# STC B. TECH EXAMINATION MANUAL 2025

## St. Thomas College of Engineering & Technology

**(Autonomous)**

**Chengannur, Alappuzha District, Kerala State**

**www.stthomascollege.ac.in**

# CONTENTS

# CHAPTER 1

# ORGANIZATION OF EXAM CELL AT ST. THOMAS COLLEGE OF ENGINEERING AND TECHNOLOGY

St. Thomas College of Engineering and Technology, Chengannur (STC) is authorized to conduct examinations, evaluate answer scripts, and publish results for all programs offered under its autonomous status, in accordance with the guidelines of the University Grants Commission (UGC) and as per the orders of APJ Abdul Kalam Technological University (APJKTU or KTU).

The credibility of any academic institution rests significantly on the integrity of its examination system. It is therefore imperative that examinations at STC are conducted with the highest standards of accuracy, transparency, and fairness. This ensures that the institution upholds public confidence and sustains its reputation for academic excellence. To achieve this, all rules, protocols, and procedures relating to the examination process must be clearly defined and strictly implemented, leaving no scope for ambiguity. This Examination Manual has been prepared to serve that purpose. It lays down the framework of roles and responsibilities of all personnel associated with examinations, the systematic procedures to be followed at every stage, and the safeguards required to ensure uniformity and objectivity in the process.

The College utilizes a robust Examination Management System (EMS) under the supervision of the Controller of Examinations (CoE), who is entrusted with the responsibility of ensuring smooth, fair, and efficient management of all examination related activities.

## 1.1 Examination Cell

In accordance with the guidelines of the University Grants Commission (UGC) for Autonomous Colleges, St. Thomas College of Engineering and Technology, Chengannur, shall establish an Examination Cell to administer and oversee all examination-related activities.

The Examination Cell will function under the leadership of the Controller of Examinations (CoE), who shall be a permanent faculty member of the institution, appointed by the Principal based on the academic and administrative potential of the individual. The Principal shall serve as the Chief Controller of Examinations, holding overall responsibility for ensuring the credibility and integrity of the examination process.

The Controller of Examinations shall constitute a team, with the prior approval of the Principal, to support the smooth functioning of the Examination Cell. This team will include:

- Deputy Controllers of Examinations
- Faculty Representatives
- Technical Staff
- Administrative Staff

The Examination Cell will be equipped with secure infrastructure and necessary facilities for:

- Generation of Question Papers
- Preparation of Confidential Materials
- Data Management and Record Keeping
- Secure Storage and Printing of examination-related documents
- Other essential functions (as needed)

The infrastructure and procedures will be designed to maintain the highest level of confidentiality, efficiency, and reliability in all examination processes.

### 1.2 Powers of the College Principal in Relation to Examinations

The Principal of St. Thomas College of Engineering and Technology, Chengannur, as the Chief Controller of Examinations, shall exercise the following powers with respect to examinations:

#### 1.2.1 Overall Responsibility

- The Principal shall hold overall responsibility for the preparation, scheduling, and conduct of all examinations of the College.
- The execution of examination-related work may be entrusted to the Controller of Examinations, who shall be nominated and appointed from among the permanent faculty members based on merit and suitability, in line with the guidelines of the University Grants Commission (UGC), AICTE and the State Government.

#### 1.2.2 Ensuring Compliance

The Principal shall ensure that all examinations are conducted strictly in accordance with relevant Acts, Statutes, Ordinances, and Regulations issued by the competent authorities.

### 1.2.3 Supervisory Powers

The Principal shall have the authority to visit and inspect the Examination Cell at any time to review its functioning and ensure confidentiality and transparency.

### 1.2.4 Provision of Resources

The Principal shall be responsible for providing adequate manpower, infrastructure, and other resources necessary for the timely and smooth conduct of examinations and the publication of results.

### 1.2.5 Authority to Convene Meetings

The Principal shall have the power to convene meetings of the Examination Committee or any related authority of the College to deliberate on and resolve matters concerning the conduct of examinations, evaluation, and result declaration.

## 1.3 Controller of Examinations

The Controller of Examinations (CoE) shall be the key authority responsible for the conduct and evaluation of all examinations of St. Thomas College of Engineering and Technology, Chengannur. The CoE shall ensure that all examinations are conducted in accordance with the Academic Calendar, maintaining the highest standards of confidentiality, fairness, and efficiency. While executing these duties, the CoE shall periodically report to the Principal, who serves as the Chief Controller of Examinations.

The responsibilities of the Controller of Examinations shall include, but not be limited to, the following:

### 1.3.1 Conduct of Examinations

- Oversee the preparation, scheduling, conduct, evaluation, and reporting of all examinations of the College.

- Ensure timely publication of results.
- Arrange for the payment of remuneration to question paper setters, examiners, and other personnel involved.

### 1.3.2 Supervision of Examination Sections

- Exercise direct superintending control over:
  - Examination Section
  - Confidential Wing
  - Examination Stores
  - Computer/Data Processing Section
  - Records and Documentation Unit

### 1.3.3 Authority for Decision-Making

- Take decisions on all examination-related matters not falling within the powers of other statutory officers of the College.
- Act promptly in unforeseen situations, with or without prior consultation of the Examination Cell, to ensure smooth functioning.

### 1.3.4 Ensuring Confidentiality and Security

- Ensure secrecy and confidentiality in all stages of the examination process.
- Arrange for the safe custody of confidential office files, question papers, answer scripts, certificates, and related documents.

### 1.3.5 Coordination with Boards and Committees

- Convene meetings of the Boards of Examiners and other committees constituted by the Examination Cell.
- Issue notices, maintain official communications, and keep the minutes of such meetings.

### 1.3.6 Management of Resource and Infrastructure

- Exercise control over the examination wing and centralized valuation spaces.

- Ensure that rooms, laboratories, stores, and other facilities are adequately prepared for the conduct of examinations.

### 1.3.7 Financial Responsibilities

- Oversee the payment of remuneration, honoraria, and travel allowances to question paper setters, examiners, and related personnel.

### 1.3.8 Administrative Duties

- Ensure proper record keeping of all examination related documents and digital data.
- Supervise staff working in the Examination Cell and assign duties as required.

## 1.4 Deputy Controllers of Examinations

There shall be two Deputy Controllers of Examinations (Dy. CoE) appointed to assist the Controller of Examinations in the efficient functioning of the Examination Cell. One Deputy Controller shall oversee the **conduct of examinations**, and the other shall be in charge of the e**valuation process**. They shall manage the sections allotted to them by the Controller of Examinations or the Principal and are bound to maintain the confidentiality of examination cell activities.

### 1.4.1. Deputy Controller of Examinations (Examinations)

The Deputy Controller of Examinations (Examinations) shall be responsible for the smooth organization and conduct of all examinations of the College. His/her duties shall include:

1. Coordination of communications and arrangements for planning, scheduling, and execution of examinations.
2. Active participation in the Examination Committee and related meetings.
3. Supervision of office staff, assistants, and casual laborers posted for examination-related duties.
4. Preparation of examination time tables and the examination calendar, in consultation with the Controller of Examinations.
5. Preparation and secure printing of answer booklets for examinations.

6. Ensuring that question papers are ready, verified, and securely stored before the scheduled examinations.
7. Arranging for the printing and distribution of hall tickets, applications, and other related forms.
8. Ensuring proper seating arrangements, invigilation duty lists, and other logistics for the conduct of examinations.
9. Assisting the Controller of Examinations in all activities related to the organization and implementation of the examination system.
10. Performing any other examination conduction duties as entrusted by the Controller of Examinations or the Principal.

