

# **NOORUL ISLAM CENTRE FOR HIGHER EDUCATION**

(Deemed-to-be University under Section 3 of the UGC Act, 1956)

Kumaracoil – 629 180, Kanyakumari Dist., Tamil Nadu

Accredited by NAAC (Second Cycle)

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## **EXAMINATION INSTRUCTION MANUAL-2024**

### **OFFICE OF THE CONTROLLER OF EAMINATIONS NOORUL ISLAM CENTRE FOR HIGHER EDUCATION**

Kumaracoil – 629 180, Kanyakumari Dist., Tamil Nadu

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## **CONDUCT OF EXAMINATIONS – AN INSTRUCTION MANUAL**

The teaching, learning, and evaluation are integrated and indissoluble components of education. Noorul Islam Centre for Higher Education desired that the evaluation system should serve as an aid in the process of learning. The evaluation process should include the conduct of examination, the evaluation of answer scripts and publishing results.

### **I. EXAMINATION BOARD**

- **The Examination Board shall consist of the following persons:**
  - i. The Vice-Chancellor or his nominee - Chairman
  - ii. Chairpersons of the various Boards of Valuers -- Members
  - iii. Deputy Controller of Examinations - Member
  - iv. The Controller of Examinations - Member-Secretary (Ex-Officio)
  - v. The Registrar - Special Invitee
  
- The Examination Board shall consider the consolidated result forwarded by the various boards of examiners, approve the same and arrange for the declaration of all examination results in the university.
- The Examinations Board shall submit a report every year to the Academic Council on the working of the university examinations and make recommendations for effecting improvement.
- It shall perform such other duties and functions assigned to it by the Academic Council.
- A list of eligible examiners shall be prepared annually by the respective board of studies members and get it approved by the authorities.

All the examiners shall carry out the instructions, which the Controller of Examinations may issue from time to time.

### **II. CHIEF SUPERINTENDENT :**

To conduct the University end semester examinations, the Controller of Examinations is authorized to call for a panel of senior members of teaching staff with a minimum of 12 years of teaching experience who are willing to function as Chief Superintendent and the Controller of Examinations may appoint one from the panel as the Chief Superintendent after getting the approval of the Vice-Chancellor. Twelve Years of service will not be relaxed in any case

Any faculty whose blood relative is appearing for the University Examinations should not assume Chief Superintendentship.

**a. Appointment of Hall Superintendents / Invigilators:**

To Chief Superintendent will appoint teaching staff as Hall Superintendents for invigilation work and clerical assistants and other for the conduct of examination related works. Using the nominal roll and time –table supplied by the Controller of Examinations, the invigilation scheme may be prepared. Based on the invigilation scheme number of invigilators to be appointed for each session may be decided. Copies of the scheme may be displayed at appropriate places before the commencement of examination so as to enable the candidates to identify their examination halls for the respective sessions. The neighboring colleges may be are requested to send a list of teaching staff willing to act as external invigilators much in advance of the commencement of the examinations. Preferable 50% of invigilators are to be appointed by the Chief Superintendents from the neighboring colleges as external invigilators.

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

**Examination Time – Table (Annexure-1)**

The Examination Time Table shall be prepared by the Office of the Controller of Examinations and copies will be sent to the Main Office, Head of the Departments and the Chief Superintendent well in advance before the date of commencement of Examinations. The copy of the Time Table shall be displayed at a prominent place in the University and invite the attention of candidates thereto and specify when and where hall tickets will be issued.

**Hall-Ticket(Annexure-2)**

Hall-ticket (Performa-I) are forwarded to the Main Office shall be distributed to the eligible candidates one week before the commencement of examinations. Any discrepancy in the hall-tickets should be immediately brought to the notice of the Controller of Examinations.

At the time of issuing hall-tickets each one of candidates may be asked to verify whether his/her name is registered for all subjects for which he/she has remitted examination fees. Discrepancy, if any in the hall-ticket may be brought to the notice of the Controller of Examinations immediately.

**Sending Question Paper Packets to Chief Supt./**

On receipts of question paper packets, which will be sent by Controller of Examinations in sealed covers through an office staff, the Chief Superintendent is expected to check the description mentioned on each packet with the time-table and the nominal roll (containing the name, register number and the subjects for which the candidates have registered). Immediately after the receipt of the nominal roll and time-table the Chief Superintendent can prepare a table showing the number of question papers required in each subject. Any shortage in required number of question paper may be brought to the notice of the Controller of Examinations immediately to avoid last minute problems.

