



# NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY

T. M. Palayam, Coimbatore-641 105



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Accredited by NAAC, Recognized by UGC with Section 2(f) and 12(B)

NBA Accredited UG Courses: AERO,CSE,MECH

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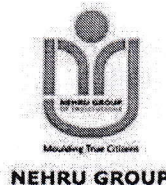
## NEHRU INSTITUTE OF ENGINEERING AND TECHNOLOGY

'Nehru Gardens' T.M.Palayam, Coimbatore-641105

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# Rules and Regulations for Internal Examinations and Evaluation Procedure


(w.e.f. Academic Year 2016-17)

### Preamble:

Nehru Institute of Engineering and Technology, Coimbatore is one of the leading self financing Engineering colleges in the state of Tamilnadu which got affiliated AICTE & Anna University, Chennai from the academic year 2006-07 which was established in 2006 under Anna University with initially three branches viz., Mechanical, Aeronautical and Electronics and Communication Engineering. Presently runs with 6 under graduate programme and 3 Master programmes in Engineering (Aeronautical, Communication System & Embedded system Technologies) along with PG programme in MBA and MCA with a total strength of 2500 students.

The Exam Cell and Internal Audit committee for this institute has been constituted as per the Anna University guidelines to decide upon academic policies and academic activities from time to time. With the approval from Principal and Internal Quality Assurance Cell [IQAC], the methodology for examination and evaluation of the programmes run by this institute is as under. Examination Committee is constituted as follows:

- a) Principal
- b) Exam Cell Coordinator
- c) Department Coordinator
- d) Internal Audit Coordinator

  
**Dr. P. MANIARASAN**  
Principal  
Nehru Institute of Engg. & Technology  
T.M.Palayam, Coimbatore - 641 105

### **The Role of Exam Cell:**

The Exam cell coordinates with Anna University regarding all matters related to the University Examinations. The Incharge also coordinates along with the principal regarding all the proceedings of the Exam cell. Any information either received or required to be sent to the University is being dealt within the cell. Any circular, guidelines, office order, notifications received by the college is processed in the cell; reply thereof prepared and after Principal's signature dispatched to the University.

### **Responsibilities:**

- ✓ Examination notices received from the University are duly served to all concerned.
- ✓ Notices from University indicating details regarding exam fee collection, the last date of fee collection, modalities of payment of fine etc., are displayed.
- ✓ Preparation of smooth conduct of examinations, preparation of exam schedule, Invigilation duty chart, Seat allotment in the examination halls etc.
- ✓ For conducting examination the preparation of proper staff mobilization, assigning the duty as per the duty chart already prepared.
- ✓ After completion of examination, distribution of answer books to the concerned teachers and receiving the answer books and award list, and preparing in the desired format to send them to University.
- ✓ After the results of various examinations received from the University, distribution of mark sheets to students.

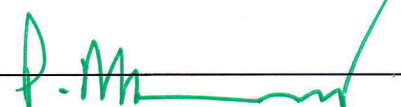
  
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Principal

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- ✓ The cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.

### **The Power and Duties of Examination Committee (EC) :**

- ✓ The EC shall ensure proper performance of the various duties in conducting examinations viz. Question paper setting, time table preparation, assessment and internal marks uploading.
- ✓ The EC shall recommend examination reforms and shall implement them after approval of academic council.
- ✓ The EC shall prepare the detailed time table of examinations as per the schedule given by Anna University for the corresponding year and the same is to be approved by academic council.
- ✓ The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- ✓ The EC shall be an independent committee consisting of staff members appointed by principal, EC as and when required to deal with the complaints related to the conduct of examinations.
- ✓ The recommendations of the CRC shall be approved by Principal, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
- ✓ The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
- ✓ The EC shall perform all duties and responsibilities that are assigned by internal audit

  
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committee of the institute from time to time.

- ✓ EC shall be supported by the Department exam co Ordinator for conducting internal examination.

### **Continuous Internal Examinations (CIE):**

- i CIEs of theory are to be conducted by the Department all through the semester. Total mark for CIE of each course is 50. In descriptive examination, student has to answer all questions of 50 marks in 90 minutes duration; the total marks of 50 shall be scaled up to 100.
- ii The minimum internal test mark is 50 out of 100.
- iii The marks obtained by the student in CIE will be displayed in the respective departments and the students are expected to affix their signatures during a prescribed period as a confirmation of their verification of the marks.

### **Question Paper Format:**

- The question paper shall be set by the faculty (2 Set approved by CE) in the following pattern using Bloom's Taxonomy:

Knowledge Level (KL)	K1:Remembering	K2:Understanding	K3:Applying
	K4:Analysing	K5:Evaluating	K6:Creating

### **Test Portion:**

Three internal tests will be conducted per semester and the portion coverage is decided by the academic council.

  
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Principal

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- **Part-A:** There will be a compulsory 5 two mark questions.
- **Part-B:** There will be two 13 mark question with either or question.
- **Part-C:** There will be one 14 mark question with either or question. The Question may be asked in the form of case study, application, or it may be testing the knowledge of student level.

[The Internal Audit Committee shall scrutinize two set of question paper prepared by faculty and it is finalized by EC committee.]

### **Conduction of Examination:**

Exam Cell Coordinator (ECC) shall be responsible for smooth and proper conduct of examination in the Institute. The function of ECC is to,

1. Give the directions to all Departmental Examination Coordinators (DEC) for smooth conduct of examination.
2. Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.
3. The duty of EC is to prepare the internal Exam schedule for the entire semester as per the Anna university examination schedule.
4. Receive the requirements of answer books, drawing sheets, graph papers and other material from Exam cell of various departments and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
5. Receive the cases of misbehavior, malpractices cases from Examination Coordinators and forward the same to Principal for further necessary action.

  
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6. Receiving the faculty list from respective department for appointing as hall supervisor.
7. Seating arrangements are made as per the university norms.
8. ECC shall hand over the required material to the invigilators, at least 10 minutes before the start of the examination.
9. There shall be continuous monitoring by taking rounds in different examination Hall to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.
10. After receiving the answer books from invigilators, DEC shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.
11. ECC shall tie the bundles of answer books of each course separately along with two copies of question papers, copies of attendance sheet etc.
12. ECC shall maintain the account of answers books received and consumed for the examination in a register.

### **Evaluation procedure:**

#### **(i) Retest**

1. After the examination the class advisor has to collect the consolidated marks for scrutinization. The result of the exam should be declared within 2 days of the Examination.
2. The result should be declared to the IQAC / Exam cell.

  
**Dr. P. MANIARASAN**  
Principal  
Nehru Institute of Engg. & Technology  
M Palayam, Coimbatore - 641 107



3. Further the IQAC /Exam cell and team members will be categorizing the students into advanced learners and slow learners.
4. Re-Test for all courses will be conducted usually 2-3 days after announcement of Internal Marks by the IQAC for absentees and slow learners in addition to the regular examination to improve the result.

**(ii)Central Assessment**

1. Assessment of answer books of internal examination shall be done by Course Incharge / Subject Expert from Department / College evaluators.
2. Award step-wise marks for each solved question.
3. Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
4. Blank pages should be striked and signed by evaluator of the answer book.
5. The evaluator shall notify any comment to corresponding questions in the answer script. He/she shall place the marks for answers in specified spaces provided on the cover page and inside the Answer script.
6. He/she shall put signature with his/her name in the space provided on the cover page of the answer book.
7. He/she, who handled the answer book later, should hand over valued answer books to concerned Head of the Department.

**(iii)Preservation of assessed answer books:**

- ❖ All valued answer books shall be preserved for two consecutive semesters in Department.

  
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### **Verification of Answer books by Internal Audit Cell:**

The Answer booklet to be scrutinized for the following:

1. Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
2. Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.
3. Whether the total of the question-wise marks on the cover page is correct.
4. Whether all the answers in the answer book have been assessed by the examiner. If any question or part of it in the answer book is observed to be un-assessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected.
5. The ECC/DEC shall issue corrected statement of marks to the concerned department for display.

### **Guidelines/Instructions to the Invigilators:**

The invigilators shall enter the examination hall at least 15 minutes before the start of examination.

He / She shall,

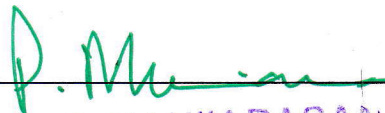
1. Ask the students to keep their books, note books, mobile phones and their written materials at the front of the hall/outside the hall. Enter correct seat numbers; use only blue ink for writing.

