



ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY

(An Autonomous Institution)

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

OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION POLICY

Policy on Examinations, Evaluation and Certification

Applicable to B.Tech., M.Tech. and MBA Programmes under Regulation R-2026

Recommended by the Academic Council on 16.09.2026

Approved by the Governing Body on 30.09.2026

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This Examination Policy 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.

Controller of Examinations

**Principal & Chairperson,
Academic Council**

Chairman, Governing Body

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CHAPTER 1: PREAMBLE, SHORT TITLE AND APPLICATION

1.1 Preamble

Acharya College of Engineering Technology (hereinafter "ACET" or "the College"), established in 2010 and affiliated to Pondicherry University, has been conferred autonomous status with effect from the Academic Year 2026–2027. Under the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023, an autonomous college is empowered to prescribe its own curricula, to evaluate its students and to declare results, while the degree is awarded by the affiliating University. The conduct of examinations is therefore the most visible expression of the College's academic autonomy and the most sensitive test of its integrity.

The College has framed the Curriculum, Rules and Regulations R-2026, approved by its first Academic Council held on 16.09.2026, for the B.Tech. programmes, the M.Tech. programme and the MBA programme. This Examination Policy translates the examination-related provisions of those Regulations into binding institutional policy, defines the authorities and committees responsible for each decision, and lays down the principles on which the Examination Manual and the Standard Operating Procedures (SOPs) of the Office of the Controller of Examinations are built.

This Policy is one of three companion documents. The **Examination Policy** (this document) states WHAT the College will do and WHO decides. The **COE Office Manual** explains HOW the Examination Cell is organised and how each process works. The **Standard Operating Procedures** give step-by-step instructions, timelines, records and checklists for each activity. In case of any inconsistency, the order of precedence in Section 1.6 applies.

1.2 Short Title and Commencement

Sl.	Particulars
1	This Policy shall be called the "ACET Examination Policy, 2026" (hereinafter "the Policy").
2	It was recommended by the Academic Council on 16.09.2026 and approved by the Governing Body on 30.09.2026. It comes into force from 30.09.2026 and shall govern all examinations conducted by the College from the Odd Semester of the Academic Year 2026–2027.
3	It shall apply to all students admitted under Regulation R-2026 and to all students who rejoin or are readmitted and are governed by R-2026 under the rejoining provisions of the Regulations.

1.3 Programmes Covered

The Policy applies to the following programmes offered by the College under R-2026, and to any programme that may be introduced later, unless the Academic Council directs otherwise.

Sl.	Programme	Duration (Min. / Max.)	Total Credits (R-2026)
1	B.Tech. – Artificial Intelligence and Data Science	4 yrs / 7 yrs	160 – 172
2	B.Tech. – Computer Science and Engineering	4 yrs / 7 yrs	160 – 172
3	B.Tech. – Computer Science and Engineering (IoT, Cyber Security including Block Chain Technology)	4 yrs / 7 yrs	160 – 172
4	B.Tech. – Electrical and Electronics Engineering	4 yrs / 7 yrs	160 – 172
5	B.Tech. – Electronics and Communication Engineering	4 yrs / 7 yrs	160 – 172

Sl.	Programme	Duration (Min. / Max.)	Total Credits (R-2026)
6	B.Tech. – Information Technology	4 yrs / 7 yrs	160 – 172
7	B.Tech. – Mechanical Engineering	4 yrs / 7 yrs	160 – 172
8	B.Tech. – Robotics and Automation	4 yrs / 7 yrs	160 – 172
9	B.Tech. – Lateral Entry (all branches, from Semester III)	3 yrs / 6 yrs	As prescribed
10	M.Tech. – Artificial Intelligence and Data Science	2 yrs / 4 yrs*	75 – 80
11	MBA – General (with Functional Electives)	2 yrs / 4 yrs	90 – 108 (as per curriculum)

*Maximum duration of four academic years (8 semesters), including any break of study, as clarified in Section 20.3.

1.4 Legal and Regulatory Basis

The Policy is framed in conformity with, and shall be read together with:

Sl.	Particulars
1	UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023;
2	Statutes, Ordinances and guidelines of Pondicherry University applicable to its autonomous colleges;
3	AICTE Approval Process Handbook and AICTE model curricula and examination reform guidelines;
4	UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018;
5	UGC Regulations on the Academic Bank of Credits (ABC) and the National Academic Depository (NAD / DigiLocker);
6	Rights of Persons with Disabilities Act, 2016 and Government guidelines on scribes and compensatory time;
7	The Curriculum, Rules and Regulations R-2026 of ACET for B.Tech., M.Tech. and MBA, as approved by the Academic Council.

1.5 Scope

The Policy covers the entire life-cycle of assessment: academic and examination calendar; eligibility and registration; continuous assessment; question paper setting and moderation; conduct of theory, practical, project and viva-voce examinations; evaluation; tabulation; result passing and publication; revaluation and grievance redressal; supplementary, arrear and mitigation examinations; malpractice; grade sheets, transcripts, certificates and degrees; credit transfer, Honours / Minor and exit awards; records, e-governance and audit.

1.6 Order of Precedence

Sl.	Particulars
1	Directions of UGC, AICTE and Pondicherry University that are binding on the College.
2	Regulation R-2026 of the concerned programme as approved by the Academic Council.

Sl.	Particulars
3	This Examination Policy as approved by the Governing Body.
4	The COE Office Manual.
5	The Standard Operating Procedures and notifications issued by the Controller of Examinations.

Where the Policy restates a provision of R-2026, the Regulation shall prevail if any difference arises. Where R-2026 is silent, the Policy shall apply. Where both are silent, the Board of Examinations shall decide, and the decision shall be reported to the next Academic Council.

1.7 Policy Objectives

Sl.	Particulars
1	To conduct examinations that are valid, reliable, fair, transparent and free from malpractice.
2	To assess the attainment of Course Outcomes (COs), Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) in line with Outcome-Based Education (OBE) and NEP 2020.
3	To protect the confidentiality of question papers, answer scripts, marks and student data at every stage.
4	To publish results within the time fixed in the academic calendar, and to deliver grade sheets and certificates without delay.
5	To provide every student with a clear, time-bound and accessible route to seek review of assessment.
6	To accommodate students with disabilities and genuine hardship through defined, documented provisions.
7	To create a digital, auditable record of every examination decision.

1.8 Guiding Principles

Principle	Policy commitment
Confidentiality	All examination material is handled on a need-to-know basis; every person handling it signs a confidentiality declaration.
Separation of roles	The person who sets a question paper does not scrutinise it; the person who values a script does not tabulate it; mark entry is verified by a second person.
Anonymity	End Semester answer scripts are evaluated only after coding (dummy numbering), so that the examiner cannot identify the candidate.
Due process	No adverse action (hall ticket cancellation, malpractice penalty, withholding of results) is taken without giving the student an opportunity to be heard.
Transparency	Continuous assessment marks are displayed before the End Semester Examination; students may obtain a copy of their answer scripts under the prescribed procedure.
Timeliness	Every process has a defined timeline, published in the examination calendar.
Accountability	Every decision is recorded in a register or in COEFinix with the name of the approving authority.
Inclusivity	Scribe, compensatory time and other reasonable accommodations are provided as a right, subject to documentation.
Continuous improvement	Results, question papers and valuation are analysed each semester and the findings are placed before the Board of Examinations and the Academic Council.

1.9 Definitions

In this Policy, unless the context otherwise requires, the terms defined in Section 4 (Glossary of Terms and Academic Nomenclature) of R-2026 carry the same meaning. In addition:

Term	Meaning
Academic Council (AC)	The apex academic body of the College responsible for academic policies, regulations, curricula and evaluation systems.
Governing Body (GB)	The apex governing authority of the College constituted under the UGC Regulations, 2023.
Board of Studies (BoS)	The departmental body responsible for curriculum design, syllabus revision and recommending panels of examiners.
Board of Examinations (BoE)	The apex internal body that plans, supervises and approves the conduct of examinations and results (R-2026, Section 22.7).
Board of Examiners	The programme / course-level panel of question paper setters, examiners and evaluators, drawn from the list recommended by the BoS.
CAT	Continuous Assessment Test (CAT-I, CAT-II, CAT-III / Model).
CA / CIA	Continuous (Internal) Assessment marks awarded by the department, including CATs, assignments / activities and attendance.
ESE	End Semester Examination conducted by the Office of the COE.
ESM	End Semester Marks (for mini project / project work).
COEFiniX	Flexible Integrated Nodal Interface for eXamination automation portal – the College's examination management portal, used for all examination-related activities.
Controller of Examinations (COE)	The officer responsible for planning, conducting, evaluating and monitoring all examination-related activities.
Chief Superintendent (CS)	The officer in charge of conduct of an examination session at the venue.
Dummy Number / Code	The confidential code assigned to an answer script to conceal the identity of the candidate during valuation.
First Appearance	The first registered attempt in the ESE of a course, including absence after registration.
Regular / Arrear / Supplementary Examination	As defined in R-2026, Section 4.
Mitigation Examination	A special examination for a student affected by serious illness, accident or bereavement during the examination period (R-2026, Section 15.11).
Malpractice	Any act of unfair means, attempted unfair means or misconduct in relation to an examination.
FA	Fail – shortage of attendance (the course must be repeated) or absence from the End Semester Examination (the student reappears in the ESE as an arrear).

1.10 Abbreviations

Abbreviation	Expansion
AAC	Academic Appeal Committee

Abbreviation	Expansion
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
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

Abbreviation	Expansion
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
PO / PSO	Programme Outcome / Programme Specific Outcome
PR	Principal
PSU	Public Sector Undertaking
PU	Pondicherry University
PwD	Persons with Disabilities
QP	Question Paper

Abbreviation	Expansion
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: GOVERNANCE OF EXAMINATIONS

2.1 Authorities

The following authorities exercise powers in respect of examinations, each within the limits described in this Chapter: the Governing Body; the Academic Council; the Boards of Studies; the Principal (Head of the Institution); the Board of Examinations; the Controller of Examinations; and the committees and boards constituted under Chapter 3.

2.2 Governing Body

The Governing Body shall:

Sl.	Particulars
1	approve this Policy, the COE Office Manual and the SOPs, and any amendment to them, on the recommendation of the Academic Council;
2	approve the examination fee structure, fees for revaluation, revaluation with copy of the answer script, transcripts, duplicates, verification and other services, on the recommendation of the Finance Committee;
3	approve the rates of remuneration and honorarium for examination work, on the recommendation of the Finance Committee;
4	approve the posts, manpower and budget of the Office of the COE and the infrastructure required for confidential work;
5	concur with the Academic Council's recommendation for the award of degrees and for the withdrawal of a degree obtained by fraud;
6	receive and review the Annual Examination Report placed by the Principal;
7	decide any matter referred to it by the Academic Council.

2.3 Academic Council

The Academic Council shall:

Sl.	Particulars
1	approve R-2026 and all amendments, including the scheme of assessment (CA : ESE ratio), question paper patterns, passing minimum, grading system and classification;
2	approve the academic calendar, including the examination calendar, each year;
3	approve the panels of question paper setters and examiners recommended by the Boards of Studies;
4	approve this Policy and recommend it to the Governing Body;
5	ratify the results approved by the Result Passing Board and recommend the list of candidates eligible for the award of degree;
6	consider reports of the Board of Examinations on examination reforms, malpractice cases and grievances;
7	decide appeals referred to it by the Principal or the Academic Appeal Committee.

2.4 Boards of Studies

Each Board of Studies shall:

Sl.	Particulars
1	frame the syllabus and the question paper pattern for each course, including the choice pattern and the distribution of marks across units and Bloom's levels;
2	recommend a panel of internal and external question paper setters and examiners for each course, with at least five names (three external and two internal) per course, for approval of the Academic Council;
3	review CO attainment, question paper quality reports and result analysis forwarded by the COE and recommend corrective action;
4	recommend equivalent courses where a student has to clear an arrear course that has been revised or withdrawn (R-2026, Section 12.3).

