

## **OFFICE OF THE CONTROLLER OF EXAMINATIONS**

### **POLICIES and PROCEDURES FOR THE CONDUCT OF EXAMINATIONS**

The office of the Controller of Examinations is conducting the University end semester Examinations for the undergraduate, postgraduate and research programme students enrolled under Noorul Islam Centre for Higher Education.

The following are the procedure for conducting the end semester (University) examinations

#### **I EXAMINATION TIME TABLE**

- a. The academic schedules for the different programmes under various faculties are finalized by the Pro-Vice Chancellor Academic. Based on this, the office of the Controller of Examinations prepare the time table for University Examinations and get the approval from the Registrar and the Vice – Chancellor.
- b. The detailed time table is communicated to the students well in advance at least one month prior to the commencement of examinations.
- c. The time table will also be made available in the University website.

#### **II PAYMENT OF EXAMINATION FEES.**

- a. For each course which should be reflected in the semester grade card/consolidated grade card, there is prescribed fees for appearing the examinations.
- b. The examination application forms will be posted through online only for the eligible students.
- c. The examination fee dues are raised through online at least two weeks before the commencement of examinations. Once the fee due is raised, then the student can pay their examination fee through student portal.
- d. Sufficient time is allowed to the students for the payment of examination fees.

- e. Late applications are collected with a minimum amount of fine.
- f. A candidate shall not be entitled to refund of examination fee paid by him/her-

### **III ISSUE OF HALL TICKETS**

- a If a candidate does not earn the required attendance as prescribed in the respective ordinances / regulations, he / she will be allowed to sit for the examinations after satisfying the required attendance during the subsequent semester.
- b The hall tickets are uploaded in the students portal to the eligible candidates, at least one week prior to the commencement of examinations.(Online download)
- c Necessary instructions relating to the conduct of the students during the examinations are made available in the students' portal.

### **IV INTERNAL ASSESSMENT MARKS FOR THE THEORY/PRACTICAL/ SUBJECTS**

- a The Internal Assessment Examination for theory, practical and project works shall be conducted by the concerned faculty member and the marks will be posted by them in the ERP
- b The internal marks are posted by the concerned faculty by transferring the data from the academic module to examination module.

### **V QUESTION PAPERS FOR THE END SEMESTER / UNIVERSITY EXAMINATIONS AND APPOINTMENT OF EXAMINERS (EXTERNAL/INTERNAL) FOR EXAMINATIONS**

- a The question papers for the end semester / University examinations are collected from the internal / external examiners. Board of Studies of each courses shall recommend persons for appointment as Question Paper Setters and Examiners for various University Examinations. The Controller of Examination will appoint the Question Paper Setters based on the specialization of area and number of years of teaching experience in the relevant field.
- b An External Examiner shall be one who is working in the reputed Universities and Institutions. He/she shall be a teacher with a requisite qualification and experience in the subject as laid by the concerned council of the course or. as

per the University regulation.(ie minimum 2 years)

- c One or Two sets of question papers for each subjects shall be collected from the external experts.
- d Two question papers shall be collected from the concerned internal faculty member those who are handling the subjects. An Internal Examiner shall be one who is teaching at this University and is having requisite qualification and experience laid by the respective council or this University as applicable.
- e Appointing the external examiner for preparation of question paper is only for the particular semester and the Controller of Examinations shall have the power to remove permanently for a specified period, any Paper-Setter/Examiner in any Faculty for any examination, if his/her work is found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Question-paper or there is some doubt with regard to his/her integrity or was otherwise unable to perform the work or to conform to directions of the University.
- f The data processing work in the question papers are done at the office of COE at the confidential section and are submitted to the scrutinizing committee for scrutinizing the question papers.
- g The Scrutiny Committee (comprises of Head of the Department as Chairman and two or three senior most faculties as members) will meet at the office of the controller of examinations and scrutinize the question papers. The Scrutiny Committee Members go through the question papers and check for the language, standard of the question paper, coverage of syllabus, difficulty level of questions etc., and suggest for modification if any (Pre audit of the question papers)
- h The Scrutiny committee would have the power to alter a maximum of 25% of the set questions provided it is unanimous that such changes are absolutely necessary.
- i After scrutiny, one question paper is selected by COE based on the performance of the questions, comments mentioned by the Scrutiny Committee members and correctness of the question papers. The Controller of Examinations will maintain complete secrecy in printing and copying the selected question papers.
- j The printed question papers are packed, sealed and kept under the custody of COE.

- k The question paper will be sent to the Chief Superintendent of Examinations one day before the date of commencement of examination.