### **Candidates Attendance records:**

The Director-Student Affairs will prepare the names of candidates who have not earned the required percentage of attendance, in that semester, and he will send it to the the Controller of Examinations. The Controller of Examinations will not issue the Hall Ticket such students. However, these candidates are eligible to appear for arrear subjects only.

### **Identification of the Candidate:**

In the computerized hall-tickers, the photograph of the candidates is affixed. Candidates should enter the examination hall with ID card and the Hall Ticket issued by the Office of the Controller of Examination. If any case the candidate is failed to produce the original hall tickets issued by the Controller of Examination shall be directed to get a duplicate copy of it from the COE.

### **Taking Examinations at the Own risk of the Candidate:**

In case of those candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, the Chief Superintendent may permit those candidates to write the examinations after obtaining a written declaration that he/she is appearing for the examination at his/her own risk and the matter shall be reported to the Controller of Examinations.

In case the claims of such candidates are not supported by evidences at the Controller's Office, answer scripts will not be valued and he/she shall be liable for Punishment. In such cases, the Chief Superintendent should ensure the availability of Proper question papers for each day examination.

### **Issuing of answer Books:**

Answer books containing sufficient pages are supplied from the Controller's Office. Serial number is also printed in the answer book. A record of answer books used, date wise and session wise

should be kept by the Chief Superintendent and this information should also be made available when called for. No additional sheets will be issued. Candidates are expected to complete the answers for all questions within the given answer book.

**Number of Answer Books and Question Papers to Halls:**

The Controller of Examinations shall issue answer books and question papers equal to the total number of candidates writing examination in that hall so to avoid any malpractice.

**Facsimile of Chief Superintendent:**

Facsimile signature of the Chief Superintendent should be affixed only at the left top corner of the title page of the answer book. The facsimile shall not be affixed at any other place on the answer book or the drawing / graph sheet. The invigilator has to check whether the answer books bear the facsimile of Chief Superintendent's signature before being issued to candidates.

**Candidates suffering from infectious diseases:**

Candidates who are suffering from infectious diseases of any kind about which there is no doubt should not be admitted in the examination hall. However, they may be given separate seating in a separate hall with a separate invigilator.

**Silence in Exam Hall:**

Strict silence should be maintained in the examination hall. This rule is applicable to hall superintendents, helpers and candidates.

**To Complete Answering within given time:**

Candidates are not allowed to write beyond the time prescribed for the concerned subject. However, if the issue of question paper to the students is delayed for reasons beyond the control of hall superintendents and Chief-Superintendent, the examinees shall not be put into inconvenience and they shall be allowed to avail the time prescribed in the questions paper concerned.

**Warning Bell:**

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

**Public – Holiday:**

In the event of a public – holiday being declared after the publication of time – table, the examination will not be postponed or cancelled. The examination shall be conducted as scheduled, unless otherwise notified. After the publication of time-table, preponement of examination should not be done under any circumstances.

**No Person Loiters in Verandah:**

During the examination hours, the hall superintendent shall ensure, persons do not loiter in the verandhas or anywhere near the examination hall and be vigilant to prevent any attempts to communicate with the examinees from outside.

**Chief Superintendent to visit Halls:**

The Chief Superintendent should visit as frequently as possible the various halls/rooms and buildings where examination is conducted. The Chief Superintendent shall ensure that the hall Superintendents keep moving among candidates and do not engage in any other activity likely to diminish the efficiency of supervision. Supervision should be very strict. Under no circumstances staff other than teaching staff be employed as hall superintendents

**Seating arrangements (Annexure-3)**

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

**Candidates to occupy only Allotted Seats:**

Register number of candidates must be clearly written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangements without the concurrence of the chief superintendent .If a candidate is found guilty of altering the seating arrangement of a hall, the chief superintendent may recommend the

cancellation of the written examination of that particular session by providing the original plan of seating arrangement and the alteration made by the said candidate.

**Leaving seats:**

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

**Entering and Leaving Halls:**

No Candidates desirous of writing the examination shall be permitted to enter the hall after the expiry of 30 minutes from the commencement of examinations. Similarly no candidate shall be permitted to leave the hall earlier than 45minutes from the commencement of the examination. No candidate who left the examination hall before the end of the session shall be permitted to reenter the hall under any circumstances.

**Opening, Checking and Signing of Question Paper Packet:**

Question paper packets shall be thoroughly checked by the chief Superintendent to ascertain that the question paper code and the title of the question paper tally with the subject of examination announced. No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the university examination. The chief Superintendent should verify the pasting and sealing of the question paper packets and the date and time before signing the packets. Question paper packet shall be opened in the presence of external Superintendents, who should also scrutinize the packet and affix their signature before opening.

