# KINGS
## ENGINEERING COLLEGE
### AN AUTONOMOUS INSTITUTION
**ACCREDITED WITH NAAC AND AFFILIATED TO ANNA UNIVERSITY**
Chennai-Bangalore Highway, Irungattukottai, Sriperumbudur, Chennai - 602 117.
Ph.: 044 - 71224401 – 08. Fax: 044 - 71224410

## INSTITUTE VISION

The Vision of Kings Engineering College is to provide industry relevant technical education, motivate our technocrats to carry out skillful research and encourage innovation and thereby uplift our society through technology.

## INSTITUTE MISSION

IM 1: Provide high quality technical education in the major engineering disciplines through a creative balance of academic, professional and extracurricular programs.

IM 2: Prioritize quality teaching and adopt a variety of approaches and methods to grow upon current research and multiple theories of teaching and learning.

IM 3: Guide the student to earn secure careers and become a trendsetter.

IM 4: Sponsor and educate less privileged with quality technical education.

## QUALITY POLICY

KINGS ENGINEERING COLLEGE is committed to "impart quality education, training and develop students with a disciplined and integrated personality. We will achieve this by effective process orientation, team work and constant desire for improvement".

## PROGRAMMES OFFERED

### Undergraduate Programmes

1. B.E - Biomedical Engineering
2. B.E - Computer Science and Engineering
3. B.E.Computer Science and Engineering (Artificial Intelligence and Machine Learning)
4. B.E - Electronics and Communication Engineering
5. B.E - Mechanical Engineering
6. B.E - Robotics and Automation
7. B.Tech - Artificial Intelligence & Data Science
8. B.Tech - Information Technology

**Postgraduate Programmes**

1. M.E - Computer Science and Engineering

# PRELIMINARY DEFINITIONS AND NOMENCLATURE

1. **Academic Year:** A year starting in June/July and ending in April/May, as determined by the Academic Council.
2. **Academic Calendar:** A schedule of key events (e.g., registration, classes, exams, vacations) approved by the Academic Council.
3. **Programme:** A complete course of study (e.g., UG, PG) with associated examinations.
4. **Duration of Programme:** The time required to complete a programme:
   - UG: 8 semesters
   - PG: 4 semesters
5. **Semester:** An academic term with at least 90 working days.
6. **Course:** A specific subject studied within a semester (also called a "paper").
7. **Core Course:** A mandatory course essential to completing a UG/PG programme.
8. **Answer Booklet:** A booklet provided in exams for writing answers, carrying a unique dummy number for anonymity during evaluation.
9. **Answer Script:** The completed answer booklet submitted by the student during the exam.
10. **Applicant:** A person who applies for admission to an examination.
11. **Arrear Candidate:** A student retaking an exam due to absence or failure in a previous attempt.
12. **Attempt:** A student's participation in any part or full examination.
13. **Board of Studies:** A departmental board that formulates academic regulations, curricula, and appoints examiners.
14. **Candidate:** A person admitted to an examination.
15. **Chief Superintendent:** The person in charge of overseeing the conduct of examinations, appointed by the COE.
16. **Dummy Number:** A unique number assigned to answer booklets to hide student identity during evaluation.
17. **Examination Fee:** The fee paid for registering and participating in an exam, including fees for mark statements.
18. **Examination Review and Malpractice Enquiry Committee:** A committee investigating examination misconduct or grievances.
19. **Examiners:** Teachers or experts assigned to evaluate theory, practicals, or dissertations.
20. **Hall Superintendent:** Faculty responsible for invigilation during exams, appointed by the COE.
21. **Internal Assessment:** Marks awarded for tests and assignments conducted during the semester.
22. **Late Fee:** A penalty for failing to meet deadlines, payable to the institution.
23. **Malpractice:** Any prohibited actions during exams, as defined by rules.
24. **Panel of Examiners:** A group of approved internal and external examiners.
25. **Photocopy of Answer Script:** A copy of the original answer booklet provided on request.
26. **Re-evaluation:** A second evaluation of an answer booklet by a different examiner, requested by the student with valid reasons and fees.
27. **Scrutiny:** A review of question papers to ensure they follow academic guidelines and correct any errors before printing.
28. **Scrutinizer:** A person who reviews and validates question papers before printing.
29. **Semester:** A study period of at least 90 working days; there are two semesters in an academic year.
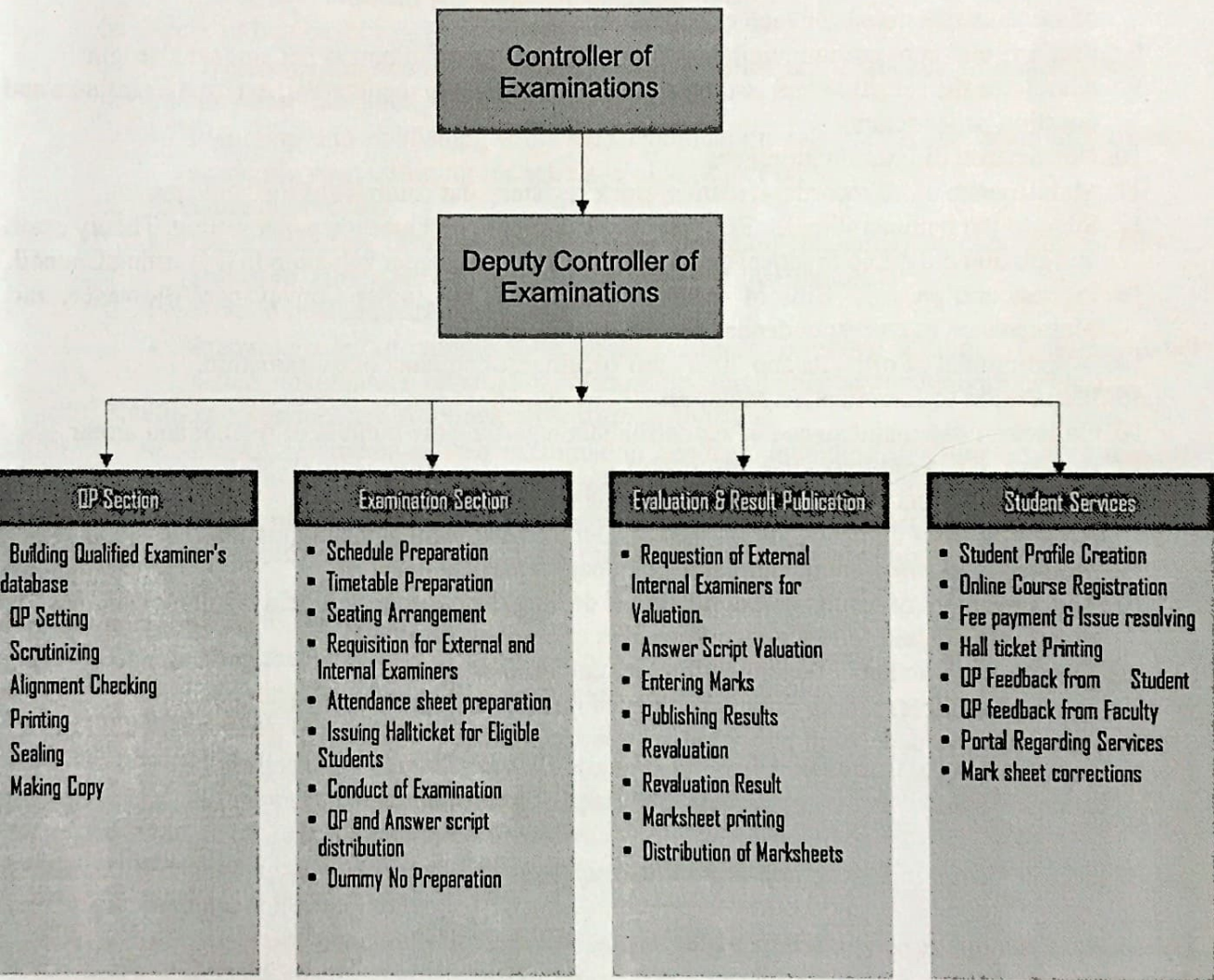
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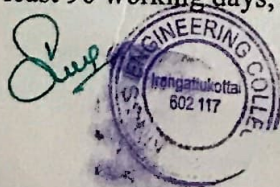
# RESPONSIBILITIES OF OFFICE OF THE CONTROLLER OF EXAMINATIONS

1. Processing and publishing the results in time.

2. Issuing of certificates like Statement of Grades/Marks, Consolidated Statement of Grades/Marks, Course Completion Certificate and Provisional Degree Certificates.

