EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES

(Run by Ezhuthachan National Academy)

An ISO 9001 : 2015 Certified Institution

Marayamuttom, Neyyattinkara, Thiruvananthapuram, Pin - 695 124

Phone : 0471 - 2278559, 2278560. Fax : 0471 - 2275307

Website : www.enapc.ac.in, E-mail : ecpsmtm@gmail.com

(Recognized by the Govt. of Kerala, Approved by AICTE, PCI & Affiliated to Kerala University of Health Sciences, Thrissur)

PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL

No. Date.....

EZHUTHACHAN COLLEGE OFPHARMACEUTICAL SCIENCES,

MARAYAMUTTOM,NEYYATTINKARA, THIRUVANANTHAPURAM

Order No. EE2/32/117/ECPS/2025 13/02/2025

Sub : Reconstitution of Institutional Academic Committee (IAC) - Necessary orders- Reg:-

Ref : Order No. EE2/32/117/ECPS/2023, Dt.14/12/2023

As per the direction of the Kerala University of Health Sciences I am pleased to reconstitute an Institutional Academic Committee (IAC) with an objective of planning, implementation and documentation of all academic activities taking place at our College which would in turn improve the standard of all academic programs. Members of the committee are as follows.

SL. NO	NAME OF THE COUNCIL MEMBERS	DESIGNATION	MOBILE NO & EMAIL ID	FEP ID
1.	Prof.(Dr.) Shaiju.S.Dharan (Principal)	Chairman	9446169443 Shaijusdharan@gmail.com	P10205
2.	Dr.Mathan.S (Vice Principal)	Co-Chairman& PR	09942179988 smathan2001in@gmail.com	P12192
3.	Dr.Merlin.N.J (Professor & HOD of Pharmacology)	Member	09496587060 merlinbinu76@ gmail.com	P10621
4.	Dr.S.M.Sandhya (Professor & HOD of Pharmaceutical Chemistry)	Member	9809083394 sandhyashiji82@gmail.com	P11660
5.	Mrs.Namitha.K.N (SSGC, Coordinator)	Member	9447876549 kn.nkn84@gmail.com	P10201
6.	Dr.V.Raghuraman (Senior Faculty, Dept.of Pharmacognosy)	Member	8667631356 indramvk7@gmail.com	P30025
7.	Dr.Hima.C.S (Senior Faculty, Dept of Pharmaceutical Chemistry)	Member	8281378489 himacs@yahoo.com	P11623
8.	Mrs Haritha Krishnan.H Class Co-ordinator, V Sem B Pharm	Member	9747495038 harithakrishnanh@gmail.com	P17879
9.	Mrs.Asheeta.A Class Co-ordinator, I Sem B Pharm	Member	8547470767 suraru.a@gmail.com	P11252
10.	Dr.Drishya.L Class Co-ordinator, VI Pharm D	Member	9962338530 drishyavijayakumar@gmail.com	P25424
11.	Dr.Grace.N.Raju Class Co-ordinator, V Pharm D	Member	9495308238 gnr090carmel@gmail.com	P23245
12.	Dr.Bincy Babu Class Co-ordinator, II Pharm.D	Member	9176872374 bincyakku.bb@gmail.com	P25423
13.	Mrs.Neethu.I.S Class Co-ordinator, III Pharm D	Member	7994149431 is.neethu1990@gmail.com	P19784
14.	Mrs.Nisha V T Class Co-ordinator, I Pharm.D	Member	9446317170 meenakshynisha@gmail.com	P11859
15.	Mr.Sarath Kumar.S.J NSS Program Officer	Member	8921299211 sarathkumarsj123@gmail.com	P10407

Copy to :- Kerala University of Health Sciences
Members of IAC, EE2, Stock File

Prof. (Dr.) SHAIJU .S DHARAN M.Pharm Ph.D
PRINCIPAL
EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES
MARAYAMUTTOM, NEYYATTINKARA
THIRUVANANTHAPURAM 695124

PRINCIPAL

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No. Date:

PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES,
MARAYAMUTTOM, NEYYATTINKARA, THIRUVANANTHAPURAM

Order No.EE2/54/ECPS/2025 30/12/2025

Sub : Reconstitution of the Programme Committee for UG courses - Reg:-

As per the statutory requirement, I am pleased to appoint a Programme Committee to monitor the regular academic activities of all UG programs conducted at our college for the academic year 2025 - 2026. The Members of the committee are as mentioned.

