination Hall.
- d) Each Director/Principal/HoO shall submit the list of subject experts for setting up the question papers and evaluation of answer books to the Convenor, BOAA as and when request is made.

- e) Usually, once in every 2 academic years Convenor, BOAA will update the list of subject experts submitted by all IIHTs and accordingly update the panel of examiners
- f) The convenor in consultation with Chairman of Board of Academic Affairs shall appoint paper setters and examiners out of the panel of examiners.
- g) In case of any exigency, the Examination cell shall set the question paper from the question bank available and arrange for evaluation as per the advice of Chairman / Convenor, BOAA.

The paper setters may be asked to prepare one or more sets of questions papers. One set will be chosen by the Board of Academic Affairs for that particular examination. The remaining set(s) will be kept as standby set may be used in emergent situations.

- h) The Subcommittee-1 of BOAA shall arrange for the moderation of question papers.
- i) For each course of Practical Examination, Internal and External Examiners would jointly examine each candidate or group of candidates. The Chief Superintendent of Examination of each Institute shall prepare and finalize the schedule of practical examinations in consultation with the external examiners.
- j) Examiners after evaluation of answer books shall submit the result of the examination of the respective course to the Convenor, Board of Examinations before the date fixed for this purpose.
- k) The examiner's award of marks as shown in the award sheet/ statement of marks submitted by them shall be final.
- l) The question papers for the examination shall reach the Superintendent of Examination at each centre at least one week before the date of examination and the same shall be kept in safe custody.
- m) **All IIHTs under the state sector shall transfer the revaluation fees to IIHT Salem by NEFT and intimate the same to the Examination cell for taking further necessary action.**
- n) Central sector IIHTs shall remit the revaluation fees to the Govt account and issue a certificate in this regard to the Examination cell functioning at IIHT Salem.
- o) **A maximum of 10 marks deviation (Increase) after revaluation will be accepted and should be recorded in the result. If the deviation is more than 10 mark, it**

will be referred to the third examiner for revaluation and the marks closer to first evaluation will be taken in to the account. In case of decrease in marks after revaluation, marks of the first evaluation shall be taken as final.

15. SCRUTINY AND TABULATION OF MARKS

Examiners evaluating the answer books shall enter the marks in the mark sheet in figure and words both. Marks recorded in the Mark List received from the examiners shall be entered as it is in the Examination Management System Software. Answer books received from the examiners shall be scrutinized by the ECC with the help of EC staffs before tabulation. Discrepancies in marks, if any shall be brought into the notice of the convenor for reconciliation /ratification. **Tabulation of marks will be done manually by using Examination Management Software and double check method.** The ECC is responsible for the timely receipt of answer booklet, scrutiny and tabulation of mark in the web portal. Convenor shall monitor all these activities for timely progress of work. He along with the members of subcommittee-2 of BOAA need to check the correctness of work before declaration of results.

16. DECLARATION OF RESULT

The Sub Committee – II of Board of Academic Affairs shall declare the result during the meeting and report the matter to the Governing Body.

17. RETENTION PERIOD OF ANSWER BOOKS

Answer books of candidate shall be preserved for a period of **5 years** from the year of admission of the candidate and thereafter, those answer books will be destroyed.

18. GRIEVANCE REDRESSAL

There are provisions for grievance redressal at three levels: -

- 18.1. At the level of the course teacher concerned.
- 18.2. At the level of Director/Principal/Head of Office of respective IIHT
- 18.3. At the level of the all IIHTs, a committee constituted by the Convenor, BOAA in consultation with the Chairman, BOAA.

The grievances regarding assessment shall be filed within three working days of announcement of marks / results by the course teacher/Director and the decision shall be taken within the next five working days.

The grievances regarding semester examination shall be filed within four working days after the publication of result with the Convenor. The Convenor shall review the grievances and submit the same to the Chairman along with his recommendations.

If required, Convenor shall constitute a committee comprising Directors of 3 IIHTs. The Director of the institute in which the complainant studies will be the presenting officer. The report or observations of the committee shall be submitted to the convenor within five working days of the constitution of committee and the final decision shall be given to the concerned student after getting approval from the Chairman, BOAA.

19. CONSTITUTION OF COMMITTEES / PANEL FOR EXAMINATIONS

The following Committees / panels shall be constituted by the Convenor in consultations with the Chairman of BOAA to facilitate the smooth conduct of examinations.

- a) Panel of Question Paper Setters
- b) Panel of Examiners
- c) Scrutiny committee

19.1. Panel of Question paper setters/Examiners:

Convenor shall constitute a panel of Question paper setters consisting of required number of question papers setters in consultation with BOAA Chairman for each semester.

