



SRI GURU TEG BAHADUR KHALSA COLLEGE

Sri Anandpur Sahib, Distt. Rupnagar (Punjab) 140118

An Autonomous (Grant in Aid) College

Website: www.sgtbcollege.org.in | E-Mail: sgtbkc@sgtbcollege.org.in | Phone: [01887-232037](tel:01887-232037)

EXAMINATION BRANCH POLICY MANUAL



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PREFACE TO THE POLICY MANUAL

This policy manual is the outcome of marathon deliberations of the college Academic Council and Advisory Body. It contains the detailed guidelines, rules, regulations and provisions regarding the overall functioning of the examination branch of the college. These relate to the conduct of examination, evaluation of answer sheets and the declaration of results. The manual also highlights the IT and security policy of the examination branch. The time frame for various functions of the cell has also been clearly described in this manual. Thus, this manual is a guiding and regulatory document for the efficient and effective governance of the examination branch.



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CHAPTER 1

POWERS AND ROLE OF IMPORTANT BODIES

1.1 Powers and Role of the Governing Body

The Governing Body of the College shall be the supreme decision-making body. All the decisions taken by the Academic Council of the college will be ratified by the Governing Body. It will ensure the efficient and transparent functioning of the institution from all perspectives. The Governing Body through its Honorary Secretary will keep a strong vigil on the institution with frequent visits of the Honorary Secretary to the different departments of the institution. More specifically, it will have the following powers with regard to the conduct of examination and the functioning of the examination branch:

01. To seek explanation on any of the agenda items of Academic Councils.
02. To ensure transparency and integrity in the conduct of examination, evaluation and declaration of results.
03. To ensure the implementation of UGC/Punjabi University/Punjab Government guidelines, rules and regulations in the conduct of examination, evaluation and declaration of results.
04. To institute scholarships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
05. To seek explanation from Chief-Controller/Controller (Examinations) in case it receives any complaint/grievance from any of the stake-holders of the institution.
06. To inspect the examination branch and its records any time without giving any prior notice.
07. To issue show-cause notice to any defaulting employee of the institution.

1.2 Powers and Role of the Academic Council

The Academic Council of the College shall be the principal academic body of the Autonomous College, subject to the provisions of the UGC. It shall co-ordinate and exercise general supervision of the academic programmes and policies of the College. It shall also be responsible for the maintenance of standards of instruction, research, education and examinations



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within the College, and shall exercise such powers and perform such other duties as may be conferred on it by the rules and regulations in accordance with the directions of the Governing Body.

The Academic Council shall have the following powers, duties and functions related to the conduct of the examination:

01. To advise the Governing Body on the suggestions made by it with respect to the academic affairs.
02. To frame guidelines, rules and regulations for the conduct of examinations, evaluation of answer sheets, declaration of results and all such issues concerned with the examination cell.
03. To discuss and approve the matters of BOS meetings.
04. To make regulations for the award of scholarships, fellowships, studentships, prizes and medals etc.
05. To make regulations for students participating in sports, extra-curricular activities and other activities.

1.3 Powers and Role of the Boards of Studies

The Board of Studies shall be the most important academic body for micro functioning of every department of the college. The Board of Studies will be constituted as per the UGC guidelines for Autonomous Colleges. It will be responsible for designing and framing the curriculum of the concerned department keeping in view the employment potential, skill orientation and human values. More specifically, the following functions will come under the ambit of Board of Studies:

01. To prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
02. To suggest methodologies for innovative teaching evaluation techniques;
03. To suggest panel of names to the Academic council for appointment of question-paper setters and examiners.
04. To coordinate research, teaching, extension and other academic activities in the college.



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1.4 Powers and the Role of the College Principal

The College Principal shall be the Chief Academic and Executive Officer of the Autonomous College and will act as Chief-Controller of the Examination Branch. The College Principal will be the Chairperson of the Academic Council. More specifically, the following important areas of operations will be taken care of by the College Principal:

01. He shall be responsible for the preparation, scheduling and conduct of all examinations of the College. The execution of the same may be entrusted to the Controller of Examinations appointed by the Principal from among permanent faculty members on the basis of potential of the person in accordance with the guidelines of the University Grants Commission, Punjabi University Patiala and the State Government.
02. It shall be the duty of the Principal to ensure that the provisions of the Acts, the statutes, ordinance and regulations as and when issued by the University Grants Commission, Punjabi University Patiala and the State Government are observed and he shall have all the powers necessary for the execution of the same.
03. The Principal shall have the power to convene meetings of the Academic Council, Boards of Studies and Examination Committee or any other authority of the College to discuss matters related to the conduct of examinations and publication of results.
04. The College Principal will ensure transparency and integrity in the conduct of examination, evaluation and declaration of results.
05. The College Principal will ensure the implementation of UGC/Punjabi University/Punjab Government guidelines, rules and regulations in the conduct of examination, evaluation and declaration of results.
06. The College Principal can seek explanation from Controller (Examinations), Deputy Controller (Examinations) or any other employee of the examination branch in case it receives any complaint/grievance from any of the stake-holders of the institution.
07. The College Principal can inspect the examination branch and its records any time without giving any prior notice.



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1.5 Powers and Role of the Examination Committee

The examination committee shall consist of the Principal, Controller of Examinations, Deputy Controller of Examinations, Deputy Registrar, Assistant Registrar and other faculty members nominated by the Principal.

The following will be the role, powers and functions of the examination committee.

01. To formulate the policies for the conduct of examination, evaluation of answer sheets, declaration of results and other matters concerning the examination branch.
02. To act as an advisory body for the conduct of examination, evaluation of answer sheets, declaration of results and other matters concerning the examination branch.



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CHAPTER 2

EXAMINATION SYSTEM AND EXAMINATION BRANCH

The examination system described below will be applicable to all courses, to which admissions were effected from the academic year 2019-20.

2.1 Examination System

Evaluation of all courses (Papers), theory/practical and project/dissertation shall be done in two parts, namely by Continuous Internal Assessment (CIA) and by the End Semester Examination (ESE). 30% of the total marks will be set apart for the first component and 70% for the second component for PG and for UG programmes. However, this proportion may be reviewed by the Academic Council where circumstances warrant. The continuous internal assessment shall be done by the course teachers based on the guidelines set by the Academic Council.

At least two mid semester tests and one End Semester Examination shall be conducted in each semester. In order to ensure that the students achieve the prescribed learning outcomes, various mechanisms of internal evaluation such as group discussion, paper reading, home assignments, viva-voce etc. shall be adopted.