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

**Distribution of Correct Question Paper: (Annexure-4)**

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

**Safe Transit of Question Papers:**

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

**When one/few candidates are registered and unopened covers:**

Whenever, only one or very few candidates have registered for an examination the Chief Superintendent must open the question paper cover concerned only after verifying the presence of candidate in the hall for that examination. All the question paper cover concerned should be returned to the controller of examination unopened (if no candidates is present) at the close of all the examinations.

**Opening of Question Paper Cover:**

The question paper covers of the university examinations should be cut open on the left hand side of the cover. It should also be noted that flap should be intact when the covers are sent back to the Controller of Examinations for the scrutiny. This procedure must be strictly followed.

**Preparation of Session –wise Candidate List:**

On receipt of the nominal roll (**Annexure-5**) from the Controller's Office, day/Session wise register number of candidate who have registered for each subjects, in that semester examination, must be prepared by the Chief Superintendent.

**Distribution of appropriate Question Paper**

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



**Duration of Exam:**

The timetable supplied should be considered as authoritative wherever discrepancies are found in question paper regarding the duration of Examination.

**Use of Pen:**

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

**Data Book/Tables:**

Clark's Mathematical & Physical Tables and other scientific tables/ data book if mentioned in the question paper will be supplied to candidates on request, by the hall Superintendent. Chief Superintendent is requested to make arrangement for supply of Tables and Data Books which do not contain any entries in pencil or ink. The books & Tables should also be examined while being returned back by candidates.

**Calculators:**

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

**To keep away Books Note Books etc...:**

All Books, note books manuscripts etc., brought by candidates shall be placed outside the examination hall in a separate room. A notice to this effect should be placed at the entrance

**Sketch of Seating Arrangement:.**

The Chief Superintendent of the Examination should prepare and keep with him sketches of the seating arrangements in the examination hall or rooms and should forward a copy of the same when requested by the Controller of Examinations.

**Telegrams to Candidates:**

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

### **Candidates not to ask any question in hall:**

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

### **Attendance of Candidate Present (Annexure-6)**

Ten minutes after the commencement of the examination the Hall Superintendents are expected to start taking the attendance of candidates who are present and writing the examination by getting the signature of candidates and complete immediately after 30 minutes in the format. The formats may be collected by the Chief Superintendent and forwarded to the Controller of Examinations whenever they are specially required.

### **Absentee Statement**

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

### **Consolidated Absentee Statement:**

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

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

### **Preparation of Answer Paper Cover:**

In preparing the answer paper covers, the register number of absentees for each subject of examination should be entered in the respective column on the cloth lined answer-paper cover. Candidates who are not permitted to sit for the examination for want of attendance and for progress should be treated as absentees. The number of answer papers dispatched to the Controller of Examinations added to the number of absentees must be equal to the number of candidates registered. Any discrepancy should at once be enquired into on the spot and accounted for, by a note at the foot of the cover. Special care must be taken to ensure accuracy in this respect and in writing the correct register number of absentees on the cover.

### **Collection of Answer Papers:**

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

### **Arranging of Answer Papers:**

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

### **Entries on Answer Paper Cover:**

Special care must be taken in making entries on the face of the answer paper cover. The register number of all candidates in the nominal roll shall be written on the left side of the cover in the space provided. If a candidate is absent, the Register number of that candidate must be noted on the right side of the cover.

### **Chief Superintendent Signing:**

The signature of the Chief Superintendent, and seal of University shall be affixed on the cover without fail. The Chief Superintendent shall sign on the reverse across the pasted portion of the clothlined cover.

### **Packing of Answer Paper:**

When a question paper is common for more than one branch /degree, the answer papers of candidates of different branch/ degree shall be packed in different covers to ensure that there is no mix up.

### **Sealing of Answer Paper Covers:**

No paper should be torn off from the answer books. The number of answer books kept inside the cover shall not exceed the specified number indicated thereon. The clothlined covers should be pasted in the presence of the Chief Superintendent at the close of session. After signing of the covers as said in the previous para then the flap portion of the covers are to be pasted with cello tape neatly.

The answer paper delivery slip supplied by the Controller of Examination may be filled. Separate delivery slips may be used for different separate degree answer paper packets. Say for example, dispatch of B.E., M.E., M.Sc., covers shall be written in different proforma. Serial No. must be given date wise for the answer paper covers and handed over to the Controller of Examinations. Serial number shall be given continuously and not separately for each degree.

