AVS ENGINEERING COLLEGE (AUTONOMOUS)

Military Road, Ammapet, Salem – 636003, Tamil Nadu

OFFICE OF THE CONTROLLER OF EXAMINATIONS

CONTROLLER OF EXAMINATIONS MANUAL

Examination Policy • SOPs • Forms • Registers • Checklists

Document No.: AVSEC/COE/MANUAL/01

Revision: 00

Effective Date: 19.01.2026

DOCUMENT CONTROL

Item	Details
Institution	AVS Engineering College (Autonomous)
Office	Office of the Controller of Examinations
Document Title	Controller of Examinations Manual
Document Number	AVSEC/COE/MANUAL/01
Revision	00
Effective Date	19.01.2026
Review Frequency	At least annually and whenever regulations change
Custodian	Controller of Examinations
Approval Authority	As prescribed by the College / Academic Council
Confidentiality	Controlled institutional document

REFERENCE BASIS

This manual is prepared specifically for AVS Engineering College (Autonomous), Salem. It shall be read together with the latest applicable UGC regulations, AICTE requirements, Anna University requirements where applicable, AVS Academic Regulations, Academic Council resolutions, institutional policies and approved examination notifications. Where a statutory or approved regulation conflicts with this manual, the statutory/approved regulation shall prevail.

UGC currently lists AVS Engineering College, Military Road, Ammapet, Salem as an autonomous college for 2025-2026 to 2034-2035. The current college website also identifies AVS Engineering College as autonomous. The college's published Self Study Report describes its Exam Cell, CIA/Model examinations and examination grievance process. These references should be rechecked at every revision.

TABLE OF CONTENTS

20. Audit, Quality Assurance and Continuous Improvement
21. Emergency and Business Continuity
22. Standard Forms
23. Registers
24. Checklists
25. Annexures

1. PURPOSE, SCOPE AND PRINCIPLES

The purpose of this manual is to establish a controlled, transparent, confidential and auditable framework for all examination activities conducted or monitored by the Office of the Controller of Examinations (CoE) at AVS Engineering College (Autonomous).

1.1 Scope

- Continuous Internal Assessment and institution-level examinations.
- End-semester theory and practical examinations.
- Project, internship, seminar and viva-voce examinations were administered by the CoE.
- Question-paper preparation, scrutiny, moderation, printing and secure custody.
- Hall ticket, timetable, seating, invigilation and attendance processes.
- Valuation, marks entry, result processing, approval and publication.
- Malpractice handling, examination grievances and approved post-result services.
- Grade sheets, certificates, transcripts and permanent examination records.
- Digital examination systems, access control, confidentiality and data backup.

1.2 Core Principles

Principle	**Operational requirement**
Fairness	Same approved rules and procedures for eligible students.
Confidentiality	Restricted access to question papers, marks and result data.
Integrity	No unauthorized alteration of examination records.
Transparency	Published schedules, approved procedures and defined grievance channels.

Timeliness	Activities completed within approved timelines.
Accountability	Every critical transaction has an authorized person and record.
Accessibility	Approved accommodations shall be provided where applicable.
Continuous improvement	Feedback and audit findings shall drive improvement.

2. COE GOVERNANCE AND ORGANIZATION

The CoE shall function under the institutional governance structure approved by AVS Engineering College (Autonomous), coordinating with the Principal, Academic Council, Heads of Departments, examination committees, faculty members and administrative/technical staff.

Function	Primary responsibility
Controller of Examinations	Overall examination administration, confidentiality, valuation, results and records.
Deputy/Assistant CoE	Delegated operational support and section supervision, as sanctioned.
Examination Cell Staff	Registration, schedules, forms, records, communication and data processing.
Department Examination Coordinator	Department-level coordination and communication.
Question Paper / Scrutiny Committee	Academic scrutiny and moderation as constituted.
Chief/External Examiners	Valuation or practical examination duties as appointed.
Result/Passing Board	Result review and approval as per approved regulations.
IT/ERP Support	Secure system operation, access control, backup and technical support.