2.5 Principal (Head of the Institution)

The Principal is the Chief Academic and Executive Officer of the College and Chairperson of the Academic Council and of the Board of Examinations. In respect of examinations, the Principal shall:

Sl.	Particulars
1	exercise overall superintendence over all examinations and ensure adequate manpower and resources for the Office of the COE;
2	appoint the Controller of Examinations and, on the COE's recommendation, the Deputy Controller and the Section Officer, and approve the nomination of the Department Evaluation Coordinators as examination coordinators of the departments;
3	appoint question paper setters, examiners, Chief Superintendents and squads from the approved panels, or delegate such appointment to the COE;
4	grant final approval for attendance relaxation / condonation, complete withdrawal and mitigation examinations as provided in R-2026;
5	decide malpractice and disciplinary cases on the recommendation of the Examination Discipline Committee;
6	order re-examination, cancellation or revision of results where the fairness of an examination is vitiated;
7	place the Annual Examination Report before the Academic Council and the Governing Body.

2.6 Controller of Examinations

The COE is the officer responsible for planning, conducting, evaluating and monitoring all examination activities of the College (R-2026, Glossary). The COE shall be a senior permanent faculty member of the rank of Professor / Associate Professor, appointed by the Principal. The COE is the Member Secretary of the Board of Examinations and of the Examination Grievance Committee, and custodian of all confidential examination material and records. The detailed duties of the COE are listed in the COE Office Manual.

2.7 Delegation of Powers (Summary)

Decision	Proposes	Recommends	Approves	Reported to
Examination Policy, Manual, SOPs and amendments	COE	BoE, AC	GB	—

Decision	Proposes	Recommends	Approves	Reported to
Scheme of assessment, QP pattern, grading, classification	BoS	AC	AC	GB
Academic & examination calendar	Dean (Academics), COE	BoE	AC	GB
Examination fees and service fees	COE	Finance Committee	GB	AC
Remuneration rates for examination work	COE	Finance Committee	GB	—
Panel of QP setters / examiners	HoD / BoS	BoS	AC	—
Appointment of setters / examiners from panel	COE	—	Principal / COE (delegated)	BoE
Examination time-table	COE	BoE	Principal	AC
Attendance relaxation (60% to <75%)	HoD	COE	Principal	BoE
Complete withdrawal from ESE	Student via HoD	Dean (Academics), COE	Principal	BoE
Mitigation examination	HoD	Dean (Academics), COE	Principal, subject to BoE	AC
Scribe / compensatory time	Student via HoD	COE	COE	BoE
Moderation of results	RPB	—	RPB (Principal as Chair)	AC
Publication of results	COE	RPB	Principal	AC
Malpractice penalty	EDC	—	Principal	BoE, AC
Revaluation outcome	Examiners	COE	COE	RPB
Credit transfer (MOOC / off-campus)	Student via HoD	CDRC / CEC	Principal	AC
Award of degree / exit awards	COE	RPB, AC	GB concurrence; University confers	—
Withholding / withdrawal of degree	Principal	AC	GB	University
Disposal of answer scripts	COE	Disposal Committee	Principal	BoE

CHAPTER 3: EXAMINATION CELL, BOARDS AND COMMITTEES

3.1 Examination Cell

There shall be an Examination Cell (Office of the Controller of Examinations) under the direct charge of the COE, responsible for the conduct of all End Semester Examinations, the supervision of Continuous Assessment, evaluation, tabulation, publication of results, and issue of grade sheets, certificates and transcripts for all programmes of the College. The Cell shall have a secure confidential section (strong room) with restricted access, CCTV surveillance, fire safety, a dedicated server running COEFinix with role-based access, and printing facilities for confidential material.

3.2 Structure of the Examination Cell

The Examination Cell shall function with the following manpower. No additional post shall be created without the approval of the Governing Body.

Position	Number	Nature of appointment and role
Controller of Examinations (COE)	1	Senior faculty appointed by the Principal; head of the Cell and in personal charge of the Confidential Section (question papers, strong room, code register)
Deputy Controller of Examinations (DCOE)	1	Faculty nominated by the Principal on the COE's recommendation for three years; continues teaching; in charge of coding, central valuation, tabulation, revaluation, grievances and examination discipline
Section Officer (SO)	1	Nominated by the Principal on the COE's recommendation; in charge of registration, eligibility, hall tickets, results, grade sheets, certificates, transcripts, records, correspondence and examination accounts
System Administrator (SA)	1	Non-teaching; custodian of COEFinix and examination data, backups and NAD / ABC uploads
Clerical Assistants (CLA)	2	Non-teaching; data entry (independent double entry), typing, forms, registers, stores, dispatch and archives; one of them nominated by the COE for confidential work each cycle
Exam Cell Coordinator (ECC)	1	Faculty nominated by the Principal in consultation with the COE; in charge of the conduct of CATs, End Semester Practical Examinations and the logistics of the theory End Semester Examinations (time-table circulars, question-paper and answer-booklet handling at the venue, seating, invigilation duty lists, Proforma 6 and absentee statements, packing of answer scripts, remuneration statements and hospitality); works under the COE, with approval of the COE and the Principal for all decisions
Internal Examination Conduct Committee (IECC)	As nominated	Faculty members nominated by the Principal in consultation with the COE, excluding the Department Evaluation Coordinators, to assist the ECC in the smooth, transparent and impartial conduct of examinations

Position	Number	Nature of appointment and role
Department Evaluation Coordinator (DEC)	1 per department	Faculty nominated by the HoD (R-2026, Section 22.11); acts as the examination coordinator of the department and the single point of contact with the COE Office (no honorarium)
Non-teaching staff on rotation	As required	Drawn from the non-teaching staff of all departments on a rotation basis, by order of the Principal, for examination-time work: hall preparation, clerical support and attender duties on examination days, coding, packing, movement of material under escort and valuation support

The Confidential Section (COE) and the Evaluation & Tabulation function (DCOE) shall be kept separate in every examination cycle. The COE, DCOE and Section Officer shall be paid an honorarium for each examination session, and other functionaries remuneration for examination work, at the rates in Annexure B approved by the Governing Body. All functionaries shall sign an annual confidentiality undertaking. All examination-related communication shall be made only through official e-mail IDs, with copies to the COE (coe.acet@achariya.org) and the Section Officer (so.acetexam@achariya.org).

For each examination session, up to four Assistant Superintendents (faculty) assist the Chief Superintendent; invigilators, squads and Chief Superintendents are drawn from the faculty as provided in Chapter 8.

3.3 Board of Examinations (BoE)

Composition (R-2026, Section 22.7):

Sl.	Particulars
1	Principal – Chairperson
2	Controller of Examinations – Member Secretary
3	Dean (Academics)
4	Dean (IQAC)
5	Dean (R&D)
6	Senior faculty members nominated by the Principal (two)
7	One External Expert (an experienced COE / senior academic from a University or autonomous institution)

Tenure: Nominated members – three years. **Quorum:** Five members including the Chairperson (or his / her nominee) and the Member Secretary. **Meetings:** At least once every semester, and as and when required.

Functions:

Sl.	Particulars
1	Plan and monitor the conduct of all examinations; approve examination schedules and time-tables.
2	Ensure confidentiality, transparency and fairness in setting, conduct and evaluation.
3	Approve result-processing procedures and the publication of results on the recommendation of the Result Passing Board.
4	Recommend examination reforms and quality-enhancement measures to the Academic Council.

Sl.	Particulars
5	Address matters of examination discipline and malpractice; endorse action on reports of the Examination Discipline Committee.
6	Approve mitigation examinations (R-2026, Section 15.11).
7	Review the question paper audit, valuation audit and result analysis each semester.
8	Perform any other duty assigned by the Academic Council.

3.4 Examination Grievance Committee (EGC)

Composition (R-2026, Section 22.8): Principal – Chairperson; Controller of Examinations – Member Secretary; Dean (Academics); Dean (IQAC); Dean (R&D); Head of the concerned Department; faculty members nominated by the Principal.

Meetings: Convened whenever examination-related grievances arise, and in any case once after each result publication to dispose of pending grievances.

Functions: investigate cases of examination malpractice and misconduct referred to it; examine grievances related to evaluation and examination procedures; review cases of plagiarism and academic dishonesty; recommend corrective and disciplinary action; submit findings to the competent authority.

3.5 Examination Discipline Committee (EDC)

Constitution (R-2026, Section 15.10): Constituted by the COE with the approval of the Head of the Institution for each examination session. Recommended composition: a senior Professor (Chairperson), the DCOE (Convener), one HoD not connected with the student's department, and one woman faculty member. A student member shall not be included.

Functions: enquire into every case of malpractice booked in CAT or ESE; hear the student (and parent / guardian where appropriate); examine the evidence; recommend the punishment in terms of Chapter 14 of this Policy; forward the report to the Principal through the COE within seven working days of the examination.

3.6 Academic Appeal Committee / Academic Grievance Redressal Committee (AAC)

Composition: Dean (Academics) – Convener; two senior Professors; the Head of the concerned Department and the Class Advisor (co-opted for the specific case).

Functions (R-2026, Sections 16.6.1 and 22.5): receive and examine grievances relating to continuous assessment, attendance and evaluation that are not resolved at the level of the course faculty and HoD; ensure fairness; recommend corrective measures to the Principal; hear appeals against penalties under Section 14.10.

3.7 Credit Equivalence Committee (CEC) and Curriculum Designing and Restructuring Committee (CDRC)

Sl.	Particulars
1	The CDRC grants prior approval for off-campus courses (maximum three) and online courses (SWAYAM / NPTEL / MOOC) to be taken in lieu of Professional or Open Electives (Functional Electives for MBA) (R-2026, Sections 8.7–8.9).

Sl.	Particulars
2	The CEC (COE – Special Invitee; Dean (Academics) – Chairman; HoD of the concerned department – Member) recommends the transfer of credits and the grade to be recorded for such courses, and equivalence for students admitted by transfer, re-entry or credit mobility (R-2026, Section 17.9). The CEC's report shall be forwarded to the COE for entry in the grade sheet.

3.8 Question Paper Scrutiny Board (QPSB)

Composition (programme / branch-wise): Principal or his / her nominee – Chairperson; COE – Member Secretary; one external subject expert.

Functions: ensure that every ESE question paper is strictly within the syllabus and the approved pattern; remove ambiguity; ensure proportionate coverage of all units and the prescribed distribution of Bloom's levels; moderate or reframe questions; approve the answer key and scheme of valuation; record observations in the QP Scrutiny Register.

3.9 Board of Examiners (Programme / Course Panels)

For each programme, the COE shall maintain a Board of Examiners consisting of the question paper setters, practical examiners, project / viva examiners and evaluators drawn from the panel approved by the Academic Council. The eligibility of examiners is prescribed in Section 7.3.

3.10 Pre-Valuation Board

Convened by the Chairperson of the Valuation Board before central valuation begins, with the HoD / senior faculty of the department, the paper setter (where available) and the examiners. It finalises the answer key and scheme of valuation, resolves errors in the question paper and decides how marks are to be awarded for defective questions, and briefs examiners. Minutes shall be recorded and circulated to all examiners before valuation begins.

3.11 Valuation Board

Composition (for each programme / course group): HoD or senior Professor – Chairperson; Chief Examiner (one per 1000 scripts, who shall additionally value 10% of the scripts of the group for moderation); internal and external examiners, as far as possible in equal proportion (50 : 50).

3.12 Result Passing Board (RPB)

Composition: Principal – Chairman; COE – Member Secretary; Dean (Academics); Chairpersons of all Boards of Studies / Heads of Departments; one senior faculty member from another reputed institution.

Functions: review the programme-wise tabulated results and statistics; approve moderation, if any, within the norms of Section 9.6; approve results for publication; record reasons for every deviation; recommend the list of candidates eligible for the award of degree and for ranks.