## **VI CONDUCT OF PRACTICAL / PROJECT VIVA VOCE EXAMINATION**

- a. For Practical/Project Work courses, the University examinations are conducted as per the Regulations.
- b. The practical / project viva voce Examination is conducted before the commencement of Theory Examinations.
- c. The COE sends a notification for the commencement of practical/ project viva voce examination indicating the slot assigned for it and they are requested to submit the detailed time table for the conduct of practical/ project viva voce Examination.
- d. The dates for the end-semester practical/ project viva voce courses, submitted by the concerned HODs are approved by COE.
- e. The detailed time table approved by the COE will be announced by the HODs one week before the commencement of practical/ project viva voce examination
- f. The COE appoints the External Examiner from the reputed Universities/Institutions for the conduct of practical/ project viva voce Examination.
- g. The number of candidates examined by the examiners should not exceed the approved limits.
- h. Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.
- i. The practical/ project viva voce examination has to be conducted only in the presence of both internal and external examiners. The External Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Controller of Examinations immediately. In case of absence of the examiners, the matter should be brought to the notice of COE and remedial action should be taken immediately. For the conduct of project viva voce examination the internal examiner, the external examiner and the supervisors has to be present for the examination.
- j. After the end of the practical examination, the examiners will submit the mark sheet and answer scripts in the sealed cover duly signed by both the examiners along the attendance statement and other details to the COE for further processing.

## VII CONDUCT OF THEORY EXAMINATIONS

- a** The senior most faculty is appointed as the Chief Superintendent (CS) by the Controller of Examinations for smooth conduct of the examinations.
- b** The Chief Supt. shall download the attendance sheets, nominal roll etc., from the ERP software well in advance for planning and smooth conduct of the examinations.
- c** Hall / Seating arrangements for the conduct of theory examinations are prepared and displayed on the day of examination at all vantage points by the CS for the benefit of the students.
- d** The question papers are handed over to the CS one day before the commencement of Examination. It is the responsibility of the CS to keep them safe and shall be opened on the day of examination in front of the university observers/squads/External Invigilators.
- e** The Chief Superintendent will conduct the university examination as per the university norms mentioned in the Examination Instruction Manual for the conduct of University Examinations.
- f** After the examinations, the answer scripts in the sealed covers along with attendance sheets are handed over to the Controller of Examinations, for further process.
- g** The COE appoints University Squad Members. These squad members visit the various venues of Examinations to ensure the smooth conduct of examinations as well as to check malpractices. If any malpractice is noticed by the squad members, they will report to the COE through CS.
- h** **Instructions to the candidates appearing for endsemester examination**
  1. Candidates will not be allowed to enter the examination hall without the **Student Identity card** and the **Hall Ticket** issued by the University.
  2. The Hall Ticket is issued subject to the required attendance and other requirements of the candidate as per **rules and regulations issued by the University** from time to time. Later if it is found that the candidate has not complied with the above requirements, the examinations written by the candidate will be treated as **cancelled**.
  3. Candidates should occupy their allotted seats at least **five minutes** before the commencement of the examination.
  4. Immediately after receiving the answer book, the candidate should **write his/her register number** in the appropriate boxes and **write the required details in the**

**space and boxes** provided in the front page of the answer book.

5. Candidates **will not be permitted to enter the examination hall after the expiry of 30 minutes** from the commencement of examination.
6. Candidates **will not be allowed to leave the examination hall before the expiry of 2 hours 30 minutes** from the commencement of examination. Once the candidate leaves the examination hall he/she cannot enter the examination hall till that examination is over.
7. Candidates who are suffering from **infectious diseases** of any kind will not be admitted to the examination hall. However, they may be given separate seating arrangement.
8. **Strict silence** should be maintained in the examination hall.
9. Candidates are required to bring their own pens, pencils, and eraser and should use only **blue or black ink** while writing the answers.
10. If a candidate writes his/ her register number in any part of the answer book or in any space other than the space provided for or puts any special mark or writes anything which may disclose, in any way, the identity of the Candidate, he/she will render himself / herself **liable for disciplinary action**.
11. Candidates are not allowed to exceed the **prescribed time** assigned for each paper.
12. Candidates shall not **talk / ask questions of any kind / borrow any materials** during the examination.
13. Candidates **shall not carry any written or printed material, Cell phone, programmable calculator like E-series, any unauthorized data sheet / table** into the examination hall and if any such materials are found in their possession they shall be **liable for disciplinary action**.
14. No candidate shall **pass any part or whole of answer paper or question paper** to any other candidate. No candidate shall allow another candidate to **copy his/ her answer paper**. If found committing such malpractices, the involved candidates shall be liable for disciplinary action.
15. Candidates found guilty of using any **unfair means shall be liable for disciplinary action**.
16. Candidates have to **hand over the answer books only to the invigilator / Chief Superintendent** before leaving the examination hall.
17. Candidates should **produce the hall ticket on demand by the Invigilator / Chief Superintendent / Flying Squad member**.