The following guidelines shall be followed in the constitution of Board of question paper setters.

- a) The panel prepared by the Convenor, BoAA shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoAA. He/she shall handover the panel to the ECC.
- b) There shall be a minimum of 2 and maximum of 4 members in the panel of question setters for **each course** and the tenure of the panel shall be two years.

- c) Every two years, the existing panel available with the Convenor shall be forwarded to the Chairman of the BOAA along with proposed panel with necessary changes for revision and approval.
- d) For selecting new examiners, the first preference shall be given to those who have had three years or more of teaching experience and who have not been appointed so far.
- e) ECC shall send the offer of appointment signed by the Convenor to the Question Paper Setters picked from the panel of examiners atleast **within 15 days** of the commencement of the concerned semester.
- f) Copies of all communications from the ECC/Convenor, to the examiners in the conduct of examinations, shall be maintained in the office of the ECC.
- g) In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the ECC shall report the names of such persons to the Convenor BOAA and the Convenor who may disqualify such persons from being examiner/ paper setter in future. The action taken in this matter shall be reported to the Chairman BOAA.

19.1.1 Qualifications of Question Paper Setters/Examiners:

- a) A teaching faculty member with not less than 3 years of experience in relevant course in any College, University or Research Institute shall be appointed to set the question papers.
- b) Persons with five years of industrial experience in relevant areas could also be considered, to set question papers.
- c) Convenor shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Chairman. However, in ordinary case this should not be practiced.

19.1.2 Appointment of Question Paper Setters/Examiners and their Duties:

- a) Appointment of Question Paper Setters is considered as the most important aspect of the examination system and its confidentiality is of paramount importance.
- b) Convenor shall appoint question paper setters from the panel of question paper setters in consultation with BOAA Chairman.
- c) The appointment of question paper setters/examiners for each semester shall be made and confirmed before 30 days of the commencement of the examination for theory courses.
- d) No question paper setter shall ordinarily be assigned for more than two question papers at a time.
- e) The question paper setters are required to set one or more number of papers for each course, one for use in the ensuing examination and another as reserve for additional exam if any conducted or for next semester as the case may be.
 - i. The following materials are to be sent along with the request.
 - ii. Copy of the guidelines for question paper setter's
 - iii. Syllabus of the concerned course /courses
 - iv. Bloom's Taxonomy
 - v. Question paper Format
 - vi. Claim forms for remuneration
 - vii. Check List
 - viii. Declaration / Certification
- f) The Question paper setters shall submit / send the question papers to the ECC in protected format before the last date intimated.
- g) The password for opening the protected format of question paper shall be sent to the Convenor.
- h) Copies of the communications from the ECC office to question paper setters which are relevant in the conduct of examination, shall be maintained in the office of the ECC.

19.1.3 Instructions to Question Paper Setters/Examiners

Question Paper Setters should strictly comply with the following instructions:

- a) All Question Paper Setters are required to keep their appointments strictly Confidential.
- b) Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, if applicable, the number of questions to be answered or the choice amongst them shall be specific, precise and free from any ambiguity.
- c) Questions must be set with relation to the prescribed course of study and the books recommended by the BOAA of the IIHT and must conform to the standard and syllabi.
- d) All pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g.1/3, 2/3, 3/3 where 1, 2 etc. refers to the numbers of pages and 3 the total number of pages.
- e) Every question shall be clear and definite in language as also in regard to the form and nature of the answers expected. The question shall not be vague or farfetched and shall be evenly distributed over the entire syllabus of the course.
- f) The papers shall be such that a candidate of **decided ability** well prepared in the course can reasonably be expected to answer the paper completely within the allotted time.
- g) Question Paper Setters shall maintain the secrecy very strictly with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept in safe custody. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the ECC. All the soft copies of the question papers shall be deleted from the computer after submitting the same to the ECC.
- h) In writing questions, care shall be taken to see that words or phrases familiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall

be avoided unless they are essentially required. Special care must be taken in the delineation of mathematical signs and index figures.