### **No. of Candidates and hall:**

Candidates should be accommodated in rooms or in large halls. In ordinary circumstances, one hall Superintendent for ever twenty five(25) candidates or part thereof in each hall is sufficient. If the number of candidates for the examination on any date does not exceed twenty five examination can be conducted with the assistance of a reserve Superintendent. No hall Superintendent need to be appointed. The reserve Hall Superintendent will assist the Chief Superintendent at times when there is no invigilation.

### **Contingent advances:**

All applications for contingent advance towards conduct examinations should be made to the controller of Examination atleast Ten days before the commencement of the examination. Stamped acknowledgement should invariably be furnished for all advances of Rs. 5000/- and above Advance paid must be utilized for the purpose for which it is given and should not be used for any other purpose.

All expenditure relating to Clerical Staff Office Asst, / Peon, Waterman Watchman, Purchase of stationery, sealing wax, cello tape, string, sketch pen, all other contingencies etc. have to be met within the amount allotted.

### **Sending final account:**

On conclusion of the examinations, a bill should be prepared and forwarded and to the Controller of Examinations together with all voucher and other statements connected therewith within 5 days.

### **All Original Bills to be Sent:**

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

### **Stork Position:**

Chief Superintendent is required to make a return in the form for the amount of stationery and serviceable articles remaining at the close of examination and send them to the Controller of Examinations.

### **Stationery requirement**

Chief Superintendent has to maintain stock particulars of the items such as, Answer book, clothed cover, etc. Supplied by the University. At the close of each semester / annual examination, the Chief Superintendent is expected to send stock Position and request for requirement of various items for the use of next examination in the proforma.

### **Squad:**

‘Examination Vigilance Squad’ is to be appointed by the Controller of Examination based on the instructions given by the University authorities from time to time, to check compliance of the following:

- a. Examinations Commence on time.
- b. Question Papers issued to the Chief Superintendent are kept in safe custody.
- c. Answer papers of completed examinations are sealed and kept in safe custody.
- d. Absentee list agrees with entries on answer paper packets (a random sample will be enough)
- e. Seating arrangements are satisfactory.
- f. Adequate number of external and internal invigilators are employed.
- g. University examination stationery supplied to Chief Superintendent colleges are properly stored and accounted for, and any particulars related to the conduct of Examination in that centre.

### **III. INSTRUCTIONS TO HALL SUPERINTENDENTS (INVIGILATORS)**

#### **Invigilators to initial:**

Hall Superintendent must initial on the left top corner of the first page of the answer book.

#### **Writing Register number:**

Proper instructions are to be given before question paper are distributed to candidates to write his/her register number legibly on the title page of main answer book and not to write register any where else. Candidates may also be informed that violation of this rule will attract disciplinary action.

#### **Check the Question Paper:**

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

#### **Candidate to write register number only on the title page of answer book.**

Before distributing question paper, candidates should be issued with the main answer book and instructed to fill up the columns on the title page of the book. Candidates are to be instructed not to write their register numbers at any place other than the space provided for on the book. Writing a wrong register number will lead to rejection of answer paper. Writing the name or writing an appeal to the examiner or writing the internal assessment marks will be treated as an attempt to influence the examiner. Hence, any such act will attract disciplinary action by the Controller of Examinations.

The attendance of candidates may be finalized half-an-hour after the commencement of the examination by getting the signature from individual candidates in the format prescribed by the office of the Controller of Examinations.

#### **Checking Register number:**

Hall tickets of the all candidates should be inspected during the course of each session of the examination. While checking the hall tickets of each candidate, the hall superintendent should ensure whether the candidates wrote the register number in the Title page of the answer booklet same as in the Hall Ticket.

**Rough work:**

Candidates should be informed that rough work if any must done by them on the bottom of page in their answer papers by reserving one fourth of the page at the bottom exclusively for this purpose. No separate answer books for rough work will be supplied to candidates.

**Checking main answer books.**

The number of absentees and the number of main answer books not distributed in the hall should tally and the unused main answer books should be returned to the Chief Superintendent along with the absentee list.

**Reporting at exam hall:**

Candidates presenting themselves thirty minutes after the commencement examination shall not be admitted. Candidates are required to bring their own pens, pencils etc.,

**Date books, maths /stat ,tables:**

Candidates are not allowed to use books of any kind, except approved Date books and mathematical/ statistical tables issued by the Chief Superintendent. The handbooks /date books rough by the candidates may be checked for any hand written matters.