The aggregate minimum for passing a course is 35% with a separate minimum of 35% for CIA and ESE; aggregate minimum for a passing an agriculture course is 50% and aggregate minimum for a passing an honours course is 40% . The End Semester Examination (ESE) shall be conducted for theory/practical papers (courses) as per the requirement of the programme. Evaluation of project/dissertation and *viva-voce* examination also shall be conducted if the same are included in the syllabi. The guidelines set by the Academic Council shall be followed for the conduct and evaluation of such examinations.

2.2 Grievance Redressal Committee

There will be provisions for grievance redressal at three levels:

01. At the level of the course teacher concerned.
02. At the level of a departmental committee consisting of the Head of the Department, a coordinator of internal assessment for each programme –



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nominated by the HOD and the course teacher concerned.

03. At the level of the College, a committee consisting of the Principal, Controller of Examinations, Head of the concerned Department and one faculty member of the College nominated by the Principal every year.

2.3 Examination Branch

As per the guidelines of the University Grants Commission for autonomous Colleges, at Sri Guru Teg Bahadur Khalsa College (Autonomous), Sri Anandpur Sahib, there is an examination branch headed by the Controller of Examinations (CE) who will be a permanent faculty member appointed by the Principal as per guidelines set by the Governing Body of the college.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of deputy controllers, deputy registrars and assistant registrars depending on the quantum of work in the examination branch. The team will do examination work along with their teaching work as scheduled by the College. There shall be a team of system analysts, computer operators, data entry operators and other helpers in the examination branch. Examination branch will have appropriate infrastructure for generating question papers and other relevant confidential materials.

All part-time/full time functionaries of the Examination branch shall be paid honorarium for the extra work being done by them apart from their usual work. Such honorarium shall be fixed from time to time by the Governing Council.

Remuneration for examination work should be decided by the Finance Committee and shall be approved by the Governing Council.

2.3.1 Powers and Duties of the Examination Branch

A. Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for the **preparation of examinations time table** of the College and all other contingent matters connected with examinations. The Controller of Examinations, in the execution of his/her office, shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination shall make earnest



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efforts to see that all examinations are conducted as per the scheduled academic calendar and end semester examinations are completed on scheduled time and results published within 15 days. The responsibilities of the Controller of Examinations shall include:

01. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners along with all other contingent matters connected with examinations.
02. Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
03. Take measures to prepare and announce in advance the Calendar of Examinations and issue instructions and notifications of examinations as and when required.
04. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.
05. Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.
06. Payment of remuneration and travelling allowances to question paper setters and examiners.
07. Taking quick decisions as circumstances warrant with or without taking advice from examination branch.
08. Preparing panel of paper setters and arranging printing of question papers, making arrangement for the proper assessing of answer sheets and process the results.
09. Arranging for the timely publication of results and forward reports to the university and Academic Council.
10. Exercising control over the space allotted for the examination wing including that for centralized evaluation. Further he/she should ensure that the rooms,



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buildings, laboratories, stores etc. are well in order/prepared to conduct the examinations.

B. Deputy Controller of Examinations

The Deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations/Principal.

His/her duties shall include:

01. Membership in examination committee.
02. Supervise the office staff of CE's office and manage the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.
03. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
04. Communications at various levels of examination planning, preparation, execution, evaluation, tabulation and mark list printing and distribution.
05. Preparation and printing of answer booklets for various examinations.
06. Making sure that the question papers are ready before the examinations are scheduled.
07. Helping CE in all his activities (finding question paper setters, examiners, actual organization and implementation of examination system)
08. Making sure that the forms relating to examinations are ready in time (applications, admit cards, challans etc.)
09. Keep record of Sessional Examinations (Mid Semester Tests) and Internal Assessment.
10. Making arrangements for properly accessing the performance of the candidates in the examinations.
11. Making sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.
12. All other tasks required for the conduct of evaluation process.

C. Examination Assistants

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination branch. They shall be conversant with the rules and regulations



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necessary for carrying out their duties efficiently. They shall be responsible for:

01. Providing assistance for the preparation and printing of answer booklets for various examinations
02. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, evaluation, tabulation, and mark list in consultation with the Deputy Controller of Examinations.
03. Maintaining registers for inward and outward communications.
04. In charge of typing/data entry section attached to the examination cell where all examination related typing/data entry works will be carried out.
05. Ensuring timely completion of the typing/ data entry work, comparing with the draft and if required making appropriate corrections and putting up files properly in consultation with the senior officers.
06. Processing of applications for registration to examinations and preparation of nominal rolls.
07. Preparing and dispatching of admit cards.
08. Ensuring that the question paper packets are ready for examinations.
09. Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters, invigilators, revaluation, recounting, supplementary examinations etc.).
10. Preparing tabulation registers, mark lists etc.
11. Assisting the senior officers in the transit of files, communications and stationary.
12. Making sure that the examination office, computer desks and typing pool are neat and clean.
13. Keeping examination - related records safe and maintaining their confidentiality.
14. They shall discharge duties entrusted to them by superior officers from time to time. They shall also ensure that unauthorized persons do not enter the examination cell.



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CHAPTER 3

PREPARATION FOR EXAMINATIONS

The following activities shall be performed by the Controller of Examination (CE) with the approval of the Principal to facilitate the smooth conduct of examinations.

01. Question Paper Setting
02. Scrutiny of Question Papers
03. Evaluation of Answer Sheets
04. Arrangement of Practical/Viva-Voce
05. Formation of Pass Board

3.1 Question Paper Setting

The Controller Examination with approval of Principal shall frame the guidelines for the paper setting. These guidelines shall include the following guidelines for paper setters:

01. There shall be separate panel of question paper setters for each subject of various programmes.
02. The panels of question paper setters are to be prepared by the Chairman, Board of Studies (BoS) of the concerned subject and shall be submitted to the Academic Council for approval.
03. The panel prepared by the Chairman, BoS shall be treated as highly confidential and shall not be included in the minutes of the meeting of the BoS or the department. He/she shall handover the panel to the CE personally in a sealed envelope in the personal name and address of the controller and marked “confidential” or shall be sent by registered post.
04. There shall be a minimum of five members in the panel of question setters for each course (paper) and the tenure of the panel shall be for two years.
05. Every two years, the existing panel available with the CE shall be forwarded to the Chairman of the BoS for revision.
06. The CE shall select the required number of persons from the panel for consideration



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for appointment as question paper setters. Communications are sent to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the Autonomous College. If any person declines the nomination, another person selected by the CE from the panel is addressed and his/her consent is obtained. When adequate number of persons is available for a subject, a formal order of appointment is issued to them by the CE.