### 1.4.2. Deputy Controller of Examinations (Evaluation)

The Deputy Controller of Examinations (Evaluation) shall be responsible for the efficient conduct of valuation and post-examination processes. His/her duties shall include:

1. Active participation in the Examination Committee and support in valuation-related decisions.
2. Coordinating the arrangements for centralized valuation camps, including allocation of space and logistics.
3. Ensuring the timely appointment of examiners and coordination with question paper setters and evaluators.
4. Preparation of mark entry sheets and tabulation records.
5. Supervising the secure collection, custody, and distribution of answer scripts for valuation.
6. Monitoring the valuation process to ensure accuracy, fairness, and timely completion.
7. Ensuring proper tabulation of marks, preparation of mark lists, and printing/distribution of result sheets.
8. Preparation of remuneration charts and ready reckoners for valuation-related activities, and ensuring payment to examiners.
9. Supervising the safe custody of evaluated answer scripts, tabulated mark lists, and related records.
10. Performing any other duties related to the evaluation and result publication process as entrusted by the Controller of Examinations or the Principal.

### 1.5 Examination Assistants

It shall be the duty of the Examination Assistants to carry out all tasks assigned to them by the senior officers of the Examination Cell and to maintain the confidentiality of the examination cell activities. They shall be well-versed with the rules and regulations necessary for the efficient discharge of their duties.

The responsibilities of the Examination Assistants shall include:

1. Providing assistance in the preparation and printing of answer booklets for various examinations.
2. Assisting in the preparation of all forms and registers related to applications, question paper setting, scrutiny, valuation, tabulation, and mark lists, in consultation with the Deputy Controllers of Examinations.
3. Maintaining registers for inward and outward communications.
4. Managing the typing and data entry section attached to the Examination Cell, where all examination related typing and data entry work shall be carried out.
5. Ensuring timely completion of typing and data entry work, verifying with drafts, making corrections where necessary, and submitting files properly in consultation with senior officers.
6. Processing applications for registration to examinations and preparing nominal rolls.
7. Preparing and dispatching hall tickets to candidates.
8. Ensuring that question paper packets are prepared and ready before the commencement of examinations.
9. Preparing remuneration charts and ready reckoners for all examination-related activities, including question paper setters, invigilators, centralized valuation camp staff, revaluation, recounting, and supplementary examinations.
10. Making secretarial assistance and arrangements for meetings of the Boards of Examiners as required and ensuring proper recording of minutes.
11. Preparing tabulation registers, mark lists, and other related records.
12. Assisting senior officers in the movement of files, official communications, and stationery.
13. Ensuring that the Examination Office, computer desks, and typing pool are kept neat and clean.
14. Safekeeping all examination related records and ensuring strict confidentiality.

15. Ensuring that unauthorized persons do not enter the Examination Section.
16. Performing any other duties entrusted by superior officers from time to time.

# CHAPTER 2

# EXAMINATION SYSTEM

The Examination System at St. Thomas College of Engineering and Technology, Chengannur (STC), is designed to ensure a comprehensive and transparent evaluation of student performance. The system integrates both internal assessments and end-semester examinations, providing a balanced measurement of continuous learning and overall achievement.

All examinations and assessments, whether internal or external, are conducted strictly in accordance with the STC B.Tech. Academic Regulations 2025 (herein after referred as Regulations 2025) and the approved syllabus of the respective courses, as ratified by the Academic Council. This ensures uniformity, fairness, and academic rigor in the evaluation process.

## 2.1 Internal Assessments

Internal assessment forms an integral part of the evaluation framework, aiming to promote consistent learning and continuous improvement among students. The methods adopted may include quizzes, centralized internal written examinations, assignments, laboratory/practical work, seminars, presentations, and project work, but are not limited to these alone. Any innovative and effective approach to evaluation may also be adopted, provided it is in line with the regulations of the respective course.

Internal assessments not only provide continuous feedback to students on their progress but also prepare them for the meticulous evaluation in the end-semester examinations.

## 2.2 End-Semester Examinations

The End-Semester Examinations constitute the summative mode of assessment. They aim to evaluate the overall knowledge, conceptual understanding, and analytical ability of students in the courses registered during the semester.

Key features include:

- Conducted at the end of each semester as per the Academic Calendar approved by the Academic Council.
- Question papers set in alignment with the syllabus and course outcomes, ensuring comprehensive coverage of learning objectives.
- Examinations conducted under strict supervision, ensuring fairness, confidentiality, and integrity.
- Results published within the stipulated timeframe to ensure timely progression of students.

### 2.3 Integration of Assessments

Both internal assessment and end semester examinations carry weightage as prescribed by the Regulations 2025. Together, they ensure that evaluation is not limited to a single performance measure but reflects both continuous engagement and final achievement.

This dual structured system provides a holistic approach to student evaluation, aligning with the objectives of outcome-based education and the quality benchmarks set by the Academic Council.

### 2.4 Examination Calendar of the Semester

The Controller of Examinations shall prepare the Examination Calendar for each academic semester, based on the Academic Calendar approved by the Academic Council. This calendar shall be finalized well in advance and published on the official college website for the information of all stakeholders, including students, faculty, and parents.

The Examination Calendar will serve as a comprehensive schedule of all examination-related activities, ensuring transparency, predictability, and timely execution.

Based on the Examination Calendar approved by the Principal, the Examination Cell shall prepare a detailed timetable covering:

- Internal assessments and centralized internal examinations
- End-semester theory examinations
- End-semester Laboratory/practical examinations
- Project evaluations, seminars, and viva voce examinations

- Centralized valuation camps and result processing activities
- Dates for publication of results and issue of mark lists
- Deadlines for scrutiny, revaluation and supplementary examinations (if applicable)

The Examination Calendar shall be binding on all departments, and strict adherence to the schedule will be expected to ensure the smooth conduct of academic and examination activities without overlap or delay.

# CHAPTER 3

# INTERNAL EXAMINATIONS

The internal examinations will be conducted centrally by the Examination Cell as per the following procedure, while all other assessments will be carried out by the respective course faculty in line with the assessment schedule published by the concerned department.

## 3.1 Procedure:

1. The Controller of Examinations will prepare the schedule for Internal Examinations based on the academic calendar approved by the Academic Council. This schedule will be communicated to all relevant Heads of Departments (HODs), faculty, and students via the website and other means. HODs are responsible for disseminating the schedule among faculty and students.
2. The number of internal examinations for each theory course will be conducted as specified in the Regulations 2025 and course syllabus.
3. Faculty responsible for teaching specific courses will prepare a question bank for each module. This involves framing questions that align with the syllabus, course objectives, and expected learning outcomes, in line with the prescribed text/reference books and following the guidelines provided in the STC Academic Regulations 2025. The question bank shall be scrutinized by the scrutiny team of the respective department, as recommended by the concerned Head of Department (HoD). The scrutiny team shall consist of faculty from the same area of specialization as the subject and will be recommended by the Head of the Department (HoD).
4. The Deputy Controller of Examinations (Examinations) will generate the question paper from the approved question bank, and it will be scrutinized by the same scrutiny team. The team will primarily verify aspects such as mark distribution, headers, footers, and related formatting details.
5. The Examination Cell will prepare all necessary materials including question papers ahead of the examination schedule.
6. The Examination Cell will prepare the duty list for invigilators and distribute it, after the approval from the Principal, to the relevant departments.
7. Invigilators shall not delegate or deploy their invigilation duty to any other faculty without the consent from the Deputy Controller of Examinations (Examinations).

