



ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY

(An Autonomous Institution)

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

OFFICE OF THE CONTROLLER OF EXAMINATIONS

STANDARD OPERATING PROCEDURES

SOPs of the Office of the Controller of Examinations

42 SOPs covering the complete examination cycle for B.Tech., M.Tech. and MBA under Regulation R-2026

Recommended by the Academic Council on 16.09.2026

Approved by the Governing Body on 30.09.2026

Version 1.0 | Document No. ACET/COE/SOP/2026/03

Effective from 30.09.2026 – Academic Year 2026–2027 onwards (Regulation R-2026)

ACADEMIC YEAR 2026 – 2027

DOCUMENT CONTROL

Particulars	Details
Document Title	STANDARD OPERATING PROCEDURES – SOPs of the Office of the Controller of Examinations
Document Number	ACET/COE/SOP/2026/03
Version / Date of issue	1.0 / 30.09.2026
Applicable Regulation	R-2026 (B.Tech., M.Tech. and MBA) of ACET
Prepared by	Controller of Examinations, ACET
Recommended by	Academic Council – First Meeting held on 16.09.2026
Approved by	Governing Body – Meeting held on 30.09.2026
Effective Date	30.09.2026 (applicable from the Odd Semester of Academic Year 2026–2027)
Custodian	Office of the Controller of Examinations
Review Cycle	Annually, or whenever UGC / AICTE / Pondicherry University / Academic Council changes the governing provisions
Distribution	Principal; Deans; HoDs; COE Office functionaries; Chief Superintendents; Department Examination Coordinators; IQAC

REVISION HISTORY

Version	Date	Nature of change	Approved by
1.0	30.09.2026	First issue on commencement of autonomous status, aligned with Regulation R-2026 (B.Tech., M.Tech., MBA)	AC (16.09.2026) and GB (30.09.2026)

APPROVAL

These Standard Operating Procedures were 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. They come into force with effect from 30.09.2026 and apply to all examinations conducted by the College from the Academic Year 2026–2027 under Regulation R-2026. The Controller of Examinations may issue operational circulars consistent with them.

Controller of Examinations

**Principal & Chairperson,
Academic Council**

Chairman, Governing Body

TABLE OF CONTENTS

PART A: INTRODUCTION TO THE SOPs.....	1
A.1 Purpose	1
A.2 Structure of each SOP	1
A.3 Timeline Notation.....	1
A.3A Examination Portal	1
A.4 Responsibility Codes	2
A.4A Abbreviations.....	2
A.5 List of SOPs.....	5
PART B: PRE-EXAMINATION SOPs.....	7
SOP-01: Preparation of the Examination Calendar.....	7
SOP-02: Student Master Data and Course Registration Data	8
SOP-03: Conduct of Continuous Assessment Tests (CAT-I, CAT-II, CAT-III / Model)	9
SOP-04: Continuous Assessment Marks – Entry, Display and Freezing	10
SOP-05: Attendance Verification, Eligibility and Condonation	11
SOP-06: Examination Registration and Fee Collection	12
SOP-07: ESE Time-table Preparation	13
SOP-08: Hall Ticket Generation and Issue	13
SOP-09: Panel of Examiners and Appointment of Paper Setters.....	14
SOP-10: Receipt and Custody of Question Papers	15
SOP-11: Question Paper Scrutiny and Moderation.....	15
SOP-12: Printing, Packing and Storage of Question Papers	16
SOP-13: Seating Arrangement and Invigilation Duty Allotment	17
PART C: CONDUCT OF EXAMINATION SOPs.....	18
SOP-14: Conduct of Theory ESE – Day of Examination	18
SOP-15: Scribe, Compensatory Time and PwD Accommodation	19
SOP-16: Handling of Malpractice Cases.....	20
SOP-17: Conduct of End Semester Practical Examinations	21
SOP-18: Micro / Mini / Major Project and Dissertation Evaluation and Viva-voce	22
SOP-19: Capture of Internal-only Course Results	23
PART D: EVALUATION AND RESULT SOPs	24
SOP-20: Receipt, Coding (Dummy Numbering) and Storage of Answer Scripts	24
SOP-21: Central Valuation.....	24
SOP-22: Mark Entry, Verification, Decoding and Tabulation.....	25
SOP-23: Result Passing Board Meeting.....	26
SOP-24: Publication of Results	27
SOP-25: Printing and Distribution of Grade Sheets.....	27
PART E: POST-RESULT AND SPECIAL EXAMINATION SOPs	28
SOP-26: Revaluation and Revaluation with Copy of the Answer Script.....	28
SOP-27: Supplementary Examination.....	29
SOP-28: Mitigation Examination	29
SOP-29: Complete Withdrawal from ESE	30
SOP-30: Credit Transfer (SWAYAM / NPTEL / MOOC / Off-campus).....	30
SOP-31: Honours and Minor Degree Records.....	31
SOP-32: Exit Awards and Re-entry	31
SOP-33: Consolidated Grade Sheet, Provisional Certificate, Rank and Degree.....	32
SOP-34: Transcripts, Duplicate Documents and Verification of Genuineness.....	33
SOP-35: NAD / DigiLocker and ABC Uploads.....	33
SOP-36: Examination Grievance Redressal.....	34
PART F: SUPPORT SOPs	35
SOP-37: Remuneration and Examination Accounts	35
SOP-38: Records Retention and Disposal of Answer Scripts	35
SOP-39: COEFiniX Administration, Data Backup and Security	36
SOP-40: Contingency Management.....	36
SOP-41: Preparation of Agenda for BoE, Academic Council and Governing Body	37
SOP-42: Internal Audit of Examination Processes and Annual Report.....	38

PART G: MASTER TIMELINE AND CHECKLISTS..... 39
G.1 Master Timeline for One Examination Cycle (Indicative).....39
G.2 Chief Superintendent's Checklist.....39
G.3 Invigilator's Checklist.....40
G.4 Valuation Camp Checklist.....40
G.5 Result Passing Board Checklist.....40
G.6 Key Performance Indicators (monitored each semester).....41
PART H: RESPONSIBILITY MATRIX AND CROSS-REFERENCES 42
H.1 RACI Matrix for Key Activities.....42

PART A: INTRODUCTION TO THE SOPS

A.1 Purpose

These Standard Operating Procedures (SOPs) lay down, step by step, how every examination activity of Acharya College of Engineering Technology (Autonomous) is to be carried out, by whom, by when, and with what record. They implement the ACET Examination Policy, 2026 and the COE Office Manual, and are aligned with Regulation R-2026 for the B.Tech., M.Tech. and MBA programmes. The detailed procedures of the Exam Cell Coordinator for the conduct of CATs, practical examinations and the theory ESE are issued by the COE separately as the SOPs for the Exam Cell Coordinator (ACET/COE/SOP-ECC/2026/04).

A.2 Structure of each SOP

Element	Content
SOP header	Number, title, purpose, scope, process owner, participants, inputs, outputs, references to R-2026 / Policy
Procedure	Numbered steps with the responsible person, timeline and record generated
Controls	Checks that prevent error, leakage or unfairness
KPIs	Measures reviewed by the Board of Examinations each semester

A.3 Timeline Notation

Timelines are expressed relative to key dates of each examination cycle. The absolute dates are fixed each semester in the Examination Calendar approved by the Academic Council. The day-offsets shown in the SOPs (for example, "E – 45 days") are indicative planning norms; the COE may adjust them in the Examination Calendar approved each semester.

Symbol	Meaning
S	First day of instruction of the semester
C	Last instructional day of the semester
E	First day of the End Semester Examination (theory)
E_last	Last day of the theory ESE
V	First day of central valuation
RPB	Date of the Result Passing Board meeting
R	Date of publication of results
D	Day on which an event occurs (for event-driven SOPs)
WD	Working day(s)

A.3A Examination Portal

All activities in these SOPs are carried out through **COEFiniX – Flexible Integrated Nodal Interface for eXamination automation portal**. Wherever a step refers to entering, generating, publishing or uploading data, it is done in COEFiniX, and the "Record" column refers to the COEFiniX record or report unless a physical register is named.

A.4 Responsibility Codes

The Examination Cell functions with one COE, one DCOE, one Exam Cell Coordinator (assisted by the IECC), one Section Officer, one System Administrator and two Clerical Assistants, supported by the Department Evaluation Coordinator of every department and by non-teaching staff drawn from all departments on a rotation basis.

