



JAYAMUKHI INSTITUTE OF TECHNOLOGICAL SCIENCES

(UGC-AUTONOMOUS)

Narasampet, Warangal – 506 332

Telangana State, India

MANUAL FOR EXAMINATION CELL

UG & PG COURSES

(Applicable for the batches admitted from 2015-2016)

EXAMINATION POLICY AND GUIDELINES.

Background

Jayamukhi Institute of Technological Sciences is an Autonomous Institution which adopts Choice Based Credit System (CBCS) for providing unique learning experience to the students. Features of autonomous system include (i) teaching methodology with layer-learning and STEM concepts, (ii) modularity, (iii) credit accumulation, (iv) nonlinear, self-paced and flexible system of learning, (v) experiential learning in terms of close interaction with industry and (vi) scopes to undertake entrepreneurial activities. Assessments of the students are carried out continuously using formative modes as well as summative assessment, individualized assignments, mini-projects, term papers and evaluating learning outcomes in terms of the domains of cognition, affection and psychomotor.

Objectives

To facilitate and ensure the effective assessment and evaluation of outcome of the courses enrolled by the UG and PG students, under the autonomous system. It is envisaged to develop a robust internal mechanism and / or methodologies for (i) preparation of academic calendar, (ii) announcement of examination schedules, (iii) appointment of ACOE, (iv) Selection and appointment of the Examiners – Internal and External, (v) decisions on question paper pattern, (vi) question paper setting for theory and practical courses, (vii) conduct of examination for courses specified / approved by the Academic Council (continuous assessment and end-semester examinations), (viii) selection and appointment of Chief superintendents, surprise checking squad and invigilators, (ix) evaluation procedure, (x) examiners for valuation, (xi) selection and appointment of tabulators (for scrutinizing the answer sheets), (xii) venue for answer paper valuation (xiii) retaining answer papers after the examinations and evaluation (xiv) formulation of moderation policy, (xv) formation of Results Passing Board, (xvi) conduct of supplementary examinations, (xvii) re-totalling / evaluation of answer scripts, (xviii) issuing Grade sheets, Provisional and Degree certificates, (xvii) decisions on malpractice issues and any other relevant / related issues that may arise in due course.

Academic Calendar / Announcement of Examination Schedules

Academic calendar of the forthcoming year shall be prepared two week in advance before the commencement of the academic year and circulated to all the students and members of faculties with details of reopening dates after vacation, schedules of formative and summative tests / examinations and other important Institutional events / celebrations.

Appointment of ACOE and Asst.COE

Additional Controller of Examinations (ACOE) and Assistant Controller of Examinations (Asst.COE) is appointed on deputation basis. However, experience of the faculty members nominated for the ACOE shall not be less than 10 years (with minimum of 5 years in JITS). and not less than 5 years (with minimum of 3 years in JITS) in the case of Asst.COE. Controller of the Examinations shall not be less than the Associate Professor cadre.

Selection and appointment of the Examiners – Internal and External

Examiners for conducting examinations are appointed by the Controller of Examinations in consultation with the principal, time-to-time, from the approved list (by respective Boards of Studies) of examiners maintained in the Office. Faculty members appointed as the examiners for project viva voce / conducting laboratory / practical examinations and preparation of the question papers for summative (end semester examination) shall satisfy the following requirements:

Examiner	Internal	External
Laboratory / Practical Examinations		
Qualification	Master Degree	Master Degree
Experience (yrs)	2	5
Theory Paper – Question Paper Setting		
Qualification	Master/Doctoral Degree	Master/Doctoral Degree
Experience (yrs)	3 years in the case of Master Degree and 1 year in the case of Doctoral Degree	5

Decisions on question paper pattern

It is expected that question papers are prepared to assess the programme outcomes in terms of the student's learning in cognitive domains, problem solving and ability to use novel tools and methods with respect to theory and laboratory courses enrolled. Scope of the questions shall encompass mapping of Course Outcomes against each question, Cognitive Domains (R-Remember, U-Understand, Ap-Apply, An-Analyze, E-Evaluate and C-Create) as well as Knowledge Dimensions (F-Factual, C-Conceptual, P-Procedural and M-Meta-Cognitive) and Learning Levels (1-Average, 2-Medium, 3-High).