**Report for Duty:**

The invigilators are expected to report for invigilation work to Chief Superintendent atleast thirty minutes before the commencement of examination on the respective date and session for which the invigilation work is assigned.

**Supply of Answer Book:**

Answer book contains sufficient pages for answering. No additional sheets will be issued to the candidates

**Writing 20 lines per page:**

Candidates should be informed that they are expected to write atleast 20 lines in a page and use both sides of an answer paper. In this connection, Chief Superintendent should instruct their hall superintendents to monitor whether all the students write not less than 20 lines per page if no rulings are made.

### **Collecting answer books:**

At the end of examination, the hall superintendent has to collect the answer books from candidates and arrange them subject wise, register number wise and personally handover them to the Chief Superintendent. The hall superintendent has to be present till all the answer papers are checked and put into the appropriate answer paper covers by the Chief Superintendent.

While collecting the answer books from a candidate, the hall superintendent shall verify that the register number of the candidate has been correctly entered and that too only on the title page, No loose sheets or papers shall be detached from the answer books of candidates. Rough work carried out by a candidate shall form part and parcel of the answer paper.

### **IV. MALPRACTICE:**

Candidate are not allowed to use books of any kind. Chief Superintendent is to warn the candidates before the commencement of each examination that persons found in possession of answer book of any other candidates or found in possession of any book or portion of the book, manuscript paper of any description or communication or copying from each other or communicating with any person inside or outside the examination room will treated as guilty of malpractice.

Any candidate detected for having violated this rule, may be permitted to continue answering in a fresh Answer Book and a detailed report on the matter together with the candidates answer book/s, the incriminating material used by the candidates, other material evidence and candidates confessional statement should be forwarded immediately, addressed by name to the controller of examination. The report of any malpractice shall be sent to the controller of Examination on the same day, or next day of the incident with all materials. Late representation should be avoided.

### **Malpractice and Confiscation of Hall Ticket:**

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



### **Documents to be enclosed along with malpractice case:**

1. Report of the invigilator on malpractice to the Chief Superintendent.
2. Explanation if any submitted by the candidate.
3. Report letter of the Chief Superintendent to the Controller of Examinations.
4. Answer book of the candidate. If a fresh answer book is given to the candidate after malpractice is detected, both the answer books are to be enclosed.
5. Incriminating materials used by the candidates.
6. Sketch of the seating arrangement ( whenever necessary)

The report of the hall Superintendent must be clear. Based on the report of the hall Superintendent, Chief Superintendent must also enquire the candidate and send his report along with the hall Superintendent's report. The nature of the punishment to be imposed by the syndicate will depend largely upon the evidence furnished.

### **Impersonation:**

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

### **Discipline in University Examination**

- During the examination the candidates shall be under the disciplinary control of the Chief Superintendent who shall issue the necessary instructions to the invigilators and students.
- Every day, before the examination begins, the invigilators shall call upon all the candidates to search their tables, desks etc., and ask them to hand over all papers, books, notes, cell phones or other reference material which they are not permitted to have in their possession or accessible to them in the examination hall. If a late-comer is admitted, this warning shall be repeated to him at the time of entering into the examination hall.
- The invigilators are also to see that each candidate has his/her identification card and hall ticket in possession with him / her.
- If a candidate disobeys the instructions or misbehaves with any member of the supervisory staff or misbehaves with any of the invigilators at the examination hall, he / she may be expelled from the examination for that session.

- The Chief Superintendent shall immediately report the facts of such cases with full details of evidence to the Controller of Examinations who will refer the matter to the Vice-Chancellor
- If the Vice-Chancellor is satisfied that there has been a mass-scale copying or use of unfair means on a mass-scale at a particular hall, he may cancel the examination of all the candidates in that hall/halls and order re-examination.
- Note: here the invigilator in charge is satisfied that 1/3 or more students were involved in using unfair means or copying in a particular examination hall, it shall be deemed to be a case of mass copying.
- The Chief Superintendent of the examination center shall report to the Controller of examinations without delay and on the day of occurrence if possible, each case where use of unfair means in the examination is suspected or discovered with full details of evidence in support there of and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for that purpose.
- A candidate shall not be forced to give a statement but the fact of his / her having refused to make a statement shall be recorded by the Chief Superintendent and shall be attested by another supervisory staff on duty at the time of occurrence of the incidence.
- A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer book. The answer book in which the use of unfair means as suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- A candidate shall not use unfair means in connection with any of the examinations. The following shall be deemed to be unfair means:
  - a. Found in possession of incriminating material related / unrelated to the subject of the examination concerned.
  - b. Found copying either from the possessed material or from a neighbour.
  - c. Inter-changing of answer books
  - d. Change of seat for coping
  - e. Trying to help other candidates
  - f. Found consulting neighbours
  - g. Exchange of answer sheets or relevant materials
  - h. Writing some other candidate's register number in the main answer paper
  - i. Insertion of pre-written answer sheets (main sheets and additional sheets)

