



**HINDUSTHAN COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**  
**Affiliated to Bharathiar University**  
**Coimbatore-641028**

**II. INSTRUCTION TO CANDIDATES**

**2.1 RULES TO BE FOLLOWED AT THE TIME OF EXAMINATIONS:**

1. Candidates should be present in the examination hall 10 minutes before the commencement of examination.
2. Candidates should carefully note the date, time, session and title of the paper to be held on each day. They shall take the allotted places in the examination hall at least ten minutes before the time fixed for the commencement of the examination.
3. Candidates are not permitted to bring electronic watch with memory, laptop computers, personal systems, paging devices, mobile phones, cameras, recording systems or any other gadgets / device / object that would in the opinion of the invigilator be of unfair assistance to him / her.
4. Candidates who are suffering from the infectious diseases will not be admitted into the examination hall but may be allowed to write the examination in a separate place.
5. The candidate shall write his /her registration number in the space provided in the answer paper.
6. They should read the instructions given on the back side of the first page of the answer book before beginning to answer the paper.
7. Candidates are forbidden to ask questions on the subject (of any kind) during the examination.
8. The candidate will not be allowed to leave the examination hall till the expiry of forty five minutes after the distribution of question papers. Similarly no candidate will be permitted inside the examination hall after the expiry of thirty minutes from the commencement of the examinations. A candidate who leaves the Hall during the examination will not be allowed to get back into the Hall.
9. Candidates are required to bring their own pen, mathematical instruments other essential equipments for examination. They will not be permitted to borrow them from other candidates
10. They shall use only blue or black ink while answering the papers.

11. Candidates who have completed answering the papers prescribed period of examinations shall stand in their places till the Hall superintendent / Invigilator collects the answer books from them. All candidates shall remain in their places when the prescribed period for the examination is over until the answer books are collected by the hall superintendent / invigilator.
12. Any candidate found guilty of deliberate and premeditated arrangement with the intention to indulge in malpractices in the examination such as possessing unauthorized answer book, impersonation or any other misconduct of a serious nature will be punished severely.
13. A Candidate who commits any of the offences (as mentioned in the Violations and Punishments column) during the examinations is said to have committed malpractice.

## 2.2 VIOLATIONS AND PUNISHMENTS

Violation of the rules in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the student from continuing his / her studies as given below.

S. No	Nature of Malpractice	Punishment
1.	Appeal by the student in the answer script to show mercy by way of awarding more than deserving marks.	<b>Fine of Rs. 1,000/- per subject</b>
2.	The student writing his / her name in the answer script.	
3.	The student writing his / her registration number / college name in the places other than specified in the answer script.	
4.	Any special marking in the answer script by the student	
5.	The student communicating with the neighbouring student orally or non-verbally : the student causing suspicious movement of his / her body.	
6.	Irrelevant writing by the student in the answer script.	
7.	The student either possessing the question paper of another student or passing his question paper to another student with the question paper containing no additional writing on it.	
8.	The student possessing cell phone(s) / programmable calculators / any other electronic storage devices NOT containing any material relevant to the examination/subject concerned (whether used or not).	<b>Fine of Rs. 3,000/- per subject</b>
9.	The student facilitating the other student(s) to copy from his / her answer script.	Invalidating the examination of the particular subject written by the student.
10.	The student possessing any incriminating materials (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, hall ticket etc.	Invalidating the examinations of the subject concerned.  Further the student will not be considered for revaluation or retotaling or photocopying of answer scripts of the arrears subjects.
11.	The student possessing cell phone(s) / programmable calculators / any other electronic storage devices containing any material relevant to the examination/subject concerned (whether used or not).	
12.	The student possessing the question paper of another student with additional writing on it.	
13.	The student passing his / her question paper to another with additional writing on it	
14.	The student passing the incriminating materials brought into the examination hall in any medium (hard/soft) to other student(s)	
15.	The student copying from neighbouring students	
16.	Vulgar / offensive writings by the student in the answer script.	
17.	The student possessing the answer script of another student.	Invalidating the examinations of all the

18.	The student passing his / her answer script to another student.	theory and practical subjects of the current semester and all the arrears subjects registered by the student.
19.	Appeal by the student in the answer script coupled with a promise of any form of consideration.	
20.	The student misbehaving in the examination hall.	Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears subjects registered by the student. <u>Additional Punishment :</u> (i) If the student has not completed the programme, he /She is debarred from continuing his/her studies for one year i.e. for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears subjects upto the last semester during the debarred period. (ii) If the student has completed the programme, he / she is prevented from writing the examinations of the arrears subjects for two subsequent semesters.
21.	Involved in any one or more of the malpractices of serial no 9 to 19 for the second or subsequent times.	
22.	Cases of impersonation	a) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent. b) If a student of the college is found to be impersonate a “Bonafide Student”, The impersonating student is debarred from continuing his / her studies and writing the examinations permanently. He / She is not eligible for any further admission to any programme of the college. c) 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.

