



HINDUSTHAN INSTITUTE OF TECHNOLOGY

Autonomous Institution affiliated to Anna University, Approved by AICTE, New Delhi

Accredited with 'A' Grade by NAAC, Accredited by NBA (Aero, CSE, ECE and MECH)

Valley Campus, Pollachi Highway, Coimbatore - 641 032



EXAMINATION POLICIES AND PROCEDURES

AUG 2024

EXAMINATION POLICIES AND PROCEDURES

We Strive Towards

Statutory compliance

Timeliness

Confidentiality

Objectivity

In pursuance of Excellence

The Hindusthan Institute of Technology, Coimbatore shall follow the policies and procedures as stated below:

1. REGISTRATION AND DECLARATION OF EXAMINATION SCHEDULE

- The exam schedule for all semester/yearly examinations for the year shall be notified in the college academic calendar in the first week of July.
- Examination Registration forms shall be uploaded 45 days prior to the date of exam enabling the students to download and submit them to respective departments.
- The concerned department shall submit the attendance proforma forms for eligibility and other requirements and submit them to the college office.
- The Principal will forward the proforma forms to the Office of Controller of Examinations (OoCOE) after verification by the College office.
- The exam cell thereafter shall plan, organise and conduct the examinations, get the answer books valued, prepare the tabulation report, publish the result, print grade sheets and issue the grade sheets within one month from the date of the last exam held adhering to statutory compliance, timeliness, confidentiality and objectivity.

2. PREPARATION OF QUESTION PAPERS

- The chairman of each board shall submit a panel of question paper setters / examiners to the OoCOE after passing in the Board of Studies meeting.
- The Controller of Examinations shall finalize the names of paper setters /examiners from the panel or from the data bank if such need arises.
- The Confidential cell in OoCOE shall contact the paper setters/examiners and ensure that they prepare two sets of question papers and the papers reach back the cell on time.
- At the discretion of the COE, one set shall be selected and the other one to be kept sealed in case of any contingencies.
- The selected set shall be typed at the confidential cell under the personal supervision of the cell in-charge maintaining absolute confidentiality.
- Proof reading and checking of compliance with syllabus and pattern shall be done through a scrutinizing team of external examiners thoroughly.
- Question papers shall usually be printed a day before that particular exam to be held provided that if the number of question papers required are of very big quantity, printing may be done two days in advance.
- The confidential cell shall pack the question papers in different packets with exact number of question papers required for each exam hall/ room in accordance with the seating plan given in advance by the OoCOE and keep them in the strong room after having them sealed.

3. CONDUCTING ESE EXAMINATIONS

- The sealed question papers shall be handed over to the Chief Superintendent of examinations 20 minutes prior to the commencement of the exam.
- The question papers may be opened by the Chief Superintendent of examinations after having verified of any tampering with seal and obtained signature of Anna University representative and the respective hall invigilators with the opening time.

- The invigilators shall report to the exam cell and receive the answer books and other documentation papers half an hour before the commencement of the exam and proceed to their respective exam halls/rooms.
- The exam conducting team shall hand over the required question papers to each room 5 minutes prior to the commencement of the exam.
- A squad of designated senior professors shall make surprise visits to exam halls/rooms occasionally during examinations.
- After the completion of the exam, invigilators shall report back to chief superintendent of examinations in order to account for the question papers/Answer books they had received.
- The chief superintendent of examinations shall complete the documentation process and the answer books shall be handed over to the Custodians after having bundled subject/paper wise along with attendance roster and other reports.
- The Custodians shall verify each answer book in all bundles physically and hand them over to the confidential cell.

4. VALUATION OF ANSWER BOOKS

- The confidential cell shall dispatch the answer books to paper vaulters for a blind valuation on the same day after having documented properly by assigning dummy numbers and follow it up for the timely receipt of the valued answer books provided that in the event of any inevitable reasons, answer books may be dispatched on the following working day.
- A sample of 5% of the valued answer books shall be checked randomly to ascertain any discrepancies or anomalies and if found any, the Controller of Examinations shall bring the matter to the notice of the principal/exam committee for necessary action including rechecking of those sets of answer

books if deemed necessary.

- The Custodians shall check the correctness of the entry of marks by the valuer on each answer sheet and thereafter pass them over to data entry section for entering the marks. The Custodians shall verify again the correctness of entries.

5. DECLARATION OF RESULTS

- **Result Passing Board:** When the tabulation of an examination is completed, the CoE shall convene a meeting of the Pass Board constituted by the CoE with a nominee from Anna University Chennai, Principal, Dean (Academics) two academic expert and one industrial expert along with the Chairman of all boards.
- These statistics shall be furnished to the pass board for finalizing the results. The meeting of the pass board, constituted by the CoE for each examination, shall approve/ratify the results as such or the board may approve the results with moderation, if any, as it may decide. The minutes of the board shall be put up to the CoE for approval. The CoE shall issue orders to publish the results.
- **Result Finalization and Publication:** The results of the concerned examinations shall ordinarily be declared within 15 days of the last examination and the College shall dispatch the result along with the statement of marks to the Departments within 30 days for distributing the same to the concerned students. The results shall be published on the college website.
- **Results Withheld and their Declaration:** If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Chairman, committee & Controller of Examination.

- The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Malpractice Enquiry Committee.

6. COMPLAINTS/GRIEVANCES REGARDING EXAMINATIONS

- Grievances/Complaints if any regarding examinations may be brought to the notice of the Controller of Examinations in writing on the same day or the latest by the following office working day and they shall be referred to the concerned exam committee for studying, investigating and deciding on the matter and it shall be communicated to the aggrieved and redress them at the earliest but not later than ten working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.
- If the candidate is not satisfied with the decision of the committee, may apply to the principal within three office working days of the communication of the decision.
- The principal shall decide on the matter personally or with the advice of experts if necessary, with a priority of delivering justice to the aggrieved and communicate to the candidate at the earliest but not later than 15 working days.
- The decision of the principal shall be final and binding.

