

Loyola-ICAM
College of Engineering and Technology (LICET)
(Autonomous)
Loyola Campus, Nungambakkam, Chennai – 600 034



Examination Policy Manual



Examination Policy

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Prepared by	Verified by	Approved by
Dr Remegius Praveen Sahayaraj L  Deputy Controller of Examinations	Dr A.Janani  Controller of Examinations	Dr. A. Baskar  Principal

1.0 Preamble

The Examination Policy establishes a transparent, fair, and robust system for assessment of student learning outcomes. The policy aims to ensure academic integrity and credibility, promote outcome-based education (OBE), enable continuous and comprehensive evaluation, and maintain confidentiality and standardization.

2.0 Objectives

The Office of Examinations at Loyola–ICAM College of Engineering and Technology (LICET) shall

- ❖ Provide all necessary infrastructure, facilities, and administrative support for the conduct of examinations and invigilation in accordance with the statutes and guidelines of Anna University.
- ❖ Establish and implement a robust and transparent examination framework.
- ❖ Ensure effective planning, scheduling, and conduct of all examinations.
- ❖ Oversee the secure and confidential processes of Question paper preparation and moderation, Examination conduct and invigilation and Centralized valuation of answer scripts.
- ❖ Ensure timely and accurate Publication of results, Generation of semester-wise grade sheets and Issue of consolidated mark sheets and transcripts.
- ❖ Promote fairness, transparency, confidentiality, and academic integrity in all examination processes.

3.0 Introduction

Loyola-ICAM College of Engineering and Technology (LICET) is the outcome of a shared vision to provide quality technical education for the socially marginalized by the Loyola College Society, Chennai, and ICAM - Institute Catholique d'Arts et Métiers, France (established in 1898). The institution was founded in 2010 with a strong commitment to academic excellence, social responsibility, and value-based education.

LICET is approved by the All India Council for Technical Education, permanently affiliated to Anna University, Chennai, and was conferred Autonomous Status by the University Grants Commission in the year 2024.

3.1 Vision of the Institution

To form responsible engineers, who would engineer a humane society.

3.2 Mission of the Institution

- ❖ To provide technical education in a Christian atmosphere to deserving students who are economically poor and socially marginalized.
- ❖ To train young men and women of quality to be leaders in all walks of life and serve their fellowmen with justice, truth and love.
- ❖ To implement teaching learning processes that ensure guidance and mentoring for students throughout their period of study.
- ❖ To provide higher education through academic collaboration and pursue research in the international perspective of Engineering.