The above mentioned punishments, for indulging malpractice, are subject to review and revision, any time , by a committee, constituted for this purpose.

(Controller of examinations)

## 2.3 RULES AND REGULATION FOR LABORATORY EXAMINATIONS

The End Semester practical examination shall be of Minimum three hours duration for 60 marks.

The process of conducting the semester end examinations is as follows :

- a. The common schedule for the semester end lab examination will be notified in the academic calendar.
- b. External Examiner shall be nominated by the COE from the panel of experts recommended by HOD.
- c. Evaluation will be done by both internal and external examiners together for maximum of 60 marks.
- d. Results shall be submitted to the examination section in a sealed cover immediately after the completion of the laboratory examination.
- e. The UG & PG candidates can attend odd semester practical arrear / in case of absent should attend only in odd semester. Similarly for even semester also.
- f. For the benefit of the students we avail for the students only for the final year (6<sup>th</sup> sem). Students can attend odd semester pending / arrear practical papers (First Semester, Third Semester, Fifth Semester) in Sixth semester.
- g. Similarly for PG courses, the final semester candidates can attend odd semester pending/(First Semester, Third Semester) arrear papers.
- h. Similar procedure follows for project / Mini project and Internship papers also. In case of the external examiner declain their examinership at the last minute, the concerned HOD's can act as an external examiner for practicals.
- i. An appointment order is sent to external examiner through mail / speed post before 10 days advance from the practical schedule date.
- j. The External Examiner details, students strength, arrear candidates strength, lab no, date of Exam and session will be sent to the concerned department well in advance from the COE section.
- K. If the candidate lies in the proforma III or IV, but mistakenly he / she attended the regular practical ,the mark scored will be cancelled. The candidate will be treated as an arrear candidates for the forth coming semesters.
- L. After getting more chances ,the passed out candidates for both UG/PG were absent/failed for practical subjects ,they can eligible to attend the next immediate practical schedule whether it is ODD sem/EVEN sem. But the fee structure for practical exam will not be regular for them.

### **2.3 (a) CONDUCT OF PRACTICAL EXAMINATIONS & PROJECT VIVA - VOCE**

1. The End Semester Practical examinations are scheduled before 15 days of ESE theory examinations.
2. Based on the schedule, the heads of the departments prepare and forward the practical ESE timetable to the COE section. The Practical ESE timetable is approved and the copy of the same is sent to the department, displayed in the notice board and uploaded in the website.
3. The department staff who handled the lab acts as an Internal examiner and another supporting staff acts as skilled. Examiners a list of the same is forwarded to the COE section.
4. The practical ESE question paper is submitted by the concerned examiner to the COE section, multi copied and issued back to the examiner on the day of examination.
5. The Project Work and Viva Voce examination is conducted by an external examiner and the respective guide (internal examiner)
6. The external examiner is appointed by the COE based on the recommended panel received from the respective departments.
7. Institutional training / Internship training / Mini project work viva voce are conducted by the internal examiners.
8. The COE section issues the multicopied practical question papers, mark statement form, main sheets, attendance sheet proforma to the concerned examiners 30 minutes before the commencement of the practical examination.
9. The prepared mark statements, valued answer scripts and other filled in proforma are submitted by the examiners 30 minutes before the commencement of the practical examination.
10. The ESE practical examination remuneration is made by COE section accordingly.
11. In case of 5/6/9 hour practicals, the Question paper setting/TA & DA/ Claim for external /internal examiners will be claimed for one day only.
12. In case of the final year practicals, (6<sup>th</sup> sem for UG, 4<sup>th</sup> sem for PG), the arrear practicals for the Odd semesters (I, III, V) will be conducted as a special case for the benefit of the final year candidates.
13. But for the others, the Odd semester practical examinations will be conducted in the consecutive Odd semester only, similarly for the Even semester also.

14. For arrear practicals, the department can fix the schedule in between the regular practicals if the candidate strength is less than 15.
15. Refreshment and lunch will be provided to External, Internal and skilled examiners on the day of the practical.