3. Publication of Merit Lists and Medalists before the conduct of Annual Convocation.

4. Conduct of the Annual Convocation.

**Office of the Controller of the Examinations: Organizational Structure:**

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                    Controller of
                    Examinations
                         |
                Deputy Controller of
                    Examinations
                         |
   ┌─────────────┬───────┴────────┬─────────────┐
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| QP Section | Examination Section | Evaluation & Result Publication | Student Services |
|---|---|---|---|
| Building Qualified Examiner's database | • Schedule Preparation | • Requestion of External Internal Examiners for Valuation. | • Student Profile Creation |
| QP Setting | • Timetable Preparation | • Answer Script Valuation | • Online Course Registration |
| Scrutinizing | • Seating Arrangement | • Entering Marks | • Fee payment & Issue resolving |
| Alignment Checking | • Requisition for External and Internal Examiners | • Publishing Results | • Hall ticket Printing |
| Printing | • Attendance sheet preparation | • Revaluation | • QP Feedback from Student |
| Sealing | • Issuing Hallticket for Eligible Students | • Revaluation Result | • QP feedback from Faculty |
| Making Copy | • Conduct of Examination | • Marksheet printing | • Portal Regarding Services |
| | • QP and Answer script distribution | • Distribution of Marksheets | • Mark sheet corrections |
| | • Dummy No Preparation | | |

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## Functions of Office of the Controller of Examinations

1. Responsible for ensuring smooth and proper conduct of Examination related activities with the support of DCOE and Office Assistants.
2. Recommending Examination Reforms if needed.
3. Preparation of Institution's Academic Calendar, COE's Academic Calendar and Assessment Schedule, Examination Schedule, and dissemination with the approval from Governing Council.
4. Preparation of detailed Semester wise Timetable and publication in time.
5. Collecting faculty databases from external colleges for the Question Paper Setting Panel and scrutinizing examiners for Question Paper Setting.
6. Establishing collaborations with nearby autonomous colleges to request Theory Examination Invigilators, Practical Examination Invigilators, and Paper Evaluators.
7. Collection and maintenance of statistical data regarding the number of examinations, number of students registered for each examination.
8. Scrutiny and appointing invigilators for conduct of examination as per student strength.
9. Announce the selection and issuing appointment orders to the internal, external examiners and question paper setters.
10. Notification of Examination Fees.
11. Maintenance of all records, statistics, stock registers and database of the students.
12. Suggest the remuneration for End semester examination's Question paper setting, Theory exam invigilation duty, Lab Practical exam examiner duty and Paper valuation to Governing Council.
13. Process and pass the Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence there on.
14. Appointment of officials and other staff required for conduct of examination.
15. Preparation of Examination Materials.
16. Collection and maintenance of statistical data regarding the number of regular and arrear students registered for each examination.
17. Preparation of hall plan and seating arrangement.
18. Arranging strict vigilance during the conduct of assessment and examination.
19. Monitor assessment mark entry and examination mark entry.
20. Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
21. Dealing with matters of examination fees and refunds if any.
22. Issue of duplicate marks card, consolidated marks card, rank certificate, etc.,
23. Disposal of valued, result published answer scripts after 3 years.

**Duties and Responsibilities of COE:**

The COE shall be responsible for ensuring smooth and proper conduct of Examination related activities with the support of DCOE and Office Assistants. It shall be his/her duty to arrange the preparation, scheduling and conduct of end semester examinations of the college and to take care of other incidental matters. The responsibilities of the CoE include:-

1. Conduct of End-Semester Examinations:
   - Ensuring the preparation, scheduling, evaluation, and reporting of all examinations.
   - Managing all related tasks, including the payment of remuneration to question paper setters, examiners, and handling other incidental matters connected with the examinations.
2. Scrutiny and Appointment of Examiners
   - Scrutining and appointing internal and external examiners for question paper setting, theory examinations and practical examinations.
3. Record Maintenance:
   - Overseeing the safe storage of records, marks lists, and evaluated answer scripts.
4. Examination Calendar:
   - Preparing and publishing a detailed examination calendar at the beginning of each academic year, outlining the schedule of various exams.
5. Examination Process
   - Communicating at various levels of examination (planning, preparation, execution, valuation, tabulation and mark list printing and distribution)
6. Preparation of Remuneration Details
   - Preparing a list of remuneration for all examination related activities (Question paper setters, invigilators, revaluation, recounting, supplementary examinations etc.).
7. Student Services and Administrative Responsibilities
   - Managing student-related examination services, including handling student requests and grievances, collecting exam fees, addressing certificate requests and distribution, maintaining records, clearing bills, overseeing maintenance activities, and ensuring the availability of stationery and other materials required for exams.

**Duties and Responsibilities of DCOE:**

1. Assisting the Controller of Examinations:
   - Assisting the COE in all examination-related activities.
2. Conducting CIA Examinations:
   - Coordinating and conducting Continuous Internal Assessment (CIA) examinations with the support of the examination department staff.
3. Membership in Examination Committees:
   - Serving as a member of all examination committees.
4. Managing Office Staff:
   - Supervising and managing assistants and office staff assigned to support examination-related tasks.
5. Preparing Examination Schedule and Calendar:
   - Preparing the examination schedule and calendar in consultation with the COE.
6. Overseeing Examination Responsibilities:
   - Ensuring the completion of all examination-related duties and tasks.
7. Ensuring Readiness of Question Papers:
   - Verifying that question papers are ready before the commencement of examinations.
8. Supporting COE in Examination Activities:
   - Helping the COE in tasks such as finding question paper setters, appointing examiners, and organizing the examination system.
9. Availability of Examination Forms:
   - Ensuring that all forms related to examinations (applications, hall tickets, etc.) are ready well in advance.
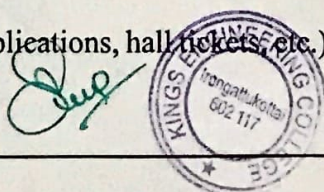
10. Additional Evaluation Process Responsibilities:
- Handling other tasks required for the smooth conduct of the evaluation process, including hospitality arrangements.
11. Examination Process:
- Preparing Hall tickets, Seating Plan, Duty List, abasent statement, packaging answer scripts, dummy number and arranging Answer Scripts.

**Duties of Office Assistants:**

It shall be the duty of the assistants to carry out all the work assigned to them the by the Controller of the examinations of the examination cell. They shall be responsible for –