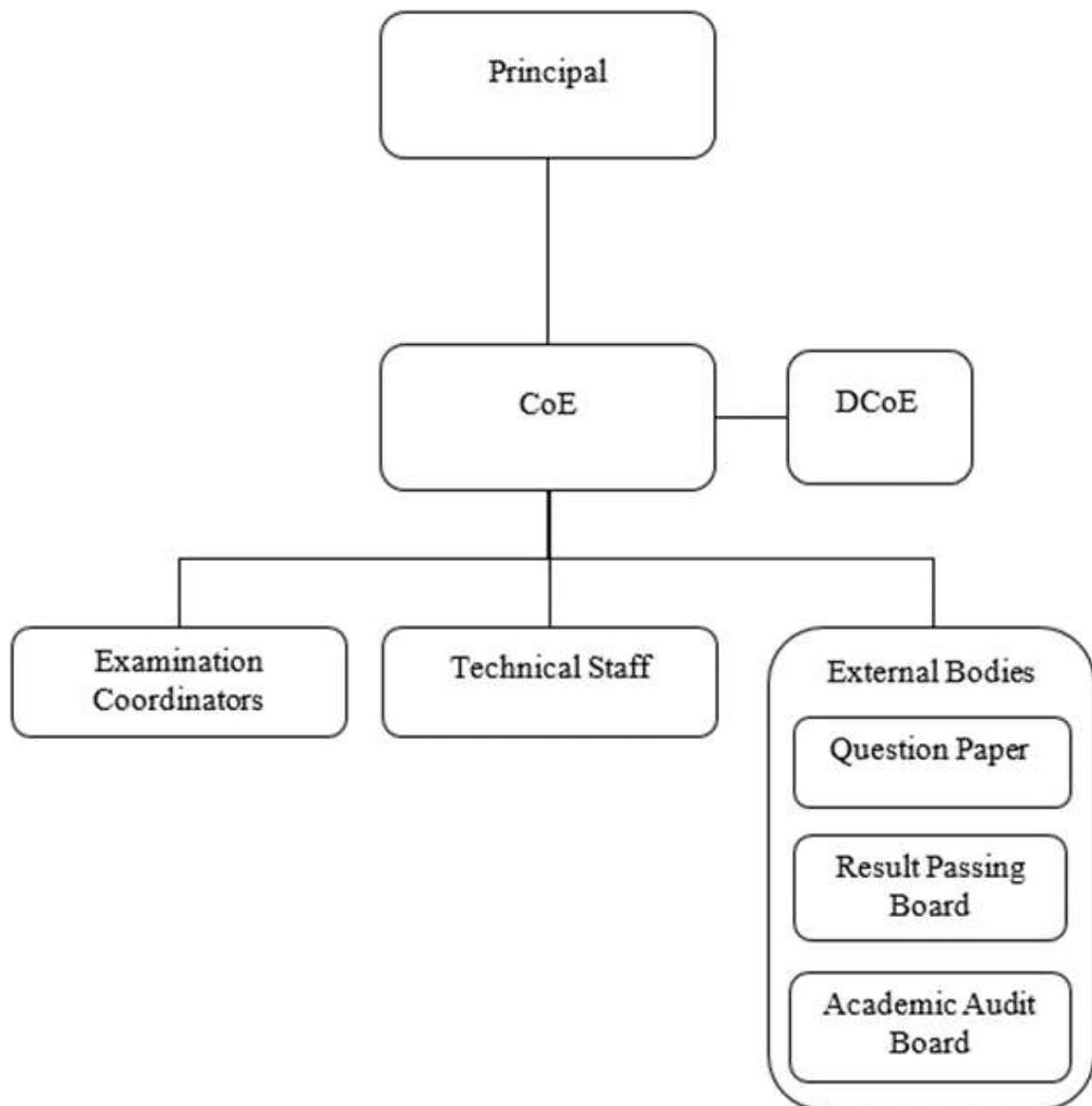
4.0 Examination Committee

The following authorities and representatives are responsible for the effective planning, coordination, and conduct of examinations at Loyola–ICAM College of Engineering and Technology (LICET), in alignment with the guidelines of Anna University.

1. Principal
2. Controller of Examinations (CoE)
3. Deputy Controller of Examinations (DCoE)
4. Chief Superintendent of Examinations (CS)
5. Anna University Representative (AUR) - External Member appointed by the University
6. Examination Cell Coordinators (EC)
7. Internal Squad Members (IS)
8. Hall Superintendents (HS)

To ensure the smooth functioning of the examination process, each department shall nominate a team of faculty members to assist in coordinating internal assessments, examination logistics, documentation, and communication with the Office of Examinations.

5.0 Organizational Structure



6.0 Examination Calendar

The examination calendar is prepared in line with the institutional academic calendar and the Controller of Examinations (CoE) shall issue the following information and notifications prior to the commencement of every semester.

- ❖ The detailed timetable for Continuous Internal Assessments and End Semester Examinations shall be prepared and circulated well in advance.
- ❖ The Office of Examinations shall provide candidate attendance sheets, consolidated registration details, date-wise list of courses, number of registered candidates and number of question papers to be supplied.

- ❖ The approved examination schedule shall be published on the official website of the Office of Examinations and displayed on the institutional examination notice boards well before the commencement of examinations.
- ❖ In the event of a holiday being declared by the Government after the publication of the timetable, examinations shall be conducted as per the original schedule unless a specific notification is issued by the Office of Examinations.
- ❖ Any addition or revision to the examination schedule shall be communicated promptly by the CoE to all concerned officials and students.

7.0 Examination Activity Timeline

The Office of Examinations shall adhere to the following timeline for key examination activities.

S. No.	Activity	Time Frame
1	Internal Examination Schedule	Prepared and circulated two weeks before the commencement of the examination as per the academic calendar.
2	Internal Examination - Question Paper Submission	Internal question papers shall be submitted to the Office of Examinations through the HoD after verification by the Course Coordinator, two weeks prior to the commencement of the examination.
3	Marks Upload (Internal Exams)	Internal assessment marks shall be uploaded within one week of completion of the examinations, after verification with students. Final internal marks will be computed and published one week prior to the commencement of Semester End Examinations.
4	Exam Registration Notification	List of registered courses and examination fee details shall be communicated to students 15 days prior to fee collection.
5	Payment of Examination Fees	The schedule for payment of examination fees shall be announced one month before the commencement of semester examinations.
6	Hall Ticket Generation	Hall tickets shall be generated and issued one week prior to the commencement of the End Semester Examinations.
7	End Semester Examination - Question Paper Setting	The Office of Examinations shall invite external course experts from reputed institutions/organizations to serve as question paper setters three months prior to the commencement of examinations.

8.0 Roles and Responsibilities

8.1 Controller of Examinations (CoE)

The Controller of Examinations is the Head of the Office of Examinations and is responsible for the planning, administration, confidentiality, and integrity of all examination processes.