  
**Dr. P. MANIARASAN**  
Principal  
Nehru Institute of Engg. & Technology  
M Palayam, Coimbatore - 641 101

2. Check whether the students have occupied their seats as per the seating arrangement.
3. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
4. Distribute the question papers to the students at the beginning of the examination,
5. Check the identity cards of the students and sign on their answer books, if all details are correct.
6. Take the signature of students on the attendance sheet, mark "AB" for absent students and maintain the attendance record of his/her examination hall,
7. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given format,
8. Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
9. Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the EC for further necessary action,
10. Give warning to the students to return their supplements, 10 minutes before the end of examination,
11. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately,
12. Hand over the answer books and filled in format to EC.

### **Instructions to the Candidates:**

1. Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the Examination Hall. Candidates should

  
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Principal

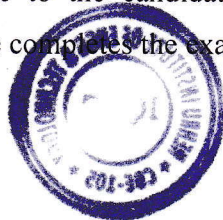
use only blue or black or blue black ink/ball pen while answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.

2. A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other materials /gadget (including cell phone) should be brought inside the Examination Hall.
3. The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to write the answer. Question papers which are not relevant should be returned to HS immediately.
4. Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/ her place.
5. Rough work if any must be done only on the space allotted at the end (last but one page) of the answer book. No additional sheets for rough work will be supplied to the candidates.
6. A candidate should neither possess / refer any forbidden material in any form not seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He / She should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.

  
**Dr. P. MANIARASAN**  
Principal.  
Nehru Institute of Engg. & Technology  
M. Palayam, Coimbatore - 641 101



7. Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer book will be treated as a case of malpractice.
8. Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.
9. Candidates should not detach any sheet from the main answer-book or take away any sheet /material from the examination hall. He / she should not leave any irrelevant material sheet inside the answer-script while handing it over to HS.
10. The candidate has to ensure that no forbidden materials / writings are present in his/her vicinity. If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the examination. The candidate cannot plead his innocence and has to bear the punishment if such materials / writings are found by the officials while writing the examination.
11. When the permitted materials like data book / calculator / lab-coat brought inside the examination contain any forbidden writings / materials the candidate cannot plead his innocence by claiming that the material / instrument is a borrowed one.
12. Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his / her studies.
13. The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.
14. Any personal message to the candidate, shall not, in any case be delivered to the candidate until he / she completes the examination.



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Principal

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15. Candidates who are suffering from infectious diseases of any kind will not be allowed to write the examination.

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## Our Vision

*Our Vision is to mould the youngsters to acquire sound knowledge in technical and scientific fields to face the future challenges by continuous upgradation of all resources and processes for the benefit of humanity as envisaged by our great leader Pandit Jawaharlal Nehru.*

## Our Mission

- ✓ *To build a strong centre of learning and research in engineering and technology.*
- ✓ *To facilitate the youth to learn and imbibe discipline, culture and spirituality.*
- ✓ *To produce quality engineers, dedicated scientists and leaders.*
- ✓ *To encourage entrepreneurship.*
- ✓ *To face the challenging needs of the global industries.*

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Exam Cell – Coordinator

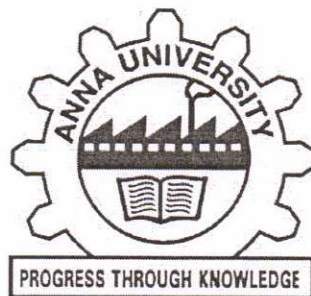
  
IQAC – Head



  
Principal

**Dr. P. MANIARASAN**  
Principal  
Nehru Institute of Engg. & Technology  
M Palavam, Coimbatore - 641 104

# **CONDUCT OF EXAMINATIONS AN INSTRUCTION MANUAL**



**OFFICE OF THE CONTROLLER OF  
EXAMINATIONS**

**ANNA UNIVERSITY  
CHENNAI – 25**

CONTRACT OF EXCHANGE

AND RECEIPT FOR DEPOSIT

THE

STATE OF

NEW YORK

IN SENATE

JANUARY 1877

RECEIVED

OF THE

STATE

OF NEW YORK

IN SENATE

JANUARY 1877

RECEIVED

OF THE

STATE

OF NEW YORK

IN SENATE

JANUARY 1877

RECEIVED

OF THE

STATE

## CONDUCT OF EXAMINATIONS – AN INSTRUCTION MANUAL

Section 5.17 of the University Statutes for Affiliation 2004 states “the college shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the University”.

The Authorities/Representatives of the University involved in the conduct of the Examination are:

1. Controller of the Examinations (COE)
2. Additional Controller of the Examinations (ACOE)
3. Deputy Controller of the Examinations (DCOE)
4. Zonal Coordinators (ZC)
5. Zonal Officers (ZO)
6. Vigilance Squad (VS)
7. Anna University Representative (AUR)

The Officials of the Affiliated Colleges involved in the conduct of the Examination are:

1. Principal of the College
2. Chief Superintendent of the Examination (CS)
3. Nodal Officer of Nodal Centres
4. Hall Superintendents (HS)

The Examination Centre will be normally the college where the student is/was studying.


The Principal of the college is responsible for overall coordination and he/she has to ensure the participation of the appointed faculty members of his/her college in all the activities connected with the conduct of both theory and practical examinations.

All teaching and non-teaching staff, who are drafted for the conduct of the examinations are bound by the rules and regulations of the University. They will be paid remuneration and allowances as per the approved norms of the University. For any commission and omission in the conduct of University Examinations, the University will take appropriate action.

### I. THEORY EXAMINATION

#### 1. Chief Superintendent (CS):

- 1.1. Under normal circumstances, Principal who possesses the qualification and experience as per the University norms given below in section 1.2 will be appointed as Chief Superintendent (CS) for the conduct of University examinations in his / her college.
- 1.2. Whenever the Principal is not in a position to function as CS to conduct the University examinations, the Controller of Examinations (COE) is authorized to

  
**Dr. P. MANIARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M Palayam, Coimbatore - 641 101



call for a panel of three senior most members of teaching staff with a minimum of 12 years of experience (both academic and industrial experience put together) who are willing to function as CS. The Controller of Examinations may appoint one of these three members as CS for that semester in that college.

- 1.3. If there is no suitable person available, COE will appoint a CS from other neighbouring Engineering colleges. In such cases the University will collect from the college the fee prescribed to meet the additional expenditure involved.
- 1.4. CS appointed shall accept the offer only when no close relative of him/her is appearing for the University examinations at the centre concerned.
- 1.5. CS is fully responsible for all the activities connected with the conduct of theory examinations.
- 1.6. CS has to read the rules, regulations and the instructions issued by the University then and there related to conduct of the examinations and has to instruct the officials/staff concerned and the candidates to adhere to the same.

## 2. Examination Details Provided:

- 2.1. The following details in connection with the conduct of examinations are sent by the University to the respective centres before the commencement of every semester examinations.
  - (i) Copies of 'time-table' of the examinations.
  - (ii) The "nominal-roll" containing the names of the candidates, register numbers and the subjects for which the candidates have registered.
  - (iii) The 'attendance-sheets' of the candidates for every subject.
  - (iv) The 'packing slip' containing the register number of the candidates for each subject.
  - (v) The 'consolidated registration details' containing the date-wise list of subjects with number of candidates registered and number of question papers being sent.
- 2.2. Copies of 'time-table' of examinations will be sent well before the commencement of examinations and it will also be published on the University website. The Principals/CSs are requested to put up a copy of the 'time-table' at a prominent place in the College to invite the attention of candidates.

  
**Dr. P. MANIARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M Palavam, Coimbatore - 641 104

2.3. In the event of a holiday being declared after the publication of time table, the examinations should be conducted as scheduled unless otherwise notified specifically by the University.

2.4. The Principal/CS should bring it to the attention of the officials/candidates concerned any addition/revision in the 'time-table' notified by the University.

2.5. In case of the candidate(s) registered belatedly, only hall tickets will be issued to the candidates. The details of such candidates have to be appended by the Principal/CS in the 'attendance-sheet', packing slip, the 'nominal-roll' and consolidated registration details.

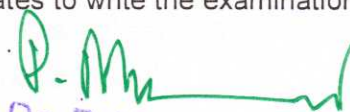
### 3. Hall Tickets:

3.1. Three days before the commencement of the examination, the Principal/CS shall specify when and where the hall tickets will be issued.

3.2. Hall-tickets (indicating the name, register number of candidates, subjects with date of examination and session of examination for which they have registered and Centre of Examination) shall be downloaded from the Office of COE Web-Portal. After verification of all the particulars in the Hall Ticket, the Principal have to sign in the appropriate place. The Principal/CS shall distribute the Hall Tickets at least **two days** before the commencement of examinations to the candidates after obtaining his/her signature in the appropriate place. Any discrepancy in the hall tickets should be immediately brought to the notice of COE. In cases where names of candidates are the same or similar, CSs are requested to ensure that each candidate receives proper hall-ticket, after verifying the photograph, date of birth, initials to the names, elective subjects and other identifying facts; this verification is very important particularly in the case of students studying in the first semester of UG/PG programme. Neglect of this precaution will result in mistakes which will be difficult to rectify later.