Dr.Merlin.N.J	-	**Chairperson** (Professor & HOD, Department of Pharmacology)
Dr.Mathan.S	-	Vice Principal & HOD, Department of Pharmaceutics
Dr.S.M.Sandhya	-	Professor& HOD, Department of Pharmaceutical Chemistry
Dr.Drishya.L	-	Asst.Professor, Department of Pharmacy Practice
Dr.Hima.C.S	-	Professor, Department of Pharmaceutical Chemistry
Mrs.Asheeta.A	-	Asso.Professor, Department of Pharmacology
Mrs.Blessy.M.R	-	Asst.Professor, Department of Pharmaceutics
Mrs.Haritha Krishnan.H	-	Asst.Professor, Department of Pharmacology
Miss.Abhirami R S	-	Students representative Ist Sem B.Pharm
Miss.Anziya.A	-	Students representative IIIrd Sem B.Pharm
Mr.Ashfaq.N.S	-	Students representative Vth Sem B.Pharm
Mr.Ananthakrishnan.S.S	-	Students representative VIIthSem B.Pharm

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Marayamuttom, Neyyattinkara
Tvpm - 695124

PRINCIPAL

Prof. (Dr.) SHAIJU .S DHARAN M.Pharm, PhD
PRINCIPAL
EZHUTHACHAN COLLEGE OF
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PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES,

MARAYAMUTTOM, NEYYATTINKARA, THIRUVANANTHAPURAM

No. Date.....

Order No.EE2/55/ECPS/2025 30/12/2025

Sub : Reconstitution of the Programme Committee for PG courses - Reg:-

As per the statutory requirement, I am pleased to appoint a Programme Committee to monitor the regular academic activities of all PG programs conducted at our college for the academic year 2025 - 2026. The Members of the committee are as mentioned.

Dr.Mathan.S	-	**Chairman** (Vice Principal, Professor & HOD, Department of Pharmaceutics)
Dr.Merlin.N.J	-	Professor & HOD, Department of Pharmacology
Dr.S.M.Sandhya	-	Professor& HOD, Department of Pharmaceutical Chemistry
Mrs.Deepa Manohar.R	-	Asso.Professor, Department of Pharmaceutics
Mrs.Namitha K N	-	Asso.Professor, Department of Pharmaceutical Chemistry
Dr.Drishya.L	-	Asst..Professor, Department of Pharmacy Practice
Mr.Sarath Kumar.S.J	-	Asst.Professor, Department of Pharmaceutics
Dr.Chintha Chandran	-	Asst.Professor, Department of Pharmacy Practice
Mr.Aswin A B	-	Students representative Pharmaceutics specialization
Miss.Arafa Nizam	-	Students representative Pharmacology specialisation
Miss.Gopikagopan	-	Students representative Pharmaceutical Chemistry specialization
Miss.Aiswarya Anilkumar	-	Students representative Ist Pharm.D
Miss.Christa Mary David	-	Students representative IInd Pharm.D
Miss.Meghna.R	-	Students representative IIIrd Pharm.D
Miss.Gayathri Devi.B.N	-	Students representative IVth Pharm.D
Miss.Nanthana Chandrabose	-	Students representative Vth Pharm.D
Miss.Amritha Krishna	-	Students representative VIth Pharm.D

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES Marayamuttom, Neyyattinkara

Prof. (Dr.) SHAJU.S. DHARAN M.Pharm., Ph.D

PRINCIPAL

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES MARAYAMUTTOM, NEYYATTINKARA

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PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL

No. Date.....

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES,

MARAYAMUTTOM, NEYYATTINKARA, THIRUVANANTHAPURAM

Order No. EE2/206/ECPS/2025 30/12/2025

Sub : Reconstitution of Parents Teachers Association - Reg:-

As per the requirement of the statute of Kerala University of Health Sciences, Thrissur, it has been decided to reconstitute the PTA committee with the induction of below mentioned members as stipulated in the bylaw of PTA. The esteemed members of the committee are as mentioned.