7. UNFAIR MEANS DURING EXAMINATIONS

Students who have been booked for unfair means shall be given a show cause notice with an opportunity to defend themselves in writing in the enquiry committee formed by the OoCoE. The invigilator concerned shall submit a report. Such cases shall be referred to the OCoE and their decision as per norms shall be executed.

8. PHOTOCOPY OF ANSWER SCRIPT(S)

After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts (subject to a maximum of 5 scripts/ candidate), he/she shall apply to the COE by paying the prescribed fees notified by the college from time to time within 10 days from the date of announcement of results of the respective course.

9. REVALUATION OF ANSWER SCRIPTS

- A candidate whose result of **main examination** has been declared, may apply to the OOCO for the revaluation of any of his/her answer books (only theory Examination) in the prescribed form within 15 days from the date of declaration of the result with the prescribed fee.
- Provided that no candidate shall be allowed to have more than two answer books revalued. Provided also that no revaluation shall be allowed in case of scripts of practical, field work, seminar, sessional work, tests and thesis/dissertation/project report submitted at the examination and also for the supplementary examination.
- Retotaling (scrutiny) of marks shall be done before the answer-books are sent for revaluation without the candidate applying for it and if any change is found, necessary action to revise the marks will be taken accordingly and revaluation will be undertaken if the candidate still desires to get his/her answer-books revalued.
- Where a candidate applies for revaluation the answer-book in which revaluation is sought will be sent for valuation to two examiners (other than the one who initially valued it). At least one of them shall be from a place outside the jurisdiction of the parent university. If necessary five answer books valued by the same examiner and a copy of the memorandum of instruction for the guidance of examiners (if prepared by the paper setter) may be sent to each of the two examiners to enable them to evaluate the answer book concerned in

the light of standard set by the examiner and the memorandum of instructions.

- If the marks awarded in the paper by any of the two examiners varies from the marks given by the original examiner by more than 10% of the maximum marks in the paper, the average of the marks awarded by two of the examiners, the original examiner and the two revaluers and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision of his result.
- Provided that subject to the condition that at least one of the variations from the original marks is more than 10% of the maximum marks in the paper, if two differences in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken into account for arriving at the correct valuation. Provided further that if the average of the marks thus arrived at is lesser than the original marks or at least one of the variations from the original marks is less than 10% of the maximum marks in the paper, the original marks will not be changed and the result shall remain unchanged.

10. LIMITATION PERIOD AND FEES FOR PHOTOCOPY REVALUATION/ RETOTALING / PHOTOCOPY

- The time limit of applying for revaluation/ retotaling shall be 15 days and to applying for photocopy (ies) shall be 7 days from the date of the declaration of result.
- Provided also that when the result of the candidate is withheld for non-compliance of certain conditions on his/her part (e.g. non-submission of Migration Certificate or original documents, case of unfair means etc.) the time limit for accepting his/her form would not be extended on this account, i.e. it would be 15 days for retotaling/revaluation and 7 days for getting photocopy (ies) of answer scripts from the date of the declaration of result.
- The fee shall be prescribed by competent authorities which may be changed from time to time.

- The fee paid shall be non-refundable provided that if the retotaling (Scrutiny of answer books) / photocopy / revaluing has not been done due to unavoidable circumstances, full amount (Except processing charges) of fees paid shall be refunded for each answer book provided further that failure on the part of the student to be present on the scheduled and notified day of viewing shall not entitle him/her for the refund.

11. NOTIFICATION AND REVISED MARK SHEETS

The result of retotaling/revaluation shall be notified and communicated to the candidate even if there is no change in the marks.

If as a result of the scrutiny/revaluation it is found that the examinee should be declared as passed or placed in a higher division or has secured more marks or on the contrary secured lesser marks than what have been awarded earlier, his /her result shall be revised accordingly and the candidate shall be provided with the revised mark sheet.

12. ISSUE OF DUPLICATE CERTIFICATE

Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.

13. UNDERTAKING

An undertaking shall be obtained from the applicant to the effect that he/she had read and understood the contents of the policies, procedures and rules of photocopy / revaluation/retotaling of the answer books.

14. COMMUNICATION

Any communication uploaded on the official college website or displayed on notice board shall deemed to have been communicated to the persons concerned.

15. EXAMINATION COMMITTEE

Principal as Chairman and Controller of Examinations (COE) as Member Secretary including Five Senior Heads of Department form the Examination Committee once in three years to support and conduct the Continuous Internal Assessment (CIA) examinations and End Semester Examinations (ESE). All the examination reforms and COE activities are carried out with the approval of Academic Council.

16. EXAMINATION PROCESS

The examination system of our college is fair, efficient, reliable and transparent and strictly following the examination rules and regulations as per UGC guidelines. The Office of Controller of Examination is IT integrated for the smooth conduct of examinations. The Integration processes have enabled the examination section for planning and execution of examination activities and make it easier and paperless.

Course wise student data base entry, exam application generation is carried out through examination software. Once the candidates are registered, in view of the IT integration process, the exam software automatically does the following

- Examination application & Fee Generation
- Online payment of exam fee
- Hall ticket with photo identity
- Examination time table
- Seating plan
- Schedule of distribution of question paper
- Attendance and absentees statement
- Assigning of dummy numbers
- Scanning of OMR Mark statement after Valuation
- Publication of results




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