3.3. At the time of issuing hall-tickets, each candidate may be asked to verify whether his/her name is registered for all subjects for which he/she has remitted examination fees. Discrepancy, if any, in the hall-ticket may be brought to the notice of COE immediately.

3.4. In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examination fees, and are also **eligible** to write the examination, CS may permit those candidates to write the examinations

  
**Dr. P. MANIARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
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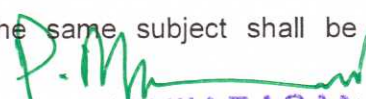


in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his /her own risk. The same may be reported at once to COE. In such cases, CS should ensure the availability of proper question papers for each day of examination. In case the claims of such candidates are not supported by evidences at the University end, the answer-scripts will not be valued and the examination written by the candidate will be treated as null and void. In such case the candidate is liable for punishment.

- 3.5. Candidates shall not be permitted to write the examination (even under their own risk) if they are **not eligible** to write the examination as per the rules and regulations of the University.
- 3.6. Hall Tickets are issued by the University through the COE web-portal with scanned photograph of the candidate. If the scanned photograph is not available, it is advised to affix his/her photograph in the space provided for and get it properly attested by the Principal before the candidate is permitted inside the examination hall. In the meantime, CS shall take necessary steps immediately to get a Hall Ticket with scanned photograph by contacting COE.
- 3.7. Class attendance of the students expressed as percentage for the semester concerned should be rounded to the nearest integer. A candidate is eligible to appear for the University Examinations, if he/she has earned at least 75% attendance in each semester. All other candidates who have earned attendance of 74% and below are not eligible unless exempted as per the regulations (*Please keep track with the latest regulations issued by the University*). The list of names of candidates who have not earned the required attendance in that semester may be obtained from the Principal. However, these candidates are eligible to appear for **arrear subjects**. The Principal shall make suitable corrections in hall-ticket provided by the University through web-portal and issue the same to candidates. These corrections should be entered in the 'nominal-roll' and in other relevant records also.

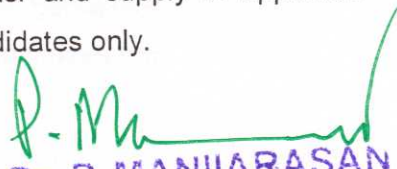
#### 4. Hall Arrangements:

- 4.1. CS should prepare the sketches of the seating arrangements in the examination halls or rooms (**Proforma 1**) and should forward a copy of the same when requested by COE.
- 4.2. Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing the same subject shall be seated

  
**Dr. P. MANIARASAN**  
 Principal  
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alternately. In other words, not more than 50 per cent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. However, if more number of candidates appearing for the same subject have to be accommodated in a hall, CS has to ensure a **minimum distance of one meter between any two candidates**.

- 4.3. When the candidates appear for the subject with the same title and with different subject codes, they have to be accommodated in different halls as far as possible.
- 4.4. Register number of candidates must be written on the table or desk in serial order. No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating arrangement. If a candidate is found guilty of altering the seating arrangement of a hall, CS may recommend the cancellation of the examination written by the candidate by providing the original plan of seating arrangement and the alteration made by the said candidate.
- 4.5. Candidates should be accommodated in rooms or in large halls. **One Hall Superintendent (HS) for every twenty-five candidates** or part thereof shall be appointed. Reserve HS may be also appointed as per the norms. The Reserve HSs will act as replacement of HS in case of exigency and will also assist CS at times when there is no invigilation.
- 4.6. Every precaution should be taken so that no outsiders are present in and around the examination halls/rooms and sufficient security measures should be taken to carry the question papers safely from one hall to another.
- 4.7. It is the responsibility of CS to ensure before the commencement of the examination that no forbidden materials/writings are present in the walls/desks/black-boards/drawing-boards/floors of the examination halls.
- 4.8. The seating arrangements in the halls should be changed at random to ensure that no candidate writes the examinations of all the subjects in a fixed place/hall.
- 4.9. The slanting/adjustable drawing tables should not be used during the examinations for any subjects excepting drawing subjects.
- 4.10. CS should arrange for the serving of drinking water and supply of approved materials for the examination at the place of the candidates only.


  
**Dr. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M Palayam, Coimbatore - 641 104



4.11. Strict silence should be maintained in the examination halls.

## 5. Question Paper (QP):

- 5.1. In the conventional method, packets containing copies of the printed question papers are sent in cartons kept inside the sealed cloth bags to the respective centres every day of the examination either from the Zonal office or from the Nodal Centre as the case may be. CS shall check the details of the subject title and code, date and session mentioned on each packet with the 'time table', the 'attendance-sheet' and the 'nominal-roll' generated from the University web-portal. Total question papers received can be compared with the question papers required (The data can be obtained from the 'consolidated registration details' provided generated from the University web-portal after duly accounting for the late registered candidates) and as statement should be prepared (**Proforma 2**). Any shortage in required number of question paper shall be brought to the notice of COE/ZC immediately to avoid last minute problems.
- 5.2. Question paper packets shall be thoroughly checked by CS to ascertain that the subject code and the title of the question paper tally with the subject of examination announced. **No question paper packet shall be opened in haste as it will cause irreparable damage to the credibility of the University Examination.** Question paper packet shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR and CS. They should verify the pasting and sealing of question paper packets and also the date and session before opening and signing on the packets.
- 5.3. The question paper packet should be cut open on the **left hand** side of the packet.
- 5.4. Whenever, only one or very few candidates have registered for an examination CS must open the question paper packet concerned only after verifying the presence of candidate(s) in the hall for that examination. If no candidate is present, the unopened question paper packets should be returned to the ZC every week.
- 5.5. All the packets pertaining to the opened question papers shall be preserved and forwarded along with polyethylene covers and cartons to the ZC at the close of the examinations..


  
**Dr. P. MANIARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M. Palayam, Coimbatore - 641 101

## 6. Electronic Question Paper (eQP):

- 6.1. In case of the questions papers which are to be sent online (the list of subjects for which question papers will be sent online will be intimated by the University), the encrypted version of the question papers will be sent online through two mail servers a few days ahead of examination dates concerned. CS has to download the files and copy the same in a CD (CS CD) with multiple session option and keep it session wise and date wise. On the day of the examination, CS key will be sent online through the same two servers. CS has to download the files and copy it on the CD (CS<sup>2</sup>CD) concerned. With the help of CS CD and the CD brought by AUR, the question papers can be decrypted and the required number copies of the question papers of the session and the day concerned has to be printed and distributed to the candidates.
- 6.2. A separate room should be allotted for eQP purpose and CS, AUR and a maximum of two supporting staff are only permitted inside the room. Moreover, the official/staff concerned should not leave the room while the question papers are printed.
- 6.3. The college shall make available all the required number of computers with necessary software support, broadband connectivity, printer and photocopying equipment as instructed by COE. Standby arrangements have to be made for all the equipment to ensure trouble-free printing of question papers before the commencement of the examination.
- 6.4. The Principal/CS should keep track with the latest information issued by the University with regard to eQP distribution and get them implemented.

## 7. Answer-books:

- 7.1. Answer-books containing forty-four pages with graph sheets (one normal and one semi-log) are supplied by the University. Serial number is also printed in the answer-book. A record of answer-books used, date wise and session wise should be kept by CS (**Proforma 3**) and this information should also be made available to COE when called for.
- 7.2. Space for rough work is provided at the last but one page of the answer-book.
- 7.3. Signature/Facsimile signature of CS should be affixed only at the space provided on the title page of the main answer-book. The facsimile shall not be

  
**Dr. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M Palayam, Coimbatore - 641 101



affixed at any other place on the answer-book or on the drawing/graph sheets attached, if any.

**7.4. Number** of answer-books issued to each examination hall shall not exceed the total number of candidates writing the examination in that hall.

**7.5.** No 'additional answer-sheet/book' is provided.

## **8. Hall Superintendent (HS):**

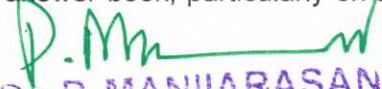
**8.1.** CS shall appoint (**Proforma 4**) required number of Hall Superintendents (HS) for invigilation work from the teaching staff available in his/her college and from the neighbouring colleges. The neighbouring colleges may be addressed requesting them to send the list of faculty members willing to act as external HS much in advance before the commencement of examination. Fifty percent of HS are to be appointed by CS from neighbouring colleges. CS is authorised to issue attendance certificate to the staff members drafted for the work relating to conduct of examination. No teaching staff should undertake the invigilation work in a centre where his/her close relative is appearing for the University examination. Under no circumstances staff other than teaching staff shall be appointed as HS.