Sl. No.	DESIGNATION		NAME	CONATCT DETAILS
1	**Chief Patron (General Secretary)**		Mrs. SUDHA. M	Mob:6238630173 Email: sudhaharikumar@gmail.com
2	**Patron (Principal)**		Prof. (Dr.) SHAIJU S DHARAN	Mob:09446169443 Email: ecpsmtm@gmail.com
3	**President**		Mr. SURESH KUMAR N	Mob:9446005490 Email: sureshkumar02031963@gmail.com
4	**Vice President**		Mr. B MANIKANDAN NAIR	Mob: 9434274899 Email: maninair1969@gmail.com
5	**Secretary**		Dr. MATHAN S	09942179988 Email: smathan2001in@yahoo.co.in
6	**Joint Secretary**		Mrs. NAMITHA K N	Mob: 9447876549 Email: kn.nkn84@gmail.com
7	**Treasurer**		Mrs.HARITHA KRISHNAN.H	Mob: 9747495038 Email: harithakrishnanh@gmail.com
8	**Members**			
	1)	Parent -Member	Mr. JAYACHANDRAN PILLAI.C	Mob:9633646506 Email: vasanthajan@hotmail.com
	2)	Parent -Member	Mr. SAJI VARGHESE	Mob: 9447794985 Email: sajivarghese41@gmail.com
	2)	Parent -Member	Mrs. SUMITHA P S	Mob: 9633793791 Email: sumitharaj528@gmail.com
	3)	Parent -Member	Mrs. SUPRIYA ANIL	Mob:9526267314 Email: supriyaanilkumar289@gmail.com
	4)	Parent -Member	Mr. K L SANTHOSHKUMAR	Mob: 9447656150 Email: Santhshkl1970@gmail.com
	5)	Parent -Member	Mrs. PRASEETHA S B	Mob: 8547960371 Email: praseethasb76@gmail.com

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No. Date.....

PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL
EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES, MARAYAMUTTOM, NEYYATTINKARA, THIRUVANANTHAPURAM

Order No. EE2/270/ECPS/2025 18/06/2025

Sub : Reconstitution of Internal Quality Assessment Committee– Necessary orders - Reg:-

As you all know quality of academic delivery of faculties of each department should be assessed in systematic and structured manner which is essential for continuous and sustained improvement as well as rectification of lags if any in academics. I am happy to implement Internal Audit System for each department prior to the external academic audit. Below mentioned faculty members are entrusted to do the internal audit as per the direction of the Management without any favour and prejudice & submit the report directly to the Management with a copy to Principal.

Mrs.Namitha.K.N	:	**Department of Pharmaceutics**
Mr.Sarath Kumar.S.J	:	**Department of Pharmacology**
Dr.Grace.N.Raju	:	**Department of Pharmacognosy**
Mrs.Neethu.I.S	:	**Department of Pharmaceutical Chemistry**
Miss.Renjini	:	**Department of Pharmacy Practice**

Internal auditors are further directed to follow standardized SOP in all the departments which are prepared in discussion with Head of the Institution.

Copy to:-

1. **HOD's of all Departments**
2. **Individuals**
3. **All faculty members**
4. **IT**
5. **Stock File**

PRINCIPAL

Prof. (Dr.) SHAJU S. DHARAN, M.Pharm., Ph.D.
PRINCIPAL
EZHUTHACHAN COLLEGE OF
PHARMACEUTICAL SCIENCES
MARAYAMUTTOM, NEYYATTINKARA

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No. Date.....

PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES, MARAYAMUTTOM, NEYYATTINKARA, THIRUVANANTHAPURAM

Order No. EE2/53/ECPS/2025 30/12/2025

Sub : Re-constitution of College Council - Reg:-

I has been decided to re-constitute the College Council as per the stipulation of Kerala University of Health Sciences, Thrissur w.e.f 30/12/2025. The esteemed members of the council are as mentioned below.

SL. NO	NAME OF THE COUNCIL MEMBERS	OFFICIAL DESIGNATION	POSITION IN COLLEGE COUNCIL
1.	Prof.(Dr.) Shaiju.S.Dharan	Principal	Chairman
2.	Dr.Mathan.S	HOD (Dept.of Pharmaceutics)	Member
3.	Dr.Merlin.N.J	HOD (Dept.of Pharmacology)	Member
4.	Dr.S.M.Sandhya	HOD (Dept.of Pharmaceutical Chemistry)	Member
5.	Dr.K.Periyanayagam	HOD (Dept.of Pharmacognosy)	Member
6.	Mr.Sarath Kumar.S.J	Faculty	Secretary
7.	Mrs.Deepa Manohar.R	Faculty	Member
8.	Mr.V.Raghuraman	Incharge (Physical Education)	Member
9.	Mrs.Viji V T	Superintendent	Member
10.	Mr.Suresh Kumar.N	Parent	President of the Parent – Teachers Association of the College
11.	Mr.Shinu Sanil	Student	Chairman of the College Union