07. The appointment of Question Paper Setters shall be made by the CE in the first month of each semester.
08. Question Paper Setters shall be appointed for one year and shall be eligible for reappointment for successive years following the year of first appointment.
09. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.
10. Copies of all communications from the examination branch, which have relevance in the conduct of examinations, shall be maintained in the office of the CE.

3.1.1 Qualifications of Question Paper Setters

01. A person engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute or College affiliated to Universities shall be appointed to set question papers.
02. The CE shall be competent to approve appointments as Question Paper Setters waiving the above requirements in exceptional cases and his/her action shall be reported to the Academic Council.

3.1.2 Instructions to Question Paper Setters

Question Paper Setters should strictly comply with the following instructions.

01. All Question Paper Setters are required to keep their appointments strictly confidential.
02. Question papers can be sent to the CE preferably by password-protected email or in compact disc. Hand-written questions shall be submitted in exceptional cases where the questions must be legibly written in the Paper Setters' own handwriting and shall



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contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see that words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.

03. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper and special directions, if any. In the case of question papers which are common to two or three examinations, mention shall be made of the fact in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for subdivisions of questions shall also be indicated.
04. All the question papers shall be complete in respect of headings and directions to candidates.
05. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g. 1/3, 2/3, 3/3 where 1, 2 etc. refers to the numbers of pages and 3 the total number of pages.
06. Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
07. No question shall be set calling for a declaration of religious or political belief on part of the candidate.
08. Questions must be set with relation to the prescribed course of study and the books recommended by the BoS of the College and must conform to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the CE. All the soft copies of the draft and question papers shall be deleted from the computer



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- after submitting the same to the CE.
09. Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague, or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole course of study and the books prescribed.
 10. The question papers shall be such that a candidate of decided ability well prepared in the subject can reasonably be expected to answer the question paper completely within the allotted time and secure full marks.
 11. The special attention of Question Paper Setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates.
 12. Information regarding drawing sheets, squared paper, tables and charts, maps if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These details may also be furnished to the CE separately.
 13. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this or in other Universities.
 14. No Paper Setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.
 15. Question Paper Setters, after finishing the work of setting question papers, shall send the memorandum showing the work done by them to the CE and their remuneration bills at the earliest. The remuneration shall be paid within seven days after the receiving of Question papers.
 16. Question Paper Setter having a relative undertaking exam shall not be eligible to set the Question Paper.

3.1.3 Appointment of Question Paper Setters and their Duties

Appointment of Question Paper Setters is considered as the most important responsibility of the College, as it demands confidentiality.

01. The Controller of Examinations appoints question paper setters from the panel of



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question paper setters submitted by board of studies.

02. No member shall be assigned for more than three question papers at a time.
03. It shall be the duty of the Controller of the Examinations, to assign duties to the members of the respective Boards and give such instructions that are necessary for the efficient conduct of the works related to that Board. He is also responsible to give such information, assistance and advice to Question Paper Setters as may be necessary for determining the precise character of question papers required in each subject.
04. The Question paper setters shall send the question papers to the CE before the last date intimated.

3.2 Scrutiny of Question Papers

The questions/question papers received from the setters shall be scrutinized by the Permanent staff nominated by Controller Examinations with the approval from Principal. This work shall be done in the office of Controller confidentially. The objectives of the scrutiny shall be to ensure that the questions are:

01. In conformity with the prescribed syllabus and scheme of examinations
02. Has maintained the required standard
03. Free of typographical and grammatical errors

The CE shall make necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

The bills for remuneration received from the paper setters will be transferred to the section dealing with the appointment of paper setters for arranging payment.

3.3 Evaluation of Answer Sheets

The categories of examiners and their duties shall be decided by the Academic Council, from time to time. The panel of examiners, both internal and external as per requirement for each course, shall be prepared by the BoS and shall be forwarded to the CE in the prescribed format.



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3.3.1 Term of Appointment of Examiners

Examiners shall be appointed for odd or even semesters and shall be eligible for reappointment. This may be waived in special cases by the Academic Council, provided that the number of new examiners appointed in any semester who have not previously been examiners shall not exceed one half of the total number appointed to a Board.

3.3.2 General Conditions for Appointment of Examiners

01. Ordinarily, a person with a minimum teaching experience of two years in a College or University Department is eligible for first appointment as examiner. However, this may be waived by the Academic Council in special cases.
02. For selecting new examiners, the first preference shall be given to those who have two years or more of teaching experience and who have not been appointed so far.
03. No person above the age of 60 shall be appointed or allowed to continue as an examiner. However, this can be waived by the Academic Council in special cases.

3.3.3 Duties of the Board of Examiners

01. The appointment of examiners for each semester shall be made and confirmed before 30 days of the commencement of the examination for both theory and practical.
02. Only persons having the prescribed qualifications and at least two years of teaching/research experience at the appropriate level shall be included in the panel.
03. The Academic Council shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the CE shall report the names of such persons to the Academic Council who may disqualify such persons from being examiner/paper setter in future.
04. The period of appointment of all examiners or paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations.



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05. The CE shall constitute a Board of Examiners, for each subject for odd and even semesters. All examiners appointed to evaluate the answer books relating to the examinations coming under the Board will be the members of the Board. Every Board constituted, as above shall have a Chairman who will be appointed by the CE. All examiners shall be required to attend meetings, if any, convened by the college. In case, a member does not turn up for the meeting(s) without sufficient reasons, the CE may remove him/her from the panel of examiners.
06. It shall be the duty of the Controller Examination to assign duties to the examiners and give such instructions that are necessary for the efficient conduct of work relating to evaluation.
07. The Controller Examination, in case of need, can review the scripts evaluated by the examiners and suggest ways and means to achieve objectivity in evaluation.

3.3.4 Appointment of Examiners

01. Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the Academic Council. The appointment of examiners shall be made by the CE from the panel of examiners recommended by the Academic Council
02. The examiners shall be directed to contact the CE and inform their preference of subject for evaluation of answer papers and conduct of practical examinations. A Copy of the “Instruction to the Examiners” shall be sent to each examiner and his/her acceptance shall be obtained in the prescribed form.
03. The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forth with be asked to furnish their explanation in writing for doing so and the matter may be reported to the Governing Council for appropriate action.