## VIII EVALUATION OF ANSWER BOOKLETS:

- a. The dummy numbering system is being used for the answer booklets and the single evaluation system is being adopted.
- b. All the answer scripts of the end semester examinations are evaluated by arranging a central valuation camp.
- c. The dates of central valuation are intimated to the External/Internal Examiners well in advance after getting approval of Vice-Chancellor. COE will appoint external examiners (50%) and internal examiners (50%) based on the total number of scripts.
- d. An External Examiner shall be one who is working in the reputed Universities and Institutions. He/she shall be a teacher with a requisite qualification and experience in the subject as laid by the concerned council of the course or, as per the University regulation.(ie minimum 2 years teaching experience)
- e. HODs/Senior most faculty members are appointed as Chief Examiners (CE) for different courses
- f. The Chief Examiner will conduct the Board meeting on the day of evaluation and he will give the required instructions to the examiners. The difficulty level of each questions will be discussed and the minutes of the meeting will be recorded and it will be submitted to the COE for further processing.
- g. The evaluation of answer books shall be done by the Internal/External examiners as per Regulations of the respective Regulating Bodies and as provided in the relevant ordinance of each course.
- h. The answer keys for the question papers are collected from the concerned faculty members and are checked by the Chief Examiners.
- i. Evaluation of the answer scripts are done as per the answer key and the evaluation is checked by the CE. However, the COE where deemed necessary, may appoint a moderation committee for each subject for sample checking of evaluation of answer books by the examiner so as to avoid erratic/under-evaluation.
- j. COE gives necessary instruction to all CEs and Examiners.
- k. Not more than 50 answer scripts are evaluated by each faculty per day.
- l. After evaluation the answer scripts are handed over by the CE to COE.
- m. The concerned examiner will post the marks in the ERP system after the evaluation is over. The print out will be given to the evaluator for validate the marks entered in the ERP.

**n. Instructions oo the Chief and Additional Examiners**

- a. The valuation time is from 9.45 am to 4.30 pm. Examiners are not allowed to leave the valuation hall without prior permission from the Controller of Examinations during the valuation time.
- b. Attendance will be closed at 10 am in the FN session, so that the examiners are directed to be present in the valuation camp before 10 am.
- c. Use of mobile phones is strictly prohibited inside the valuation hall. Examiners are instructed to keep their mobile phones either in switch off mode or in silent mode.
- d. Examiners are required to remain confined to their allotted table instead of roaming around in the hall.
- e. Silence should be maintained in the valuation hall.
- f. Total number of answer scripts per day for each Additional Examiner is 50 (FN-25 scripts & AN-25 scripts). The answer scripts allotted for AN session will be issued only after 1.00 pm.
- g. Marks should be written only in the space provided in the front sheet and the additional examiners are instructed not to write the marks inside the answer sheet or against each answer.
- h. Marks should be awarded according to the keys.
- i. Additional Examiners are requested to be doubly careful before finalizing the marks.
- j. If the Additional Examiner suspects malpractice of any kind, he/she shall immediately bring it to the notice of the Controller of Examinations.
- k. After evaluating the answer scripts the Additional Examiners should submit the bundles of answer scripts to the Mark Tabulators for verification of entries in the Answer Sheet.
- l. Additional Examiners are required to carry out the corrections pointed out by the Tabulators and write the total marks (using black/blue ball point pen) in the score sheet of the answer book after getting approval from the Chief Examiner concerned.
- m. Overwriting should not be done while awarding marks. In case, an



Additional Examiner or a Chief Examiner wants to correct/change the marks awarded, he/she has to strike the marks and write the marks clearly and should sign near it.

