



**CHRIST**  
COLLEGE (AUTONOMOUS)  
IRINJALAKUDA, KERALA



# EXAMINATION MANUAL

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## **INTRODUCTION**

Christ College (Autonomous), Irinjalakuda was started in 1956, by the Devamatha Province of the Carmelites of Mary Immaculate (CMI), an indigenous religious congregation founded in 1831 by Saint Kuriakose Elias Chavara, a saintly priest and versatile genius, who envisioned education as a tool for liberation and development.

Founded as per provision of the Indian Constitution, Part III, Article 30 (1) and administered by Christ College Education Society (Regd. No. 137/75), this College is a minority Institution, affiliated to University of Calicut and Reaccredited by NAAC with the highest grade, „A“. Christ College is dedicated to Christ, and has as its motto “JeevithaPrabha”, which means the “Light of Life”.

Christ College is part of a century-old tradition of CMI education that is at its heart, Christian and specifically catholic. It offers an ideal vision of education that is aware of and responsive to the challenges of the nation’s present situation.

The vision of Christ College (Autonomous), Irinjalakuda is „moulding an enlightened generation by developing the potential of individuals through quality higher education and moral value inculcation“. It tries to materialize the vision by imparting quality education, imbued with Indian ethos and enriched with universal values. Its aim is to mould the youth of our nation as intellectually competent, psychologically integrated and morally upright social beings so that they may act as responsible citizens of the Nation who will champion the cause of justice, love, truth and peace. True education will emancipate them from clutches of „adharma“ and „ahamkara“ to true freedom and fraternity.

At present the college offers 22 Degree Programmes and 14 Post Graduate programmes, and six of our Departments have been recognised as Research Centres of University of Calicut.

The College has a very strong scholastic tradition that spans over sixty years. The meticulously rigorous standard prescribed by the college for its academic community and the stature of the college as one of the premier educational institutions of higher learning in Kerala attracted the best of talents into its teaching and student community. It can count among its past staff and students eminent scientists, literary critics, elocutionists, jurists, spiritual leaders, administrators, statesmen and others whose contributions to the intellectual cultural and political life of our nation will ever be remembered.

The U.G.C. granted "Autonomous Status" to the college on 29-07-2015 and Sri. Oommen Chandy, the honorable Chief Minister of Kerala has given his consent to formally declare the same on 8<sup>th</sup> December 2015.

University of Calicut sanctioned the conferment of Autonomous Status to Christ College as per the Order, U.O. No. 9487/2015/Admin. dated, 09-09-2015 for a period of six academic years: 2015-2016 to 2020-2021.



## **1. ADMINISTRATIVE AND ACADEMIC BODIES**

### **1.1. ADMINISTRATION:**

The Manager is the person responsible for the management of the College. The Management Committee nominated the Manager as the Chairman of the Governing Council. This Management Committee acts as the Managing Council mentioned in the Ordinance.

#### **1.1.1 GOVERNING COUNCIL**

The Managing Council constitutes the Governing Council to function as the executive body of the college. The Manager is the Chairman and the Principal of the college will be the ex-officio secretary of the Governing Council. There are nine members in the Governing Council among whom three are representative nominations from various academic bodies of the Central and State Governments and the University and the college, the tenure of the nominated members is two years. They are eligible for re-nomination for another term. The same person shall not be re-nominated for beyond a period of four years. Governing Council shall meet at least three times a year, leaving an interval not exceeding four months. One third of the members who have been nominated at any point of time shall constitute the quorum for the meeting.

### **1.2 ACADEMICS:**

#### **1.2.1 ACADEMIC COUNCIL**

Academic Council of Christ College Autonomous) consists of the Principal, who shall be the Chairman of the Academic Council, all Heads of Departments, four teachers of the college representing different departments nominated by the Manager, four experts from outside the college, three nominees of the University, one member from among the teachers of the college nominated as the Member Secretary of the Academic Council by the principal. Principal shall convene meeting of the Academic Council at least once in a year.

### **BOARD OF STUDIES**

**The Governing Council has formed various Boards of Studies as following:**

1. Botany
2. Catering and Hotel Management
3. Chemistry
4. Commerce
5. Computer Science
6. Economics
7. English and Functional English
8. English Literature
9. Environmental Science
10. Food Technology
11. French
12. Geology

13. Hindi
14. History
15. Library and Information Science
16. Malayalam
17. Mathematics
18. Physical Education
19. Physics
20. Political Science
21. Psychology
22. Sanskrit
23. Social Work
24. Statistics
25. Zoology

### **1.3 GENERAL MATTERS**

#### **1.3.1 ADMISSION**

The admission to various programmes of Christ College (Autonomous) will be done online. After the publication of the results of the qualifying examinations by the State Government/university, the site will be open for the candidates to submit the applications. The candidates are expected to make the payment of the fees required following the method of payment.

#### **1.3.2. MATRICULATION/RE – MATRICITLATION**

All persons who register for a programme of study or research or appear for an examination of the university for the first time shall be required to have their names registered as matriculate by remitting the prescribed fee. Matriculates of the university who have migrated to other universities shall have to apply for re-matriculation afresh when they join for a programme of study again in the University, remitting the prescribed fee. The application for Matriculation/Rematriculation should be sent to the University through the Principal.

#### **1.3.3 RECOGNITION OF QUALIFYING EXAMINATION**

The candidates who have passed the qualifying examination from other Universities/Boards and seeking admission to further programme of study in University of Calicut shall be considered as qualified for admission to that programme only if the examination passed by him/her has been recognized by Calicut University as equivalent to the examination of the University prescribed as the qualifying examination for admission to the programme concerned.

In all matters related to the Recognition of a qualifying examination, the rules of Calicut University will be followed.

All Other Fees are to be remitted as and when they have to be done, including the Examination Fees.

#### **1.3.4 EQUIVALENCY / RECOGNITION CERTIFICATE**

The list of programmes recognized is available in the University web site. Some programmes are conditionally recognized i.e., recognized for employment purpose only/ for higher studies only etc.

However, equivalency / recognition certificate will not be insisted for admission in the case of degrees and diplomas awarded through regular mode of study by Central Universities, all Universities in Kerala, IIT, IIMs, HSE/VHSE examinations of the State of Kerala and All India Senior School Certificate Examination (XII standard) of CBSE, ISCE and regular HSE programmes conducted by other State Government Boards under 10+2 pattern.