8.1.1 General Responsibilities

The CoE shall

- ❖ Maintain the Examination Management System (EMS) for the Student Web Portal and examination processes.
- ❖ Coordinate all pre-examination, examination, and post-examination activities.
- ❖ Ensure strict confidentiality in all examination matters.
- ❖ Maintain confidential examination records and submit required data to regulatory and accreditation bodies.
- ❖ Liaise with Anna University for all mandatory requirements.
- ❖ Ensure adherence to approved Standard Operating Procedures (SoP).
- ❖ Coordinate activities related to Graduation Day / Convocation.

8.1.2 Administrative Responsibilities

The CoE shall

- ❖ Prepare and periodically update the Examination Policy Manual.
- ❖ Maintain and update a database of internal and external examiners for theory and practical courses.
- ❖ Plan and manage the examination budget and procurement of stationery.
- ❖ Handle malpractice and disciplinary issues related to examinations.

8.1.3 Conduct of Internal Assessments

The CoE shall

- ❖ Prepare and publish the schedule for Internal Assessment Tests.
- ❖ Receive question papers from departments through HoDs and ensure printing and secure handling.
- ❖ Oversee entry of Internal Assessment marks in the EMS portal.

8.1.4 Conduct of Semester End Examinations

The CoE shall

- ❖ Facilitate appointment of the Chief Superintendent with approval of the Principal.

- ❖ Maintain approved student list, faculty list and list of courses in coordination with the central office and HoDs
- ❖ Schedule theory and practical examinations.
- ❖ Maintain and assign a panel of examiners.
- ❖ Constitute Question Paper Scrutiny Committee.
- ❖ Coordinate question paper setting, scrutiny, selection, printing, and secure handling.
- ❖ Appoint external examiners for theory and practical examinations.
- ❖ Ensure collection and secure storage of answer scripts.

8.1.5 Post-Examination Processes

The CoE shall

- ❖ Coordinate preparation of answer keys and valuation schemes.
- ❖ Conduct centralized valuation with internal and external examiners.
- ❖ Liaise with Anna University for nomination of Results Passing Board (RPB) member.
- ❖ Constitute the Result Passing Board and obtain approval of results.
- ❖ Publish results.
- ❖ Coordinate academic audits with IQAC related to examinations.
- ❖ Submit examination statistics to Anna University.
- ❖ Conduct revaluation and publish revaluation results.
- ❖ Issues
 - Transcripts
 - CGPA to Percentage Conversion Certificates
 - Duplicate Grade Sheets
 - Genuineness Verification
- ❖ Obtain Degree Certificates from Anna University.
- ❖ Maintain and implement Examination Feedback System.

8.2 Deputy Controller of Examinations (DCoE)

The Deputy Controller of Examinations assists the CoE in all examination processes and ensures operational continuity.

Reporting: Reports to the CoE.

8.2.1 General Responsibilities

The DCoE shall

- ❖ Maintain, customize and update the Examination Management System (EMS).
- ❖ Assist in pre-examination, examination, and post-examination activities.
- ❖ Maintain confidentiality of examination records.

- ❖ Maintain documentation for NBA, NIRF, and accreditation requirements.
- ❖ Assist in organizing Graduation Day / Convocation.

8.2.2 Administrative Responsibilities

The DCoE shall

- ❖ Update the Examination Webpage.
- ❖ Assist in updating the Examination Policy Manual.
- ❖ Support in creation of the examiner database.
- ❖ Assist in budgeting and procurement of examination materials.
- ❖ Assist in handling malpractice cases.

8.2.3 Internal Assessment Support

The DCoE shall

- ❖ Coordinate entry of Internal Assessment marks in EMS.
- ❖ Arrange examination halls, seating plans, and invigilation duty charts.

8.2.4 Semester End Examination Support

The DCoE shall

- ❖ Student registration and fee processing.
- ❖ Assist in preparation of examination timetable.
- ❖ Assist in appointment of examiners and scrutiny panels.
- ❖ Printing and issuing hall tickets.
- ❖ Hall arrangements and invigilation scheduling.
- ❖ Assist in collection and organization of answer scripts.

8.2.5 Post-Examination Support

The DCoE shall

- ❖ Implement dummy numbering of answer scripts.
- ❖ Enter examination marks in EMS.
- ❖ Perform result analysis for Result Passing Board.
- ❖ Assist in publishing results and submit statistics to Anna University.
- ❖ Assist in valuation, RPB coordination, and revaluation.
- ❖ Support issuance of
 - Grade sheets
 - Transcripts
 - Medium of Instruction Certificates
 - Duplicate documents

- ❖ Assist in obtaining Degree Certificates.
- ❖ Issue duplicate hall tickets and grade sheets.

8.3 Chief Superintendent (CS)

The Chief Superintendent is responsible for the conduct of theory examinations at the examination centre.

