



ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY

(An Autonomous Institution)

Affiliated to Pondicherry University | Approved by AICTE, New Delhi
Puducherry

OFFICE OF THE CONTROLLER OF EXAMINATIONS

COE OFFICE MANUAL

Manual of the Office of the Controller of Examinations

*Organisation, Processes, Boards, Registers and Forms for B.Tech., M.Tech. and MBA under
Regulation R-2026*

Recommended by the Academic Council on 16.09.2026

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This COE Office Manual was considered and recommended by the Academic Council of Achariya College of Engineering Technology (Autonomous) in its First Meeting held on 16.09.2026 and approved by the Governing Body in its meeting held on 30.09.2026. It comes into force with effect from 30.09.2026 and applies to all examinations conducted by the College from the Academic Year 2026–2027 under Regulation R-2026. The Controller of Examinations may issue operational circulars consistent with it.

Controller of Examinations

**Principal & Chairperson,
Academic Council**

Chairman, Governing Body

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CHAPTER 1: INTRODUCTION TO THE MANUAL

1.1 About the College

Acharya College of Engineering Technology (ACET), Puducherry, was inaugurated on 29.09.2010 and commenced its academic programmes in 2010–11. The College is affiliated to Pondicherry University, approved by AICTE, New Delhi, and has been granted autonomous status from the Academic Year 2026–2027. Its vision is "to be a center of excellence in technical education, producing globally competent and ethically strong engineering professionals who contribute to the development of society and nation."

The College offers eight B.Tech. programmes (Artificial Intelligence and Data Science; Computer Science and Engineering; Computer Science and Engineering (IoT, Cyber Security including Block Chain Technology); Electrical and Electronics Engineering; Electronics and Communication Engineering; Information Technology; Mechanical Engineering; Robotics and Automation), an M.Tech. programme in Artificial Intelligence and Data Science, and an MBA programme with functional electives in Entrepreneurship, Operations, Business Analytics, Marketing, Finance and Human Resource Management.

1.2 Purpose of this Manual

This Manual is the operating handbook of the Office of the Controller of Examinations (COE). It:

Sl.	Particulars
1	describes the organisation, infrastructure, officers and staff of the Examination Cell and their duties;
2	explains how each examination process works for the B.Tech., M.Tech. and MBA programmes under Regulation R-2026;
3	specifies the boards and committees, their composition and procedure;
4	lists the registers, records and forms to be maintained, with their custodians;
5	serves as the reference for training new functionaries, for internal and external audit, and for NAAC / NBA documentation.

The Manual implements the ACET Examination Policy, 2026. Step-by-step instructions with timelines and checklists are contained in the companion Standard Operating Procedures (SOPs) of the COE Office. References to "R-2026" are to the Curriculum, Rules and Regulations of the concerned programme.

1.3 Glossary of Terms

Term	Meaning
Academic Year	Two semesters; Odd Semester generally June–November and Even Semester generally December–May; each semester of approximately 90–100 working days
Answer Booklet	The serially numbered booklet in which a candidate writes answers; the main booklet carries a detachable / maskable facing sheet and bar code
Additional Sheet	Supplementary sheet issued on request and tied to the main booklet; its serial number is recorded on the main booklet
Arrear Course	A course in which a student has not satisfied the requirements for successful completion
Arrear Examination	ESE taken by a student to clear an arrear course

Term	Meaning
Assessment	The process of collecting, recording, scoring and interpreting evidence of learning
Audit Course	A non-credit course (M.Tech. Semesters I and II) with Pass / Fail outcome recorded in the grade card
CAT	Continuous Assessment Test – CAT-I, CAT-II and CAT-III / Model
CA / CIA / CAM	Continuous (Internal) Assessment marks
CDS / CDC	Career Development Skill course – internal assessment only, not counted in SGPA / CGPA
CEC (Credit Equivalence Committee)	Committee recommending credit transfer and grade equivalence
CDRC	Curriculum Designing and Restructuring Committee – approves off-campus and online courses
CGPA / SGPA	Cumulative / Semester Grade Point Average, rounded to two decimals
Chief Examiner	Senior examiner (one per 1000 scripts) who coordinates valuation of a course and re-values 10% of the scripts of the group
Chief Superintendent (CS)	Officer in overall charge of an examination session at the venue
Condonation / Relaxation	Relaxation of the 75% attendance requirement for attendance between 60% and 75% on approved grounds
COEFinix	Flexible Integrated Nodal Interface for eXamination automation portal – the College's portal used for all examination-related activities
Course Code	8-character alphanumeric code: [Department]–[Course Type]–[Regulation]–[Semester]–[Course No.], e.g. CST26301; PG codes carry the prefix "P"
Dummy Number (Code)	Confidential number assigned to an answer script before valuation
ESE / ESM	End Semester Examination / End Semester Marks
F / FA	Fail / Fail due to shortage of attendance (course to be repeated) or absence from the ESE (reappear as arrear)
First Appearance	First registered attempt in the ESE of a course, including absence after registration
Integrated Course	A course combining theory and laboratory (L-T-P 2-0-2, 3 credits in B.Tech.)
L-T-P-S-C	Lecture, Tutorial, Practical, Self-learning, Credits
Malpractice	Any act of unfair means or misconduct in relation to an examination
Mitigation Examination	Special examination for a student affected by serious illness, accident or bereavement during examinations
Nominal Roll	Course-wise list of candidates registered for an examination
QPSB	Question Paper Scrutiny Board
RPB	Result Passing Board
Supplementary Examination	Special examination after ESE and revaluation results for students with up to two standing arrears (B.Tech. – Semesters III and VII, and VIII-semester students with any number of arrears; M.Tech. / MBA – final semester)

Term	Meaning
TMR / TRR	Tabulated Mark Register / Tabulated Result Register
Transcript	Certified record of all courses, credits and grades of a student

1.4 Abbreviations

Abbreviation	Expansion
AAC	Academic Appeal Committee
ABC	Academic Bank of Credits
AC	Academic Council
ACET	Acharya College of Engineering Technology
ACS	Additional Chief Superintendent
AICTE	All India Council for Technical Education
BoE	Board of Examinations
BoS	Board of Studies
CA / CIA / CAM	Continuous Assessment / Continuous Internal Assessment / Continuous Assessment Marks
CAT	Continuous Assessment Test (CAT-I, CAT-II, CAT-III / Model)
CCDIR	Centre for Career Development and Industry Relations
CCTV	Closed-Circuit Television
CDRC	Curriculum Designing and Restructuring Committee
CDS / CDC	Career Development Skills / Career Development Course
CE	Chief Examiner
CEC	Credit Equivalence Committee
CF	Course Faculty
CGPA / SGPA	Cumulative / Semester Grade Point Average
CLA	Clerical Assistant
CO	Course Outcome
COE	Controller of Examinations
COEFiniX	Flexible Integrated Nodal Interface for eXamination automation portal
CS	Chief Superintendent
DA	Dean (Academics)
DARC	Department Academic Review Committee
DCOE	Deputy Controller of Examinations
DEC	Department Evaluation Coordinator
ECC	Exam Cell Coordinator
EDC	Examination Discipline Committee

Abbreviation	Expansion
EGC	Examination Grievance Committee
ESE / ESM	End Semester Examination / End Semester Marks
F / FA	Fail / Fail due to shortage of attendance or absence from the ESE
FIR	First Information Report
FN / AN	Forenoon / Afternoon session
GB	Governing Body
HoD / HoI	Head of the Department / Head of the Institution
IA	Internal Assessment
IECC	Internal Examination Conduct Committee
IFSC	Indian Financial System Code
INV	Invigilator
IQAC	Internal Quality Assurance Cell
KPI	Key Performance Indicator
L-T-P-S-C	Lecture – Tutorial – Practical – Self-learning – Credits
MAN	Mandatory Non-Credit Course
MBA	Master of Business Administration
MCQ	Multiple Choice Question
MNC	Multinational Company
MOOC	Massive Open Online Course
MP	Micro Project / Mini Project (MBA)
MSME	Micro, Small and Medium Enterprise
NAAC	National Assessment and Accreditation Council
NAD	National Academic Depository (DigiLocker)
NBA	National Board of Accreditation
NCC / NSS	National Cadet Corps / National Service Scheme
NEP	National Education Policy 2020
NIRF	National Institutional Ranking Framework
NPTEL	National Programme on Technology Enhanced Learning
NT	Non-teaching staff (on rotation)
OBE	Outcome-Based Education
OE / OEC	Open Elective / Open Elective Course
PAC	Programme Academic Coordinator
PAN	Permanent Account Number
PBL	Project-Based Learning
PE / PEC	Professional Elective / Professional Elective Course

Abbreviation	Expansion
PO / PSO	Programme Outcome / Programme Specific Outcome
PR	Principal
PSU	Public Sector Undertaking
PU	Pondicherry University
PwD	Persons with Disabilities
QP	Question Paper
QPSB	Question Paper Scrutiny Board
RACI	Responsible, Accountable, Consulted, Informed
RPB	Result Passing Board
RPwD Act	Rights of Persons with Disabilities Act, 2016
RTI	Right to Information
RW / W / I / P	Result Withheld / Withdrawn / Incomplete / Pass (non-credit course)
SA	System Administrator
SO	Section Officer
SOP	Standard Operating Procedure
SWAYAM	Study Webs of Active-Learning for Young Aspiring Minds
TA / DA	Travelling Allowance / Daily Allowance
TDS	Tax Deducted at Source
TMR / TRR	Tabulated Mark Register / Tabulated Result Register
UG / PG	Undergraduate / Postgraduate
UGC	University Grants Commission
UPS	Uninterruptible Power Supply
WD	Working Days

CHAPTER 2: STATUTORY BODIES AND THEIR ROLE IN EXAMINATIONS

2.1 Governing Body

The Governing Body approves the Examination Policy, this Manual and the SOPs; approves the examination fee structure, remuneration rates, examination budget and manpower; concurs with the Academic Council's recommendation for the award of degrees; approves the withdrawal of degrees obtained by fraud; and reviews the Annual Examination Report.

2.2 Academic Council

The Academic Council is the principal academic authority of the College. For examinations it: approves the regulations, schemes of assessment, question paper patterns and grading; approves the academic and examination calendar; approves the panels of examiners; ratifies results and recommends degrees; considers the reports of the Board of Examinations on reforms, malpractice and grievances; and decides appeals referred to it.

2.3 Boards of Studies

Each BoS frames syllabi and question paper patterns, recommends panels of setters and examiners, reviews result analysis and CO attainment, and recommends equivalent courses for revised / withdrawn arrear courses.

2.4 Head of the Institution (Principal)

The Principal is responsible for the preparation, scheduling and conduct of all examinations, delegated in execution to the COE. The Principal appoints the COE and examination functionaries; may inspect the Examination Cell at any time; ensures manpower and resources; chairs the BoE, EGC and RPB; approves condonation, withdrawal and mitigation; decides malpractice cases; and may order re-examination or quashing of results.

2.5 Dean (Academics)

Coordinates the academic calendar with the COE; chairs the Credit Equivalence Committee (CEC), which recommends credit transfer and grade equivalence for online, off-campus and transfer courses, and convenes the Academic Appeal Committee; recommends attendance relaxation, complete withdrawal, break of study and mitigation cases; is a member of the BoE, EGC and RPB.