If a foreign degree or diploma is recognised by the AIU, New Delhi as equivalent to a corresponding degree or diploma of Indian Universities, the same shall be treated as equivalent to the corresponding programme of this University, provided the candidate produces certificate from the AIU in this regard.

If a particular course / examination taken by a candidate is not recognized, admission to a programme shall not be granted even provisionally in anticipation of getting recognition later.

### **1.3.5 MIGRATION CERTIFICATE**

Migration certificate will be issued by University of Calicut to candidates who seek admission to a program of study in any other University or institution and who apply for the same in the prescribed form accompanied by the chalan receipt for the prescribed fee.

In all matters related to Migration, the candidates have to approach University of Calicut.

## **1.4 SPECIAL PERMISSION / PRIVILEGES etc.**

### **1.4.1 PHYSICALLY HANDICAPPED CANDIDATES**

Thirty minutes time is granted as additional time in the three-hour duration exam for those having disability. Proportionate deduction/ enhancement will be given based on the examination durations. Scribe will be permitted for those who cannot perform the act of writing owing to their disability (permanent disability), if that fact is specifically mentioned in the Medical Certificate issued by the Medical Board.

### **1.4.2 BLIND CANDIDATES**

Extra time of 15 minutes per hour of examination will be allowed to blind candidate- in addition to the permission to avail the service of a scribe (Amanuensis). They are exempted from answering questions on drawing graph, phonetic transcription etc. The answer scripts of blind candidates should be packed separately and sent along with the other answer papers.

Blind candidates admitted on merit/reservation are exempted from payment of all kinds of special fee and tuition fee as mentioned in the university order at the time of

admission and the examination fee prescribed for the programmes. However, they have to remit the fee for degree certificate and other certificates.

#### **1.4.3 VISUALLY IMPAIRED CANDIDATES**

Visually impaired students can avail of the help of a scribe, if the medical officer recommends so.

#### **1.4.4 DYSLEXIC AND AUTISTIC CANDIDATES**

Extra time of 30 minutes will be allowed in addition to the permission for availing the service of a scribe or interpreter.

#### **1.4.5 DEAF AND DUMB CANDIDATES**

Grace Mark will be allowed to the deaf and dumb candidates only if the handicap is certified to be 75% or above by an ENT specialist not below the rank of a Civil Surgeon.

#### **1.4.6 APPLICATION FOR SCRIBE**

Application should be submitted to the CE duly attested by the Head of Department to get extension of time/ permission for the scribe before thirty days of the commencement of the examination. Scribe will be allowed only to candidates with permanent disability. Application should include medical certificate issued either by a medical board or by a specialist in charge of departments: orthopedics/physical/medicine/ophthalmology/ENT etc. in a government hospital/medical college, and duly signed by the Supdt. of the Hospital. In the case of total blindness, or permanent disability that cannot be cured, a copy of the medical certificate attested by the Principal or by the Supdt. of Govt. Hospital will be accepted. In all above cases, original certificate should be produced. For granting extension of times the medical certificate should specify that the handicap will affect the normal speed of writing of the candidate.

The Chief supdt. will arrange the scribe subject to following conditions:

1. The person posted as scribe should not be a teacher, a student or a relative of the candidate.
2. A separate room should be provided for each of the candidate.

In such special cases, the norms of University of Calicut will be followed.

#### **1.5 COMPULSORY SOCIAL SERVICE**

Compulsory Social Service Scheme is to be followed by all the students who are doing their first year degree programme. A degree student is expected to do the CSS for 15 days.

However students who are visually or physically challenged, on production of medical certificate from the competent authority, can be exempted from CSS. The students doing CSS have to furnish a record of the same, countersigned by the Teacher in charge. The Principal may appoint a member of the teaching staff as CSS Co-ordinator, who, on recommendation by the Head of Department will certify the CSS done by the student. The Principal will countersign the Certificates and send them to the office of CE.

## 1.6 ATTENDANCE

The minimum requirement of attendance during a semester shall be 75% for each semester. Attendance and Progress Certificate (APC) in respect of every student is necessary for regular candidates for registering the candidates for End Semester Exam. Hence APC is checked before issuing hall ticket. Three fourth of the attendance (75%) is compulsory for appearing for examination.

If a student registered in the first semester is continuously absent from the programme for more than 14 days at the beginning of the semester without informing the authorities, the name of such candidate will be removed from the rolls.

### 1.6.1 CONDONATION - SHORTAGE OF ATTENDANCE

Condonation of shortage of attendance to a maximum of 9 days in a semester subject to a maximum of two times in the whole programme period may be granted by the College as per the existing norms of University of Calicut. For condoning the shortage of attendance - Application for Condonation should be forwarded to the Principal not later than 2 weeks before the commencement of exam.

Condonation is ordinarily granted on the following conditions-

1. The prescribed fee has been paid.
2. The application is recommended and forwarded by the Head of Departments concerned.
3. The reasons given for failure to keep the prescribed attendance are satisfactory.

Application for condonation shall be attached with an explanatory statement for each day of absence, together with a declaration of the candidate that the shortage is in condonable limit. A medical certificate from a registered medical practitioner is required, if the absence is due to illness, which exceeds 5 working days at a time. The Head of the Department also has to state that timely application was made by the candidate for leave, and leave was granted in time.

Normal condonation limit for semester is 10% of working days. Condonation of attendance will be warranted twice during the entire programmes subject to a maximum of 20% together.

Shortage of attendance up to a maximum of 20% will be granted once as a single chance during the entire duration for semester, only on genuine medical grounds.

## 1.7 TOKEN REGISTRATION

The students who have got registered for the semester examinations alone are eligible to move on to the next semester of the programme. The students who could not register for the examination, but having an attendance within the condonable limit, can also move to the next semester, on condition that they should apply for registration, immediately on commencement of the classes of the next semester without loss of time for a semester. This is known as token registration. In addition to the application, registration fee, examination fee and fine and super fine are to be paid by the student.



## **1.8 CANCELLATION/DISCONTINUATION**

A programme will not be cancelled automatically. If a course is passed in full, it cannot be cancelled.