3.13 Other Committees

Committee	Composition	Function
Transparency Committee	COE (Chair), concerned HoD, subject expert	Provide the copy of the answer script under revaluation with copy; record the student's representation

Committee	Composition	Function
Examination Squad / Flying Squad	Two senior faculty per squad, nominated by COE	Surprise inspection of halls during CAT and ESE; book malpractice cases
Answer Script Disposal Committee	DCOE (Chair), one HoD, Administrative Officer, Finance representative	Oversee disposal of answer scripts after the retention period
Examination Audit Team	Two external academicians and one internal (IQAC)	Annual audit of examination processes and valuation (Chapter 18)
Mitigation Review Panel	COE, Dean (Academics), HoD	Scrutiny of mitigation applications (R-2026, Section 15.11) for approval of the Principal and BoE
Plagiarism Review Panel	Dean (R&D) (Chair), HoD, one external expert	Similarity cases in project reports / dissertations (Section 14.8)

3.14 Conduct of Meetings

Sl.	Particulars
1	Notice of a meeting shall be issued by the Member Secretary at least seven days in advance, except in an emergency.
2	The agenda and supporting papers shall be circulated with the notice. Confidential agenda items shall be tabled in the meeting and collected back.
3	Minutes shall be drafted by the Member Secretary within three working days, approved by the Chairperson and circulated to members. Action taken shall be reported at the next meeting.
4	A member who is related to a candidate whose case is under consideration shall declare the interest and shall not take part in the decision.

CHAPTER 4: ACADEMIC AND EXAMINATION CALENDAR

4.1 Semester Pattern

Sl.	Particulars
1	Each academic year shall have two semesters. The Odd Semester shall generally run from June to November and the Even Semester from December to May (R-2026, Glossary).
2	Each semester shall have approximately 90 to 100 working days including instruction, assessment and examinations (R-2026, Section 21). One period is of 50 minutes.
3	Students joining late, by lateral entry or by transfer shall have their attendance reckoned from the next working day after payment of tuition fee.

4.2 Examination Calendar

The COE shall prepare, as part of the academic calendar, an Examination Calendar for each semester following the model calendar at Annexure D that fixes at least the following dates, and shall place it before the Board of Examinations and the Academic Council:

Event	Policy norm
CAT-I, CAT-II, CAT-III / Model	Spread across the semester; CAT-III / Model in the last two weeks of instruction
Display of CA marks to students	At least five working days before the commencement of ESE
Freezing of CA marks and attendance by departments	Before issue of hall tickets
ESE registration and fee payment window	Notified at least 30 days before ESE; window open for 10 days
Last date to apply for scribe / compensatory time / complete withdrawal	Before commencement of ESE (well in advance for scribe)
Publication of ESE time-table	At least one month before commencement of ESE
Issue of hall tickets	At least one week before ESE
End Semester Practical Examinations	Before or after theory ESE as notified
Central valuation	Commencing within 3 days of the last theory examination
Result Passing Board meeting	Within 5 working days of completion of valuation
Publication of results	Within 30 days of the last theory examination
Revaluation / revaluation-with-copy window	7 days from publication of results
Supplementary examination (where applicable)	After publication of ESE and revaluation results

4.3 Rescheduling, Holidays and Unforeseen Events

The Principal may, for reasons recorded in writing, reschedule an examination; the new date shall be notified at least 48 hours in advance except in an emergency. If an examination cannot be held because of a declared holiday, natural calamity, bandh or other unforeseen circumstance, it shall be held on a date notified by the COE with the Principal's approval, and question papers whose security has been compromised shall not be used.

CHAPTER 5: SCHEME OF ASSESSMENT

5.1 General Principles

Sl.	Particulars
1	Every credit course is assessed for a maximum of 100 marks, divided between Continuous Assessment (CA) and the End Semester Examination (ESE) in the ratio fixed in the curriculum of the programme (R-2026, Section 13.1).
2	Courses evaluated only internally (Career Development Skills, Mandatory Non-Credit Courses, Audit Courses, MBA Micro Project, Mini Project and Summer Internship, internships) are assessed by the department and the marks / grade are forwarded to the COE for inclusion in the grade sheet.
3	The COE shall not alter CA marks. Any correction of CA marks after submission requires a written request from the HoD with reasons, approved by the Principal, and shall be recorded.
4	CA marks shall be displayed to students at least five working days before the ESE commences.

5.2 B.Tech. – Theory Courses (CA 40 : ESE 60)

Component	Details	Marks
CAT-I, CAT-II, CAT-III	Three tests; the best two of three are considered	30
Assignments / Activities	Assignment, seminar, quiz, PBL, case study, etc.	5
Attendance	As per attendance-marks table (Section 5.8)	5
Total CA		40
End Semester Examination	3 hours; maximum 60 marks	60
Grand Total		100

5.3 Question Paper Patterns (B.Tech. and M.Tech.)

CAT-I and CAT-II (50 marks, converted as per Section 5.2)

Part	No. of questions	Marks each	Total
Part A – Short answer	10	2	20
Part B – Either / Or (long answer)	3	10	30
Total	13	–	50

Model Examination / CAT-III and End Semester Examination (60 marks, 3 hours)

Part	No. of questions	Marks each	Total
Part A – Short answer	5	2	10
Part B – Either / Or (long answer)	5	8	40

Part	No. of questions	Marks each	Total
Part C – Compulsory question	1	10	10
Total	11	–	60

For Integrated Courses, CAT-I and CAT-II follow the theory pattern and CAT-III follows the internal practical pattern (R-2026, Section 13.13).

5.4 B.Tech. / M.Tech. – Practical Courses (CA 60 : ESE 40)

Assessment	Component	Description	Marks
Internal (60)	Attendance	Based on laboratory attendance percentage	10
	Record / Observation	Regular record writing and submission	10
	Model / Mid Practical Test	Internal practical test	15
	Continuous Performance	Experiments completed, lab discipline	15
	Viva-voce (Internal)	Oral questioning during lab sessions	10
External (40)	Practical Examination	Conduct of experiment	20
	Record Verification	Checking of record during examination	5
	Viva-voce (External)	By external / internal examiners	10
	Result / Output	Accuracy and correctness of output	5
Total			100

Break-up of End Semester Practical Evaluation (R-2026, Table 10): Objective 5; Procedure / Algorithm / Design 5; Experiment / Program Execution 10; Result / Output 10; Viva-voce 10 – Total 40. The COE shall prescribe one uniform mark-sheet that maps both break-ups.

5.5 B.Tech. – Micro Project, Mini Project, Seminar and Major Project

Micro Project, Mini Project and Seminar: 100 marks each, evaluated through two reviews by a three-member committee (Project Supervisor, Project Coordinator and a Subject Expert nominated by the HoD).

Criteria (Mini Project – CA)	Review I	Review II
Novelty	20	–
Presentation	20	10
Question & Answer / Viva	10	10
Demonstration	–	20
Final Report	–	10
Total	50	50

Sl.	Particulars
1	End Semester assessment (ESM) of Micro Project, Mini Project and Major Project: Novelty 10; Report 10; Prototype (physical / virtual) 10; Presentation / Demonstration 10; Viva-voce 10 – Total 50. Conducted by one internal and one external examiner; the evaluation report is forwarded to the COE through the HoD.
2	Major Project Phase I (Semester VII) and Phase II (Semester VIII): CA (internal) 50% and ESE (external) 50%. CA through interim reports and periodic reviews; ESE through report evaluation, demonstration, presentation and viva-voce.

5.6 B.Tech. – Other Course Types

Course type	Assessment	Counted in SGPA / CGPA?
Career Development Skills (CDS)	Internal only: Attendance 10, Report / Training Record 40, Presentation / Demo / Skill Test 50 = 100; a student scoring below 40% in the first attempt shall reappear for the test and earn 40%	No; shown in grade sheet
Mandatory Non-Credit Courses (MAN)	Internal only: Attendance 10, MCQ Test 30, Presentation / Activity / Assignment 60 = 100; "P" grade on satisfactory completion	No; shown in grade sheet
Certification Courses (40–50 hours each; 3 to 5 mandatory)	As per course; credit or non-credit	Credit courses only
Hackathon	Grade A+ to C as per R-2026 Table 24, on verified certificate; only the highest applicable grade per event	As prescribed in the curriculum
Internship / Industrial Training	Grade B to A+ by duration and host category (R-2026 Tables 25–26); maximum grade point 10; internships under 15 days not credited; 1 credit = 40 hours	As prescribed in the curriculum
NPTEL / SWAYAM / MOOC	Credit and grade as per R-2026 Tables 29–30 on CEC recommendation	Yes

5.7 M.Tech. – Assessment

Sl.	Particulars
1	Theory: CA 40 (CAT best-two-of-three 30 + assignment / activity 5 + attendance 5) and ESE 60 (3 hours), with the patterns in Section 5.3.
2	Practical: CA 60 and ESE 40 as in Section 5.4.
3	Project Work Phase I (Semester III), Phase II and Project Report & Viva-voce (Semester IV): Category B (50 : 50) – 50 marks CA (reviews, proposal, presentation, report preparation) and 50 marks for the terminal viva-voce / practical evaluation, conducted by the Project Guide and an External Examiner.
4	Every dissertation shall undergo a similarity check before submission; up to 10% similarity (excluding quotes, references and standard terms) is acceptable (Section 14.8).

Sl.	Particulars
5	Audit Courses (Semesters I and II): Pass / Fail on certificate of completion or internal assessment; not counted in SGPA / CGPA; outcome recorded in the grade sheet.
6	Career Development Skills: internal only (10 / 40 / 50 = 100); a student scoring below 40% in the first attempt shall reappear for the test.

5.8 Attendance Marks (Theory – All Programmes)

Attendance percentage	Marks awarded (out of 5)
95% and above	5
90% and above but below 95%	4
85% and above but below 90%	3
80% and above but below 85%	2
75% and above but below 80%	1
Below 75%	0

5.9 MBA – Assessment (CA 50 : ESE 50)

The MBA Regulations R-2026 (Sections 12.3–12.21) prescribe a 50 : 50 split for theory, practical and Major Project courses, and internal assessment alone for the Micro Project, Mini Project, Summer Internship and Career Development Skills courses.

MBA Theory Courses – Overall Assessment (Table 15)

Assessment type	Component	Details	Weightage (%)
Continuous Assessment	CAT-I, CAT-II, CAT-III / Model	Three tests; best two of three considered for 30	30
	Assignments / Activities	Assignments, seminar, quiz, case study, role play, etc.	15
	Attendance	As per the attendance slab table (Section 5.8)	5
Total CA			50
End Semester Examination	Theory ESE	3 hours; maximum 50 marks	50
Grand Total			100

MBA Question Paper Patterns – each paper for 50 marks; ESE of 3 hours (Tables 11 and 12)

Examination	Part and question type	Questions × marks	Marks
CAT-I / CAT-II	Part A – Short answer questions	10 × 2	20
CAT-I / CAT-II	Part B – Either / or long answer questions	3 × 10	30
Model / CAT-III / ESE	Part A – Short answer questions (understand level)	5 × 2	10

Examination	Part and question type	Questions × marks	Marks
Model / CAT-III / ESE	Part B – Long answer questions (analyse level), 4 out of 6	4 × 5	20
Model / CAT-III / ESE	Part C – Either / or case study or application-based questions (apply / evaluate / create levels)	2 × 10	20

MBA Practical Courses – Assessment (Table 16)

Component	Description	Marks
Attendance	Based on laboratory attendance	5
Record / Observation	Regular record writing and submission	10
Model / Mid Practical Test	Internal practical test / model examination	15
Continuous Performance	Lab performance, completion of exercises, discipline	10
Viva-voce (Internal)	Oral questioning during lab sessions	10
Total Internal (CA)		50
Practical examination	Conduct of exercise in the external examination	20
Record verification	Checking of lab record	5
Viva-voce	By the external / internal examiner	10
Result / Output	Accuracy and correctness of output	15
Total External (ESE)		50
Grand Total		100

MBA Project-type and Skill Courses

Course	Credits	Evaluation
Micro Project (Semester I)	2	Internal only, 100 marks: attendance 10, report 40, presentation / demonstration 50 (Table 13)
Mini Project (Semester II)	2	Internal only, 100 marks: attendance 10, report 40, presentation / demonstration 50 (Table 13)
Summer Internship (four weeks after Semester II; evaluated in Semester III)	6	Internal only, 100 marks: attendance 10, report 40, presentation / demonstration 50 (Table 13); internship report and internal viva-voce
Major Project and Viva-voce (Semester IV)	9	CA 50 (reviews, proposal, presentation, report preparation) and ESE 50 (viva-voce conducted jointly by the Project Guide and an External Examiner; report evaluation, demonstration, presentation)
Career Development Skills	As per curriculum	Internal only, 100 marks: attendance 10, report / training record 40, presentation / demonstration / skill test 50; shown in the grade sheet but not counted for SGPA / CGPA (Table 17)

Sl.	Particulars
1	Every MBA project report is subject to a mandatory similarity check; a similarity index up to 10% is acceptable, and higher levels attract the graded response under Section 14.8.
2	Hackathon and internship grade points for MBA students are awarded on the same criteria as for B.Tech. (MBA R-2026, Tables 18–20); internships of less than 15 days carry no academic credit.