8. Invigilators will pick up the required materials from the Examination Cell twenty minutes before the examination starts, verifying the correctness of question papers and answer sheets according to the seating arrangements in the examination hall.
9. Invigilators are expected to enter the examination hall at least ten minutes before the examination begins and distribute answer scripts five minutes prior to the start.
10. Students should not enter the exam hall with any prohibited materials (books, printed notes, mobile phones, wearable electronic devices, notepads, etc.). Students should keep all such items outside the examination hall. They should also be directed to sit in the designated seats as displayed for that particular examination.
11. Candidates are required to be seated at least 10 minutes before the examination begins. Latecomers will not be admitted without a written permission letter from the HOD or program coordinator, citing valid reasons.
12. It is essential to check that each candidate possesses a valid college ID card and uniform; only those with proper identification will be admitted.
13. Water bottles may be allowed in the examination hall, but invigilators must ensure that these bottles are not exchanged.
14. Answer scripts should only be distributed to candidates seated in the examination hall, and they should not be placed on vacant seats.
15. Question papers must be distributed to candidates seated in the examination hall at the start of the examination.
16. Invigilators shall not carry cell phones in the examination hall. Invigilators should maintain discipline in the examination hall by walking around frequently to prevent any form of malpractice or attempts of copying.
17. Students are not permitted to ask questions of any kind during the examination. Invigilators must refrain from answering any inquiries regarding the question papers, including clarifications or corrections of typographical errors. Students may only write their registration numbers and names on the question papers provided.
18. Any incidents of misbehaviour, indiscipline, malpractice, or copying should be reported in the prescribed form to the exam in-charge for necessary action.
19. The invigilator must obtain the signature of each candidate on the attendance sheet.
20. Invigilators must collect the students' answer scripts before allowing them to leave the examination hall. Students shall not be permitted to leave the answer script on the desk and leave.

21. At the end of the examination, invigilators should organize the answer scripts returned by candidates in the correct order for each course and program, ensuring they tally with the attendance records.
22. The answer scripts must be handed over to designated staff in the Examination Cell, along with any relevant materials from the Examination Cell
23. Any answer scripts confiscated on account of malpractice should be kept separately from the regular answer scripts.
24. If an invigilator notices that a candidate is copying or possesses unauthorized materials, they must immediately confiscate the candidate's answer script and any materials used for copying. The invigilator should report this incident to the principal or examination cell members. Such incidents should be documented in the appropriate form.
25. Faculty handling the course must collect the answer scripts from the Examination Cell immediately after completion of the exam or on the following day for offline evaluation. Faculty members are responsible for evaluating the scripts and entering the marks in the ERP system. In case of online evaluation, the scanned copy of the answer book will be made available in the exam portal which can be accessed by the faculty using login credentials.
26. The results of the internal examinations will be published by the relevant Department. Students can verify their marks and grievances if any can be brought to the faculty handling the course for redressal.
27. Resit examinations will be offered to students who have satisfactory attendance but were absent from any internal examinations due to genuine extenuating circumstances.
28. Other assessment marks, as per the course syllabus, will be submitted to the ERP by the respective course faculty according to the assessment schedule.
29. Internal assessment marks for all subjects in a semester will be published at least 7 calendar days prior to the commencement of the End Semester Examinations.
30. Internal Assessment marks must be submitted to the Controller of Examinations at the end of each academic session through the ERP, at least five calendar days before the start of the End Semester Examinations.

### 3.2 Grievance Redressal Mechanism for Internal Assessments

There will be a three-tier grievance redressal mechanism to ensure fairness and transparency in internal assessment.

1. **Level 1 – Course Faculty**

   The student may approach the concerned course faculty directly for clarification or redressal regarding internal assessment marks with a written request.

2. **Level 2 – Departmental Committee**

   If the grievance remains unresolved, it may be escalated to a departmental committee consisting of:

   - The Head of the Department (HOD)
   - The Coordinator of Internal Assessment (nominated by the HOD)
   - The concerned course faculty

3. **Level 3 – College Level Committee**

   Grievances not resolved at the departmental level may be brought to the college-level committee, which will consist of:

   - The Principal
   - The Controller of Examinations
   - The Head of the concerned Department
   - One member of the College Council, nominated by the Principal each year

The decision taken at the Level 3 shall be final and binding to the student.

### 3.2.1 Timeline for Grievance Redressal

1. Grievances related to continuous internal assessment should be filed at Level 1 and Level 2 within two working days of the publication of consolidated results.
2. The decisions at Level 1 and Level 2 must be made within the next two working days, once the grievance is duly reported.
3. If unresolved, students may escalate the grievance to Level 3 within five working days of the publication of results.
4. The College Level Committee will review and decide on the grievance within the next five working days, once the grievance is duly reported at Level 3.

# CHAPTER 4

# END SEMESTER EXAMINATION

The procedure for End Semester Examinations is divided into three phases to ensure smooth and efficient conduct.

## 4.1 Section I – Pre-Examination Phase

This phase covers all preparatory activities, including:

- Scheduling and publishing the examination calendar
- Finalization of question papers, schemes, and answer keys
- Preparation of eligible list of candidates
- Issuing of hall tickets
- Uploading required data to the examination portal

## 4.2 Section II – Examination Phase

This phase focuses on the conduct of the examination. Key activities include:

- Preparation of materials required for the examination
- Arrangements for surveillance and hall and seating arrangements
- Arrangements for surveillance cameras
- Posting of invigilators, observers, and vigilance squad
- Collection, sorting, packing, and dispatching of answer books and question papers.

All activities in this phase will be under the direct control of the Controller of Examinations (CoE) and the Deputy Controllers.

## 4.3 Section III – Post-Examination Phase

This phase involves activities after the completion of examinations, such as:

- Planning the movement of answer scripts to Exam cell.
- Conduct of valuation camps and valuation of answer scripts
- Tabulation of marks

- Conduct of pass board meetings
- Publication of results
- Conduct of revaluation and publication of revaluation results
- Scrutiny of answer scripts and publication of scrutiny results

The verification and scrutiny of bundles of answer scripts, posting of examiners, valuation, and uploading of marks in the portal are coordinated by the Deputy Controller of Examinations (Evaluation). He is in charge of all activities of this phase and will report to the CoE. After the valuation process is completed, CoE will convene the pass board meetings and declare the results.

# CHAPTER 5

# PRE-EXAMINATION PHASE ACTIVITIES

## 5.1 Scheduling and Preparation of Examination Timetable

All examinations will be scheduled as per the Examination Calendar approved by the Academic Council. Based on this calendar, the Controller of Examinations (CoE) will prepare and publish a detailed timetable for theory and practical examinations well in advance. The timetable will be displayed on the college website and circulated to all departments for dissemination among faculty and students.

Under exceptional circumstances, the CoE may revise the examination calendar or timetable with due approval from the competent authority. HoDs must ensure that any such changes are communicated promptly to faculty and students.

## 5.2 Question Paper Setting

The process of question paper setting is a crucial component of the examination system, ensuring fairness, quality, and alignment with prescribed academic regulations. The following procedure shall be adopted for the systematic preparation of question papers:

### 5.2.1. Constitution of the Board of Question Paper Setters

- For each semester, the Controller of Examinations (CoE) shall constitute a Board of Question Paper Setters.
- The Board shall consist primarily of internal faculty members with expertise in the respective subjects.
- In special cases, if required, external faculty members or subject experts may also be included to ensure diversity and depth in the question paper.

### 5.2.2. Preparation of Question Bank

- A comprehensive question bank shall be prepared for each course by the Board of Question Paper Setters and will be stored in the campus management software repository.
- The question bank must:

- Cover the entire prescribed syllabus of the course.
- Contain prescribed number of questions from each module.
- Include questions of varying difficulty levels to test different cognitive abilities (knowledge, understanding, application, analysis, etc.).
- Align with the course objectives, learning outcomes, and guidelines provided in the STC B.Tech. Academic Regulations 2025.

- The question bank will be periodically updated to maintain relevance and quality.

**5.2.3. Scrutiny of Question Bank**

- The question bank shall undergo a thorough scrutiny process to ensure quality, clarity, and compliance.
- The Head of the Department (HoD) of each department shall nominate faculty members and constitute a scrutiny committee for reviewing the question bank.
- Scrutiny will focus on:
  - Relevance of questions to the prescribed syllabus.
  - Avoidance of ambiguity and errors.
  - Ensuring an appropriate balance of question types and difficulty levels.
- This review will primarily be carried out by internal faculty members of the institution.