## **2. CONDUCT OF EXAMINATIONS**

### **2.1 CONTROLLER OF EXAMINATIONS**

The Manager of Christ College (Autonomous), Irinjalakuda is entitled to appoint the Controller of Examinations (CE) of the college. (Cf. Chapter VIII of the Govt. Bill).

All examinations leading to the award of degree, issued by the University shall be conducted under the supervision of the CE. The CE has the responsibility to extend the safeguards and other regulations prescribed by the University of Calicut, to the college. A Manual of examinations need be prepared by the academic council of the college and submitted to the University for remarks and modifications for improving the quality of process of examination, and the articles explained in it should be followed by the CE in the conduct of examination.

### **2.2 REGISTRATION FOR END SEMESTER EXAMINATIONS**

Application for registration for the End Semester Examination with required fees should be submitted at least 22 days in advance to the commencement of the examination. A fine of Rs. 500/- will be levied for submitting the application before 15 days of commencement of the examination. Application for registration can be submitted at least 10 days before the commencement of the examination with a super fine of Rs. 1000/-.

### **2.3 QUESTION PAPERS SETTING**

The Board of question paper setters comprises of both external and internal examiners. External examiners will be from other colleges, preferably having P.G. programme in the respective subjects. Internal examiners will be the senior faculty from the college. Two question papers prepared by the external examiners and one by the internal examiner will be collected, and random selection of one of the three will be done confidentially by the CE. The Chairman of the Board of Studies will suggest the names of the question paper setters to the CE's office and it is the prerogative of the CE to choose the question paper setters.

### **2.4 DISTRIBUTION OF QUESTION PAPERS**

The question papers will be handed over to the Chief Superintendent by the Controller of Examinations through messengers. The Chief Superintendent should inspect the packets and satisfy himself that the required question papers in adequate quantities have been received. Discrepancies and deficiencies should be brought to the notice of the Controller of Examinations forthwith. If any discrepancy is found in the question paper or on the question paper cover with regard to duration, maximum marks etc. the same should be intimated to the CE immediately. The time table given by the CE should be followed thoroughly and instructions to the candidates be given accordingly.

The Chief Supdt. will receive the question paper packets from the C.E. and will then



hand over to the invigilators allotted to each hall, the required number of copies of the question paper, without opening the inner covers. In cases where the covers have to be opened loose copies of the question paper should be put in a cover & handed over to the invigilators. Spare cover should be kept ready for this purpose. Any mistake in the contents of the packets or notes on the cover should be reported to the Controller of Examinations forthwith. The Chief Superintendent will be responsible for mistakenly opening the Question paper cover wherein the details concerning the particular examination are furnished. He/she will also be responsible for not reporting of deficiency if any, which could be assessed on preliminary verification of the statement of Question paper sent along with Question paper Bundle. A declaration in this regard, should be furnished by the chief Superintendent.

No Question paper should go out of the college before the close the exams. The possibility of exchange of question papers between candidates should be prevented. For this, the candidates should be instructed to write their name and Reg. No. on the question paper immediately on receipt of the same.

All excess question papers, as per the account, with the invigilators should be collected immediately after 30 minutes of the commencement of the examination and kept by the chief supdt. in his safe Custody till the close of the exam. Question paper should not be given to anybody who is on duty, before the close of the exam.

After the question paper covers have been cut, opened and distributed any two of the invigilators should affix their signature on the question paper cover as well as on a certificate in the form sent to the Chief Superintendent. The certificate and the opened question paper covers should be sent daily by the Chief Superintendent to the Controller of Examinations while forwarding the answer books. If any question paper packet remains unopened due to the absence of the candidates registered for a particular examination, the unopened cover and the unused loose question papers should be returned together with the answer books to the Controller of examinations.

## **2.5 ANSWER BOOKS**

Answer books will be supplied in advance. Answer books supplied are in different series with letter codes, on both main and additional books. The Chief Supdt. is expected to keep a record of the received answer books, their total number with series. New series of answer books will be supplied for different examinations as far as possible. Bundles should be kept in the safe room where question papers are kept. The key of the room should be with the Chief Superintendent.

For the examinations in a particular session only one series of main & additional answer books should be used as far as possible. The main and additional answer books issued should be of the same series. If due to insufficiency of the stock one series alone cannot be issued for a particular session, the Chief Superintendent may issue another series to supplement after noting the fact in the record. This should be avoided as far as possible. The Chief Supdt. should enter the number of the used answer books with series in the record he keeps.

Each invigilator should acknowledge the receipt of the answer books, main and additional. Invigilators will be supplied with statement form in duplicate for recording the issue of answer books to the candidates.

The main and additional answer books will be given to the candidates by the invigilators personally. The answer books should not be distributed in the seats before the candidates report for the examination. They should get the signature of candidate while issuing the answer books and note the No. of Main answer book in the statement. The invigilator should sign on the top of the additional answer book before issuing it to the candidate.

The number of additional answer books supplied to each candidate should be totaled and recorded against each candidate.

While collecting the answer books at the close of the examination, invigilators should verify whether the number of additional answer books tally with the number issued to the candidate. Any discrepancy should be reported forthwith to the Chief Superintendent for taking further action. He should also sign on the last page of the answer paper where the answers end.

At the end of the examination the answer books should be personally collected by the invigilators from the candidates. Candidates should not be allowed to leave the hall after keeping the answer books in their seats. The candidates who want to leave the examination hall in the middle of examination should be instructed to stand up in their places until the invigilator goes to them & collect the answer books. At the close of examination all candidates should stop writing and remain in their seats until the invigilator has gone round and collected the answer books. Confusion in the hall in the last minute should be avoided.

The written answer books should be handed over to the Chief Superintendent and the blank answer books separately. One copy of the daily statement of account should be given to the College Examination Office and one copy should be dispatched on the same day to the Controller of Examinations by the Chief Superintendent along with statement showing total issued for the day and the balance at hand.

The same procedure should be followed for practical examinations also. For this, instead of handing over the answer books to the invigilator the same should be given to the skilled assistant/internal examiner concerned and account of the answer sheets is to be obtained from him/her.