**8.2.** Referring the 'nominal-roll', time table, 'attendance-sheet' and other details generated from the University web-portal, the invigilation scheme/ hall allotment to candidates have to be prepared (**Proforma 5**) and the same without the column containing the names of HS have to be displayed at the notice boards. Based on the invigilation scheme, number of HSs to be appointed for each session may be decided. HS for each hall shall be assigned at random by following the lot system.

**8.3.** HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.

**8.4.** HS has to check whether the answer-books bear the signature/facsimile signature of CS before issuing them to the candidates (for further details on 'Answer-book, please refer section 7).

**8.5.** An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination. The candidates should be instructed to read the instructions given in the second page of the answer-book, particularly on the

  
**DR. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 T.M. Palayam, Coimbatore - 641 105



first day of every semester examination, before filling up the particulars on the title page of the book (for further details on 'Candidates', please refer section 13).

- 8.6. The candidates should be instructed to write his/her register number legibly on the first page of the answer-book and further instructed not to write register number anywhere else including the drawing sheet/graph sheet if any used by the candidate.
- 8.7. The candidates should be warned that writing wrong register numbers in their answer-books will entail rejection of their answer-scripts and he/she is liable for further punishment.
- 8.8. Copies of question papers are to be distributed just **five minutes** before the commencement of the examination only to the candidates actually seated in their places. The details provided in each question paper must be scrutinized to ensure that the correct question paper is issued to the right candidate. The entries in the Hall Ticket and 'attendance-sheet' are the important guide in this regard. If any mistake is committed in the distribution of question papers HS will be held responsible for the same.  
  
The unused question papers should be kept under the custody of HSs until they are handed over to CS.
- 8.9. Candidate's attention may be drawn to verify and satisfy themselves that they have received the proper question papers before they start answering the questions by cross checking the subject code, title, regulations and other details printed in the question paper with those provided in the Hall Ticket.
- 8.10. HS must sign and write his/her name at the space provided on the first page (not in any other page) of the answer-book after duly verifying the particulars written by the candidate with those provided in the Hall Ticket.
- 8.11. The attendance of candidates may be finalized immediately after **half-an-hour** from the commencement of the examination by getting i) the serial number of the answer-book entered by the candidate and ii) the signature of the candidate in the 'attendance-sheet' in the appropriate places (For further details on 'attendance of the candidates', please refer section 12).
- 8.12. The number of absentees and the number of unused answer-books and unused question papers in the hall should tally and the unused answer-books and the

  
Dr. P. MANIARASAN  
Principal

Nehru Institute of Engg. & Technology  
M. Palayam, Coimbatore - 641 107

unused question papers should be returned to CS along with the absentee list (Proforma 6).

- 8.13. Candidates presenting themselves thirty minutes after the commencement of the examination shall not be admitted (for further details on 'Examination Timing', please refer section 11).
- 8.14. Before the commencement of the examination, the approved hand books/data books/tables brought, if any, by the candidates have to be checked thoroughly from cover to cover whether they contain only the approved materials. If they contain any unapproved material, they should not be permitted for use during the examination (for further details on 'Approved Books and Instruments', please refer section 15).
- 8.15. HSs should not answer any query relating to meaning or correction or typographical error in the question paper.
- 8.16. Any candidate involved in the malpractice during the examination should be brought to the notice of CS immediately. A detailed report (Proforma 7) on the matter together with the candidate's answer-book, the incriminating material used by the candidate, other material evidences and candidate's statement should be immediately forwarded to CS. The candidate should be allowed to continue to write the examination in another answer-book (for further details on 'Malpractice', please refer section: 16)
- 8.17. No 'additional books/sheets' are to be issued to the candidates. Only on exceptional cases one more answer-book may be given to complete the examination.
- 8.18. All students must be instructed to scroll out the blank pages left out in the answer script and the Hall Superintendents must ensure the same. There should not any tampering in writing the total pages used by the students. In case, if the student wants to change the number of pages, it should be attested by the Hall Superintendents. Total page numbers tampered without the attestation of the Hall Superintendent shall be considered under malpractice.
- 8.19. HS should collect the answer-script from the candidate at his/her place. The candidates should be instructed not to move from their places to handover the answer-scripts. The answer-scripts once submitted by the candidates should not be given back to the candidates. HS shall arrange the answer-scripts subject

  
Dr. P. MANIARASAN  
Principal

Nehru Institute of Engg. & Technology  
M Palayam, Coimbatore - 641 104



wise, register number wise and personally hand them over to CS. HS has to be present till those answer-scripts are checked and put into the answer-script packets by CS.

8.20. No candidate who has left the examination hall before the end of the session shall be permitted to re-enter the hall under any circumstances.

8.21. During the hours of examination, care should be taken by HS to see that no person loiters in the veranda or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message/material to the examinees from outside.

8.22. Candidates who are suffering from infectious diseases of any kind should not be permitted to write the examination.

8.23. CS should visit as frequently as possible each building and room wherever examination is conducted. He/she should also consider it as a part of his/her duty to ensure that HSs keep moving among candidates and do not engage in any occupation likely to hamper the efficiency of supervision. All the officials connected with the examination should be very vigilant in ensuring that no rule of the examination is violated.

8.24. HS should not use mobile phone during the hours of examinations and should not involve in any unnecessary conversation with others.

#### 9. Anna University Representative (AUR):

9.1. One University representative (AUR) will be appointed by COE/ZC as an observer for the conduct of Examinations for each examination centre. More than one AUR may also be appointed by COE/ZC if it is warranted.

9.2. The AUR has to report to the examination centre concerned at least one hour before the commencement of examination on the respective date and session.

9.3. The Principal/CS shall extend full cooperation to AUR to carry out any checking with regard to the conduct of examination.

9.4. The AUR has to monitor the adherence of examination rules and regulations by the college concerned and has to report to COE/ZC/ZO if any violation is observed in this regard. He/she has to check whether

(a) question paper boxes issued to the centres are kept in safe custody.

  
**Dr. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M. Palayam, Coimbatore - 641 101



- (b) seating arrangements are satisfactory.
- (c) adequate number of external and internal HSs are engaged.
- (d) the examination commences on time.
- (e) Uploading of the absentees and malpractice cases in the web-portal
- (f) absentee list agrees with entries on answer-script packets.
- (g) answer-scripts of completed examinations are sealed and kept in safe custody.
- (h) examination stationery supplied to colleges are properly stored and accounted for.
- (i) the candidates adhere to the rules of the examinations without indulging in any kind of malpractices.

#### 10. Vigilance Squad (VS):

- 10.1. Examination Vigilance Squad will be appointed by COE/ZC from time to time to check whether the officials connected with the conduct of the examinations and the candidates adhere to the rules and regulations of the examinations scrupulously. The Principal/CS/AUR/HS shall extend full cooperation to VS members to carry out any checking at any number of times with regard to the conduct of examination.

#### 11. Examination Timing:

- 11.1. Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination and they are not allowed to move around their seats under any pretext during examination hours.
- 11.2. Normally **candidates will not be permitted to enter the hall after the commencement of the examination**. Only on extraordinary circumstances, the candidates may be permitted during the first thirty minutes of the examination after obtaining the permission from the Principal/CS. No candidate desirous of writing the examination shall be permitted to enter the hall after the expiry of first **thirty minutes**. Similarly, no candidate shall be permitted to leave the hall earlier than **forty-five minutes** from the commencement of examination.
- 11.3. Candidates are not allowed to write beyond the time limit prescribed for the subject concerned. However, if the issue of question paper to the students is delayed for reasons beyond the control of the authorities, they should be provided the extra time to compensate for the delay. Any such delay shall be intimated to COE immediately.

  
**DR. P. MANI ARASAN**  
 Principal

Nehru Institute of Engg. & Technology  
 M. Palayam, Coimbatore - 641 101

11.4. Arrangements shall be made for the announcement of time and the college bell shall be rung every half-an-hour. A warning bell shall be rung five minutes before the end of the examination in order to enable the examinees to complete their writing and hand over the answer-script to HS.

**12. Attendance of the candidates:**

12.1. Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates who are present by getting i) the serial of the answer-book entered by the candidate and ii) the signatures of candidates in the 'attendance-sheet' in the appropriate places generated from the University web-portal and complete the process immediately after **thirty minutes**. All the 'attendance-sheet's shall be forwarded to COE in batches as per the instructions received from COE.