**5.2.4. Generation of Draft Question Papers**

- After scrutiny, the CoE shall use the software to generate three (3) sets of draft question papers from the approved question bank for each course.
- These draft question papers shall be structured strictly as per the examination format approved in the Regulations 2025.

**5.2.5. Scrutiny of Draft Question Papers**

- A panel of external experts for the scrutiny of each course shall be prepared by the concerned Head of Department (HoD) at the beginning of every semester and submitted to the Controller of Examinations (CoE).

- The scrutiny process of the draft question papers will be carried out by a Scrutiny Board duly constituted by the CoE, which may consist of internal faculty members or approved external experts, depending on the course requirements. The Board will verify the following:
    - Alignment of questions with the prescribed syllabus and course outcomes.
    - Appropriate coverage and balanced distribution of questions across all modules.
    - Adherence to the guidelines set by the Academic Council and Regulations 2025.
    - Clarity, accuracy, and correctness of language in the questions.
    - Availability and correctness of the scheme of valuation for each question.

Only after successful scrutiny and approval will the draft question papers be finalized for further processing by the CoE.

**5.2.6. Finalization of Question Paper**

- Out of the sealed sets of question papers, one set of Question Paper shall be selected by the CoE for use in the examination.
- The final selected question paper in sealed cover will be kept strictly confidential under the custody of the CoE until the date of the examination.

**5.3 Preparation of Answer Books**

1. The answer booklets required for the examinations shall be prepared well in advance by the Examination Cell.
2. Each booklet shall follow a standardized format, bearing the *college name, emblem, space for candidate details, invigilator signature field,* and other necessary instructions.
3. All answer booklets shall carry student specific unique serial numbers / barcodes to ensure authenticity, prevent duplication, and facilitate proper tracking during valuation and result processing.
4. A sufficient stock of answer booklets shall be maintained, with records updated periodically.
5. Damaged or misprinted booklets shall be removed from circulation and recorded in a defective materials register.

### 5.4 Examination Registration

1. The notification for examination registration shall be published on the College website and displayed on college notice boards.
2. The list of eligible candidates for each course shall be prepared by the senior faculty advisor/HoD at the end of regular classes and forwarded to the CoE after HoD's approval within two (2) working days from the end of the regular classes.
3. Students are required to register for each course examination through the online portal, subject to their eligibility as per the Regulations 2025.
4. A minimum of five (5) working days shall be provided for payment of fees and submission of applications. An additional two (2) days will be allowed for late registration with prescribed late fee/penalty. No requests for further extensions shall be entertained under any circumstances.
5. Only students who have cleared all financial obligations (tuition, hostel, library, and other dues) are permitted to register. Students availing scholarships, fee waivers, or concessions must ensure that all necessary approvals and documentation are completed before registration.
6. Fee concessions, wherever applicable, shall be granted in accordance with existing government norms and regulations, subject to approval by the Principal.
7. Candidates debarred due to malpractice or disciplinary actions shall not be permitted to register until a final decision is made by the competent authority.
8. The Examination Cell shall verify the registration details including student name, semester, programme, course code, fees, attendance, and other eligibility conditions. Once verified and confirmed, the list of registered courses will be available in the portal using candidate's login.
9. A course-wise list of registered candidates shall be finalized and maintained by the office of the CoE for conduct of examinations.

### 5.5 Nominal Roll

A nominal roll shall be prepared by the office of the Controller of Examinations (CoE) for each examination. The nominal roll shall include the following details:

1. Name of the examination, along with month and year.
2. Name of the candidate.
3. Register number of the candidate.
4. Course(s) for which the candidate has registered.

The nominal roll shall serve as the official reference document for the conduct of examinations and related processes.

**5.6 Preparation of Hall Tickets**

The hall tickets for eligible candidates shall be generated by the office of the Controller of Examinations (CoE). Each hall ticket shall include:

1. Name of the candidate.
2. Register number.
3. Recent photograph of the candidate.
4. Details of the courses registered for the concerned semester, including course codes and titles.

The hall tickets will be issued to the candidates under the seal and signature of the Controller of Examinations. Students must produce their hall ticket and valid college ID card to get entry to the examination hall.

**5.7 Cancellation of Hall Tickets**

The Controller of Examinations (CoE) shall have the authority to cancel the hall ticket of any candidate if it is found that:

1. The candidate has engaged in misconduct, or
2. The candidate is ineligible to appear for the examination as per academic regulations.

Such cancellation shall be made only after affording the candidate an opportunity to present his/her case.

# CHAPTER 6

# CONDUCT OF EXAMINATIONS

## 6.1 Issue of Answer Books

1. Answer booklets shall be stored securely in the Examination Cell and issued by the Deputy Controller of Examinations (Examinations) under proper authorization, before the commencement of examinations.
2. Unused answer booklets after each examination shall be collected back, verified, and returned to the Examination Cell for keeping the records.

## 6.2 Preparation of Question Paper Copies

- The sealed cover of the selected question paper shall be opened by the Deputy Controller of Examinations (Examinations) in the presence of at least two faculty members, two hours before the commencement of the examination.
- At least two members of the Examination Committee must be present at all times, during the process of making copies of question papers.
- Required number of copies of the question paper must be generated in the examination cell itself.
- Under no circumstances shall the electronic version of the question paper be transmitted via the internet, Bluetooth, or copied to external devices such as hard drives, pen drives, or cloud services.
- Taking photographs of the printed question papers is strictly prohibited.
- A physical attendance register shall be maintained in the Examination Control Room, and all individuals present during the question paper opening process must sign it. The CoE/Deputy CoE shall countersign the register each day, and if an external observer is present, they must also sign.
- The required number of question papers for each hall shall be packed and sealed in separate covers by the Examination Committee members.

### 6.3 Question Paper Packets

1. The required question papers shall be packed in sealed covers with clear details such as:
    - Name of the Examination
    - Month and Year of Examination
    - Subject Name and Code
    - Date and Time of Examination
    - Number of copies enclosed
2. The sealed packets shall be kept under the safe custody of the Deputy Controller of Examinations (Examinations) in designated steel shelves with duplicate keys, ensuring that no other materials are stored in the same shelves.
3. Question paper packets shall be sorted date-wise and session-wise (FN/AN) and arranged separately to prevent errors in distribution.
4. Before the commencement of examination, the Deputy Controller of Examinations (Examinations) shall hand over the sealed envelopes of question papers to the respective invigilators, after proper verification.
5. The seal of each question paper packet shall be broken only inside the examination hall, in the presence of the invigilator(s).

### 6.4 Attendance Sheets

- Attendance of all candidates appearing for the examination shall be recorded systematically.
- Hall-wise attendance sheets for each course and examination shall be prepared by the Office of the Controller of Examinations.
- The attendance sheet shall contain pre-printed candidate details such as name, register number, course code, and barcode/QR code/alphanumeric code.
- Candidates shall verify the details printed on the sheet and sign in the designated space against their name during the course of the examination.
- The invigilator shall certify the attendance sheet and ensure that all present candidates have signed, and absentees are clearly marked.

### 6.5 Seating Arrangement

Sufficient seating shall be arranged in the examination halls, and the seating arrangements shall be displayed on the common notice boards well in advance, indicating hall allotments. The detailed seating plan of candidates shall also be displayed at the entrance of every examination hall for easy reference and proper seating of candidates.