The final accounts of the answer books (main and additional) should be submitted to the Controller of Examinations immediately after the termination of examinations. Under no circumstance answer papers should be kept in loose manner. Bundles should always be kept sealed, by the Chief Examiner. No answer book/sheet should be taken away by unauthorized persons. Such an action is to be treated as malpractice and subsequent punishment shall be imposed.

Peons should not be entrusted with work of taking the answer books to the halls and distribution of the answer books in the halls.

Written answer books in each subject / language should be packed and dispatched separately. Under no circumstance a single bundle should contain answer books of more than one subject/ language.

Answer books of F.N. session and AN session should be dispatched on the same day to the CE without fail.

## **2.6 INVIGILATION**

A Chief Superintendent shall be appointed by the Principal before the commencement of examinations. Chief Superintendent will be responsible for the proper conduct of the examinations in the College.

For every 30 candidates or for fractions more than 5 candidates there shall be one invigilator. Internal invigilators will be selected by the Chief Superintendent and recommend to the CE. The responsibility for a block of 30 candidates will be fixed on each invigilator. Invigilators posted for a session should not be replaced in the middle of the session. Invigilators should be changed from room to room every day.

The Chief Superintendent shall complete all the necessary preliminary arrangements such as allocation of seats, pasting of register numbers etc., a day previous to the commencement of the examination. A plan of seating arrangement should be exhibited at the entrance to each hall prominently. Copies of the Time Table and instructions to Candidates should be prominently displayed. The Hall Tickets of candidates shall be distributed to the candidates three days prior to the date of commencement of the examination. No candidate shall be admitted to the examination hall/room without production of the Hall Ticket. But the Chief Superintendent may, if he is satisfied about the identity of the candidate, allow him to write the examination and insist on the production of the Hall Ticket on a subsequent session.

In case of loss of Hall Ticket, the Chief Superintendent shall ask the candidate to produce his passport size photograph, get his signature on it under attestation by any one of the faculty of the department concerned and can allow him to have it as a duplicate hall ticket. The Chief Superintendent shall instruct the invigilators to check the Hall Ticket of each candidate without causing disturbance to the candidate. Suspected cases of impersonation should be reported to the Controller of Examinations.

Candidates who are undoubtedly suffering from infectious diseases of any kind should not be permitted to write the examinations.

Candidates should be allowed into the examination hall 10 minutes before the time fixed for commencement of the examination, and the invigilators should see that candidates are in their seats 5 minutes before the commencement of the examination. Candidates should not be permitted to remain outside/near the halls after the bell for distribution of question



Papers.

Candidates presenting themselves after the first half an hour of the commencement of the examination should not be admitted to the examination under any circumstance.

Before the question paper is distributed to the candidates, the invigilators should draw the special attention of the candidates to the special instructions, and warn them against the adoption of any unfair means at the examination. The invigilators should require them to search their pockets, to see if there are any notes or other materials and if so, ask them to deposit such materials outside. Candidates and invigilators should maintain strict silence in the examination hall. Smoking in the examination hall is strictly prohibited. Candidates are forbidden from asking questions of any kind to the invigilators about the day's paper. The candidates shall write their names and Register Number on the question paper issued. The Chief Superintendent will issue necessary instructions to invigilators in this regard. When examinations are going on, the Chief Superintendent should visit the various halls at intervals without notice so that the invigilators may not engage themselves in any occupation likely to undermine the efficiency of supervision. Candidates shall not be allowed to leave the hall until after the expiry of 30 minutes after the commencement of examination. Doors of the examination Halls shall be closed 15 minutes before the close of the examination and the candidates shall be directed to remain in their seats until the papers are collected from them.

The doors shall be opened then. Instructions may be given to the invigilators to direct those candidates who wish to hand over their answer books and leave the hall after 30 minutes of the commencement of the examination and before 15 minutes of the close of the examination to stand up in their seats until the invigilator collects the answer books as well as the question papers from them. The question papers shall be returned to the candidates after the close of the examination.

Non-programmable Scientific Calculator can be used by the candidates for the examinations, which need them. Mathematical Instruments like Dividers, Compass, Scales, Setsquares and Protractor are permitted in the hall. Electronic gadgets, except acceptable calculators are to be kept outside the hall. Mobile phones, even if they are switched off, will not be allowed in the examination hall. The Chief Superintendent should arrange for a bell being sounded at every hour after the commencement of the examination.

A warning should be given 5 minutes before the closure time for the particular paper.

The Chief Superintendent may at his discretion allow extra time up to 5 minutes, if for any reason the question paper could not be distributed before the appointed time for Commencement Of the examination.

The entry of outsiders into the examination hall is strictly prohibited. The invigilators should keep a close watch over the peons and other menials who may enter the hall for supply of water. The peons and menials are prohibited from taking tea or coffee for the candidates into the examination hall. The Chief Superintendent, if necessary, may arrange for

Police Patrol in the premises during examination session. No member of the Staff, teaching/non-Teaching who has no duty in connection with the exam should be permitted to enter the halls or handle question papers.

## **2.7 MALPRACTICE**

A candidate detected in malpractice shall be permitted to write the examination if he wishes to do so. The answer books of the candidate detected in malpractice should be collected by the invigilators concerned and the candidate should be supplied with separate answer books to continue to write his examination. Special mention of it should be made to the Chief Supt. and he shall, with a covering letter, hand over the answer books to CE. However, answer books of the candidate should be packed separately with a superscription – “Unsuspected Malpractice”/

The CE, making a prime- facie enquiry, decides whether the case has to be referred to the Principal of the college. If it is decided to be intimated, the CE will make a report of the same and recommend action to be taken against the candidate - the Principal of the college shall, immediately after receipt of a report from the CE regarding the malpractice committed by the student examined, appoint a senior teacher employed in the college as the Enquiry Officer to conduct an enquiry into the allegations against the student or examinee as the case may be. The Enquiry Officer shall frame charges against the student or examinee and a copy of such charges together with a statement of facts shall be sent to the student or examinee and the student or examinee may be called upon to submit his explanation within a specified date which is to be mentioned in the notice that may be served on the student or examinee.