3.3.5 Allotment of Work

The CE shall be provided with the approximate number of candidates appearing in the examination for distribution of the evaluation work according to the norms fixed by the Academic Council. Communications regarding the details of answer scripts allotted for evaluation shall be sent to all examiners.



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Examinations for which centralized evaluation camps are conducted, the list of examiners and distribution of work are prepared and handed over to the section dealing with the conduct of centralized evaluation.

Arrangements shall also be made to appoint substitutes in place of examiners who fail to appear for examination duty without notice.

A copy of the list of examiners shall also be forwarded to the section dealing with the payment of remuneration to examiners immediately after the publication of the results of the examinations.

The rate of remuneration for examination works (End Semester Examinations) for the external examiners shall be applicable for the internal examiners also.

3.3.6 Memorandum of Instructions to Examiners

The examiners shall comply with the following instructions:

01. All routine correspondence relating to examinations shall be addressed to the CE, Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib by designation and not by name. In all correspondence, by letter or by e-mail, full details of the examiner ship shall be given below the examiner's name to enable easy identification of the examiner and also for prompt action to be taken. Urgent matters, if any, may be communicated over the mobile or telephone.
02.
 - a. Examiners are appointed by the CE for evaluating answer books and/or for conducting Viva-voce and/or practical examinations at the College held during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
 - b. Examiners who having accepted the appointment and declined the work later without assigning reasons acceptable to the CE and thus cause inconvenience to the College and dislocation of the time schedule, are liable to be removed from the panel for a period of two years.
03. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential.
04.
 - a. The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution



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during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examiner ship in the autonomous college.

- b. In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the CE giving the name and roll number of the candidate.
 - c. All examiners shall be required, as a condition of their appointment, to attend meetings, if any, convened for instructions to be issued.
- 05.
- a. Every examiner engaged in the evaluation of answer books, shall furnish the correct number of answer books received for evaluation in the prescribed form sent to him/her together with the answer books.
 - b. He /She is responsible for the answer books sent to him/her. He/she should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the CE immediately.
- 06.
- a. All examiners in a subject should do their best to secure uniformity of marking/grading. Answers to questions and subdivisions of questions should be separately marked against them and the marks/grades awarded to each question shall be shown on the cover page of the answer book only.
 - b. Answers must be checked a second time to verify that no answer to a question or a sub division has been left out in the evaluation.
 - c. If there are grave defects in the evaluation, totaling of marks/grades or entering of the marks, or inefficiency in the discharge of duties entrusted to them, without prejudice to any other action that may have been taken against him/her, the examiners who default by entering wrong grades/marks, by giving wrong totals and by not evaluating answers to questions shall be removed from the panel for a period to be decided by the examination branch.
 - d. All evaluated answer books shall be sent by the examiners to the CE. The answer books should be kept in the safe custody of the office of the CE for a period of one year after the publication of the results.



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- e. After the publication of result, photocopy of the answer books shall be supplied to the candidate on request with stipulated fee fixed by the examination branch from time to time.
07.
 - a. Practical Examinations will be held at the College fixed from time to time. The work at practical examinations will be prescribed by the CE.
 - b. The answer books and also the mark/grade books of the practical examinations shall be sent to the CE for scrutiny immediately after all the practical examinations are over.
 - c. In the case of answer books of practical, there will be no revaluation but there shall be provision for scrutiny.
 08.
 - a. Marks/grades should be carefully entered in the mark/grade books supplied by the College in the serial order of the roll numbers of the candidates as given in the answer books. Fractions of marks in the total of each paper should be brought to the next integer, which alone should be entered in the mark books. In no case, should a candidate be given more marks/grade than the maximum.
 - b. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark/grade books as far as possible. If correction becomes necessary, it must be attested with full signature.
 - c. Marks should be written in words also. The word 'only' should be added in the case of marks awarded in round numbers such as 10,20,30 etc. and also in the case of single digit marks. In the case of grades, grade point shall be clearly written in the space provided for the same in the grade sheet.
 09. A Moderation Committee may award moderation of marks/grade only for the following reasons: (1) unusual difficulties in the question paper and/or (2) deviation of the question paper setter from the prescribed syllabus or standard.

3.4 Arrangement of Viva-Voce

It shall be competent for the BoS and Academic Council to decide whether a particular subject needs viva-voce/oral examination. The CE shall refer to the minutes of the meetings of the Academic Council and BoS for this purpose.



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CHAPTER 4

CONDUCT OF EXAMINATIONS - PART I

The Controller of Examinations shall prepare the examination calendar for every academic year/semester, well in advance, and shall publish the same on the College website. The information regarding the same shall be passed to Heads of all Departments.

All examinations of the year/semester shall be conducted as per the examination calendar. No separate notification shall be issued.

4.1 Issue of Date Sheet of Examinations

The CE shall issue the date sheet of various examinations in every semester, 15 days before the commencement of the End Semester Examinations.

4.2 Registration for Examinations

- a. All students admitted in a programme (UG & PG) with payment of prescribed fee are eligible for the forthcoming semester examinations.
- b. Online application for registration to the various End Semester Examinations shall be forwarded to the CE along with prescribed fee for each course in prescribed format.
- c. The eligible candidates who secure the prescribed minimum attendance of the total duration of the course and possess other minimum qualification prescribed in the regulations for each course shall be issued the admit cards. The electronically generated admit cards shall be uploaded on the College website.

4.3 Scrutiny of Applications

4.3.1 Verification of Applications

The applications shall be verified for the following:

a. Correctness of the Application

The columns and spaces must be correctly and legibly filled up. No space shall be



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kept unfilled.

b. Payment of Prescribed Fee for Re-appear Students

Applications not accompanied by the documents to prove payment of fee shall not be entertained. In cases of less payment where the deficiencies are negligible, the question whether such applications need be considered for provisional admission may be decided in consultation with the supervisory officers.

c. Certificates of Qualifying Examinations.

No candidate shall be given admittance in the examination unless he/she possesses the qualification prescribed by the regulation relating to the course and admission rules. Application of the candidate who is not qualified as mentioned above shall be rejected and the matter may be communicated to the Principal and the candidate. In the case of candidates, who apply for registration for the first year/semester of college examination, the certificates of the qualifying examination passed by the candidates should be verified to ensure that:

- a. The qualifying examinations passed by the candidates are included in the category of minimum qualification prescribed by the University for Admission to the course of study undergone by the students.
- b. The qualifying examinations passed by the candidates from Universities other than Punjabi University have to be recognized by Punjabi University as equivalent to the corresponding examinations of this University. Recognition of qualifying examination is to be obtained by each candidate in respect of the qualifying examination passed by the candidate
- c. The name entered by the candidate in the application is the same as the name entered in the qualifying certificate.
- d. In cases where minimum marks are prescribed for admission to a particular course, the mark list of the qualifying examination shall be verified to ascertain eligibility of the candidates for admission to the course of study. The list of eligible candidates shall be prepared subject-wise and in alphabetical order. In case of failure in submitting relevant certificates in time, such candidates shall be provisionally admitted by issuing a provisional admit card and the candidate concerned shall be directed to rectify the



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defects in stipulated time. Otherwise his /her examination will be cancelled.