Code	Role
PR	Principal (Head of the Institution)
COE	Controller of Examinations – also in charge of the Confidential Section
DCOE	Deputy Controller of Examinations – coding, valuation, tabulation, revaluation, grievances, discipline
SO	Section Officer – registration, hall tickets, results, certificates, records, accounts
SA	System Administrator – COEFinix, data, NAD / ABC
CLA	Clerical Assistant (two in the Examination Cell)
ECC	Exam Cell Coordinator – conduct of CATs, practical examinations and theory ESE logistics (with the IECC)
NT	Non-teaching staff deputed from departments on rotation
DA	Dean (Academics)
HoD	Head of the Department
DEC	Department Evaluation Coordinator (one per department; examination coordinator of the department)
PAC	Programme Academic Coordinator
CF	Course Faculty
CA-adv	Class Advisor
CS	Chief Superintendent
INV	Invigilator
BoE / RPB / QPSB / EDC / AAC / CEC / CDRC	Board of Examinations / Result Passing Board / Question Paper Scrutiny Board / Examination Discipline Committee / Academic Appeal Committee / Credit Equivalence Committee / Curriculum Designing and Restructuring Committee

A.4A Abbreviations

Abbreviation	Expansion
AAC	Academic Appeal Committee
ABC	Academic Bank of Credits
AC	Academic Council
ACET	Acharya College of Engineering Technology
ACS	Additional Chief Superintendent
AICTE	All India Council for Technical Education
BoE	Board of Examinations

Abbreviation	Expansion
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
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

Abbreviation	Expansion
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
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)

Abbreviation	Expansion
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

A.5 List of SOPs

SOP No.	Title	Owner
SOP-01	Preparation of the Examination Calendar	COE
SOP-02	Student Master Data and Course Registration Data	SO / SA
SOP-03	Conduct of Continuous Assessment Tests (CAT / Model)	ECC
SOP-04	Continuous Assessment Marks – Entry, Display and Freezing	DCOE
SOP-05	Attendance Verification, Eligibility and Condonation	SO
SOP-06	Examination Registration and Fee Collection	SO
SOP-07	ESE Time-table Preparation	SO
SOP-08	Hall Ticket Generation and Issue	SO
SOP-09	Panel of Examiners and Appointment of Paper Setters	COE
SOP-10	Receipt and Custody of Question Papers	COE
SOP-11	Question Paper Scrutiny and Moderation (QPSB)	COE
SOP-12	Printing, Packing and Storage of Question Papers	COE
SOP-13	Seating Arrangement and Invigilation Duty Allotment	ECC
SOP-14	Conduct of Theory ESE – Day of Examination	CS / ECC
SOP-15	Scribe, Compensatory Time and PwD Accommodation	SO
SOP-16	Handling of Malpractice Cases	DCOE
SOP-17	Conduct of End Semester Practical Examinations	ECC / HoD
SOP-18	Mini Project, Project Work and Dissertation Evaluation and Viva-voce	DCOE / HoD
SOP-19	Capture of Internal-only Course Results (CDS, MAN, Audit, Internship, Hackathon, MBA Projects)	DCOE

SOP No.	Title	Owner
SOP-20	Receipt, Coding (Dummy Numbering) and Storage of Answer Scripts	DCOE
SOP-21	Central Valuation	DCOE
SOP-22	Mark Entry, Verification, Decoding and Tabulation	DCOE / SA
SOP-23	Result Passing Board Meeting	COE
SOP-24	Publication of Results	SO
SOP-25	Printing and Distribution of Grade Sheets	SO
SOP-26	Revaluation and Revaluation with Copy of the Answer Script	DCOE
SOP-27	Supplementary Examination	SO
SOP-28	Mitigation Examination	DCOE
SOP-29	Complete Withdrawal from ESE	SO
SOP-30	Credit Transfer (SWAYAM / NPTEL / MOOC / Off-campus)	SO
SOP-31	Honours and Minor Degree Records	SO
SOP-32	Exit Awards (UG Certificate / Diploma / Bachelor's / PG Diploma) and Re-entry	SO
SOP-33	Consolidated Grade Sheet, Provisional Certificate, Rank and Degree	SO
SOP-34	Transcripts, Duplicate Documents and Verification of Genuineness	SO
SOP-35	NAD / DigiLocker and ABC Uploads	SA / SO
SOP-36	Examination Grievance Redressal	DCOE
SOP-37	Remuneration and Examination Accounts	SO
SOP-38	Records Retention and Disposal of Answer Scripts	SO / DCOE
SOP-39	COEFinX Administration, Data Backup and Security	SA
SOP-40	Contingency Management (QP Leak, Error in QP, Power / Network Failure, Calamity)	COE
SOP-41	Preparation of Agenda for BoE, Academic Council and Governing Body	COE
SOP-42	Internal Audit of Examination Processes and Annual Report	COE / IQAC

PART B: PRE-EXAMINATION SOPS

SOP-01: Preparation of the Examination Calendar

Purpose	To fix, before the semester begins, all examination-related dates so that every stakeholder can plan
Scope	All programmes (B.Tech., M.Tech., MBA), all semesters – regular, arrear and supplementary cycles
Owner	COE
Participants	Dean (Academics), HoDs, DCOE, SO, BoE, Academic Council
Inputs	Academic calendar draft; list of holidays; number of courses and students; R-2026 requirement of 90–100 working days
Outputs	Approved Examination Calendar published on the website
References	R-2026 Section 21; Policy Chapter 4

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Obtain the draft academic calendar (commencement, last working day, holidays, events)	COE	S – 45 days	Draft calendar
2	Fix CAT-I, CAT-II, CAT-III / Model windows	COE, DA	S – 40 days	Draft examination calendar
3	Fix dates for CA display (≥ 5 WD before E), CA freeze, condonation window, ESE registration and late-fee window	COE	S – 40 days	Draft
4	Fix practical examination window, theory ESE window, valuation start (V), RPB, result date (R), revaluation window, supplementary cycle (B.Tech. Sem III & VII, and Sem VIII students; M.Tech. / MBA final semester)	COE	S – 40 days	Draft
5	Circulate to HoDs for comments within three WD	SO	S – 38 days	Circular
6	Place before BoE for recommendation	COE	S – 35 days	BoE minutes
7	Place before Academic Council (or Standing Committee, if AC is not due) for approval	COE / DA	S – 30 days	AC resolution
8	Publish on website, COEFinIX student login and notice boards; configure COEFinIX to send automatic reminders	SA	S – 25 days	Published calendar
9	Any change: justify in writing, approval of Principal, publish at least 48 hours in advance	COE	As required	Change log

Controls

Sl.	Particulars
1	No ESE session to be scheduled on a declared holiday or on a day of a University / competitive examination affecting a large number of students.
2	CA display must precede the ESE by at least five working days.

KPIs

Calendar approved before the semester begins (target 100%). Number of changes after publication (target ≤ 2).

SOP-02: Student Master Data and Course Registration Data

Purpose	To ensure that the examination database contains accurate data for every student and course
Scope	New admissions, lateral entry, transfer, re-entry, rejoining students; every semester's course registration
Owner	SO with SA
Participants	Admission section, PAC, HoD, Class Advisors
Inputs	Admission records, photographs, ABC ID, DigiLocker / Aadhaar reference; course registration from PAC
Outputs	Verified student master and semester registration in COEFinIX
References	R-2026 Sections 9 (course codes), 11 (Honours / Minor), 12 (registration)

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Receive the admitted-student list from the admission section with all fields and photographs	SA	Within 15 days of admission	Import log
2	Allot register numbers in the College format and communicate to departments	SO	Within 20 days of admission	Register No. list
3	Verify name, date of birth and parent's name with the 10th / 12th / degree certificates; students verify their data on COEFinIX and sign a declaration	CA-adv, students	Within 30 days	Data verification sheet
4	Correct discrepancies with documentary proof; lock master data	SO	Within 40 days	Correction log
5	Upload the R-2026 scheme (course codes, L-T-P-C, CA / ESE split, passing rules, course type) for each semester, verified against the BoS-approved curriculum	SA, DCOE	Before S	Scheme master
6	Receive course registration (core, PE, OE, Honours / Minor, Audit, CDS, MAN) from PAC; elective instances only if offered	PAC → SA	S + 10 WD	Registration list

Step	Activity	Responsibility	Timeline	Record
7	Cross-check registrations with credit limits and prerequisites; report exceptions to HoD	SO	S + 15 WD	Exception report
8	Freeze registration; later changes only with HoD and COE approval	SO	S + 20 WD	Freeze log

Controls

Sl.	Particulars
1	Name and date of birth once locked may be changed only on a written application with documents, approved by the COE; every change is logged.
2	Scheme master changes after freezing require BoE approval.

KPIs

Master-data errors detected in grade sheets (target zero).