- j. Threatening the invigilator or insubordinate behaviour as reported by the chief superintendent and / or the hall superintendent.
- k. Consulting the invigilator for answering the questions in the examination.
- l. Cases of impersonation.
- m. Mass Copying

The Academic Council may declare any other act of Omission or Commission to be unfair means in respect of any or all the examinations

### **3.1.Examination Discipline Committee.**

- The Vice – Chancellor shall constitute the Examination Discipline Committee in which the Controller of Examinations shall be the Member - Secretary.
- The Committee shall consist of five members drawn from amongst the teachers and officers of the University. All the cases of alleged use of unfair means shall be referred to the Examination Discipline Committee:
  1. One Head of the Department nominated by the Vice Chancellor - Convener
  2. One Dean nominated by the Vice Chancellor - Member
  3. Director – Student Affairs – Member
  4. Additional COE – Member
  5. Controller of Examinations – Member Secretary
- The committee will make recommendations for disciplinary action as deemed fit to the Vice – Chancellor as provided under the scale of punishment already prepared and approved by the Academic Council.
- The members of the committee shall be appointed for a period of two years, and shall be eligible for re-appointment.
- Three members present shall constitute the quorum.
- Ordinarily, all decisions shall be taken by the Committee by a simple majority. If the members are equally divided the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for review of the case. If the Vice-Chancellor is satisfied that the

representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration

The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means

The report of the hall Superintendent must be clear. Based on the report of the hall Superintendent, Chief Superintendent must also enquire the candidate and send his report along with the hall Superintendent's report.

The nature of the punishment to be imposed by the syndicate will depend largely upon the evidence furnished.

<b>Sl.No</b>	<b>Nature of Unfair means</b>	<b>Scale of Punishment</b>
1.	If the candidate has used unfair means specified in sub-clause (a) to (g) mentioned above	Prevent the candidate from writing all the University Examinations registered by him in that session.
2.	If the candidate has repeated the unfair means shown at (a) to (g) a <u>second time</u>	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)
3.	If the candidates has repeated the unfair means shown at (a) to (g) <u>third time</u>	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two years from registering and appearing for the University Examinations.
4.	If the candidate used unfair means in sub Clause (h) only	Prevent the candidate from writing all the University Examinations registered by him in that session only.
5.	If the candidates used unfair means in sub Clause (i)	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two subsequent examination sessions.

6.	If the candidates used unfair means in sub Clause (j)	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two years from registering and appearing for the University Examination.
7.	If the candidates used unfair means in sub Clause (k)	Prevent the candidate from writing all the University Examinations registered by him in that session
8.	If the candidates used unfair means in sub Clause (l)	Prevent the candidate from writing all the University Examinations registered by him in that session and debar him/her for two years from registering and appearing for the examinations. Moreover, relevant legal action shall be initiated if an outsider is involved.
9.	If the candidates used unfair means in sub Clause (m)	<p>a) In a Single Hall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and others involved directly or indirectly from the examinations work such as invigilation, question paper setting, valuation, etc., for the next six examination sessions.</p> <p>b) In a Center: Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and others involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination center for two years</p>



# NOORUL ISLAM CENTRE FOR HIGHER EDUCATION, KUMARACOIL – 629180

TIME TABLE – B.E. / B. Tech. / BBA / B. Com. / B. Sc. / M.E. / M. Tech. / MBA / MCA / M. Sc. / M.A. Degree Examinations – December 2023