4.3.2 Preparation of Nominal Roll

A nominal roll showing the name of examination, month and year of examination, name and roll number allotted shall be prepared for each examination. The names and roll numbers shall be given under separate categories such as regular/ supplementary/old scheme etc. on the last page of the roll, details such as total number of candidates registered, number of regular students, number of supplementary/improvement candidates may be given for easy reference whenever required.

4.3.3 Preparation of Admit Cards

The admit card of the eligible candidates shall be generated in the CE's office with name, roll number and recent photograph of the candidate. The admit card shall contain the details of the courses with codes and titles for the concerned semesters. The admit cards shall be uploaded on the website of the College which shall be downloaded by the students.

4.4 Preparation of Answer Books

- a. The main answer books to be supplied in the examination shall be prepared well in advance with specific format and different serial codes/bar codes.
- b. Required number of blank answer books shall be handed over to the CE of the examinations.

4.5 Question Paper Bundles

The required question papers shall be packed in sealed envelopes with details regarding the name of examination, the month and year of examination, name of the subject, date and time of examination and number of copies of question papers enclosed. A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, subject/course code, number of question papers required and the number of question paper packets prepared. The statement and the entries on question paper envelopes shall be compared and ensured that entries are correct.

01. The parcels of question papers and the memorandum of the content of the sealed



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envelopes in the parcel shall be dispatched as personal delivery to the Superintendent of examinations.

02. The Superintendent should verify that the seal and cover of the parcels are intact and descriptions on the cover of each sealed envelope agree with those in the memorandum of content received.
03. Safe custody of the question paper packets and also the answer books supplied from the CE's office for the concerned semester examination will be the responsibility of the Superintendent.

4.6 Dispatch of Date Sheet, Nominal Roll and Instruction to Candidates

Date Sheet, nominal roll and instruction to candidates shall be sent to the Superintendent of examinations at least two days before the commencement of the concerned examination.

4.7 Preparation of Tabulation Register

Tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with examination cell of the College. Tabulation register is a permanent record. It shall contain the seal of the College, details of the examination taken by the candidate and the marks awarded to the candidate.

4.8 Cancellation of Admit Cards

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



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CHAPTER 5

CONDUCT OF EXAMINATIONS – PART II

5.1 Methods of Examinations

- i. Unless otherwise provided for, Examinations shall be conducted by one or more of the following methods:
 - a) Written
 - b) Practical
 - c) Oral
 - d) Computer Assisted Testing
- ii. Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated therein.

5.2 Prohibition of Religious Belief or Profession or Political Views

No question shall be put at any examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

5.3 Appointment of Superintendent, Deputy Superintendent, Assistant Superintendent, etc.

Controller Examinations shall appoint Superintendent, Deputy Superintendent, Assistant Superintendent and all other staff required for the smooth conduct of the examinations. All such staff members shall be paid remuneration, as fixed by the Governing Council, from time to time. The following guidelines may be followed for the smooth conduct of the examinations.

01. The Superintendent shall ensure that (a) the list of candidates appearing for the examination (b) required number of answer books and (c) the stationery required for packing answer sheets are received at the venue at least 2 days prior to the commencement of examinations.



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02. Before opening the outer packets of the question papers, verify and assure that it is the right one for the day/session.
03. The following arrangements are made for the conduct of the examination:
 - a. Seating arrangement for the candidates (roll number to be written on the desk at the right upper corner)
 - b. Examination room is clean, properly lighted and that no writing is there on the desks/walls or board.
 - c. Room / hall wise seating plan for candidates are displayed at a prominent place in the portico of the College and at a prominent place in every centre.
 - d. Selection of appropriate number of invigilators from among the faculty members, well in advance as per norms, in this regard.
04. See that the examination hall is opened only 20 minutes before the commencement of the examination. The students are to be instructed to occupy their seats at least 15 minutes before the commencement of the examination.
05. In an unforeseen event of late commencement of examination, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations telephonically. However, late commencement of examinations beyond 30 minutes is not permitted, at any circumstances.
06. The question paper packet shall be opened only 30 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/Superintendent appointed by the CE. He/She should ensure that the seal of the question paper cover is intact. They should sign in the space provided on the cover to ensure the same.
07. Ensure that the invigilator for each room collects the question paper and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.
08. Mobile phones, programmable calculators and other electronic gadgets should not be allowed in the examination room even if they are switched off. If any student brings in such materials to the examination room, they have to be taken into custody by the invigilator and submitted to the Superintendent at the earliest.



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09. Allow only admit card, pen, pencil, eraser and ordinary calculator in the examination room. Hand bags should not be permitted inside the examination rooms.
10. Keep utmost vigil throughout the examination process. The Superintendent may frequently visit the examination hall and ascertain that the invigilators are doing their duties and are not engaged in conversation, standing on the veranda, reading or writing inside the examination hall.
11. A candidate shall not be allowed to write the examinations, if he/she does not have a valid admit card. However, if a student reports that his/her admit card is lost, the Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the examination cell for issuing a duplicate admit card.
12. For undergraduate examinations, all used answer books shall be packed within 30 minutes after the examination is over. The name of the subject and roll numbers of candidates should be written on all packets using a sketch pen.
13. Unused answer books shall be counted and kept in safe custody and a stock register should be kept for this purpose.
14. The Superintendent shall go through the 'Instructions for the invigilators' and give necessary directions as and when required.
15. In case of using answer papers of different series; the Superintendent shall decide which series of answer books should be issued on a particular session/day. He/she should take this decision one hour prior to the commencement of the examination.
16. The Superintendent is responsible for keeping proper accounts for the stock and use of the main answer books.
17. **Consolidated Absentee Statement** - The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded to CE at the end of each category of examinations.
18. **Report Regarding Invigilation Works** – After the completion of the examination, the Superintendent must give a schedule of work done by each invigilator stating the date and session and hall number he/she has invigilated.