2.6 Dean (IQAC) and Dean (R&D)

Members of the BoE and EGC. The Dean (IQAC) links examination data to quality assurance, accreditation and the Annual Quality Assurance Report; the Dean (R&D) oversees research integrity and chairs the Plagiarism Review Panel.

2.7 Heads of Departments

The HoD is responsible, for his / her department, for: conduct of CATs and model examinations; timely submission of attendance and CA marks; display of CA marks; forwarding condonation, scribe, withdrawal and mitigation applications; recommending examiners; conducting practical and project examinations with the COE; forwarding mini project / project evaluation reports to the COE; and first-level redressal of CA grievances.

2.8 Department-level Coordinators

Sl.	Item	Details
1	Programme Academic Coordinator (PAC)	coordinates course registration, timetable and academic scheduling; supplies the COE with course registration data (including electives, Honours / Minor, open electives).
2	Department Evaluation Coordinator (DEC)	one per department, nominated by the HoD (R-2026, Section 22.11). Monitors assessment practices and CO attainment and maintains assessment records; also acts as the examination coordinator of the department – the single point of contact with the COE Office for CA marks, attendance, practical and project schedules, examiner details, hall tickets, grade-sheet distribution and first-level grievances.
3	Class Advisor	monitors attendance and academic progress; verifies the eligibility list of the class; counsels students with shortage of attendance or arrears.
4	Mentor (Mentor–Mentee System)	a faculty mentor for a group of 15–20 students (R-2026 B.Tech., Section 22.14); counsels students with shortage of attendance, arrears or examination difficulties and maintains the counselling record.
5	Class Committee	reviews course delivery and learning difficulties at least twice a semester; its minutes help in interpreting result anomalies.

CHAPTER 3: THE EXAMINATION CELL – ORGANISATION AND DUTIES

3.1 Organisation Chart

Examination Cell – Reporting Structure

Level	Functionaries
Apex	Governing Body → Academic Council → Principal (Chairperson, BoE)
Head of Cell	Controller of Examinations (Member Secretary, BoE / EGC / RPB) – also in personal charge of the Confidential Section
Deputy	Deputy Controller of Examinations (DCOE) – coding, central valuation, tabulation, revaluation, grievances, discipline
Office	Section Officer (SO) – registration, hall tickets, results, certificates, records, accounts System Administrator (SA) – COEFinX and data Clerical Assistants (2) – data entry, typing, registers, stores, dispatch
Conduct	Exam Cell Coordinator (ECC), assisted by the Internal Examination Conduct Committee (IECC) – conduct of CATs, practical examinations and theory ESE logistics
Departments	Department Evaluation Coordinator (DEC) of every department; PACs; Class Advisors
Rotation support	Non-teaching staff of all departments deputed on rotation for examination-time work

The Confidential Section is headed by the COE and the Evaluation & Tabulation function by the DCOE; the two functions are never held by the same person in the same examination cycle. The Cell shall not be expanded beyond this manpower without the approval of the Governing Body.

3.2 Controller of Examinations – Duties

Sl.	Particulars
1	Prepare the examination calendar and time-tables in consultation with the Dean (Academics) and place them before the BoE.
2	Create and maintain the student examination database from admission data supplied by the Principal's office.
3	Admit eligible candidates to examinations according to R-2026 and the Policy; decide eligibility cases referred by the office.
4	Collect examination fees as approved by the GB and maintain accounts of receipts and expenditure.
5	Constitute the examiner panels from the AC-approved lists; issue appointment orders to setters, scrutinisers, examiners and valuation boards.
6	Head the Confidential Section personally: maintain the panel of setters, dispatch QP-setting kits, receive and log question papers and answer keys, supervise confidential printing / secure release, packing and sealing, and keep the reserve set of every paper.
7	Maintain the secrecy of question papers and the security of the strong room; hold one key of the double lock and the sealed dummy-number code register.
8	Organise the conduct of examinations, central valuation, tabulation and declaration of results; convene the RPB.

Sl.	Particulars
9	Submit data to Pondicherry University for provisional and degree certificates, and distribute certificates after verification.
10	Issue grade sheets, consolidated grade sheets, transcripts, duplicate documents and verification reports.
11	Enforce examination discipline in consultation with the Principal; constitute the EDC; place malpractice cases before the competent authority.
12	Pay remuneration and TA / DA to setters and examiners.
13	Maintain custody of all examination files, registers, certificates and data.
14	Upload records to NAD / DigiLocker and ABC.
15	Recommend examination reforms; prepare the Annual Examination Report.
16	Take quick decisions in emergencies and inform the Principal immediately.
17	Perform other duties assigned by the Principal / BoE.

3.3 Deputy Controller of Examinations – Duties

Sl.	Particulars
1	Head the Evaluation & Tabulation function: supervise coding of answer scripts, organise central valuation (examiners, schedule, script allotment, moderation checks, mark lists), supervise mark entry by the Clerical Assistants, decoding (with the COE's authorisation), CA–ESE consolidation, tabulation and verification of the TMR / TRR.
2	Process revaluation and revaluation-with-copy applications and outcomes; organise supplementary and mitigation examinations with the COE.
3	Handle student queries and grievances on examinations and results; place cases before the AAC and EGC.
4	Convene the EDC and follow up on malpractice cases.
5	Coordinate project / dissertation evaluation and viva-voce with departments and external examiners.
6	Hold the second key of the strong-room double lock.
7	Officiate for the COE in his / her absence and assist in University correspondence.

3.4 Section Officer – Duties

Sl.	Particulars
1	Examination registration, eligibility and condonation processing, and fee reconciliation.
2	Time-table draft, nominal rolls, hall tickets and seating plans (with the SA).
3	Receipt of answer-script bundles after each session and their deposit in the strong room with the DCOE.
4	Publication of results, printing and distribution of grade sheets, consolidated grade sheets, provisional certificates, transcripts, duplicates and verification reports.
5	Inward / outward registers, files, correspondence (including Pondicherry University), and custody of permanent records and the archive.
6	Remuneration statements, examination accounts and budget papers.
7	Duty roster of the Clerical Assistants and requisition of non-teaching staff on rotation.

3.5 System Administrator, Clerical Assistants and Rotation Staff – Duties

Post	Principal duties
System Administrator (1)	Administration of COEFinix and its server; user accounts and access rights; data import from admission / academic systems; generation of nominal rolls, hall tickets, dummy numbers, mark-entry screens, TMR / TRR and grade sheets; backups and restoration tests; cyber security; NAD / DigiLocker and ABC uploads
Clerical Assistants (2)	Entry of registrations, CA and ESE marks (the two assistants make independent double entries), revaluation marks and authorised corrections; typing and forms; one assistant nominated by the COE for confidential typing / printing in each cycle; answer-book and stationery stock; inward / outward, dispatch and archives; answer-script storage and retrieval
Department Evaluation Coordinator (1 per department)	Verification of CA marks and attendance uploaded by the department; display of CA marks; practical and project examination schedules; examiner details; distribution of hall tickets and grade sheets; forwarding of student applications and first-level grievances
Non-teaching staff on rotation	Deputed from all departments on a rotation basis by order of the Principal on the SO's requisition: hall preparation and rearrangement; clerical and attender duties on examination days; coding and packing under supervision; movement of material under escort; valuation-hall attenders; water service

All staff shall be conversant with the Regulations, the Policy, this Manual and the SOPs relevant to their work, and shall maintain strict confidentiality. Rotation staff sign the confidentiality declaration for each deputation.

3.6 Exam Cell Coordinator – Duties

The Exam Cell Coordinator (ECC) is nominated by the Principal in consultation with the COE for the conduct of examinations from the autonomous batch 2026–2027 onwards. All matters are discussed with the COE, and approval of the COE and the Principal is obtained before implementation. The step-by-step procedures are in the SOPs for the Exam Cell Coordinator (ACET/COE/SOP-ECC/2026/04) issued by the COE.

Conduct of Continuous Assessment Tests (CAT)

Sl.	Particulars
1	Prepare the CAT circular and time-table and obtain the approval of the COE and the Principal.
2	Collect question papers from all departments within the schedule, verify them and print the required number of copies based on student strength.
3	Prepare the invigilator duty list in consultation with the COE and the Principal, and the hall allocation and seating plan.
4	Submit the result analysis and examination report, with the duty roster and attendance sheets, to the COE Office.

Conduct of End Semester Practical Examinations

Sl.	Particulars
1	Prepare the department-wise practical examination schedule within the slots allotted by the COE Office, in consultation with the HoDs.
2	Obtain the names of internal examiners for each laboratory, and ensure that each department submits two external examiners per laboratory to the COE within the stipulated time.
3	Arrange refreshments and hospitality for internal and external examiners.
4	Ensure that practical ESE marks are entered and frozen in COEFinix, and that the completed laboratory cover (sealed mark cover, answer scripts and related documents) is submitted to the COE Office, on the day of the examination itself.
5	Submit the remuneration details to the COE Office after completion of all practical examinations.

Conduct of Theory End Semester Examinations

Sl.	Particulars
1	Collect question papers and answer booklets from the COE on each examination day.
2	Implement the approved hall allocation and seating plan.
3	Prepare the invigilator duty list and obtain the approval of the COE and the Principal before the examinations commence.
4	Maintain Proforma 6 and the absentees statement for each session.
5	Ensure that all answer booklets are collected, verified, packed and submitted to the COE Office at the end of each examination day.
6	After the examinations, prepare the day-wise and consolidated remuneration statements, spiral-bind the day-wise Proforma 6 and absentees statements, and submit them to the COE Office.
7	Arrange refreshments and hospitality for examination personnel.

Internal Examination Conduct Committee (IECC)

A separate IECC of faculty members, nominated by the Principal in consultation with the COE and excluding the Department Evaluation Coordinators, assists the ECC to ensure the smooth, transparent and impartial conduct of examinations. All examination communication is made through official e-mail IDs with copies to the COE (coe.acet@achariya.org) and the Section Officer (so.acetexam@achariya.org).

3.7 Code of Conduct for Examination Functionaries

Sl.	Particulars
1	Every functionary shall sign a confidentiality and no-relative declaration (Form COE-F07) at the beginning of each academic year and whenever assigned confidential work.
2	A functionary whose close relative (spouse, child, sibling, nephew / niece, grandchild or the child of a sibling) is a candidate shall declare it and shall not handle the question papers, scripts or marks of that programme.
3	No functionary shall discuss examination matters outside the course of duty, carry confidential material outside the Cell, or use personal devices to store confidential data.

Sl.	Particulars
4	Mobile phones shall be deposited at the entrance of the confidential section and the valuation hall.
5	Any breach shall be reported to the Principal for disciplinary action.

3.8 Infrastructure of the Examination Cell

Sl.	Item	Details
1	Strong room	fire-resistant, windowless or gridded, double-lock (keys with the COE and the DCOE), CCTV with 90-day recording, fire extinguishers, humidity control, access register.
2	Confidential section	isolated room with a dedicated printer / duplicator, shredder, air-gapped or restricted computer for QP formatting, and no internet access on the QP computer.
3	Server and software	COEFinIX (Flexible Integrated Nodal Interface for eXamination automation portal) with role-based access, audit trail, UPS and generator backup, daily backups.
4	Valuation hall	capacity for 60 examiners, CCTV, lockable cabinets, separate area for mark entry.
5	Examination halls	numbered desks, wall clocks, public-address / bell system, CCTV in every hall and corridor, drinking water, first-aid kit, separate room for scribe / PwD candidates.
6	Records room	compactors / racks with labelled storage by semester and course, pest control, access register.