SOP-03: Conduct of Continuous Assessment Tests (CAT-I, CAT-II, CAT-III / Model)

Purpose	To conduct CATs uniformly and securely across departments
Scope	Theory and integrated courses of all programmes
Owner	Exam Cell Coordinator (ECC)
Participants	HoDs, DEC, course faculty, invigilators
Inputs	Examination calendar; CAT patterns (B.Tech. / M.Tech.: CAT-I, II – 50 marks; CAT-III / Model – ESE pattern 60 marks; integrated – CAT-III practical; MBA – CAT-I, II – 50 marks; CAT-III / Model – ESE pattern 50 marks)
Outputs	CAT conducted; valued scripts returned; marks entered
References	R-2026 Sections 13.13, 13.14, 13.21; MBA R-2026 Sections 12.15–12.17

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Prepare the CAT circular and time-table; obtain approval of COE and Principal	ECC, COE, PR	CAT – 10 days	Circular
2	Course faculty set question papers in the prescribed template with CO and Bloom's mapping	CF	CAT – 7 days	QP with mapping
3	HoD reviews and approves; hands over sealed covers to ECC or uploads to secure CAT module	HoD	CAT – 3 days	QP receipt register
4	Verify and print copies as per student strength; pack hall-wise; prepare seating plan and invigilator duty list	ECC, CLA	CAT – 1 day	Printing register
5	Conduct the test with ESE discipline (seating, ID, prohibited items)	ECC, IECC, INV	CAT day	Attendance sheets

Step	Activity	Responsibility	Timeline	Record
6	Malpractice, if any, booked as per SOP-16	INV, ECC	CAT day	Malpractice report
7	Answer scripts handed over to the course faculty through the HoD against acknowledgement	ECC	CAT day	Handover register
8	Valuation; return scripts to students with feedback; students sign the mark list	CF	Within 5 WD	Signed mark list
9	Enter marks in COEFinix	CF	Within 7 WD	COEFinix entry
10	HoD verifies entry against signed lists; ECC submits result analysis, examination report, duty roster and attendance sheets to the COE Office	HoD, ECC	Within 8 WD	Status report

Controls

Sl.	Particulars
1	Faculty shall not invigilate their own course in CAT-III / Model where feasible.
2	CAT re-test: on the recommendation of the concerned subject faculty and HoD, the HoD submits a request to the COE within 5 WD of display of marks; on the COE's approval the ECC conducts the re-test in the same pattern before CA freeze (one per course per student per semester; higher of original and re-test marks taken) – Manual 6.2.
3	Any boosting or alteration of IA marks in COEFinix, including re-test marks, is made strictly with the Principal's prior approval (Manual 8.1).

KPIs

CAT marks entered within timeline (target 100%). CAT QPs reviewed by HoD (100%).

SOP-04: Continuous Assessment Marks – Entry, Display and Freezing

Purpose	To finalise CA marks accurately, transparently and on time
Scope	All courses with CA components
Owner	DCOE
Participants	Course faculty, HoD, DEC, students, AAC
Inputs	CAT marks; assignment / activity marks; attendance percentages; practical internal components; project review marks
Outputs	Frozen CA marks in COEFinix
References	R-2026 Sections 13, 16.6.1; Policy 5.1, 12.1

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Faculty enter all CA components (raw) for each student	CF	By C	COEFinix

Step	Activity	Responsibility	Timeline	Record
2	COEFinix computes CA: B.Tech. / M.Tech. theory – best 2 of 3 CATs → 30 + assignment 5 + attendance marks 5 (attendance slab table); practical internal 60; MBA theory – best 2 of 3 CATs → 30 + assignment / activities 15 + attendance 5; MBA practical internal 50	SA (automatic)	By C	CA statement
3	HoD verifies and approves department CA statements	HoD	C + 2 WD	Approved statement
4	Display CA marks to students (COEFinix and notice board)	DEC	≥ E – 5 WD	Display record
5	Students raise grievances with faculty / HoD within 3 WD; unresolved cases to AAC through COE	Students, CF, HoD	Display + 3 WD	Grievance register
6	Corrections, if any, entered with HoD approval and reason	CF, HoD	Before freeze	Correction log
7	COE freezes CA marks; later changes only by Principal's approval	DCOE	Before hall tickets	Freeze log

Controls

Sl.	Particulars
1	The COE does not alter CA marks on its own.
2	COEFinix prevents CA entry above the component maximum.

KPIs

CA displayed at least 5 WD before ESE (100%); CA corrections after freezing (target zero).

SOP-05: Attendance Verification, Eligibility and Condonation

Purpose	To determine each student's eligibility for the ESE of each course
Scope	All students, all courses
Owner	SO
Participants	Class Advisors, HoDs, Dean (Academics), Principal, students
Inputs	Course-wise attendance up to C; condonation applications (Form COE-F02)
Outputs	Eligibility list; FA list; approved condonation cases
References	R-2026 Section 14.1; Policy 6.1–6.3

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Departments upload final course-wise attendance	CA-adv, HoD	C + 1 WD	Attendance statement

Step	Activity	Responsibility	Timeline	Record
2	COEFiniX classifies: $\geq 75\%$ eligible; 60% to $< 75\%$ – condonation possible; $< 60\%$ – FA	SA	C + 2 WD	Eligibility report
3	Students in $60\text{--}75\%$ band apply with medical / participation documents and fee through HoD	Students, HoD	C + 3 WD	Form COE-F02
4	COE Office verifies documents (competent medical authority; prior permission for NCC / NSS / sports / events)	SO	C + 5 WD	Verification note
5	Principal approves / rejects; decision updated	PR	C + 6 WD	Approval list
6	Publish list of eligible students and FA students; FA students informed of repeating the course	SO	C + 7 WD	Notice
7	Update Condonation Register	SO	Same day	Register

Controls

Sl.	Particulars
1	Suspension periods counted as absence. Approved event participation (including travel) counted as attendance.
2	No condonation below 60% .

KPIs

Eligibility published before hall tickets (100%).

SOP-06: Examination Registration and Fee Collection

Purpose	To register every eligible student for regular and arrear courses and collect fees
Scope	Regular, arrear, supplementary registrations
Owner	SO
Participants	Students, Accounts section, SA
Inputs	Eligibility list; arrear data; fee schedule (Policy Annexure A)
Outputs	Registered candidates list; fee reconciliation
References	R-2026 Section 12; Policy 6.4

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Notify registration window, fees, late fee and instructions	SO	E – 30 days	Notification
2	Students register online; courses auto-populated for regular; arrear courses selectable (equivalent course shown where the course is revised / withdrawn)	Students	Window	Online forms

Step	Activity	Responsibility	Timeline	Record
3	Online fee payment; daily reconciliation with bank statement	Accounts, SO	Daily	Reconciliation
4	Dues clearance check with accounts / library / hostel	SO	Close of window	No-dues list
5	Late registration with late fee, till E – 7 days	SO	As notified	Late list
6	Generate final nominal roll (course-wise; regular / arrear counts)	SA	After close	Nominal roll

KPIs

Registration errors reported by students after hall-ticket issue (target zero).

SOP-07: ESE Time-table Preparation

Purpose	To prepare a clash-free, fair time-table
Scope	Theory ESE of all programmes, including arrear courses
Owner	SO
Inputs	Nominal roll; list of courses; common courses; hall capacity
Outputs	Approved and published ESE time-table
References	Policy 4.2

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Group common courses across branches for the same session	SO	E – 45 days	Grouping sheet
2	Run clash check for every registered student (regular + arrear)	SA	E – 43 days	Clash report
3	Prepare draft with FN / AN sessions, avoiding two papers for a student on the same day where possible	SO	E – 42 days	Draft
4	Circulate to HoDs for verification (3 WD)	SO	E – 40 days	Comments
5	Place before BoE / Principal for approval	COE	E – 35 days	Approval
6	Publish ($\geq$ one month before ESE)	SA	$\geq$ E – 30 days	Published time-table

KPIs

Clash complaints after publication (target zero).

SOP-08: Hall Ticket Generation and Issue

Purpose	To issue hall tickets only to eligible, registered students
Owner	SO
Inputs	Eligibility list, registration and fee status, time-table, photographs

Outputs	Hall tickets issued; withheld list
References	Policy 6.7

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Generate hall tickets (photo, register number, programme, courses with date / session in chronological order)	SA	E – 10 days	Hall ticket batch
2	Sample check of 5% for accuracy	SO	E – 9 days	Check sheet
3	Release on COEFinIX student login / through departments; students download and verify	SO	≥ E – 7 days	Download log
4	Discrepancies reported by students corrected with approval	SO	E – 7 to E – 2	Correction log
5	Withheld hall tickets: written intimation with reason; opportunity to be heard before cancellation	COE, PR	E – 7 days	Intimation
6	Duplicate hall ticket on request and fee	SO	On request	Duplicate register

SOP-09: Panel of Examiners and Appointment of Paper Setters

Purpose	To appoint qualified, independent setters and examiners
Owner	COE
Participants	HoDs / BoS, Academic Council, COE
Inputs	BoS panel recommendations; eligibility norms (Policy 7.3)
Outputs	AC-approved panel; appointment orders; declarations

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Request HoDs / BoS to recommend at least three external and two internal names per course with qualification, experience and bank details	COE	Annually, before AC	Panel request
2	Scrutinise eligibility (UG / PG norms; Ph.D. for PG); check conflict of interest and rotation (max 3 consecutive years)	COE	On receipt	Scrutiny sheet
3	Place panel before AC for approval	COE	Annual AC meeting	AC resolution
4	Select two setters per course; issue confidential appointment (Form COE-F06) with syllabus, pattern, CO list, template, declaration (F07) and last date	COE	E – 60 days	Appointment register

Step	Activity	Responsibility	Timeline	Record
5	Obtain acceptance and declaration within 3 days; replace non-responding setters	COE	E – 57 days	Acceptance record
6	Send reminders; follow up	COE	E – 45 days	Follow-up log

Controls

Sl.	Particulars
1	Appointment details known only to COE and COE.
2	No setter whose relative is a candidate.