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5.4 Instructions to the Invigilators

Invigilation is one of the most important tasks required to be performed during the conduct of an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators are given below.

01. Report to the Superintendent at least half an hour before the commencement of the examination.
02. Be present at the time of the opening of the question paper cover.
03. Collect correct number of question papers and answer sheets from the Superintendent and as certain that the question papers pertain to the examination scheduled for that day.
04. Candidates need to be admitted only if they have valid admit card. If not, direct them to the Superintendent for necessary guidelines.
05. Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, calculators, or digital diary or any other electronic equipment instruct him/her to keep them outside the examination hall.
06. Verify the identity of the candidate through the photograph on the admit card and mark the attendance of the candidates.
07. Distribute the answer sheets 5 minutes before the commencement of the examination and direct them to fill in the roll number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details filled in/bar code affixed by the candidate are correct.
08. Ten minutes before the closing of examination, do not allow any candidate to leave the room. On the completion of time, ask the candidates to stop writing and put their pens down.
09. Collect the answer books and arrange them in the order of roll numbers and hand over the same with attendance list and unused answer books to the Superintendent. Invigilators shall leave the examination premises after reporting to the Superintendent.
10. No candidates shall be allowed to leave the examination before half time after a question paper has been given out.



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11. In case of Medical emergency, Candidates who leave the examination hall before half time should surrender their question papers with their names and roll numbers written on them to the Assistant Superintendent and the candidate(s) may collect them back after the examination, if they so desire.
12. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examination on subsequent days and the matter may be reported to the Controller of Examinations.
13. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.

Important Notes

01. No Candidates need be admitted if they do not have valid admit cards.
02. Candidates shall be admitted to the examination room 15 minutes before the scheduled time.
03. No students shall be admitted to the examination hall 30 minutes after the commencement of the examination.
04. See that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
05. Do not give any clarifications to the students regarding mistakes in question paper, mode of answering etc. If any, ask the candidates to give it in writing to the Superintendent, who, in turn will forward the same to the CE.
06. Allow the use of logarithm tables, calculators etc. only if the use of these are permitted as per the instructions given in the question paper.
07. Do not allow mobile phones or any electronic equipment in the examination hall.
08. Keep alert, vigil and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and make a report to the Superintendent who, in turn will forward the same to the CE.
09. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.
10. Do not allow refreshments for the candidates in the examination hall.



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11. Do not make any correction in the roll number written by a candidate on his/her answer book. In any such cases ask him/her to correct it and then counter sign it.
12. Candidates should not be allowed to leave the hall before the expiry of half time from the commencement of the examination.
13. No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out.
14. In case of medical emergency the candidates who leave the examination hall before half time surrender their question papers with their name and roll number written on them.
15. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take the examinations on subsequent days and the matter may be reported to the Controller of Examinations.
16. Permit the candidates to leave the examination hall only after handing over the answer book to the invigilator.

5.5 Instructions to Candidates

01. Every student shall register for the College examination of the relevant semester in which he/she is studying for obtaining promotion to the next semester.
02. The candidates should ensure that they receive their admit cards at least two days prior to the examinations.
03. The candidates should bring their admit cards on all days of the examination failing which they will not be admitted to the examination hall.
04. If the admit card is lost, they should immediately submit an application for a duplicate admit card to the examination cell.
05. The candidates should enter the examination room at least 15 minutes before the commencement of examination and shall not leave the room during the last ten minutes. In exceptional cases, the Superintendent can permit relaxation up to a maximum of 30 minutes for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before 30 minutes after the commencement of examinations.



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06. Candidates are permitted to use only blue ink pens for writing examinations.
07. No materials except, writing materials and admit card are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the invigilator.
08. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc. are liable to be punished as per rules. (See Annexure I)
09. The candidates should write their roll numbers, name of examination, etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.
10. They should not write anything in the question paper other than their names and roll numbers. Last page of the answer sheet can be used for rough work.
11. Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the invigilator.
12. Candidates should return answer sheets before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the invigilator during the course of examination.
13. The candidates are forbidden to ask questions of any kind during the examination. Invigilators are instructed to refuse to answer any inquiries what so ever, relating to the question papers whether an explanation of the meaning or the correction of typographical errors Candidates are not allowed to write anything except the roll number on the question papers supplied to them.
14. Candidates shall take their places in the examination hall at least 15 minutes before the time fixed for giving out the question papers. Candidates presenting themselves more than half an hour after the commencement of the examination should not be admitted for the examination of that day.



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15. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination may be strictly enforced.
16. No candidates shall be allowed to leave the examination hall till half time after a question paper has been given out.
17. In Case of medical emergency, Candidates who leave the examination hall before half time should surrender their question papers with roll numbers written on them to the Assistant Superintendent and the candidate(s) may collect them back after the examination, if they so desire.
18. Candidates who leave the hall refusing to surrender the question papers, as stated above shall not be allowed to take examinations on subsequent days and the matter may be reported to the Controller of Examinations.
19. Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall. They should not be permitted to leave the hall after keeping their answer books in their seats.

5.6 Separate Sitting Arrangement of Candidates on Account of Disease

Separate Sitting Arrangement shall be made by the Superintendent for the candidate, on being satisfied that he/she is suffering from any infectious or contagious disease. Such cases shall immediately be reported to the Controller of Examinations.

5.7 Exclusion of Candidates for Misbehaviour

Candidates taking an examination shall be under the disciplinary control of the Superintendent, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Superintendent/Invigilator or behaving insolently towards the Superintendent/Invigilator, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if he/she persists in his/her misbehaviour he/she may be excluded from the rest of the examinations by the Superintendent. In all such cases the matter shall be reported to the CE.



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5.8 Debarring Candidates and Quashing Results

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

5.9 Punishment for Malpractice

If the UMC Committee is satisfied after an enquiry that there have been malpractices in the examinations, the committee, after providing an opportunity to present his/her case, may punish such person in such manner as it may deem fit. (See Annexure I)

5.10 Packing of Written Answer Books

The Superintendent and Assistant Superintendent shall make sure that the written answer papers are packed properly immediately after the examination. The packets shall be delivered to the CE's office on the same day of examination. The packets should have the following details:

01. Serial number
02. Title of the paper /subject/scheme/year of admission etc.
03. Date of examination
04. Number of candidates registered
05. Number of answer books in the packets
06. Initials of the Superintendent/Assistant Superintendent

The details of the packets received in the CE's office shall be noted in a register with the date of receipt.