12.2. Half an hour after the commencement of examination, CS shall send a staff member with an Absentee Statement sheet (**Proforma 6**) to collect the register number of absentees in each hall. The entry made by HSs in the statement (**Proforma 6**) should tally with the attendance of the candidates obtained already in the 'attendance-sheet'. CS shall verify that there is no discrepancy in these two entries. Along with the absentees' details, HS should return the unused question papers and unused answer-books. The number of absentees, unused answer-books and unused question papers should tally. CS shall verify these particulars to ensure that everything is in order.

12.3. List of absentees has to be entered subject wise as per the programme available in the web-portal of the University and it has to be sent to COE in batches as per the instructions received from COE.

**13. Candidates:**

13.1. Candidates shall bring their own pens, pencils and other permitted materials and will not be allowed to borrow anything from others in the examination hall. Candidates should use only blue or black or blue black ink/ball pen while answering the questions. Colour pens/sketch pens are allowed only for drawing diagrams/charts.

13.2. A candidate is permitted to use geometric tools, non-programmable calculators and approved tables and data books only, during the examinations. No other

  
**Dr. P. MANIARASAN**  
Principal  
Nehru Institute of Engg. & Technology  
M Palavam, Coimbatore - 641 101



material/gadget (including cell phone) should be brought inside the examination hall.

**13.3.** The candidate has to verify the receipt of proper question paper by cross checking the subject code and subject title printed in the question paper with that available in the Hall Ticket before starting to answer. Question papers which are not relevant should be returned to HS immediately.

**13.4.** Candidates are forbidden from asking any query relating to meaning or correction or typographical error in the question paper during the examination. Candidates should not move from his/her place for any purpose during the examination. Drinking water will be served and approved materials for the examination will be given at his/her place.

**13.5.** Rough work if any must be done only on the space allotted at the end (last but one page) of the answer-book. No separate answer-book for rough work will be supplied to the candidates.

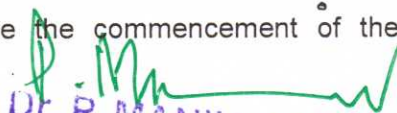
**13.6.** A candidate should neither possess/refer any forbidden material in any form nor seek/obtain assistance in any form from any person/source towards answering the questions during the examinations. He/she should not assist other candidates in any form towards answering the questions during the examinations. The candidate should not reveal his/her identity in any form in the answer-scripts. The candidate should not indulge in canvassing either directly or indirectly to award more than deserving marks in the examinations. The candidate should maintain discipline and decorum during the examinations.

**13.7.** Writing the name or the internal assessment mark or any irrelevant matter or making an appeal to the examiner in the answer-book will be treated as a case of malpractice.

**13.8.** Writing a wrong register number will lead to rejection of answer-script and the candidate is liable for further punishment.

**13.9.** Candidates should not detach any sheet from the main answer-book or take away any sheet/material from the examination hall. He/she should not leave any irrelevant material/sheet inside the answer-script while handing it over to HS.

**13.10.** The candidate has to ensure that no forbidden materials/writings are present in his/her vicinity. If any such things are found by the candidate, it should be brought to the notice of HS before the commencement of the

  
**DR. P. MANI ARASAN**  
Principal  
Nehru Institute of Engg. & Technology  
M. Palayam, Coimbatore - 641 104



examination. The candidate cannot plead innocence and has to bear the punishment if such materials/writings are found by the officials while writing the examination.

**13.11.** When the permitted materials like data book/calculator/lab-coat brought inside the examination contain any forbidden writings/materials the candidate cannot plead innocence by claiming that the material/instrument is a borrowed one.

**13.12.** Violation of the examination rule in any form during the examinations will attract punishment ranging from levying fine to permanently debarring the candidate from continuing his/her studies.

**13.13.** The candidates should read the displayed posters containing nature of violation in the examinations and the punishment recommended.

**13.14.** Any personal message to the candidate, shall not, in any case be delivered to the candidate until he/she completes the examination.

**13.15.** Candidates who are suffering from infectious diseases of any kind will not be allowed to write the examination.

#### **14. Important Timings during the Examination Days:**

**14.1.** The CS has to make himself/herself available **one hour** before the commencement of every examination.

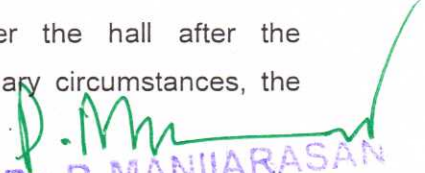
**14.2.** The AUR has to report to the examination centre concerned at least **one hour** before the commencement of examination on the respective date and session.

**14.3.** HSs have to report to CS for invigilation work at least **thirty minutes** before the commencement of examination on the respective date and session for which invigilation work is assigned.

**14.4.** Question paper packets shall be opened **fifteen minutes** before the commencement of the examinations in the presence of external HS, AUR and CS.

**14.5.** Candidates shall occupy their seats at least **ten minutes** prior to the commencement of the examination.

**14.6.** Normally candidates will not be permitted to enter the hall after the commencement of the examination. Only on extraordinary circumstances, the

  
**Dr. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
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candidates may be permitted during the **first thirty minutes** of the examination after obtaining the permission from the Principal/CS.

- 14.7. An answer-book shall be issued to each candidate **ten minutes** before the commencement of the examination.
- 14.8. Copies of question papers are to be distributed **five minutes** before the commencement of the examination.
- 14.9. Ten minutes after the commencement of the examination HSs should start taking the attendance of the candidates and complete the process immediately after **thirty minutes**. CS shall send a staff member with an absentee statement **thirty minutes** after the commencement of the examination to collect the register number of absentees in each hall.
- 14.10. No candidate shall be permitted to enter the hall after the expiry of first **thirty minutes**.
- 14.11. No candidate shall be permitted to leave the hall earlier than **forty five minutes** from the commencement of examination.

#### 15. Approved Books and Instruments:

- 15.1. Approved mathematical and physical tables and other scientific tables / data book will be supplied on request to the candidates. CSs are requested to make arrangement for supply of approved tables and books with the seal of the college affixed in each of them. CSs are requested to ensure that only such tables and books which do not contain any entries in pencil or ink are supplied to the candidates. The books and tables should also be examined when they are returned by the candidates.
- 15.2. The use of approved mathematical instruments for relevant subjects is permitted. Such instruments will not be supplied by the College. ***"The approved code books/data books/tables/charts with college seal must be supplied by the Colleges to all the students on the day of examination and the students should not be asked to bring the same"***. Only non-programmable calculator is permitted. No programmable calculators, laptops, cell phones, memory saving devices are allowed.

  
**Dr. P. MANIARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 TM Palayam, Coimbatore - 641 101



15.3. All books, note books, manuscripts, etc., brought by the candidates shall be placed outside the examination hall in a separate room. A notice to this effect should be placed at the entrance.

#### 16. Malpractice:

16.1. Posters containing nature of violation in the examinations and the punishment recommended shall be displayed in the college notice boards and other vantage points.

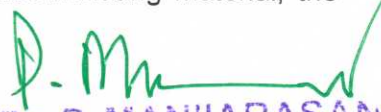
16.2. HS/CS/AUR/Squad Member/Principal and Officers from office of COE can search the students for any hidden incriminating materials by touching the body with hands as and when it is required. If any thorough verification is required, the search may be carried out in a separate room in the presence of a college representative. Girl students will be searched only by female staff members

16.3. If any candidate is found involved in any kind of malpractice, he/she has to be booked under 'malpractice case' and may be permitted to continue to answer in a fresh answer-book. The details of the candidate involved in malpractice must be uploaded in the web-portal before packing of the answer scripts and the relevant Proforma is to be generated and must be signed by AUR and CS. A detailed report (**Proforma 7**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations. The report of any malpractice shall be sent to COE on the same day or the next day of the incident with all materials. Sending such reports either through messenger or by University Representative or sending them very late must be avoided.

16.4 The report of HS must be clear. Based on the report of HS, CS must also enquire the candidate and send his report along with HS's report. The nature of the punishment to be imposed will depend largely upon the evidence furnished.

16.5. Documents to be enclosed along with malpractice case:

- (a) Report on malpractice (**Proforma 7**)
- (b) Answer-scripts (both the scripts) written by the candidate before and after booking for alleged malpractice.
- (c) Incriminating materials in the vicinity or in possession of the candidate. If the Hall Ticket contains any incriminating material, the

  
**Dr. P. MANIARASAN**  
 Principal

Nehru Institute of Engg. & Technology  
 M Palayam, Coimbatore - 641 104



original Hall Ticket has to be sent along with other documents. CS shall arrange to issue duplicate Hall Ticket to the candidate concerned to enable him/her to write the remaining examinations.