3. ROLES AND RESPONSIBILITIES

3.1 Controller of Examinations

- Prepare and publish the examination plan/calendar after approval.
- Ensure question-paper confidentiality and controlled access.
- Appoint/coordinate examiners, invigilators and valuation personnel.
- Supervise examination conduct, valuation and result processing.
- Maintain examination records and issue authorized certificates.
- Coordinate examination grievance and malpractice processes.
- Present examination reports and result summaries to competent authorities.
- Ensure approved regulations are incorporated into procedures.

3.2 Examination Cell Staff

- Maintain student eligibility and examination registration records.
- Prepare timetables, hall tickets and seating arrangements.
- Maintain question-paper, answer-script and certificate registers.
- Support valuation and marks-entry activities.
- Maintain digital and physical records with access controls.

4. EXAMINATION CALENDAR AND PLANNING

The CoE shall prepare an annual/semester examination calendar aligned with the academic calendar and approved academic regulations.

Stage	Indicative control
Academic planning	Collect department inputs and approved academic calendar.
Registration	Open examination registration before notified deadline.
Timetable	Draft, verify clashes, obtain approval and publish.
Question papers	Complete setting, scrutiny and secure printing.
Hall preparation	Finalize halls, seating, invigilators and materials.
Examination	Conduct according to approved instructions.

Valuation	Complete valuation and verification within approved schedule.
Result processing	Verify marks, grades and eligibility before approval.
Publication	Publish results through approved channels.
Records	Archive examination documents according to retention policy.

5. STUDENT EXAMINATION REGISTRATION AND ELIGIBILITY

- Registration shall follow approved academic regulations.
- Eligibility shall be verified for attendance, course registration, fee payment, internal assessment and other applicable requirements.
- Students shall be informed of deadlines and late-fee provisions.
- Deficiency cases shall be documented and referred to the competent authority.
- Corrections to student data shall require an authorized request and audit trail.

Workflow: student data verification → eligibility check → examination registration → fee verification → course confirmation → approval → hall-ticket generation.

7. INTERNAL & EXTERNAL WEIGHTAGE

S. No.	Panel	External	Internal
1	Question Bank Submission	-	100%
2	Continuous Internal Assessment1 QP Submission	-	100%
3	Continuous Internal Assessment1	-	100%
4	Continuous Internal Assessment2 QP Submission	-	100%
5	Continuous Internal Assessment2	-	100%

6	Question Paper Setting	100%	-
7	Question Paper Scrutineer	100%	-
8	Practical's / Project Work	100%	-
9	Theory Examination	50%`	50%
10	Hall Invigilators	50%	50%
11	Squad	-	100%
12	Central Valuation	80%	20%
13	Malpractice Enquiry	-	100%

6. CONTINUOUS INTERNAL ASSESSMENT (CIA)

AVS's published Self Study Report states that the Exam Cell conducts and monitors CIA'S as per the Academic Calendar; course-in-charges set question papers, HoDs check them and the Principal approves them before the examinations. The exact weightages, schedules and assessment pattern shall be taken from the latest approved AVS Academic Regulations.

6.1 CIA SOP

- Publish CIA schedule through the approved academic calendar/circular.
- Collect course-wise question papers from authorized course-in-charges.
- Verify syllabus coverage, pattern and academic level.
- Obtain HoD scrutiny and competent approval.
- Print/distribute papers under controlled custody.
- Conduct examination and maintain attendance.
- Evaluate scripts and complete mark entry.
- Provide the approved grievance opportunity.
- Lock/finalize marks after verification.
- Generate reports for academic monitoring.

6.2 CIA Grievance

Students may raise issues such as question-paper errors, evaluation, totaling and uncorrected answers. The course-in-charge should first verify and resolve the issue; unresolved cases may be escalated to the HoD and then to the Principal/competent authority. All grievances shall be documented and filed.