- i) Each question paper must contain the name of the examination, the name of the course, the total marks assigned, the duration of the paper and special directions, if any. In the case of question papers which are common to two or three examinations, mention shall be made of the fact in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question paper. Marks for sub-divisions of questions shall also be indicated. The maximum marks for the whole paper shall also be noted at the top of each question paper.
- j) All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for printing.
- k) Question papers can be sent to the ECC through password protected email or in compact disc.
- l) The envelope for sending communications to the examiners shall be marked as 'CONFIDENTIAL'.
- m) The teaching faculty members of IIHTs who decline to serve as examiners shall be asked to furnish their explanation in writing for doing so and the matter may be reported to the competent authority for initiation of disciplinary action.
- n) All routine correspondence relating to examinations shall be addressed to the ECC, IIHT, Salem by designation and not by name. In all correspondence, by letter or by e-mail, full details of the examiners shall be given below the examiner's name to enable easy identification of the examiner and also for prompt action to be taken. Urgent matters, if any, may be communicated over the mobile or telephone as given in the communication.
- o) Examiners are appointed for valuing answer books and/or for conducting Viva-voce and/or practical examinations /or Invigilation at the Institutions held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.

- p) Examiners who have accepted the appointment and declined the work later on without assigning acceptable reasons and thus cause inconvenience/ reschedule of examination, are liable to be removed from the panel for a period of three years.
- q) The appointment of examiners is offered on the distinct understanding that such persons have not involved in private tuitions during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examinership.
- r) In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the ECC giving the name and register number of the candidate.
- s) Every examiner engaged in the valuation of answer books shall furnish in the prescribed form given to him/her together with the answer books, the correct number of answer books received for valuation and return it to the ECC after all the answer books allotted to him for valuation have been received by the examiner.
- t) All examiners in a course should do their best to secure uniformity of marking/grading. Answers to questions and subdivisions of questions should be marked against them and the marks/grades awarded to each question subdivision shall be entered on the cover page of the answer book also.
- u) If the answer books have been revalued by the ECC, the revalued marks/grades whether there is any difference from the original marks or not shall be shown in green ink and be signed in full.
- v) Answers must be checked a second time to verify that no answer to a question or a sub division has been left out in the evaluation.
- w) If there are grave defects in the valuation, totaling of marks/grades or entering of the marks, or inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may have been taken against him/her, the examiners who default by entering wrong grades/marks, by

giving wrong totals and by not valuing answers to questions shall be removed from the panel for a period to be decided by the Convenor BOAA / ECC.

- x) Marks/grades should be carefully entered in the mark/grade books supplied by the ECC in the serial order of the register numbers of the candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark sheet. In no case, should a candidate be given more marks/grade than the maximum.
- y) The answer books should be kept in the safe custody of the office of the ECC for a period of one year after the publication of the results.
- z) The scheme of valuation along with answer key shall be provided by the Convenor BOAA for facilitating the evaluation process.
- aa) Practical Examinations will be held at the Institution in the respective laboratories. The work at practical examinations will be prescribed by the Convenor BOAA / ECC.
- bb) The answer books and also the mark sheets of the practical examinations shall be submitted to ECC immediately after each practical examination is over.
- cc) Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark sheets as far as possible. If correction becomes necessary, it must be attested with full signature.
- dd) Marks should be written in words also. The word will be indicating individual digits.
- ee) Every examiner should prepare the mark sheet and submit to the ECC.
- ff) Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate to the ECC immediately through the Convenor BOAA forwarding all material evidence available. The nature and possible punishments inflicted for will depend largely upon the evidences furnished.

- gg) Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the ECC for further action.
- hh) The Convenor BOAA may award moderation of marks in consultation with question paper setter, ECC etc., only for the following reasons:
- i. unusual difficulties in the question paper and/or
 - ii. Deviation of the question paper setter from the prescribed syllabus or standard.
- ii) The arbitrary award of additional or grace marks/moderation is strictly forbidden.

19.2. Scrutiny Board

19.2.1 Members of scrutiny board / Moderators shall be as follows:

- a) Convenor of BOAA
- b) Director / Principal / Head of Office of all IIHTs
- c) Exam Cell Co-ordinator
- d) Subject Expert (s) on need basis with approval of Chairman, BOAA. If the chairman is not present in the meeting, Convenor may approve the subject expert(s) invited to the scrutiny board on behalf of the Chairman.

19.2.2 The objectives of the scrutiny shall be to ensure that the questions:

- a) are in conformity with the prescribed syllabus and scheme of examinations
- b) have the required standard
- c) are free from typographical and grammatical errors
- d) are such that the marks allotted are in accordance with the knowledge level expected-out of the question.

19.2.3 Scrutiny committee members shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above. After scrutiny, the members of scrutiny committee shall hand over all the question papers personally to the ECC after affixing the signature in the scrutinized / moderated question papers

The details of the question papers received by the ECC shall be entered in a register and will be added to the Question Bank for printing.