SOP-10: Receipt and Custody of Question Papers

Purpose	To receive question papers securely and account for each
Owner	COE
Outputs	QP Custody Register updated; papers in strong room

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Receive sealed covers personally / by courier, or encrypted files through the secure e-mail / COEFinIX QP module	COE	By E – 40 days	Receipt
2	Record in QP Custody Register without opening the inner cover: course code, setter code, date, condition of seal	COE	On receipt	QP Custody Register
3	Store in strong room under double lock; for electronic papers store on the offline QP computer only	COE	Same day	Strong room register
4	Track pending papers; escalate to COE	COE	Weekly	Status report
5	Obtain answer key with each paper; if missing, request within 24 hours	COE	On receipt	Key register

SOP-11: Question Paper Scrutiny and Moderation

Purpose	To ensure every ESE paper is error-free, within syllabus and balanced
Owner	COE
Participants	QPSB (Principal / nominee, COE, external subject expert)
Outputs	Selected and reserve papers; scrutiny reports (Form COE-F08)
References	Policy 3.8, 7.4

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Schedule QPSB sittings programme-wise; appoint external experts; obtain declarations	COE	E – 35 days	Schedule
2	Open covers in the confidential section in the presence of the Board	COE	Sitting	Opening record
3	Check each set against the checklist: syllabus, pattern (B.Tech. / M.Tech. $5 \times 2 + 5 \times 8$ either / or $+ 1 \times 10 = 60$; MBA $5 \times 2 + 4$ of $6 \times 5 + 2 \times 10$ either / or case study = 50), CO and Bloom's distribution (B.Tech. / M.Tech. indicative 20–30 / 40–60 / 10–20%; MBA part-wise levels), errors, time, answer key	QPSB	Sitting	F08
4	Correct / reframe; select one paper and one reserve; record decisions	QPSB	Sitting	F08
5	Corrections typed in the confidential section; final proof signed on each page by the expert and COE	CLA, QPSB	Within 2 days	Signed proof
6	Unused sets retained as reserve for supplementary / contingency; not reused in the next regular cycle	COE	After sitting	Reserve list

KPIs

Errors reported during the examination (target zero). Papers scrutinised before E – 20 days (100%).

SOP-12: Printing, Packing and Storage of Question Papers

Purpose	To print and pack question papers without any leakage
Owner	COE
Outputs	Sealed hall-wise packets and packet statement

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Compute copies: registered candidates per hall + 5% reserve per session	SA, COE	E – 15 days	Copy statement
2	Print in the confidential section; phones deposited; CCTV on	CLA under COE	E – 12 to E – 5 days	Printing register
3	Count, pack hall-wise in tamper-evident covers; label (exam, date, session, course code, title, hall, copies)	CLA, COE	Same day	Packing sheet
4	Seal; COE and a witness sign across the seal	COE	Same day	Seal record
5	Shred proofs, spoiled and waste sheets; record	CLA	Same day	Shredding certificate

Step	Activity	Responsibility	Timeline	Record
6	Prepare packet statement and cross-check with labels	COE	Same day	Packet statement
7	Store in strong room session-wise	COE	Same day	Strong room register
8	Electronic mode (if adopted): encrypt, schedule release 30–45 minutes before session to CS terminal; print in monitored room	SA, COE, CS	Session day	Event log

SOP-13: Seating Arrangement and Invigilation Duty Allotment

Purpose	To seat candidates securely and allot invigilators fairly
Owner	ECC (with SO for data)
Outputs	Hall-wise seating plan; invigilation chart; squad chart

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Allocate halls session-wise with capacity; separate room for scribe / PwD	ECC	E – 10 days	Hall plan
2	Generate seating (alternate courses / branches in adjacent seats)	SA	E – 5 days	Seating plan
3	Allot invigilators by rotation from faculty list; not in own course; 1 per 30 candidates; 10% relief	ECC	E – 7 days	Invigilation chart (approved by COE and Principal)
4	Constitute up to 6 squads of two members each; appoint up to 4 Assistant Superintendents per session; draw clerical staff and attenders from the non-teaching staff of departments on rotation	ECC, COE	E – 7 days	Squad chart; duty order
5	Communicate duties; obtain acknowledgement; exchanges only through ECC	ECC	E – 5 days	Acknowledgement
6	Paste register numbers on desks and display seating plans	SO, CLA, NT	E – 1 day	Checklist

PART C: CONDUCT OF EXAMINATION SOPs

SOP-14: Conduct of Theory ESE – Day of Examination

Purpose	To conduct each ESE session fairly, securely and on time
Scope	Every theory ESE session (regular, arrear, supplementary, mitigation)
Owner	Chief Superintendent (CS); Exam Cell Coordinator (ECC) for coordination
Participants	ACS, ECC, IECC, invigilators, relief invigilators, squads, COE Office staff
Inputs	QP packets, packet statement, answer booklets, seating plan, attendance sheets, nominal roll
Outputs	Examination conducted; sealed script bundles, attendance and absentee statements, CS daily report
References	Manual Chapter 7; Policy Chapter 8

Procedure (forenoon session; afternoon shifted by four hours)

Step	Activity	Responsibility	Timeline	Record
1	Collect QP packets (session-wise) and answer booklets from the COE against packet statement; verify seals	ECC, CS	Previous evening / 08:30	Packet statement signed
2	Receive answer booklets, additional sheets, attendance sheets, packing material	CS, CLA	08:30	Stock issue register
3	Invigilators report; briefing by CS (malpractice, phones, special cases)	INV, CS	09:30	Invigilator attendance
4	Open QP packet in presence of an invigilator and a squad member / observer; verify course code, date and session; sign cover-opening certificate; distribute hall-wise	CS	09:30	F09 certificate
5	Invigilators collect booklets and QP covers; proceed to halls	INV	09:40	Hall issue sheet
6	Long bell; candidates enter; ID and hall-ticket check; bags and devices outside	INV	09:50	—
7	Distribute answer booklets; candidates fill particulars	INV	09:55	—
8	Distribute question papers; examination begins	INV	10:00	—
9	Verify identity with photo; obtain signatures on attendance sheet; sign booklet and hall ticket	INV	10:00–10:30	Attendance sheet
10	Entry closes; send absentee statement, unused QPs and booklets to CS	INV	10:30	Absentee statement
11	Squad visits; CS rounds; handle special cases	Squad, CS	Throughout	Squad report
12	Any QP error reported by candidates: CS informs COE immediately; COE decides on clarification / announcement (SOP-40)	CS, COE	Immediately	Error log

Step	Activity	Responsibility	Timeline	Record
13	Warning bell; last ten minutes announced	INV	12:50	—
14	Long bell; collect booklets with additional sheets; arrange in register-number order; hand over with attendance sheet to CS	INV	13:00	Hall handover
15	Pack course-wise, label (course code, date, session, count, register numbers), seal with tape, CS initials	CS team	By 13:30	F11 packet slip
16	Reconcile answer-booklet account (received / used / unused / spoiled)	CS, CLA	By 13:30	Stock register
17	Maintain Proforma 6 and absentee statement; hand over bundles, malpractice covers and CS daily report to COE Office	ECC, CS → SO	Same day	Bundle register; F09
18	Deposit bundles in strong room	SO	Same day	Strong room register

Controls

Sl.	Particulars
1	Late start beyond 30 minutes only on COE's instruction; lost time compensated.
2	No candidate leaves in the first 30 minutes or the last 10 minutes.
3	No bundle remains outside the strong room overnight.

KPIs

Sessions starting on time (target $\geq 99\%$); bundle discrepancies (target zero).

SOP-15: Scribe, Compensatory Time and PwD Accommodation

Purpose	To provide reasonable accommodation to eligible candidates
Owner	SO
Inputs	Form COE-F04 with medical / disability certificate
Outputs	Approval letters; special seating; scribe undertakings
References	R-2026 Sections 15.7–15.8; Policy 8.4; RPwD Act, 2016

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Student applies through HoD with certificate and proposed scribe details	Student, HoD	$\geq E - 15$ days (emergency cases any time)	F04
2	Verify certificate and eligibility; ensure scribe is not from the same discipline / level	SO	2 WD	Verification
3	COE approves; letter issued to student and CS; compensatory time: 30 min (50-mark), 45 min (100-mark and 3-hour ESE)	COE	2 WD	Approval letter

Step	Activity	Responsibility	Timeline	Record
4	Arrange separate room and dedicated invigilator; scribe signs undertaking on the day	ECC, CS	Exam day	Scribe undertaking
5	Invigilator records "Written with scribe / extra time" on the booklet	INV	Exam day	Booklet endorsement
6	Update Scribe Register	SO	Same day	Register

SOP-16: Handling of Malpractice Cases

Purpose	To book, enquire into and decide malpractice cases fairly and quickly
Owner	DCOE
Participants	Invigilators, squads, CS, EDC, Principal, Institutional Discipline Committee (grave cases)
Inputs	Malpractice report (F10), seized material, answer booklets, statements
Outputs	Decision communicated; registers and results updated
References	R-2026 Sections 15.10, 20.2–20.4; Policy Chapter 14

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Seize material and booklet; note time; issue fresh booklet (unless excluded)	INV / Squad	D	—
2	Obtain candidate's written statement; record refusal if any	INV	D	Statement
3	Complete F10; place everything in sealed cover signed by INV, squad and CS	INV, CS	D	F10, sealed cover
4	Hand over to COE Office; enter in Malpractice Register; mark result "I" (withheld) for that course	DCOE	D	Register
5	COE constitutes EDC (with HoI approval) for the cycle	COE, PR	D + 2 WD	Office order
6	Notice to student (and parent / guardian) with date, time, venue – at least 3 WD notice	EDC Convener	D + 5 WD	Notice
7	Enquiry: examine evidence, hear student, invigilator and squad; record findings	EDC	D + 10 WD	Proceedings
8	Recommendation: examination malpractice – result of the course withheld until apology; reappear as arrear next semester (R-2026, 20.4). Grave misconduct – refer additionally to Institutional Discipline Committee	EDC	D + 12 WD	EDC report
9	Principal decides; decision communicated in writing	PR, DCOE	D + 15 WD	Decision letter

Step	Activity	Responsibility	Timeline	Record
10	Update COEFinix ("F" / arrear for the course as decided), register; inform BoE and AC	DCOE, SA	D + 16 WD	Updated register
11	Appeal (if any) within 30 days to Principal → AAC	Student	Within 30 days	Appeal file

Controls

Sl.	Particulars
1	The answer booklet of a booked candidate is valued separately and marks kept sealed until the decision.
2	Consistency: the DCOE maintains a precedent log of decisions for similar cases.