Question paper setting for theory and practical courses

Question papers are prepared by both internal as well as external examiners, as maybe decided by Office of the Controller of Examination in consultation with the respective Head of the Department and Head of the Institution. However, the decisions on question paper pattern are unambiguously conveyed to the examiners appointed for the question paper setting. Question papers may also be generated using software, provided that the final form of the question paper shall adhere to the required pattern suggested. Under any circumstance, no examiners shall be allowed to set question papers more than three courses in a given semester. In the case of practical courses, questions are set and allotment of marks for experimental work and viva-voce are to be followed as per the Regulations in-force.

Conduct of Examination - Continuous Assessment & End Semester Examinations

Refer Academic regulation R-15 & R18

Appointment of Chief Superintendent, Squad & Invigilators – Conduct of Examinations

Based on the experience, qualification and their academic credentials Chief Superintendent is appointed by the Controller of Examinations in consultation with the Head of the Institution. Members of the Surprise Checking Squad and Hall Superintendent (Invigilators) are appointed by the Controller of Examinations with the guidelines given below:

Responsibility	Designation	Minimum Experience (Yrs)
Chief Superintendent	Professor	15
Squad Members	Professor /Associate Professor	05
Examiner for Laboratory Examinations	Associate/Assistant Professor	02
Invigilators and Skilled Assistants in Laboratory Examinations	Assistant Professor	01

Guidelines for the above responsibilities are given in the Annexure (Chief Superintendent), Annexure (Invigilators) and Annexure (Squad).

Appointment of Chairperson, Chief Examiners, Examiners and Tabulators for Paper Valuation

In the case of continuous assessment (Periodical Tests) the faculty member handling the subject shall evaluate the answer scripts and award the marks. All the test papers shall be evaluated within three working days from the date of last test and papers shall be given back to the students for their reference. However, After verification by the students the concerned faculty must submit the test papers in the examination cell for the purpose of accreditation and academic audits.

In the case of the End Semester Examinations, the Chairperson, Chief Examiners, Examiners and tabulators are appointed as given below:

- i. Chairperson of the Board shall, normally, be the Head of the Department. In the case, if Head of the Department is unable to chair the valuation process, he / she may submit a written request (or email) to the Controller of Examinations with alternative, competent person as the Chairperson, preferably not below the rank of Professor / Associate Professor or the Head of the Institution shall appoint the Chairperson, in the case if Head of the Department is unable to chair, from the same or related discipline as the situation may warrant for.
- ii. Chief Examiner shall be either from the Professor / Associate Professor cadre or a faculty member at least 8 years of teaching experience.
- iii. Examiners, for paper valuation, shall have Ph D qualification or PG qualification with more than three years of teaching experience. Additionally, such examiners shall have handled the regular/elective subject.
- iv. Tabulators are appointed, comprising of newly recruited members of faculty or members with less than 2 years of experience from the list of Assistant Professors, with a view to providing a hands-on experience to them on valuation processes and also assigned with minimum work load, as decided by the Controller of Examinations.

Venues and Procedure for Evaluation of Answer Scripts

Venues for conducting continuous assessment tests, laboratory examinations and End Semester Examinations, along with the date, time and duration are announced to all the students, at least one week in advance, through student login and also through the respective Departments.

Test papers of the continuous assessments are evaluated in the respective places of the faculty members and marks to be announced within the stipulated time. In the case of End Semester Laboratory Examinations, the answer scripts are evaluated in the examination venue itself, jointly by the Internal and External Examiners (sourced internally or from other institutions / industry) and the results are submitted to the Office of the Controller of Examinations on the same day.

Venues for paper valuations for the End Semester Examinations are announced at least one week in advance to all the examiners through concerned Heads of the Departments. Answer scripts are given to the examiners as per the allotment, not exceeding 50 papers per day. Examiners carefully check, evaluate the answer scripts allotted to them and award marks. See (Annexure further instruction)

Retaining of papers after the examinations and Evaluation

Answer papers, after the valuation and declaration of the results, shall be retained by the Office of the Controller of Examinations for a period of 2 years in the physical form. In the case of End Semester Practical Examinations, the answer scripts shall be retained for a period of 1 year and then shall be disposed by the Office of the Controller of Examinations. However, the answer scripts of the continuous assessment tests shall be retained for period of one week after the completion of last working day of the current semester

Moderation policy

Moderation of the results after the examination, for individual subjects of the current and supplementary examinations is carried out, decided by the concerned Heads of the Departments, Controller of Examinations and Head of the Institution. Marks are allotted to the students who did not pass the subject for which moderation is exercised. However, special moderation and adjustment may also be considered for a particular subject, if it is desired. Such decisions may be taken by the Controller of Examinations in consultation with the Head of the Institution.