19.3. Instructions to Moderators

- a) Attend in time, to avoid delay in Question Paper distribution.
- b) The objectives of Question Paper Moderation are to see that
 - i Question paper model is as per specified format.
 - ii All the questions are within the syllabus.
 - iii The data is sufficient for answering questions.
 - iv The figures are visible.
 - v The marks weightage distribution is as per blue print.
 - vi To find the requirement of data table / graph sheets etc.,
- c) The out of syllabus questions shall be replaced by the questions that are within the scope of the syllabus. For any other clarifications, contact Convenor of BOAA/ECC.
- d) Use of cell phones is prohibited during moderation time.
- e) The abstract details of the moderation are to be entered into the datasheet available with ECC office.
- f) Moderators have to keep in mind that without moderation, examination could not be conducted for that course. So, utmost priority is to be given for moderation work. Due to unavoidable circumstances, if you could not attend moderation, it should be immediately informed to Convenor, BOAA.
- g) The moderators have to bring their own materials (Textbooks, Calculators etc.) that required for the moderation of question paper.

20. CONDUCT OF EXAMINATIONS

20.1. Methods of Examination

Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods: -

- a) Written

- b) Practical
- c) Computer assisted testing
- d) Oral (Viva-voce)

20.2. Schedule of Examination:

The ECC shall prepare the examination calendar for every academic semester, well in advance, and shall publish the same in the Institution website. The information regarding the same shall be passed on to Director of all IIHT's. All examinations of the semester shall be conducted as per the examination calendar. The ECC shall issue the time table of various examinations in every semester, one month before the commencement of the Semester Examinations.

20.3. Registration to the Examination:

- a) All students admitted in a programme (Dipolma /Post Diploma) with remittance of prescribed fee are eligible for the forthcoming semester examinations, unless he/she is withhold for any disciplinary action or attendance shortage. The list of eligible students shall be submitted to the ECC's office by the Head of Office of concerned IIHT.
- b) Online application for registration to the various Semester Examinations shall be forwarded to the ECC in the prescribed format.
- c) The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the hall tickets.
- d) The mode of fee remittance for the examination shall be through the concern IIHT Exam Co-ordinator.
- e) The concern IIHT Exam Co-ordinator in turn remit the fees collected to ECC with details of students registered and number of courses each student appearing for the examination.

20.4. Preparation of Nominal Roll

A nominal roll showing the name of examination, month and year of examination, name and register number shall be prepared for each examination by the ECC. Details such as total number of candidates registered, number of regular students, number of arrear candidates may be given for each courses for easy reference.

20.5. Preparation of Hall Tickets:

The hall ticket of the eligible candidates shall be generated in the ECC's office with name, register number and recent photograph of the candidate. The hall ticket shall contain the details of the courses with codes and titles for the concerned semesters with date of the examination in chronological order. The register number shall be the number allotted to a candidate on his/her registration for the first semester examination. The hall ticket shall be issued to the students one week before the commencement of the examinations.

20.6. Preparation of Answer Books:

- a) The main answer books to be supplied for the examination shall be prepared well in advance with specific format and different serial codes by the ECC.
- b) Required number of blank answer books shall be handed over to the Chief Superintendent / Deputy Controller of Examination nominated for the purpose of the examinations.

20.7. Question Paper Bundles:

- a) The required question papers shall be packed in sealed covers with details regarding the name of examination, the month and year of examination, name of the course, date and time of examination and number of copies of question papers enclosed. A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, subject /course code, number of question papers required and the number of question paper packets prepared for each

day. The statement and the entries on question paper covers shall be compared and ensured that entries are correct.

- b) The parcels of question papers and the memorandum of the content of the sealed covers in the parcel shall be handed over to the Director, IIHT **10 days before the commencement of examination.**
- c) Director, IIHT should verify that the seal and cover of the parcels are intact and descriptions on the cover of each sealed cover agree with those in the memorandum of content received.
- d) Safe custody of the question paper packets and also the answer books supplied from the Director office for the concerned semester examination on each day will be the responsibility of the Director.
- e) The Director opens the Question paper covers in the presence of exam co-ordinator and an invigilator 30 minutes before the commencement of exam. The number of question paper for each hall is counted and packed in a separate cover and distributed to the invigilators 10 minutes before the commencement of examination at their respective halls.
- f) The invigilator shall distribute the question paper to the students after a bell indicating the commencement of the exam. The answer booklets are collected back after the bell indicating the end of the examination.
- g) The unused answer booklets and question papers are collected from the hall after 45 minutes from the commencement of examination and kept under safe custody of the chief superintendent.

20.8. Cancellation of Hall Tickets:

The Director can cancel the hall ticket issued in the name of any candidate for misconduct or if it is found out that he/she is ineligible to take the examination, after allowing an opportunity to the candidate to present his/her case.