- n. Total Marks should be written in Words in the space provided. The word **‘only’** should follow the total marks written in words.
- o. There should not be any discrepancy between the marks written in numerical and that written in words.
- p. It is the Additional Examiners’ responsibility to check the totalling of marks. Any discrepancy in marking or totaling of the answer scripts will be viewed seriously and action against such Examiners concerned will be initiated by the University.
- q. An Attendance Register will be maintained in the valuation camp for the examiners & other staff based on which claims will be settled and attendance certificates will be issued.
- r. Claims will be settled only after the end of valuation of the particular board.
- s. A distribution Register is to be maintained by each Chief Examiner in which each page will be allotted to each Additional Examiner. The issue of answer scripts will be recorded date wise in the concerned page every time it is issued to each Examiner and it should be counter signed by the chief examiner.
- t. Before issuing remuneration, a cross checking will be done with the Issue Register so as to confirm whether all the valued answer scripts are received. The Claim bills should be countersigned by the Chief Examiner concerned.
- u. The Chief Examiner will distribute the answer scripts to the Additional Examiners in such a way that all of them value more or less equal number of answer scripts.
- v. Chief Examiners are required to submit the script allotment details(Faculty wise) before 10.15 am on every day of valuation.
- w. The Chief Examiners are advised to examine the valued scripts of the Examiners and give necessary comments for maintaining uniformity and

transparency in valuation.

- x. The Chief Examiners are required to verify the valued answer sheets carefully and sign in the space provided. If there is any correction in the marks awarded or in totaling it may be brought to the notice of the concerned Additional Examiners.
- y. Additional Examiners are directed to enter the marks in the ERP software, verify the entry, get the print out, sign it and submit in the EDP section.
- z. At the closure of the valuation of the particular board, the Chief Examiner is directed to handover the Question papers with keys and all other documents to the Controller of Examinations.

## **IX EXAMINATION BOARD MEETING(PASSING BOARD) & AWARDING GRACE MARKS**

- a. After all the marks have been updated in the ERP software, the results are prepared, as per the guidelines given in the regulations of respective courses.
- b. A result passing board meeting is convened for finalizing the results.
- c. A result passing board comprises of the vice chancellor as the chairman. The Chairpersons of the various boards of evaluators are the members of the board. The registrar is the special invitee for the meeting and the Controller of Examinations is the Member-Secretary (Ex-Officio) for the meeting.
- d. The Chief Examiners recommends moderation marks based on the wherever the question paper being tough, questions beyond the scope of the syllabus, question paper being lengthy and the recommended moderation should not exceed 10% of the maximum marks per subject and not exceeds total of 20 marks per candidate. Moderation marks shall be applicable only for University end semester theory examinations.
- e. The abstracts of the results are submitted to the approval of the Registrar and the Vice – Chancellor.

## **X DECLARATION AND PUBLICATION OF THE RESULT**

- a. The results are declared after getting approval from the Registrar and the Vice–Chancellor.

- b** The results will be declared within fifteen working days from the last date of the end semester examinations.
- c** The results are uploaded in the University website/student portal and are made available for about ten days from the date of declaration of results.

## **XI REVALUATION/RETOTALING/PHOTOCOPY OF ANSWER SCRIPTS**

- a.** If a candidate is not satisfied with the marks obtained by him/her, provision for applying for photo-copy of the answer script / re-totalling / revaluation is given.
- b.** To get a photocopy of the answer script and to apply for revaluation and re-totalling the candidate shall submit an application in the prescribed form by paying the stipulated fee within a span of two weeks from the date of declaration of the results.
- c.** All requests in this regard shall be addressed to the Controller of Examinations, through the concerned Head of the Departments.
- d.** A student shall apply for revaluation of answer scripts for not exceeding 6 subjects.
- e.** The Controller of Examinations shall arrange for the revaluation / re-totalling / photocopy of university answer scripts and the results shall be intimated to the candidate through the Heads of the Departments.
- f.** Revaluation is not permitted for practical courses, seminars, summer project, Industrial Training and Project work.
- g.** At the Controller of Examinations office, the marks awarded to each answer shall be re-totaled by a competent authority and the results of revaluation / re-totalling shall be intimated to the candidate through Heads of the Departments within 15 days. This redressal mechanism is applicable only to the Theory Course(s).
- h.** The original marks secured by the candidate shall not be changed if the re-valued marks are less than the marks secured in the original valuation.
- i.** Fresh mark sheet incorporating the change, if any, shall be issued to the candidate who gets the benefit of the higher marks on revaluation. Revised marks sheet shall be issued only on surrendering the original mark sheet issued to the candidate earlier.
- j.** All work relating to revaluation shall be treated as extremely confidential and

therefore interim enquiries shall not be entertained.

## **XI Grade Card**

After results are declared, Grade Card shall be issued at the end of each semester to each student which shall contain the following details:

The list of courses and assigned credits for each course registered in that semester, performance in each course shown by the letter grade, the semester Grade Point Average (SGPA) of all the courses registered in that semester and the Cumulative Grade Point Average (CGPA) of all the courses registered from the first semester onwards. The Grade Card shall also contain the list of satisfactorily audited courses.

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