### 6.6 Admission of Candidates to Examination Hall

- All candidates must bring their hall ticket and college ID card for every examination. These documents shall be produced on demand for inspection.
- Under no circumstances a candidate shall be permitted to write an examination without a valid hall ticket issued by the College. However, the CoE/Deputy CoE (Examinations) may grant provisional admission by imposing a fine specified by the College.
- A separate register shall be maintained in the Examination Control Room to record such provisional admissions and fines collected, and the amount may be utilized to meet miscellaneous expenses in the Examination Cell.
- Candidates must enter the examination hall at least 10 minutes before the commencement of the examination.
- During the examination, all candidates shall be under the disciplinary control of the CoE and are bound to obey all institutional instructions.
- Candidates are permitted to carry only the following items into the examination hall:
    - Hall ticket
    - College ID card
    - Drawing equipment and accessories required for writing
    - Non-programmable calculator, if permitted for the particular examination
    - Other materials such as original IS codes, data books, tables, or handbooks, if specifically permitted by the College from time to time
- If a candidate is suffering from any infectious or contagious disease, the matter shall be reported to the CoE, and such candidates shall be allotted a separate examination room.

### 6.7 Exam Vigilance Squad

The Exam Vigilance Squad is a special team formed by the Principal, comprising Heads of Departments, Deans, and other designated members, to ensure the smooth and fair conduct of

examinations. This squad functions as an independent inspection unit responsible for maintaining discipline, preventing malpractices, and ensuring compliance with all examination rules.

The roles and responsibilities of the Exam Vigilance Squad include:

- Conducting random, unannounced visits to examination halls to verify that exams are being conducted as per prescribed guidelines.
- Covering multiple examination halls, classrooms, and laboratories during inspections.
- Monitoring and preventing malpractices by students, invigilators, or staff, thereby ensuring a fair examination environment.
- Checking for unauthorized materials such as mobile phones, notes, cheat sheets, or other prohibited items during surprise visits, and confiscating such prohibited items.
- Supervising invigilators to ensure they are performing their duties diligently and not engaging in unfair practices or negligence.
- Investigating complaints or reports of malpractices immediately, with authority to question students, invigilators, or staff members.
- Seizing evidence of malpractice, if found, and preparing an official report of the incident.
- Verifying student identification procedures, ensuring proper use of ID cards and attendance sheets by invigilators.
- Ensuring that examination hall rules—including seating arrangements, silence, and adherence to exam timings—are strictly followed.
- Submitting reports of findings to the Controller of Examinations or Examination Committee for necessary investigation and action.
- Recommending corrective measures in cases of serious violations.
- Collaborating with examination staff, invigilators, and the Examination Committee to ensure full compliance with regulations.
- Providing an immediate response to irregularities to prevent disruption or escalation of issues during the conduct of examinations.

### 6.8 Conduct of End Semester Practical Examinations

St. Thomas College of Engineering and Technology shall conduct End Semester Examinations (ESE) every semester for all laboratory courses as prescribed in the curriculum. The End

Semester Practical Examinations shall be conducted prior to the End Semester Theory Examinations.

- The Head of the Department (HoD) shall nominate one faculty member from the institution to serve as the Internal Examiner, and nominate one expert from other Institutions in the relevant field to serve as the External Examiner for each laboratory/practical course. The External Examiner shall act as the Main Examiner, while the Internal Examiner shall assist in the evaluation process.
- The Internal Examiner will normally be the faculty member handling the laboratory course for that semester, but another faculty member may be nominated if necessary.
- The department shall prepare the schedule for practical examinations and communicate the same to the Examination Cell in advance.
- If two or more practical courses are offered for a program in the same semester, their examinations may be scheduled consecutively, depending on resources and feasibility.
- Both examiners shall carry out the evaluation with equal responsibility, and diligence.
- The Internal Examiner shall upload the marks for the End Semester Practical Examinations to the examination portal on the final day of the examination in the presence of the Main Examiner.
- There shall be no scrutiny or revaluation of End Semester Practical Examinations.
- All records related to the practical examinations, including question papers, answer books, and mark statements, must be submitted to the Examination Cell and securely stored for a minimum period of six months.

### 6.9 Bundling and Management of Written Answer Books

After the completion of each examination, the following procedures shall be strictly followed to ensure the secure handling, scanning, and storage of written answer books:

#### 6.9.1 Collection of Answer Books

- Immediately after the examination, invigilators shall hand over all used and unused answer books to the Examination Cell.
- Along with the answer books, the attendance sheets and any other examination records for the session shall also be submitted.

- The Deputy Controller of Examinations (Examinations) shall verify the number of answer books received against the attendance sheet and ensure proper accountability.

### 6.9.2 Scanning and Uploading

- All written answer books shall be scanned preferably on the same day of the examination or on the very next working day by authorized staff under the supervision of the Deputy Controller (Examinations).
- Scanned copies shall be securely uploaded to the Examination Management Software for online valuation.
- A digital audit trail shall be maintained, recording the date, time, and staff involved in the scanning and uploading process.

### 6.9.3 Bundling and Storage

- After scanning, the physical answer books shall be bundled systematically with the following details clearly marked on each bundle:
    - Serial number of the bundle
    - Title of the paper / subject / scheme / year of admission
    - Date of examination
    - Number of candidates registered and number of answer books in the bundle
    - Initials of the staff verifying the bundle (DyCoE/authorized staff)
- Bundled answer books shall be stored in safe custody within the Examination Cell in designated racks/shelves under restricted access.

### 6.9.4 Record Keeping and Custody

- The details of all bundles received and stored shall be entered in a Bundle Register, including the date of receipt, course details, and verifying authority.
- The bundles of answer books shall be maintained for a minimum period of six years from the date of the examination.
- Access to these records shall be permitted only with the approval of the Controller of Examinations.

# CHAPTER 7

# SPECIFIC CASES IN THE CONDUCT OF EXAMINATIONS

## 7.1 Exclusion of Candidates on Account of Disease

Any candidate shall be excluded from an examination by the Deputy Controller of Examinations (Examinations) if it is established that he/she is suffering from an infectious or contagious disease. Such cases must be reported immediately to the Controller of Examinations for appropriate action.

## 7.2 Disciplinary Action Against Candidates for Misbehaviour

Candidates appearing for examinations are under the disciplinary control of the Deputy Controller of Examinations (Examinations) and invigilators, and are required to strictly follow their instructions. In the event of a candidate disobeying instructions, misbehaving, or showing insolence towards the Deputy Controller (Examinations) or invigilators or Exam squad,

- The candidate may be directed to stop attending the exam further and the answer sheet shall be kept in a separate cover and shall not be considered further for evaluation.
- If misbehavior persists, the Deputy Controller (Examinations) may exclude the candidate from the remaining examinations of that session.
- All such cases shall be immediately reported to the COE and the Principal and forwarded to the Academic Council.

The Academic Council, after affording the candidate an opportunity to present his/her case, may—depending on the gravity of the offence—ratify the action taken or impose further penalties, which may include:

- Cancellation of the examination already taken, either in whole or in part.
- Debarring the candidate from appearing in future examinations for a specified period or permanently.

The decision shall also be communicated to the Controller of Examinations for further action.

### 7.3 Debarring Candidates and Quashing Results

The results of a candidate can be quashed even after the publication of results, if the candidate:

- Was not eligible to take the examination as per regulations,
- Secured admission or appeared for the examination using false information or documents, or
- Used unfair means during the examination,

the Academic Council shall have the authority to quash the results, cancel the registration, and/or debar the candidate from appearing for any College examination permanently or for a specified period, depending on the seriousness of the offence.

Before any final decision is taken, the candidate shall be given a fair opportunity to present his/her case before the Academic Council.

### 7.4 Malpractice

All students are expected to maintain discipline and proper conduct and behaviour in the examination hall. Any act of indiscipline, misconduct, or involvement in unfair practices will be treated as malpractice and will invite penalties depending on the severity of the offense. A consolidated list of punishments corresponding to various types of malpractice is provided in *section 7.4.5*.

#### 7.4.1 Procedure for Reporting Malpractice

- If malpractice is detected by an invigilator, faculty member, or vigilance squad, the incriminating material shall be immediately confiscated, and written statements shall be obtained from both the candidate and the invigilator.
- If the candidate refuses to hand over the material, destroys it, or attempts to leave with it, the incident must be reported promptly to the Principal and documented in writing, witnessed by a supervisory staff member.
- If the candidate continues to be uncooperative, the facts shall be formally recorded and signed by the squad member or examination in-charge, witnessed by the invigilator.