20.9. Appointment of Exam Co-ordinates:

Director shall be the Chief Superintendent of all examinations conducted in the Institution. However, Director can handover the charge to the senior most Faculty

on special situations or in his absence. An additional exam coordinator and such other staff as required for the conduct of the examinations at the Institution shall be appointed by the Director.

21. Some important instructions

The ECC is responsible for communicating the necessary instructions to the various stakeholders of the examinations conduct.

21.1. Instruction to Exam Coordinator of the Examination Venue:

The Exam Coordinator is responsible for the efficient conduct of examinations at the venue. The chief Superintendent may appoint any one teaching faculty member as Exam Coordinator.

21.1.1 The following guidelines may be followed by the Exam Coordinator for the smooth conduct of the examinations.

- a) Exam Coordinator shall ensure that
 - the list of candidates appearing for the examination
 - required number of answer books and
 - the stationery required for packing answer books are received at the venue 3 days prior to the commencement of examinations, and kept under safe custody.
- b) He/ She should ensure that the question papers are received an hour before the commencement of examination for each session, from ECC.
- c) Seating arrangement for the candidates (printed register number to be pasted on the desk at the right upper corner)
- d) Examination room is clean, properly lighted and that no writing is there on the desks/walls or board.
- e) Room/ hall wise seating plan for candidates are displayed at a prominent place. Selection of appropriate number of invigilators from among the faculty members of the college, well in advance as per norms.

- f) The minimum distance between the two candidate appearing for the same question paper should be 6 feet all around.
- g) See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats 10 minutes before the commencement of the examination.
- h) See that arrangements are made for ringing the bell as detailed below. For a 3 hour examination starting at 10.00 a.m., the bell timings shall be as follows:
 - i) Similar timings shall be followed for examinations commencing at 2:00 p.m. The above schedule of timings shall be appropriately modified for examinations commencing at other timings.
 - j) In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the ECC telephonically. However, late commencement of examinations beyond 30 minutes is not permitted, under any circumstances.
- k) Ensure that the invigilator for each room collects the answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
- l) Mobile phones, programmable calculators and other electronic gadgets should not be allowed into the examination room even if they are switched off. If any student brings in such materials to the examination hall, they have to be taken into custody by the invigilator and submitted to the Chief Superintendent at the earliest.
- m) Keep utmost vigil throughout the examination process. The Director/Exam coordinator may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.
- n) **A candidate shall not be allowed to write the examinations, if he/ she do not have a valid hall-ticket. However, if a student reports that his/her hall-ticket is lost, or could not bring the Exam coordinator, after receiving a written request from him/her along with required fees, shall forward it to the Director through a messenger (not the candidate).**

- o) All used answer books shall be packed within 30 minutes after the examination is over. The name of the course and roll numbers of candidates should be written on all packets using a sketch pen.
- p) All packets should be sealed using cello tape.
- q) Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
- r) In case of using answer papers of different series; the Exam coordinator shall decide which series of answer books should be issued on a particular session/day. He/she should take this decision one hour prior to the commencement of the examination.
- s) The Exam Coordinator is responsible for keeping proper accounts for the stock and use of the answer books.
- t) Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
- u) The question booklet cover shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator, Exam Coordinator and Director. He/ She should ensure that the seal of the question paper cover is intact. They should sign in the space provided on the cover to ensure the same.

21.1.2 Bundling of Written Answer Books:

The Exam Coordinator shall make sure that the written answer papers are packed course wise properly in the answer book boxes / covers immediately after the examination. The bundles shall be sent to the ECC's office after all the examination over on the particular semester. The bundles should have the following details: -

- a) Serial number
- b) Title of the paper /course
- c) Date of examination
- d) Number of candidates registered
- e) Number of answer books in the bundle/Box/Cover

- f) Initials of the Director / Exam Coordinator
- g) The details of the bundles received in the ECC's office shall be noted in a register with the date.

21.1.3 Consolidated Absentees Statement:

The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each session of the exam to the ECC.

21.2. **Instructions to the Hall Superintendent:**

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. The Exam Coordinator shall go through the 'Instructions for the **hall Superintendent** and give necessary directions as and when required.

21.2.1 A set of guidelines for the invigilators are given below.

- a) Report to the Exam Coordinator half an hour before the commencement of the examination.
- b) Be present at the time of the opening of the question paper cover.
- c) Collect correct number of answer books from the Exam Coordinator and proceed to the hall 15 minutes before commencement of the examination scheduled for that day/ Session.
- d) Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Exam Coordinator for necessary guidelines.
- e) Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, calculators, or digital diary or any other electronic equipment instruct him/her to keep them outside the examination hall.
- f) Distribute the answer book 5 minutes before the commencement of the examination (short bell) and direct them to fill in the register number and other entries in appropriate places.