7. END-SEMESTER THEORY EXAMINATION

7.1 Pre-Examination

- Finalize eligible student list.
- Finalize timetable and halls.
- Generate hall tickets.
- Appoint invigilators and examination staff.
- Prepare sealed question-paper packets and examination materials.
- Display seating arrangements and instructions.
- Conduct a pre-examination briefing.

7.2 Examination Hall Procedure

- Verify student identity and hall ticket.
- Check permitted materials and prohibited items.
- Distribute answer books and question papers according to instructions.
- Record attendance and absentees.
- Maintain invigilation and incident records.
- Collect and count answer scripts at the end.
- Seal/transfer scripts to designated custody.

8. PRACTICAL / PROJECT / VIVA-VOCE EXAMINATION

- Prepare examiner appointment orders and schedules.
- Verify equipment, laboratories, task sheets and student eligibility.
- Maintain batch-wise attendance and marks sheets.
- Use approved rubrics/marking schemes where applicable.
- Obtain examiner signatures and submit final marks securely.
- Process project/internship/viva marks only after all required components are completed.

9. QUESTION PAPER SETTING AND MODERATION

Question-paper setting shall be treated as a confidential activity.

Stage	Control
Setter appointment	Authorized appointment and confidentiality declaration.
Blueprint	Map questions to syllabus units, outcomes and approved pattern.
Drafting	Use approved course outcome/level distribution.
Scrutiny	Check correctness, ambiguity, marks and coverage.
Moderation	Independent academic review where prescribed.
Approval	Obtain authorized approval.
Final copy	Generate controlled final version.
Custody	Secure encrypted/physical custody until printing/distribution.

10. CONFIDENTIAL PRINTING, PACKING AND STRONG ROOM

- Restrict access to authorized personnel.
- Maintain confidential question-paper movement register.
- Use sealed packets with course, date, session and hall details.
- Maintain CCTV/access records where available.
- Store packets in a restricted strong room/cabinet.
- Record opening, issue and return transactions.
- Destroy obsolete drafts through an approved confidential-destruction process.

10.1 Strong Room Access

Access shall be limited to authorized personnel. Every entry shall be recorded. Keys/passwords shall be controlled and shall not be shared. Emergency access shall be documented immediately after the event.

11. HALL TICKET, TIMETABLE AND SEATING ARRANGEMENT

- Timetable shall be checked for clashes and approved before publication.
- Hall tickets shall contain verified student and examination information.

- Corrections shall be made only through authorized requests.
- Seating shall support orderly conduct and reduce malpractice risk.
- Room-wise seating lists shall be preserved as examination records.

12. INVIGILATION AND EXAMINATION HALL MANAGEMENT

Activity	Requirement
Reporting	Invigilator reports before prescribed reporting time.
Briefing	Receive hall instructions and materials.
Identity	Verify hall ticket/ID as prescribed.
Attendance	Mark attendance and collect signatures/records.
Monitoring	Continuous and impartial supervision.
Incident	Record discrepancies immediately.
Collection	Count answer scripts and unused materials.
Handover	Submit scripts and reports to designated custody.

12.1 Invigilation Duty Alteration

Any change of invigilation duty shall be made only with prior authorization. The faculty member requesting alteration shall submit the approved Duty Alteration Form at least one working day before the alteration, except documented emergencies. The replacement faculty member shall be identified and the final duty roster updated.

13. MALPRACTICE PREVENTION AND ENQUIRY

- Display prohibited items and examination conduct instructions.
- Do not permit unauthorized communication or materials.
- If malpractice is suspected, preserve evidence and maintain student dignity.
- Record the incident in the prescribed malpractice report.
- Obtain statements/signatures as required by approved regulations.
- Forward the case to the designated committee.
- Communicate the final decision through the authorized channel.
- Maintain a confidential malpractice register.

14. VALUATION AND MARKS PROCESSING

- Appoint eligible valuers through authorized orders.
- Provide question paper, scheme/keys and valuation instructions.
- Maintain script issue and return records.
- Ensure secure valuation premises or secure digital valuation.
- Verify totals and marks entries.
- Conduct moderation/review where prescribed.
- Lock marks after final verification.