SOP-17: Conduct of End Semester Practical Examinations

Purpose	To conduct practical ESE fairly with external participation
Owner	ECC with HoD
Inputs	Department schedule; eligible list; practical mark-sheet format (Internal 60 / External 40)
Outputs	Signed, sealed mark sheets (F12)
References	R-2026 Sections 13.9–13.11, 13.22; MBA R-2026 Table 16 (50 : 50)

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Prepare department-wise schedule within COE slots with HoDs; obtain internal examiners and two external examiner names per laboratory	ECC, HoD	Practical start – 15 days	Schedule
2	COE appoints external examiners from panel (max 2 sessions / day; 100–120 UG candidates per cycle)	COE	Practical start – 10 days	Appointment orders
3	COE issues eligible candidate list and blank mark sheets	SO	Practical start – 3 days	List, F12
4	External examiner sets / approves experiment list; allotment by lot; record allotment	Ext., Int.	Exam day	Allotment sheet
5	Evaluation (B.Tech. / M.Tech. external 40: experiment 20, record 5, viva 10, result 5); MBA external 50: practical 20, record 5, viva 10, result / output 15	Ext., Int.	Exam day	Working sheets
6	Both examiners sign F12 at end of batch; enter the marks in COEFinix and freeze them on the day of the examination itself; seal F12	Ext., Int., ECC	Exam day	Frozen marks; sealed F12
7	ECC submits all covers (sealed mark sheet, scripts, attendance and allotment sheets) to the COE Office on the day of the examination itself	ECC	Exam day	Cover receipt register

Step	Activity	Responsibility	Timeline	Record
8	Arrange hospitality; submit remuneration details (examiners, Lab Instructor, Electrician) to COE Office after all practical examinations	ECC	After practicals	F14
9	COE Office verifies the frozen marks against the sealed F12; any alteration only with the Principal's prior approval	CLA, DCOE	Within 2 WD	Verification log

SOP-18: Micro / Mini / Major Project and Dissertation Evaluation and Viva-voce

Purpose	To evaluate project components according to R-2026
Owner	DCOE with HoD
Inputs	Review marks (CA); reports; similarity reports; list of candidates
Outputs	CA and ESE marks for project components
References	B.Tech. R-2026 Sections 13.15–13.20; M.Tech. Sections 10.1–10.3, 13.15; MBA R-2026 Sections 9.3, 12.16

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Department conducts reviews: B.Tech. Micro Project / Mini Project / Seminar – two reviews by 3-member committee (Supervisor, Coordinator, Expert); M.Tech. – multi-stage reviews by Departmental Project Committee	HoD	As per calendar	Review sheets
2	CA marks entered (Micro / Mini Project: Review I 50 + Review II 50; Major Project: 50% CA)	HoD, DEC	Before viva	COEFinix
3	Students submit reports with similarity report ($\leq 10\%$ for M.Tech.; above $10\% \rightarrow$ Plagiarism Review Panel)	Students, Guide	As per calendar	Similarity report
4	COE appoints external examiner(s)	COE	Viva – 10 days	Appointment
5	Viva-voce: B.Tech. ESM 50 – novelty 10, report 10, prototype 10, presentation / demo 10, viva 10 (internal + external); M.Tech. – Guide + External Examiner, 50 marks; MBA Major Project – Project Guide + External Examiner, 50 marks	Examiners	Viva day	Mark sheet
6	Mark sheet signed, sealed and forwarded to COE through HoD the same day	HoD	Same day	F12
7	Late submission without HoD approval: viva deferred to next cycle (M.Tech.)	HoD	As applicable	Note

SOP-19: Capture of Internal-only Course Results

Purpose	To record results of courses that have no ESE
Scope	B.Tech. CDS, Mandatory courses, certification courses, internships, hackathons, NPTEL; M.Tech. Audit courses, CDS; MBA Micro Project, Mini Project, Summer Internship (attendance 10, report 40, presentation / demo 50), Career Development Skills
Owner	DCOE
Outputs	Marks / grades in COEFinix; shown in grade sheet
References	R-2026 Sections 13.23–13.26, 17.7–17.10; M.Tech. 8.6(vi), 13.18; MBA R-2026 Tables 13, 17

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Departments assess as prescribed: CDS (attendance 10, report 40, presentation / skill test 50); MAN (attendance 10, MCQ 30, activity 60 → "P"); Audit (Pass / Fail)	CF	By C	Assessment records
2	Internship: verify completion certificate, report, host category and duration; assign grade per R-2026 Table 25 (no credit if under 15 days)	CF, CCDIR, HoD	Within 15 days of submission	Internship file
3	Hackathon: verify certificate; assign the highest applicable grade (Table 24) once per event	HoD	On submission	Hackathon file
4	HoD certifies and uploads marks / grades	HoD	C + 3 WD	COEFinix
5	COE Office checks completeness (every registered student has a result)	DCOE	C + 5 WD	Completeness report
6	Non-credit results excluded from SGPA / CGPA by the scheme master; CDS below 40% (M.Tech.) flagged for re-test	SA	Automatic	—

PART D: EVALUATION AND RESULT SOPs

SOP-20: Receipt, Coding (Dummy Numbering) and Storage of Answer Scripts

Purpose	To ensure anonymity of candidates during valuation
Owner	DCOE
Outputs	Coded lots of 25 scripts; sealed code register

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Verify bundles against packet slips and attendance; resolve discrepancies with CS	SO	Same day	Bundle register
2	In the strong room, assign dummy numbers (random / bar-coded) course-wise	DCOE, SA	E_last + 3 days	Code generation log
3	Detach / mask facing sheets; affix dummy number on script and on facing sheet	CLA, NT (sworn) under DCOE	E_last + 3 days	—
4	Store facing sheets and code register in sealed cover in COE's custody	COE	Same day	Sealed code register
5	Form lots of 25 scripts; label with course code and dummy range only	DCOE	Same day	Lot register
6	Keep booked malpractice scripts separately	DCOE	Same day	—

Controls

Staff engaged in coding sign a declaration; coding staff do not take part in valuation of the same course.

SOP-21: Central Valuation

Purpose	To value answer scripts accurately and uniformly
Owner	DCOE
Participants	Valuation Board (Chairperson, Chief Examiner (1 per 1000 scripts), internal and external examiners 50 : 50), verifiers
Outputs	Valued scripts; mark lists (F13); moderation records
References	Manual 8.3–8.4; Policy 9.1–9.2

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Appoint Valuation Boards and examiners; schedule	COE	V – 7 days	Orders
2	Pre-Valuation Board: finalise key and scheme; decide on defective questions; brief examiners; sign minutes	Chairperson	V (morning)	Minutes

Step	Activity	Responsibility	Timeline	Record
3	Allot lots (25 FN + 25 AN; ≤ 50 per day; ≤ 200 per cycle); record in allotment register within 30 minutes	DCOE	Daily	Allotment register
4	Examiners value per scheme; question-wise marks in red ink; total; sign; enter in mark list	Examiners	Daily	F13
5	Chairperson / Chief Examiner re-values $\geq 10\%$ sample per examiner; if deviation $> 10\%$ of max, re-value all scripts of that examiner	Chairperson / CE	Daily	Moderation record
6	MBA: second (independent) valuation by an external examiner; scripts with difference $> 15\%$ sent for third valuation by another external examiner (final)	DCOE, Examiners	Daily	Valuation record
7	Verifier checks totals and carry-over for every script	Verifier	Daily	Initials on script
8	Chairperson signs scripts and certifies lot completion; mark lists sealed and handed to DCOE	Chairperson	Daily	Lot certificate
9	Certify remuneration / TA-DA bills of examiners on their last day	Chairperson	Last day	F14
10	Scripts returned to strong room lot-wise	DCOE	Daily	Strong room register

KPIs

Valuation completed within 10 days of V; scripts re-valued due to deviation (monitor per examiner).