- g) Distribute the question paper at the strokes of the short bell and ask the candidates to start writing.
- h) Verify the identity of the candidate through the photograph on the hall ticket and obtain the signature of the students present in the prescribed attendance sheet after verifying the register number in the hall ticket and that written on the answer book and other relevant entries made by the students.
- i) The invigilator shall mark his/her signature on the answer book after verifying that the details filled in by the candidate are correct.
- j) Invigilators shall sign on the back side of the hall ticket for having verified the hall ticket and details written on the cover page of the answer book.
- k) The invigilator shall hand over the register number of absentees and the unused answer books and question papers to the messenger sent by Exam Coordinator, after the expiry of 45 minutes from the commencement of examinations.
- l) No candidates shall be allowed to leave the examination hall till the expiry of 45 minutes, from the commencement of examination and no candidate who leaves the room during the period allotted for the paper shall be allowed to return within that period.
- m) Candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination should surrender their question papers with their names and register numbers written on them to the invigilator and the candidate(s) may collect them back after the examination, if they so desire.
- n) Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination on subsequent days and the matter may be reported to the Principal/Controller of Examinations.
- o) Ten minutes before the closing of examination, along with the warning bell (short bell), announce 'last ten minutes' and do not allow any

candidate to leave the room. After the last bell (long bell) ask the candidates to stop writing and put their pens down.

- p) Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list to the Exam Coordinator.
- q) Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.
- r) Invigilators shall leave the examination premises after Exam Coordinator allows.

21.2.2 **Important Notes:**

- a) No Candidates be admitted if they do not have valid hall tickets.
- b) Candidates shall be admitted to the examination hall 15 minutes before the scheduled time.
- c) No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
- d) See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
- e) Do not give any clarifications to the students regarding mistakes in question paper, mode of answering etc.
- f) Allow the use of logarithm tables, data books, calculators etc. only if the uses of these are permitted as per the instructions given in the question paper.
- g) Do not allow mobile phones or any electronic equipment in the examination hall.
- h) Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the incriminating materials and the hall ticket and make a report to the Chief Superintendent.

- i) Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
- j) Do not allow refreshments for the candidates in the examination hall.
- k) Do not make any correction in the register number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.
- l) Candidates should not be allowed to leave the hall before the expiry of 30 45-minutes from the commencement of the examination.
- m) See that candidates who leave the examination hall more than half an hour earlier than the scheduled time for the close of the examination surrender their question papers with their name and register number written on them.
- n) Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.

21.3. Instructions to Candidates:

Common instruction to the candidates are given in the section 13.1

21.3.1 Exclusion of Candidates on Account of Disease:

Any candidate shall be excluded by the Director/ Exam Coordinator from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease. As an exceptional case such a candidate shall be permitted to take the examination by giving a separate seat in the vicinity of Exam cell office. (Such cases shall immediately be reported to the ECC office)

21.3.2 Exclusion of Candidates for Misbehavior:

Candidates taking an examination shall be under the disciplinary control of the Chief Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Superintendent / Invigilator or behaving insolently towards the Chief Superintendent / Hall Superintendent, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination

and if he/she persists in his/her misbehavior he/she may be excluded from the rest of the examinations by the Chief Superintendent. The Principal, after giving an opportunity to present his/her case may according to the gravity of the offence further punish the candidate by cancelling the examination taken by him either in whole or in part or debarring him/her from appearing for any examination for a specified period or permanently. The matter may be intimated to the Convenor for further action.

21.3.3 **Debarring Candidates and Quashing Results:**

If at any time after the publication of results, it is found that a candidate was not eligible for taking the examination, as per the rules and regulation / norms / orders issued by the Institution relating to the course concerned or that he/she has secured admission to the course or the examination, on production of false information in the application form or that he/she has used unfair means at an examination, the Director / HoO / Principal shall have power to quash the results of the examination, taken by the candidate, and cancel the registration and / or debar him / her from appearing for any examination of the Institution permanently or for a specified period considering the gravity of the offence committed by the candidate, pending an enquiry into the same. In all such cases, before taking final decision by the Director the candidate shall be given an opportunity to present his/her case.

21.4. **Instructions for Squad Members**

- a) Once entered into examination hall, thoroughly check the student, to find out any material that is useful for malpractice (some guidelines are given below). If found, use the report available with invigilator to register malpractice.
- b) Complete the squad report (enclosed) and handed over the report to Convenor, immediately after the inspection.



