



HINDUSTHAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai, Accredited with "A" Grade by NAAC)
Valley Campus, Pollachi Highway, Coimbatore 641 032.



OFFICE OF CONTROLLER OF EXAMINATIONS

About Examination Section

Hindusthan Institute of Technology is conferred as autonomous institute by the University Grant Commission, New Delhi from the academic year 2020-2021. The autonomy is granted for 10 years. The institute is affiliated to Anna University, Chennai. The Exam Cell and office of Controller of Examinations is an all in one setup. This office is responsible for the following activities of which some are unique to autonomous and some are common to autonomous and affiliated systems in vogue. The Controller of Examinations office is an important part of the autonomy. The CoE Office is responsible for the announcement of academic schedule, preparation of question papers, conduct of examinations, evaluation of answer scripts, declaration of results and issuing of grade sheets. Every academic year, students take up end semester examinations in November and April. The Controller of Examination also ensures a smooth functioning of the continuous assessment tests.

Staff of the Examinations Section

1. **Dr C Natarajan**, Principal,
Chief Controller of Examinations
2. **Dr V Suresh Babu**
Controller of Examinations
3. **Prof S Sivasubramanian**
Deputy Controller of Examinations
4. **Prof A Udhayakumar**
Deputy Controller of Examinations
5. **Ms S Mahalakshmi**
Admin Assistant
6. **Mrs R Vanithamani**
Admin Assistant
7. **Mrs D Kalavathi**
Attender



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FUNCTIONS OF EXAMINATIONS CELL

1. Filing the Syllabus and model question papers that are approved by the Academic council from time to time.
2. Sending offer letters to paper setters.
3. Filing the acceptance letters of paper setters and examiners from different colleges.
4. Collecting Question Papers– 2 months before the commencement of the examinations.
5. Scrutinizing the received question papers with the help of expert members from reputed academic institution.
6. Issuing preview form to the students for the payment of examinations fee – 60 days before the examination schedule.
7. Filing the received Applications and fee receipts
8. Announcing the Examination schedule (time-table) – 45 days before the end semester examination.
9. Preparation of nominal rolls of the registered candidates.
10. Issuing Hall Tickets which is **printed with exam dates** – 7 days before the Examination schedule.
11. Issuing Invigilation Duty Slips for all examinations for Both Teaching & Non-teaching staff 2 days before the Examination schedule.
12. Preparation of room wise **Nominal Rolls with Photo** and Registration Number one day before the examination schedule.
13. Printing the Question Paper copying it number of copies required and sealing it in a confidential cover.
14. Room allotment of the Students is displayed on the Notice Board 30 minutes before the scheduled time of the Examination.
15. The Question Paper Confidential Seal is opened only after taking the **signatures of one invigilator, University Representative and Chief Superintendent on the question paper bundle** 30 minutes before the scheduled time of the examination.
16. To avoid mistakes either in questions or in paper pattern, formal rechecking of the question paper is done by the subject expert concerned just before the question paper is handed over to the invigilator.
17. Examination halls for invigilators are assigned on lottery basis. (Every Examination Hall accommodates 25 Students).



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18. Issuing the Question Papers, 42 Pages Answer Scripts with marked serial number and Students Seating arrangement sheet to the Invigilators 15 minutes before the Examination.
19. A computerized bell system makes the bell ring every half an hour as an alert to the students when the examination is going on.
20. No student is allowed to leave the examination hall until the examination time is over.
21. **Two or more flying squads** keep observing every examination hall throughout the examination period.
22. Examination Conducting Team Collect the Absentee's Statement from each examination room 45 minutes after the commencement of the examination.
23. Entering the Student Absents in **Examination Software** and prepare the Students absentee statement (After completing every examination).
24. Invigilators will submit the Answer Scripts after the completing the examination.
25. Verifying the scheme of valuation by the Head of the Department which is given by the Paper setter.
26. Subject wise Answer Scripts put in an order.
27. Hand over to the coding staff. After completing the coding work the coding staff will cut the student filled in part of the face page of the answer script and hand over to the controller.
28. A print out will be taken and it will be manually verified whether the given code number tallied with the register number.
29. The scripts are bundled with convenient number and a bundle slip will be pasted on each bundle.
30. Controller of Examinations will distribute the answer script bundles to different subject experts from the different colleges for the valuation.
31. After completion of the valuation the controller/deputy controller of the examinations will collect the answer script bundles.
32. Under the supervision of the controller/deputy controller of the examinations the scrutiny members will scrutinize the answer scripts.
33. Entering the answer script final marks in Examination Software (After completing scrutiny) and take a print for verification with award list.
34. Through the Examination Software, decode the marks of the every student.



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35. Conducting a meeting with the results passing board members consisting of the Principal, Controller of Examinations, University Representative, Industry Expert, Alumni and all heads of the departments and discuss the pass percentage and also to consider the proposal of giving moderation marks if necessary.
36. Publishing the result through the institute website.
37. Distribution of marks list by semester wise.
38. Generate consolidated statement of grade for course completed students.
39. Preparation of data and submitting the same to Anna University for issue of provisional certificate and Degree Certificate.