The CS shall

- ❖ Oversee all activities related to the conduct of examinations in coordination with the CoE.
- ❖ Ensure compliance with institutional and Anna University regulations.
- ❖ Instruct examination staff and candidates to strictly adhere to examination rules.

8.4 Anna University Representative (AUR)

The Anna University Representative acts as an external observer for examination conduct.

The AUR shall

- ❖ Be appointed by the CoE / Zonal Coordinator of Anna University.
- ❖ Report to the examination centre one hour before the commencement of examinations.
- ❖ Monitor adherence to examination regulations and report violations.

In coordination with the CS, the AUR shall verify

- ❖ Adequacy of seating arrangements.
- ❖ Appointment of sufficient examination hall invigilators.
- ❖ Timely commencement of examinations.
- ❖ Accuracy of absentee records and answer script packets.
- ❖ Safe custody of sealed answer scripts.
- ❖ Prevention of malpractice.
- ❖ Entry and certification of absentee data in the CoE portal.

8.5 Exam Cell Coordinators (EC)

Exam Cell Coordinators act as the departmental liaison between the Office of Examinations and academic departments.

The EC shall

- ❖ Participate in preparation of the Academic Year Examination Timeline.
- ❖ Verify student course registration at the beginning of each semester.
- ❖ Upload semester-wise syllabus with CO/PO mapping in EMS.
- ❖ Consolidate and upload Internal Assessment Marks.

- ❖ Assist in preparation of Semester End Examination (SEE) Timetable (Theory & Practical).
- ❖ Validate student strength for examinations based on results and exam schedules.
- ❖ Prepare detailed laboratory examination schedules including
 - Student count
 - Internal examiner details
 - Arrear candidates
- ❖ Verify preview sheets and hall tickets.
- ❖ Assist in tracking examination fee payment.
- ❖ Coordinate with departments regarding external examiner availability.

8.6 Internal Squad Members (IS)

Internal Squad Members shall

- ❖ Be appointed by the CoE to conduct inspections.
- ❖ Ensure compliance with examination regulations by staff and students.
- ❖ Provide support in smooth conduct of the examinations.

8.7 Hall Superintendent (HS)

Hall Superintendents are responsible for invigilation and discipline inside the examination hall.
The HS shall

8.7.1 Before Examination

- ❖ Report 30 minutes prior to examination.
- ❖ Verify answer books
- ❖ Issue answer books 10 minutes before the commencement of the examination.
- ❖ Verify permitted materials.

8.7.2 During Examination

- ❖ Distribute question papers 5 minutes before commencement.
- ❖ Ensure candidates write register numbers only in designated space.
- ❖ Finalize attendance after 30 minutes of commencement.
- ❖ Prevent malpractice and report immediately to CS.
- ❖ Ensure unused materials tally with absentee records.

8.7.3 After Examination

- ❖ Collect answer scripts at candidate desks after verification.
- ❖ Submit the scripts to the exam cell with utmost care.

8.8 Technical Staff (Examination Office)

Technical staff provide administrative and technical support for examination processes.

8.8.1 General Responsibilities

- ❖ Maintain and update student profiles.
- ❖ Support in course registration.
- ❖ Prepare official correspondence to regulatory bodies.
- ❖ Circulate examination notices.

8.8.2 Pre-Examination Duties

- ❖ Collect examination fees.
- ❖ Generate fee defaulter lists and account statements.
- ❖ Support in generating hall tickets and seating plans.
- ❖ Support in preparing invigilator lists.

8.8.3 During Examination

- ❖ Assist in printing all exam related documents.
- ❖ Assist CS and AUR.
- ❖ Update attendance in the portal.
- ❖ Prepare answer script covers.
- ❖ Process remuneration bills.

8.8.4 Post-Examination Duties

- ❖ Punch dummy numbers in answer scripts.
- ❖ Pack and secure scripts in a strong room.
- ❖ Assist valuation camps and Camp Officer.
- ❖ Process revaluation and challenge valuation registrations.
- ❖ Support in maintaining digital and physical records.

9.0 Internal Examinations

As per the Under Graduate Regulations of Loyola-ICAM College of Engineering and Technology, the performance of every student in each course shall be evaluated through a structured and continuous assessment system.

9.1 Components of Evaluation

Performance in each course of study shall be assessed based on the following components

- ❖ Continuous Internal Assessment (CIA) – Conducted as per the schedule.
- ❖ Semester End Examination (SEE) – Conducted at the end of the semester.

9.2 Continuous Internal Assessment (CIA)

The Continuous Internal Assessment is designed to monitor student progress consistently throughout the semester and to encourage continuous learning.