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES Marayamuttom, Neyyattinkara Trivandrum-695124

PRINCIPAL

Prof. (Dr.) SHAIJU .S DHARAN M.Pharm., Ph.D
PRINCIPAL
EZHUTHACHAN COLLEGE OF

Copy to :-

Members of the council

Circular for Staff information

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES

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No. Date.....

PROCEEDINGS OF THE OFFICE OF THE PRINCIPAL

EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES, MARAYAMUTTOM, NEYYATTINKARA, THIRUVANANTHAPURAM

Order No. EE2/44/ECPS/2025 13/02/2025

Sub : Constitution of Examination Committee - Reg:-

I am pleased to constitute an Examination Committee with an objective of conducting all the Examinations in the College maintaining the sanctity and secrecy of each examination.

Members of the Committee are as mentioned below:

SL.NO	NAME	DESIGNATION
1.	Prof.(Dr)Shaiju.S.Dharan	Principal
2.	Dr.Mathan.S	Vice Principal
3.	Dr.S.M.Sandhya	HOD, Department of Pharmaceutical Chemistry
4.	Mr.Sarath Kumar.S.J	Assistant Professor, Dept.of Pharmaceutics
5.	Mrs. Ancy P.M	Assistant Professor, Department of Pharmacology
6.	Mrs.Divya Santhosh.S	Assistant Professor, Dept.of Pharmaceutics
7.	Dr.Chintha Chandran	Assistant Professor, Dept.of Pharmacy Practice

PRINCIPAL

Prof. (Dr.) SHAIJU .S DHARAN. M Pharm. PhD
PRINCIPAL
EZHUTHACHAN COLLEGE OF
PHARMACEUTICAL SCIENCES
MARAYAMUTTOM, NEYYATTINKARA
THIRUVANANTHAPURAM 695124

Copy to :- Members of Examination Committee
EE2, EEX1, Stock File

Examination Committee (EC)

The Examination Committee shall be the supreme authority for conducting examination and making policy decisions regarding organizing and holding examinations, improving system of examination, appointing paper setters, examiners, valuers, moderators and also prepare schedule of dates of holding examinations and declaration of the results.

The Examination Committee shall also observe and regulate conduct of examination in the Institution. The Examination Committee shall deal with all the matters in relation to examination and shall hear and decide the complaints received pertaining to any matter arising out of conduct of examinations. The procedure to be followed by the Examination Committee in their deliberation shall be such as may be prescribed.

The system of examination in each course in each semester will be decided from time to time and will be given in the Scheme of Examinations of the program.

Power and duties of Examination Committee:

The Examination Committee shall

- Ensure proper organization of examinations and tests including moderation, tabulation and declaration of results.
- Constitute a subcommittee for appointing Paper Setters/Moderators/Valuers and Examiners from amongst the persons included in the panels prepared by the Boards of Studies.
- Undertake exercise/experiments in examination reform.
- Exercise such other powers in relation to examinations as may be assigned to it by or under the Act. In case of any emergency requiring any action to be taken immediately, the Chief COE of EC or any officer/person authorized by him/her in that behalf, shall take such action as he/she thinks fit and necessary and shall report these actions to the EC at its next meeting for clarification of actions taken by him/her.
- Take disciplinary action for malpractices and lapses on the part of candidates, papers setters, examiners, moderators, teachers, or any other persons connected with the conduct of examinations based on recommendations of statutory/non- statutory committees as it deems fit.
- Perform such duties and responsibilities which are assigned to it from time to time by the HOI.
- Arrange for strict vigilance during the conduct of the examinations to avoid use of unfair means by arranging the central facility for valuation of

answer-books and create academic records and maintain the transparency in the entire valuation process.