(d) Sketch of the seating arrangement (wherever necessary).

**16.6.** Hall tickets of the candidates booked under 'malpractice case' need not be confiscated and they may be permitted to write the subsequent examinations. However, if CS envisages any disturbance in the conduct of examination by allowing such candidates to write examination, CS may prevent such candidates from appearing for the subsequent examinations after obtaining the approval from COE for the same.

**16.7.** In case of impersonation, the police authorities should be contacted immediately and the person concerned shall be handed over for investigation and necessary action. A full report about the same should be sent to COE by CS immediately.

#### **17. Packing of Answer-scripts:**

**17.1.** After the answer-scripts have been collected, they should be carefully arranged subject wise in the sequence of the register numbers.

**17.2.** The packing slips generated from the University web-portal should be pasted on the answer-scripts packets for the subjects concerned. The register number of the candidates registered belatedly should be appended in the slip at appropriate place. Absentees falling within the register numbers pasted in the packet should be encircled with red pen and also to be written in the column provided.

**17.3.** Candidates who are not permitted to write the examination for want of attendance should be treated as absentees. The number of answer-scripts despatched to the University added to the number of absentees must be equal to the number of candidates registered. The registered number of answer-scripts packed separately because of suspected malpractice should be marked with an asterisk mark in the answer-scripts packet with a footnote.


**17.4.** In the case of malpractice, a detailed report (**Proforma 7**) on the matter together with the candidate's answer-scripts (both the scripts), the incriminating material used by the candidate and other material evidence should be forwarded immediately by CS, addressed by name to the Controller of Examinations.

  
**Dr. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M Palavam, Coimbatore - 641 104

- 17.5. The signature of CS, name and seal of the college shall be affixed on the packet without fail. CS/AUR shall sign on the reverse side across the pasted portion of the packet. The AUR must also sign in the face of the packet.
- 17.6. When a question paper is common for more than one branch / degree, the answer papers of candidates of different branch / degree shall be packed in the sequence as given in the 'attendance-sheet'/packing slip.
- 17.7. No sheet should be torn off from the answer-scripts. The number of answer-scripts kept inside the packet shall not exceed the specified number indicated thereon. The packets should then be pasted in the presence of CS and AUR at the close of every session. After signing on the packets as said in the previous paragraph, the flap portion of the packets should be pasted first with gum and then with adhesive tape neatly.
- 17.8. The answer-scripts delivery slip generated from the University web-portal in duplicate (one for college use and one for the use of the Zonal office) should be submitted to the Zonal Office along with the answer scripts packets.
- 17.9. Any answer-scripts found containing i) the name of the candidate at any place and ii) the register number of the candidate at the non-specified places should be treated as 'suspected malpractice' and should be sent to COE separately.

#### 18. Claims:

- 18.1. All applications for contingent advance towards conduct of examinations should be made to COE at least 30 days before the commencement of the examination. Stamped acknowledgments should be furnished for all advances exceeding Rs. 5000/-. Advance paid must be utilized for the purpose for which it is given and should not be used for any other purpose.
- 18.2. All expenditure relating to Clerical staff, Office Assistant/peon Waterman, Watchman, purchase of stationery, sealing wax, adhesive tape, string, sketch pen, all other contingencies etc., have to be met within the amount allotted.
- 18.3. On conclusion of the examinations, a bill should be prepared and forwarded to COE together with all vouchers and other statements connected therewith (Proforma 8 & 9) within 5 days.

  
**Dr. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M. Palayam, Coimbatore - 641 101



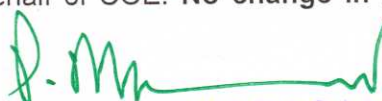
- 18.4. After the bills have been checked, orders will be given for the payment of any sum due. If the amount originally drawn is in excess of the expenditure, the balance should be refunded within fifteen days after the examinations are over.
- 18.5. CSs are required to make a return in the form (**Proforma 10**) for the quantity of stationery and serviceable articles remaining at the close of examination and to retain them for the next examination.
- 18.6. CS has to maintain stock particulars of the items such as, Answer-book, packet, etc., supplied by the University. At the close of each examination, CS is expected to send stock position and request for requirement of various items for the use of next examination in Proforma 9.
- 18.7. Claims such as remuneration, allowances etc. of the staff members (except AUR and VS member) drafted for examination purpose will be settled by CS.

## II. PRACTICAL EXAMINATION

The instructions given above under 'theory examinations' should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under:

### 19. Additional Points for Practical Examinations:

- 19.1. The Principal shall be fully responsible for all the activities connected with the conduct of Practical Examinations.
- 19.2. The Principal shall ensure the availability of all the equipment/instruments as per the norms and the conduct of experiments as per the syllabus for all the practical subjects concerned. Any deficiency in this regard will lead to the cancellation of the conduct of practical examination.
- 19.3. The period (Slot-I/Slot-II) of practical examinations for every semester will be intimated by COE. The Principal of the college has to prepare the schedule confining to the prescribed period (Slot-I/Slot-II) for all the practical examinations pertaining to both the regular and arrear candidates concerned and to assign internal examiners for each subject. The schedule along with the assigned internal examiners has to be submitted (online/offline as the case may be) to the respective ZC within the stipulated time for getting them approved (online/offline as the case may be). The external examiners will be appointed (online/offline as the case may be) by respective ZC on behalf of COE. **No change in internal**

  
**Dr. P. MANI ARASAN**  
 Principal


Nehru Institute of Engg. & Technology  
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examiner/external examiner and no change of practical examination schedule should be made without the approval of ZC.

- ° 19.4. If the question papers are sent by the University for any practical subject, the questions should be asked from the sent question papers only strictly following the instructions given.
- 19.5. The number of candidates examined by the examiners should not exceed the approved limits.
- 19.6. Only two sessions of practical examination have to be conducted per day and there should not be any overlapping of batches/sessions.
- 19.7. The practical examination has to be conducted only in the presence of both internal and external examiners. The External Examiner is responsible for proper conduct of the Examination and any violation has to be brought to the notice of Controller of Examinations immediately. In case of absence of the examiners, the matter should be brought to the notice of ZC/ZO and remedial action should be taken immediately.
- 19.8. Any violation of the instructions given by COE will lead to the cancellation of the practical examination.
- 19.9. After the end of every session of the practical examination, the external examiner will upload the marks in the web-portal of all the candidates present for the examination with the help of the internal examiner. After thorough checking of the entry of the marks, the mark sheet will be generated and signed by both examiners. At the end of every session, the Examiners should handover the completed Mark sheets in a sealed cover generated from the web-portal to the Principal. The Principal will keep the collected Mark sheets in a safe custody and forward the same to COE before the prescribed time.
- 19.10. All expenditure relating to Laboratory/Clerical Staff, Office Assistant/Peon, Waterman, Watchman, Scavenger, Purchase of Samples, Stationery, Sealing Wax, Adhesive Tape, String, Sketch Pen, all other contingences etc., have to be met within the amount allotted for that purpose.

\*\*\*\*\*

  
**Dr. P. MANIARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 F.M. Palayam, Coimbatore - 641 105

PROFORMA 1  
ANNA UNIVERSITY EXAMINATIONS  
Seating Arrangement

Centre code and name:

Hall No.:

Date:

Session:

[illegible]

Name &amp; Signature

Of Hall Superintendent

Signature of Chief Superintendent

with college seal

Note: To be retained at the college.

Dr. P. MANIARASAN  
Principal

Nehru Institute of Engg. & Technology  
T. M. Palayam, Coimbatore - 641 104

## PROFORMA 2

ANNA UNIVERSITY, CHENNAI-25

## Details of Question Papers received

Centre code and name:

Oct / Nov /Dec.201

Apr/May/June201

Table showing the datewise subjects of Examination, No. of Candidates registered and the No. of Question Papers received.


Date & Session	Degree	Title of the subjects	Subject/ Q.P. code	No. Candidates Regd.	No. Copies of Q.P. Recd.	Remarks

Date :

Station:

Signature of Chief Superintendent

Note: To be retained at the college.

  
**Dr. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M. Palayam, Coimbatore - 641 105



## PROFORMA 3

ANNA UNIVERSITY, CHENNAI-25

Details of session wise use of answer-books

Centre code and name:

Date and Session	Hall No.	No. of Answer-books		
		Issued	Returned	Used

Date:

Signature of Chief

Station:

Superintendent with College seal

Note : To be kept at the college itself

*Dr. P. MANIARASAN*  
Principal  
Nehru Institute of Engg. & Technology  
M Palavam, Coimbatore - 641 10\*

**PROFORMA 4**  
**ANNA UNIVERSITY, CHENNAI - 25**

From ..... To .....  
The Chief Superintendent .....  
University Examinations .....