3.9 Manpower Norms

Function	Norm	Basis
Invigilators	1 per 30 candidates; minimum 2 per hall above 30 candidates	Per session
Relief invigilators	10% of hall invigilators	Per session
Squads	Up to 6 squads of 2 members each	Per ESE cycle
Additional Chief Superintendent	1 where more than 250 candidates appear	Per session
Clerical staff / Office attenders (non-teaching, on rotation)	4 / 2	Per examination day
Water service (non-teaching, on rotation)	1 per 250 candidates	Per session
Valuation attenders (non-teaching, on rotation)	2	Per valuation day
Data entry	Two Clerical Assistants (double entry)	Per ESE cycle

Function	Norm	Basis
Valuation examiners	1 per 200 scripts (max 50 per day)	Per course
Chief Examiner	1 per 1000 scripts	Per course

CHAPTER 4: BOARDS AND COMMITTEES

4.1 Summary Table

Body	Composition	Meets	Reports to
Board of Examinations (BoE)	Principal (Chair); COE (Member Secretary); Dean (Academics); Dean (IQAC); Dean (R&D); senior faculty nominated by Principal; External Expert	At least once per semester	AC
Examination Grievance Committee (EGC)	Principal (Chair); COE (Member Secretary); Dean (Academics); Dean (IQAC); Dean (R&D); concerned HoD; nominated faculty	As required; after each result	Principal / AC
Examination Discipline Committee (EDC)	Constituted by COE with HoI approval: senior Professor (Chair); DCOE (Convener); an HoD of another department; a woman faculty member	Each ESE / CAT cycle	Principal
Academic Appeal Committee (AAC) / Academic Grievance Redressal Committee	Dean (Academics) (Convener); two senior Professors; concerned HoD and Class Advisor (co-opted)	As required	Principal
Credit Equivalence Committee (CEC)	COE (invitee); Dean (Academics) (Chair); HoD concerned	As required	Principal / AC
CDRC	As constituted by the AC	Before each semester	AC
Question Paper Scrutiny Board (QPSB)	Principal / nominee (Chair); COE (Member Secretary); external subject expert	Before each ESE	BoE
Pre-Valuation Board	Valuation Board Chair; HoD / senior faculty; setter (if available); examiners	Before valuation	COE
Valuation Board	HoD / senior Professor (Chair); Chief Examiner (1 per 1000 scripts); internal and external examiners (50 : 50)	During valuation	COE
Result Passing Board (RPB)	Principal (Chair); COE (Member Secretary); Dean (Academics); BoS Chairpersons / HoDs; senior faculty from another reputed institution	After each valuation	AC
Transparency Committee	COE (Chair); concerned HoD; subject expert	After results	COE
Examination Squad	Two senior faculty per squad	Each session	COE
Answer Script Disposal Committee	DCOE (Chair); an HoD; Administrative Officer; Finance representative	Annually	Principal
Examination Audit Team	Two external academicians; one IQAC member	Annually	BoE / AC

4.2 Board of Examinations – Procedure

Sl.	Particulars
1	The COE, as Member Secretary, prepares the agenda in consultation with the Principal. Standing agenda items: confirmation of previous minutes; action taken; examination calendar and time-table; status of QP setting; arrangements for conduct; report on CAT; malpractice cases; grievances; mitigation requests; result statistics; audit findings; reforms.
2	Decisions requiring AC approval are recorded as "recommendations to the Academic Council".

4.3 Examination Grievance Committee – Procedure

Sl.	Particulars
1	Grievances are received through COEFinIX grievance module / e-mail / written application and acknowledged with a number.
2	The COE classifies each grievance (question paper error, conduct, evaluation, result, certificate, other) and places it before the EGC with the facts and records.
3	The EGC may call for records, hear the student and the officials concerned, and recommend action. Decisions are communicated to the student in writing.

4.4 Examination Discipline Committee – Procedure

Sl.	Particulars
1	The COE constitutes the EDC for each examination cycle with the approval of the Head of the Institution.
2	The Convener issues notice to each student booked (Form COE-F10 reference), fixing date, time and venue, with at least three working days' notice. Parents / guardians may accompany the student.
3	The committee examines the sealed cover, the invigilator's and squad's reports, and the student's statement; records its findings and recommendation in the prescribed format; and submits the report to the Principal through the COE.
4	If the student fails to appear, the committee may decide on the evidence available.

4.5 Academic Appeal Committee – Procedure

Sl.	Particulars
1	A student shall first approach the course faculty and then the HoD. Only after these avenues are exhausted may the student appeal to the AAC in writing through the COE.
2	The AAC examines records (CAT scripts, assignment records, attendance), hears the student and faculty, and recommends a decision to the Principal.
3	Decisions are communicated before the CA marks are frozen for the ESE, wherever possible.

4.6 Question Paper Scrutiny Board – Procedure

Sl.	Particulars
1	Meets in the confidential section. Members sign the confidentiality declaration.

Sl.	Particulars
2	For each course, the board examines the sets received, checks them against the syllabus, pattern, CO / Bloom's mapping and answer key, records errors and corrections, and selects the paper to be used and a reserve paper. The selected set is not disclosed to the setters.
3	The Scrutiny Report (Form COE-F08) is signed by all members and kept in the QP Custody Register file.

4.7 Valuation Board and Pre-Valuation Board – Procedure

Described in Chapter 8.

4.8 Result Passing Board – Procedure

Described in Chapter 9.

CHAPTER 5: EXAMINATION SYSTEM – PROGRAMME-WISE

5.1 Common Features (R-2026)

Sl.	Particulars
1	Choice Based Credit System; semester pattern; Outcome-Based Education.
2	Credit definition: 1 hour of lecture or tutorial per week = 1 credit; 2 hours of practical / laboratory or project per week = 1 credit (MBA: 1 hour practical = 0.5 credit); 1 credit of internship = 40 hours.
3	Every credit course is assessed for 100 marks.
4	Minimum 75% attendance per course; relaxation for 60% to less than 75% on approved grounds; below 60% – FA.
5	Pass: 40% in CA, 40% in ESE and 40% aggregate (Chapter 10 of the Policy).
6	10-point grading: A+ (10), A (9), B+ (8), B (7), C+ (6), C (5), D (4), F (0), FA (0).

5.2 B.Tech. Programmes

5.2.1 Duration and Admission

Sl.	Particulars
1	Eight semesters (four years); maximum seven years (14 semesters). Lateral entry from Semester III: six semesters (three years); maximum six years (12 semesters) from Semester III.
2	Total credits 160–172 as prescribed by each BoS.

5.2.2 Course Coding

COEFinIX shall accept only course codes in the R-2026 format. Department codes: AD, CS, CI, EC, RA, EE, IT, ME, SH, MA, PH, CH, EN, GE. Course type codes: T – Theory; L – Laboratory; I – Integrated; PE – Professional Elective; OE – Open Elective; W – Project / Mini Project / Internship / Training / Seminar; E – Career Development Skill; H – Honours; M – Minor; MAN – Mandatory Non-credit; C – Certification; N – NPTEL / SWAYAM credit course. Examples: CST26301 (CSE, Theory, R-2026, Semester III, course 01); ECL26701 (ECE, Laboratory, Semester VII).

5.2.3 Assessment Summary

Course type	CA	ESE	ESE conducted by
Theory / Theory with Tutorial	40	60	COE – 3-hour written, 60 marks
Integrated	40 (CAT-I, II theory; CAT-III practical)	60 (theory and practical components)	COE
Practical	60	40	Internal + external examiners
Micro Project / Mini Project	50 (two reviews)	50 (ESM)	Internal + external examiner
Seminar	100 (two reviews by 3-member committee)	–	Department

Course type	CA	ESE	ESE conducted by
Major Project Phase I / II	50	50	Internal + external examiners
Career Development Skills	100 (below 40% – reappear for test)	–	Department (not in CGPA)
Mandatory Non-credit	100 ("P" grade)	–	Department (not in CGPA)
Internship / Hackathon	Grade per R-2026 tables	–	Department / CCDIR verification
NPTEL / SWAYAM	Grade per R-2026 Table 30	–	CEC recommendation

5.2.4 Continuous Assessment – Theory

Sl.	Particulars
1	Three CATs are conducted in each semester; the best two of three are considered for 30 marks. CAT-I and CAT-II are for 50 marks (Part A 10 × 2; Part B 3 either / or × 10); CAT-III / Model follows the ESE pattern (60 marks).
2	Assignments / activities – 5 marks; attendance – 5 marks (95%+ = 5; 90–94 = 4; 85–89 = 3; 80–84 = 2; 75–79 = 1; below 75 = 0).
3	Conversion: departments enter raw CAT marks; COEFinX converts the best two CATs to 30 marks using the formula: CAT marks = average of the best two CAT percentages × 0.30, with rounding to the next whole number only at the final CA total. The same formula is applied to all courses and programmes.

5.2.5 Practical Courses

Sl.	Particulars
1	Internal (60): attendance 10; record / observation 10; model practical test 15; continuous performance 15; internal viva 10.
2	External (40): conduct of experiment 20; record verification 5; viva-voce 10; result / output 5. (R-2026 Table 10 break-up – objective 5, procedure 5, execution 10, result 10, viva 10 – may be used as the examiner's working sheet; totals are identical.)

5.2.6 Micro Project, Mini Project, Seminar and Major Project

Sl.	Particulars
1	Micro Project / Mini Project / Seminar: three-member committee (Supervisor, Coordinator, Subject Expert nominated by HoD); Review I (Novelty 20, Presentation 20, Q & A 10) and Review II (Presentation 10, Q & A 10, Demonstration 20, Final Report 10).
2	End-semester evaluation of Micro Project, Mini Project and Major Project (50): Novelty 10; Report 10; Prototype (physical / virtual) 10; Presentation / Demonstration 10; Viva-voce 10 – by one internal and one external examiner; the report is forwarded to the COE through the HoD.
3	Major Project: Phase I (Semester VII) and Phase II (Semester VIII) – CA 50% (interim reports, periodic reviews, final report signed by Supervisor and HoD) and ESE 50% (report evaluation, demonstration, viva-voce, presentation).

5.2.7 Honours, Minor, Certification, Internships and Hackathons

Sl.	Item	Details
1	Honours / Minor	registration after Semester II; 18–20 additional credits from Semester III to VII (at least one course per semester). Codes carry type "H" / "M". The COE maintains a separate Honours / Minor register and flags eligibility at the end of each semester (CGPA and arrear conditions).
2	Certification courses	40–50 hours each; 3 to 5 mandatory through the Centre of Excellence; non-credit certification courses are shown in the grade sheet but not in CGPA.
3	Internship	minimum two weeks, to be completed before the end of Semester VII, with prior approval of the HoD and the Centre for Career Development and Industry Relations. Grade by duration and host category:

Duration	Government / National Research Institution / MNC (offline)	Reputed Industry / MNC	Other recognised industry / MSME / Start-up	Max GP
10 – 15 days	B	C+	C	7.0
16 – 30 days	B+	B	C+	8.0
31 – 45 days	A	B+	B	9.0
45 – 60 days	A+	A	B+	10

Internships of less than 15 days are not considered for academic credit.