CHAPTER 6: ELIGIBILITY, ATTENDANCE AND REGISTRATION

6.1 Eligibility to Appear for ESE

A student shall be permitted to appear for the ESE of a course only if he / she:

Sl.	Particulars
1	has registered for the course in the semester;
2	has a minimum of 75% attendance in that course, or has been granted relaxation under Section 6.2;
3	has paid the prescribed examination fee and has no dues to the College;
4	is not under suspension or debarment;
5	has satisfied any course-specific pre-condition prescribed in the curriculum.

6.2 Attendance Relaxation (Condonation)

Sl.	Particulars
1	A student with attendance of 60% and above but below 75% in a course may be considered for relaxation on (a) medical grounds – illness, hospitalisation or accident supported by a certificate of a competent medical authority – or (b) participation in NCC, NSS, sports or official institutional events with prior permission of the Head of the Institution / Dean (Academics) through the HoD (R-2026, Section 14.1).
2	The application with documents shall be submitted through the HoD to the COE immediately after rejoining, with the prescribed condonation fee of Rs. 5000 (R-2026 B.Tech., Section 14.1.2).
3	Final approval shall be given by the Head of the Institution.
4	A student with less than 60% attendance in a course is not eligible for relaxation; he / she shall be awarded "FA" and shall repeat the course / semester as per R-2026.
5	Periods of suspension for disciplinary reasons shall be treated as absence.
6	Approved participation in sports, NCC, NSS and inter-institutional events, including travel days, is treated as attendance for those days; fractions are ignored when computing the minimum.

6.3 Promotion and Rejoining

Sl.	Particulars
1	A student is promoted to the next semester only if he / she meets the attendance requirement for appearing in the ESE (R-2026, Section 15.1).
2	A student not meeting the requirement shall rejoin the same semester in the next academic year and shall be governed by the regulations, syllabus and course structure in force at the time of rejoining.

6.4 Registration for Examinations

Sl.	Particulars
1	Every eligible student shall register online for all courses of the current semester and for arrear courses within the notified window and pay the examination fee.

Sl.	Particulars
2	Arrear courses shall be registered according to the curriculum applicable to the student; if a course has been revised or withdrawn, the student shall register for the equivalent course notified by the BoS.
3	A student who fails in a Major Project, Mini Project, Micro Project, Seminar, Internship or similar course shall re-register and complete the course requirements.
4	Late registration may be permitted with a late fee of Rs. 500 up to 7 days before the commencement of the ESE.

6.5 Complete Withdrawal from ESE

Sl.	Particulars
1	A student with no arrears may apply for complete withdrawal from the ESE of all courses of a semester as a single unit, once in the entire programme (R-2026, Section 15.4).
2	The application shall be submitted before the commencement of the ESE and requires the approval of the HoD, Dean (Academics), COE and the Head of the Institution.
3	The student shall reappear for all withdrawn courses in the immediate next examination cycle.
4	B.Tech.: the student remains eligible for Distinction and University ranks, subject to all other academic requirements (R-2026 B.Tech., Section 15.6). M.Tech. / MBA: the student remains eligible for Distinction but shall not be considered for rank or rank awards.

6.6 Temporary Break of Study

Sl.	Particulars
1	A temporary break of study may be sanctioned on valid grounds on application to the Dean (Academics) through the HoD with parent / guardian consent (R-2026, Section 20). For M.Tech., a break shall not ordinarily exceed one academic year at a time.
2	The period of break counts towards the maximum duration of the programme. The COE shall mark the student's record accordingly and shall not issue hall tickets during the break.

6.7 Hall Tickets

Sl.	Particulars
1	Hall tickets shall be generated only for eligible students and shall carry the photograph, register number and the list of courses with codes, dates and sessions.
2	The Principal may cancel a hall ticket for ineligibility or misconduct after giving the student an opportunity to be heard.
3	A duplicate hall ticket may be issued on written request and payment of Rs. 100.

CHAPTER 7: QUESTION PAPER POLICY

7.1 Medium

The medium of instruction and examination for all programmes is English.

7.2 Setting of Question Papers

Sl.	Particulars
1	CAT and Model examinations: set by the course faculty and approved by the HoD; the pattern shall follow Section 5.3 / 5.9.
2	ESE (theory): set by external paper setters from the approved panel. Where the COE considers it necessary, one set may be obtained from an internal setter, provided that the final paper is selected by the QPSB without disclosure to the setters. The COE shall obtain at least two sets per course.
3	ESE (practical): question sets / experiment lists are prepared by the external examiner in consultation with the internal examiner on the day of the examination, or obtained in advance and kept confidential.
4	Internal-only courses: question papers or tasks are set by the department and approved by the HoD.
5	Every ESE question paper shall conform to the pattern approved by the BoS and Academic Council and shall be uniform for all sections and batches of a course in a semester.

7.3 Eligibility of Paper Setters and Examiners

Examination	Minimum eligibility
UG (B.Tech.)	Five years of teaching / professional experience in the subject, or seven years of industry experience in the relevant area; Ph.D. preferable
PG (M.Tech. and MBA)	Three years of teaching experience at PG level, or ten years of teaching / research at UG level in the subject; Ph.D. mandatory for setting and evaluating PG papers

Sl.	Particulars
1	No person shall act as setter, examiner or moderator in any examination in which a relative is a candidate. Every appointee shall sign a declaration to this effect.
2	An external setter / examiner shall not ordinarily be appointed for more than three consecutive years for the same course; there shall be a gap of at least one year before reappointment. The Academic Council may extend this for a specialist.
3	An examiner shall not evaluate more than 50 answer scripts a day and 200 scripts in a valuation cycle, unless the COE relaxes this in writing.
4	An external examiner shall not conduct more than two practical examinations a day and shall assess not more than 100–120 UG candidates in a cycle.
5	The COE may remove an examiner whose work is found unsatisfactory (errors affecting results, unjustified delay, doubtful integrity, out-of-syllabus or sub-standard papers).

7.4 Standard of Questions

Sl.	Particulars
1	Questions shall test the prescribed Course Outcomes and shall be mapped to COs and Bloom's levels (K1–K6).
2	Indicative distribution of marks for B.Tech. / M.Tech.: Lower-order (Remember) 20–30%; Intermediate (Understand / Apply) 40–60%; Higher-order (Analyse / Evaluate / Create / case-based) 10–20%. For MBA, each part follows the level assigned in the approved pattern (Part A – Understand; Part B – Analyse; Part C – Apply / Evaluate / Create). The BoS may prescribe a different distribution for a course.
3	All units of the syllabus shall be covered proportionately. SI units shall be used. Permitted data books, tables and charts shall be stated on the paper.
4	A paper shall be answerable by a well-prepared student within 2 hours 50 minutes for a 3-hour examination.

7.5 Answer Key and Scheme of Valuation

Each setter shall submit a detailed answer key and step-wise scheme of valuation. The key shall be finalised by the QPSB and moderated at the Pre-Valuation Board. Examiners shall value strictly according to the finalised scheme.

7.6 Confidentiality of Question Papers

Sl.	Particulars
1	Question papers shall be received only in sealed, tamper-evident covers or through the secure electronic channel of the COE (encrypted, password-protected), and shall be recorded in the QP Custody Register.
2	Printing (where done in-house) shall be done in the confidential section under the personal supervision of the COE; waste sheets shall be shredded the same day.
3	Question papers shall be packed session-wise and hall-wise, sealed, and stored in the strong room under double-lock (keys held separately by the COE and the DCOE).
4	Any suspected leak shall be reported immediately to the COE and Principal; the paper shall be withdrawn and a reserve paper used (SOP on contingencies).

CHAPTER 8: CONDUCT OF EXAMINATIONS

8.1 Methods

Examinations are conducted in written, practical, oral (viva-voce), project review / demonstration or any other mode prescribed by the BoS, including computer-based tests where approved by the Academic Council.

8.2 Examination Centre and Officials

Sl.	Particulars
1	The College is the examination centre for all its programmes. The Principal is the ex-officio Chief Superintendent and may delegate the function to a Professor. An Additional Chief Superintendent shall be appointed when more than 250 candidates appear in a session. Up to four Assistant Superintendents, supported by clerical staff and office attenders, assist the Chief Superintendent in pre- and post-examination work.
2	The Exam Cell Coordinator, assisted by the Internal Examination Conduct Committee, organises the conduct of CATs, practical examinations and the theory ESE (seating, invigilation duty lists, Proforma 6, absentee statements and packing of answer scripts) under the direction of the COE.
3	Invigilators shall be drawn from the faculty on a rotation basis, with a ratio of one invigilator for every 30 candidates and at least two in halls with more than 30 candidates. A faculty member shall not be posted to invigilate the course he / she teaches.
4	Up to six examination squads shall be constituted for each ESE cycle; squads shall make surprise visits to every hall at least once per session.

8.3 Session Rules

Sl.	Particulars
1	Candidates shall enter the hall 10 minutes before commencement. No candidate shall be admitted after 30 minutes from the commencement, and no candidate shall leave before 30 minutes have elapsed.
2	The question paper cover shall be opened by the Chief Superintendent in the presence of two witnesses (an invigilator and an observer / squad member), and the witnesses shall sign the cover-opening certificate.
3	If the start is delayed for unforeseen reasons, the lost time shall be compensated; a delay beyond 30 minutes is not permitted without the COE's instruction.
4	Mobile phones, smart watches and all electronic devices are prohibited in the hall for candidates and invigilators, whether switched on or off.
5	Only a valid hall ticket and the College Identity Card entitle a candidate to write the examination. A duplicate ID card, if needed, shall be obtained on or before the examination day through the COE on payment of the prescribed fine (R-2026, Section 20.5).

8.4 Special Provisions

Sl.	Particulars
1	Scribe: A student unable to write owing to temporary disability, injury or a medical condition may apply, with a certificate from a competent medical authority, through the HoD to the COE well in advance. The scribe shall not belong to the same discipline or qualification level; expenses of the scribe shall be borne by the student (R-2026, Section 15.7). Students with benchmark disabilities under the RPwD Act, 2016 shall be accommodated as per Government guidelines.
2	Compensatory (extra) time: 30 minutes for a 50-mark paper and 45 minutes for a 100-mark paper, on valid medical documentation approved by the COE (R-2026, Section 15.8). For the 60-mark, 3-hour ESE, 45 minutes shall be allowed, and 30 minutes for a CAT (Section 20.3).
3	A separate room shall be arranged for scribe / extra-time candidates and for any candidate with a contagious disease.

8.5 Exclusion of Candidates

A candidate who disobeys instructions of the Chief Superintendent or invigilator, or behaves in a disorderly manner, may be excluded from the session by the Chief Superintendent, who shall record the facts and report to the COE the same day. Further action shall be decided under Chapter 14.

8.6 Custody of Answer Scripts

Answer scripts shall be counted, packed course-wise in serial order of register numbers, sealed and handed over to the COE on the same day with the attendance and absentee statements. No answer script shall remain outside the strong room overnight.

CHAPTER 9: EVALUATION, MODERATION AND RESULTS

9.1 Mode of Evaluation

Sl.	Particulars
1	ESE theory scripts shall be evaluated by central valuation at a secure venue notified by the COE, after the facing sheet bearing the register number is detached / masked and replaced by a dummy number.
2	Internal and external examiners shall be engaged, as far as possible, in equal proportion.
3	MBA: every ESE theory script is valued independently by one internal and one external examiner from the BoS panel (double valuation). Where the two valuations differ by more than 15%, the script is referred to a third valuation by another external examiner, whose marks are final and binding (MBA R-2026, Section 15.6).
4	On-screen (digital) evaluation may be adopted with the approval of the Academic Council.

9.2 Verification During Valuation

Sl.	Particulars
1	The Chairperson / Chief Examiner shall re-examine a random sample of at least 10% of scripts valued by each examiner, and shall re-value all scripts of an examiner whose sample shows a deviation of more than 10% of maximum marks.
2	Totalling and carry-over of marks shall be checked by a separate verifier for every script.