Rel. No. ....

Dated : .....

**APPOINTMENT ORDER**

Dr./Thiru/Thirumathi/Selvi ..... is hereby appointed as Hall Superintendent for the Anna University Examinations scheduled during ..... in this College. The date and time of invigilation work is notified hereunder. He / She is directed to report to the Chief Superintendent of the University Examination at least thirty minutes before the commencement of the Examination. Those who are coming late will not be allowed to function as Hall Superintendents.

The Hall Superintendents shall not absent themselves from attending the invigilation work without obtaining the written permission of the Chief Superintendent. In case Hall Superintendent is unable to accept the order, he/she has to find a substitute and the acceptance of the substitute to undertake the responsibility of Hall Superintendent shall be produced to the Chief Superintendent. Request for leave without making an alternative arrangement will not be entertained. Hall Superintendent will carry out the duties as per the instructions contained in the "**Instructions Manual**" for the conduct of Examinations issued by the University and other instructions issued by the COE from time to time. Particulars of invigilation work:


Days	Session

Date : .....

Chief Superintendent

Station : .....

University Examinations

  
**Dr. P. MANI ARASAN**  
Principal

Nehru Institute of Engg. & Technology  
M Palavam, Coimbatore - 641 101

## PROFORMA 5

ANNA UNIVERSITY, CHENNAI-25.

Examination Invigilation scheme / hall allocation to candidates

Centre code and name: .

Date:

Session: FN/AN

Hall No.	Degree & Branch	Subject of the Exam	Register no. of the candidates	Name of the Hall Superintendent *

\* Not to be indicated in the student copy put up in notice board.

Date :

Signature of Chief Superintendent

Station :

Note : To be retained at the college.

Hall No.:

  
**Dr. P. MANIARASAN**  
 Principal

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 M Palayam, Coimbatore - 641 10



## PROFORMA 6

ANNA UNIVERSITY, CHENNAI – 25.

UNIVERSITY EXAMINATIONS \_\_\_\_\_ (Month / Year)

ABSENTEE STATEMENT

Centre code and name:

Date : Session : FN / AN

Hall No.	Degree and subject of Examination	Subject/ Q.P. code	Total No. of Candidates present	Reg. No. of the Absentees	Signature of the hall Superintendent

Date :

Signature of

Station :

Chief Superintendent

- Note: 1). To be circulated to all halls 30 minutes after commencement.  
2). To be retained at the college.

  
**Dr. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 M. Palavam, Coimbatore - 641 101

## PROFORMA 7

ANNA UNIVERSITY, CHENNAI - 25.

## REPORT ON MALPRACTICE


UNIVERSITY PRACTICAL/THEORY EXAMINATIONS \_\_\_\_\_ (MONTH/YEAR)

1. Name of the Centre & Code : .....
2. Name of the Candidate & Reg. No. : .....
3. Semester of the candidate : .....
4. Semester of the subject : .....
5. Subject Code & Title : .....
6. Date & Session of Exam : .....

7. Statement of the Candidate\*:

\*Use separate sheet, if necessary

Contd...

  
**Dr. P. MANIARASAN**  
Principal  
Nehru Institute of Engg. & Technology  
M Palayam, Coimbatore - 641 105

## PROFORMA 7 Contd...

8. Report of Hall Supdt./Internal Examiner of practical exam\*:

9. Report of Squad member/AUR/External Examiner of practical exam\*:

10. Report of The Principal/ Chief Supdt\*.::

\*Use separate sheet, if necessary

  
**Dr. P. MANI ARASAN**  
Principal

Nehru Institute of Engg. & Technology  
M Palayam, Coimbatore - 641 101



## PROFORMA 8

ANNA UNIVERSITY, CHENNAI – 25

Remuneration for Hall Superintendent

Centre code and name:

Received from the Chief Superintendent, a sum of rupees noted against me towards remuneration for the invigilation work during the Examination \_\_\_\_\_ held at \_\_\_\_\_

Sl. No.	Name of HS & Address	Date & Session	Total No. of Sessions	Amount in Rs.	Signature

Note : To be sent along with the Accounts.

Signature of

PRINCIPAL / CHIEF SUPERINTENDENT

with College Seal

  
**Dr. P. MANIARASAN**  
 Principal

Nehru Institute of Engg. & Technology  
 M Palavam, Coimbatore - 641 102

## PROFORMA 9

ANNA UNIVERSITY, CHENNAI-25

## Number of Staff engaged for Examination work

Centre code and name:

No. of staff drafted for Oct / Nov /Dec.201

Apr/May/June 201 examinations

Date & Session		No. of candidates registered as per 'nominal-roll'	Chief Superintendent	Hall Superintendent	Reserve Hall Superintendent	Remarks
Total						

Date:

Signature of Chief

Superintendent with College seal

Note: To be sent along with the Accounts.

  
Dr. P. MANI ARASAN  
Principal

Nehru Institute of Engg. & Technology  
M. Palayam, Coimbatore - 641 102

## PROFORMA 10

ANNA UNIVERSITY, CHENNAI-25

STATIONERY REQUIREMENTS FOR \_\_\_\_\_ EXAMINATIONS

Centre code and name :

No. of Regular Candidates :

Details of stationery used in \_\_\_\_\_ Examinations and required  
for next \_\_\_\_\_ Examinations.

Items	Opening Stock at the beginning of ..... Examination	Stationery received from University During ..... Examination	Stationery used for ..... Examination	Closing stock at the end of ..... Examination	Additional requirement for ..... Examination	Remarks

Date:

Signature of Chief

Station:

Superintendent with College seal

Note: To be sent to Controller of Examinations within 30 days after the close of examinations.

  
**Dr. P. MANI ARASAN**  
 Principal

 Nehru Institute of Engg. & Technology  
 M Palavam, Coimbatore - 641 105



**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
ANNA UNIVERSITY:: CHENNAI - 25**

**INSTRUCTIONS TO THE STUDENTS FOR THE NOVEMBER/DECEMBER 2021  
EXAMINATIONS**

**IMPORTANT INSTRUCTION:**

*The data of students such as Register No., Name of the students, email ID, Phone No., and the details of subjects registered by the Students (Regular and Arrear Subjects) to appear for the examinations were provided to all the colleges where the student had finally studied / is studying and the Principals of the Colleges were requested to create a facility in any of the platforms such as Google Classrooms / Microsoft Teams / email or any other sources for the distribution of question paper and the receipt of the softcopy of the Answer Script. In case of closed colleges/autonomous colleges or colleges having only arrear candidates, the change of centre is allotted and hence for students studied in such colleges, the Principals of newly allotted colleges will make facility in any of the platforms such as Google Classrooms / Microsoft Teams / email or any other sources for the distribution of question paper and the receipt of the softcopy of the Answer Script and the hardcopy also should be addressed to the Principal of the new centre. Hence, all the students will be receiving the details of the platform from the Principals of the Colleges in advance. The Students may contact the Principal of the College to get the details, if they do not receive the details. The name of the Contact person of each college is provided in the Student Login of the web portal of the office of the Controller of Examinations, Anna University, Chennai.*

**GENERAL INSTRUCTIONS:**

These instructions contain details pertaining to various aspects of the examination you are going to attempt and important instructions about the related matters.

- Students will be provided the Hall ticket for admission to the examination. The Hall Tickets can be downloaded from the official web portal of the office of the Controller of Examinations, that is, from STUDENT LOGIN.
- The Hall ticket is issued as per the regulations and instructions issued by the University from time to time. If the student does not comply with the above requirements given in the Hall Ticket, the examination(s) taken by the student will be treated as cancelled.

  
**Dr. P. MANIARASAN**  
Principal

Nehru Institute of Engg. & Technology  
M Palayam, Coimbatore - 641 105

- For all the theory examinations, the students should appear for examinations from their place of stay.
- Any discrepancies with regard to the spelling of name of the student or the subject for which the student is permitted to write the examination should immediately be brought to the notice of the Controller of Examinations of this University.
- Students should satisfy themselves that they have received the correct question paper before commencing to answer. Students should verify the Subject Code, Subject Name and Regulations given in the question paper.
- Students are instructed not to leave any pages blank in the Answer scripts. Blank pages, if any, should be struck off using a pen.
- Answers must be written legibly in blue/black ink or ball point pen.
- Writing wrong Register Number or subject code in the Answer book will entail summary rejection of the Answer book. If the student gives any special mark or writes anything not related to the examination, then it will entail summary rejection of Answer book.
- Students will have to produce their hall ticket as and when the University demand it for verification.

#### **EXAMINATION PATTERN:**

The mode of examination is take home and the duration of the examination is 3 hours only. The pattern of question paper will be the same as the one that was followed before the COVID-19 pandemic (offline, pen & paper examination).