1. Confidential Record Keeping:
   - Safeguard all examination-related records while maintaining strict confidentiality.
2. Preparation and Printing of Answer Booklets:
   - Assist in preparing and printing answer booklets for various examinations.
3. Form Preparation Assistance:
   - Support the preparation of forms related to question paper setting, scrutiny boards, examiners, valuation, mark lists, tabulation registers, and other examination-related registers in consultation with the COE.
4. Document Handling:
   - Receive papers submitted for typing, record them in the designated register, and ensure proper tracking.
5. Typing Work Management:
   - Ensure the timely completion of typing tasks, verify accuracy by comparing with drafts, make necessary corrections, and organize files properly in consultation with senior officers.
6. Examination Forms Preparation:
   - Prepare all forms related to examinations, such as applications, hall tickets, and claim forms, well in advance.
7. Examination Registration Processing:
   - Process applications for registration to examinations in a timely and accurate manner.
8. Question Paper Preparation:
   - Ensure question papers are ready and properly organized before examinations.
9. Remuneration List Preparation:
   - Prepare a detailed list of remuneration for all examination-related activities, including question paper setters, invigilators, valuation camps, revaluation, recounting, and supplementary examinations, in consultation with the COE.
10. Board Meeting Arrangements:
    - Arrange meetings for the Board of Examiners as required and ensure minutes are accurately recorded.
11. Marks Entry and Tabulation:
    - Enter marks, tabulate results, and ensure the accuracy of data.
12. Support to Deputy Controller of Examinations (DCOE):
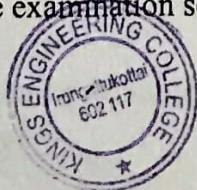    - Assist the DCOE in managing file transfers, communication handling, and stationery distribution.
13. Office Cleanliness and Maintenance:
    - Maintain cleanliness and organization of the examination office, including computer desks and the typing pool.
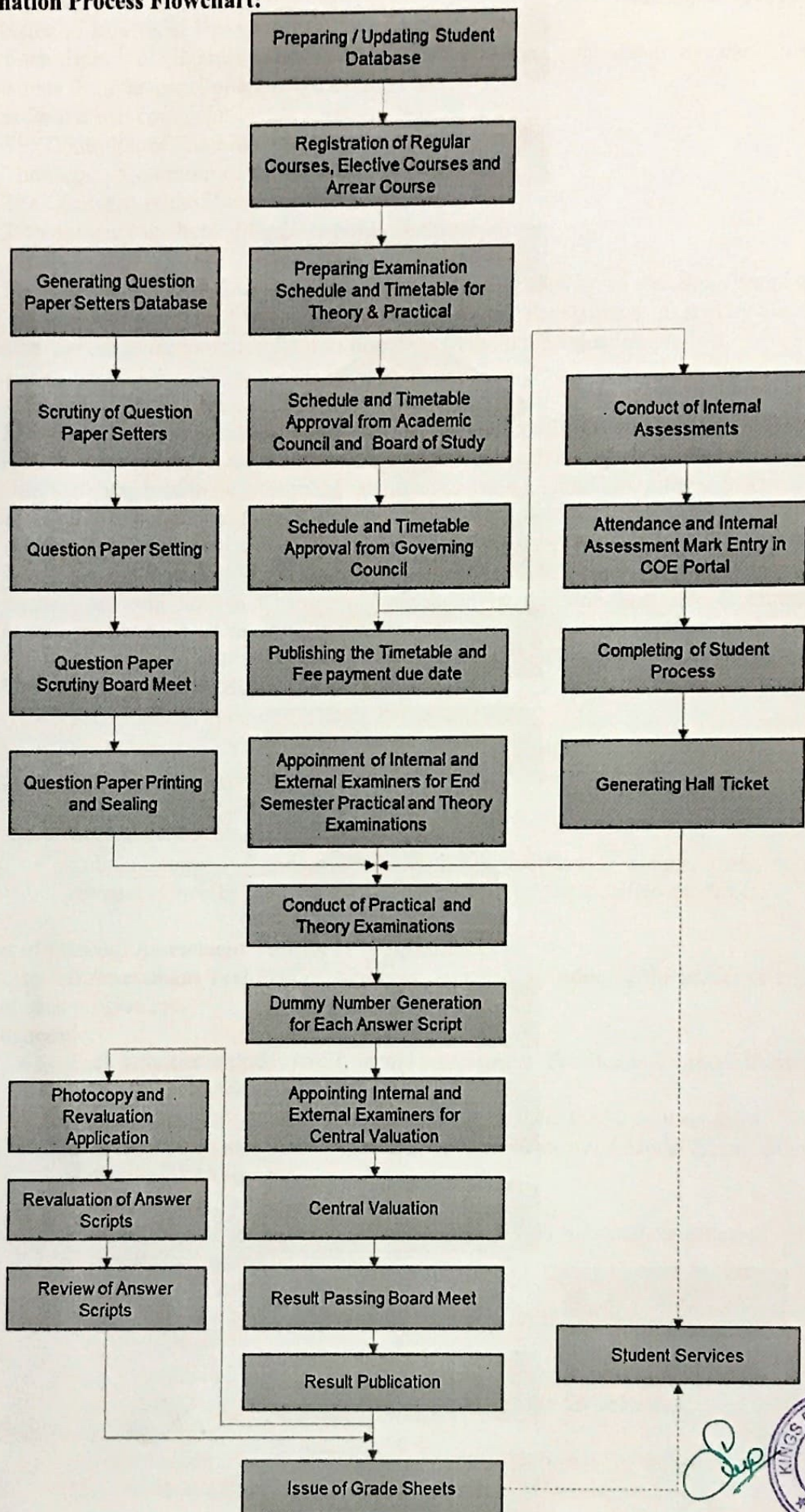14. General Duties:
    - Perform any duties assigned by superior officers and ensure that unauthorized personnel do not enter the examination section.
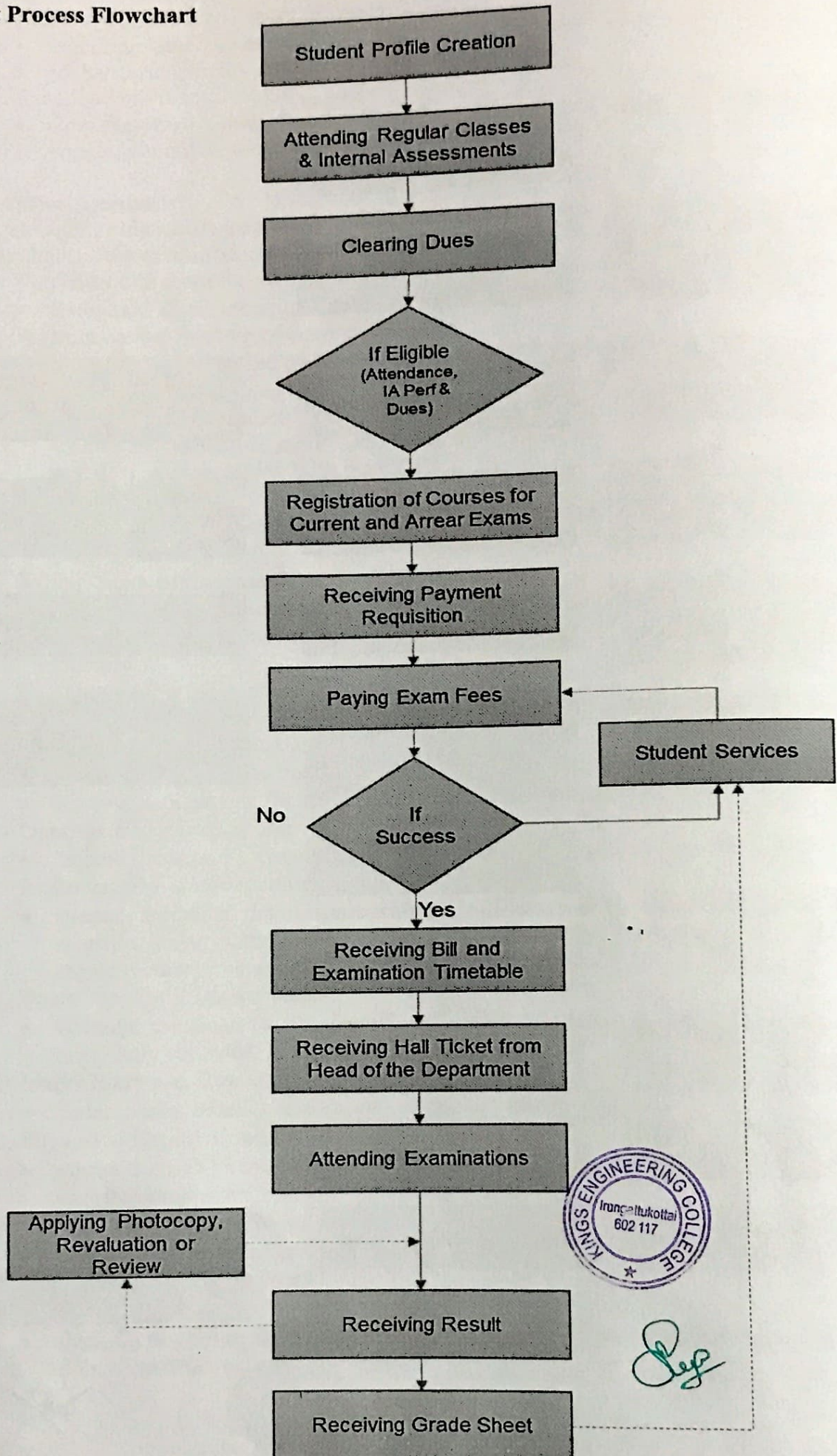
# Examination Process Flowchart:

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                          ┌──────────────────────────┐
                          │ Preparing / Updating     │
                          │ Student Database         │
                          └──────────────────────────┘
                                       │
                                       ▼
                          ┌──────────────────────────┐
                          │ Registration of Regular  │
                          │ Courses, Elective Courses│
                          │ and Arrear Course        │
                          └──────────────────────────┘
                                       │
                                       ▼
┌─────────────────────┐   ┌──────────────────────────┐
│ Generating Question │   │ Preparing Examination    │
│ Paper Setters       │   │ Schedule and Timetable   │
│ Database            │   │ for Theory & Practical   │
└─────────────────────┘   └──────────────────────────┘
          │                            │
          ▼                            ▼
┌─────────────────────┐   ┌──────────────────────────┐   ┌─────────────────────┐
│ Scrutiny of         │   │ Schedule and Timetable   │   │ Conduct of Internal │
│ Question Paper      │   │ Approval from Academic   │   │ Assessments         │
│ Setters             │   │ Council and Board of     │   │                     │
│                     │   │ Study                    │   │                     │
└─────────────────────┘   └──────────────────────────┘   └─────────────────────┘
          │                            │                            │
          ▼                            ▼                            ▼
┌─────────────────────┐   ┌──────────────────────────┐   ┌─────────────────────┐
│ Question Paper      │   │ Schedule and Timetable   │   │ Attendance and      │
│ Setting             │   │ Approval from Governing  │   │ Internal Assessment │
│                     │   │ Council                  │   │ Mark Entry in COE   │
│                     │   │                          │   │ Portal              │
└─────────────────────┘   └──────────────────────────┘   └─────────────────────┘
          │                            │                            │
          ▼                            ▼                            ▼
┌─────────────────────┐   ┌──────────────────────────┐   ┌─────────────────────┐
│ Question Paper      │   │ Publishing the Timetable │   │ Completing of       │
│ Scrutiny Board Meet │   │ and Fee payment due date │   │ Student Process     │
└─────────────────────┘   └──────────────────────────┘   └─────────────────────┘
          │                            │                            │
          ▼                            ▼                            ▼
┌─────────────────────┐   ┌──────────────────────────┐   ┌─────────────────────┐
│ Question Paper      │   │ Appoinment of Internal   │   │ Generating Hall     │
│ Printing and        │   │ and External Examiners   │   │ Ticket              │
│ Sealing             │   │ for End Semester         │   │                     │
│                     │   │ Practical and Theory     │   │                     │
│                     │   │ Examinations             │   │                     │
└─────────────────────┘   └──────────────────────────┘   └─────────────────────┘
                                       │
                                       ▼
                          ┌──────────────────────────┐
                          │ Conduct of Practical and │
                          │ Theory Examinations      │
                          └──────────────────────────┘
                                       │
                                       ▼
                          ┌──────────────────────────┐
                          │ Dummy Number Generation  │
                          │ for Each Answer Script   │
                          └──────────────────────────┘
                                       │
┌─────────────────────┐   ┌──────────────────────────┐
│ Photocopy and       │   │ Appointing Internal and  │
│ Revaluation         │   │ External Examiners for   │
│ Application         │   │ Central Valuation        │
└─────────────────────┘   └──────────────────────────┘
          │                            │
          ▼                            ▼
┌─────────────────────┐   ┌──────────────────────────┐
│ Revaluation of      │   │ Central Valuation        │
│ Answer Scripts      │   │                          │
└─────────────────────┘   └──────────────────────────┘
          │                            │
          ▼                            ▼
┌─────────────────────┐   ┌──────────────────────────┐
│ Review of Answer    │   │ Result Passing Board     │
│ Scripts             │   │ Meet                     │
└─────────────────────┘   └──────────────────────────┘
                                       │
                                       ▼                        ┌─────────────────────┐
                          ┌──────────────────────────┐          │ Student Services    │
                          │ Result Publication       │          │                     │
                          └──────────────────────────┘          └─────────────────────┘
                                       │
                                       ▼
                          ┌──────────────────────────┐
                          │ Issue of Grade Sheets    │
                          └──────────────────────────┘
```

8

## Student Process Flowchart