The CIA shall include

- ❖ Two / Three scheduled Internal Assessment Tests (CIA-I, CIA-II and/or Model)
- ❖ Assignments / Tutorials / Case Studies (as applicable)
- ❖ Activity based assessment where relevant. (Quizzes / Presentations / Practical performance, etc.)

9.3 Consolidation of Internal Marks

- ❖ The marks obtained in the Continuous Internal Assessments shall be consolidated to compute the Internal Marks for each course.
- ❖ The method of consolidation shall be defined in the Course Plan and approved by the Office of Examinations.
- ❖ The finalized internal marks shall be verified with students before submission to the Office of Examinations.

9.4 Transparency and Record Maintenance

- ❖ All CIA marks shall be communicated to students within the stipulated timeline.
- ❖ Departments shall maintain proper documentation and evidence for internal assessment components.
- ❖ Any grievance related to the CIA shall be addressed through the departmental and institutional grievance redressal mechanism.

10.0 Pre-Examination Process – Question Paper Setting

As per the autonomous examination practices aligned with the guidelines of Anna University, the following procedures shall be strictly followed for Question Paper Setting and Scrutiny.

10.1 Question Paper Preparation – Protocols

The following norms shall be adhered to while framing the question paper

- ❖ Only one master copy of the question paper shall be prepared.
- ❖ The question paper must clearly specify
 - Regulation
 - Programme and Branch
 - Semester
 - Course Code and Title

- Duration of Examination
- Maximum Marks
- Course Outcomes and Knowledge Level for each question.
- ❖ Marks shall be indicated for every question and sub-division clearly.
- ❖ Questions must ensure complete coverage of the prescribed syllabus.
- ❖ Paper setters shall strictly adhere to the approved syllabus and regulations without deviation.
- ❖ Question paper pattern
 - Part-A: Two questions (without subdivisions) from each unit
 - Part-B: One question from each unit (as per approved format)
- ❖ For courses with non-uniform syllabus distribution, questions shall be set proportionately based on teaching hours.
- ❖ Diagrams / sketches / figures / tables must be clear, legible, and properly labelled with question numbers.

10.2 Standard of Questions

Question papers shall be designed to assess conceptual understanding, analytical ability, and critical thinking skills.

10.2.1 Cognitive Level Distribution (Bloom's Taxonomy)

Cognitive Level	Type of Questions	Distribution
Lower Order (LO) – K1, K2	Remembrance / Understanding	20
Intermediate Order (IO) – K3, K4 with moderate complexity	Application / Analysis	60
Intermediate Order (IO) – K3, K4 with higher complexity	Application / Analysis / Evaluation / Creativity / Case Study	20

10.2.2 Distribution within Question Paper

- ❖ Part-A consists of 10 Questions without choice and Part-B consists of 5 questions with choice.
- ❖ Both sub-questions within a Part-B question must belong to the same cognitive level.
- ❖ The paper must be designed so that an average student can complete it in 2 hours and 50 minutes.
- ❖ S.I. Units must be used wherever applicable. Instructions for use of
 - Data books

- Statistical tables
- Graph sheets / Drawing sheets must be clearly specified.

10.3 Answer Key Preparation (Scheme of Valuation)

A detailed Answer Key shall be prepared to ensure uniform valuation.

- ❖ Part-A answers should be brief and to the point (preferably within six lines).
- ❖ Part-B answers shall
 - Be divided into logical steps
 - Include mark allocation for each step.
- ❖ A complete Scheme of Evaluation must be provided for all Part-B questions.
- ❖ Alternative valid solutions must be indicated wherever applicable.
- ❖ Copying large sections from textbooks/reference materials is strictly prohibited (figures may be used if required).
- ❖ Page numbering format must be followed
 - Example: 01 of 07 to 07 of 07
- ❖ Assumptions and relevant code books must be clearly specified.
- ❖ All figures must be clear and properly labelled with units.
- ❖ A neat handwritten or typed hard copy of the key must be submitted.
- ❖ Incomplete keys or keys without a scheme of valuation will not be eligible for remuneration.
- ❖ Question Paper and Key shall be sent securely to the Controller of Examinations before the prescribed deadline.

10.4 Scrutiny Board

The question papers received from the subject matter experts shall undergo mandatory scrutiny.

10.4.1 Composition of Scrutiny Board

- ❖ Controller of Examinations (CoE)
- ❖ IQAC Coordinator
- ❖ IQAC Members
- ❖ Subject Matter Expert
- ❖ Course Coordinator

10.4.2 Responsibilities

The Scrutiny Board shall ensure

- ❖ Strict adherence to approved syllabus and course content.

- ❖ Removal of ambiguities and errors in questions.
- ❖ Proper Bloom's Taxonomy alignment.
- ❖ Adequate coverage of course outcomes.
- ❖ Correct weightage, mark allocation, and time suitability.