If the Enquiry Officer after a perusal of the explanation finds further enquiry is necessary he shall give notice in writing to the student or examinee stating that the oral enquiry against him will take place on a specified date and a specified place and that the student or examinee is expected to be present at the time of enquiry. If in the explanation the candidate contradicts any statement of the invigilator, Chief Superintendent etc. on whose report the enquiry has been instituted, an oral enquiry shall be held. If witnesses are proposed to be examined a list of such witnesses has to be applied to the student or examinee. The student or the examinee shall have the right to cross- examine the witnesses. If any document is intended to be used in that enquiry the student or the examinee should have access to such document. The student or examinee shall have the right to let in oral and documentary evidence in support of his case. The proceedings of the oral enquiry shall be signed by the candidate and the witnesses present. The report of such enquiry together with the records and the recommendation of the Enquiry Officer shall be sent to the Principal.

The Enquiry Committee can propose the punishment for the Malpractice (if it is proved) to the Principal, who eventually will take a decision on it after holding discussions in the body constituted of the Principal, the Controller of Examination and a member nominated from the Governing Council. The course (paper) in which the malpractice has been done will be cancelled for the candidate/s involved and they have to appear again for the same. Further punishment shall be of three types: (a) A penalty for Rs. 3500/- to Rs 5000/- (b) Debarring the candidate for three academic years or (c) both the punishments together, if the

malpractice is proved to be very severe and the Enquiry Committee proposes so. The Principal, holding discussions with the Controller of Examinations, can present the matter in the meeting of the Governing Council. The provisional decision shall be communicated to the student or examinee by the Controller of Examinations and he will be called upon to show cause within a reasonable time which should not exceed 15 days from the date of receipt of the communication, against the particular penalty sought to be imposed on him. The representations submitted by the student or examinee shall be taken into consideration before the final order imposing the penalty is passed by the Principal.

The Principal, the Controller of Examinations or any person designated by the Principal for the purpose can file a complaint before the local police authorities regarding any type of criminal activities taken place in the campus during the examination.

The Controller of Examination will take lawful action against all types of theft or any other unlawful activity taking place during the entire process of examination.

### **3. EVALUATION**

#### **3.1 INTERNAL EVALUATION**

20% of the total Marks of each course is awarded through internal evaluation. Definite criteria for internal evaluation may be framed by the BOS concerned. Fraction of marks, if any, shall be rounded off to the nearest whole number.

#### **3.2 EXTERNAL EVALUATION**

External evaluation (UG) carries 80% of total marks. After the examinations are over, Centralized valuation method will be implemented, having external and internal examiners. The Head of the respective department will be appointed as the Chairman of the valuation camp. 10 to 25% of the valued answer scripts shall be revalued and the remaining scrutinized by the external examiner.

In the case of External evaluation of Post-Graduate programmes, the Head of the respective department will be appointed as the Chairman and in the valuation the double-valuation method is implemented. If there is a difference of more than 30% between the marks given by the examiners, a third valuation need be done, and ultimately the average marks of the three valuations (marks given by both the examiners of the double valuation and that of the third valuation) will be granted to the student.

The external examination in practical courses shall be conducted by two examiners appointed by the CE: one internal and one external. The project evaluation with viva-voce can be conducted either internally or externally as decided by the Board of studies concerned. After the evaluation of external examination, only marks are entered in the answer scripts that will be uploaded by the individual examiner into the website of the CE, and a copy of which shall be submitted duly signed by the internal and external examiners. Conversion into grade will be done at the CE's office. Valuation of answer scripts of regular students has been made as part of duty of teachers by the University of Calicut w.e.f. 01-03-2014. And so, teachers



are not entitled to get remuneration for the valuation of prescribed number answer scripts of the regular students (30 per teacher). The answer scripts of the regular students shall be equitably distributed among all the teachers. Internal examiners (for the regular practical examination/viva-voce/thesis or project evaluation) are not entitled to evaluation remuneration. External examiners are entitled for TA/DA, specimen charges etc. However, revaluation of answer scripts will be remunerated. If conscious irregularity on the part of examiner is discovered on valuation, the CE can conduct an enquiry and recommend for further disciplinary actions, to the Principal.

In respect of malpractice cases detected during the course of valuation of answer papers by the Internal or External Examiner, or Chairman, the Chairman in that particular subject, on receipt of a report from the Examiner shall send a detailed report to the CE containing full description of the type of malpractice suspected together with the relevant documents. Further proceedings of the case will be as in the case of Malpractice done during the examinations.

### **3.3 MODERATION**

Moderation is not welcome in general. But under some unavoidable circumstances it can be defined by a body comprising of the Principal, the Controller of Examinations and the Chairman of the board concerned.

### **3.4 RESULT**

The results of the end-semester examinations will be published in the website. On the approval of the issue of the mark list, it will be issued under the names and seal of the Principal and the CE of the college, in a format consistent with that prescribed by the University of Calicut. Together with the consolidated mark list, the degree Provisional Certificate can also be handed over to the students.

### **3.5 REVALUTION OF ANSWER PAPERS**

Students apply for revaluation when the expected marks are not seen awarded to them at the examination. Application for revaluation can be given either online or in the conventional form, as per the notification issued from time to time. Application for revaluation should be submitted within ten days of the publication of the results. Fee for revaluation is Rs 600/- per paper. There is no fine date or superfine date to apply for revaluation. There is no re-valuation or spot revaluation.

In the revaluation of the answer scripts, a maximum of 5% increase of the marks secured in the first valuation will not affect any change in the marks, and the revaluation fee will not be refunded. Any decrease in marks from that secured in the first valuation is not entitled to any change of marks and the refund of the revaluation fees. An increase of 5% to 10% of the marks secured in the first valuation will affect a modification of the marks already recorded but the revaluation fees will not be refunded. However, if an increase of more than 10% of the marks secured in the first valuation is observed in the revaluation, the script will be sent for third valuation. Average of the marks secured in second and third valuation will be considered for awarding marks. If this average is between 5% and 10% of the marks

awarded in the first valuation, the marks will be affected and the revaluation fees will not be refunded. If the average marks are more than 10% of the marks awarded in the first valuation, the marks will be affected and revaluation fees will be refunded.

There is no fee for effecting revaluation marks in the mark list within 6 months of revaluation memo. However, if revaluation mark is not got entered in the mark list within 6 months, a fine of Rs 500 will be levied for each year after 6 months from, the date of revaluation memo.