- Ensure the process of grade conversion, tabulation, moderation, moderation and review of results. Prepare the financial estimates for incorporation in the budget of the institution and shall submit the same to the Finance Committee.
- Meet at least twice during the academic year and at such other times as may be required. Two third members shall constitute a quorum. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting.
- Have the tenure of three years and the members will be eligible for re-nomination.
- Prepare the rules & regulations of the examination.
- Prepare & implement the policy to avoid the malpractices in the examination & system students, teachers, invigilators, supervisors, etc

Roles and Responsibilities of CoE:

The Controller of Examinations (CoE) shall be the principal officer-in-charge for the conduct of evaluation and examinations of the Institution and declaration of their results.

- He / She shall discharge his functions under the superintendence, direction and guidance of the HOI/EC.
- He / She shall be a full-time salaried officer of the Institution and shall work directly under the direction and control of the Principal.
- The CoE shall be the member-secretary of EC.
- He / She shall have the responsibilities to implement their decisions properly and promptly.
- He / She shall
- Keep and maintain the confidentiality of the examination & result system.
- Organize the meeting of the EC and other Examination Committees.
- Receive the requirements of answer books and other related requirement with examination and any other materials required for conducting the examination from the respective Chairpersons of Board of Studies and keep the record of the same.
- List out the different nature of work regarding the conduction of Examinations (Theory / Practical) during the semester. Prepare and

announce in advance the calendar of examination as per the academic calendar received from Principal

- Issue appointment orders to paper setters/moderators/valuers/examiners and members of various committees constituted for smooth conduct of examinations.
- Issue the appointment orders to paper setters/moderators/valuers/examiners in case of any emergency where immediate action is to be taken, as he deems fit and report such cases to EC at its next meeting.

Monitoring and Coordinating Section (Monitoring Cell)

There shall be a monitoring and coordinating section under the direct supervision of the Controller of Examinations to monitor the various branches of the Examination wing. It shall be the duty of this Section to closely watch the progress of the various activities connected with the conduct of the examinations according to the Calendar of Examinations prepared for each year. As a part of the activity of monitoring the conduct of examinations, the Monitoring Cell shall attend to the following

1. Work relating to the conduct of Paper valuations

2. Work relating to formation and functioning of Malpractice Prevention Squads

3. Collection of data relating to examinations for the preparation of Annual Report of the College.

4. Collection and compilation of data relating to End Semester Examinations and communicating such data to the U.G.C., Central and State Government and to other statutory bodies and organizations, as and when required.

Examination Calendar

A Calendar of Examinations shall be prepared showing the schedule of various Examinations, conducted during a year. The Calendar shall contain the following details:

1. The names of all examinations conducted during the year

2. The dates of issue of notification of examinations

3. The dates of commencement of examinations

4. The probable dates of publication of the results

5. The detailed time table for all examinations

6. Instructions to Chief Superintendent of examinations

7. Rates of examination fee fixed for various examinations and for other services connected with the examinations

8. Important provisions in the rules and regulations relating to the conduct of examinations

Appointment of Question Paper Setter/Scrutinizer

Appointment of Question Papeer Setters and its confidentiality are considered as among the most important responsibilities of the CTE. The following guidelines shall be followed in the constitution of question paper setting.

a) There shall be separate panel of question paper setters for each subject of various programmes.

b) The panels of question paper setters are to be prepared by the Examintaion Committee or Controller of Examinaton in advance.

c) The panel consists of a group of question paper setters and sufficient number of scrutinizers fo reach subject.

d) The panel prepared by the Examination Committee shall be treated as highly confidential.

e) There shall be a minimum of two question paper setters and one scrutinizer for each subject

f) Communications are sent to all question paper setters/ scrutinizers confidentially.

Instructions to Setter

All Question Paper Setters are required to keep their appointments strictly confidential.

1) Each question paper must contain the name of the examination, the name of the subject, subject code , scheme, ,the total marks assigned, the duration of the paper and special directions,if any.

2) No question shall be set calling for a declaration of religious or political belief on part of thecandidate.

3) The questions should be set as per the pattern recommended for the particular examination by the Curriculum. The questions should be specific and unambiguous in nature.

4) The question paper setter has to set the question paper strictly in accordance with the syllabus and the instructions given by the Examination Committee.

5) The paper setter has also to ensure that the prescribed standards are maintained, that the questions cover broad areas of the entire syllabus.

6) The paper setter has to set the questions such that all the types of skills are tested, e.g. knowledge, understanding and application.