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CHAPTER 6

TABULATION AND PUBLICATION OF RESULTS

6.1 Tabulation Register

The whole process of calculating the final marks shall be automated using computer programme. Raw results shall be printed department wise for analysis by the Pass Board. Score sheet shall be printed in the CE's office. The section officer shall check all entries, grace marks if any awarded and classification of results and put his signature on all pages of the tabulation register.

6.2 Preparation of Grade Score Sheet

Computerized grade cards shall be prepared semester wise after successful completion of the semester. The section dealing with the examination shall prepare a statistics of the result with details such as:

01. Name of examination with month and year.
02. Number of candidates registered for the examination.
03. Number of candidates appeared for the examination.
04. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and the number of candidates in each class.
05. Percentage of pass.

On preparation of the results, CE shall issue orders to publish the results.

6.3 Publication of Results

The final approved result of the concerned semester examination shall be published. A list of candidates who have secured the first three ranks in each branch of examination shall be published along with the final result of the courses, if the ranking is practiced. The results shall be posted on the Website. The students can download the semester score sheet from the website within the stipulated time period.



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6.4 Revaluation

There shall be provision for revaluation on payment of fee for papers evaluated by single evaluation system. The application has to be submitted to the office of the Controller of Examinations within **fourteen days** of the publication of the semester results. A different examiner shall value the paper if marks increase/decrease by 10% and average of the two will be the final mark. Any candidate (UG & PG) can apply for revaluation of marks on payment of fee.

6.5 Preponement of Examinations

Candidates shall write the prepone examinations conducted by the College along with regular examinations in December and May. Outgoing students (UG & PG) can appear for the supplementary examination in June and December if they have a maximum of 1 paper to complete the degree and if they have passed all lower examinations.

6.6 Grace Marks

The grace marks shall be allowed according to the rules and regulations of 'Award of Grace Marks'. The award of Grace Marks is subject to the following conditions:

- a) Up to 1% of the total Marks of Part-I, Part-II and Part-III examination for UG courses of Three year degree; or Part-I, Part-II, Part-III and Part-IV examination for UG courses of four year degree shall be added to the secured aggregate to award a higher division, to a candidate.
- b) Up to 1% of the total Marks of Part-I and Part-II examination for PG courses shall be added to the aggregate of Part-I and Part-II examinations to award a higher division; or 55% so that the student become eligible for various entrance exams.
- c) Grace marks to be given shall be calculated on the basis of 1% of total aggregate marks of all the written papers of the examination concerned. Marks for viva voce / internal assessment/sessional work /any additional /optional subject shall not be taken into account for this purpose. If a fraction works out to half or more, it shall count as one mark and fractional less than half shall be ignored.
- d) Grace Marks to the extent of 1% of the aggregate marks prescribed for an examination (to be raised to the next whole number) will be awarded to a student in the failed subject(s) provided the student passes the examination by the award of such Grace Marks.



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6.7 Conduct of Special Chance Examination

The Principal can provide Golden Chance (with special chance fee) to students who have not been able to clear his/her examination even after two attempts of reappear examination.



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CHAPTER 7

INFORMATION SECURITY POLICY OF EXAMINATION BRANCH

Information is a vital college asset which requires a strong protection from unauthorized access, modification, disclosure or destruction. Maintaining security, confidentiality, integrity, and availability of information stored in the electronic systems of the college as well as in paper form is a responsibility shared by all users. Violation of this policy results in disciplinary action.

Users of the college systems, both electronic and physical, are responsible for protecting the information processed, stored or transmitted using these resources. This can be ensured by incorporating the following standard best practices into daily activities:

1. Confidential data of the college, both electronic and physical, shall not be stored in any college system unless the persons who have access to that system have a legitimate need to know the information involved.
2. Confidential or sensitive data shall not be distributed to external entities unless approved by the competent authority.
3. Confidential information shall only be distributed to internal entities on a need to know basis.
4. All student information shall be assumed as private.
5. Secure means shall be used to transmit confidential data.
6. Physical spaces such as filing computer systems, cabinets, offices and workrooms containing protected college information shall remain locked when unsupervised.
7. Access to electronic data of the college must be limited to employees using unique assigned security credentials.
8. Strong passwords should be utilized to minimize the risk of a password being compromised and data being lost due to unauthorized access. All user network/email passwords must meet the following requirements:
 - Passwords should be changed at regular intervals.
 - Minimum password length should be of 8 characters.
 - Password must contain 3 of 4 of the following items:



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- Capital Letter (ABC....)
 - Lowercase letter (abc ...)
 - Number (123)
 - Special Character (?!|...)
 - Passwords should not contain common dictionary words.
 - Passwords should not contain keyboard patterns (qwerty).
 - A character should not be repeated for more than twice (aa.. 33).
 - Last five passwords should not be reused.
 - Passwords should not contain user's display name.
 - Passwords should not contain user's user name.
9. Account names and passwords shall not be shared if the account is not configured to be a shared account.
 10. Attachments and links embedded in emails should not be opened unless making sure that the email is from a reliable source and is intended to be sent from that source.
 11. Username and password should not be filled into any Internet form to verify the credentials unless it is from a legitimate source.
 12. Public systems should be logged out of at all costs when the work related to the college is complete.
 13. College assigned systems should be logged out or locked after the work is complete.
 14. Passwords should not be saved in web browsers or e-mail clients.
 15. College material shall not be posted on any publicly-accessible computer or website unless first approved by the appropriate authority of the college.
 16. College-owned or maintained hardware, software or information shall not be damaged, altered or misused in any situation.
 17. Personal storage devices shall not be connected to the college computers and personal storage devices shall not be used to store data related to the college.
 18. Security measures in place at the college shall not be tested (including ethical hacking) without authorization.
 19. Devices should be secured with a password when the device is turned on and when the



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screen saver is deactivated.

20. All computers (desktops/laptops), accessing electronic data of the college, must run up-to-date anti-virus/anti-malware software.
21. All computer systems should be kept up to date with the latest software maintenance releases.
22. Backups of the vital data should be performed at regular intervals.
23. No unwanted/unneeded software should be installed on the college computers.
24. Wired LAN should be preferred over Wireless networks to connect the computers where confidential information is stored.
25. Internet as well as Local Network access of the college devices must be through the Firewall.
26. Computers, where Question Papers or any other material related to examination is prepared or stored, must not be connected to the network.
27. File and print sharing facilities should be installed only when it is absolutely required. When files are needed to be shared through the network, they should be protected with password and also with read-only access rules.
28. The authorities must be immediately notified if passwords or other system access control mechanisms are lost, stolen or disclosed or are suspected of being lost, stolen or disclosed.
29. The authorities must be notified in case of loss of any sensitive or critical college information or disclosure to any unauthorized parties and about suspicion of such loss and disclosure.
30. The authorities must be notified in case of any unauthorized use of college systems and about suspicion of such use.
31. Information pertaining to security-related problems must be forwarded to the authorities immediately. This information must not be distributed further.
32. Information about security-related incidents must not be discussed with individuals who do not have a need to know.