Hackathon: A+ (winners / special awards at national / international level, or prize at national events in Government institutions, NIRF-ranked institutions, MNCs, PSUs); A (participation at international level / winners in Deemed Universities); B+ (winners at national / state / inter-collegiate level); B (participation at those levels); C+ (winners at college level); C (participation at college level). Only the highest applicable grade per event.

5.2.8 Online Courses and Credit Transfer

Sl.	Particulars
1	Up to three off-campus courses in lieu of PE / OE (CDRC and Principal approval).
2	Online courses: 2 or 4 credits per course; total not more than 12 credits; up to three electives may be substituted; OE through online courses between Semesters III and VIII with prior CDRC approval.
3	NPTEL credits: 16 weeks – 4; 12 weeks – 3; 8 weeks – 2; 4 weeks – 1. Only 12- and 16-week courses substitute a syllabus course.

5.2.9 Multiple Entry and Exit

UG Certificate (after Year 1), UG Diploma (after Year 2, plus 6 credits summer internship), Bachelor's Degree (after Year 3, plus 6 credits from two summer internships), and B.Tech. (after Year 4). Re-entry at Semesters III, V and VII respectively. The COE issues the exit award on completion of the credit conditions, approval of the RPB and Academic Council, and surrender of the student's claim to continue.

5.3 M.Tech. Programme (Artificial Intelligence and Data Science)

5.3.1 Duration and Structure

Sl.	Particulars
1	Four semesters (two years); maximum four academic years (8 semesters) including any break of study (Policy Section 20.3).
2	Total credits as prescribed in the curriculum, including two Audit Courses (Semesters I and II).
3	Credit pattern: Theory 3 (3-0-0); Theory with Tutorial 4 (3-1-0); Practical 2 (0-0-3); Dissertation / Project 20 (0-0-22); internship 1 / 2 / 3 credits for 2 / 4 / 6 weeks.
4	Course codes carry the prefix "P" (e.g., P AI 26 101 – theory; P AIL 26 101 – laboratory; P EL 26 10X – elective).

5.3.2 Assessment

Course type	CA	ESE	Remarks
Theory	40	60	CAT best two of three (30), assignment (5), attendance (5); ESE 3 hours, 60 marks
Practical	60	40	As B.Tech. practical
Project Phase I (Sem III)	50	50	Problem identification, literature survey, requirement analysis, proposal and synopsis presentation
Project Phase II and Project Report & Viva-voce (Sem IV)	50	50	Reviews before the Departmental Project Committee; report; viva by Project Guide and External Examiner
Audit Course	Pass / Fail	–	Certificate of completion (MOOC / SWAYAM) or internal assessment; verified by Faculty Advisor / Dean (Academics) / COE
Career Development Skills	100	–	Below 40% in first attempt – reappear for test

5.3.3 Dissertation Requirements

Sl.	Particulars
1	Project Guide allotted by the Departmental Project Committee; co-guide from industry / collaborating institution with HoD approval.
2	Multi-stage reviews: problem identification & literature survey; requirement analysis & proposal; synopsis presentation; progress / weekly reviews; final report preparation – each recorded and forming part of CA.
3	Mandatory similarity check; up to 10% acceptable.
4	Report format: title page, bonafide certificate, declaration, acknowledgement, abstract, contents, chapters, references, appendices; typed and bound as directed; submitted by the date in the academic calendar. Late submission without HoD approval may defer the viva to the next cycle.

5.3.4 Online Courses and Exit

Sl.	Particulars
1	Up to three off-campus courses; online credits 2–4 per course, maximum 8 credits; up to two electives substituted.
2	Exit with PG Diploma after Year 1 (≥ 40 credits from Semesters I–II, notice eight weeks before year-end, summer internship / project evaluated by an internal committee). Re-entry permitted within the maximum period.

5.4 MBA Programme

5.4.1 Structure

Sl.	Particulars
1	Four semesters (two years); maximum four academic years (8 semesters); total credits as prescribed in the curriculum (90–108).
2	Credit definition: 1 hour L or T per week = 1 credit; 3 hours P = 1.5 credits; 2 hours project = 1 credit; 1 credit of internship = 40 hours.
3	Projects run through all four semesters (19 credits): Micro Project (Sem I, 2), Mini Project (Sem II, 2), Summer Internship (four weeks after Sem II, evaluated in Sem III, 6) and Major Project and Viva-voce (Sem IV, 9).

5.4.2 MBA Assessment

Course type	Assessment
Theory (100)	CA 50: best two of three CATs 30, assignments / activities 15, attendance 5. ESE 50: 3 hours, 50 marks – Part A 5×2 , Part B 4 of 6×5 , Part C 2 either / or case study $\times 10$. CAT-I and CAT-II: 50 marks – Part A 10×2 , Part B 3 either / or $\times 10$
Practical (100)	CA 50: attendance 5, record / observation 10, model practical test 15, continuous performance 10, internal viva 10. ESE 50: practical 20, record verification 5, viva-voce 10, result / output 15
Micro Project, Mini Project, Summer Internship (100)	Internal only: attendance 10, report 40, presentation / demonstration 50
Major Project and Viva-voce (100)	CA 50 (reviews, proposal, presentation, report); ESE 50 – viva-voce by the Project Guide and an External Examiner; similarity index up to 10% acceptable
Career Development Skills (100)	Internal only: attendance 10, report / training record 40, presentation / demo / skill test 50; not counted for SGPA / CGPA
Passing and grades	50% in CA, 50% in ESE and 50% aggregate; grades A+ (90–100), A (80–89), B+ (70–79), B (60–69), C (50–59), F (below 50), FA
Valuation	Double valuation by one internal and one external examiner; third valuation by another external examiner where the difference exceeds 15%

5.5 Modes of Examination

Mode	Description
Regular	First appearance of a student in the ESE of the courses of the current semester

Mode	Description
Arrear	Reappearance in a course not passed earlier, held with the regular ESE of that course
Supplementary	Special examination after ESE and revaluation results for students with not more than two standing arrears (maximum two theory papers per cycle) – B.Tech. in Semesters III and VII (VIII-semester students may apply with any number of arrears); M.Tech. / MBA in the final semester
Mitigation	Special examination approved by the BoE for a student affected by serious illness, accident or bereavement during the ESE
Re-examination	Examination ordered by the Principal where an examination is cancelled (leak, calamity, improper conduct)

CHAPTER 6: PRE-EXAMINATION PROCESSES

6.1 Examination Calendar and Time-table

Sl.	Particulars
1	The COE prepares the examination calendar with the academic calendar and places it before the BoE and AC.
2	The ESE time-table is prepared programme-wise ensuring: no student has two examinations in the same session; common courses across branches are held in the same session; arrear courses are scheduled so that clashes are avoided (COEFinix runs a clash check across all registered students); at least one gap day before heavy core papers where possible.
3	The draft time-table is circulated to HoDs for clash verification for three working days, approved by the Principal, and published at least one month before the ESE.

6.2 Continuous Assessment Tests

Sl.	Particulars
1	CAT schedules are fixed in the academic calendar. CAT question papers are set by the course faculty in the prescribed pattern, approved by the HoD, and handed to the ECC in sealed covers two working days before the test (or uploaded to the secure CAT module).
2	The ECC arranges printing, seating and invigilation. Answer scripts are valued by the course faculty and returned to students within 5 working days; marks are entered into COEFinix within 7 working days.

CAT Re-test

A re-test may be conducted to improve the CAT marks of students who were absent or who performed poorly in a CAT, as follows:

Item	Provision
Recommendation	By the concerned subject faculty, endorsed by the concerned HoD, with the list of students, course and reason
Request	Submitted by the HoD to the COE in writing, within 5 working days of the display of the CAT marks
Approval	By the COE; approved requests are recorded in COEFinix
Conduct	By the ECC with the department, in the same pattern, portions and duration as the original CAT, before the CA marks are frozen
Limit	One re-test per course per student in a semester
Marks	The higher of the original CAT marks and the re-test marks is taken; the best-two-of-three rule then applies as usual

6.3 Panel of Examiners

Sl.	Particulars
1	Each HoD / BoS submits, by the date fixed by the COE, a panel of at least three external and two internal names per course with qualifications, experience, institution, contact details and bank particulars, for approval of the AC.

Sl.	Particulars
2	The COE maintains the approved panel in COEFinIX, records each appointment, and ensures the rotation and workload limits of the Policy (Section 7.3).
3	Eligibility: UG – five years' teaching / professional experience or seven years' industry experience in the subject, Ph.D. preferable; PG – three years' PG teaching or ten years' UG teaching / research, Ph.D. mandatory.

6.4 Setting of ESE Question Papers

Appointment

Sl.	Particulars
1	The COE issues a confidential appointment letter (Form COE-F06) with: course code and title, regulation, programme, semester; syllabus; question paper pattern; CO list with Bloom's levels; template; last date; remuneration; confidentiality and no-relative declaration (Form COE-F07).
2	At least two setters per course (normally external). Setters are not told whether their paper will be used.

Instructions to Setters

Sl.	Particulars
1	Keep the appointment and the paper strictly confidential; do not use shared or public computers; delete all digital drafts after submission.
2	Set questions only from the prescribed syllabus and recommended books; cover all units proportionately.
3	Follow the approved pattern exactly – B.Tech. / M.Tech. ESE: Part A $5 \times 2 = 10$; Part B 5 either / or $\times 8 = 40$; Part C $1 \times 10 = 10$; total 60; 3 hours. MBA ESE: Part A $5 \times 2 = 10$; Part B 4 out of $6 \times 5 = 20$; Part C 2 either / or case study / application-based $\times 10 = 20$; total 50; 3 hours.
4	Mark each question with its CO number and Bloom's level (K1–K6) in the answer key copy (not on the question paper printed for students, unless the BoS directs).
5	Distribute marks across Bloom's levels – indicative for B.Tech. / M.Tech.: lower-order (Remember) 20–30%, intermediate (Understand / Apply) 40–60%, higher-order (Analyse / Evaluate / Create) 10–20%; for MBA, follow the level assigned to each part in the approved pattern (Part A – Understand; Part B – Analyse; Part C – Apply / Evaluate / Create).
6	Ensure the paper can be completed by a well-prepared student in 2 hours 50 minutes.
7	Indicate marks for every question and sub-division; number pages as "1 of N"; state permitted tables, data books, graph or drawing sheets.
8	Write technical terms clearly; avoid abbreviations; draw diagrams neatly and label them with question numbers; use SI units.
9	Header of every paper: name of the College, examination (month / year), programme, branch, semester, regulation (R-2026), course code and title, duration and maximum marks.
10	Submit the paper and the answer key with step-wise mark allocation, in the prescribed template, only through the COE's secure channel or in a sealed double cover marked "CONFIDENTIAL – QUESTION PAPER" addressed to the COE.

Answer Key

Part A answers concise (up to six lines); Part B / C answers in steps with marks for each step; alternative correct solutions indicated; assumed data and code books stated; pages numbered "1 of N".