Change of marks on account of revaluation should be affected in the Tabulation Register and in the system on receipt of the copy of the memo from the section. The change need be affected in the mark list only after obtaining the request from the candidate along with the original mark list and original memo issued from the office of CE. If the original revaluation memo is lost, duplicate memo can be issued, if requested for. Fee for duplicate revaluation memo is Rs 125. Moderation, if eligible, shall be awarded only after effecting revaluation marks.

In the event of answer scripts required for revaluation/scrutiny not becoming available for any reason, the original valuation will be treated as final and the fee remitted in such cases will be refunded on the students' request in the specified format.

Sometimes, candidates will appear for supplementary examination while awaiting the result of revaluation. If such candidates get a pass both in the supplementary exam and on revaluation, the following options can be used

- a) to retain the marks of both revaluation and supplementary examination, by treating the supplementary appearance as improvement chance.
- b) Retain the marks of revaluation by cancelling the marks scored in the supplementary examination, without losing the improvement chance.
- c) Retain the marks of supplementary examination, by cancelling the marks scored on revaluation, without losing the chance for improvement.

### **3.6 PHOTOCOPY/SCRUTINY**

Application for photocopies/ Scrutiny should be submitted within 10 days of publication of results. The photocopy of the papers will only be given for verification by the candidate in CE's Office, and it will not be handed over to the candidate. The prevailing rules for adding revaluation marks shall be applicable.

### **3.7 GRACE MARKS**

The grace marks for all categories shall be awarded as per the existing rules and recommendations of University of Calicut.

### **3.8 SUPPLEMENTARY EXAMINATION**

A candidate can register for Supplementary examination of Common/ Complementary/ core/ open courses at most three times within a period of five years after completing that particular course in the same scheme at the time of his/her admission. For

example, A candidate who competes complementary statistics fourth semester in March/April 2016 can appear for examination at most three times within the year March/April 2021. However, permitting the candidate to appear for the examination after this stipulated time is subjected to the decision of the Academic Council.

### **3.9 IMPROVEMENT EXAMINATION**

A candidate can appear for improvement examination of a paper of a course (Common/ Complementary/core/open) only once and that should be with the examination of immediately succeeding batch. For example, a candidate who takes admission for a programme in 2015 wishes to improve a particular paper of the first semester, he/she can do so by applying for improvement examination with the candidates who take admission in 2016.

Registration for reappearance chance if he/she is absent will be treated as utilization of reappearance chance. One who reappears for improvement has to take the examination as per the scheme in force at the time of his/her study.

In case of reappearance after completion of the programme, original TC, provisional certificate and mark list should be submitted, which will be returned only after the publication of the result. A declaration to the effect that he/she has not applied for original degree certificate should be obtained from the applicant who registers for improvement after the completion of programme. The provisional certificate already issued to the candidate should be revised even if there is no change in marks on improvement exam.

Only the TC (without mark list) can be returned after the completion of examination but before the publication of result without cancelling the improvement examination.

T.C. and mark list may be returned to the candidate, on request, before the publication of result, cancelling all the improvement examinations (already taken/to be taken) with the forfeiture of improvement chance. Candidate should surrender the hall ticket for improvement examination in such cases. Those who already applied for original degree certificate cannot apply for improvement.

A candidate can improve a maximum of three courses (Common/core/ Complementary/open) in each semester. Improvement of a particular semester can be done only once. The students shall avail the improvement chance in the succeeding year after the successful completion of the semester concerned. Improvement and supplementary examinations cannot be done simultaneously.

No improvement is allowed for internal assessment. The internal grade already obtained will be carried forward to determine the grades/mark: of the improved course. Registration for improvement examination will be treated as the utilization of chance for improvement and the better mark will be retained.



## **4. AWARD OF DEGREE BY THE UNIVERSITY**

The University shall award degrees, certificates and other academic distinctions to the students evaluated and recommended by the College. The students have to apply for the degree certificate in the prescribed format to the University, with the prescribed fee. The University shall issue the degree certificates.

### **4.1.1 PROVISIONAL CERTIFICATE**

Provisional certificates of various programmes are issued immediately after the publication of the results by the college. Normally, provisional certificate is prepared and sent along with the final examination mark lists in the case of first attempt candidates. The applicants need remit the fee for it together with the examination fee for the final semester. Only supplementary candidates need submit special application to the College for the Provisional Certificate.

Provisional certificates need not be revised and it can be used till the receipt of original degree certificate, which will be issued by the University of Calicut. Duplicate provisional certificate is not issued.

### **4.1.2 CONSOLIDATED MARKLIST**

Special fee for the Consolidated Mark list should be paid together with the application for the examinations of the final semester.

### **4.2 ORIGINAL DEGREE CERTIFICATE**

Original Degree Certificate will be issued by the University of Calicut. Application for original degree certificate can be submitted after the publication of the results of the final semester examinations. Application for degree certificate is available in the university website. The details of fee to be remitted, documents to be attached etc. are given on the reverse of the application. There is ordinary fee and urgent fee to apply for degree certificate. Either ordinary fee or urgent fee need be remitted.

For obtaining degree certificate, self-attested copy of the mark list/certificate of the qualifying examination, Compulsory Social Service certificate (if applicable) and original chalan receipt for having paid the required fee should be enclosed with the application.

## **5. OTHER CERTIFICATES**

### **5.1 CONFIDENTIAL MARK LIST**

Confidential mark list is issued for higher studies/ employment in cases when the result of an examination is not published but the marks are ready after tabulation/ moderation.

Confidential mark list is issued to the Head of institution and not issued to the candidates directly. Confidential mark list is issued for first appearance candidates only. It is not issued to supplementary appearance candidates. Application should be made in the

prescribed form.

For issuing confidential mark list, the candidate should have secured at least 50% marks.

## **5.2 GENUINENESS VERIFICATION/ AUTHENTICATION OF TRANSCRIPTS**

The application for genuineness verification should be submitted along with the photocopies of the documents and required fee. Only photocopies will be attested and the attested copies will be sent to the institution directly, with a covering letter. On no account, such cover will be handed over to the candidate concerned.

If the candidate desires to have a personal copy of the document with verification of genuineness attested, that will be provided without any covering letter. A fee of Rs. 250/- is required for personal copy. Personal copy alone will not be issued.