```
                    ┌─────────────────────────┐
                    │ Student Profile Creation│
                    └────────────┬────────────┘
                                 ↓
                    ┌─────────────────────────┐
                    │ Attending Regular Classes│
                    │  & Internal Assessments │
                    └────────────┬────────────┘
                                 ↓
                    ┌─────────────────────────┐
                    │     Clearing Dues       │
                    └────────────┬────────────┘
                                 ↓
                          ◇ If Eligible ◇
                          (Attendance,
                           IA Perf &
                           Dues)
                                 ↓
                    ┌─────────────────────────┐
                    │ Registration of Courses  │
                    │ for Current and Arrear   │
                    │        Exams             │
                    └────────────┬────────────┘
                                 ↓
                    ┌─────────────────────────┐
                    │   Receiving Payment     │
                    │     Requisition         │
                    └────────────┬────────────┘
                                 ↓
                    ┌─────────────────────────┐ ←──────┐
                    │    Paying Exam Fees     │        │
                    └────────────┬────────────┘        │
                                 ↓                      │
          No  ←──────── ◇ If Success ◇ ──────→ ┌──────────────────┐
                                 │              │ Student Services │
                                Yes             └──────────────────┘
                                 ↓
                    ┌─────────────────────────┐
                    │   Receiving Bill and    │
                    │  Examination Timetable  │
                    └────────────┬────────────┘
                                 ↓
                    ┌─────────────────────────┐
                    │ Receiving Hall Ticket   │
                    │ from Head of the Dept.  │
                    └────────────┬────────────┘
                                 ↓
                    ┌─────────────────────────┐
                    │ Attending Examinations  │
                    └────────────┬────────────┘
                                 ↓
┌──────────────────┐
│ Applying Photocopy,│ ←──────┐
│  Revaluation or   │        │
│     Review        │        │
└──────────────────┘        │
                    ┌─────────────────────────┐
                    │    Receiving Result     │
                    └────────────┬────────────┘
                                 ↓
                    ┌─────────────────────────┐
                    │  Receiving Grade Sheet  │
                    └─────────────────────────┘
```

*KINGS ENGINEERING COLLEGE, Irungattukottai, 602 117*

## Board of Examiners:
### Constitution of Boards of Examiners
Each Board of Examiners shall include a Chairman, appointed by the Controller of Examinations from the panel of approved examiners.

The **Pass Board** will comprise:
- The Controller of Examinations,
- The Deputy Controller of Examinations,
- The Chairman of the Board of Studies, and
- Two or three members of the Board of Examiners.

The **Chairman of the Board of Examiners** holds the authority, to constitute Board consisting of the Chairman, and Chief Examiners, if necessary, to review the scripts evaluated by the examiners and recommend measures to ensure fairness and objectivity in the valuation process.

### Duties of Board of Examiners:
1. Examiners for each semester must be appointed and confirmed in consultation with COE at least **30 days** before the start of the examinations, for both theory and practical subjects.
2. Only individuals with the prescribed qualifications and a minimum of **three years** of teaching or research experience at the appropriate level shall be included in the panel.
3. A **Board of Examiners** will be constituted for each subject for both odd and even semesters during the End Semester Examination. The Board will handle the evaluation of answer scripts.
4. Each Board will have a Chairperson appointed by the End Semester Examination. All examiners are required to attend meetings convened by the COE. Failure to attend without valid reasons may result in removal from the panel by the Controller of Examinations.
5. The Chairperson of the Board of Examiners will:
   - Assign duties to members of the Board.
   - Provide necessary instructions for the efficient completion of the Board's work.
6. The Chairperson reserves the right to review scripts evaluated by the examiners to ensure fairness and objectivity. They will also:
   - Scrutinize the examiners' work.
   - Submit required documents, such as evaluated answer scripts, mark books, and remuneration bills (countersigned), to the COE by the specified deadlines.

### Conduct of Internal Assessment Test(IAT) Programmes
1. **Internal Assessment Test Marks:** Marks are awarded according to the academic regulations of each programme.
2. **Schedule:**
   - Each semester includes **two Internal Assessment Test** and **one Model Examination,** held with a minimum interval of one month.
   - The first Internal Assessment Test (IAT) begins after the **30 contact days.**
   - Internal Assessment Test have a duration of **1.5 Hours** and Model Examination have a duration of **3.00 Hours.**
3. **Centralized Conduct:**
   - The programme is centrally managed by the **Controller of Examinations (COE)** to ensure efficiency and uniformity.
   - Office of the COE responsible for:
     - Preparing and announcing the timetable for IAT programmes for all UG and PG courses.
     - Collecting, printing, and distributing question papers in the prescribed format.
     - Supplying answer scripts to course-in-charge for valuation.
4. **Question Paper Setting:**
   - Course In-charges has to prepare 2 sets of question papers for the **Internal Assessment Test** and **Model Examination** based on the prescribed format.

5. **Submission of Marks:**
   - o Internal Assessment Test marks must be submitted to the COE at the end of Internal Assessment Tests and Model Examination using the prescribed format. Department Examcell coordinators has to ensure the submissions on time.

## Pre-Examination Activities:
Two different sets of question papers should prepared from the identified subject experts for both UG & PG programmes.

## Guidelines for Question Paper Setting

### 1. Composition of the Board of Examiners
- The Board of Examiners for Undergraduate (UG) programmes will include both External Examiners (from other affiliated colleges, autonomous colleges or universities) and Internal Examiners (from the same college).
- For Postgraduate (PG) programmes, only External Examiners will be part of the Board of Examiners for setting question papers for core and elective courses.

### 2. Selection of External Examiners
- External Examiners will be selected based on their expertise from other colleges or universities.

### 3. Responsibility for Question Paper Setting
- **Undergraduate Programmes:**
  - o Question papers for Humanities, Social Sciences and Management Courses (HSMC), Basic Sciences Courses (BSC), Engineering Sciences Courses (ESC), Professional Core Courses (PCC), Professional Elective Courses (PEC), and Open Elective Courses (OEC) will be set by External Examiners or Internal Examiners.
  - o 75% of the question paperss will set by External Examiners and 25% of the question papers will set by Interal Examiners.
  - o For Employability Enhancement Courses (EEC) and Mandatory courses (MC), Internal Examiners will set the question papers.
- **Postgraduate Programmes:**
  - o External Examiners will set question papers for all core and elective courses.

### 4. Appointment of Internal Examiners
- Where an Internal Examiner is required, a senior faculty expert will be appointed.

### 5. Role of the Controller of Examinations
- The Controller of Examinations has the discretion to appoint examiners either:
  - o From the panel recommended by the Board of Studies of the respective departments, or
  - o From the faculty returns obtained from other colleges, considering the requirement and experience of the examiner.

### 6. Honorarium
- A suitable honorarium, not less than the amount fixed by Anna University, will be provided to the question paper setters of End Semester Examinations.

### 7. Record Maintenance:
- o The Office of the Controller of Examinations shall maintain records of all communications relevant to the conduct of examinations.

## Qualifications for Question Paper Setters:
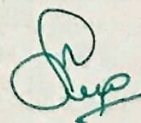
1. Faculty members of **Kings Engineering College** with at least **5 years of teaching experience** are eligible to be question paper setters for any programme.
2. Individuals with a minimum of **3 years of teaching experience** in the relevant course at a University, Research Institute, Autonomous Colleges or Affiliated Colleges are also eligible.
3. Retired professors can be appointed as question paper setters or Chairpersons.
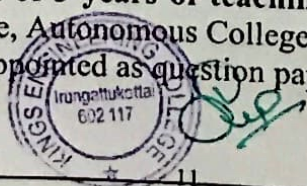
## Instructions To Question Paper Setter:

1. **Confidentiality**: All appointment details and related communications must be kept strictly confidential.

2. **Declining Appointment**: Question paper setters should decline the assignment in the following cases:
   a. If a relative, family member, or known candidate is appearing for the examination related to the appointment.
   b. If they have not taught the subject at least three times within the last five years.

3. **Response Time**: An acceptance or decline reply must be sent via email within one day.

4. **Reference Materials**: Copies of the syllabus and question paper template are provided for guidance.

5. **Corrections**: Any discrepancies or mismatches in the appointment order, syllabus, or related documents must be reported to the Controller of Examinations (COE) at KINGS Engineering College. Question papers should be prepared only after resolving such issues.

6. **Compliance**: The question paper must adhere to the syllabus, prescribed question paper pattern, and specified textbooks.