#### **DEVICE REQUIREMENT:**

Students taking up the examinations shall be ready with a Laptop/Desktop/Mobile phone/Tablet with internet facility to download the question paper (before examination) and upload the scanned (pdf version) copy of the answer script (after the examination).

#### **STATIONERIES REQUIRED FOR THE EXAMINATION:**

Students should purchase all required stationery such as Cloth lined covers (preferably A4 size), Blue/ Black pen, pencil, eraser, sharpener, scale, thread, white un-ruled A4 size papers, graph sheets, Charts, drawing sheets, Calculator, tools required for engineering drawing, tools required for studio based examination, Printout of annexures and other required stationery well in advance before the commencement of the examination.



## METHODOLOGY TO BE FOLLOWED IN THE CONDUCT OF EXAMINATIONS:

- Students may get ready to write their examination in the take home mode from their place of stay.
- Students may be ready with all kinds of stationery required for writing the examination.
- The question paper will be shared by the Principal of the College in any of the platforms such as Google Classrooms/Microsoft Teams/email or any other sources created by the college.
- Students must fill up ANNEXURE-I for each examination and keep it as the first page of all the answer scripts.
- Students have to write the answers in the A4 size paper on both the sides limited to 30 pages (15 sheets) excluding ANNEXURE-I.
- Students should use thread to tie up the answer script.
- Students must write the examinations in blue or black pen and they are not allowed to type the answer in the paper and they are also not permitted to copy & paste the images from books in their answer scripts.
- Register Number, Name of the Student, Subject Code and Name of Subject shall be written on the top of each page.
- Date of Examination, Page Number and Signature of the Student should be written on the bottom of each page.
- The student shall scan the answer script and convert it as a PDF file with file name: Register Number-Subject Code.pdf and upload the answer script through one of the platform created by the college within 60 minutes after completing the examination.
- The student shall enclose the answer script preferably in a cloth-lined A4-sized cover by pasting the details filled in ANNEXURE-II and dispatch the sealed cover by Speed Post / Register Post / Courier Service addressed to the Principal of the respective Institution.
- The Student shall dispatch by retaining the hard-copies of the answer scripts of the examinations held in one full week (that is examinations completed by every Friday afternoon of the week) to the Principal of the College at the end of that particular week by Speed Post / Register Post / Courier Service. Failure to do so shall be treated as being absent for those examinations. The dispatch details of the hardcopies shall also be scanned and mailed to the Chief-Superintendent for reference and perusal.



- The answer scripts of only those students who have uploaded the PDF file in Google Classrooms/Microsoft Teams/email or any other sources within 60 minutes after the examination and whose answer script is received at the Institution within the prescribed time limit shall be considered for valuation.
- Submitting more than one copy of answer script for a particular subject shall be considered as malpractice activity. Further, the students' handwriting shall be verified with the existing handwriting available with the office of Controller of Examinations and any mismatch in handwriting shall be considered as impersonation.
- Since the examinations are conducted intake-home mode, the students have to attend the examination only from their place of stay and dispatch their answer scripts by Speed-Post/ Registered-Post/ Courier Service to their respective institutions. **Students should not visit the Institution to hand over the answer script in person.**
- Further, provision is made to the students to view their attendance details in their LOGIN in the office of COE web portal.

<https://studentservices.annauniv.edu>

after 3 full days on uploading the softcopy of the examinations and 10 full days for hard copy from the date of dispatch.

- For any examination related queries, the students may contact the respective colleges.

#### EXAMINATION:

Examinations will be conducted in two sessions: one examination in the forenoon and the other in the afternoon. The timings are as follows:

FORENOON SESSION		
Activity	Timings	
Receipt of Question Paper from the College	09.00AM	09.30AM
Time of Examination	09.30AM	12.30PM
Uploading Softcopy of the Answer Sheet	12.30PM	01.30PM
AFTERNOON SESSION		
Receipt of Question Paper from the College	02.00PM	02.30PM
Time of Examination	02.30PM	05.30PM
Uploading Softcopy of the Answer Sheet	05.30PM	06.30PM

**COVER PAGE OF THE ANSWER SCRIPT:**


The cover page of the answer script should be in the format as in ANNEXURE-I. The students appearing for the examinations must fill the information in this sheet for each examination and leave the back side of the cover page (ANNEXURE-I) as blank.

**DISPATCHING OF THE ANSWER SCRIPT:**

The Label given in ANNEXURE-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script to the Principal.

**NOTE:** A flowchart is provided IN THE NEXT PAGE as quick reference for the students appearing for the examinations.

**ALL THE STUDENTS ARE REQUESTED TO FOLLOW THE ABOVE INSTRUCTIONS STRICTLY.**

  
**Dr. P. MANIARASAN**  
Principal  
Nehru Institute of Engg. & Technology  
M Palayam, Coimbatore - 641 101

**ANNA UNIVERSITY :: CHENNAI – 600025**  
**NOVEMBER/DECEMBER 2021 EXAMINATIONS**  
**INSTRUCTIONS TO STUDENTS**

**STEP 1: HALL TICKET**

Download Hall Ticket – COE Web Portal Students Section

**STEP 2: STATIONARY ITEMS**

Cloth lined covers, Blue/ Black pen, pencil, eraser, sharpener, scale, white un-ruled A4 size papers, graph sheets, Charts, drawing sheets, Calculator, tools required for engineering drawing, tools required for architecture design, **Printout of annexures** and other required stationery well in advance.

**STEP 3: DISTRIBUTION OF QUESTION PAPER**

QP will be shared by the college between 09.00 am and 09.30 am for the FN session and 02.00 pm to 02.30 pm for the AN session through the platform as given by the college.

**STEP 4: DURING EXAMINATION**

1. The cover page of the answer script should be in the format as in ANNEXURE-I.
2. Write the answers in the A4 size paper on both the sides limited to 30 pages (15 sheets) excluding ANNEXURE-I.
3. Register Number, Name of the Student, Subject Code and Name of the Subject and other details shall be written on the top of each page.
4. Date of Examination, Page Number and Signature of the Student should be written on the bottom of each page.
5. Uploading of the softcopy in pdf format of the Answer Script with the name Register Number-SubjectCode.pdf within 60 minutes after completion of the examination.

**STEP 5: AFTER EXAMINATION**

1. Dispatch the answer scripts by retaining the hard-copies of the answer scripts of the examinations held in one full week (that is examinations completed by every Friday afternoon of the week) in a cloth lined cover by Speed Post / Registered Post/Courier Service addressed to the Principal of the respective Institution.
2. The Label given in ANNEXURE-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script.

**Students should not visit the Institution to hand over the answer script in person.**



# ANNEXURE - I



**ANNA UNIVERSITY**  
CHENNAI - 25

College Code												
College Name												
Register Number												
Name of the Candidate												
Degree												
Branch								Semester				
Question Paper Code												
Subject Code												
Subject Name												
Date	DD	MM	YY	Session		FN		AN				
No. of Pages used				In words								
All particulars given above by me are verified and found to be correct												
Signature of the Student with date												

## For Office Use Only

Instructions to the Candidate: Put Tick mark (✓) for the questions attended in the tick mark column against each question												
PART - A			PART - B & C								Grand Total (in words)	
Question No.	✓	Marks	Question No.	(i) ✓	(i) Marks	(ii) ✓	(ii) Marks	(iii) ✓	(iii) Marks	Total Marks		
1			11	a								
2				b								
3			12	a								
4				b								
5			13	a								
6				b								
7			14	a								
8				b								
9			15	a								
10				b								
			16	a								
				b								
Total												
Declaration by the Examiner: Verified that all the questions attended by the student are valued and the total is found to be correct												
Date			Name of the Examiner				Signature of the Examiner					

*P. Mani*  
**DR. P. MANIARASAN**  
Principal  
Nehru Institute of Engg. & Technology  
"M Palavam, Coimbatore - 641 10"

**ANNEXURE - II**  
**ANNA UNIVERSITY :: CHENNAI - 25**  
**END-SEMESTER EXAMINATIONS**  
**NOVEMBER - DECEMBER 2021**

Register Number	Name of the Candidate	Programme	Branch of Study	Semester

Sl. No.	Question Paper Code	Subject Code	Date / Session	Sl. No.	Question Paper Code	Subject Code	Date / Session
1				5			
2				6			
3				7			
4				8			

**To**

**THE DEAN/ PRINCIPAL**

.....

.....

.....

.....

**From**

.....

.....

.....

.....

  
**Dr. P. MANI ARASAN**  
 Principal  
 Nehru Institute of Engg. & Technology  
 T.M. Palayam, Coimbatore - 641 105