- In such cases, the student will be issued a new answer booklet to continue writing. The original answer booklet along with the seized materials (including electronic devices, if any) shall be handed over and secured in the Examination Cell.
- The details of the malpractice shall be uploaded on the examination portal the same day.
- Reported cases will be reviewed by an Inquiry Committee (minimum of three faculty members) constituted by the Convener of the Disciplinary Action Committee (DAC). The Inquiry Committee will conduct a hearing with the student concerned and submit recommendations to the DAC.
- The DAC shall deliberate on the recommendations and decide on the appropriate penalty in line with the established rules.
- The hearing report, DAC decision, details of penalties imposed, scanned copies of the answer booklet, and photographs of seized materials shall be submitted to the CoE within 30 days of the incident.

### 7.4.2 Disposal/Return of Evidence

- Evidence related to malpractice cases shall be retained in the Examination Cell.
- Such evidence may be disposed of or returned to the concerned party (such as electronic gadgets) 14 days after the decision of the DAC is submitted to the CoE.
- If an appeal is filed, the evidence shall be retained until 14 days after the decision of the appellate committee is submitted.

### 7.4.3 Withholding of Results

- If a student is reported for malpractice, the results of the concerned examination will be withheld.
- The withheld results will only be released after the final decision on the malpractice case is taken.

### 7.4.4 Provision to Appeal

- A student may file an appeal within 10 days of the DAC's decision to the College Grievance Committee.

- The Grievance Committee will acknowledge the appeal and communicate the process and timeline to the student.
- The review may involve:
    - Hearing the student and relevant parties
    - Reviewing submitted documents and evidence
    - Reviewing DAC findings
    - Gathering additional evidence if required
    - Conducting a formal hearing, where the student may present their case and the DAC may justify its decision
- After due review, the Grievance Committee shall finanlise the decision in writing to either uphold, modify, or overturn the DAC's decision.
- The decision of the Grievance Committee shall be final and will be communicated to the student within the specified timeframe, with a copy forwarded to the CoE through the Principal.

### 7.4.5 Action Against Types of Malpractices

- **Introduction of any material relevant to the examination, with the intention of copying and possession of the same**: Action: Cancel the examination and subsequent exams of the session.
- **Copying from the neighbour's answer scripts**, Depending on the gravity and extent of malpractice reported by the examiners: Action: Cancel the examination and subsequent exams of the session.
- **Using filthy language in the answer scripts**, depending on the extent and gravity: Action: Cancel the examination and subsequent exams of the session.
- **Manhandling or threatening the invigilator/officers or any authority**: Action: Cancel the whole exam of the session. Inform police if required.
- **Impersonation**: Action: Permanent debarment. Inform police.
- **Disturbance outside the hall**, depending on the gravity and extent of disturbance: Action: Suspension of registration. Debarring for remaining exams of the session, including exams already taken if required. Reference to police if necessary.
- **Tampering with arrangements such as**:
    - Threatening a neighbour to show the answer script
    - Stealing answer books, additional sheets, smuggling question papers

    - Breaking open closed examination halls
    - Helping neighbours to answer questions in the hall
      Action: Suspension of registration. Debarring for remaining exams of the session, including exams already taken if required. Report to police if necessary.
- **Tampering with answer books of neighbours**: Action: Suspension of registration. Debarring for remaining exams of the session, including exams already taken if required. Report to police if necessary.
- **Forgery in the hall ticket**: Action: Suspension of registration. Debarring for remaining exams of the session, including exams already taken if required.

In any other case of malpractice not listed above, the Principal shall take appropriate action based on the report of the DAC.

- It shall be noted that cancellation of an examination due to malpractice does not imply cancellation of registration granted for that examination.

### 7.5 Guidelines for Conducting Written Examinations for Persons with Benchmark Disabilities

St. Thomas College of Engineering and Technology provides necessary support to candidates with benchmark disabilities in accordance with government norms.

Candidates with blindness, locomotor disability (both arms affected), or cerebral palsy shall be permitted the facility of a scribe upon request. For other categories of benchmark disabilities, a scribe may be provided upon submission of a medical certificate from a Chief Medical Officer, Civil Surgeon, or Medical Superintendent of a government healthcare institution, certifying that the candidate has a physical limitation preventing them from writing.

#### 7.5.1 Granting Compensatory Time

- Candidates with benchmark disabilities and Type-1 diabetic students who do not avail the service of a scribe may be provided extra time.
- For a 3-hour examination, a minimum of one additional hour (20 minutes per hour) shall be granted.
- If the examination duration is less than one hour, additional time shall be given on a pro-rata basis, with a minimum of 5 minutes and in multiples of 5 minutes.

### 7.5.2 Use of Scribes

- **Eligibility:** Candidates with blindness, locomotor disability (both arms affected), cerebral palsy, or other conditions preventing them from writing may avail the service of a scribe. Candidates from other disability categories must produce a valid medical certificate.
- **Guidelines for Scribes:** The scribe must have educational qualifications lower than the candidate. Candidates may choose their own scribe, but full details must be submitted in the prescribed format before the examination.
- **Approval:** Candidates must submit a request in advance to the CoE, along with medical certificates. The CoE, based on the recommendation of a government medical officer (not below Civil Surgeon), shall approve the appointment of a scribe.
- **Examination Arrangements:** Candidates using scribes shall be seated in a separate room to ensure a conducive exam environment. The invigilator–student ratio shall not exceed 1:5 for such cases.
- **Compensatory Time with Scribes:** Candidates availing scribes shall be given at least 20 minutes extra per hour of examination. For examinations of less than one hour, compensatory time will be given on a pro-rata basis.

# CHAPTER 8

# EVALUATION AND PUBLICATION OF RESULTS

## 8.1 Finalization of Scheme of Valuation

- The Controller of Examinations (CoE) shall appoint evaluators from the panel of examiners nominated by the respective HoDs for the evaluation of answer scripts. The number of evaluators appointed for each course shall be based on the number of candidates registered.
- From among the appointed evaluators, the CoE shall select a senior faculty member as the Chief Examiner for that course.
- The Chief Examiner shall convene a meeting with the evaluators and subject experts to review the question paper and finalize the scheme of valuation.
- If only one faculty member has taught the course, the HoD shall nominate two additional experts to assist in the finalization of the scheme of valuation to ensure fairness and objectivity.
- Once finalized and approved by the Chief Examiner, the scheme of valuation shall be binding to all evaluators during the valuation process.
- The finalized scheme shall be uploaded to the examination portal by the Chief Examiner before the commencement of valuation.

## 8.2 Valuation of Answer Scripts

- The valuation of theory examination answer scripts shall be carried out online through the Examination Management Software.
- For each course, there shall be a First Examiner and a Chief Examiner.
- The First Examiner shall evaluate all the answer scripts of the course.
- The First Examiner shall not evaluate more than 25 answer scripts per day, to ensure quality and fairness in evaluation.
- The Chief Examiner shall evaluate 20% of the answer scripts as a quality check.
- If the variation in marks is 15% of the maximum marks or more, that answer script shall be subjected to a third valuation by another examiner appointed by the Controller of Examinations (CoE). In such cases, the final mark will be calculated as the average of the two marks having the least difference among the three valuations.

- If the 15% variation is observed in more than 50% of the answer scripts assigned to a Chief Examiner, the entire bundle of answer scripts shall be subjected to third valuation.

### 8.3 Preservation of Valued Answer Scripts after valuation

- Since the valuation of theory examinations is conducted online, all answer scripts are first scanned and uploaded to the Examination Management Software.
- After scanning, the physical answer scripts shall be bundled properly and kept in the safe custody of the Controller of Examinations.
- These bundled answer scripts shall be preserved for a period of six years from the date of the announcement of results.