7. **Relevance**: Questions must not be ambiguous or outside the syllabus.

8. **Time Suitability**: The paper should be designed for an average student to complete comfortably within 2 hours and 50 minutes.

9. **Examination Details**: Clearly state the examination details, including the program, branch, semester, regulation, course code and title, maximum marks, duration, and the number of questions to be answered.

10. **Special Instructions**: Specify any special instructions regarding the use of codes, data books, charts, tables, drawing sheets, or graph sheets.

11. **Formatting**: Question papers must be neatly typed and follow the provided format.

12. **Other Language**: In the case of other language papers, except English, the used font should be copied in it.

13. **Illustrations**: Sketches, drawings, and figures should be clearly and neatly presented.

14. **Marks Allocation**: Clearly indicate the marks assigned to each division or sub-division of a question.

15. **Bloom's Taxonomy**: Prepare the paper in accordance with Bloom's Taxonomy, specifying the knowledge level (e.g., K1, K2, K3, etc.) for each question.

16. **Coverage**: Questions should cover the entire syllabus evenly across all units without focusing disproportionately on any single portion.

17. **Cognitive Levels**:
    a. Part A and Part B: Should include lower-order cognitive questions (K1 - Remembrance, K2- Understanding) and intermediate-order cognitive questions (K3-Applying, K4-Analysing).
    b. Part C: Should feature higher-order cognitive questions (K5-Evaluating, K6-Creating).

18. **Question Distribution**:
    a. Lower-order questions (K1, K2): 50%
    b. Intermediate-order questions (K3, K4): 35%
    c. Higher-order questions (K5, K6): 15%

## 19. Note to question paper setter

### PART - B

1. Two or three questions (both subdivisions) should be of lower order (LO) cognitive type i.e. remembrance type questions.

2. Two or three questions (both subdivisions) should be of intermediate order (IO) cognitive type i.e. understanding type questions.

20. **Subdivisions:** Part B and Part C questions may include up to three subdivisions.

21. **Uniform Weightage:** Questions in Part B and Part C should have consistent knowledge levels and mark weightage in either/or options, even if subdivided.

22. **No Retention:** Question setters must not retain any copy of the question paper, in hardcopy or softcopy format.

23. **Non-Compliance:** Non-adherence to these guidelines may result in disqualification from future appointments for autonomous duties.

24. **Schedule:** Adhere strictly to the schedule provided in the Requset letter.

25. **Sets and Keys:** Prepare two separate question papers with answer keys for each course. Questions in one set should not be repeated in the other.

26. **Submission:** Submit the softcopy of the question papers, answer key, claim form, question paper checklist. Include the Course code in the email subject line using the format: CourseCode/ODD/Nov-Dec'2024 (e.g., AD3501/ODD/Nov-Dec'2024).

27. **File Naming:** Name the question paper file to reflect the Course code, Course name, and set (e.g., AD3501-DL-Nov-Dec'2024)

28. **Remuneration:** A remuneration fee for every subject will be transferred to the bank account mentioned in the claim form after approval by the finance section.

1. **Answer Keys:** Remuneration will not be approved for question papers submitted without answer keys.

2. **Contact for Clarifications:** For any clarifications, contact the
THE CONTROLLER OF EXAMINATIONS,
KINGS ENGINEERING COLLEGE,
OPP-HYUNDAI, CHENNAI BANGALORE HIGHWAY,
IRUNGATTUKOTTAI,
SRIPERUMBUDUR,
CHENNAI-602 117.

## References

### Table 1: Bloom's Taxonomical Terms and Definitions

| S.No. | Bloom's Taxonomical Level | Definitions | Possible Words in Questions |
|---|---|---|---|
| 1 | K1: Remembering | Recall facts, basic concepts, or answers. | Define, Identify, List, Name, Outline, Recall, State, Recognize, Select, Label, What, When, Where, Which. |
| 2 | K2: Understanding | Demonstrate comprehension by organizing, comparing, translating, or summarizing. | Explain, Summarize, Interpret, Describe, Compare, Classify, Discuss, Distinguish, Give, How, Why, Infer, Outline, Relate, Paraphrase. |
| 3 | K3: Applying | Use information in new situations or solve problems. | Apply, Solve, Demonstrate, Use, Construct, Relate, Show, Predict, Modify, Illustrate, Change, Compute, Perform, Experiment, Implement. |
| 4 | K4: Analyzing | Break information into parts, understand relationships, and draw conclusions. | Analyze, Differentiate, Organize, Relate, Compare, Contrast, Classify, Examine, Investigate, Distinguish, Categorize, Outline, Question, Diagram, Test. |
| 5 | K5: Evaluating | Make judgments or decisions based on criteria or standards. | Appraise, Justify, Evaluate, Defend, Critique, Assess, Prioritize, Recommend, Support, Argue, Compare, Conclude, Criticize, Interpret, Validate, Weigh. |
| 6 | K6: Creating | Produce new or original work by integrating parts into coherent whole. | Design, Create, Formulate, Develop, Invent, Construct, Plan, Generate, Compile, Propose, Rearrange, Rewrite, Compose, Devise, Modify, Organize, Imagine, Hypothesize. |

## Appointment and Duties of Question Paper Setters

1. **Appointment Process**:
   - The Controller of Examinations (COE) issues a communication to question paper setters, providing their **name, residential address, mobile number,** and **email ID.**
   - Each setter is ordinarily assigned no more than **two question papers.**
2. **Setting Question Papers**:
   - Question paper setters must prepare **two sets** of question papers (with answer keys or valuation schemes) for each course:
     - One set for the current examination.
     - One set for the subsequent session (if applicable).
   - Questions should not be repeated across the two sets.
3. **Materials Provided to Setters**:
   - The following documents are sent to question paper setters:
     1. Request Letter
     2. Guidelines for Question Paper Setters
     3. Question Paper Format
     4. Syllabus
     5. Check List
     6. Remuneration Claim Form
4. **Submission of Question Papers**:
   - Setters must send the acceptance, question papers, and claim from via **email** to the CoE before the specified deadline.
5. **Remuneration**:
   - The remuneration for question paper setters is finalized by the **Finance Committee.**

## Scrutiny of Question Papers

For the End Semester Examinations, a Scrutiny Committee will review the question papers. The committee will comprise:

- One senior staff member from the respective department, and
- At least two senior members from among the question paper setters.

The Scrutiny Committee is responsible for ensuring that the question papers adhere to the guidelines and prescriptions set by the respective Boards of Studies. Any deviations or discrepancies identified will be reported to the Controller of Examinations for necessary action.

## Handling and Dispatch of Question Paper Bundles

1. **Packing and Preparation**
   - Question papers are packed in sealed covers with details including the examination name, month and year, course code, course name, date, time, and the number of copies enclosed.
   - A detailed question paper statement is prepared, listing the examination name, subject/course code, number of copies, and packet details. The entries on the sealed covers are verified by DCOE and COE against the statement to ensure accuracy.
2. **Dispatch Process**
   - The sealed parcels, along with a memorandum of their contents, are personally delivered to the Chief Superintendent of Examinations.
3. **Verification by Chief Superintendent**
   - The Chief Superintendent must verify that the seals are intact and that the descriptions on the sealed covers match the memorandum of contents.
4. **Safe Custody**
   - The Chief Superintendent is responsible for the safe custody of the question paper packets and answer books.
   - Question papers must be stored securely in a steel almirah with duplicate keys.
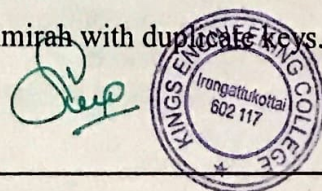
# Registration of Candidates for Autonomous Examinations

1. **Notification of Schedule**
   - The Deputy Controller of Examinations (DCOE) will inform the departments about the schedule for students to register their courses on the portal.
   - Heads of Departments (HODs) must monitor and ensure that all students complete the course registration process without any issues.
   - If students face any problems, they should contact the Student Services for assistance and resolution.
2. **Examination Fee Details**
   - Clear details of fees for theory, practical, viva-voce, project work, etc., will be provided.
3. **Fee Payment and Attendance**
   - Students with the required attendance must pay the prescribed fee by the specified deadline to be eligible for the theory and practical examinations.
   - Students must clear all fee dues before registering for courses on the portal.
   - A duly signed No Due form (by the class advisor, HOD and AO) is required, and hall tickets will be issued only if the student meets the minimum attendance and qualification criteria as per course regulations.
4. **Submission Process**
   - Students must submit the hardcopy of registered course details, which will be verified and collected by the Head of the Departments along with the examination fee receipt.
   - The forms should be organized by exam, programme/branch, semester, and year, and submitted to the Examinations Section within the specified deadline.
5. **Late Submissions**
   - Forms submitted after the deadline will be accepted only if the applicable late fee or penalty is paid.

# Preparation of Nominal Roll

1. **Details Included**
   - A nominal roll is prepared for each examination, listing the examination name, month, year, candidate names, and their allotted register numbers.
2. **Summary Information**
   - The last page of the roll includes a summary with the total number of registered candidates, regular students, and supplementary/improvement candidates for easy reference.

# Preparation and Distribution of Hall Tickets

1. **Eligibility and Details**
   - Hall tickets are issued only to eligible candidates who meet attendance and other requirements.