6.5 Scrutiny and Moderation

Sl.	Particulars
1	The QPSB meets after all papers are received. For each course it checks: syllabus coverage; conformity with pattern; CO / Bloom's distribution; ambiguity or errors; difficulty level; repetition of questions from the last two examinations beyond 20%; completeness of the answer key.
2	The board may modify or reframe questions and selects one paper for use and one as reserve. Corrections are made in the confidential section in the presence of the scrutiniser, and the final proof is signed on every page.

6.6 Printing, Packing and Custody

Sl.	Particulars
1	In-house printing is done in the confidential section by the Clerical Assistant nominated for confidential work, under the personal supervision of the COE, with the number of copies = registered candidates + 5% reserve per hall.
2	Proof, master and waste sheets are shredded the same day; a printing certificate is recorded.
3	Papers are packed session-wise, programme-wise and hall-wise in tamper-evident covers labelled with examination, date, session, course code, title and number of copies; sealed and signed across the seal by the COE and a witness.
4	A packet statement (date, session, course code, number of packets, copies) is prepared and cross-checked.
5	Packets are stored in the strong room under double lock. Movement is recorded in the QP Movement Register.
6	Where secure electronic delivery is adopted, papers are encrypted, released to the Chief Superintendent's terminal 30–45 minutes before the session, printed in a monitored room, and the event log is preserved.

6.7 Registration, Eligibility and Hall Tickets

Sl.	Item	Details
1	Master data	the Principal's office supplies admitted-student data (register number, name, date of birth, programme, batch, category, photograph, ABC ID, Aadhaar-linked DigiLocker ID). The PAC supplies course registration, including electives, Honours / Minor and open electives.
2	Attendance and CA	departments freeze attendance and CA marks in COEFinIX on the notified date; COEFinIX computes eligibility ($\geq 75\%$; $60\text{--}<75\%$ pending condonation; $< 60\%$ FA).
3	Condonation	applications (Form COE-F02) with medical / participation documents and fee are forwarded by the HoD; the COE verifies and places them for the Principal's approval; approved cases are updated before hall tickets are generated.

Sl.	Item	Details
4	Registration	eligible students register online for regular and arrear courses and pay fees within the window. The office verifies dues clearance with the accounts section.
5	Nominal roll	generated course-wise showing regular and arrear candidates, and hall-wise for seating.
6	Hall tickets	generated only for eligible, fee-paid students, with photograph, register number, programme, and courses with dates and sessions in chronological order; issued at least one week before the ESE through the COEFinIX student login / department. A hall ticket may be withheld or cancelled for ineligibility or misconduct after hearing the student.

6.8 Answer Booklets and Stationery

Sl.	Particulars
1	Answer booklets (main booklet with facing sheet, serial number and bar code; additional sheets; graph / drawing sheets) are printed through an approved confidential printer.
2	Stock is maintained in the Answer Book Stock Register with receipt, issue to Chief Superintendent, used, unused and spoiled counts reconciled after every session.

6.9 Practical and Project Examinations – Preparations

Sl.	Particulars
1	Departments submit the practical / project schedule (batches, dates, labs, internal examiners) to the COE 15 days before the practical examinations.
2	The COE appoints external examiners and communicates the schedule, mark-sheet formats and remuneration forms.
3	The HoD ensures equipment, consumables, records and a lab assistant are ready; the list of eligible candidates is issued by the COE.

CHAPTER 7: CONDUCT OF EXAMINATIONS

7.1 Examination Officials

Official	Appointment and role
Chief Superintendent (CS)	The Principal, or a Professor nominated by the Principal; overall charge of the conduct of the examination at the venue
Additional Chief Superintendent (ACS)	Appointed where more than 250 candidates appear in a session
Hall Superintendent / Block Supervisor	Senior faculty in charge of a block of halls
Invigilators	Faculty drawn by rotation; not assigned to halls where their own course is being examined; up to 25% may be drawn from other institutions if required
Assistant Superintendents	Up to four per session; assist the CS in receiving and distributing QP packets and answer booklets, attendance and absentee statements, packing and sealing of bundles and post-examination reconciliation
Clerical staff and Office attenders	Four clerical staff and two office attenders per examination day for pre- and post-examination work
Relief Invigilators	10% reserve for relieving invigilators and meeting emergencies
Squad	Two senior faculty per squad; surprise checks in all halls
COE Office representative	Coordinates QP packets, answer booklets, attendance sheets and bundles with the CS

7.2 Arrangements Before the Examination

Sl.	Particulars
1	The CS receives, at least three days before the commencement, the list of candidates, seating plan, answer booklets and packing stationery, and keeps them in safe custody.
2	Question paper packets are handed over by the COE to the CS one day before (or on the morning of) each session against the packet statement, and are kept in the CS's strong box.
3	Seating: register numbers pasted on the right upper corner of each desk; hall-wise seating plans displayed prominently; candidates of the same course seated apart where possible; halls clean and free of writing on desks and walls; wall clocks working.
4	Separate rooms for scribe / extra-time candidates and for any candidate with a contagious disease.
5	Drinking water, first aid, power backup and CCTV verified.

7.3 Bell Schedule (3-hour ESE)

Forenoon	Afternoon	Bell / Action
09:30 a.m.	01:30 p.m.	Invigilators report; QP packet opened by CS in presence of two witnesses; certificate signed
09:40 a.m.	01:40 p.m.	Invigilators collect answer booklets and QPs for their halls

Forenoon	Afternoon	Bell / Action
09:50 a.m.	01:50 p.m.	Long bell – candidates enter the hall
09:55 a.m.	01:55 p.m.	Short bell – answer booklets distributed; candidates fill particulars
10:00 a.m.	02:00 p.m.	Short bell – question papers distributed; examination begins
10:30 a.m.	02:30 p.m.	Short bell – entry closed; unused QPs / booklets and absentee statement collected
11:00 a.m.	03:00 p.m.	Short bell – one hour over
12:00 noon	04:00 p.m.	Short bell – two hours over
12:50 p.m.	04:50 p.m.	Short bell – warning bell (last ten minutes)
01:00 p.m.	05:00 p.m.	Long bell – examination ends; scripts collected

The schedule is adjusted proportionately for other durations and for compensatory time. If the start is delayed, the time lost is compensated and the delay reported to the COE immediately; a delay beyond 30 minutes requires the COE's instruction.

7.4 Duties of the Chief Superintendent

Sl.	Particulars
1	Verify that the QP packets are for the correct date, session and course, and that seals are intact, before opening; open them 30 minutes before the start in the presence of an invigilator and an observer / squad member; count and distribute hall-wise copies in separate covers.
2	Decide the series of answer booklets to be used for the session (where more than one series exists) one hour before the start.
3	Ensure invigilators collect answer booklets 15 minutes before the start and proceed to their halls.
4	Enforce the ban on mobile phones and electronic devices for candidates and invigilators.
5	Maintain vigilance; visit halls frequently; ensure invigilators are not reading, conversing, standing outside or using phones.
6	Deal with candidates without hall ticket / ID (Section 7.8), with scribes, with sick candidates and with misconduct; book malpractice cases (Chapter 11).
7	Within 30 minutes of the end of the session, ensure that scripts are packed course-wise in register-number order, packets labelled and sealed, and bundles handed over to the COE with the attendance and absentee statements the same day.
8	Maintain the answer-book account for the session and keep unused booklets in safe custody.
9	Submit the CS's daily report (Form COE-F09) including QP errors reported, delays, malpractice cases, absentees and any incident.

7.5 Duties of Invigilators

Sl.	Particulars
1	Report to the CS 30 minutes before the examination and be present when the QP cover is opened.
2	Collect the exact number of answer booklets and proceed to the hall 15 minutes before the start.

Sl.	Particulars
3	Admit only candidates with a valid hall ticket and ID card; direct others to the CS.
4	Ensure candidates leave bags, books, phones and devices outside; check desks and surroundings.
5	Distribute answer booklets at the first short bell; instruct candidates to fill in the register number and particulars correctly; do not correct a register number yourself – ask the candidate to correct and countersign.
6	Distribute question papers at the second short bell.
7	Verify each candidate's identity against the photograph on the hall ticket; obtain the candidate's signature on the attendance sheet; sign on the answer booklet and on the back of the hall ticket.
8	Hand over the absentee statement and unused booklets / QPs to the CS's messenger 30 minutes after the start.
9	Do not allow any candidate to leave in the first 30 minutes; a candidate leaving temporarily shall be escorted.
10	Issue additional sheets on request and record their serial numbers on the main booklet.
11	Announce the last ten minutes at the warning bell; no candidate may leave in the last ten minutes.
12	At the final bell, stop writing, collect booklets, check that additional sheets are tied, arrange them in register-number order and hand them over with the attendance sheet to the CS.
13	Never answer questions about the question paper; report any suspected error in the paper to the CS, who informs the COE.
14	Remain vigilant throughout; on detecting malpractice, act as in Chapter 11.
15	Leave the premises only after being relieved by the CS.

7.6 Instructions to Candidates

Sl.	Particulars
1	Register for the examination within the notified period; collect the hall ticket at least one week before the examination.
2	Bring the hall ticket and College ID card to every examination. A lost hall ticket must be reported immediately to the COE for a duplicate on payment of the prescribed fee.
3	Enter the hall 10 minutes before the start. No entry after 30 minutes; no exit before 30 minutes; no exit in the last 10 minutes.
4	Use only blue or black ink; do not write your name or any mark of identification anywhere except the space provided on the facing sheet.
5	Do not bring mobile phones, smart watches, programmable calculators or any electronic device; non-programmable calculators, tables or data books only if permitted on the question paper.
6	Do not write anything on the question paper other than the register number; use the last pages of the booklet for rough work.
7	Maintain silence; do not borrow material; do not seek clarification from anyone.
8	Hand over the answer booklet (with additional sheets tied) to the invigilator before leaving. Do not leave it on the desk.
9	Any form of malpractice will be dealt with as per the Regulations and the Examination Policy.

7.7 Exclusion of Candidates

Sl.	Item	Details
1	On account of disease	a candidate suffering from an infectious or contagious disease is seated separately near the CS's office, and the matter is reported to the COE.
2	For misbehaviour	candidates are under the disciplinary control of the CS. A candidate who disobeys instructions or behaves insolently may be excluded from the session and, if the conduct persists, from the remaining examinations, with an immediate report to the Principal and the COE. The Principal hears the candidate and ratifies or modifies the action.

7.8 Candidate Without Hall Ticket or ID Card

If a candidate reports without a hall ticket, the CS may permit provisional admission on a written request, verified against the nominal roll and photograph in COEFinIX, and forward the request with the prescribed fee to the COE through a messenger (not the candidate). A candidate without an ID card shall obtain a duplicate through the COE on or before the examination day on payment of the fine (R-2026, Section 20.5); in genuine cases the CS may verify identity from COEFinIX and permit the candidate to write, recording the fact.