7) The composition of the question papers shall have a mixture of questions of different levels as follows:

a) Questions that can be answered by an average student : 60% - 70%

b) Intermediate level of difficult questions : 20% - 30%

c) Advance level Questions : 10%

8) While setting a question paper, the paper setter should keep in mind that an average student should be able to pass the examination, while it should be challenging to secure more than 90% marks.

9) The paper setter should also keep in mind that an average student should be able to answer all the questions in the time available.

10) The figures/diagrams, if any, should be drawn neatly with proper dimensions and labeled.

11) Overwriting should be avoided.

12) If the candidates are to be supplied with materials such as Calculator, Tables, Charts, Graph Paper etc., a clear note to that effect should be given at the top of the question paper.

13) Confidentiality must be strictly maintained. He / She shall not retain hard/soft copies of question papers once set.

Instructions to Scrutiny

The functions of the scrutinizer shall be :

1) To ascertain that the question paper(s) have been set strictly in accordance with the syllabi and the instructions given by the Examination Committee.

. 2) To ensure that the prescribed standards have been maintained and that the questions cover broad areas of the entire syllabus adequately.

3) To delete question(s) set from topics outside the prescribed syllabus and to make necessary substitutions, if required.

4) To remove ambiguity in the language of the questions, if any.

5) To ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.

6) To bring to the notice of the Controller of Examinations lapses or omission on the part of the paper setter, if any.

7) To ensure that the questions are free of typographical and grammatical errors

8) To submit the certified minutes of the board of scrutiny to the Examination Committee

Internal Assessment Mark

The Internal Assessment marks are to be prepared by the concerned faculty on a continuous evaluation method based on test, assignment, attendance, record etc. as prescribed in the curriculum. The Faculty concerned shall maintain record of all details regarding Attendance and Internal Assessment marks awarded in the prescribed Log Book. The consolidated internal assessment marks shall be published in the notice board of the institution before finalizing the marks so that the students can represent their grievances, if any, in respect of marks awarded, to the concerned faculty/HOD/Head of institution for clarification. The soft copy of the finalized internal assessment marks, verified and approved by the concerned teacher-in-charge, HOD/Head of institution should be sent to the Examination Committee/upload in web Portal within the prescribed time, as the case may be. Signed hardcopy of the internal assessment marks should also be kept. Maximum marks allotted for Internal of each subject must be conformed to the curriculum and the same should be noted in the statement. There should not be any zero marks or blank column against any subject. Also there shall not be any icons like "–." in the place of marks. If there is any such cases, reason also must be stated therein. Marks of those students who has not registered and those who are to be repeated in the same class need not be forwarded. Internal marks of all those who appear for the first time should be forwarded (even if they belong to another batch/semester consequent to cancellation of regular appearance or similar reasons). The Students are required to keep a record of all their Laboratory exercises performed by them in the form of a Laboratory Record. This record has to be authenticated by the Teacher-in-charge of the Laboratory and certified as

the record of the bonafide work done by the student by the Teacher-in-charge and counter signed by HOD before he is allowed to take the practical examinations. No student will be permitted to take any practical examinations without the bonafide Record, subject to curriculum.

Conduct of Examination

Examination Notification

Time table shall be issued and published in the website, Class groups and Notice board by the Examination Committee for each examination at least 10 days before the commencement of the examination. The Time table shall contain the details of dates for examination Time, Exam Hall number/Name. Examinations once scheduled shall not be changed, unless there is situation/reason which necessarily warrants such a rescheduling. The HOI may effect the changes of date of any examination, in exceptional situations.

Condonation of Attendance

There would be minimum requirement of attendance specified in the curriculum for appearing the examination. However there will be provision to obtain condonation of shortage of attendance for valid reasons from competent authorities if the student attains the criteria for condonation specified in the curriculum. Application for condonation of shortage of attendance is to be submitted to the Head of institution concerned. The decision on the application will be taken by the Head of institution/Directorate/Government depending on the percentage of shortage and total number of times condonation is applied. Such application need not be forwarded to the Respective office. The Head of institution will intimate the final orders to this office, if necessary. The Head of institution/HoD should ensure that the hall ticket is issued only to the eligible candidates.

Appointment of Chief Superintendent and Additional Chief Superintendent

The Principal shall be the Chief Superintendent of all examinations conducted in the College. However, the Principal can officially hand over the charge to a senior teacher under special circumstances, taking into account her experience and efficiency in related matters. An additional Chief Superintendent and such other staff as required for the conduct of the examinations shall be appointed by the Principal.