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CHAPTER 8 **MISCELLANEOUS**

8.1 Condonation of Shortage of Attendance

Candidate can seek condonation of shortage of attendance only once in a 2 year course and twice in other courses of longer duration. Following are the rules regarding attendance requirement:

1. Every candidate is to secure 75% attendance of the total duration of the course.
2. A candidate having a shortage of 10% can apply for condonation of shortage in prescribed form on genuine grounds. Condonation of shortage of attendance if any should be obtained at least 7 days before the commencement of the concerned semester examination.
3. It shall be the discretion of the Principal to consider such applications and condone the shortage on the merit of each case in consultation with the concerned course teacher and Head of Department.
4. Unless the shortage of attendance is condoned, a candidate is not eligible to appear for the examination.

8.2 Improvement Examinations

5. A candidate can improve his/her marks once by appearing again for the examination with the subsequent batch with the payment of prescribed fee. In such cases the better of the two marks shall be taken as the marks awarded to him.
6. Internal assessment marks shall be carried over to the subsequent semester examination.
7. There shall not be any provision for improving internal assessment marks.

8.3 Promotion to the Next Higher Semester

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

- a. He/she should have cleared 50% of papers of the last semesters.
- b. His/her progresses of study and conduct have been satisfactory during the semester



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completed, as per the assessments recorded by the course teacher and the Head of concerned Department.

8.4 Certificates

8. Diploma and Degree certificates are issued by Punjabi University, Patiala as per the act and statues of the University on the submission of the consolidated mark / score cards of the students by the College.
9. A consolidated mark/scored card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
10. A Course Completion Certificate with classification shall be issued to students till the provisional certificate is issued by the university.

8.5 Register of Candidates

The CE's office maintains a Register of Candidates in respect of all examinations. The register shall contain the following details:

Roll number, name of the candidate and date of birth, programme and year of admission, religion/community, fee remitted, particulars of examination taken, results and remarks

8.6 Important Registers to be maintained in the CE's Office

1. Inward registers
2. Dispatch registers
3. All Registers related to the planning, question paper setting and conduct of examinations.
4. Registers relating to evaluation of answer scripts
5. Mark Tabulation Registers
6. Semester Mark Score Sheets
7. Other registers specifically directed to be maintained in CE's office



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Annexure – I

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

| Sr. No. | Types of Malpractice | Punishment |
|---------|--|---|
| 01. | Within the Examination Hall Introduction of any material relevant to the examination willfully with the intention of copying and possession of the same. Then resisting to hand over the material to the invigilator | Debarring for one or two chances |
| 02 | Introduction of any material and copying from it or attaching the same, as part of the answer scripts | Debarring for three chances |
| 03 | Copying from the neighbor's answer scripts, depending on the gravity and extent as reported by the examiners | Debarring for upto four chances |
| 04 | Copying from the neighbor's answer scripts and disobeying the invigilator or resistance to instruction from authority | Debarring for six chances |
| 05 | Using filthy language in the answer scripts depending on the extent and gravity | Debarring for two to three chances |
| 06 | Manhandling or threatening the invigilator/officer or any authority of the College. | Debarring for four to six chances |
| 07 | Impersonation in the examination hall | Debarring for six to eight chances to Permanent debarring and Report to Police. |



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| | | |
|----|--|---|
| | | Registration shall be suspended or cancelled |
| 08 | Hampering the conduct of Examinations Disturbance outside the examination hall reported by Superintendent depending on the gravity and extent of disturbance | Debarring for two to four chances. Report to police |
| 09 | Tampering with the arrangement such as :- Sitting at wrong seat and writing the examination | Debarring for one chance |
| 10 | Rubbing of roll numbers | Debarring for one chance |
| 11 | Threatening the neighbor to show the answer script | Debarring for two chances |
| 12 | Threatening the invigilator, peons or office staff | Debarring for three to six chances |
| 13 | Shouting answers from outside | Debarring for two chances |
| 14 | Stealing answer books, additional sheets smuggling question papers outside the examination halls | Registration as student shall be cancelled. Report to the police |
| 15 | Disturbing the candidates from outside | Debarring for two to four chances |
| 16 | Breaking open the closed doors of the examinationHalls | Report to the police; registration as student shall be cancelled |
| 17 | Tampering with answer books of neighbors | Registration as student shall be Cancelled |
| 18 | Tampering the College | Report to the police and debarring for two chances |
| 19 | Willful tampering of mark list to promote own interests such as getting admission, etc | Debarring for 6 chances to permanent debarring and report to the police |



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| | | |
|----|---|---|
| 20 | Tampering of mark list which was used for procuring admission | Permanent debarring and withdrawal of pass certificate/degree/ diploma awarded. Report to the police. |
| 21 | Forgery in the admit card | Debarring for six chances and report to the Police |



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Stipulated Time Period within which the following services will be provided:

| Sr. No. | Name of the Service | Given Time Limit (Working Days) | Designated Officer | First Appellate Authority | Second Appellate Authority |
|---------|----------------------------------|---|--------------------------|---------------------------|----------------------------|
| 1. | Provisional Detailed Marks Card | Within two days after receiving the application | Controller (Examination) | Deputy Principal | Principal |
| 2. | Character Certificate | Within two days after receiving the application | | | |
| 3. | Backlog Certificate | Within two days after receiving the application | | | |
| 4. | Provisional Degree | Within two days after receiving the application | | | |
| 5. | Bonafide Student certificate | Within two days after receiving the application | | | |
| 6. | No Objection Certificate | Within two days after receiving the application | | | |
| 7. | Fee Structure for Education Loan | Within two days after receiving the application | | | |
| 8. | Fee Structure for Tax Rebate | Within two days after receiving the application | | | |
| 9. | Appearing certificate | Within two days after receiving the application | | | |
| 10. | Confidential Result | Within two days after receiving the application and all Award Lists | | | |
| 11. | Degree | Convocation or seven days after receiving the degree from Punjabi University, Patiala | | | |
| 12. | Original Detailed Marks Card | Within seven days after receiving the DMC from Punjabi University, Patiala | | | |