14.1 Valuation Quality Controls

Control	Purpose
Valuer authentication	Ensure only authorized valuers access scripts.
Script reconciliation	Prevent missing/misplaced scripts.
Mark total verification	Prevent arithmetic errors.
Entry verification	Ensure entered marks match approved records.
Exception report	Identify absent, withheld, malpractice and other cases.
Final lock	Prevent unauthorized changes.

15. RESULT PROCESSING AND APPROVAL

Result processing shall begin only after completion of marks entry and verification. Workflow: internal marks + end-semester marks → eligibility/status check → grade calculation → exception verification → result analysis → approval by competent authority/Result Passing Board → publication → archival.

15.1 Result Verification Checklist

- Student registration number verified.
- Course code/title verified.
- Internal and end-semester marks verified.
- Absent/withheld/malpractice status correctly coded.
- Grade and grade point calculated as per approved regulations.
- Credit and semester GPA/CGPA calculations verified.
- Classification/status checked.
- Final result file approved and securely archived.

16. REVALUATION / REVIEW / PHOTOCOPY / GRIEVANCE

The CoE shall administer only those post-result services approved in the current AVS Academic Regulations. Applications shall be accepted within the notified period, fees verified, scripts retrieved through controlled custody and outcomes recorded with an audit trail.

Step	Record
Application	Application form / portal transaction
Eligibility check	Eligibility checklist
Fee verification	Receipt / transaction reference
Script retrieval	Script movement register
Revaluation/Review	Valuation sheet
Decision	Approved result record
Communication	Student notification
Archive	Updated result and supporting documents

17. CERTIFICATES, GRADE SHEETS AND ACADEMIC RECORDS

- Generate grade sheets from approved final results.
- Verify names, registration numbers, programme, semester and grades.
- Maintain certificate serial-number and issue registers.
- Correct certificates only through documented authorization.
- Preserve permanent academic records securely.

17.1 Record Retention

The CoE shall maintain a documented retention schedule approved by the institution. Permanent records shall include final results and other records required by law or institutional policy. Working records shall be retained for the period specified in the approved retention schedule.

18. DIGITAL SYSTEMS, DATA SECURITY AND CONFIDENTIALITY

- Use role-based access for ERP/examination systems.
- Do not share user IDs/passwords.
- Enable audit logs wherever available.
- Perform scheduled backups.
- Restrict export/download of confidential marks and question papers.

- Securely dispose of obsolete digital files.
- Report suspected data breaches immediately to the authorized IT/management team.

19. AUDIT, QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT

- Conduct pre-examination readiness audits.
- Conduct post-examination process audits.
- Review result-processing errors and grievances.
- Analyze malpractice trends.
- Track corrective and preventive actions.
- Review the manual annually or whenever regulations change.

KPI	Suggested target
Question paper confidentiality incidents	Zero
Missing answer scripts	Zero
Unauthorized result changes	Zero
Timetable clashes	Zero
Result processing errors	Continuous reduction / zero after final verification
Grievance closure	Within notified institutional timeline
Audit nonconformities	Timely closure

20. EMERGENCY AND BUSINESS CONTINUITY

Event	Immediate action
Power failure	Secure scripts/question papers; use approved backup arrangements.
Fire/natural disaster	Protect people first; stop/suspend examination if necessary; secure records.
Question paper compromise	Do not distribute; inform CoE/Principal; activate approved contingency procedure.
ERP outage	Use approved offline forms and later reconcile data.

Medical emergency	Arrange immediate assistance and document examination impact.
Security incident	Inform security/management and preserve evidence.