Duties of Chief Superintendent and Additional Chief Superintendent

The Additional Chief Superintendent is responsible for the efficient conduct of examinations at the venue. The Additional Chief Superintendent shall be a senior teacher appointed by the Principal. The following arrangements shall be made for the conduct of the examination.

• Seating arrangement for the candidates (register number to be written on the desk at the right upper corner). Examination room is clean, properly illuminated and that no writing or graffiti is there on the desks/walls or blackboard. Room-/ hall- wise seating plan for candidates is displayed at a visible and prominent place in the portico of the college. Selection of appropriate number of invigilators from among the faculty members, well in advance as per norms. The question booklet cover shall be opened only 10 minutes before the commencement of the examination. This should be done in the presence of an invigilator and the observer/additional chief superintendent appointed by the Principal. She should ensure that the seal of the question paper cover is intact. They should sign in the space provided for the same.

- Ensure that the invigilator for each room collects the question booklets and answer books 15 minutes before the commencement of examination and that they proceed to the examination room.

• Keep utmost vigil throughout the examination process. The additional Chief Superintendent has to frequently visit examination halls and ascertain that the invigilators are performing their duties and are not engaged in talking, standing on the veranda, or reading/ writing inside the examination hall.

• A candidate shall not be allowed to write the examinations, if she does not have a valid hall ticket. However, if a student reports that his/her hall ticket is lost, the Additional Chief Superintendent, after receiving a written request from him/her along with required fees, shall forward it to the college to obtain a duplicate hall-ticket. Or else, if there is a system of downloading duplicate hall tickets from the college website, the additional Chief Superintendent may be permitted to issue a duplicate hall ticket to the candidate, after charging the required fees. This can be allowed only if his/ her name is included in the nominal roll issued by the college.

• Unused answer books shall be counted and kept in safe custody and a stock register should be maintained for this purpose.

• The Chief Superintendent shall go through the 'Instructions for the Invigilators' and give necessary directions as and when required.

• The Chief Superintendent shall decide which series of answer books should be issued on a particular session/day. This decision should be taken one hour prior to the commencement of the examination.

- A register should be maintained for recording the series of answer script used for various days.
- The Chief Superintendents are responsible for keeping proper accounts for the stock and use of the main answer books and additional books.
- The invigilators shall be provided with proforma of paper accounts along with the blank main answer books and shall return them to the Chief Superintendent duly filled, at the end of the session together with the scripts and unused answer books.

Appointment of Assistant Superintendent [Invigilator]

(a) Assistant Superintendents may be appointed by the Chief Superintendent at the rate of one for every 30 candidates on an average in every room. Assistant Superintendents will be under the orders of and responsible to the Chief Superintendents.

(b) Assistant Superintendents shall report for duty at least 30 minutes before the actual time fixed for the commencement of examination on each day.

(c) The Chief Superintendents should take special care in posting required number of suitable persons for invigilation work. Posting outsiders for invigilation work must be avoided as far as possible.

In no circumstances should members of the Non-Teaching Staff be appointed as Assistant Superintendents.

Instructions to the Invigilators

Invigilation is a crucial task in an examination. Impartial invigilation helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the invigilators is given below:

1. Report to the Chief Superintendent at least half an hour before the commencement of the examination.
2. Be present at the time of opening of the question paper cover.
3. Collect the required number of question papers and answer books from the Chief Superintendent and ensure that the question papers are for the examination scheduled for the day.
4. Candidates need to be admitted only if they have valid hall ticket. If not, direct them to the Chief Superintendent for necessary guidelines.

5. Help the candidates locate their seats. If any candidates are in possession of mobile phones, calculators, or digital diary or any other electronic equipment, instruct them to keep them outside the examination hall.

6. Verify the identity of the candidate through the photograph on the hall ticket and mark their attendance.

7. Candidates shall be admitted to your hall, if his/ her register number is allotted to your seating plan. If the register number of a candidate does not appear in your seating plan, direct him/her to the control room for further verification and action.

8. Distribute the answer book 10 minutes before the commencement of the examination and direct the candidates to fill in the roll number and other entries in appropriate places. The invigilator shall mark the sign on the answer book after verifying that the details filled in / barcode affixed by the candidate are correct. Get their signature in the distribution sheet against their register number.