Regulation 2023

Semester: 01

Session: 10.00 AM to 01.00 PM

Exam Date	27/01/2024	29/01/2024	31/01/2024	02/02/2024	05/02/2024	07/02/2024
Day	Saturday	Monday	Wednesday	Friday	Monday	Wednesday
Branch	Subject Code Title of the Paper	Subject Code Title of the Paper	Subject Code Title of the Paper	Subject Code Title of the Paper	Subject Code Title of the Paper	Subject Code Title of the Paper
M.E. Computer Integrated Manufacturing	CM4501 Optimization Technique	CM4502 Computer Integrated Manufacturing	CM4503 CAD/CAM	CM45A1 Computer Aided Process Planning	OE45D1 Research Methodology and IPR	CM45A2 Design for Manufacturing
M.E. Computer Science & Engineering	CS4501 Advanced Data Structures & Algorithms	CS4502 Advanced Operating Systems	CS45A3 Fundamentals of Digital Image Processing	MA4504 Applied Probability and Statistics	OE45D1 Research Methodology and IPR	CS45A6 Machine Learning
M.E. Cyber Security	CY4501 Advanced Data Structures and Algorithms	CY4502 Advanced Operating System and Security	CY4503 Cryptography and Cyber Security	MA4504 Applied Probability and Statistics	OE45D1 Research Methodology and IPR	CY45A7 OS Forensics
M.E. Structural Engineering	CV4501 Structural Dynamics	CV4502 Theory of Elasticity and Plasticity	CV4503 Concrete Structures	MA4503 Mathematical Methods for Structural Engineering	OE45D1 Research Methodology and IPR	CV4504 Maintenance and Rehabilitation of Structures
M.E. Thermal Engineering	TE4501 Advanced Engineering Fluid Dynamics	TE4502 Instrumentation for Thermal Engineering	TE45A8 Electric and Hybrid Vehicles	MA4502 Numerical Methods	OE45D1 Research Methodology and IPR	TE45B3 Energy Conservation and Waste Heat Recovery

Kumaracoil  
12/12/2023

Page 5 of 26



CONTROLLER OF EXAMINATIONS

*[Handwritten Signature]*



# NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

(Deemed-to-be-University under section 3 of the UGC Act 1956)

Kumaracoil, Thuckalay, K.K. Dist, Pin-629 180

UNIVERSITY EXAMINATIONS May - 2024

## HALL TICKET

Reg. No.:	1121208011	Semester : 6	
Name :	Mohamed Parvez M		
Course :	B.E. Computer Science and Engineering CS32		
Examination Centre	Noorul Islam Centre for Higher Education, Kumaracoil		

Sem	Code	Subject Title	Sem	Code	Subject Title
6	ME32D1	Supply Chain Management			
6	CS32A9	Virtual Reality			
6	CS32A5	Neural Networks and Deep Learning			
6	CS3213	Compiler Design			
6	CS3214	Cloud Computing Techniques			
6	CS3215	Cyber Security			
6	CS3279	Compiler Design Laboratory			
6	CS3280	Cloud Computing Laboratory			
6	CS32P2	Summer Internship II			

Signature of the Candidate



Controller of Examinations

*Jeyakumar*

<b>NOORUL ISLAM CENTRE FOR HIGHER EDUCATION UG / PG THEORY EXAMINATIONS</b>							
Centre : Noorul Islam Centre for Higher Education,Kumaracoil							
SEATING ARRANGEMENTS-May-2024 Examination							
Date : 01-07-2024				Session : FN			
Hall Code:I 102							
Reg. No	Course and Semester	Paper Code	Seat No	Reg. No	Course and Semester	Paper Code	Seat No
1121507006	S2-MCA	CA3507	1	1121506009	S2-M.E.	CV3507	2
1121507019	S2-MCA	CA3507	3	1121506011	S2-M.E.	CV3507	4
1121507023	S2-MCA	CA3507	5	1121506014	S2-M.E.	CV3507	6
1121507025	S2-MCA	CA3507	7	1121506026	S2-M.E.	CV3507	8
1121507038	S2-MCA	CA3507	9	1121506027	S2-M.E.	CV3507	10
1121507045	S2-MCA	CA3507	11	1122506003	S2-M.E.	CV3507	12
1121507049	S2-MCA	CA3507	13	1122506006	S2-M.E.	CV3507	14
1121507052	S2-MCA	CA3507	15	1122506008	S2-M.E.	CV3507	16
1121507055	S2-MCA	CA3507	17	1122506009	S2-M.E.	CV3507	18
1122507005	S2-MCA	CA3507	19	1122506013	S2-M.E.	CV3507	20
1122506014	S2-M.E.	CV3507	22	1122507020	S2-MCA	CA3507	23
1123510001	S2-M.E.	EC4506	24				

Hall No	Course Code	Subject Code	Reg no	No. of candidates
I 102	CA35	CA3507	1121507006, 1121507019, 1121507023, 1121507025, 1121507038, 1121507045, 1121507049, 1121507052, 1121507055, 1122507005, 1122507020	11
	CV35	CV3507	1121506009, 1121506011, 1121506014, 1121506026, 1121506027, 1122506003, 1122506006, 1122506008, 1122506009, 1122506013, 1122506014	11
	EC45	EC4506	1123510001	1



NAME : .....