Results Process Committee

Results Process committee shall be formed as per the guidelines of UGC and affiliating University. In general, the composition shall include the Head of the Institution (Chairperson), Heads of the Departments, Controller of Examinations, an academician nominated by the University. In the case, if a Head of the Department is unable to attend the meeting, he / she shall make a written request through the Controller of Examinations and same shall be informed to other members during the meeting. Meeting of the Board shall be convened, before declaration of the results, to analyse the course-wise and Department-wise

results with related statistics. Minutes of the meeting shall be recorded and acknowledgement shall be obtained from the Members and Chair Person immediately after the meeting.

Conduct of supplementary examinations

All the students who did not pass in one or more subjects in a semester shall register for the supplementary examinations conducted immediately after the regular examination or subsequently whenever conducted, in accordance with the regulation in force. However, a student shall have an opportunity appear in the Advance Supplementary Examinations in the courses offered as per the Almanac. Decision to conduct the advance supplementary examination shall be decided in consultation with the Head of the Institution, Heads of the Department.

Re-Counting / Revaluation of answer scripts

Refer Academic Regulation R-15 & R18

Issuing Grade Sheets, Provisional and Degree Certificates

Refer Academic Regulation R-15 & R18

INSTRUCTIONS TO THE CANDIDATES TO BE PRINTED AT THE BACK OF THE HALL TICKET

1. Admission to the examination is Provisional. The Hall Ticket is issued subject to the candidate satisfying the Attendance and other requirements as per rules and regulations prescribed by the College from time to time. The examination taken will be treated as Cancelled if at a later date it is found that the candidate has not complied with the above requirements.
2. The candidate is required to occupy his/her allotted seat at least 5 minutes before the commencement of the examination. On no account the candidate shall be allowed to occupy a seat other than the one allotted to him / her.
3. No Candidate shall be permitted to enter the examination hall after the commencement of examination.
4. No candidate who leaves the hall during the period allotted for a paper will be allowed to re-enter the hall within that period.
5. Candidates suffering from infectious diseases of any kind shall not be admitted to the examination hall.
6. Strict silence should be maintained in the examination hall.
7. Candidates are required to bring in their own pens, pencils and eraser. Candidates should use only blue or black or blue black ink for answering their papers.
8. Before proceeding to answer, the candidates are required to write their Register Number and other details in the column provided on the first page in the Main Book. At the time of issue of Question Paper compulsorily check the Question Paper Code, Subject Code and Regulations, since the same subject comes with different regulations. And report the same if any discrepancy to the hall invigilator.
9. If a candidate writes his/her register number on any part of the answer book/sheets or on any space other than the one provided for or puts any special mark or writes anything which

may disclose, in any way, the identity of the Candidate , he/she will render himself/herself liable for disciplinary action.

10. Writing wrong register number in the answer book will entail rejection of the answer book.

11. Candidates shall not talk/ask questions of any kind during the examination.

12. Candidates are liable for disciplinary action if found in possession of any discriminating materials, cell phone, programmable calculator, unauthorized data sheet / table in the examination hall during examination hours.

13. Candidates are liable for disciplinary action if found committing malpractices such as Exchange of answer books or question papers, Copying from answer book of other candidate or Allowing to copy.

14. Candidates should not leave the hall without handing over the answer books to the Hall Superintendents.

15. Candidates are required to write 'No of pages written' and 'END' at the closure of all answers on the last page of the answer book.