11.0 Instructions for Conduct of Examinations

The following guidelines shall be strictly followed during the conduct of examinations in alignment with the practices of Anna University.

11.1 Hall Tickets

- ❖ Preview sheets indicating registered courses and examination fee details shall be circulated to students. After verification, students must sign the sheet through the Class Advisor. Corrections, if any, shall be reported to the CoE for updating.
- ❖ Hall Tickets shall be issued to departments one week before the commencement of examinations.
- ❖ Any discrepancy must be immediately reported to the CoE.
- ❖ A candidate is eligible to appear for examinations provided he/she satisfies the attendance eligibility as per the Regulation.

11.2 Hall Arrangements

- ❖ Seating plans shall be prepared by the Office of Examinations.
- ❖ Candidates writing the same course shall be seated alternately, not more than 50% of hall capacity shall be allotted to one course.
- ❖ Minimum distance of 1 meter between candidates must be ensured.
- ❖ Courses with the same title but different codes should be allotted separate halls, as far as possible.
- ❖ Seat numbers must be written on desks and candidates must occupy only allotted seats.
- ❖ Altering seating arrangements may lead to cancellation of examination.
- ❖ One Hall Superintendent per 25 candidates (to a maximum of 28) shall be appointed and a reserve HS shall be available.
- ❖ No outsiders shall be allowed near exam halls and strict security for QP movement must be ensured.
- ❖ CS shall ensure no forbidden writings/materials exist in the halls.
- ❖ Seating shall be randomized for different exams.
- ❖ Drinking water and approved materials shall be served at the candidate's desk.

- ❖ Strict silence must be maintained.

11.3 Hall Arrangements for Special Cases

- ❖ Scribe facility shall be provided where required. Requests must be submitted 15 days before examination with HoD/Principal approval.
- ❖ Scribes must report 30 minutes before the exam and a separate hall arrangement will be made.
- ❖ Students with infectious diseases shall be provided separate halls based on medical documents.

11.4 Question Paper Handling and Confidentiality

- ❖ A dedicated Question Paper Room shall be used. Only CoE, DCoE, and CS are allowed to access the room.
- ❖ Required IT and printing infrastructure with standby backup must be ensured.
- ❖ QP packets shall be sealed and stored securely.
- ❖ 30 minutes before the exam, CS verifies course details and prepares the required documents for the conduct of exams.
- ❖ Packets shall be opened 15 minutes (30 minutes in special cases) before exam in presence of AUR and a HS.
- ❖ If no candidate appears, unopened packets must be returned.
- ❖ Used QP packets shall be preserved in strong rooms.

11.5 Answer Booklets

- ❖ Theory answer booklets contain 42 pages (20 pages in case of Engineering Graphics Sheets - A3 size) with serial numbers.
- ❖ Record of usage shall be maintained (session-wise).
- ❖ CS facsimile signature shall be affixed only on the title page.
- ❖ Issued answer books shall not exceed candidate count per hall.

11.6 Attendance of Candidates

- ❖ Daily attendance sheets with candidate photos shall be generated.
- ❖ Candidates must sign within 30 minutes of commencement.
- ❖ Identity verification using college ID is mandatory for regular students and any Government ID proof in case of passed out students.
- ❖ Absentee statements shall be verified and uploaded to the CoE portal.
- ❖ Unused QPs and answer books must tally with absentee records.

11.7 Instructions to Candidates

Candidates shall

- ❖ Bring their own writing instruments, only blue/black ink permitted.
- ❖ Use only non-programmable calculators and approved tools.
- ❖ Verify course code in the question paper before answering.
- ❖ Perform rough work only in allotted space.
- ❖ Avoid possession of forbidden materials or devices.
- ❖ Maintain discipline and refrain from revealing identity in answer scripts.
- ❖ Avoid writing names or appeals to the examiner.
- ❖ Not detach answer book pages or remove materials.
- ❖ Report any suspicious materials before the exam begins.
- ❖ Understand that violations may lead to fine or permanent debarring.
- ❖ Tick answered questions on the respective space provided, before submission.

11.8 Approved Books and Instruments

- ❖ Approved tables/data books shall be issued with a college seal.
- ❖ Only non-programmable calculators permitted.
- ❖ Books and bags are not allowed in exam halls.

11.9 Malpractice

- ❖ Posters detailing malpractice and punishments shall be displayed.
- ❖ Students may be subjected to inspection by authorized officials/squad members.
- ❖ Malpractice cases
 - If a malpractice is identified, the respective performa shall be filled in by the Hall Invigilator, Candidate, CS/CoE within the stipulated timeline. The candidate is permitted to continue the exam.
 - Duplicate hall tickets may be issued if confiscated.
- ❖ The required documents including the Malpractice report, Answer scripts, Incriminating materials, Seating plan (if required) is submitted to the CoE for further action.