   - The hall ticket includes the candidate's name, register number, photograph, programme of study, semester, year, department, course codes and course names for the current and arrear examinations
2. **Distribution Process**
   - The Controller of Examinations (COE) office will send hall tickets to the respective departments at least 3 days before the examinations.
   - Departments will verify and distribute hall tickets to students, obtaining their signatures as acknowledgment.
   - Any discrepancies should be reported to the examination section with the HOD's recommendation.
3. **Duplicate Hall Tickets**
   - A duplicate hall ticket may be issued in case of loss, upon payment of the prescribed fee and submission of a declaration approved by the Principal/HOD.
4. **Security Measures**
   - Hall tickets are generated with the candidate's details and recent photograph.

- o The college seal is affixed, and no column is left blank to prevent tampering.

## Dispatch of Hall Tickets, Time Table, Nominal Roll and Instruction to Candidates

Hall tickets, timetable, nominal roll and instructions to candidates shall be sent to the chief superintendent of examinations at least two days before the commencement of the examination concerned.

## Preparation of Answer Scripts:

Answer Booklets prepared with different serial number and have provision to sign by the invigilator on the facing sheet.

## Appointment of Chief Superintendent:

The Principal shall serve as the Chief Superintendent of all examinations. However, the Principal may officially delegate this responsibility to a senior, experienced, and efficient individual.

## Responsibilities of the Chief Superintendent

1. **Preparation Before Exams**:
   - o Ensure the receipt of the candidate list, required answer books, and packing materials at least three days before the examination.
   - o Verify that question papers are received in time from the Controller of Examinations (COE).
2. **Question Paper Handling**:
   - o Confirm that the question paper packets are correct for the session before opening.
   - o Open the packets 30 minutes before the exam in the presence of an invigilator and observer, ensuring the seal is intact. All must sign the record.
3. **Exam Room Arrangements**:
   - o Arrange seating, ensuring register numbers are marked on desks.
   - o Clean and prepare the examination rooms (no graffiti, proper lighting).
   - o Display the seating plan prominently.
   - o Assign invigilators in advance, as per norms.
4. **Conduct During Exams**:
   - o Distribute question booklets and answer books to invigilators 15 minutes before the exam.
   - o Prohibit mobile phones, programmable calculators, and electronic gadgets inside exam halls.
   - o Allow only hall tickets, pens, pencils, erasers, and standard calculators.
5. **Supervision**:
   - o Frequently monitor exam halls to ensure invigilators are performing their duties and not engaging in distractions (e.g., talking or reading).
6. **Handling Issues**:
   - o Deny entry to candidates without a valid hall ticket. If lost, issue a duplicate upon written request and fee payment, provided their name is in the nominal roll.
   - o Pack used answer books within 30 minutes after the exam ends.
7. **Reports and Records**:
   - o Prepare and submit the daily absentee list to the COE's office.
   - o Maintain a detailed record of invigilators with their assigned rooms and sessions, which must be submitted after the exams.
8. **Miscellaneous**:
   - o Follow the Principal's instructions on answer book series to be used for each session.
   - o Assist the Chief Superintendent as needed.
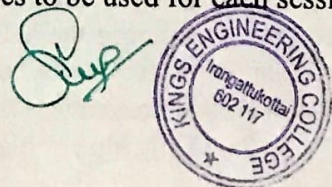
# Instructions for Invigilators

1. **Reporting:**
   - Arrive at least 30 minutes before the exam begins and attend the opening of the question paper cover.
2. **Distribution of Materials:**
   - Collect the correct number of question papers and answer books. Ensure the question paper matches the scheduled exam.
3. **Admitting Candidates:**
   - Admit only candidates with a valid hall ticket. Direct those without a hall ticket to the Chief Superintendent.
   - Help candidates find their seats and ensure no electronic gadgets are brought into the hall.
4. **Verification:**
   - Verify each candidate's identity using their hall ticket and take attendance. Ensure their register number matches the seating plan.
5. **Answer Book Distribution:**
   - Distribute answer books 5 minutes before the exam. Ensure candidates correctly fill in details, verify them, and sign the answer book.
6. **Question Paper Distribution:**
   - Distribute question papers at the start of the exam and instruct candidates to begin writing.
7. **Supervision During the Exam:**
   - Prevent candidates from leaving the hall during the first 30 minutes or re-entering after leaving. Collect question papers from those who leave early.
   - Announce "last 10 minutes" before the end of the exam and ensure all candidates stop writing at the final bell.
8. **Collection of Answer Books:**
   - Collect all answer books in register number order, along with the attendance list and unused materials, and submit them to the Chief Superintendent.
9. **Candidate Conduct:**
   - Ensure candidates leave only after their answer books are submitted. Report any violations or refusal to surrender question papers to the Chief Superintendent.

## Instruction to the Candidate:

1. **Mandatory Registration:**
   Students must register for the End Semester's Examination to progress to the next semester.
2. **Application Submission:**
   Eligible students must submit their exam applications through the Principal or HOD within two weeks of class commencement or as directed by the college.
3. **Hall Tickets:**
   Students must collect their hall tickets at least two days before exams, ensuring attendance requirements are met and fees are paid.
4. **Hall Ticket Requirement:**
   Hall tickets must be brought to the exam hall daily. If lost, a duplicate must be requested immediately via the Principal or HOD.
5. **Exam Room Entry and Exit:**
   - Arrive at least 15 minutes before the exam starts.
   - Entry is allowed up to 30 minutes late in exceptional cases with permission.
   - Leaving the hall is prohibited during the first 30 minutes or the last 5 minutes of the exam.
6. **Writing Materials:**
   Only blue or black ink pens are allowed. Other colors are prohibited.

7. **Prohibited Items:**
   Only writing tools and hall tickets are permitted. Items like mobile phones, programmable calculators, and unauthorized materials are strictly forbidden unless stated in the question paper.
8. **Malpractice:**
   Any form of cheating or misconduct will be dealt with as per university regulations.
9. **Answer Book Instructions:**
   o Write register numbers only in designated areas.
   o Avoid adding identification marks in the answer sheets.
   o Do not write your register number on additional sheets.
10. **Question Paper Use:**
    o Write only your register number on the question paper.
    o Use the last page of the question booklet for rough work.
11. **Behavior in the Hall:**
    Maintain silence and avoid seeking clarification from other students. For doubts, ask the invigilator.
12. **Returning Materials:**
    Submit all answer books and unused sheets before leaving the hall. Permission from the invigilator is required to leave.
13. **Invigilator's Role:**
    o Invigilators will not answer queries about the question paper, including errors or meanings.
14. **Early Exit Rules:**
    o Students cannot leave within the first 30 minutes of the exam.
    o If leaving early, they must surrender the question paper, writing their name and roll number on it.
    o Refusal to surrender the paper will result in being barred from subsequent exams.
15. **Submission of Answer Books:**
    Students may leave only after the invigilator has collected their answer books. Leaving them unattended is prohibited.

# Examination Regulations and Disciplinary Actions

1. **Exclusion Due to Illness**
   o The Chief Superintendent can exclude a candidate from the examination if they are found to have an infectious or contagious disease. Such cases must be reported immediately to the Controller of Examinations (COE).
2. **Provisional Admission**
   o Candidates must present their hall ticket to be admitted to the examination hall.
   o If a hall ticket is lost or not issued due to errors, the Chief Superintendent can admit the candidate provisionally after obtaining a written declaration confirming their application was not rejected.
   o Answer scripts of provisionally admitted candidates will be processed separately and regularized by the COE upon verification.
3. **Question Paper Handling**
   o **Opened Covers:** Opened question paper covers must be sent to the COE along with the answer scripts.
   o **Unopened Covers:** If no candidate appears for the examination, the unopened question paper covers should be returned to the COE with a report.
4. **Exclusion for Misbehavior**
   o Candidates must follow the Chief Superintendent's or invigilator's instructions.
   o Disobedience or insolent behavior can result in exclusion from the day's exam or the entire examination period.
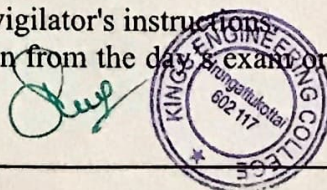
- A detailed report of such incidents will be sent to the COE which may impose further penalties, including exam cancellation, temporary or permanent debarment.

5. **Punishments for Malpractice**
   - **General Malpractice:**
     - COE, after inquiry, can impose penalties based on the gravity of malpractice, such as cancellation of exams or debarment for a specific period.
   - **Internal Assessment Tests (IAT):**
     - Students guilty of malpractice during IAT exams will receive zero marks for that paper, including zero for assignments or seminars.
   - **End Semester Examinations:**
     - Malpractice during End Semester Examination exams is referred to the Chief Superintendent for action.
     - Penalties for proven malpractice may include fines, cancellation of paper(s), or debarment from future exams, depending on the severity of the offense.