16. Candidates should produce the hall ticket on demand by the Invigilator/Chief Superintendent/Squad members.

INSTRUCTIONS TO CHIEF SUPERINTENDENT

1. Facsimile signature of the Chief Superintendent should be affixed only at the right top corner of the title paper of the Main Answer Book.
2. Number of Answer Books and Question Papers issued to each Hall shall be equal to the total number of Candidates writing Examination in that Hall so as to avoid any malpractice.
3. Candidates shall occupy their seats at least five minutes prior to the Commencement of the Examination and are not allowed to leave their seats under any pretext during Examination hours.
4. No Candidate shall be permitted to enter the hall after the commencement of Examinations. Similarly candidate shall be permitted to leave the hall earlier than 90 minutes from the commencement of Examination. No candidate who left the hall before the end of the session shall be permitted to re-enter the hall under any Circumstances.
5. Nominal roll, Time-table, Examination Halls, Seating Arrangement and Hall Superintendents name date-wise session wise are furnished to the Chief Superintendent.
6. Malpractices of any nature shall be reported to the COE with original records and documents.
7. The use of mathematical instruments while answering the papers in relevant subjects is allowed. Such instruments will not be supplied by the college. Only scientific calculators are allowed. No programmable calculators, cell phones, smart watches are allowed.
8. Hall Superintendents are to take attendance ten minutes after the commencement of Exam by getting Signature of Candidates present and complete the process immediately after 30 minutes in the Attendance sheet
9. Based on the attendance taken, ABSENTEE STATEMENT shall be prepared in the prescribed format by the Hall Superintendent and it should tally with attendance statement. Using these Statement Answer Paper covers shall be prepared. Along with the absentees Statement, the Hall Superintendent should return the unused question papers, Main answer books. The number of absentees, main answer books and unused question paper should tally.

10. Answer paper covers should contain the details of the register number of absentees for each subject in the column provided on the cloth lined cover. The number of answer papers added to the number of absentees must be equal to the number of Candidates registered.
11. Hall Superintendents should collect answer books from candidates personally verifying whether correct Register number is entered in the answer book at the appropriate places on the title pages. Then the answer books should be carefully arranged subject wise in numerical order and handled over to the Chief Superintendent.
12. The required details on the Answer Paper cover should be carefully entered. The C.S. should sign on the reverse side across the pasted portion of the cloth lined cover.
13. Wherever question papers are common for more than one branch Answer papers of candidates of different branch / degree shall be packed in different cover such that there is no mix up.
14. The cloth lined covers should be pasted in the presence of C.S. and U.R. at the close of session and the flap portion of the covers are to be pasted with cello tape neatly.
15. The answer paper packets are to be delivered to the COE's office along with filled in delivery slip.
16. Hall Superintendent @ 1 per 25 Candidates are appointed keeping 10% of admissible invigilators as Reserved Hall Superintendents. The Reserved Hall Superintendents will assist the Chief Superintendent at times when there is no invigilation.

INSTRUCTIONS TO THE HALL SUPERINTENDENTS / INVIGILATORS

1. Hall Superintendent must report to the Chief Superintendent at least 30 minutes before the commencement of Examination on the respective date and session for which invigilation work is assigned. Only Teaching faculty is allowed as hall invigilators and Invigilators are not permitted to possess as well as use mobile phones inside the examinations hall.
2. They must sign at the space provided on the first page of the answer book and not in any other page.
3. Before distributing question papers to the candidates, proper instructions are to be given to the candidates to write their register numbers legibly on the title page of the Main book and Question paper. At the time of issue of Question Paper compulsorily check the Question Paper Code, Subject Code and Regulations, since the same subject comes with different regulations. And report the same if any discrepancy to the COE
4. Candidate is instructed to verify the receipt of correct and appropriate question paper before start answering.
5. Prior to distribution of question papers, the candidates should be issued with a Main answer book and instructed to fill up the particulars on the title page of the book. Writing wrong register number will lead to rejection of answer paper. Making an appeal to the examiner or writing the internal assessment mark will be treated as an attempt to influence the examiner and will attract discipline proceedings.
6. Half-an-hour after the Commencement of the Examination, the attendance of the candidate may be finalized by getting the signature from individual candidates in the format prescribed.
7. Hall Tickets of all Candidates should be inspected every session and while checking the Hall Superintendent should ensure that the REGISTER NUMBER of the candidate on the Hall Ticket, on the title page of the Main Answer book and on the table are identical.
8. The number of absentees and the number of undistributed answer books in the hall should tally and the unused answer books should be returned to the Chief Superintendent while the absentees list is sent.
9. No Candidate shall be permitted to the hall after the commencement of Examination.

10. a) Candidates are required to bring their own pens, pencils etc. b) Not allowed to use books of any kind, except approved data books and Mathematical / Statistical tables.

11. Candidates are warned of against committing any malpractices such as in possession of incriminating materials, copying or communication with any person inside or outside. Any candidate violating this rule should be brought to the notice of COE immediately.

12. While collecting answer books utmost care should be taken to verify whether the Correct Register Number of the Candidate has been entered on the title pages. No loose sheets or papers shall be detached from the answer books of candidate.

13. Candidates are informed that they should not leave the hall before 2 Hrs 30 minutes and without handing over the answer books to the Hall Superintendents.