## **2.4 QUESTION PAPER (QP) SETTING PROCEDURE**

1. The model question papers received from the department are scrutinized with respect to the pattern and the total marks.
2. The question paper setters are selected based on fixed criteria (experience, subject knowledge, etc.) from the external staff profile maintained by the COE section.
3. The appointment order along with guidelines, form of acceptance, claim form and materials (syllabus, question paper, pattern) for question paper setting are sent to the appointed question paper setters. Setters are asked to set 2 sets for each subjects
4. The last date for sending the form of acceptance to a question paper setter is fixed to be one week and the details of the received form of acceptance are entered in the question paper setting register.
5. If the offer is declined, another suitable question paper setter is appointed.
6. The duration for sending the prepared question paper is fixed to be two weeks.
7. The received question paper is scrutinized for its pattern, marks and scheme of valuation.
8. The substandard scheme and key of valuation is not considered for remuneration.
9. The claim for question paper setters is made through RTGS/NEFT.
10. The received question papers are aligned, proof read and corrections are carried out.
11. Subsequently, the question papers are multi copied (10% extra copies were printed against the actual strength) and packed in the question paper packing cover and sealed at the presence of COE.
12. The cover used for packing the question papers contains the following information :
  - a. Month & year of ESE
  - b. Regular or Arrear subject – with batch and year
  - c. Question paper code, Subject Code and Subject Title
  - d. Date, session and time of examination
  - e. No. of students registered for the particular subject
  - f. No. of copies of question papers packed in the cover.

13. From the two sets of Question papers Principal and COE randomly select one set of Question paper for final print.
14. The ready to use question papers are cross checked for the date and session written on the QP cover by comparing with the ESE time table note (prepared session wise) and then the question papers are bundled session wise.
15. On the day of examination the question papers are opened in the presence of the chief superintendent and Chief Coordinator who coordinates the Examinations then distributed to the invigilators.

#### **2.4 (a) QUESTION PAPER SCRUTINIZING:**

For each semester, before the processing of finalizing the questions papers for printing, it must be scrutinized by External Subject experts. The experts will be more than 10 years of experience in the subject discipline.

1-15 Question papers (Maximum of 20) may be given to a single reviewer per day.

In some cases, the board chairman/senior most Internal staff from the respective department will scrutinize the Question paper in case the external member is not available.

#### **2.5 CONDUCT OF THEORY EXAMINATIONS**

1. The Theory End Semester Examination scheduled for the various courses are combined into session and date wise and the total number of students eligible to write the examination are calculated and entered in the ESE time table register.
2. The teaching staff members (excluding Directors / HODs) of the college are the invigilators and the invigilation list is prepared session wise according to the students strength.
3. An appointment Order is issued to each of the invigilators mentioning the date and session of invigilation duty.
4. For every 25 candidates one invigilator is appointed.
5. Seating arrangements are made based on the hall availability and requirement and the attendance sheet is prepared accordingly.
6. The attendance sheet contains the register number, subject code and question paper code of the examinations for each student who appear for the examination in a particular hall to enable an unambiguous distribution of question papers.
7. Based on the prepared attendance sheets, the question paper distribution sheet is prepared session wise.



8. The filled in question paper distribution chart contains the total number / type of question papers allotted to each hall. A maximum of 4 different question papers are allotted to each hall.
9. The session wise seating arrangements are printed in the individual Hall Ticket.
10. On the day of examination the invigilators are instructed to be at the Control room 30 minutes before the commencement of the examination and are issued with answer sheets, question papers, attendance sheet etc.
11. The chief superintendent gives instructions and the invigilators are asked to be present in their examination hall before 15 minutes of the commencement of the examinations.
12. Students are instructed not to take mobile phones and digital calculators inside the examination hall.
13. The invigilator verifies the identity card and hall ticket of each student and makes them seated as per the seating arrangements of his / her hall.
14. Candidates are allowed to enter the examination hall up to 30 minutes after the commencement of examination
15. No candidate is permitted to leave the examination hall before forty five minutes from the commencement of examination.
16. After thirty minutes of the commencement of the examination the attendance sheet duly filled in are collected from each examination hall. Candidates who are present write their name and append their signatures in the attendance sheet, Absentees are referred as “absent”
17. The answer sheet covers contain the date and session of examinations, subject code, subject title, question paper code, register numbers of the students registered, details of absentee and the total number of answer scripts in the packet.
18. Nil statement is prepared when all the students are absent for a given subject examination.
19. The answer scripts and other materials are collected from the invigilators after securitization by the reserve invigilators at COE section at the end of examination.
20. The remuneration for invigilators is made.
21. The collected answer scripts are packed course wise.

22. The dummy numbers are generated and assigned based on automation and entered in each answer scripts.

23. After the dummy numbering process is over, the answers scripts are packed according to the valuation distribution with the scheme of valuation and a copy of the respective QP.