## Malpractice Regulations and Answer-Script Packing Guidelines

### Malpractice

1. **Awareness of Malpractice Rules:**
   - Posters outlining examination violations and corresponding punishments must be displayed on notice boards and prominent locations in the college.
2. **Search of Candidates:**
   - Authorized personnel (HS/CS/AUR/Squad Members/Principal or COE officers) may search candidates for hidden incriminating materials. Searches requiring thorough verification must be conducted in a separate room, with female students searched only by female staff.
3. **Handling Malpractice Cases:**
   - Candidates caught engaging in malpractice will be booked under a "malpractice case" and allowed to continue writing in a new answer book.
   - Malpractice details must be uploaded to the COE Office, and reports along with evidence (both answer books, incriminating materials, etc.) must be sent promptly to the COE.
4. **Documentation for Malpractice Cases:**
   - Required documents include:
     - Report on malpractice.
     - Both original and new answer scripts.
     - Any incriminating material, including hall tickets if involved.
     - Seating arrangement sketch, if necessary.
5. **Hall Ticket Management:**
   - Candidates booked under malpractice can write subsequent exams unless their participation poses a disturbance, in which case CS must seek COE approval to prevent their attendance.
6. **Impersonation Cases:**
   - Impersonators should be handed over to police authorities immediately, and a full report sent to the COE.

### Packing of Answer Scripts

1. **Arrangement and Packing:**
   - Answer scripts must be arranged subject-wise in register number order and packed as per the University web-portal's packing slip. Late registrations should be appended to the slip, and absentees marked in red.

2. **Malpractice Cases:**
   o Answer scripts related to malpractice cases must be marked with an asterisk on the packet and accompanied by a detailed report (Proforma 7) and evidence.
3. **Sealing and Signing:**
   o CS and AUR must sign the packet, ensuring no sheets are torn. The packet should be sealed securely with adhesive tape and gum.
4. **Branch-Wise Separation:**
   o For common question papers across branches/degrees, answer scripts must be packed in the sequence specified in the attendance sheet or packing slip.
5. **Suspected Malpractice:**
   o Answer scripts containing names or roll numbers in non-designated areas should be marked as "suspected malpractice" and sent separately to the COE.
6. **Delivery:**
   o The answer script delivery slip generated from the University web-portal must be submitted with the packets to the Zonal Office.

## Postponement of Examinations

Examinations will not be postponed except under unavoidable circumstances. Any decision to reschedule will be made by a subcommittee chaired by the Principal, consisting of the Dean-Academics, COE, Head of the Departments, two Academic Council members, and the IQAC Coordinator.

## Conduct of Practical Examinations:

1. **Schedule and Conduct:**
   o Lab examinations are held after the last working day of the semester as directed by the Controller of Examinations (COE).
   o The exams are conducted by the concerned teacher and an external examiner approved by the HOD and Principal.
2. **Examiner Selection:**
   o HOD submits three external examiner names to the COE.
   o COE selects one and obtains their consent.
   o Internal examiners are appointed by the HOD and informed to the COE.
3. **Timetable and Preparation:**
   o HOD prepares the timetable (batch-wise, considering available equipment) and forwards it to the exam cell.
   o The college notifies the schedule at least two weeks in advance, with detailed subject-wise and batch-wise timetables announced by the HOD.
4. **Examination Materials:**
   o Required materials (answer booklets, etc.) must be obtained from the COE in advance.
5. **Hall Ticket Requirement:**
   o Candidates must carry hall tickets. In exceptional cases, the HOD may permit candidates without hall tickets after verifying their identity.
6. **Submission of Marks and Scripts:**
   o Examiners submit marks in both words and figures using the prescribed format, enter marks into Portal, and provide absentee statements.
   o Sealed answer scripts are stored in strong room for minimum of 3 years.
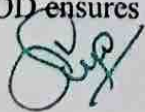7. **Remuneration:**
   o Signed remuneration bills must accompany submitted marks and datasheets.
8. **Faculty Rotation:**
   o For internal practical examiners, preference is given to faculty who conducted the practical classes, rotating when multiple teachers are involved.
9. **Responsibility:**
   o The HOD ensures smooth conduct of practical/viva exams in their department.

# Post-Examination Activities
## Pre-Evaluation Processing of Theory Answer Scripts
- Answer scripts are shuffled, and dummy numbers are assigned to mask candidate identity.
- The identity-revealing flap is removed and securely stored by the COE.
- Identity-masked scripts are packed and sent to the valuation center on the day of valuation.

## Valuation of Answer Scripts
- Answer scripts are evaluated either through centralized valuation with a single valuation system for UG and PG.
- Centralized valuation begins immediately after exams and involves internal and external examiners following the provided valuation scheme.
- Examiners prepare a mark sheet, countersigned by the Valuation Chairman, and enter the marks in the software.
- The COE oversees the valuation process and maintains necessary records.

## Central Evaluation Guidelines
- The COE finalizes the valuation schedule and appoints approved examiners.
- Answer scripts are securely transferred to the Central Valuation Center (CVC) after identity masking.
- Examiners must adhere to valuation guidelines and maintain confidentiality.
- Each examiner evaluates 40–60 scripts daily, ensuring careful and accurate assessment.
- Discrepancies in script counts, dummy numbers, or suspected malpractice must be reported immediately to the Valuation Chairman.
- Evaluated scripts and daily records are returned to the COE.

## Appointment and Responsibilities of Examiners
- The COE appoints examiners from an approved list; examiners must confirm acceptance promptly.
- Internal examiners must accept assignments unless extraordinary circumstances arise.
- Examiners must maintain confidentiality and evaluate only their subject-specific scripts.
- Proper marking, totaling, and adherence to the valuation scheme are mandatory.
- Suspected malpractice or irregularities must be reported to the Valuation Chairman.
- Examiners cannot take answer scripts outside the valuation center under any circumstances.
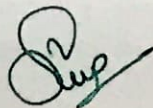
## General Guidelines for Valuation
- Examiners must follow instructions for marking schemes and give due credit for correct methods, explanations, and presentation.
- Marks should be clearly entered in black ink, with totals verified and transferred to the cover page.
- Additional attempted answers are assessed, but only the best combination of marks is considered.
- Examiners must ensure no answers are left unvalued, and any anomalies must be reported to the COE.
- Final totals must be double-checked before submission.

# Result Publication
## Post-Evaluation Data Processing
- Results are processed and stored in a secure examination database managed by Marks-Tabulators, appointed by the COE.
- Validators cross-check tabulated marks against examiner statements, ensure correct calculations (totals, GPA, CGPA), and validate results.
- Discrepancies are reported and corrected before finalization.

### Examination Review Committee
- The committee addresses moderation for out-of-syllabus questions, unsolvable problems, and borderline cases.
- Grace marks of up to 4 marks (UG/PG) or 8 marks (final semester, one subject) may be awarded to help candidates pass, as per guidelines.
- Practical examinations are not eligible for grace marks.

### Result Passing Board
- The COE convenes a Pass Board meeting to finalize results.
- The board reviews statistics (e.g., number of candidates, pass percentages) and may approve or moderate results.
- Minutes are submitted to the COE for approval, after which results are published.

### Result Finalization and Publication
- Results are declared within 20 days of the last exam and shared with departments within 30 days.
- Results are published on the college website.

### Withheld Results
- Results may be withheld due to:
  - Discrepancies in exam forms or malpractice investigations.
  - Outstanding dues to the college.
- Withheld results are declared after resolution of these issues.

### Examination Grievances
- Students can file grievances regarding results using the prescribed form and fee within the stipulated time.
- Grievances are resolved by a review conducted by the course teacher, external reviewer, and Board Chairman.
- If a grade changes after review, results are updated.

## Revaluation, Retotaling, and Photocopies

### Photocopy of Answer Scripts
- Students may request answer script photocopies within 10 days of result declaration by paying a fee.

### Revaluation
- Revaluation is available for theory papers evaluated under a single valuation system.
- A different examiner reevaluates the script, and the higher of the two scores is awarded.
- If there is a 25% or greater difference between evaluations, the average score is awarded.
- Revaluation is not applicable for practicals, thesis, or dissertation.
- Applications for revaluation must be submitted within two weeks of receiving photocopies.

### Retotaling
- Candidates may apply for retotaling by paying a fee, applicable only to theory exams.
- Revaluation results are communicated within one month of application submission.

### Duplicate Documents
- Duplicate hall tickets, mark sheets, transcripts, and certificates are issued upon application with required fees/fines.

### Certificates
1. Degree certificates are issued by Anna University, Chennai, as per the acts and statues of the University on the submission of the consolidated mark / score cards of the students by the college.
2. A consolidated mark / score card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.