14. Candidates are instructed not to leave any page or any space empty in the answer books.

15. At the end of the Examination, the hall Superintendent has to collect the Answer Books from the candidates and arrange them subject wise register number wise and personally hand over to Chief Superintendent. Hall Superintendents should be present till the Answer Papers are checked and put into the Answer Paper covers by the Chief Superintendent.

APPOINTMENT OF SQUAD, DUTIES & RESPONSIBILITIES OF SQUAD

1. The Controller of Examinations shall appoint Flying Squad from among the teachers of the college, according to the need to ensure proper conduct of examinations and to curb malpractice at the examination.

2. The squad shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.

3. The squad shall provide their identity and inform the Hall Invigilator about the purpose of their visit to the examination hall.

4. The Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination centre.

5. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.

6. Report the cases of malpractice detected to the Controller of Examinations immediately through the Assistant Controller of Examinations, for further action. The squad shall make use of the required stationery/formats placed at the controller office for the said purpose.
7. Book the candidates under Malpractice, who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature from the candidate.
8. The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and the Chief Superintendent.
9. The squad shall record their findings including satisfactory/or otherwise remarks in the Squad Google form at the controller office. Each member of the squad shall affix their signature, in the attendance register placed at the COE office, in each session of the examination.
10. The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the COE for the smooth conduct of examinations and to curb the number of malpractice cases.
11. The members of the squad shall not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the COE Office, inform the concerned Assistant Controller of the Examinations, without further enquiring in the hall disturbing others for a prolonged period.
12. The Malpractice case shall be booked with the prior intimation to the chief superintendent.
13. When once a candidate is booked under malpractice, the Chief Superintendent shall instruct him/her to attend the enquiry meeting, as fixed by the Controller of Examinations. The Squad shall submit all other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.
14. The squad shall seek any clarifications/guidance and /or assistance from the COE whenever needed.

INSTRUCTIONS TO THE EXAMINERS FOR VALUATION

1. Evaluators should ensure that none of your relatives (brother, sister son, daughter, cousin, nephew, niece, spouse, brother-in-law, sister-in-law or any other relative financially dependent on you) have appeared in the said examination.
2. Evaluation of answer books, make use of red pen alone.
3. The Valuator will receive 20 answer booklets from the Chairman/Chief Examiner every Session subject to a maximum of 50 per day (2 Sessions per day) and make necessary entry in the Allotment sheet.
4. The Evaluator is expected to devote reasonably sufficient time for evaluating the answer booklets allotted in a day.
5. No question or part of a question should remain unvalued.
6. If answer to a particular sub-part/question does not deserve any marks, then zero marks against that question should be allotted.
7. Marks awarded to a question or any part of a question must be written only on the front page of the answer booklet.
8. Ensure that you have correctly counted the marks before writing the sum (total) on the front page.
9. Sometimes, the candidates write wrong question/part/sub-part number. The evaluator should correct the question number before evaluating the particular sub part/part/question.
10. Avoid corrections. Where correction becomes unavoidable, please put your signature towards the right/left of the corrections.
11. Do not use whiteners on the mark list. Do not overwrite/damage the correction part with multiple strikes. Single and gentle strike is allowed with the counter sign of the valuator.
12. While evaluating an answer script if you find any new page(s) inserted or any handwritten chit pasted on any page of the answer script, please immediately bring it to the notice of the COE. Same procedure should be followed if there is any evidence of double handwriting or Request for more marks than the deserved in any answer script.

13. If you find the Register No, of any candidate mutilated, kindly bring it to our notice immediately.

14. No score should be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the Controller of Examination for further necessary action.

15. In case of Either or Choice pattern of question paper, if the student has attempted all the choices, All the questions should be evaluated. The lowest marks should be circled and write “Extra” by the side and the highest awarded mark should be taken for totalling.

16. Please sign each answer script and write your name at the appropriate places provided for the same.

PROCEDURE FOR REPORTING THE MALPRACTICES

1. In all cases of malpractices as defined in regulation, the chief Superintendent shall prevent the candidates from writing the examination and report the matter to the Controller of Examinations immediately. He shall also inform the head of the institution and take his advice to lodge a complaint with the police, in cases of necessity.

2. On receipt of such a report, the Controller of Examinations shall take appropriate action to deal with the matter / and later place the matter before the malpractice committee for enquiry.