SOP-22: Mark Entry, Verification, Decoding and Tabulation

Purpose	To convert valued marks into accurate results
Owner	DCOE with SA
Outputs	TMR, TRR, result statistics
References	R-2026 Sections 16, 17; Policy Chapters 9–10

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Double entry of ESE marks against dummy numbers by the two Clerical Assistants independently; resolve mismatches from F13	CLA, DCOE	Daily during valuation	Entry log
2	Verify practical marks frozen on the day of examination against sealed F12; enter project and viva marks from sealed sheets; verify 100%	CLA, DCOE	On receipt	Entry log
3	Lock course marks after verification	DCOE	Course-wise	Lock log

Step	Activity	Responsibility	Timeline	Record
4	Decode (dummy → register number) with COE authorisation; reseal code register	DCOE, COE	After all courses locked	Decoding certificate
5	COEFinIX consolidates CA + ESE, applies passing rules (40% CA, 40% ESE, 40% aggregate; MBA – 50% each; integrated – theory & practical components), carry-forward rule (Sec. 16.5; B.Tech. – external converted to 100 where CA < 40%), grades, SGPA / CGPA, FA (including ESE absentees) / RW / I	SA	Decoding + 1 day	Provisional results
6	Generate TMR and TRR; DCOE verifies and signs each page; 5% manual recomputation by second officer	DCOE	Decoding + 2 days	Signed TMR / TRR
7	Generate statistics for RPB (Manual 9.1)	SA, SO	Decoding + 3 days	RPB statistics

Controls

Marks cannot be edited after lock except through the correction workflow with reason and COE approval (audit trail).

SOP-23: Result Passing Board Meeting

Purpose	To review and approve results for publication
Owner	COE (Member Secretary)
Participants	Principal (Chair), COE (Member Secretary), Dean (Academics), BoS Chairpersons / HoDs, external senior faculty
Outputs	Approved results; RPB minutes; moderation decisions

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Fix meeting; circulate notice	COE	RPB – 3 days	Notice
2	Table statistics: registered / appeared / passed; pass % by course, branch, programme, OE; CA–ESE comparison; grade distribution; arrear and readmitted results; previous minutes; moderation proposals; revaluation / malpractice status; QP details; FA, breaks, withdrawals	COE	Meeting	Agenda papers
3	BoS Chairpersons explain anomalies; RPB decides moderation (course-wide, within limit, reasons recorded)	RPB	Meeting	Minutes
4	Apply moderation in COEFinIX; regenerate TRR; verify	SA, DCOE	Same day	Revised TRR
5	Members sign minutes; Principal and COE sign final TRR	RPB	Same day	Signed minutes / TRR

SOP-24: Publication of Results

Purpose	To publish approved results accurately and securely
Owner	SO

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Final check of 20 random students against TRR	SO	RPB + 1 day	Check sheet
2	Principal's approval to publish	COE, PR	RPB + 1 day	Approval
3	Publish on COEFinIX (student login) and summary notice on website; mark withheld results "RW" with reasons sent individually	SA	R	Publication log
4	Archive digitally signed PDF of results	SO	R	Archive
5	Announce revaluation / revaluation-with-copy window and supplementary eligibility	SO	R	Notification
6	Send course-wise analysis to HoDs / BoS / DARC / IQAC	SO	R + 15 days	Analysis report

SOP-25: Printing and Distribution of Grade Sheets

Purpose	To issue secure, accurate grade sheets to every candidate
Owner	SO

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Issue security stationery from stock with serial numbers	CLA, SO	R + 10 days	Stationery register
2	Print grade sheets (contents per Manual 9.4); spoiled sheets cancelled and recorded	CLA	R + 20 days	Print log
3	100% proof-check against TRR by two persons	SO	Before signature	Check sheet
4	COE signs (digital / facsimile with security features)	COE	—	—
5	Distribute through departments against student signature	DEC	Within 30 days of R	Acknowledgement register
6	Upload to NAD / DigiLocker (SOP-35)	SA	Within timeline	Upload log

PART E: POST-RESULT AND SPECIAL EXAMINATION SOPs

SOP-26: Revaluation and Revaluation with Copy of the Answer Script

Purpose	To give students a transparent, time-bound review of ESE theory marks
Owner	DCOE
Inputs	Form COE-F15 with fee (Rs. 1000 revaluation; Rs. 2000 revaluation with copy)
Outputs	Revaluation results; revised grade sheets
References	R-2026 B.Tech. and M.Tech. Sections 16.7–16.8; Policy Chapter 12

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Open online window with fees; theory ESE courses only	SO	R to R + 7 days	Notification
2	Retrieve scripts from strong room; verify identity against code register	DCOE	Close + 2 days	Retrieval log
3	For revaluation with copy: scan (examiner identity masked); provide to student on COEFinix or through Transparency Committee	DCOE	Close + 5 days	Issue log
4	Totalling / posting error noticed: correct without fee after verification; report to RPB	DCOE	On detection	Correction log
5	Revaluation by a different examiner without original marks	Examiner	Close + 10 days	Revaluation sheet
6	Apply rule: revised mark replaces original if difference $\geq 5\%$ of max; otherwise original stands; third valuation if difference $\geq 15\%$ (average of two nearest)	DCOE	Same day	Outcome sheet
7	Approve and publish revaluation results before supplementary registration closes; decision final and binding	COE	Close + 15 days	Publication log
8	Issue revised grade sheets; cancel earlier ones; update NAD	SO	Within 15 days	Register
9	Update Revaluation Register; statistics to BoE (applied, changed, % change by course and examiner)	DCOE	After cycle	BoE report

KPIs

Revaluation results before supplementary examination (100%); examiners with repeated significant changes flagged for action.

SOP-27: Supplementary Examination

Purpose	To enable timely completion by students with few arrears
Scope	B.Tech. – Semesters III and VII (VIII-semester students with any number of arrears); M.Tech. / MBA – final semester
Owner	SO
References	R-2026 Section 15.9; Policy 13.2

Procedure

Step	Activity	Responsibility	Timeline	Record
1	After ESE and revaluation results, COEFinIX lists students with ≤ 2 standing arrears overall (B.Tech. VIII-semester students: any number of arrears)	SA	Revaluation result + 1 day	Eligible list
2	Notify schedule; students register for up to two theory papers and pay fee	SO	+ 5 days	Registrations
3	Use reserve / fresh question papers scrutinised by QPSB	COE	Before exam	QP register
4	Conduct as regular ESE (SOP-14); value centrally (SOP-21)	CS, ECC, DCOE	As scheduled	Records
5	Tabulate using CA of the latest attempt; RPB approval; publish	DCOE, COE	Within 20 days of the examination	Results

SOP-28: Mitigation Examination

Purpose	To give a fair chance to students affected by genuine hardship during the ESE
Owner	DCOE
References	R-2026 Section 15.11; Policy 13.3

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Student / parent submits Form COE-F05 with evidence (serious illness / emergency, accident, bereavement in immediate family)	Student	Within 7 days of missed exam	F05
2	HoD verifies and recommends	HoD	+ 2 WD	Recommendation
3	Dean (Academics) and COE scrutinise; COE checks malpractice / discipline history (must be nil)	DA, COE	+ 3 WD	Scrutiny note
4	Head of the Institution approves, subject to BoE (circulation if no meeting is due)	PR, BoE	+ 5 WD	Approval

Step	Activity	Responsibility	Timeline	Record
5	Schedule with a fresh paper of equal standard; treat as first appearance	DCOE, COE	As notified	Schedule
6	Conduct, value, tabulate and publish with RPB approval	COE Office	—	Results

SOP-29: Complete Withdrawal from ESE

Purpose	To process one-time complete withdrawal for nil-arrear students
Owner	SO
References	R-2026 Sections 15.4–15.6

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Student submits Form COE-F03 before commencement of ESE	Student	Before E	F03
2	Verify nil arrears and no earlier withdrawal	SO	1 WD	Check
3	Approvals: HoD → Dean (Academics) → COE → Head of the Institution	HoD, DA, COE, PR	3 WD	Approval chain
4	Mark all courses of the semester "W"; B.Tech. – retain Distinction and University rank eligibility; M.Tech. / MBA – retain Distinction, switch off rank eligibility	SA	On approval	Software flag
5	Auto-register the student for all withdrawn courses in the immediate next cycle	SA	Next cycle	Registration

SOP-30: Credit Transfer (SWAYAM / NPTEL / MOOC / Off-campus)

Purpose	To record credits earned outside the College
Owner	SO
Participants	CDRC, CEC, HoD
References	B.Tech. R-2026 Sections 8.7–8.9, 17.7–17.9; M.Tech. Sections 8.7–8.9

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Department publishes approved list of online courses for the semester (CDRC)	HoD, CDRC	Before S	Approved list
2	Student obtains prior approval (course, platform, elective to be substituted)	Student, CDRC	Before enrolment	Approval
3	After completion, student submits F19 with certificate and score	Student	Within 30 days	F19

Step	Activity	Responsibility	Timeline	Record
4	Verify certificate online; check limits (B.Tech.: ≤ 12 online credits, ≤ 3 electives; M.Tech.: ≤ 8 credits, ≤ 2 electives; only 12- / 16-week NPTEL for syllabus substitution)	SO	5 WD	Verification
5	CEC recommends credits (16 wks – 4; 12 – 3; 8 – 2; 4 – 1) and grade (81–100 A+; 71–80 A; 61–70 B+; 51–60 B; 40–50 C+)	CEC	Next sitting	CEC report
6	Competent authority approves; COE enters with notation "Credit Transfer"	PR, SO	On approval	COEFinIX
7	Special case Grade D (1-credit courses, unavoidable reason, assignments $> 80\%$): only with approval of competent authority	CEC, PR	As applicable	Approval