9.3 Practical, Project and Viva-voce Evaluation

Marks of practical, project and viva-voce examinations shall be entered in the prescribed mark-sheet and signed by both internal and external examiners at the end of each session. **End Semester Practical Examination marks shall be entered and frozen in COEFiniX on the day of the examination itself**, and all covers (sealed mark sheet, answer scripts, attendance and allotment sheets) shall be submitted to the COE Office on the day of the examination itself. Marks shall not be altered after freezing except with the prior approval of the Principal.

9.4 Mark Entry and Tabulation

Sl.	Particulars
1	ESE marks shall be entered into COEFiniX against dummy numbers by two independent operators (double entry) or by a single entry followed by 100% verification.
2	Decoding (mapping dummy numbers to register numbers) shall be done only after all marks of the course are entered and verified, by the DCOE with the COE's authorisation.
3	COEFiniX shall consolidate CA and ESE marks, apply the passing rules of Chapter 10, compute grades, SGPA and CGPA, and generate the Tabulated Mark Register (TMR) and Tabulated Result Register (TRR). The DCOE shall verify and sign each page.

9.5 Result Passing Board

The COE shall place before the RPB the statistics listed in the COE Office Manual (registered / appeared / passed, pass percentage by course, programme and branch, comparison of CA and

ESE marks, arrear results, absentees, malpractice and withheld cases, and proposals for moderation). The RPB shall approve the results with or without moderation.

9.6 Moderation and Grace

Sl.	Particulars
1	Moderation shall be applied only by the RPB, only to a whole course (not to individual students), and only where the result analysis shows an abnormal deviation attributable to the question paper or valuation, with reasons recorded.
2	Moderation shall not exceed 5 marks out of 100 in a course. Moderation shall not be applied to change a grade other than from F to D unless the RPB records special reasons.
3	Individual grace marks, if any, shall be awarded only as prescribed by the Academic Council (maximum 5 marks in one course and 10 marks in a semester) and recorded in the Grace Mark Register.

9.7 Publication of Results

Sl.	Particulars
1	Results approved by the RPB and the Principal shall be published on COEFiniX / College website within the calendar timeline. Individual results are accessible to students through secure login.
2	Results of candidates involved in malpractice, with dues, or with pending disciplinary action shall be withheld ("RW") until the matter is resolved.
3	Publication of a result does not confer a right if a bona fide error is later detected; the College may correct the result under Section 16.9.

CHAPTER 10: PASSING REQUIREMENTS, GRADES, SGPA AND CGPA

10.1 Consolidation of Marks

The COE shall consolidate the Continuous Internal Assessment (CIA) marks awarded by the departments and the ESE marks (R-2026, Section 16.1).

10.2 Passing Minimum

Course type	A student passes the course if he / she secures
Theory	Not less than 40% of CA marks; AND not less than 40% of ESE marks; AND an overall aggregate of 40% or above
Practical / Project	Not less than 40% of CA marks; AND not less than 40% in the ESE / viva-voce, wherever applicable; AND an overall aggregate of 40% or above
Integrated	Not less than 40% in the theory component of ESE; not less than 40% in the practical component; not less than 40% of CA; AND an overall aggregate of 40% or above
MBA – theory, practical and project courses	Not less than 50% of CA marks; AND not less than 50% of ESE / viva-voce marks; AND an overall aggregate of 50% or above (MBA R-2026, Sections 15.2–15.3)
Internal-only (CDS, MAN, Audit, internships, etc.)	As prescribed for the course; 40% of maximum marks for CDS; "P" grade for satisfactory completion of Mandatory / Audit courses

10.3 Carry-over of CA Marks (Arrear)

Sl.	Particulars
1	A student who fails because of securing less than 40% in the ESE may reappear in subsequent ESEs; the CA marks already secured are carried forward and remain valid for the period of the course, subject to the Regulations (R-2026, Section 16.5).
2	B.Tech.: a student who wishes to improve the CA marks may reattempt the internal supplementary examination and improve the CA marks in the current semester (R-2026 B.Tech., Section 16.5).
3	B.Tech.: if a student has failed to satisfy the minimum CA requirement of 40%, in the subsequent semester the total marks earned in the external examination shall be considered and converted to 100 marks.
4	M.Tech.: if a student has failed to satisfy the minimum CA requirement of 40%, in the subsequent attempt only the external (ESE) marks shall be considered and the student must secure a minimum of 40% to pass the course.
5	MBA: the same rule applies with a minimum of 50% (MBA R-2026, Section 15.4).
6	The COE shall apply these rules uniformly through COEFinix, and the grade sheet shall show the basis of the result.
7	For Supplementary Examinations, the CA marks of the latest attempt are considered (R-2026, Section 15.9).

10.4 Letter Grades and Grade Points (B.Tech., M.Tech.)

Range of marks (%)	Letter grade	Grade point
91 – 100	A+	10
81 – 90	A	9
71 – 80	B+	8
61 – 70	B	7
51 – 60	C+	6
46 – 50	C	5
40 – 45	D	4
Below 40	F	0
Shortage of attendance (course to be repeated) / Absent for the End Semester Examination	FA	0

Other result notations to be used in the grade sheet: **P** – Pass (non-credit / audit / mandatory course); **W** – Withdrawn (Section 6.5); **RW** – Result withheld; **I** – Incomplete (malpractice / enquiry pending).

MBA – Letter Grades and Grade Points (MBA R-2026, Table 22)

Range of marks (%)	Letter grade	Grade point
90 – 100	A+	10
80 – 89	A	9
70 – 79	B+	8
60 – 69	B	7
50 – 59	C	6
Below 50	F	0
Shortage of attendance (course to be repeated) / Absent for the End Semester Examination	FA	0

The SGPA / CGPA rules of Section 10.5 apply equally to the MBA programme.

10.5 SGPA and CGPA

Sl.	Particulars
1	$SGPA = \sum(C_i \times GP_i) / \sum C_i$ over all credit courses registered in the semester; $CGPA = \sum(C_i \times GP_i) / \sum C_i$ over all credit courses completed from the first semester onwards; C_i = credits of the course, GP_i = grade point earned. Both are rounded off to two decimal places.
2	FA is awarded (i) for shortage of attendance, in which case the course is repeated, and (ii) for absence from the End Semester Examination of a registered course, in which case the student reappears in the next ESE as an arrear and the CA marks are carried forward as in Section 10.3. Absence is counted as an appearance for the purpose of first-attempt conditions.
3	Courses with FA grade are not considered for SGPA and CGPA until successfully completed. Non-credit courses (CDS, MAN, Audit) are excluded.

Sl.	Particulars
4	For Honours degree students, CGPA includes the additional Honours courses completed (R-2026, Section 11.1). For Minor degree students, CGPA is calculated as per the institutional rules approved for the Minor Degree.
5	Percentage = $CGPA \times 10$ (e.g., $CGPA\ 8.20 = 82.0\%$).

10.6 Grades for Online Courses (NPTEL / SWAYAM)

Duration of course	Credits awarded
16 weeks	4
12 weeks	3
8 weeks	2
4 weeks	1

Marks (%) in online course	Letter grade
81 – 100	A+
71 – 80	A
61 – 70	B+
51 – 60	B
40 – 50	C+

Sl.	Particulars
1	Only 12-week and 16-week NPTEL courses with certificate are accepted as an alternate to a course in the syllabus.
2	MBA: online courses may be taken between Semesters I and III with prior CDRC approval, 2–4 credits per course, a maximum of 8 credits and a maximum of two Functional Electives substituted in the programme.
3	Grade D may be given, only for 1-credit courses (B.Tech. Semesters III–VI; M.Tech. and MBA Semesters I–III), where the student failed the NPTEL examination owing to hospitalisation, death in the family, accident or similar unavoidable reason but scored more than 80% in assignments, with the approval of the competent authority.
4	Transfer of credits is recommended by the CEC and approved by the competent academic authority.

CHAPTER 11: CLASSIFICATION, RANK AND AWARD OF DEGREE

11.1 B.Tech. – Classification

Class	Conditions (R-2026, Section 18)
First Class with Distinction	Completes the degree within the maximum duration (7 years regular / 6 years lateral entry); passes all courses of Semesters III to VIII in the first appearance within six consecutive semesters; and secures a CGPA of 8.50 or above for Semesters III to VIII
First Class	Passes all courses of Semesters III to VIII within eight semesters from commencement of Semester III; and secures a CGPA of not less than 6.50
Second Class	All other students who satisfy the requirements for the degree

A student who availed complete withdrawal (Section 6.5) remains eligible for Distinction and University ranks, subject to all other academic requirements.

11.2 B.Tech. – Ranks and Medals

Sl.	Particulars
1	University Rank and Gold Medal: CGPA of Semesters I to VIII (regular) / the corresponding six semesters (lateral entry, subject to University regulations); all courses passed in the first attempt; rank certificates to the first ten candidates of each branch.
2	Institution Rank and Gold Medal: only students who passed all courses in the first attempt; Semesters I–VIII for regular and III–VIII for lateral entry students; ranked on final CGPA; rank certificates to the top three students of each programme / branch as approved by the Institution.
3	Tie-break: when CGPA is equal to two decimals, the COE shall compare CGPA to three decimals, then the total marks of all credit courses, then the date of birth (elder ranked higher).

11.3 B.Tech. – Honours, Minor and Exit Awards

Sl.	Particulars
1	B.Tech. (Honours) in XXX: eligible students (CGPA $\geq$ 8.0 up to Semester II in the first attempt, no history of arrears; lateral entry – 80% in Diploma without arrears) who earn an additional 18–20 credits (at least one course each semester, III–VII) while satisfying all degree requirements. Offered only if at least five eligible students opt.
2	B.Tech. in XXX with Minor in YYY: CGPA $\geq$ 7.5 up to Semester II without standing arrears (lateral entry – 75% in Diploma); an additional 18–20 credits in the minor discipline. Offered only if at least five students opt.
3	A student may withdraw from Honours / Minor at any stage; credits earned are shown as additional credits.
4	Multiple exit (NEP 2020): Undergraduate Certificate after the first year ($\geq$ 25% of programme credits, approx. 40–43, with the prescribed proportion of core courses; not available to lateral entry); Undergraduate Diploma after the second year ($\geq$ 50% credits, approx. 80–85, including 50% of core courses, plus 6 credits of summer internship / apprenticeship of two months); Bachelor's Degree after the third year ($\geq$ 75% credits, approx. 120, including 100% of core courses, plus 6 credits through two summer internships of two months each).

Sl.	Particulars
5	Classification for an exiting Bachelor's degree (R-2026, Table 31): CGPA 8.5 and above without history of arrears – First Class with Distinction; 6.5 and above – First Class; below 6.5 – Second Class. First Class requires all papers of Semesters I to VIII to be cleared within ten consecutive semesters from first admission (lateral entry: within eight semesters counted from Semester III).
6	Re-entry: after a UG Certificate at Semester III, after a UG Diploma at Semester V, and after a Bachelor's Degree at Semester VII, subject to the maximum duration and curriculum then in force.

11.4 M.Tech. – Classification, Rank and PG Diploma

Class	Conditions (R-2026 M.Tech., Section 18)
First Class with Distinction	Completes the degree within the prescribed duration; passes all courses of Semesters I to IV in the first appearance within four consecutive semesters; CGPA 8.50 or above
First Class	Passes all courses of Semesters I to IV within the prescribed period and secures CGPA not less than 6.50
Second Class	All other successful candidates

Sl.	Item	Details
1	University Rank	CGPA of Semesters I–IV, all courses passed in the first attempt; rank certificates to the first ten candidates.
2	College Rank / Gold Medal	highest CGPA among those who passed every course in the first attempt.
3	Exit with PG Diploma	at the end of the first year with at least 40 credits from Semesters I and II, written notice at least eight weeks before the end of the first year, and completion of a summer internship / project evaluated by an internal committee. If an arrear is outstanding at exit, the PG Diploma is awarded only on clearing it.

11.5 MBA – Classification, Rank and PG Diploma

The MBA degree shall be awarded to a student who has earned all credits prescribed in the curriculum (within the range of 90–108), including the projects, summer internship and other requirements, within the maximum period of four academic years (8 semesters).