3. In all cases of malpractice, the chief superintendent shall submit a report to the Controller of Examinations and follow the procedure described hereunder.

4. As soon as a case of malpractice is detected in the examination hall, the chief superintendent / Invigilator shall prevent the candidates from writing further and shall not allow the candidates to remove, displace or destroy the material involved in the malpractice.

5. The Chief Superintendent shall take the candidate out of the examination Hall and question him / her in the presence of two responsible witnesses like the Assistant Controller of Examinations and the Hall Invigilator and record his statement, which shall be attested by the witnesses. If the candidates refuse to give any statement, he / she shall be asked to record his / her refusal in writing and sign it. If the candidate refuses to do even that, the fact of his /her refusal shall be recorded.

6. When a candidate in the examination hall is found in possession of some written material, it should be clearly stated whether the material was found on the body, in the pocket or in the hand of the candidate or in his / her desk, or elsewhere as the case may be.

7. A sketch plan of the seating arrangement in the examination hall with all the Register numbers in the hall and marking in red ink the Registration number of the candidate who indulges in malpractice, shall be prepared by the Chief Superintendent who shall also sign it. The sketch shall clearly give the idea of the probable distance between the position of the Hall Superintendent / Invigilator at the time of detection of the malpractice and the location of the candidate found committing the malpractice.

8. The Chief Superintendent, the Assitant Controller of Examinations and the Hall / Superintendent / Invigilator concerned shall sign all the documents pertaining to the commission of the malpractice and also other connected records such as the sketch plan, answer book, etc.

9. The Candidate, the Hall Superintendent / Invigilator, the Assistant Controller of Examinations, (wherever available), the officials of the flying squad (if the case was detected by the squad) and the Chief Superintendent shall furnish their signed statement. These statements shall always be clear exhaustive in every respect and include all the facts and the relevant circumstances of the case and other evidence.

10. If and when the chief Superintendent is convinced that the candidate has committed malpractice during the examination, he shall send the candidate out of the examination hall for that session. Such candidate shall not be permitted to take the subsequent papers / practical and viva examinations of the examination for which the candidate has registered till the appropriate authority clears him / her.

11. On receipt of such reports the Controller of Examinations shall forward it to the Malpractice case process Committee who shall enquire into each case separately and send their report to the Controller of Examinations for presenting it to the Head of the Institution whose decision shall be the final.

MALPRACTICE CASES PROCESSING COMMITTEE

1. The Controller of Examinations shall appoint Malpractice case processing Committee in consultation with the Chairman, Academic Council.
2. The committee shall enquire into all cases of indiscipline, misbehaviour and malpractices, in accordance with the procedure laid down hereunder.
3. On receipt of the reports regarding indiscipline / malpractice from the Controller of Examinations, the Chairman Academic Council shall fix a date, in consultation with the members, for the enquiry of such cases.
4. The Chairman of the Committee shall communicate the date, time and place of such enquiry to the concerned candidate through the respective Head of the Department with a request to inform it to the concerned candidates, under acknowledgement. Such notices shall briefly mention the charge / charges against the candidates.
5. On receiving such notices, if the candidate admits his / her guilty in writing to the Chairman of the Committee, forwarding it through the Head of the Institution, the committee may decide the case in his / her absence and award punishment according to the merits of the case.
6. If the candidate is absent for the enquiry, one more date shall be fixed for the enquiry and he / she shall be informed of the adjourned date by the Chairman of the Committee. If the candidate be absent for the second time also, with or without any explanation, the Committee shall decide the case exparte and award punishment according to the merits of the case, and subject to the Guide Lines for Awarding Punishments to Malpractice Cases of Students as the case may be.
7. In case of the candidate being present for the enquiry, the committee shall read out to him / her charges against him / her and record the candidate's explanation. The Committee if necessary shall examine the witness in support of the charges in the presence of the candidate and give the candidate an opportunity to cross-examine such witnesses.
8. At the end of the enquiry, the committee shall read out its recording to the candidate and take his / her signature.

9. The Candidate shall personally defend the case and no other person shall be allowed to represent the case, on behalf of the candidate.

10. In all cases of invalidation of an examination, as per the norms specified in Malpractice rules .

11. The Malpractice Prevention committee shall then make its recommendations and forward the report to the controller of Examinations in a closed cover by name.

12. The Controller of Examinations shall place the report before the Chairman, Academic Council at the earliest opportunity and the decision of the Chairman, Academic Council shall be final.