### 8.4 Laboratory / Project / Dissertation / Viva Voce

- The schedule of all Practical Examinations shall be prepared by the Head of the concerned Department and submitted to the Controller of Examinations (CoE) well in advance of the commencement of the examinations.
- Evaluation of Laboratory Courses, Seminars, Mini Projects, Projects, and Viva Voce examinations shall be carried out by internal and/or external examiners appointed by the CoE from the panel submitted by the respective Head of Department (HoD).
- The faculty in charge shall ensure that the final marks are uploaded to the examination portal within five working days after the conduct of the practical examination or viva.

### 8.5 Tabulation and Publication of Results

#### 8.5.1 Pass Requirements

- For UG Courses, a student must secure:
    - A minimum of 40% marks in the End Semester Examination (ESE), and
    - A minimum of 50% marks in the combined score of Continuous Internal Evaluation (CIE) and ESE.

- Failing Grade: A letter grade 'F' will be awarded to a student if the overall mark (CIE + ESE) is below 50%.

- Courses Assessed Solely through CIE:
    - Students must secure a minimum of 50% marks in CIE to pass.

- Failure in CIE-only Courses:
    - Students who fail to achieve the minimum passing grade or do not meet attendance eligibility in CIE-only courses shall be awarded an "FE" grade instead of an "F" grade.

**8.6 Pass Board**

- A statistical report of results shall be prepared with the following details:
    - Name of the examination with month and year
    - Number of candidates registered
    - Number of candidates appeared
    - Total number of candidates passed
    - Percentage of pass
- A detailed statistical analysis shall also be prepared showing the increase in pass percentage for each additional mark (up to 10 marks) granted, highlighting the impact of moderation on overall results.

**8.6.1 Constitution of the Pass Board:**

The Pass Board shall be constituted by the COE in consultation with the Principal with the following members:

- Two external members, who may also serve as external members on the Boards of Studies (BoS), One external member of BoS each from any two departments
- Heads of all departments (HoDs)
- One faculty member from each department, nominated by the respective HoD
- Chairman – ordinarily the senior-most faculty member from the college

The Pass Board is responsible for reviewing and approving the final results, ensuring transparency, and maintaining the integrity of the evaluation process.

**8.6.2 Meeting of the Pass Board**

- The Controller of Examinations shall convene a meeting of the Board of Examiners (Pass Board) for each programme.
- The statistics of results shall be presented in the meeting, and after scrutiny, the Board may recommend moderation of marks if necessary, under the following conditions:
    - To compensate for out-of-syllabus questions or unusual difficulty in the question paper.
    - To condone a deficiency in marks required for securing a pass in the semester examinations.
    - Moderation shall be limited to written examinations only (regular and supplementary).
    - No moderation shall be allowed for practical examinations, viva-voce, internal, or project evaluations.
    - Recommendations of the Pass Board shall be effected only with the approval of the Controller of Examinations.

### 8.6.3 Rules for Grant of Moderation

- Moderation shall only be granted to allow a student to pass theory courses in which they are registered.
- The total marks recommended by the Pass Board will be distributed across all theory courses to help the student pass.
- If a student receives an "FE" grade for any course in a semester, they are not eligible for moderation in that semester.
- Moderation shall not be granted for B.Tech Honours and B.Tech Minor.
- If, after distributing the moderation, a student still fails to pass the registered theory course, no moderation will be applied to that course. Moderation is applicable only if the student clears the failed theory courses through the awarded moderation.
- For students eligible for grace marks under the arts/sports category, moderation will be applied only after awarding the grace marks.
- If a student applies for revaluation or review, and their marks are altered, moderation will be reapplied afresh for that semester.

### 8.6.4 Limits for Awarding Moderation

- A maximum of 5% of the total marks for the End Semester Examinations of all registered theory courses may be awarded as moderation.
- If a student has not registered for all theory courses in a semester, the moderation limit will be proportional to the number of registered courses.
    - Example: If the Pass Board awards 24 marks for a semester with six theory courses, a student registered for only two courses can receive a maximum of 24 × (2/6) = 8 marks.
- The maximum moderation for any course is limited to 10% of the total marks of that course.
- If a student fails a single theory course but passes all others (including practicals), the moderation limit can be increased to 15% for that course only.
    - This clause applies only to students registered for all theory courses of regular examination and does not apply to supplementary examinations.

### 8.6.5 Minutes of the Pass Board Meeting

- The Chairman of the pass board shall record the minutes of the meeting, which shall include:
    - Time, date, and venue of the meeting
    - Names and signatures of the members present
    - Statement of consideration and approval of results
    - Details of moderation recommended, if any
    - Any other remarks relevant to the conduct and results of examinations
    - Signature of the Controller of Examinations
- The minutes book shall be kept under the safe custody of the Controller of Examinations.

### 8.7 Approval and Publication of Results

- The Controller of Examinations shall submit the final results to the Academic Council for Approval and subsequent publication.
- Alternatively, the CoE may submit the results to the Chief Controller of Examinations for Approval and subsequent publication, subject to ratification by the Academic Council later.
- In such cases, the publication shall be reported to the next Academic Council meeting.

### 8.8 Publication of Results and Grade Cards

- The results, after verification, shall be published in the students' login and made available to the respective departments.
- Grading system shall be based on the overall percentage of marks obtained by the student in each course, as per the approved grading table.
- The grade card shall display only the grades of the courses for which the student has registered.
- The semester grade card will include:
    - Grade obtained for each registered course
    - Semester Grade Point Average (SGPA) for that semester
    - Cumulative Grade Point Average (CGPA)
- The grade cards shall be generated and published by the Controller of Examinations.

| **Grade and Grade points** | | |
|---|---|---|
| **Grades** | **Grade Point** | **% of Total Marks obtained in the course** |
| S | 10 | 90% and above |
| A+ | 9 | 85% and above but less than 90% |
| A | 8.5 | 80% and above but less than 85% |
| B+ | 8 | 75% and above but less than 80% |
| B | 7.5 | 70% and above but less than 75% |
| C+ | 7 | 65% and above but less than 70% |
| C | 6.5 | 60% and above but less than 65% |
| D | 6 | 55% and above but less than 60% |
| P (Pass) | 5.5 | 50% and above but less than 55% |
| F(Fail) | 0 | Below 50% overall (CIE + ESE)<br>Or<br>Below 40 % for ESE<br>Or<br>Absent for Honours/Minor ESE |
| FE | 0 | Failed due to lack of meeting Eligibility criteria<br>Or |

| | | |
|---|---|---|
| | | Failed in CIE only courses. |
| Ab<br>(Absent) | 0 | Assigned to a student who deferred the regular ESE or was absent, but still meets the eligibility criteria. |
| Classification of B. Tech. Degree | First Class With Distinction | CGPA 8.0 and above |
| | First Class | CGPA greater than or equal to 6.5 and below 8.0 |
| Equivalent Percentage Mark shall be = 10 * CGPA | | |

**8.9 Issue of Consolidated Statement of Marks**

All candidates who have appeared for an examination conducted by the College shall be issued a computerized consolidated statement of marks/grades, irrespective of the result of the examination.

The fee for the mark sheet shall be collected along with the examination fee.

# CHAPTER 9

# SCRUTINY / REVALUATION OF ANSWER SHEETS

## 9.1 Request for Answer Script Copy / Scrutiny

- After the publication of results, candidates may apply for a copy of their answer script by registering on the portal and paying the prescribed fee. Applications must be submitted through the student login, with payment made via the online payment gateway.
- Notification for scrutiny will also be uploaded on the College website.
- Students must apply for scrutiny of answer scripts within seven (7) calendar days from the date of publication of results. Late requests received after the deadline will not be accepted.
- After obtaining a copy of their answer script, if a student feels that errors exist under the permitted categories, they may report the same directly to the Deputy CoE (Evaluation) for verification. Only the following types of complaints will be considered:

  (i) If certain answers were not evaluated by the examiner(s).