Usually, the official transcripts will be attested by the Controller of Examination, and such applications shall be submitted to the Controller of Examinations. For sending official transcript to additional institutions at a time (including personal copies), only postal charges will be levied.

## **5.3 UNCLAIMED DOCUMENTS**

The mark lists/provisional certificates which are not collected by the candidates within one month will be kept in the archives. To get the unclaimed mark list from office of the Controller of Examinations, an application should be submitted together with the payment of stipulated fee. The candidates should produce hall ticket or any photo identity proof to collect the unclaimed documents from the College.

## **5.4 RANK CERTIFICATE/POSITION CERTIFICATE**

Position/Rank certificates are issued by the Controller of Examinations on request from the Position/rank holders. Final Position/ranks are declared only after the completion of revaluation process.

The grace marks and moderations effected, if any, should not be considered for position or ranking. The candidates who have passed the entire parts and courses in the first appearance itself will only be considered for ranking. Improvement marks are not counted for position or ranking. Candidates who have completed the programme without break even though they have changed their optional subject during the course of study, only are considered for position/ranking.

## **5.5 DUPLICATE MARK LIST/DUPLICATE CERTIFICATE**

Details of lost documents should be notified in any newspaper. The notification can be either in English or in Malayalam. The notification should contain the details such as name of programme, year of study, register number, number of mark list lost, name of university etc.

After completing 15 days from the date of publication of advertisement, affidavit duly countersigned by a First-Class Judicial Magistrate should be obtained in a stamp paper worth

Rs-100/-. If the lost documents include more than one document of the same or different programme, only a single advertisement and affidavit is enough. But applications and chalan for different documents (Mark list/ certificate etc.) and for different programmes should be submitted separately, along with the photocopies of affidavit and newspaper advertisement. If the candidate surrenders the remnants of the damaged/ spoiled mark list, all the formalities except newspaper advertisement should be fulfilled.

Application for duplicate mark list should be made in the prescribed form.

Application for duplicate document should be accompanied by newspaper containing advertisement (Advertisement portion should be marked in a notable manner), affidavit in original, chalan receipt in original, copies of lost documents (if available) and a copy of the first page of SSLC Book.

If the certificate is lost in foreign countries, advertisement should be made in English dailies of that country. Affidavit obtained from the Officers of the Indian Embassy/ Consulate of that country, not below the rank of First Class Judicial Magistrate of India should be submitted. In the affidavit it should be clearly stated that if the original documents are received later, it will be surrendered to the College.

#### **FEE RATE**

Fee for duplicate mark list is Rs. 350/- per mark list. Postal charge of Rs. 50/- extra is also needed for sending the duplicate mark list by post. Duplicate mark list or duplicate certificate shall not be handed over to the candidate.

Fee for duplicate mark list for the second time is Rs 1000/- plus postal charges of Rs 50/- A search fee of Rs 500/- from candidates up to 15 years after completion of the programme and Rs. 1000/- for more than 15 years will be levied from applicants who are not furnishing correct details including register number, month, year, while applying for duplicate mark list.

**FORMAT OF ADVERTISEMENT**

I .....(Name and Address) hereby invite to the notice of the public that my mark list of ..... Examination .....(year and month) with Register no .....of Christ College (Autonomous), Irinjalakuda.

OR

A) have/has been irrecoverably lost during travel/ postal transaction and as such I intend to apply for the duplicate mark list. If anybody happens to get the original, kindly send the same or intimate the undersigned or the College.

OR

B) have/has been almost damaged and spoiled due to rain / fire / transit / ..... and as such I intend to apply for the duplicate mark list.

Certified that the aforesaid facts are absolutely true.

(Name &Address of the candidate)

**FORMAT OF AFFIDAVIT**

**AFFIDAVIT**

I ..... Son/Daughter of .....aged .....residing at ..... House.....post ..... District, PIN .....do solemnly affirm and state as follows:-

While I was travelling from .....to .....(place) [for specify the circumstances], I lost my mark list of ..... examination with Register Number .....of ..... (month and year). I have tried all my earnest efforts to get it back, but failed in that attempt. I have also made a newspaper notification in .....(name of newspaper) on .....(date).

But till date I have not got any response in this regard. Now I am convinced that the original mark list of .....examination with Register Number .....of ..... (month and year) is lost irrecoverably. Hence, I am applying for a duplicate of the same. I undertake that I have not misused the same for any purpose. I further undertake that if it is recovered in future, it will be surrendered to Christ College (Autonomous), Irinjalakuda.

The above facts are true and correct.

Dated this ..... day of ..... month ..... year

Signature of Despondent

Signature of Judicial First Class Magistrate



## 5.6 NAME CORRECTION

**Name Correction Fee** at the following rate shall be levied for effecting name correction in mark list already issued to the candidates.

If the error is due to the negligence on the part of the College	Up to one year after the issuance	Nil
	After one year and up to 3 years of issuance	Rs.300/- per mark list
	After three year and up to 10 years of issuance	Rs.500/- per mark list
	After 10 years	Rs.1 000/- per mark list
If the error is due to the negligence on the part of the candidate	Up to 3 years after the Issuance	Rs.300/- per mark list
	After three year and up to 10 years of issuance	Rs. 500/- per mark list
	After 10 years	Rs. 1000/- per mark list

A single search fee of Rs. 300/- will be collected, if the request for the name correction is received after a lapse of three years from the date of issue of mark list/ degree certificate. Period shall be calculated from the date of issue of mark list/certificates.

### 5.6.1. NAME CHANGE (EFFECTED THROUGH GAZETTE):-

Candidates who wish to change their name should get the same published in the Kerala Government Gazette. For effecting the name change in the College records, the student should request to the Principal, Christ College (Autonomous), Irinjalakuda. A copy of the gazette is to be attached with the request.

The Principal's Office will issue an order in this regard. The student has to apply to the Controller of Examinations with a copy of that order for name change. The Office of the CE will then make necessary entries in the records of the candidate. The mark lists to be issued to him thereafter will be in the changed name. Retrospective correction of name in the mark lists already issued is not allowed.