7.9 Scribe and Compensatory Time

Sl.	Particulars
1	Application in Form COE-F04 through the HoD to the COE well in advance, with a medical certificate from a competent medical authority (not below the rank of Assistant Director / Civil Surgeon for temporary disability; disability certificate for PwD).
2	The COE approves and identifies the scribe; the scribe shall not be from the same discipline or qualification level and shall sign an undertaking. The student bears the scribe's expenses.
3	Compensatory time: 30 minutes for a 50-mark paper, 45 minutes for a 100-mark paper (and, as per the Policy, 45 minutes for the 60-mark 3-hour ESE).
4	The candidate writes in a separate room under a dedicated invigilator; the invigilator records the scribe's details on the answer booklet.

7.10 Examination Squad

Squads visit each hall at least once per session without prior notice, check candidates and surroundings, verify invigilator vigilance, book malpractice cases and submit a squad report to the COE.

7.11 Practical Examinations

Sl.	Particulars
1	Conducted by one internal examiner (from the College), one external examiner (from the panel) and one Lab Instructor, with an Electrician on duty for power and equipment support.
2	The external examiner sets / selects the experiments (lot system or question slips), in consultation with the internal examiner; each candidate's allotment is recorded.
3	Evaluation as per Chapter 5; the mark sheet (Form COE-F12) is signed by both examiners at the end of each batch and sealed.

Sl.	Particulars
4	Practical ESE marks are entered in COEFinix by the examiners and frozen on the day of the examination itself; the frozen marks are altered only with the prior approval of the Principal.
5	All covers (sealed mark sheet, answer scripts, attendance and allotment sheets) are submitted to the COE Office on the day of the examination itself. Records are verified and returned to the department.
6	An external examiner does not conduct more than two practical sessions a day.

7.12 Project and Dissertation Viva-voce

Sl.	Particulars
1	The department submits to the COE the list of eligible candidates, project titles, guides and the similarity reports.
2	The viva board consists of the internal examiner / guide and the external examiner (B.Tech.: one internal and one external; M.Tech.: Project Guide and External Examiner).
3	Evaluation as per the curriculum; marks sheet signed by both examiners, sealed and forwarded to the COE through the HoD the same day.

7.13 CAT and Model Examinations

Conducted by the Exam Cell Coordinator with departments following the same discipline as the ESE (seating, invigilation, prohibited items, malpractice booking). Malpractice in CAT is reported to the COE and dealt with by the EDC.

CHAPTER 8: EVALUATION

8.1 Continuous Assessment – Responsibilities of Departments

Sl.	Particulars
1	Course faculty value CAT scripts, assignments and activities, return scripts to students with feedback, and enter marks in COEFinix within the notified time.
2	CA marks are verified by the HoD / Department Evaluation Coordinator (DEC), displayed to students at least five working days before the ESE, and frozen after the grievance window.
3	Departments retain CAT records, assignment records and attendance registers for audit.

IA Validation in COEFinix

Sl.	Particulars
1	Internal Assessment (IA) marks entered by the course faculty are validated in the COEFinix portal: the HoD / DEC verifies them against the signed mark lists, and the COE Office locks them on the freezing date.
2	Any boosting or alteration of IA marks (including marks from an approved CAT re-test) shall be made strictly with the prior approval of the Principal. The request, with reasons and the recommendation of the HoD, is routed through the COE; the change is made only by the System Administrator after approval, and COEFinix logs the original mark, the revised mark, the approval reference and the user.
3	No IA mark shall be changed after freezing, or directly by a department, without such approval.

8.2 Receipt and Coding of ESE Answer Scripts

Sl.	Particulars
1	Bundles are received from the CS after each session and checked against the packet slip and attendance / absentee statements; discrepancies are resolved the same day.
2	In the strong room, the DCOE supervises coding by the Clerical Assistants and rotation staff: each script is assigned a dummy number (bar code / random number); the facing sheet with the register number is detached or masked; the code register linking register number and dummy number is sealed and kept by the COE.
3	Coded scripts are re-bundled into lots of 25 per course, labelled only with the course code and dummy number range.

8.3 Pre-Valuation Board Meeting

Before valuation of a course begins, the Valuation Board Chairperson convenes the Pre-Valuation Board to: finalise the answer key and scheme of valuation; consider errors / ambiguities reported in the CS reports and student representations; decide how marks will be awarded for defective questions; and brief examiners. Minutes are recorded and signed by all present and circulated before valuation starts.

8.4 Central Valuation Procedure

Sl.	Particulars
1	Valuation hours: 9:30 a.m. to 4:30 p.m.; the hall is locked during lunch; mobile phones deposited at the entrance.
2	Each examiner receives a maximum of 25 scripts in the forenoon and 25 in the afternoon (maximum 50 per day), recorded in the script allotment register with the examiner's name, designation, contact details, course, dummy number range and time, verified by the Chairperson / Chief Examiner within 30 minutes of the start of each session.
3	On opening a lot, examiners refer to the answer key and the QP feedback form, and report discrepancies to the COE for resolution.
4	Examiners value strictly according to the scheme; enter question-wise marks in the marks grid on the facing / inner cover in red ink; total the marks; and sign as "Signature of the Examiner". No mark shall be given for a question not answered, and every page shall be seen and ticked.
5	Examiners record the marks against the dummy numbers in the mark list (Form COE-F13) and sign it; the Chairperson validates it.
6	The Chairperson / Chief Examiner re-values at random at least 10% of each examiner's scripts in blue / green ink in the designated boxes; where the deviation exceeds the tolerance fixed in the Policy, all scripts of that examiner are re-valued.
7	MBA scripts are valued twice, independently, by one internal and one external examiner; COEFinIX flags scripts where the two valuations differ by more than 15%, and these are sent for third valuation by another external examiner, whose marks are final.
8	A verifier (faculty / trained staff) checks totalling and carry-over for every script and initials the script.
9	The Chairperson signs each script after verification and certifies the completion of the lot.
10	The Chairperson certifies the remuneration and TA / DA bills of examiners (with PAN and bank details) on their last day of duty and forwards them to the COE.

8.5 Mark Entry, Verification and Decoding

Sl.	Particulars
1	Marks are entered against dummy numbers by two operators independently (double entry); COEFinIX flags mismatches for correction from the physical mark list. Alternatively, single entry followed by 100% verification by a second person.
2	After all marks of a course are entered and locked, the DCOE decodes (maps dummy numbers to register numbers) with the COE's authorisation; the code register is resealed.
3	COEFinIX consolidates CA and ESE marks, applies moderation approved by the RPB, computes grades, SGPA and CGPA, and applies the passing rules including the carry-forward rule for CA (R-2026, Section 16.5).

8.6 Tabulation

Sl.	Particulars
1	COEFinIX generates the Tabulated Mark Register (TMR) course-wise and the Tabulated Result Register (TRR) student-wise.

Sl.	Particulars
2	The DCOE verifies all entries, including FA (attendance shortage and ESE absentees), withheld results (RW), malpractice (I), grace / moderation and classification, and signs each page. A random 5% of results is manually recomputed by a second officer as a control.

8.7 Evaluation of Practical, Project and Internal-only Courses

Sl.	Particulars
1	Practical ESE marks frozen in COEFinix on the day of the examination are verified by the office against the sealed, signed mark sheets; project / viva mark sheets received in sealed covers are entered and verified.
2	Internal-only course marks (CDS, MAN, Audit, internships, hackathons, MBA Micro / Mini Project and Summer Internship) are entered by departments and certified by the HoD; the COE verifies completeness.
3	NPTEL / SWAYAM / off-campus course grades are entered by the COE only on receipt of the CEC recommendation with a copy of the certificate.

CHAPTER 9: RESULT PROCESSING AND PUBLICATION

9.1 Result Statistics for the RPB

The COE Office prepares the following for the Result Passing Board:

Sl.	Particulars
1	Name of the examination with month and year; programme / branch / semester.
2	Number of candidates registered, appeared, absent, withheld and passed, course-wise and branch-wise.
3	Pass percentage by course, branch and programme, including open elective courses.
4	Comparison of CA and ESE marks for each course (mean, standard deviation, correlation); courses with abnormal CA–ESE divergence.
5	Grade distribution by course and branch.
6	Results of arrear candidates and readmitted / rejoined candidates.
7	Summary of the previous RPB minutes and action taken.
8	Proposals for moderation with justification (question paper difficulty, errors, valuation variance).
9	Status of revaluation, malpractice and grievance cases.
10	Details of question papers received, scrutinised and used; errors reported.
11	Information on attendance shortage (FA), break of study and withdrawals.

9.2 RPB Meeting

Sl.	Particulars
1	The RPB reviews the statistics, hears the BoS Chairpersons on course difficulty, and approves results with or without moderation within the norms of the Policy. Moderation is applied course-wide and recorded with reasons.
2	The minutes are signed by all members; the approved TRR is signed by the COE and the Principal.
3	The RPB is normally held within 5 working days of completion of valuation.

9.3 Publication

Sl.	Particulars
1	Results are published on COEFinix within 2 days of the RPB (and within 30 days of the last theory examination), with individual access through student login; a summary is notified on the website.
2	Withheld results (malpractice, dues, disciplinary action, incomplete records) are marked "RW" with the reason communicated to the student individually.
3	A copy of the published results is archived as a PDF signed digitally by the COE.

9.4 Semester Grade Sheet

Contents: name of the College; programme and branch; name of the candidate; register number; date of birth; photograph; month and year of examination; semester; for each course – course

code, title, credits, letter grade, grade point and result; SGPA and CGPA; credits registered and earned; date of publication; COE's signature; security features (serial number, hologram / QR code, microtext, watermark). The reverse carries the grading table, formulae for SGPA / CGPA, CGPA-to-percentage conversion and passing minimum. Grade sheets are issued to every candidate who appeared, regardless of result.

9.5 Consolidated Grade Sheet, Provisional Certificate and Degree

Sl.	Particulars
1	After the final semester, COEFinIX checks completion of all credits (regular, Honours / Minor, mandatory, CDS, certifications, internships) and flags incomplete records.
2	The list of eligible candidates with class and CGPA is placed before the RPB and the Academic Council; on approval, consolidated grade sheets and provisional / course completion certificates are issued.
3	Data for degree certificates are sent to Pondicherry University in the prescribed format with fees; certificates received are distributed at the convocation or thereafter against acknowledgement.
4	Rank lists (University rank – top ten per branch; Institution rank) are prepared as per Chapter 11 of the Policy and approved by the Academic Council.

9.6 Analysis and Feedback Loop

Course-wise results, CA–ESE comparison and CO attainment are shared with HoDs, BoS and DARC within 15 days of publication, and summarised for IQAC.

CHAPTER 10: POST-RESULT SERVICES AND GRIEVANCE REDRESSAL

10.1 Revaluation

Sl.	Particulars
1	Available for ESE theory courses in all programmes, on application (Form COE-F15) within the notified period after results, with a fee of Rs. 1000 per course.
2	Scripts are revalued by an examiner other than the first examiner, without the original marks; the result is processed as per the Policy (replacement if the difference is at or above the threshold).
3	Revaluation results are published before the supplementary / next examination registration closes; revised grade sheets are issued and the earlier ones cancelled and recorded.

10.2 Revaluation with Copy of the Answer Script

Sl.	Particulars
1	On application with a fee of Rs. 2000 per course, the student receives a scanned copy of the valued script (without examiner identity), through the Transparency Committee where necessary, and the script is revalued as in Section 10.1.
2	The decision of the revaluation is final and binding (R-2026, Section 16.8). Challenge valuation is not provided.