Class	Conditions (MBA R-2026, Section 17)
First Class with Distinction	Completes the degree within two years; passes all courses of Semesters I to IV in the first appearance within four consecutive semesters; CGPA 8.50 or above
First Class	Passes all courses of Semesters I to IV within the prescribed period and secures CGPA not less than 6.50
Second Class	All other successful candidates

Sl.	Item	Details
1	University Rank and Gold Medal	CGPA of Semesters I–IV; all courses passed in the first attempt; rank certificates to the first three candidates.

Sl.	Item	Details
2	Institution Rank and Gold Medal	only students who passed all courses in the first attempt; ranked on final CGPA; rank certificates to the top-performing students as approved by the Institution.
3	Exit with PG Diploma in Business Administration	at the end of the first year with at least 40 credits from Semesters I and II, written notice at least eight weeks before the end of the first year, and an internship / project in the intervening summer evaluated by an internal committee. If an arrear is outstanding at exit, the PG Diploma is awarded only on clearing it. Re-entry is permitted within the maximum period.

11.6 Award of Degree – Procedure

Sl.	Particulars
1	After the final-semester results, the COE shall prepare the list of candidates who have completed all requirements, with class and CGPA, and place it before the RPB and then the Academic Council.
2	A degree shall be recommended only if the candidate has no dues to the College, no disciplinary action is pending, and all records (including Honours / Minor, exit awards and credit transfers) are complete.
3	The Academic Council's recommendation shall be placed before the Governing Body for concurrence and forwarded to Pondicherry University, which confers the degree.
4	The COE shall issue a Provisional Certificate / Course Completion Certificate with classification pending the award of the degree.

CHAPTER 12: REVALUATION, TRANSPARENCY AND GRIEVANCE REDRESSAL

12.1 Grievances on Continuous Assessment

Sl.	Particulars
1	CA marks of each component shall be communicated to students promptly; the consolidated CA marks shall be displayed at least five working days before ESE.
2	A student with a grievance shall first approach the course faculty, then the HoD, within 3 working days of display. If unresolved, a written representation may be made to the Academic Appeal Committee / Academic Grievance Redressal Committee through the COE (R-2026, Section 16.6.1). The decision shall be communicated before the CA marks are frozen.

12.2 Grievances on ESE Results

ESE grievances are redressed through the following provisions, which are common to all programmes (R-2026 B.Tech. and M.Tech., Sections 16.7–16.8; MBA as per Section 20.3):

Provision	Details
Revaluation	Available for ESE theory courses on application with a fee of Rs. 1000 per course within the notified period after results
Revaluation with copy of the answer script	Available for ESE theory courses on application with a fee of Rs. 2000 per course; the student receives a copy of the answer script along with the revaluation
Challenge valuation	Not provided in R-2026
Finality	The decision of the revaluation is final and binding

12.3 Revaluation Rules

Sl.	Particulars
1	Revaluation is permitted only for ESE theory courses; practical, project, viva-voce and internal-only courses are not revalued.
2	The application shall be submitted online within 7 days of publication of results, with a fee of Rs. 1000 per course (Rs. 2000 per course for revaluation with a copy of the answer script), for all programmes.
3	The script shall be valued afresh by an examiner other than the original examiner, without access to the original marks.
4	If the revalued mark differs from the original by 5% or more of the maximum marks, the revalued mark shall replace the original; otherwise the original mark stands. Where the difference is 15% or more of the maximum marks, a third valuation shall be done and the average of the two nearest valuations shall be taken. The revaluation fee shall be refunded where the revised mark changes the result from fail to pass.
5	Revaluation results shall be published within 10 days of the last date of application and before the supplementary examination.
6	A student who passes on revaluation shall have the fee for supplementary / arrear registration refunded or adjusted.

12.4 Retotalling

Verification of totalling and posting of marks is part of the COE's internal verification. If a student points out a totalling / posting error on seeing the copy of the answer script, the COE shall correct it without fee after verification, and report the correction to the RPB.

12.5 Timelines for Grievances

Stage	Timeline
Representation on CA marks to faculty / HoD	Within 3 working days of display
Appeal to Academic Appeal Committee	Within 3 working days of HoD decision
Decision of Academic Appeal Committee	Within 5 working days
Application for revaluation / revaluation with copy	Within 7 days of results
Publication of revaluation result	Within 10 days of closure of applications
Appeal against a disciplinary penalty to the Principal	Within 30 days of communication of the penalty

12.6 Online Grievance Channel

The COE shall maintain a grievance module in COEFinix, together with an e-mail ID for examination grievances, with an acknowledgement number for every grievance, and shall report the number received, disposed and pending to the BoE each semester.

CHAPTER 13: ARREAR, SUPPLEMENTARY AND MITIGATION EXAMINATIONS

13.1 Arrear Examinations

Arrear examinations for a course are held along with the regular ESE of that course in the next available semester. A student with an arrear shall register and pay the fee, at the same rate as for a regular course, for each arrear course. CA marks are carried forward as in Section 10.3.

13.2 Supplementary Examinations

Condition	B.Tech. (R-2026, Section 15.9)	M.Tech. / MBA (Section 15.9)
When conducted	In the III and VII semesters, after declaration of ESE and revaluation results	In the final semester
Eligibility	Maximum of two standing arrears overall; students in the VIII semester may apply with any number of arrears	Maximum of two standing arrears overall
Courses per cycle	Maximum two theory papers	Maximum two theory papers
CA marks	CA of the latest attempt considered	CA of the latest attempt considered

Sl.	Particulars
1	The class of degree for a student who clears arrears in a supplementary examination shall be determined on the final CGPA and the first-appearance conditions of Chapter 11.
2	A student failing in a project component is governed by the supplementary provisions and shall re-register for the deficient component in a subsequent semester (M.Tech.).

13.3 Mitigation Examinations

Sl.	Particulars
1	A mitigation examination may be held for a student affected by serious illness or medical emergency, an accident during the examination period, or bereavement in the immediate family (R-2026, Section 15.11).
2	The case shall be examined and recommended by the HoD, Dean (Academics), COE and the Head of the Institution, with valid documentary evidence, and is subject to the approval of the Board of Examinations.
3	Approval is granted only to students with no history of malpractice or disciplinary action.
4	The mitigation examination shall be treated as the first appearance of the student in that course, with a fresh question paper of the same standard.

13.4 Special Examinations for Exceptional Situations

Where an examination is cancelled under Section 16.9 or because of a leak or calamity, the re-examination shall be treated as the regular examination for all candidates concerned and no fee shall be charged.

CHAPTER 14: MALPRACTICE AND DISCIPLINE

14.1 Principle

Academic integrity is non-negotiable. Every allegation of malpractice shall be inquired into fairly and quickly, and the student shall always be given an opportunity to explain before a decision is taken. Punishment shall be proportionate to the gravity of the act, consistent across cases and recorded.

14.2 What Constitutes Malpractice

Malpractice includes, but is not limited to:

Sl.	Particulars
1	possession of any paper, book, notes, chit, written material or writing on the body, clothes, instruments or question paper relevant to the syllabus, whether used or not;
2	possession of a mobile phone, smart watch, Bluetooth device, programmable calculator or any electronic device, switched on or off;
3	copying, giving or receiving assistance, communicating with another person, or exchanging answer scripts;
4	impersonation, or allowing oneself to be impersonated;
5	tampering with, tearing, removing or smuggling in / out answer scripts or additional sheets; writing another candidate's register number;
6	disclosing identity or appealing to the examiner in the answer script;
7	misbehaviour, threat or violence towards invigilators or examination officials;
8	attempting to obtain the question paper before the examination, or influencing any examiner;
9	plagiarism, fabrication or falsification of data in assignments, project reports and dissertations;
10	entering the hall under the influence of alcohol or drugs, or with a weapon.

14.3 Booking of a Case

The invigilator / squad shall seize the incriminating material, obtain the student's written statement, prepare the Malpractice Report in the prescribed form, and hand the sealed cover (answer script, material, statement, report) to the Chief Superintendent, who forwards it to the COE on the same day. The student shall ordinarily be allowed to continue writing the examination with a fresh answer booklet, which shall be sent along with the case, unless the Chief Superintendent excludes the student for disorderly conduct.

14.4 Enquiry

The Examination Discipline Committee (Section 3.5) shall issue notice to the student (and parent / guardian where appropriate), hear the student, examine the evidence and record its findings. If the student does not appear despite notice, the committee may decide on the available evidence.

14.5 Punishment for Examination Malpractice (R-2026, Section 20.4)

Sl.	Particulars
1	In cases of malpractice in a particular course examination, the result of that course alone shall be withheld until the committee is convened and the student submits an apology. The student shall reappear for that course as an arrear in the following semester.
2	In keeping with R-2026, and taking the student's future into consideration, the above shall constitute the full extent of the punishment for examination malpractice by a student.

14.6 Grave Misconduct

Acts that go beyond examination malpractice and amount to indiscipline under R-2026, Section 20.2 – such as impersonation, violence or threat to examination staff, possession of weapons, entering the hall under the influence of alcohol or drugs, theft or leakage of question papers, organised / mass copying, or involvement of outsiders – shall additionally be referred to the Institutional Discipline Committee for action under R-2026, Section 20.3, which may include suspension, debarment from examinations, expulsion and, for outsiders, a police complaint.

14.7 Malpractice by Staff

Any faculty or staff member found to have leaked a question paper, assisted a candidate, tampered with marks or answer scripts, or been negligent in examination duty shall be reported by the COE to the Principal for disciplinary action under the service rules, and shall be debarred from examination work for a period decided by the Principal.

14.8 Plagiarism in Project Reports and Dissertations

Sl.	Particulars
1	Every project report / dissertation shall be checked with an approved similarity-detection tool before submission; the similarity report, attested by the supervisor and HoD, shall accompany the report.
2	Similarity up to 10% (excluding quotes, references, standard terms and equations) is acceptable.
3	Above 10%, the graded response of the UGC Regulations, 2018 shall apply: Level 1 (10–40%) – revise and resubmit within three months; Level 2 (40–60%) – resubmission after a minimum of one semester with a deduction of up to 20% of the marks for the component, as decided by the Plagiarism Review Panel; Level 3 (above 60%) – rejection of the report and cancellation of registration for the course, to be repeated.

14.9 Records

All malpractice cases shall be entered in the Malpractice Register with the decision and date of communication, and a semester summary shall be placed before the BoE and the Academic Council.

14.10 Appeal

A student aggrieved by a penalty may, within 30 days of communication, submit a representation to the Principal, who may refer it to the Academic Appeal Committee and decide the matter or refer it to the Academic Council. The decision of the Principal / Academic Council shall be final.

CHAPTER 15: CREDIT TRANSFER, ACADEMIC MOBILITY AND ABC

15.1 Off-campus and Online Courses

Sl.	Particulars
1	B.Tech.: up to three off-campus courses (physical, online or hybrid) in lieu of PE / OE with CDRC and Principal approval; online credits limited to 2–4 per course and a total of 12 credits; a maximum of three electives may be substituted; OE credits through online courses between Semesters III and VIII with prior CDRC approval.
2	M.Tech.: up to three off-campus courses in lieu of PE / OE; online credits 2–4 per course and a total of 8 credits; a maximum of two electives may be substituted.
3	The student shall submit the original certificate with score to the COE through the HoD within 30 days of its issue; the COE shall enter the credit and grade after the CEC's recommendation and the competent authority's approval.

15.2 Academic Bank of Credits

Every student shall hold an ABC ID. The COE shall upload credits earned, in the format prescribed by the ABC portal, within 30 days of publication of each semester's results, and shall process credit deposits and redemptions for students entering or exiting under the mobility provisions (R-2026, Sections 11.3 and 19.6).

15.3 Students Joining by Transfer or Re-entry

Credits of a student joining by transfer / re-entry shall be accepted on the CEC's equivalence report. The grade sheet shall show transferred courses with the notation "Credit Transferred" and the source institution.