- c) You are also authorized to inspect any other parameter related to examination halls, invigilation and incorporate the comments in your report.
- d) Checklist to act as guidelines (report of special invigilator) is enclosed for your reference.

21.5. Guidelines for frisking the student:

- a) Ask the student to stand and come out of his / her place.
- b) Verify :
 - a) Pockets.
 - b) Answer sheet, question paper, hall ticket.
 - c) Table, rack, chair, chair handle.
 - d) Hand kerchiff, purse, duppatta.
 - e) Pants, sleeves, forearms (ask the student to move sleeves up) legs below knees (ask the student to move pants up) waist (by touch), and collar (by touch).
 - f) Ask him to remove his shoes (slips may be inside the shoes).
- c) Only female faculty members are allowed for frisking of girl students 'by touch'.
- d) **Any kind of perpetration by the squad towards girl student in the name of frisking shall be deserved for police complaint and further disciplinary action.**

21.6. Important Announcements

21.6.1 During the commencement of examination, before the distribution of question paper

- a) Students are advised to fill all the details on title page of main answer book.
- b) Students are advised to remove any written or printed material on their person, whether pertaining to the course or not.

- c) Erase any material written on your body. Detection of any material during examination will be treated as malpractice.
- d) Writing of hall-ticket numbers on the additional answer sheets is strictly forbidden and will lead to cancellation of the performance.
- e) Writing any kind of messages or symbols not related to the examination on the answer sheets shall automatically leads to cancellation of examination(s).

21.6.2 **Announcements - immediately after distributing the question papers**

- a) Check whether you have received the correct question paper or not.
- b) Put your registered number on question paper.

21.6.3 **Other announcements**

- a) Fifteen minutes before the end of an examination, Hall superintendent should warn candidates that **fifteen minutes of the examination period remain** and that candidates must remain in their places until the examination is over.
- b) No additional booklets will be given.
- c) Hall superintendent must also warn candidates when only **five minutes remain**.
- d) Ask the students at the end of examinations, to remain sit in their seats until you collect all the answer scripts..
- e) Tally the answer scripts, with the number of candidates assigned to you and after tallying, and if found in order, allow the student to leave the examination hall.

21.7. **Handling Malpractice case :**

- a) When found a malpractice ask the student to stop writing the examination, complete the malpractice report (available with examination pad) and hand over all the material along with the report to

the Chief superintendent at the end of the examination. A fresh answer book shall then be issued for writing the rest of examination.

- b) Don't take decision like striking off the answer sheet and writing comments on the answer sheet. etc.

22. VALUATION OF ANSWER SCRIPTS

22.1. Valuation of Answer Scripts:

- a) The ECC in consultation with Convenor / Director shall appoint valuation examiner(s) for each course.
- b) The valuations must be based on the scheme of the course concerned.
- c) The ECC shall arrange to affix dummy numbers on the answer books of each course, shuffle them and make a bundle of 25 and a part thereof.

22.2. TABULATION AND PUBLICATION OF RESULTS

22.2.1 Tabulation Register:

The Whole process of calculating the final marks shall be automated using computer programme. The ECC shall check all entries, grace marks if any awarded.

22.2.2 BOAA- Sub Committee II

The ECC shall prepare a statistics of the result with details listed below and present before the result passing board:-

- a) Name of examination with month and year.
- b) Number of candidates registered for the examination.
- c) Number of candidates appeared for the examination.
- d) Minutes of previous **Sub Committee II**
- e) Course wise Internal & External mark comparison.
- f) Results of readmitted candidates.
- g) Overall result comparison programme wise.
- h) Results of arrear courses (Passed out)
- i) Proposal on moderation.
- j) Revaluation, Results & Ratification.

k) Details of question paper collected, reviewed & used.

l) Details of attendance shortages, break of study & withdrawal

The minutes of the Sub Committee II shall be finalized immediately after the meeting and signature of all members shall be obtained.

22.3. Publication of Results:

The final approved result of the concerned semester examination shall be published by the ECC. The results approved by the BOAA sub - committee II-~~RPB~~ shall be posted in the website. The students can download the semester score sheet from the website.

22.4. Mark Sheets:

Computerized mark sheet shall be prepared semester wise after publication of results and Revaluation Process and issued to students by examination cell through institute director.

22.5. Issue of Consolidated Statement of Marks:

All candidates who have appeared for an examination conducted by the Institution shall be issued a computerized consolidated statement of mark sheet on successful completions of all courses prescribed for the award of Diploma.