21. STANDARD FORMS

F-01 Examination Registration Form

F-02 Eligibility Verification Sheet

F-03 Examination Fee Verification Sheet

F-04 Hall Ticket Correction Request

F-05 Timetable Approval Sheet

F-06 Seating Arrangement Approval

F-07 Invigilation Duty Order

F-08 Invigilation Duty Alteration Form

F-09 Invigilator Reporting Sheet

F-10 Question Paper Setter Appointment Order

F-11 Question Paper Confidentiality Declaration

F-12 Question Paper Scrutiny Checklist

F-13 Question Paper Moderation Record

F-14 Question Paper Printing Authorization

F-15 Question Paper Packet Issue Register

F-16 Strong Room Access Register

F-17 Examination Hall Attendance Sheet

F-18 Absentee Statement

F-19 Answer Script Handover Sheet

F-20 Malpractice Report

F-21 Student Statement on Malpractice

F-22 Valuer Appointment Order

F-23 Answer Script Valuation Register

F-24 Valuation Completion Certificate

F-25 Marks Verification Sheet

F-26 Marks Entry Authorization

F-27 Result Verification Checklist

F-28 Result Approval Sheet

F-29 Revaluation Application

F-30 Review Application

F-31 Examination Grievance Form

F-32 Certificate Correction Request

F-33 Certificate Issue Acknowledgement

F-34 Duplicate Certificate Request

F-35 Examination Incident Report

F-36 Examination Audit Checklist

F-37 Corrective Action Report

F-38 Confidential Document Destruction Record

F-39 Digital Access Authorization

F-40 Data Backup Verification Sheet

22. REGISTERS

R-01 Examination Registration Register

R-02 Examination Fee Register

R-03 Hall Ticket Register

R-04 Timetable Register

R-05 Invigilation Duty Register

R-06 Duty Alteration Register

R-07 Question Paper Setter Register

R-08 Question Paper Confidentiality Register

R-09 Question Paper Printing Register

R-10 Strong Room Access Register

R-11 Question Paper Packet Movement Register

R-12 Answer Script Receipt Register

R-13 Answer Script Issue/Return Register

R-14 Absentee Register

R-15 Malpractice Register

R-16 Valuation Register

R-17 Marks Entry Verification Register

R-18 Result Approval Register

R-19 Revaluation/Review Register

R-20 Examination Grievance Register

R-21 Certificate Issue Register

R-22 Duplicate Certificate Register

R-23 Examination Audit Register

R-24 Record Disposal Register

23. CHECKLISTS

23.1 Pre-Examination Checklist

☐ Approved timetable

☐ Eligible student list

☐ Hall tickets

☐ Seating arrangement

☐ Invigilator roster

☐ Question papers

☐ Answer books and stationery

☐ Attendance sheets

☐ Malpractice forms

☐ Emergency contacts

☐ Strong-room arrangements

23.2 Post-Examination Checklist

☐ Answer-script count reconciled

☐ Attendance/absentee statement completed

☐ Malpractice cases documented

☐ Scripts secured/transferred

☐ Valuation schedule issued

☐ Question-paper packets accounted for

☐ Incident reports filed

23.3 Result Checklist

☐ All marks entered

☐ Exceptions verified

☐ Grades calculated

☐ GPA/CGPA verified

☐ Result approval obtained

☐ Result publication completed

☐ Result files backed up

☐ Permanent records archived

24. ANNEXURES

Annexure A – Examination Flow

Academic planning → Registration/Eligibility → Timetable → Question paper → Secure printing → Hall preparation → Examination → Valuation → Marks verification → Result processing → Approval → Publication → Approved post-result services → Records/Archive

Annexure B – Minimum Examination File Index

File	Contents
File 1	Academic calendar and examination schedule
File 2	Examination registration and eligibility
File 3	Timetable and seating
File 4	Question paper setting/scrutiny/moderation
File 5	Confidential printing and strong room
File 6	Invigilation and examination conduct

File 7	Malpractice cases
File 8	Valuation
File 9	Marks and result processing
File 10	Revaluation/review/grievances
File 11	Certificates and academic records
File 12	Audit and quality improvement

APPROVAL NOTE

This manual is a controlled institutional document. Before issue, the Controller of Examinations shall verify every examination rule against the latest approved AVS Academic Regulations and applicable statutory requirements. Exact grade boundaries, weightages, attendance requirements, malpractice punishments, revaluation rules and retention periods shall be inserted only from current approved documents.