REGISTER NUMBER : 

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Question Paper code  
assigned by COE office

**B.E. / B.Tech. / BBA / B.Com. / B. Sc. / BASLP. / M.E. / M.Tech. / MBA / MCADEGREE EXAMINATIONS,**  
**DEC. 2023/ JAN. 2024.**  
-----Semester  
Department

**Subject Code – Subject Name**  
(Regulation -----)

Time : Three hours

Maximum Marks : 100

**PART A - (10 x 2 = 20 Marks)**  
Answer **ALL** questions

Q.No.	Questions	CO	Blooms Level	Marks
1.	Unit – I			
2.	Unit – I			
3.	Unit – II			
4.	Unit – II			
5.	Unit – III			
6.	Unit – III			
7.	Unit – IV			
8.	Unit – IV			
9.	Unit – V			
10.	Unit – V			
<b>Part B - (5 X 16 = 80 Marks)</b> Answer <b>ALL</b> questions choosing either (a) or (b)				
11.	(a) Unit – I			
<b>(Or)</b>				
	(b) Unit – I			
12.	(a) Unit – II			
<b>(Or)</b>				
	(b) Unit – II			
13.	(a) Unit – III			

<b>(Or)</b>				
	(b)	Unit – III		
14.	(a)	Unit – IV		
<b>(Or)</b>				
	(b)	Unit – IV		
15.	(a)	Unit – V		
<b>(Or)</b>				
	(b)	Unit – V		

**NICHE**

**Noorul Islam Centre For Higher Education  
(Deemed to be University under section 3 of UGC Act 1956)  
Kumaracoil, Thuckalay, K.K.Dist, Pin-629 180.**

**S 2 - Course:AE32-B.E.-Aeronautical Engineering**

Reg. No	Name	Sub Codes	No of Subjects
1121201001	Adithya Krishna S.R	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201002	Ameena Fathima S	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201003	Anto Stanies S J	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201004	Ashlin Aneesh	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
121201005	Ashutosh Kumar Jha	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201006	Bansod Mrunal Girdhari	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201007	Chavhan Rohan Ramesh	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201008	Mohammed Naahid Hussain	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201009	Rashmash Rajan R L	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201010	Sanjay S	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201011	Swasthy. S	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
1121201012	Vrinda Girish	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7
121201013	Nabila A	EG3101,MA3101,BS3101,BS3102,CS3101,C S3171,BS3171	7

**Controller of Examination**

Kumaracoil

05-05-2022



*Jeyakumar*

Controller of Examinations



NICHE

Deemed to be University under section 3 of UGC Act 1956  
Noorul Islam Centre For Higher Education  
Kumaracoil - 629180

UNIVERSITY EXAMINATION ATTENDANCE SHEET - May - 2024

Course Code : SA26 Subject Code : SA2618 Date : 03-07-2024	Course Name: BASLP Audiology and Speech Language Pathology Subject Name: Implantable Hearing Devices Session: AN
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Reg No.	Name	Remarks*	Signature
1120636901	Muhammed Sayas R	66178	[Signature]
1122636001	Aiswarya C R	66179	[Signature]
1122636002	Arya V Kumar	66710	[Signature]
1122636003	Gouri Sunil	66709	[Signature]
1122636004	Hiba Nasreen Abdulsaleem	66716	[Signature]
1122636005	Johanna Antony A	66702	[Signature]
1122636006	Linda Prince	66717	[Signature]
1122636007	Muhuzina S	66708	[Signature]
1122636008	Navaneeth Krishna A S	66704	[Signature]
1122636009	Noufia N N	66703	[Signature]
1122636010	Sravan N S	66705	[Signature]
1122636011	Sulthana S	66706	[Signature]
1122636012	Sunaina Iqbal Sait	66707	[Signature]
1122636013	Fathima Shanavas	66715	[Signature]

\* Hall Superintendents to indicate "ABSENT" in the Remarks column against the name of the absentee candidates

Certified that the following particulars have been verified :

- 1. The Register No. in the attendance sheet with that in the hall ticket.
- 2. The identification of the candidate with the photo given in the hall ticket.

Page Total Present: (14)	Page Total Absent:
Signature of the Hall Superintendent	Signature of the Chief Superintendent

[G301B]  
03.07.24  
C-301-B  
03.07.24  
5/44