SOP-31: Honours and Minor Degree Records

Purpose	To track eligibility, registration and completion of Honours / Minor
Owner	SO
References	B.Tech. R-2026 Sections 5.5–5.7, 11, 18.8

Procedure

Step	Activity	Responsibility	Timeline	Record
1	After Semester II results, list eligible students: Honours – CGPA ≥ 8.0 in first attempt, no arrear history; Minor – CGPA ≥ 7.5 , no standing arrears; lateral entry – Diploma 80% / 75%	SA, SO	R (Sem II) + 5 days	Eligible list
2	Departments confirm offering (minimum five students) and courses; students register	HoD, PAC	Before Sem III	Registration
3	Maintain separate Honours / Minor register; grades shown under a separate heading	SO	Each semester	Register
4	Process withdrawals; credits earned shown as additional	SO	On request	Withdrawal log
5	At completion, verify 18–20 additional credits and all degree requirements; record degree nomenclature	SO	Final semester	Completion report

SOP-32: Exit Awards and Re-entry

Purpose	To issue exit awards under multiple entry and exit
Owner	SO
References	B.Tech. R-2026 Section 19; M.Tech. Sections 5.3, 18.11

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Student submits F18 (M.Tech.: ≥ 8 weeks before end of first year)	Student	As applicable	F18
2	Verify credits: UG Certificate $\geq 25\%$ ($\approx 40-43$) with core proportion (not for lateral entry); UG Diploma $\geq 50\%$ ($\approx 80-85$) incl. 50% core + 6 credits internship; Bachelor's $\geq 75\%$ (≈ 120) incl. 100% core + 6 credits (two internships); PG Diploma ≥ 40 credits + summer internship / project	SO	10 WD	Verification sheet
3	Check arrears (PG Diploma withheld until arrears cleared) and dues	SO	—	—
4	Place before RPB and AC; on approval issue award and update ABC	COE	Next meeting	Award register
5	Re-entry: application; CEC equivalence against curriculum in force; admit at Sem III / V / VII (B.Tech.)	CEC, SO	On application	Re-entry file

SOP-33: Consolidated Grade Sheet, Provisional Certificate, Rank and Degree

Purpose	To certify completion of programmes and forward degree recommendations
Owner	SO
References	B.Tech. Section 18; M.Tech. Section 18; Policy Chapter 11

Procedure

Step	Activity	Responsibility	Timeline	Record
1	After final semester results, run completion check: all credits, mandatory / CDS / certification courses, internships, Honours / Minor	SA	R + 3 days	Completion report
2	Compute class: B.Tech. – Distinction (CGPA ≥ 8.50 for Sem III–VIII, first appearance within six consecutive semesters, within max duration); First Class (≥ 6.50 , within eight semesters from Sem III); Second Class. M.Tech. / MBA – Distinction (≥ 8.50 , first appearance, four consecutive semesters); First Class (≥ 6.50); Second Class	SA, SO	R + 5 days	Class list
3	Prepare rank lists: University rank (top ten per branch for B.Tech. / M.Tech.; first three for MBA; first-attempt pass, CGPA Sem I–VIII / I–IV); Institution rank – top three per branch (first attempt; regular I–VIII, lateral III–VIII); exclude M.Tech. / MBA complete-withdrawal cases	SO	R + 7 days	Rank list

Step	Activity	Responsibility	Timeline	Record
4	Place before RPB and Academic Council; obtain GB concurrence	COE	Next meetings	Resolutions
5	Issue consolidated grade sheets and provisional certificates	SO	After AC	Issue register
6	Submit degree data and fees to Pondicherry University in prescribed format	SO	As per PU schedule	Submission log
7	Receive degree certificates; verify; distribute at convocation / against acknowledgement	SO	On receipt	Distribution register

SOP-34: Transcripts, Duplicate Documents and Verification of Genuineness

Purpose	To provide certified documents and verifications promptly
Owner	SO

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Receive F17 with fee (duplicate: affidavit / FIR / mutilated original; indemnity bond where required)	SO	On receipt	Inward register
2	Verify identity and records	SO	2 WD	Check
3	Prepare transcript / duplicate (marked "DUPLICATE")	CLA	5 WD	Draft
4	Proof-check and COE signature; seal envelope for transcripts	SO, COE	—	—
5	Dispatch to student / directly to institution; record	SO	Within 7 WD	Dispatch register
6	Verification requests from agencies: verify against permanent records; reply only to the agency within 7 WD	SO	—	Verification register

SOP-35: NAD / DigiLocker and ABC Uploads

Purpose	To place all academic awards and credits in national repositories
Owner	SA with SO

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Ensure ABC ID and DigiLocker linkage for every student at admission	SA	Admission	Master data
2	After each result (and revaluation / supplementary), generate NAD and ABC files in prescribed formats	SA	R + 30 days	Files

Step	Activity	Responsibility	Timeline	Record
3	Validate sample of 5% against TRR	SO	Before upload	Check sheet
4	Upload; download acknowledgement; resolve rejections	SA	Within timeline	Upload log
5	Upload consolidated grade sheets, provisional certificates and exit awards	SA	On issue	Upload log

SOP-36: Examination Grievance Redressal

Purpose	To resolve every examination grievance fairly and within time
Owner	DCOE
Participants	Course faculty, HoD, AAC, EGC, Principal
References	R-2026 Sections 16.6, 22.5, 22.8; Policy Chapter 12

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Receive grievance (COEFinix grievance module / e-mail / F16); issue acknowledgement number	SO	Same day	Grievance register
2	Classify: CA marks; QP; conduct; result; certificate; other	DCOE	1 WD	Classification
3	CA grievances: confirm faculty → HoD stage completed; then place before AAC	DCOE	2 WD	AAC file
4	ESE / conduct / result grievances: collect facts and records; place before EGC	DCOE	5 WD	EGC agenda
5	Committee hears and recommends; Principal decides	AAC, EGC, PR	Within 10 WD	Minutes
6	Communicate decision in writing; implement corrections	DCOE	2 WD after decision	Reply
7	Report received / disposed / pending to BoE each semester	DCOE	Semester-end	BoE report

KPIs

Grievances disposed within timeline ($\geq 95\%$).

PART F: SUPPORT SOPS

SOP-37: Remuneration and Examination Accounts

Purpose	To pay examiners correctly and maintain examination accounts
Owner	SO

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Receive F14 bills certified by Chairperson / CS / HoD	SO	Last day of duty	Bill register
2	Check against appointment order, attendance / allotment registers and GB-approved rates (Policy Annexure B)	SO	3 WD	Check sheet
3	COE sanctions (the COE's own honorarium and bills are certified and sanctioned by the Principal); verify TA (Rs. 500 below 60 km; Rs. 8 per km beyond) and DA (Rs. 300 per day)	COE / PR	2 WD	Sanction
4	Honorarium of COE, DCOE and SO for the examination session; ECC's day-wise and consolidated remuneration statements verified and processed through the examination account	SO, PR	After publication of results of the session	Honorarium register
5	Accounts pays by bank transfer; TDS as per law	Accounts	Within 15 days	Payment advice
6	Monthly reconciliation of fee receipts and expenditure; semester statement to Principal	SO	Monthly	Statement
7	Annual budget proposal to Finance Committee	COE	Before financial year	Budget

SOP-38: Records Retention and Disposal of Answer Scripts

Purpose	To retain records for the required period and dispose of them securely
Owner	SO with DCOE
References	Policy Chapter 17

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Store scripts lot-wise by examination, course and dummy range with labels	CLA	After results	Storage map
2	Annually list records whose retention has expired (ESE scripts – two years after results)	CLA	Every June	Due list

Step	Activity	Responsibility	Timeline	Record
3	COE confirms no pending grievance / RTI / litigation / enquiry for listed lots	COE	+ 7 days	Clearance note
4	Disposal Committee inspects, supervises weighing and removal to certified pulping agency / e-tender	Committee	As scheduled	Disposal record
5	Obtain recycling certificate; Principal's approval recorded; F20 filed	CLA	On completion	F20

SOP-39: COEFinix Administration, Data Backup and Security

Purpose	To protect the integrity, confidentiality and availability of examination data
Owner	SA

Procedure

Step	Activity	Responsibility	Timeline	Record
1	Create / modify / disable user accounts only on COE's written approval; role-based rights	SA	On request	Access register
2	Enforce strong passwords and two-factor authentication for privileged users	SA	Continuous	Policy log
3	Daily incremental and weekly full backups; encrypted off-site / cloud copy	SA	Daily / weekly	Backup log
4	Quarterly restoration test	SA	Quarterly	Test report
5	Review audit trail of mark changes before each RPB; report anomalies to COE	SA	Before RPB	Audit report
6	Apply security patches; antivirus; firewall; no internet on QP computer	SA	Monthly	Patch log
7	Annual vulnerability assessment by an external agency	COE	Annually	VA report