10.3 Retotalling

A totalling or posting error noticed on the copy of the answer script is corrected by the COE without fee after verification and reported to the RPB.

10.4 Grievances on Continuous Assessment

Course faculty → HoD → Academic Appeal Committee (through the COE), within the time limits in the Policy. Decisions are recorded and CA marks corrected, if necessary, before freezing.

10.5 General Examination Grievances

Received through COEFinIX grievance module / e-mail / grievance box, acknowledged with a number, classified and placed before the EGC. The status is reported to the BoE each semester.

10.6 Appeals Against Penalties

Within 30 days of the communication of a penalty, the student may appeal to the Principal, who may refer the matter to the Academic Appeal Committee and decide or refer it to the Academic Council.

CHAPTER 11: SPECIAL PROVISIONS AND EXAMINATION DISCIPLINE

11.1 Attendance Relaxation

Covered in Section 6.7. The COE maintains a Condonation Register (student, course, attendance %, ground, documents, fee receipt, approval date).

11.2 Complete Withdrawal

Sl.	Particulars
1	Only for students with no arrears; all courses of a semester as a single unit; once in the programme; application before the ESE (Form COE-F03) approved by the HoD, Dean (Academics), COE and Head of the Institution.
2	COEFinix marks the courses "W"; the student reappears in the next cycle. B.Tech.: the student remains eligible for Distinction and University ranks. M.Tech. / MBA: the student remains eligible for Distinction but not for rank, and the rank-eligibility flag is switched off.

11.3 Mitigation Examination

Sl.	Particulars
1	Application (Form COE-F05) with documentary evidence of serious illness / medical emergency, accident during the examination period, or bereavement in the immediate family, within 7 days of the missed examination.
2	Scrutiny by the HoD, Dean (Academics) and COE; recommendation to the Head of the Institution; approval subject to the BoE. Not available to students with a history of malpractice or disciplinary action.
3	Conducted with a fresh question paper of equal standard; treated as the first appearance.

11.4 Supplementary Examinations

Sl.	Particulars
1	B.Tech.: in Semesters III and VII after ESE and revaluation results; students with a maximum of two standing arrears overall; maximum two theory papers per cycle; CA of the latest attempt used. Students in Semester VIII may apply with any number of arrears.
2	M.Tech.: in the final semester on the same conditions. MBA: as per M.Tech.
3	COEFinix generates the eligible list automatically; students register and pay the fee; the examination is conducted and valued as a regular ESE.

11.5 Malpractice – Procedure at the Examination Hall

Sl.	Particulars
1	On detecting malpractice, the invigilator / squad seizes the incriminating material and the answer booklet, and records the time.
2	The candidate is issued a fresh answer booklet to continue (unless excluded for disorderly conduct); both booklets are sent with the case.

Sl.	Particulars
3	The invigilator prepares the Malpractice Report (Form COE-F10) describing the incident, material seized and witnesses; obtains the candidate's written statement (refusal to give a statement is recorded).
4	The answer booklet(s), material, statement and report are placed in a cloth-lined / tamper-evident cover, sealed, signed by the invigilator, squad and CS, and handed over to the COE the same day.
5	The CS records the case in the daily report.

11.6 Malpractice – Enquiry and Decision

Sl.	Particulars
1	The COE enters the case in the Malpractice Register and withholds the result of that course ("I").
2	The EDC issues notice to the student, holds the enquiry, and submits findings and recommendation.
3	For examination malpractice, the result of the course is withheld until the committee is convened and the student submits an apology; the student reappears for the course as an arrear in the following semester (R-2026, Section 20.4).
4	Where the act amounts to grave misconduct (impersonation, violence, weapons, intoxication, QP leakage, organised copying, involvement of outsiders), the case is also referred to the Institutional Discipline Committee under R-2026, Sections 20.2–20.3.
5	The Principal decides; the decision is communicated in writing to the student and parent; the Malpractice Register and COEFinIX are updated; the BoE and AC are informed.

11.7 Plagiarism

Sl.	Particulars
1	Supervisors run the similarity check before submission of each project report / dissertation and attach the report attested by the Supervisor and HoD.
2	≤ 10%: accepted. Above 10%: referred to the Plagiarism Review Panel, which applies the UGC 2018 levels (Level 1: 10–40%; Level 2: 40–60%; Level 3: > 60%) as specified in the Policy.
3	The COE does not schedule the viva-voce for a report without a similarity report.

CHAPTER 12: CREDIT TRANSFER, HONOURS / MINOR, EXITS AND ABC

12.1 Credit Transfer from Online and Off-campus Courses

Sl.	Particulars
1	The student obtains prior approval from the CDRC for the course (through the HoD) before enrolling.
2	On completion, the student submits the certificate with scores (Form COE-F19) through the HoD to the COE within 30 days of the certificate.
3	The COE verifies authenticity on the platform's verification portal and places the case before the CEC.
4	The CEC recommends the course to be substituted, credits and grade (as per the grade-mapping table); the competent authority approves.
5	The COE enters the course in the student's record with the notation "Credit Transfer – [Platform]" in the semester in which it is approved.

Limits: B.Tech. – online credits ≤ 12 , maximum three electives substituted, maximum three off-campus courses; M.Tech. – online credits ≤ 8 , maximum two electives substituted.

12.2 Honours and Minor Records

Sl.	Particulars
1	At the end of Semester II, the COE supplies the list of students meeting the CGPA / no-arrear conditions to departments.
2	Registration for Honours / Minor courses is recorded separately; the grade sheet shows these courses under a separate heading.
3	The COE checks at the end of the programme whether 18–20 additional credits have been earned and whether the student has withdrawn; the degree nomenclature ("B.Tech. (Honours) in XXX" / "B.Tech. in XXX with Minor in YYY") is recorded for the University.

12.3 Exit Awards

Sl.	Particulars
1	The student submits the exit notice (Form COE-F18) – M.Tech. and MBA at least eight weeks before the end of the first year.
2	The COE verifies credits (UG Certificate $\geq 25\%$; UG Diploma $\geq 50\% + 6$ internship credits; Bachelor's $\geq 75\% + 6$ internship credits; PG Diploma (M.Tech.) / PG Diploma in Business Administration (MBA) ≥ 40 credits + summer internship / project), core-course conditions and dues.
3	The case is placed before the RPB and AC; on approval the award is issued and credits are recorded in ABC.
4	Re-entry applications are processed with the CEC's equivalence report.

12.4 Academic Bank of Credits

Sl.	Particulars
1	The COE ensures every student has an ABC ID linked in COEFinix at admission.
2	After each result (including revaluation and supplementary), credits earned are uploaded to ABC in the prescribed format; upload logs are retained.

CHAPTER 13: CERTIFICATES, RECORDS AND REGISTERS

13.1 Certificates Issued by the COE

Document	When / to whom	Signed by
Semester Grade Sheet	Every candidate who appeared, after each result	COE
Revised Grade Sheet	After revaluation / correction (earlier one cancelled)	COE
Consolidated Grade Sheet	After completion of the programme	COE and Principal
Provisional / Course Completion Certificate	After completion, pending degree	COE and Principal
Exit Certificate / Diploma	On approved exit	COE and Principal
Rank Certificate	Rank holders	Principal
Transcript	On application	COE
Duplicate Grade Sheet / Certificate	On application with affidavit / FIR	COE
Verification Report	To employers / institutions on request	COE
Certificates for Professional Competency / Certification Courses	On completion	As prescribed

13.2 Registers to be Maintained

No	Register	Custodian	Retention
1	Inward Register	SO	Permanent
2	Dispatch Register	SO	Permanent
3	Panel of Examiners Register	COE	Permanent
4	Appointment, Acceptance and Declaration Register (setters / examiners)	COE	10 years
5	QP Custody and Movement Register	COE	Permanent
6	QP Scrutiny Declaration and QP Feedback Register	COE	Permanent
7	Confidential Printing Register	COE	5 years
8	Strong Room Access Register	COE	10 years
9	Answer Book Stock Register	SO	5 years
10	Examination Registration / Application Register (COEFinIX)	SO	Permanent
11	Condonation Register	SO	10 years
12	Scribe / Compensatory Time Register	SO	10 years
13	Invigilation Duty and Attendance Register	ECC	5 years

No	Register	Custodian	Retention
14	CS Daily Report File, Proforma 6 and Absentee Statements	ECC	10 years
15	Answer Script Receipt and Bundle Register	SO	5 years
16	Dummy Number (Code) Register – sealed	COE	Until disposal of scripts + 1 year
17	Valuation Script Allotment and Attendance Register	DCOE	5 years
18	Continuous Assessment Mark Register (COEFinIX)	DCOE	Permanent
19	Practical / Viva / Project Mark Sheets File	DCOE	5 years
20	Tabulated Mark Register (TMR) and Tabulated Result Register (TRR)	DCOE	Permanent
21	Moderation and Grace Mark Register	DCOE	Permanent
22	RPB Minutes File	COE	Permanent
23	Revaluation / Revaluation-with-Copy Register	SO	10 years
24	Grievance Register	DCOE	10 years
25	Malpractice / Disciplinary Register	DCOE	10 years after programme
26	Grade Sheet / Certificate Stationery Stock and Issue Register	SO	Permanent
27	Transcript, Duplicate and Verification Register	SO	Permanent
28	Degree Certificate Receipt and Distribution Register	SO	Permanent
29	NAD / ABC Upload Log	SA	Permanent
30	Remuneration Bill Register	SO	8 years
31	Fee Collection and Examination Accounts	SO / Accounts	8 years
32	Answer Script Disposal Register and Certificates	SO	Permanent
33	COEFinIX Change / Correction Log	SA	Permanent
34	Minutes of BoE, EGC, EDC, QPSB	COE	Permanent

13.3 Student Records in COEFinIX

For every student: register number; name; father's / mother's name; date of birth; photograph; programme, branch and batch; year and mode of admission (regular / lateral / transfer / re-entry); community (for statutory returns only); ABC ID; DigiLocker / Aadhaar reference; fee remitted; courses registered each semester; attendance status; CA and ESE marks; grades; SGPA / CGPA; examinations taken with month and year; revaluations; malpractice flags; withdrawals / breaks; Honours / Minor; exit / re-entry; documents issued with serial numbers and dates.

13.4 Retention and Disposal

Retention periods are as in the Policy (Chapter 17). Every year after the retention period, the Section Officer prepares the list of lots due for disposal, the COE confirms that no grievance, RTI or litigation is pending, and the Answer Script Disposal Committee oversees disposal through certified pulping / e-tender, obtaining a recycling certificate.

CHAPTER 14: E-GOVERNANCE AND DATA SECURITY

14.1 COEFinix – Modules

COEFinix (Flexible Integrated Nodal Interface for eXamination automation portal) is the College's portal for all examination-related activities. Staff, faculty and students access it with individual logins; the modules below are used by the COE Office, departments and students.