CHAPTER 16: GRADE SHEETS, CERTIFICATES AND TRANSCRIPTS

16.1 Semester Grade Sheet

Issued to every student who appeared, regardless of result, on payment of the grade sheet fee of Rs. 100 per semester (collected along with the examination fee), containing at least: name of the programme and branch; name, register number, date of birth and photograph of the student; month and year of examination; semester; course code, title and credits; marks secured (where prescribed), letter grade and grade point for each course; result; SGPA and CGPA; date of publication; the grading table, formulae and passing minimum on the reverse; and security features.

16.2 Consolidated Grade Sheet

Issued after the final semester results, showing all courses, credits and grades, CGPA, classification, Honours / Minor details and additional credits.

16.3 Provisional / Course Completion Certificate

Issued with classification pending conferment of the degree by the University.

16.4 Degree Certificate

Conferred by Pondicherry University on the recommendation of the College; the COE shall submit the prescribed data and fees to the University and distribute the certificates at the Convocation or thereafter.

16.5 Transcripts

Issued on application and payment of Rs. 1000 per set, in the College format, sealed and signed by the COE; sent directly to the institution / agency when requested.

16.6 Duplicate Documents

A duplicate grade sheet / certificate is issued on application with an affidavit / FIR (for loss) or the mutilated original, an indemnity bond where required, and a fee of Rs. 1000, clearly marked "DUPLICATE".

16.7 Verification of Genuineness

Requests from employers, universities and agencies are verified against the permanent records and answered by the COE within 7 working days on payment of Rs. 500 per document (waived for Government agencies). Replies are sent only to the requesting agency.

16.8 National Academic Depository (DigiLocker)

All grade sheets, consolidated grade sheets, provisional certificates and other awards shall be uploaded to NAD / DigiLocker within the time specified by UGC, using the student's Aadhaar-seeded / ABC-linked record.

16.9 Correction, Withholding and Withdrawal

Sl.	Item	Details
1	Correction of errors	If an error is found in a published result or document, the COE shall correct it with the approval of the Principal, issue a corrected document, cancel the earlier one and record the change.
2	Quashing / re-examination	The Principal may cancel an examination or quash the result of a candidate (wholly or partly) where the examination was not conducted under proper conditions, the candidate was ineligible, or the result was obtained by fraud, after giving the candidate an opportunity to be heard. The Principal may order a re-examination.
3	Withholding	The Academic Council, on the recommendation of the Principal, may withhold the conferment of a degree or award of a certificate pending a disciplinary or malpractice enquiry.
4	Withdrawal	A degree / certificate obtained by falsification of documents, concealment of material facts or other serious offence may be withdrawn with the approval of the Governing Body, after a show-cause notice (reply within 15 days) and due process; the University shall be informed.

CHAPTER 17: RECORDS, DATA PROTECTION AND E-GOVERNANCE

17.1 Records and Retention

Record	Minimum retention
ESE answer scripts (theory)	Two years from the date of publication of results, or until disposal of any pending grievance / litigation, whichever is later
CAT answer scripts	Returned to students after display; departments retain a sample of 10% for one year for audit
Practical records, project reports	Two years (project reports – one copy permanently in the library)
Question papers and answer keys	Permanent (one copy); drafts destroyed after the examination
Mark sheets of practical / viva, valuation mark lists	Five years
Tabulated Mark Register (TMR) / Tabulated Result Register (TRR)	Permanent
Grade sheet / certificate issue registers	Permanent
Malpractice and grievance files	Ten years after the student's programme ends
Minutes of BoE, RPB and committees	Permanent
Remuneration bills and accounts	As per financial rules (minimum eight years)
COEFinIX database and backups	Permanent, with periodic archival

17.2 Disposal

Answer scripts and other records due for disposal shall be disposed of through certified pulping / recycling or e-tender under the supervision of the Answer Script Disposal Committee, with a disposal certificate and the Principal's approval. No record connected with a pending grievance, enquiry, RTI matter or litigation shall be destroyed.

17.3 Data Protection

Sl.	Particulars
1	COEFinIX shall have role-based access, individual logins, two-factor authentication for privileged users and a full audit trail of every change to marks and results.
2	Marks shall not be edited after tabulation except through the correction workflow approved by the COE and Principal.
3	Daily incremental and weekly full backups shall be maintained, with one copy off-site / on secure cloud; restoration shall be tested each semester.
4	Personal data of students shall be used only for examination and academic purposes and handled in accordance with applicable data-protection law.

17.4 E-Governance – COEFiniX

All examination-related activities of the College are carried out through **COEFiniX – Flexible Integrated Nodal Interface for eXamination automation portal**. COEFiniX covers the entire examination life-cycle – student master data, course registration, attendance and CA entry, eligibility and condonation, examination registration and fee payment, hall tickets, time-table and seating, QP management, dummy numbering, valuation and mark entry, tabulation, results, grade sheets, revaluation, supplementary and mitigation examinations, certificates, transcripts, verification, grievances, and NAD / DigiLocker and ABC uploads. Records maintained in COEFiniX are the official examination records of the College; no examination activity shall be processed outside COEFiniX except where this Policy provides for a manual record (e.g., sealed covers, signed mark sheets and registers), which shall be reconciled with COEFiniX.

17.5 Right to Information

Requests under the RTI Act for access to answer scripts or examination records shall be handled by the Public Information Officer in consultation with the COE, subject to the exemptions under the Act and the protection of examiner identity.

CHAPTER 18: QUALITY ASSURANCE AND AUDIT

18.1 Question Paper Audit

Every semester the COE shall have a sample of ESE question papers reviewed for syllabus coverage, CO mapping, Bloom's-level distribution and errors, and share the findings with the BoS.

18.2 Valuation Audit

The Examination Audit Team shall, at least once a year, re-examine a random, concealed-mark sample of scripts across high, average and low scores, and report on consistency and adherence to the scheme of valuation.

18.3 Result Analysis

Course-wise, programme-wise and faculty-wise result analysis, CA–ESE correlation and CO attainment data shall be generated each semester and placed before the RPB, BoS, DARC and IQAC.

18.4 Process Audit and Key Performance Indicators

Indicator	Target
Results published within calendar timeline	100% of semesters
Question papers with errors reported during examination	Zero
Grade sheets issued within 30 days of results	100%
Grievances disposed within timeline	≥ 95%
Revaluation results published before supplementary examination	100%
NAD / ABC uploads completed within timeline	100%
Mark-entry errors detected after publication	Zero

18.5 Annual Examination Report

The COE shall prepare an Annual Examination Report covering examinations conducted, results, malpractice cases, grievances, revaluation outcomes, audits, KPIs and reforms, for placement before the BoE, Academic Council and Governing Body, and for use in NAAC / NBA / NIRF reporting.

CHAPTER 19: FINANCE

19.1 Examination Fees

Examination and service fees shall be approved by the Governing Body on the recommendation of the Finance Committee and notified by the COE before the start of the academic year (Annexure A).

19.2 Remuneration

Remuneration and honoraria for question paper setting, scrutiny, valuation, practical / viva, invigilation, squad duty, Chief Superintendent duty, tabulation and other examination work, together with TA / DA for external examiners, shall be paid at rates approved by the Governing Body (Annexure B), through the bank account of the payee, after certification by the COE.

19.3 Examination Budget and Accounts

The COE shall prepare an annual examination budget and maintain accounts of fees collected and expenses incurred. The accounts shall be subject to internal and statutory audit.

CHAPTER 20: AMENDMENT, INTERPRETATION AND TRANSITIONAL PROVISIONS

20.1 Amendment and Review

The Policy shall be reviewed annually by the BoE and whenever the Regulations or statutory guidelines change. Amendments shall be recommended by the Academic Council and approved by the Governing Body. Amendments shall not operate to the disadvantage of a student in respect of an examination already notified.

20.2 Interpretation and Removal of Difficulties

If any question arises on the interpretation of this Policy, or if any difficulty arises in giving effect to it, the Principal, on the advice of the BoE, may issue such clarification or direction as is necessary, which shall be reported to the next meeting of the Academic Council for ratification.

20.3 Clarifications of R-2026 Adopted by the Academic Council

While adopting this Policy, the Academic Council in its meeting held on 16.09.2026 clarified the following provisions of R-2026 so that they are applied uniformly. These clarifications form part of this Policy.

No.	Provision in R-2026	Clarification adopted
1	Maximum duration of the M.Tech. programme (Section 5.5 and Section 20)	Four academic years (8 semesters) from the date of admission, including any break of study.
2	M.Tech. First Class with Distinction (Section 18.2)	All courses passed in the first appearance within four consecutive semesters (two academic years).
3	Use of the abbreviation "BoE"	"BoE" means the Board of Examinations (Section 22.7). Programme-level panels of setters and examiners are called "Board of Examiners (Panel)".
4	Penalty for examination malpractice (Section 20.4)	Section 20.4 governs ordinary examination malpractice. Grave misconduct is dealt with under Sections 20.2–20.3 in accordance with the schedule at Annexure C.
5	MBA provisions not expressly covered by the MBA Regulations (revaluation and revaluation with copy)	The MBA programme follows its own R-2026 Regulations for assessment, double valuation, passing minimum (50%), grading and classification. Revaluation and revaluation with copy are extended to MBA theory ESE on the same terms as for M.Tech.
6	Compensatory time for a 60-mark, 3-hour ESE (Section 15.8)	45 minutes for the B.Tech. / M.Tech. ESE; 30 minutes for a CAT and for the 50-mark MBA ESE.
7	M.Tech. internship (Section 10.7)	The internship shall be completed before the end of Semester III.
8	M.Tech. plagiarism reference (Section 10.1)	The graded response is as per the UGC Regulations, 2018 (Section 14.8 of this Policy).
9	Retotalling	Verification of totals is part of the COE's internal verification and is done without fee (Section 12.4).

No.	Provision in R-2026	Clarification adopted
10	Revaluation fees for MBA	Rs. 1000 (revaluation) and Rs. 2000 (revaluation with copy) per course, the same as for B.Tech. and M.Tech.
11	Condonation fee for M.Tech. and MBA	Rs. 5000, the same as prescribed for B.Tech. (Section 14.1.2).

20.4 Savings

Anything done or any action taken before the commencement of this Policy under the practices then in force shall be deemed to have been done or taken under this Policy, in so far as it is not inconsistent with it.

ANNEXURES

Annexure A – Schedule of Examination and Service Fees (Rs.)

Sl.	Item	B.Tech. (Rs.)	M.Tech. / MBA (Rs.)
1	ESE fee per theory course (regular, arrear or supplementary)	250	300
2	ESE fee per practical / project course (regular, arrear or supplementary)	300	400
3	Late fee (registration)	500	500
4	Condonation of attendance (per application)	5000	5000
5	Mitigation examination (per course)	500	500
6	Revaluation with copy of the answer script (per course)	2000	2000
7	Revaluation (per course)	1000	1000
8	Duplicate hall ticket	100	100
9	Duplicate identity card (fine)	200	200
10	Grade sheet (per semester)	100	100
11	Duplicate grade sheet / certificate	1000	1000
12	Transcript (per set)	1000	1000
13	Genuineness verification	500 per document	500 per document
14	Provisional / course completion certificate	500	500
15	Exit certificate / diploma	1100	1100
16	Name / data correction in documents	300	300

Annexure B – Schedule of Remuneration for Examination Work (Rs.)

The rates below adopt the COE order No. ACET/COE/REMU/2026/001 dated 01.09.2026, as ratified by the Governing Body on 30.09.2026, and apply to all examinations from the Academic Year 2026–2027.

B.1 Question Paper Setting and Scrutiny

Sl.	Particulars	Rate
1	Question paper setting	Rs. 1000 per paper
2	Answer key / scheme of valuation	Rs. 1000 per paper
3	Question paper scrutiny (QPSB)	Rs. 2000 per external member

B.2 Conduct of Theory Examinations

Sl.	Particulars	Rate
1	Hall preparation before and hall rearrangement after the examinations	Supervisor – Rs. 1000 per semester; manpower – Rs. 200 per person (maximum Rs. 5000 per semester)

Sl.	Particulars	Rate
2	Pre- and post-examination work: Assistant Superintendents (4), Clerical Staff (4) and Office Attenders (2) – clerical staff and attenders drawn from non-teaching staff on rotation	Assistant Superintendent – Rs. 150 per session (maximum 4 per session); Clerical Staff – Rs. 100 per day; Office Attender – Rs. 50 per day
3	Chief Superintendent	Rs. 300 per session
4	Additional Chief Superintendent	Rs. 300 per session
5	Exam Cell Coordinator	Rs. 100 per session
6	Invigilator / Hall Supervisor (one per 30 candidates)	Rs. 200 per session
7	Squad	Rs. 750 per squad per semester (maximum 6 squads)
8	Dummy numbering	Rs. 50 per 100 answer scripts
9	Water maid (one per session per 250 candidates)	Rs. 100 per day

Scribe: as provided in R-2026, Section 15.7, the expenses of the scribe are borne by the student; no remuneration is paid by the College.