SOP-40: Contingency Management

Purpose	To respond quickly and fairly to unforeseen events
Owner	COE

Contingency Actions

Event	Immediate action	Authority
Suspected leak of a question paper	Withdraw paper; use reserve paper from strong room; if already held, report to Principal for cancellation and re-examination; preserve evidence; enquiry	COE, PR
Error in question paper during exam	CS informs COE; COE, with subject expert, issues a uniform clarification / correction to all halls; error recorded for Pre-Valuation Board to decide marks	COE

Event	Immediate action	Authority
Wrong QP packet opened	Do not distribute; seal again in presence of witnesses; report; use correct packet; if distributed, withdraw, report and decide on reserve paper / rescheduling	CS, COE
Power failure / poor light	Emergency lights; compensate lost time; shift hall if needed	CS
Network / server failure (electronic QP or results)	Switch to backup channel / sealed physical reserve; delay publication with notice	SA, COE
Natural calamity, bandh, epidemic	Postpone with notice; new date on approval of Principal; secure all material	COE, PR
Medical emergency in hall	First aid; shift candidate; record time; mitigation route if candidate cannot continue	CS
Loss / damage of answer scripts	Report immediately; enquiry; if unrecoverable, candidate offered re-examination without fee or other relief decided by BoE	COE, BoE
Fire / evacuation	Evacuate; secure scripts if safe; report; BoE decides on continuation	CS, COE

SOP-41: Preparation of Agenda for BoE, Academic Council and Governing Body

Purpose	To place examination matters before statutory bodies in a complete and timely manner
Owner	COE

Standard Agenda Items

Body	Items from the COE
BoE (each semester)	Confirmation of minutes; action taken; examination calendar; time-table; QP status; conduct arrangements; CAT report; malpractice cases; grievances; mitigation requests; revaluation statistics; audit findings; reforms
Academic Council	Approval of examination calendar; panels of examiners; ratification of results and RPB decisions; degree recommendations and rank lists; exit awards; credit transfers; malpractice summary; policy amendments; clarifications of R-2026
Governing Body	Approval / amendment of Policy, Manual and SOPs; fees and remuneration; budget and manpower; concurrence for degrees; withdrawal of degrees; Annual Examination Report

Procedure

Sl.	Particulars
1	Collect agenda items and supporting papers from sections four weeks before the meeting.
2	Draft agenda notes: background, R-2026 / Policy reference, proposal, financial implication, recommendation sought.
3	Obtain Principal's approval; circulate with notice (at least seven days ahead).
4	Record minutes within three working days; circulate; track action taken.

SOP-42: Internal Audit of Examination Processes and Annual Report

Purpose	To verify compliance and drive continuous improvement
Owner	COE with IQAC

Audit Checklist (sample)

No.	Check	Evidence
1	Examination calendar approved and adhered to	Calendar; publication logs
2	CA displayed ≥ 5 WD before ESE; freeze log	Display record
3	Eligibility and condonation approvals complete	Condonation register
4	Every setter / examiner appointed from AC-approved panel with declaration	Appointment register; F07
5	QPSB scrutiny for every paper	F08
6	Strong-room access and QP movement registers complete	Registers; CCTV
7	Cover-opening certificates for every session	F09
8	Bundle reconciliation without discrepancy	Bundle register
9	Dummy numbering and sealed code register	Code register
10	10% moderation by Chairperson / Chief Examiner	Moderation records
11	Double entry / verification and audit trail	Entry logs; audit trail
12	RPB minutes and moderation within norms	Minutes
13	Results published within timeline	Publication logs
14	Revaluation outcomes and timeline	Revaluation register
15	Malpractice cases decided with due process	Malpractice register
16	Grade sheets, NAD / ABC uploads within timeline	Issue register; upload logs
17	Backups and restoration tests	Backup logs
18	Remuneration paid correctly and on time	Bill register

Annual Report Contents

Examinations conducted; students registered / appeared / passed by programme; result timelines; QP errors; malpractice and grievance statistics; revaluation outcomes; audit findings and action taken; KPI dashboard; reforms introduced; plan for next year.

PART G: MASTER TIMELINE AND CHECKLISTS

G.1 Master Timeline for One Examination Cycle (Indicative)

When	Activity	SOP
S – 45 to S – 25	Examination calendar drafted, approved and published	01
S to S + 20 WD	Student master verified; course registration frozen	02
Per calendar	CAT-I, CAT-II, CAT-III / Model; marks entry	03
E – 60	Setters appointed	09
E – 45 to E – 30	Time-table prepared and published	07
E – 40	Question papers received	10
E – 35 to E – 20	QP scrutiny and moderation	11
E – 30 to E – 20	Registration and fee window	06
C to C + 7 WD	Attendance, eligibility and condonation	05
$\geq$ E – 5 WD	CA displayed; grievances; freeze	04
E – 15 to E – 5	QP printing and packing	12
E – 10 to E – 5	Seating and invigilation charts	13
$\geq$ E – 7	Hall tickets issued	08
Practical window	Practical and project examinations	17, 18
E to E_last	Theory ESE	14, 15, 16
E_last + 3	Coding of scripts	20
V onwards	Central valuation	21
During / after V	Mark entry, decoding, tabulation	22
RPB	Result Passing Board	23
R	Results published	24
R + 30	Grade sheets; NAD / ABC	25, 35
R to R + 7	Revaluation / revaluation with copy	26
After revaluation	Supplementary examination (where applicable)	27
Semester-end	BoE review; audit; report	41, 42

G.2 Chief Superintendent's Checklist

Sl.	Particulars
1	Candidate list, seating plan, hall allocation received (E – 3).
2	Answer booklets, additional sheets, packing material counted and stored.
3	QP packets verified against packet statement; seals intact.
4	Invigilators and relief invigilators present; briefing done.
5	Cover-opening certificate signed with two witnesses.

Sl.	Particulars
6	Clocks, bells, CCTV, lighting, drinking water, first aid checked.
7	Special rooms for scribe / PwD / sick candidates ready.
8	Absentee statements received at 30 minutes.
9	Bundles packed, labelled and sealed within 30 minutes of end; booklet account reconciled.
10	Malpractice covers sealed; daily report (F09) completed; handover to COE Office acknowledged.

G.3 Invigilator's Checklist

Sl.	Particulars
1	Reported 30 minutes before; mobile phone deposited.
2	Correct number of booklets and QPs collected.
3	Hall ticket and ID verified for every candidate; photographs matched.
4	Attendance sheet signed by all present candidates; absentees marked.
5	Booklet particulars verified and signed.
6	Additional sheets recorded on main booklet.
7	Absentee statement, unused QPs and booklets sent at 30 minutes.
8	Last-ten-minutes announcement made.
9	Booklets collected, counted, arranged in register-number order and handed over.

G.4 Valuation Camp Checklist

Sl.	Particulars
1	Pre-Valuation Board minutes signed and circulated.
2	Examiners' appointment, identity and declaration verified.
3	Mobile phones deposited; CCTV active.
4	Allotment register filled within 30 minutes of each session.
5	10% moderation completed for each examiner.
6	Totals verified by verifier for every script.
7	Mark lists signed by examiner and Chairperson; sealed.
8	Scripts returned to strong room at the end of each day.

G.5 Result Passing Board Checklist

Sl.	Particulars
1	All courses locked and decoded; TMR / TRR signed.
2	Statistics prepared as per Manual 9.1.
3	Moderation proposals with justification ready.

Sl.	Particulars
4	Malpractice and withheld cases listed.
5	Minutes drafted and signed; approved TRR signed by Principal and COE.

G.6 Key Performance Indicators (monitored each semester)

Indicator	Target
Examination calendar adherence	100%
QP errors reported during examinations	Zero
Sessions starting on time	≥ 99%
Bundle / script discrepancies	Zero
Results published within calendar timeline	100%
Mark-entry errors detected after publication	Zero
Grade sheets issued within 30 days of results	100%
Revaluation results before supplementary examination	100%
Grievances disposed within timeline	≥ 95%
NAD / ABC uploads within timeline	100%

PART H: RESPONSIBILITY MATRIX AND CROSS-REFERENCES

H.1 RACI Matrix for Key Activities

R = Responsible (does the work); A = Accountable (approves); C = Consulted; I = Informed.

Activity	PR	COE	DC OE	SO	HoD	CF	SA	BoE	AC	GB
Examination calendar	C	R	C	C	C	I	I	C	A	I
CA marks and display	I	I	I	C	A	R	C	I	I	—
Eligibility and condonation	A	R	C	R	C	I	C	I	I	—
Panel of examiners	I	R	I	R	C	—	—	C	A	—
QP setting and scrutiny	C	A	—	R	—	—	—	I	I	—
Time-table and hall tickets	A	R	C	R	C	I	R	C	I	—
Conduct of ESE (with ECC as R)	A	R	C	R	C	I	C	I	I	—
Malpractice decision	A	R	R	—	C	—	C	I	I	—
Central valuation	I	A	C	R	C	C	C	I	—	—
Tabulation and results	A	R	I	R	I	—	R	C	I	—
Revaluation	I	A	R	R	C	—	R	I	I	—
Grade sheets, NAD / ABC	I	A	—	R	I	—	R	I	—	—
Degree recommendation	C	R	—	R	C	—	C	C	A	A (concurrent)
Fees and remuneration	C	R	—	—	—	—	—	C	I	A
Policy / Manual / SOP amendments	C	R	C	C	C	—	—	C	C (recommendations)	A