Module	Functions
Student master	Admission data, photograph, ABC / DigiLocker IDs
Course and scheme	R-2026 course codes, credits, CA / ESE split, passing rules, grading, exemptions
Registration	Course registration, elective / Honours / Minor, arrear and supplementary registration
Attendance and CA	Attendance import, CA entry, conversion formulae, display, freezing, grievance logging
Fees	Online payment, reconciliation, receipts
Hall tickets	Eligibility checks, generation, duplicate issue
Time-table and seating	Clash check, seating plans, invigilation allotment
QP management	Panel, appointment, receipt log, scrutiny status (on an isolated system)
Coding and valuation	Dummy numbers, script allotment, mark entry (double entry), moderation, decoding
Results	Tabulation, TMR / TRR, statistics, publication
Post-result	Revaluation, revaluation with copy, supplementary, mitigation
Certificates	Grade sheets, consolidated sheets, provisional certificates, transcripts, verification
Integrations	NAD / DigiLocker, ABC, University data submission
Audit	Complete audit trail, user activity logs, correction workflow

14.2 Access Control

Sl.	Particulars
1	Role-based access: COE (approvals), DCOE and SO (section functions), Clerical Assistants (entry only), SA (administration), DEC's and department users (CA and attendance for their courses), students (view / apply).
2	Strong passwords; two-factor authentication for the COE, DCOE, SO and System Administrator; accounts disabled on transfer.
3	No marks can be changed after locking except through a correction request approved by the COE (and the Principal after publication), with the reason logged.

14.3 Backup and Continuity

Sl.	Particulars
1	Daily incremental and weekly full backups; one encrypted copy off-site / secure cloud; quarterly restoration test.
2	UPS and generator for the server room; alternate internet link during result publication.
3	A business continuity plan covering server failure, cyber incident and loss of the building is reviewed annually.

CHAPTER 15: FINANCE, REMUNERATION AND ACCOUNTS

15.1 Fee Collection

Examination and service fees are collected online through the College payment gateway, reconciled daily with the accounts section, and linked to the student's registration in COEFinIX.

15.2 Remuneration Processing

Sl.	Particulars
1	Examiners submit the remuneration and TA / DA bill (Form COE-F14) with PAN, bank details and travel proof, certified by the Chairperson / CS / HoD as applicable.
2	The SO checks the bill against the appointment order, attendance / allotment registers and the approved rates.
3	Travelling allowance for external examiners: Rs. 500 for less than 60 km; Rs. 8 per km for 60 km or more; daily allowance Rs. 300 per day (Policy Annexure B).
4	The COE sanctions the bill (the Principal sanctions the honorarium of the COE, DCOE and SO and the COE's own bills); the accounts section pays directly to the bank account within 15 days; TDS is deducted as per law.
5	The Remuneration Bill Register is updated.

15.3 Budget and Audit

The COE prepares the examination budget each year (stationery, printing, remuneration, COEFinIX licence and maintenance, infrastructure, security) for approval of the Finance Committee and GB. Accounts are subject to internal and statutory audit.

CHAPTER 16: QUALITY ASSURANCE

16.1 Semester Review

After each examination cycle, the COE presents to the BoE: timeliness of each activity against the calendar; QP errors; malpractice and grievance statistics; revaluation outcomes (number applied, changed, percentage change); valuation audit findings; staff and infrastructure issues; and proposed improvements.

16.2 Annual Audit

The Examination Audit Team audits the processes (confidentiality, custody, coding, valuation, tabulation, certificates) and a sample of scripts annually, and reports to the BoE and AC.

16.3 Training

The COE conducts orientation for new functionaries, invigilators, CS and examiners each semester, and a workshop on question paper setting and OBE-aligned assessment each year with IQAC.

16.4 Accreditation Support

The COE maintains ready data for NAAC Criterion II (examination reforms, grievances, results timelines), NBA (CO attainment inputs) and NIRF (graduation outcomes).

ANNEXURE: FORMATS OF PRESCRIBED FORMS

The formats below are the minimum content of each form. The COE may redesign the layout and implement the forms online without changing the substance.

COE-F01 Examination Application / Registration Form

Register No. / Name	
Programme / Branch / Semester	
Regular courses (code – title)	
Arrear courses (code – title – earlier attempt)	
Honours / Minor / Open Elective courses	
Fee paid (Rs.) / Transaction ID / Date	
Declaration	I declare that the particulars are correct and that I shall abide by the Regulations and the Examination Policy.
Signature of student / Date	
Verified – Class Advisor / HoD	

COE-F02 Application for Attendance Relaxation (Condonation)

Register No. / Name / Programme / Semester	
Course(s) and attendance % (must be 60% to < 75%)	
Ground	Medical – illness / hospitalisation / accident; OR NCC / NSS / Sports / Institutional event
Documents enclosed	Medical certificate / participation certificate / prior permission letter
Condonation fee paid (Rs. 5000) / Receipt No.	
Recommendation of HoD	
Verification by COE	
Approval of Head of the Institution	

COE-F03 Application for Complete Withdrawal from ESE

Register No. / Name / Programme / Semester	
Reason for withdrawal	
Standing arrears (must be NIL)	
Previous withdrawal availed? (Yes / No)	
Undertaking	I understand that I must reappear for all courses in the next cycle (M.Tech. / MBA: I shall not be eligible for rank).
HoD / Dean (Academics) / COE / Head of the Institution	

COE-F04 Application for Scribe / Compensatory Time and Scribe Undertaking

Register No. / Name / Programme / Semester	
Nature of disability / condition; period	
Medical / disability certificate (authority, No., date)	
Facility requested	Scribe / Compensatory time / Separate room / Other
Details of proposed scribe	Name, qualification, discipline, ID proof
Scribe's undertaking	I am not a student or graduate of the same discipline or level; I will write only what the candidate dictates.
Recommendation of HoD / Approval of COE	

COE-F05 Application for Mitigation Examination

Register No. / Name / Programme / Semester	
Course(s) missed with date and session	
Circumstance	Serious illness / medical emergency / accident / bereavement in immediate family
Documentary evidence	
Any previous malpractice / disciplinary record	To be verified by COE

HoD / Dean (Academics) / COE recommendation	
Head of the Institution / BoE approval	

COE-F06 Appointment Order – Question Paper Setter / Examiner (Confidential)

Ref. No. / Date	
Name and address of appointee	
Nature of work	QP setting / Scrutiny / Valuation / Practical / Project viva
Programme / Course code and title / Regulation R-2026	
Enclosures	Syllabus, pattern, CO list, template, declaration (F07), bill form (F14)
Last date / Schedule	
Remuneration	As per approved rates
Acceptance by appointee (signature / date)	

COE-F07 Confidentiality and No-Relative Declaration

I, _____, declare that (i) none of my relatives is a candidate in the examination / course for which I am appointed; (ii) I shall maintain strict confidentiality of all material and information entrusted to me; (iii) I shall not retain any copy, draft or electronic file after submission; and (iv) I shall inform the COE immediately if any conflict of interest arises. I understand that any breach will render me liable to disciplinary / legal action and debarment from examination work.

Signature

Name / Designation / Date

COE-F08 Question Paper Scrutiny Report

Check	Yes / No	Remarks / corrections made
Questions within prescribed syllabus	Yes / No	
Conforms to approved pattern and marks	Yes / No	
All units covered proportionately	Yes / No	
CO and Bloom's level distribution as prescribed	Yes / No	
No ambiguity / errors in data, figures, units	Yes / No	
Can be answered in the time allowed	Yes / No	

Check	Yes / No	Remarks / corrections made
Answer key complete with step-wise marks	Yes / No	
Repetition from last two examinations within limit	Yes / No	
Selected for use / Reserve	Use / Reserve	

COE-F09 Chief Superintendent's Daily Report and QP Cover-Opening Certificate

Date / Session / Examination	
QP packets received (No.) – seals intact? Opened at (time) in presence of (names / signatures)	
Candidates registered / present / absent (course-wise)	
Answer booklets received / used / unused / spoiled	
Start time / delay and reason	
Errors reported in question paper	
Malpractice cases booked (register numbers)	
Candidates excluded / scribe / separate room	
Squad visits (time / members)	
Bundles handed over to COE Office (No. / time / received by)	
Signature of CS	

COE-F10 Malpractice Report

Date / Session / Hall / Course code	
Register No. / Name of candidate	
Time of detection / detected by	
Nature of malpractice (describe)	
Material seized (describe; enclosed in sealed cover)	

Candidate's statement (enclosed) / refused	
Witnesses (names / signatures)	
Invigilator / Squad / CS signatures	

COE-F11 Answer Script Packet Slip and Absentee Statement

Date / Session	
Course code and title	
Number of candidates registered	
Number present / absent	
Number of answer scripts in the packet	
Absentee register numbers	
Initials of the Chief Superintendent	

COE-F12 Practical / Viva / Project Mark Sheet

Sl.	Register No.	Name / Experiment or Title	Comp. 1	Comp. 2	Comp. 3	Comp. 4	Total
1							
2							
3							

Signed at the end of the batch by the Internal Examiner and External Examiner; sealed and sent to the COE the same day.

COE-F13 Valuation Mark List and Examiner's Certificate

Sl.	Dummy No.	Part A	Part B	Part C	Total	Remarks
1						
2						
3						

Certificate: "I have valued the scripts strictly according to the scheme of valuation and the marks have been correctly totalled and entered." – Examiner; validated by the Chairperson / Chief Examiner.

COE-F14 Remuneration and TA / DA Bill

Name / Designation / Institution	
PAN / Bank A/c No. / IFSC	
Nature of work, dates and quantity	
Remuneration claimed (Rs.)	
Travel details and TA / DA claimed (Rs.)	
Certified by Chairperson / CS / HoD	
Sanctioned by COE / Paid vide	

COE-F15 Application for Revaluation / Revaluation with Copy of the Answer Script

Register No. / Name / Programme / Semester	
Examination (month / year)	
Course code and title / Marks and grade obtained	
Service requested	Revaluation (Rs. 1000) / Revaluation with copy of the answer script (Rs. 2000)
Fee paid (Rs.) / Transaction ID	
Signature of student / Date	

COE-F16 Examination Grievance Form

Register No. / Name / Programme / Semester	
Category	CA marks / Question paper / Conduct / Result / Certificate / Other
Details of grievance	
Earlier representation (to faculty / HoD) and response	

Relief sought	
Acknowledgement No. (office use)	

COE-F17 Application for Transcript / Duplicate / Verification

Register No. / Name / Programme / Year of completion	
Document requested and number of copies	
For duplicate: reason; affidavit / FIR enclosed	
For verification: name and address of requesting agency	
Fee paid (Rs.) / Transaction ID	

COE-F18 Exit Option Notice

Register No. / Name / Programme / Semester	
Exit award sought	UG Certificate / UG Diploma / Bachelor's Degree / PG Diploma
Credits earned / core courses completed	
Internship / project for exit (details)	
Standing arrears	
Intention to re-enter (Yes / No)	
HoD / COE verification	

COE-F19 Application for Credit Transfer

Register No. / Name / Programme / Semester	
Platform / Institution; course title; duration (weeks)	
CDRC prior approval (No. / date)	
Score / certificate No. / verification link	
Course sought to be substituted (PE / OE code)	

CEC recommendation: credits and grade	
Approval of competent authority	

COE-F20 Answer Script Disposal Certificate

Examinations / semesters covered	
Retention period completed on	
Confirmation – no pending grievance / RTI / litigation (COE)	
Quantity (bundles / weight)	
Mode of disposal / agency / recycling certificate No.	
Signatures of Disposal Committee members / Approval of Principal	