B.3 Practical and Project Work Examinations

Sl.	Particulars	Rate
1	Preparation – Internal Examiner (Practical, UG / PG)	UG: Rs. 125 per batch (Rs. 100 per batch for more than one batch); PG: Rs. 150 per session
2	Preparation – External Examiner (Practical, UG / PG)	UG: Rs. 125 per batch (Rs. 100 per batch for more than one batch); PG: Rs. 150 per session
3	Arrear practical examination	UG: Rs. 125 per batch (Rs. 100 per batch for more than one batch); PG: Rs. 150 per session
4	Conduct and evaluation – Internal Examiner	UG: Rs. 40 per student (Practical), Rs. 50 per student (Project); PG: Rs. 50 per student (Practical), Rs. 250 per student (Project – M.Tech.), Rs. 75 per student (Project – MBA)
5	Conduct and evaluation – External Examiner	UG: Rs. 40 per student (Practical), Rs. 50 per student (Project); PG: Rs. 50 per student (Practical), Rs. 250 per student (Project – M.Tech.), Rs. 100 per student (Project – MBA)
6	Electrician (practical examinations)	Rs. 50 per session
7	Lab Instructor (practical examinations)	Rs. 10 per candidate

B.4 Central Valuation, Revaluation and Tabulation

Sl.	Particulars	Rate
1	Chairman, Valuation Board	Rs. 2000 per day
2	Chief Examiner (one per 1000 scripts)	Rs. 1500 per day

Sl.	Particulars	Rate
3	Valuation (maximum 25 scripts per session)	UG: Rs. 30 per script; PG: Rs. 40 per script
4	Revaluation	UG: Rs. 30 per script; PG: Rs. 40 per script; minimum Rs. 500 for an external examiner
5	Attenders (2)	Rs. 100 per day
6	Tabulation, verification and data entry (System Administrator and Clerical Assistants)	Rs. 3000 per person per ESE cycle

B.5 Travelling and Daily Allowance for External Examiners

Sl.	Particulars	Rate
1	Travelling allowance	Rs. 500 for a distance of less than 60 km; Rs. 8 per km for a distance of 60 km or more
2	Daily allowance	Rs. 300 per day
3	Refreshments and lunch	Provided by the College

B.6 Honorarium to Examination Functionaries

Sl.	Functionary	Honorarium
1	Controller of Examinations (COE)	Rs. 10,000 per examination session
2	Deputy Controller of Examinations (DCOE)	Rs. 5,000 per examination session
3	Section Officer (SO)	Rs. 3,000 per examination session

Conditions for honorarium:

Sl.	Particulars
1	The honorarium covers all supervisory and office work of the Examination Cell, including dummy numbering, tabulation, result processing and Result Passing Board work; no separate remuneration is paid for such work. Remuneration is payable for question paper setting, valuation and external examinership at the rates above.
2	The honorarium of the Controller of Examinations is certified and sanctioned by the Principal; those of the DCOE and SO are certified by the COE and sanctioned by the Principal.
3	An examination session means one End Semester Examination cycle (Odd or Even Semester), from the notification of the examination to the publication of revaluation results. The honorarium is paid once the results of the session are published, only to the functionary who served during that session, with TDS as per law.
4	The rates shall be reviewed every three years by the Finance Committee for approval of the Governing Body.

B.7 General Conditions

Sl.	Particulars
1	All payments are made by bank transfer on the bill in Form COE-F14, certified by the Chairperson / Chief Superintendent / HoD as applicable and sanctioned by the COE (Principal for the COE's own bills).
2	External examiners shall enclose a copy of PAN and bank details; TDS is deducted as per law.
3	An examiner may not claim remuneration for the same work under more than one item.

Annexure C – Schedule of Action for Grave Misconduct

This schedule applies to cases referred to the Institutional Discipline Committee under Section 14.6. It does not apply to ordinary malpractice governed by R-2026, Section 20.4.

Nature of misconduct	Action
Refusal to hand over material, resistance or insolence to invigilator	Exclusion from the session; that course's result cancelled; warning to parent
Impersonation (both candidates, if students of the College)	Cancellation of that semester's examinations for both; debarment for one subsequent examination
Removal / smuggling of answer script, replacement of script	Cancellation of that semester's examinations
Repeated malpractice (second or later instance)	Cancellation of that semester's examinations and debarment for one subsequent examination
Possession of weapon, violence, entering under influence of alcohol / drugs	Expulsion from the hall, cancellation of all examinations of that semester, and action up to expulsion from the College under Section 20.3
Outsider involved in malpractice	Handed over to police; complaint registered
Leakage / attempt to obtain question paper	Cancellation of all examinations of that semester; debarment up to one year; police complaint where warranted

Annexure D – Model Examination Calendar (applicable to every semester)

This model calendar operationalises Chapter 4 for every semester of every academic year. The actual dates of each semester are fixed in the Academic Calendar approved by the Academic Council and notified by the COE; the sequence and minimum intervals below shall be maintained. "Week n" refers to the n-th week of instruction; "E" is the first day of the theory End Semester Examination (ESE) and "R" is the date of publication of results.

Sl.	Event	Timing
1	Meeting of the Board of Examinations (planning of the semester's examinations)	Before commencement of the semester
2	CAT-I	Week 5 – 6
3	CAT-II	Week 10 – 11
4	Notification of ESE registration and publication of ESE time-table	At least 30 days before E
5	ESE registration and fee payment (regular and arrear)	Open for 10 days from notification
6	Late registration with late fee	Up to 7 days before E
7	CAT-III / Model examination	Last two weeks of instruction
8	Last instructional day	As per Academic Calendar (about 90 working days)
9	Condonation applications through HoD	Within 3 working days after the last instructional day
10	End Semester Practical Examinations	Before the theory ESE (or as notified)

Sl.	Event	Timing
11	Display of CA marks to students	At least 5 working days before E
12	Approval of condonation cases and publication of eligibility list	Before issue of hall tickets
13	Last date for CA grievances; freezing of CA marks	3 working days after display of CA marks
14	Issue of hall tickets	At least 7 days before E
15	Theory End Semester Examinations	Commencing on E, as per the ESE time-table
16	Coding of answer scripts	Within 2 days of the last theory examination
17	Central valuation	Commencing within 3 days of the last theory examination
18	Result Passing Board meeting	Within 5 working days of completion of valuation
19	Publication of results (R)	Within 30 days of the last theory examination
20	Revaluation / revaluation-with-copy applications	R to R + 7 days
21	Publication of revaluation results	Within 10 days of closure of applications
22	Supplementary examination – B.Tech. (Semesters III and VII; Semester VIII students with any number of arrears) and M.Tech. / MBA (final semester)	After publication of revaluation results, in the semester concerned
23	Publication of supplementary results	Within 15 days of the supplementary examination
24	Distribution of grade sheets and NAD / ABC upload	Within 30 days of R
25	Annual Examination Report to the BoE, Academic Council and Governing Body	Once a year, after the Even Semester results

Annexure E – Prescribed Forms: Mandatory Components

The forms listed below are prescribed under this Policy. Only the mandatory components and details of each form are specified here; the layout, design and format of the original forms may vary and may be revised by the COE, or implemented online through COEFinIX, provided every mandatory component is retained.

Form No.	Title	Mandatory Components and Details	Verified / Approved by
COE-F01	Examination Application / Registration	Register No., name, programme, branch, semester; regular, arrear and Honours / Minor / Open Elective courses (code and title); fee paid, transaction ID and date; student declaration and signature	Class Advisor / HoD
COE-F02	Attendance Relaxation (Condonation)	Student particulars; course-wise attendance (60% to below 75%); ground (medical / NCC / NSS / sports / institutional event); supporting documents; condonation fee (Rs. 5000) receipt	HoD, COE; Head of the Institution

Form No.	Title	Mandatory Components and Details	Verified / Approved by
COE-F03	Complete Withdrawal from ESE	Student particulars; reason; standing arrears (must be nil); previous withdrawal availed (Yes / No); undertaking to reappear for all courses	HoD, Dean (Academics), COE; Head of the Institution
COE-F04	Scribe / Compensatory Time	Student particulars; nature and period of disability or condition; medical / disability certificate details; facility requested; scribe's name, qualification and ID proof; scribe's undertaking	HoD; COE
COE-F05	Mitigation Examination	Student particulars; course(s) missed with date and session; circumstance; documentary evidence; malpractice / disciplinary record check	HoD, Dean (Academics), COE; Head of the Institution / BoE
COE-F06	Appointment Order – QP Setter / Examiner (Confidential)	Reference No. and date; name and address of appointee; nature of work; programme, course code and title, regulation; enclosures; schedule / last date; remuneration as per approved rates; acceptance by appointee	COE
COE-F07	Confidentiality and No-Relative Declaration	Declaration of no relative among candidates; confidentiality of material; no retention of copies or files; disclosure of conflict of interest; name, designation, signature and date	Appointee; filed by COE
COE-F08	Question Paper Scrutiny Report	Checks for syllabus coverage, approved pattern and marks, unit-wise balance, CO and Bloom's level distribution, errors, time adequacy, answer key, repetition limit; remarks; selected for use / reserve	QPSB members; COE
COE-F09	Chief Superintendent's Daily Report and QP Cover-Opening Certificate	Date and session; QP packets received and seal condition, opening time and witnesses; candidates registered / present / absent; answer booklet account; errors in QP; malpractice cases; squad visits; bundles handed over	Chief Superintendent; ECC
COE-F10	Malpractice Report	Date, session, hall and course; candidate particulars; time of detection and detected by; nature of malpractice; material seized (sealed); candidate's statement or refusal; witnesses	Invigilator / Squad, Chief Superintendent
COE-F11	Answer Script Packet Slip and Absentee Statement	Date and session; course code and title; candidates registered, present and absent; number of scripts in packet; absentee register numbers	Chief Superintendent
COE-F12	Practical / Viva / Project Mark Sheet	Register No., name, experiment or title; component-wise marks as per the curriculum; total; batch details	Internal and External Examiners
COE-F13	Valuation Mark List and Examiner's Certificate	Dummy number; part-wise and total marks; remarks; examiner's certificate of valuation as per scheme and correct totalling	Examiner; Chairperson / Chief Examiner
COE-F14	Remuneration and TA / DA Bill	Name, designation and institution; PAN, bank account and IFSC; nature of work, dates and quantity; remuneration and TA / DA claimed; travel proof	Chairperson / CS / HoD; sanctioned by COE

Form No.	Title	Mandatory Components and Details	Verified / Approved by
COE-F15	Revaluation / Revaluation with Copy	Student particulars; examination month and year; course code, title, marks and grade; service requested (Rs. 1000 / Rs. 2000); fee transaction ID; signature and date	COE
COE-F16	Examination Grievance	Student particulars; category (CA marks / QP / conduct / result / certificate / other); details; earlier representation and response; relief sought; acknowledgement No.	COE / Grievance Committee
COE-F17	Transcript / Duplicate / Verification	Student particulars and year of completion; document and copies required; for duplicates, reason with affidavit / FIR; for verification, requesting agency; fee transaction ID	COE
COE-F18	Exit Option Notice	Student particulars; exit award sought; credits earned and core courses completed; internship / project details; standing arrears; intention to re-enter	HoD, COE
COE-F19	Credit Transfer	Student particulars; platform / institution, course title and duration; prior approval reference; score, certificate No. and verification link; course to be substituted; CEC recommendation on credits and grade	CEC; competent authority
COE-F20	Answer Script Disposal Certificate	Examinations covered; retention period completed; confirmation of no pending grievance / RTI / litigation; quantity; mode of disposal and agency certificate No.; committee signatures	Disposal Committee; Principal