**SCHEDULE FOR VARIOUS FEES****CHRIST COLLEGE (AUTONOMOUS) IRINJALAKUDA.  
REVISED FEE STRUCTURE W.E.F. 2015- 2016****1. BA/B.Com/B.Sc./BSW/BCA/BBA/BPE**

Application Fee	:Rs.50/
Each theory paper: First appearance	:Rs.30/
Supplementary	:Rs.100/
Improvement	:Rs.100/Each
Practical: First appearance	Rs.50/-
Supplementary/Improvement	1. Rs.200/- for each subsidiary 2. Rs.500/- for part III main
Project/Dissertation evaluation	: Rs.100/
Viva Voce	: Rs.50/
Fee for late submission of dissertation/project:	Rs. 300/-
C.V. Camp fee and Mark list	1. Rs.150/- First appearance candidates 2. Rs.150/- per paper for Supplementary/Improvement candidates.

**2. MA/M.Sc./ M.Com/ M.S.W/ B. Li. Sc.**

Application Fee	: Rs.50/
Each theory paper	: Rs.75/
Improvement/ Supplementary	: Rs.150/
Each Practical	: Rs.150/
Project Report/ Dissertation	: Rs.200/
Viva Voce	: Rs.100/
Fee for late submission of dissertation/project	PG programme: Rs. 500/- M. Phil. programme: Rs. 2500/-
C.V. Camp Fee & Mark list	Rs.200/- (First appearance/subsequent appearance irrespective of the number of papers appearing)

**3. Token Registration for End Semester Examinations.**

Rs. 700/- plus examination fee (here examination fee includes application fee, theory/practical/viva/dissertation/project fee, mark list fee, CV camp fee, late fee and superfine fee).

**4. Matriculation/Re Matriculation**

Matriculation Fee	:Rs. 100/-
Re matriculation Fee	:Rs. 150/-

**5. Recognition of Qualifying Examination.**

Recognition Fee :Rs.100/-

**6. Condonation –Shortage of attendance.**

Condonation fee (upto 10 days) :Rs. 750/-

Condonation fee (upto 20 days) :Rs.1000/-

Fine for delayed submission of application Rs. 2000/-

**7. Revaluation of Answer Papers.**

- Cost of Application form for revaluation and scrutiny : Rs. 25/-
- Revaluation :Rs. 600/- (per paper)
- Fine for effecting revalued marks Rs. 500/- for each year after 6 months from the date of revaluation memo
- Fee for Duplicate RV Memo :Rs. 150/-
- Scrutiny of answer papers :Rs. 50/-
- Issuance of photocopies of answer paper : Rs. 150/- (per paper)
- Duplicate Mark list : Rs. 350/-(For each mark list)

**8. Provisional Certificate**

Application form fee : Rs. 25/-

U G programmes : Rs. 125/-

P G programmes : Rs. 200/-

M Phil/Ph. D : Rs. 250/-

Additional fee for issuing provisional certificate after one year from the completion of the programmes : Rs. 300/-

**9. Consolidated Mark-list**

- Consolidated Mark-List (including postal charges) Rs. 300/-
- Fee for statement of Marks issued to candidate who have not passed but completed the programme. Rs. 200/-
- Fine for not submitting the mark-list for effecting the change in the marks after revaluation within six months from the date of RV memo: Rs. Nil
- Additional fine thereafter for each year till the date of submission of the mark-list: Rs. 500/-per year.
- Late fee from candidate who submit the request for award of grace marks after one year from the date of publication of results of examinations of the respective academic year for which they are eligible for grace marks Rs. 1000/-

**10. Rank Certificate/Position Certificate**

Provisional Position/Rank Certificate Rs. 200/-

Final Rank Certificate / Position Certificate Rs. 200/- (including postal charges)

**11. Other Certificates**

- Confidential Mark List (including postal charges) Rs. 300/-

- Genuineness Verification (per document) Rs. 1500/-  
SEARCH FEE  
Upto 3 years of passing the exam Rs. 250/-  
Fee Between 3 to 10 years of passing the exam Rs. 500/-  
Above 10 years of passing the exam Rs. 800/-  
Postal Charges (inside India) Rs. 50/- Only  
one search fee is needed for a programmes at a time.
- Unclaimed Documents  
Up to 1 Year (per document) Rs. 50/-  
Between 1 - 2 Years Rs. 500/-  
Between 2-5 Years Rs. 1000/-  
Above 5 Years Rs. 5000/-

## 12. Name Correction

(If the error is due to the negligence on the part of the College)

- Upto one year after the issuance NIL
- After one year and up to 3 years of issuance –Rs. 300/- per mark list
- After three year and up to 10 years of issuance - Rs.500/- per mark list
- After 10 years Rs. 1000/- per mark list

(If the error is due to the negligence on the part of candidate)

- Up to 3 years after the issuance Rs.300/- per mark list
- After three year and up to 10 years of issuance Rs. 500/- per mark list
- After 10 years of issuance Rs. 1000/- per mark list

## 13. Other Fees

- Fine for late submitting the application before 15 days of commencement of the examination of Rs. 500/-
- Super fine for late submitting the application before 10 days of commencement of the examination of Rs. 1000/-
- Fee for issuing duplicate hall ticket: Rs. 200/-
- Fee rate for cancellation of a paper or part (not cancellation of the full course) : Rs. 200/-
- Reappearance for betterment of results-service charge for releasing TC and Marklist
  1. Before completion of the examination : Rs. 250/-
  2. After completion of the examination but before publication of results : Rs. 125/-
- Fee for cancelling the registration for an examination without cancelling the registration for that programme. Rs. 150/- (Including improvement cancelling on registration)
- Fee for canceling the Part III main subject of BA to join for second year BA with another subject retaining the passed marks in Part I and II: Rs. 1500/-
- Fee for canceling the core and complementary courses of B Sc programme and to join for BA programme retaining the marks secured in common courses: Rs. 1500/-
- Fee for canceling the first year BA/B Sc programmes registration/examination registration already taken, for admission to first year BA/B Sc with another main subject. Rs. 1500/-



- Fee for discontinuing BA programme to join in any other studies. Rs. 200/-
- Fee for rejoining (BA programme) after discontinuation (if the fee was not paid before discontinuation) : Rs 250/-
- Fee for Syllabus attestation : Rs. 600/-



**CHRIST**  
COLLEGE (AUTONOMOUS)  
IRINJALAKUDA, KERALA