22.6. Transcripts:

Transcripts shall be issued to successful candidates on request and on payment of the prescribed fees.

23. MISCELLANEOUS

23.1. Shortage of Attendance:

Candidate cannot seek Condonation for shortage of attendance on any ground. Every candidate is to secure minimum 75 % attendance of the total duration of the semester. If the candidate fails to secure 75 % attendance overall in the semester, he/she shall not be allowed to write any examination of that particular semester and

he/she has to repeat semester again along with next batch of students. However, a candidate shall be allowed to write arrear examination if any in the previous semester.

23.2. Important Registers to be maintained in the EC Office:

- Inward registers
- Dispatch registers
- All Registers related to the planning, question paper setting and conduct of examinations.
- Registers relating to valuation of answer scripts
- IIHT wise results.
- Semester mark sheets
- Other registers specifically directed to be maintained in ECC's office and any other registers deemed necessary for easy reference.

Annexure – I

Different Types of **Malpractices** and the **Punishments** for them are given below

S.No.	Nature of Malpractice	Punishment
1	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	Cancellation of performance in concern course or all courses (based on severity)
2	The candidate writing his/her name in the answer script	Cancellation of performance in concern course or all courses (based on severity)
3	The candidate writing his/her registration number in places other than specified in the answer script.	Cancellation of performance in concern course or all courses (based on severity)
4	Any special marking in the answer script by the candidate which is deteriorating the integrity of any person / institution, caste or religion or sovereignty of the country etc.,	Cancellation of performance in concern course or all courses (based on severity)
5	The candidate communicating with neighbouring candidate orally or nonverbally; the candidate causing suspicious movement of his/her body.	Cancellation of performance in concern course or all courses (based on severity)

6	Irrelevant writing by the candidate in the answer script.	Do
7	The candidate either possessing the question paper of another candidate or passing his question paper to another candidate with the question paper containing no additional writing on it.	Do
8	The candidate facilitating the other Candidate to copy from his/her answer script.	Invalidating the examination of the particular course written by the candidate.
9	The candidate possessing of any Incriminating material(s) (Whether used or not). For example: - Written or printed materials, bits of papers containing writing information, writings on scale, calculator, handkerchief, dress, part of the body, Hall Ticket, and on mobile phone, etc., Hiding the evidence like throwing out the bits of the papers and any other material(s) (or) destroying the evidence by swallowing the bits of papers.	Invalidating the examinations of the course concerned and all the theory and the practical courses of the current semester registered by the candidate.
10	If the candidate comes in a drunken condition to the examination hall	Invalidating the examinations of all the theory and practical courses of the semester and all the arrear-courses registered by the candidate.
11	Abetting of malpractice	Any instances of abetting such practices at any stage or of CONDONATION of the malpractice by any faculty member/ non- teaching staff will be recommended to the DC(H) for disciplinary proceedings under the service rules.
12	Cases of impersonation	1. Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the

		<p>impersonation by the Chief Superintendent.</p> <p>2. If a student of this college is found to impersonate a “bonafide student”, the impersonating student is debarred from continuing his/her studies and writing the examinations permanently.</p> <p>3. He/She is not eligible for any further admissions to any programme of the college.</p> <p>4. 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 College. Further the candidate is not considered for revaluation of answer scripts of the arrear courses</p>
13	<p>The candidate possessing mobile phone(s) / Programmable Calculator(s) / any other electronic storage device(s) (Whether used or not).</p> <p>The candidate possessing the question paper of another candidate with additional writing on it.</p> <p>The candidate passing his/her question paper to another candidate with additional writing on it.</p> <p>The candidate passing discriminate materials brought in to the examination hall in any medium (hard/soft) to other candidate(s).</p>	<p>If the candidate has registered for arrear courses only, invalidating the examinations of all the arrear courses registered by the candidate.</p> <p>Invalidating the examinations of all the theory and practical courses of the current semester and all the arrear-courses registered by the candidate.</p>




	<p>The candidate copying from neighboring candidate.</p> <p>Vulgar/ Offensive writings by the candidate in the answer script.</p> <p>The candidate possessing the answer script of another candidate.</p> <p>The candidate passing his/her answer script to another candidate</p> <p>Appeal by the candidate in the answer script coupled with a promise of any form of consideration.</p> <p>The candidate misbehaving in the examination hall.</p>	
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Additional Punishment:

1. 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 arrear courses up to the last semester during the debarring period.
2. If the candidate has completed the Programme, he/she is prevented from writing the examinations of the arrear courses for two subsequent semesters.

Note:

Any matter, other than mentioned in the above examination Rules and regulation shall be the rights and discretion of the BoAA.