11.10 Packing of Answer Scripts

- ❖ Scripts shall be arranged course-wise and register number order.
- ❖ Packing slips shall be affixed with absentees highlighted.
- ❖ Packets shall be sealed and signed by CS and AUR.
- ❖ Suspected malpractice scripts shall be packed separately.
- ❖ No sheets shall be torn and counts must match records.

11.11 Practical Examinations

Theory examination instructions apply where relevant.

Additional guidelines include

- ❖ CoE oversees all practical exam activities.
- ❖ Adequate equipment must be ensured and any deficiency may cause cancellation.
- ❖ Practical schedule must be approved by CoE.
- ❖ Only two sessions per day are permitted.
- ❖ Practical exams must be conducted in presence of both internal and external examiners.
- ❖ Marks shall be entered the same day and signed by examiners.
- ❖ Sealed mark statements shall be kept in safe custody.

12.0 Valuation and Post-Examination Process

The following procedures ensure transparency, fairness and timely publication of results.

12.1 Authorities Involved in Post-Examination Process

- ❖ Controller of Examinations (CoE)
- ❖ Deputy Controller of Examinations (DCoE)
- ❖ Principal
- ❖ Camp Officer (Appointed by the Principal)
- ❖ Chief Examiner and Assistant Chief Examiner for Valuation
- ❖ Examiners
- ❖ Assistant Examiners
- ❖ Result Passing Board Members (including University Nominee)
- ❖ Academic Audit Expert Members (University Nominee / External Experts)
- ❖ Malpractice Enquiry Committee

12.2 Custody of Answer Scripts

- ❖ A secure strong room shall be allotted exclusively for storing answer scripts.
- ❖ Only the CoE, Camp Officer and maximum two authorized staff may access the room.
- ❖ CCTV surveillance and secure lockers shall be provided.
- ❖ Answer scripts must be retained for a minimum of four years from the date of examination.
- ❖ Authorized staff must be present whenever scripts are moved to valuation halls.

12.3 Central Valuation Board

Central valuation shall be conducted within 15 days after completion of Semester End Examinations to ensure fair valuation, uniformity among examiners and consistency across scripts.

12.3.1 Guidelines for Valuation

- ❖ Use of mobile phones are strictly prohibited in valuation halls.
- ❖ Examiner details must be recorded in the valuation register.
- ❖ Scripts shall be issued based on subject expertise.
- ❖ Dummy numbers must be recorded in the issue register.
- ❖ Examiners must carefully review
 - Question paper
 - Scheme of valuation / answer key
- ❖ Discrepancies in answer keys must be reported to the chief examiner before valuation begins.
- ❖ Maximum workload
 - 25 scripts per session (max. 30 in special cases)
 - 50 scripts per day (max. 60 in special cases)
- ❖ Valued scripts shall be scrutinized by the chief examiner and revaluation may be ordered if required.
- ❖ Final marks must be entered in the portal, printed and signed by the examiner and chief examiner.

12.4 Result Passing Board

The Result Passing Board shall be constituted within 15 days after valuation.

12.4.1 Composition

- ❖ Principal – Chairman
- ❖ CoE – Member Secretary
- ❖ Result Passing Board Member appointed by the University
- ❖ Officials as deemed necessary.

12.4.2 Responsibilities

- ❖ Analyse the results and statistics
- ❖ Approve moderation if required
- ❖ Finalize and approve results.

12.4.3 Result Publication

- ❖ Results shall be published on the college website within 3 days after board approval.
- ❖ Results and statistics shall be sent to the University within 30 days along with signed minutes of meeting and approved result documents.

12.5 Academic Audit

After result publication, an Academic Audit / Review Committee shall be constituted within 45 days. The members include external experts and university nominees. After the meeting, an audit report shall be submitted to the University.

12.6 Revaluation and Review

Students dissatisfied with results may apply for revaluation.

- ❖ Application must be submitted to the CoE through HoD.
- ❖ Must be submitted within 3 days of result publication.
- ❖ Prescribed fee payment is mandatory.
- ❖ Revaluation shall follow approved institutional procedures.

12.7 Discipline / Malpractice Enquiry Committee

A committee shall be convened when required to investigate examination malpractice and academic misconduct.

12.7.1 Process

- ❖ Committee members submit findings to the Chairperson.
- ❖ Final decision and penalties
 - Decided by Chairperson based on the university guidelines
 - Ratified by CoE Office
- ❖ Students may receive warning or punishment depending on severity.
- ❖ Penalties shall follow University norms.

13.0 Publication of Results

The result processing and publication shall follow the norms of Anna University.

13.1 Result Publication Timeline

- ❖ Results shall be published within 3 days after the Result Passing Board meeting.
- ❖ Students may access results through the Student Portal available on the CoE page of the College Website.