9. Distribute the question paper 5 minutes before and at the second bell ask the candidates to start writing immediately.

10. Ten minutes before the end of examination, along with the warning bell, announce 'last ten minutes'. After the last bell ask the candidates to stop writing and put their pens down.

11. Collect the answer books and arrange them in the order of register numbers and hand over the same with attendance list and unused answer books to the chief superintendent before leaving the examination premises.

Leaving the Examination Hall

(a). The rule that candidates are not to leave the hall before the expiry of half an hour from the commencement of the examination should be strictly enforced. The question papers from such candidates should be collected.

(b). No candidate who leaves the room during the examination shall be allowed to return.

(c). Candidates who leave the examination hall more than half an hour earlier than the scheduled time of the examination should surrender their question papers with their name and register number written on them to the Invigilator /Assistant Superintendent. The candidate(s) may collect them back after the examination, if they so desire.

(d). Candidates who leave the hall refusing to surrender the question papers, as stated above, shall not be allowed to take the examination on subsequent days and the matter may be reported to the chief superintendent and CE.

(e). Candidates shall be permitted to leave the examination hall only after her answer book is taken charge of by the invigilator.

Important Notes

1. No candidate without valid hall ticket is to be admitted into the hall.
2. Candidates shall be admitted to the examination hall 5 minutes before the scheduled time.
3. No student shall be admitted to the examination hall 30 minutes after the commencement of the examination.
4. See to it that strict silence is maintained in the examination hall. Talking amongst candidates, borrowing of materials etc. should be strictly forbidden.
5. Do not give any clarification to the students regarding mistakes in the question paper, mode of answering etc., if any. If clarification is required, ask the candidate to give it in writing to the Chief Superintendent, who, in turn will forward the same to the CE
6. Allow the use of logarithm tables, calculators, etc. only if their use is permitted as per the instructions given in the question paper.
7. Do not allow mobile phones or any electronic equipment in the examination hall.
8. Remain alert and vigilant, and check the use of unfair means in the examination hall. In case of any unfair indulgence, immediately take custody of the answer book and submit a written report to the chief superintendent who, in turn, will forward the same to the CE.
9. Do not allow any candidate to write on the question paper. Advise them to use the last page of the answer book for rough work.

Instructions to Candidates

1. Every student shall register for the College examination of the relevant semester in which she has to obtain promotion to the next semester.
2. Every student who is eligible to write the examination should submit her application through the Principal / HoD within two weeks after the commencement of classes or as stipulated by the College. 3. Candidate should ensure that they receive their hall tickets prior to the examinations, provided they have adequate attendance and paid the required examination fees
. 4. They should bring their hall tickets on all days of the examination failing which they will not be admitted to the examination hall.
5. The candidates should enter the examination room at least 45 minutes before the commencement of examination. In exceptional cases, the Chief Superintendent can permit relaxation up to a maximum of 15 minutes for candidates to enter the examination hall
6. Candidates are permitted to use only blue or black ink pens for writing examinations. No other colored inked pens are allowed for writing the exam.

7. No materials except writing materials and Hall ticket shall be allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect.

8. Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behavior in the examination room, use of unfair means etc., are liable to be punished.

9. The candidate should write their roll numbers / stick the bar code, name of examination etc., in the appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed. They are not permitted to write any identification mark anywhere inside the answer paper.

10. They should not write anything on the question paper other than his/her name and register number. The last page of the main question booklet can be used for rough work.

11. Strict silence should be maintained in the examination hall. Candidates are not allowed to get clarification from other students. In case of any doubt, they can seek the help of the invigilator.

12. Candidates are forbidden to ask questions of any kind during the examination. Superintendents are instructed to refuse to answer any inquiries whatsoever related to the question papers, whether as explanation of meaning or correction of typographical errors. Candidates are not allowed to write anything except the register number and name on the question papers supplied to them.

13. Candidates shall take their places in the examination hall at least ten minutes before the time fixed for distributing the question papers. Candidates presenting themselves more than half an hour after the commencement of examination will not be admitted.

14. The rule that candidates should not be allowed to leave the hall before the expiry of half an hour from the commencement of the examination will be strictly followed.

15. Candidates shall be permitted to leave the examination hall only after her answer book is taken charge of by the Invigilator on duty. They should not be permitted to leave the hall after keeping their answer books in their seats.