  (ii) If there is an error in totalling the marks on the tabulation sheet.

### 9.1.1 Result of Scrutiny

- If any mistake in the addition of marks is detected, the Deputy CoE (Evaluation) shall effect the correction after informing the Controller of Examinations.
- If any answer, or part of an answer, was not evaluated, the Deputy CoE (Evaluation) shall summon the examiner concerned and direct them to complete the evaluation. If the candidate secures additional marks after such valuation, the necessary alteration in the records and results shall be made after informing the Controller of Examinations. The previously issued mark list will be cancelled and replaced with a revised mark list reflecting the corrected marks.

If a student is dissatisfied with the marks awarded by the examiner for any question, those marks cannot be altered through scrutiny. In such cases, students may apply for revaluation.

### 9.2 Revaluation of Answer Scripts

- Revaluation is applicable only to theory courses and does not cover other assessments such as Practical, Seminar, Thesis, or Dissertation.
- Candidates who are dissatisfied with their marks may apply for the revaluation of the answer script for a specific course, subject to the following conditions:
    - Applications for revaluation must be submitted via the student portal along with the prescribed revaluation fee paid through the online payment gateway.
    - Applications must be submitted within the specified timeframe announced in the notification of results.
    - The answer script shall be revalued by a different examiner from the first examiner, nominated by the Controller of Examinations.
    - The better of the two valuations (original and revaluation) shall be considered as the final mark.
    - The revaluation fee shall be refunded if the difference between the first valuation and revaluation is 15% or more of the maximum marks of the course.
    - Revaluation results, once published, shall be final and binding. No further requests for revaluation or review of the same script will be entertained.

# CHAPTER 10

# MISCELLANEOUS MATTERS

## 10.1 Certificates

St. Thomas College of Engineering and Technology, in accordance with APJ Abdul kalam Technological University Regulations, issues various certificates to students, including provisional certificates, as well as confidential reporting of marks, attestation of documents, and verification of genuineness of certificates and mark lists. These certificates are issued upon application, subject to prescribed conditions and fees where applicable, and are duly authenticated by the competent authorities.

### 10.1.1 Provisional Certificate

A provisional certificate shall be issued to eligible candidates by the College after the publication of results and before the issue of the original degree/diploma certificates by APJ Abdul Kalam Technological University normally within one month.

### 10.1.2 Degree Certificates

APJ Abdul Kalam Technological University will award the degree certificate to successful candidates upon remittance of the prescribed fee by the candidate.

### 10.1.3 Migration Certificate

Candidates who have undergone a course of study in this College and secured admission to another Institution/University shall be issued a migration certificate by APJ Abdul Kalam Technological University.

### 10.1.4 Confidential Reporting of Marks

Marks secured by a candidate in the final semester examination may be communicated confidentially to other Universities or Institutions for the purpose of admission or employment, before the official publication of results. The candidate must submit the application along with the prescribed fee and supporting documents for verification by the Controller of Examinations.

The marks will be forwarded with a request to the receiving authority to maintain confidentiality until official publication by the College.

### 10.1.5 Attestation of Documents

The Principal is the competent authority to attest documents issued by the College. Candidates must submit the application and pay the prescribed fee for attestation. The word "Attested" with seal shall be affixed near the lower left-hand corner of the document, without obscuring any entries. After attestation by the Principal, the documents will be returned to the applicant.

### 10.1.6 Verification of Genuineness of Certificate and Mark List

The Principal is the authorized officer to certify the genuineness of documents and mark lists issued by the College. All the mark lists will be having water marks and security codes imbibed. If any document is found to be fake or manipulated, the matter shall be immediately communicated to the concerned party. Requests for verification of genuineness made by candidates or their authorized representatives will be processed upon payment of the prescribed fee. However, no fee shall be levied if the request is made by Universities, Embassies, Government Institutions, or Professional Agencies.

## 10.2 Condonation of Shortage of Attendance

- In exceptional cases, such as medical reasons or personal emergencies the student can apply for condonation of shortage of attendance through FA and HoD. The Principal may grant condonation of attendance for students whose attendance is less than 75% but greater than or equal to 60%. The Principal, in consultation with the concerned course faculty and HoD, has the discretion to consider such applications and condone the shortage on merit.
- This relaxation applies to one or more courses registered in the semester. The concerned HoD shall keep all records supporting such decisions for verification by Academic Auditors/University officials.
- This provision is applicable only for any two semesters during the normal duration of the programme. The student must, however, secure 75% attendance of the total duration of the course.
- A candidate having a shortage of up to 15% can apply for condonation of shortage in the prescribed form on genuine medical grounds.

- Condonation of shortage of attendance, if any, should be obtained at least 7 days before the commencement of the concerned End semester examination.
- Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

The processing of applications for condonation of shortage of attendance shall be done immediately and the order of the Principal sanctioning condonation of shortage of attendance shall also be issued to ascertain the eligibility of the student for registration to the examination.

However, the candidate may be permitted to complete the project work / dissertation and attend the project / dissertation viva along with the regular candidates. The final result of the project and viva will be announced / released along with the final result.

**10.3 Notional Registrations**

- Students who could not register for the examination before the prescribed last date, due to reasons beyond their control, may apply for notional registration to continue their studies in the next higher semester, subject to the following conditions:
    - The student shall have earned the required minimum attendance prescribed for the subjects in the semester and completed the entire curriculum requirement.
    - The student shall apply for notional registration and remit three times the prescribed examination fee in addition to the normal examination fee.
    - The application must reach the office of the Controller of Examinations before the last date of the examinations.
    - The application must be countersigned and forwarded by the Head of the Department concerned.

**10.4 Improvement Examinations**

- A candidate can improve his/her marks once by appearing again for the examination, either in the supplementary chance or the next regular examination, whichever comes first, with the remittance of the prescribed fee. In such cases, the best of the two marks shall be taken as the marks awarded.
- Only one chance for improvement is allowed.

- Internal assessment marks shall be carried over to the subsequent semester examination.
- There shall not be any provision for improving internal assessment marks.

### 10.5 Promotion to the Next Higher Semester

A candidate shall be eligible for promotion from one semester to the next higher semester only if:

- He/She has secured the required minimum attendance.
- He/She has registered for the End Semester Examination.
- He/She satisfies the minimum credit requirements as specified in the Regulations 2025.

### 10.6 Preservation of Documents

- The office of the Controller of Examinations shall preserve the following documents for the specific periods indicated. Other documents and registers shall be preserved for such time as may be directed by the Controller of Examinations from time to time.

| S.No | Name of Document | Period of Preservation |
|---|---|---|
| 1 | Tabulation Register | Permanent |
| 2 | Minutes Book of Board Meetings | Permanent |
| 3 | Register related to valuation of answer papers | Five Years |
| 4 | Register of Malpractices | Five Years |
| 5 | Calendar of Examinations | Ten Years |
| 6 | Revaluation Register | Ten Years |
| 7 | Counter foils of answer books | Two Years |
| 8 | Applications of Examinations | Two Years |
| 9 | Mark sheets received from Examiners | Two Years |

All registers shall have their pages numbered serially. Overwriting, rubbing, or use of correction fluid are not permitted for corrections of entries in a register**.** If a correction becomes

necessary, it shall be made by scoring off the original entry with a single line**,** writing the correct entry above it, and attesting the correction by the person making it.

**Annexure – I**

## On letter-head

## Proforma for Reporting Suspected Case of Malpractice in Examinations

Date:

Time:

Venue:

Nam of the Examination:

Subject:

Name of the Student:

Register No:

**Brief description of the incident**

Materials seized

Name & Signature of Invigilator

Name & Signature of Co-invigilators (if any)

Name & Signature of Deputy Controller of Examinations (Conduction)