13.2 Grading System

- ❖ Letter grades shall be awarded based on the Anna University guidelines.
- ❖ The grading process shall use the approved software provided by Anna University if applicable.
- ❖ GPA and CGPA shall be computed as per the Regulations concerned.

13.3 Photocopy and Revaluation Process

- ❖ Notification for photocopy of answer scripts shall be released on the same day of result publication.
- ❖ Students may apply for revaluation within one week after receiving photocopies.
- ❖ Revaluation results shall be published within 30 days from the last date of application.

14.0 Issue of Mark Sheets

- ❖ Semester Mark Sheets and Consolidate Mark Sheets shall be issued within 60 days after publication of results.

15.0 Examination Grievance Redressal Cell

To ensure transparency and fairness

- ❖ An Examination Grievance Cell shall function under the Office of the CoE.
- ❖ The Cell shall address grievances related to Conduct of examinations, Evaluation, Results and Examination procedures.
- ❖ Recommendations of the Grievance Cell shall be submitted to the Controller of Examinations for necessary action.

16.0 Secure Examination Management System (EMS)

To ensure that the operational security mandated in the LICET Examination Policy is effectively implemented in the digital ecosystem, the Examination Management System (EMS) shall comply with the following mandatory IT protocols.

16.1 Identity and Access Management (IAM) Protocol

To maintain utmost confidentiality and ensure that only authorized personnel handle specific tasks, the EMS must enforce strict Role-Based Access Control (RBAC).

- ❖ **Super Admin (CoE & DCoE):** Full access to configure the system, oversee all modules, approve results for the Result Passing Board, and manage user roles.

- ❖ **Technical Staff Role:** Provisioned with execution-level access to generate hall tickets, update student profiles, enter absentee data, and process fee records. This role **MUST NOT** have the ability to alter finalized marks or question papers.
- ❖ **Faculty/Examiner Role:** Granted time-bound access strictly limited to the courses they coordinate. They can upload internal marks and semester-end marks, but access to edit these marks automatically revokes once the submission deadline passes.
- ❖ **Student Portal Access:** Read-only access to view registered courses, fee status, hall tickets, and published results. Revaluation requests can be submitted via this portal, triggering an automated workflow to the Technical Staff.
- ❖ **Authentication:** Mandate Multi-Factor Authentication (MFA) for all administrative and faculty accounts to prevent credential compromise.

16.2 Data Integrity and Audit Protocol

Since the EMS handles highly sensitive data like student marks and dummy numbers, tracking who does what is critical for accountability.

- ❖ **Immutable Audit Logs:** The system must automatically log every action taken within the EMS, including the timestamp, user ID, IP address, and the specific change made.
- ❖ **Mark Alteration Alerts:** Any modification to a student's mark after the initial upload (e.g., after the valuation camp or during revaluation) must trigger an automatic alert to the CoE and DCoE for digital sign-off.
- ❖ **Dummy Number Masking:** While the policy states technical staff punch dummy numbers physically, the EMS should electronically mask actual student Register Numbers during the digital mark-entry phase for external/internal examiners, replacing them with system-generated Dummy IDs.

16.3 Infrastructure and Availability Protocol

The system must be highly available during critical periods like exam registration and result publication.

- ❖ **Elastic Scaling:** The EMS infrastructure must automatically scale server resources on "Result Publication Day" to handle the massive spike in traffic from students checking grades simultaneously, preventing system crashes.
- ❖ **Data Retention:** Aligning with the physical storage policy, all digital examination records, logs, and mark sheets must be securely archived and retained for a minimum of 4 years before being transferred to cold storage.
- ❖ **Automated Backups:** Database backups must occur daily, with an encrypted off-site backup stored in a geographically distinct location to ensure disaster recovery.

16.4 Pre-Examination and Document Security Protocol

- ❖ **Question Paper Handling:** If the EMS is used to transmit or store digitized question papers before printing, they must be encrypted at rest using AES-256 encryption. Only the CoE should hold the decryption key to access these files.
- ❖ **Secure Form Generation:** Hall tickets, preview sheets, and attendance sheets generated by the EMS must include anti-tamper mechanisms, such as dynamically generated QR codes that Hall Superintendents can scan to verify authenticity.

16.5 Incident Response and Malpractice Protocol

❖ **Digital Malpractice Flagging:** The EMS must feature a module for the Chief Superintendent (CS) to digitally flag a student's profile for "Malpractice". This flag will automatically freeze the processing of that specific subject's result until the Discipline/Enquiry Committee officially clears or penalizes the student in the system.

Implementing these protocols ensures that the digital infrastructure of the college matches the rigorous physical security standards required for autonomous examinations.

Revision of Policy: Once in 3 years