



ST. THOMAS' COLLEGE

(AUTONOMOUS)

THRISSUR – 680001

KERALA, INDIA.

EXAMINATION MANUAL

(REVISED – 2020)



**ST. THOMAS' COLLEGE (AUTONOMOUS),
THRISSUR – 680 001**

PATRON:

**Mar Andrews Thazhath,
Archbishop of Thrissur**

MANAGER:

**Mar Tony Neelankavil,
Auxiliary Bishop of Thrissur**

PRINCIPAL:

Dr. Joy K.L.

INTRODUCTION

St. Thomas' College (Autonomous), Thrissur is a pioneering institution which has been acknowledged by all as their Alma Mater. St. Thomas' College (Autonomous), Thrissur, is the oldest Catholic College in Kerala, is the first College to have been established by diocesan clergy in India, is as old as the formal institution of the earliest of the Catholic Syrian Dioceses in India and is older than all the Universities in Kerala. It was founded as an educational institution in 1889, in less than two years after the formation of the Vicariate Apostolic of Trichur, was raised to the rank of a Second Grade College in 1919, was the earliest First Grade College in the erstwhile princely state of Cochin in 1925 and is, at present, one of the largest and most reputed of the Arts and Science Colleges in Kerala. At the national level, the St. Thomas' College has been accredited with a B++ stature in 2004 by the National Assessment and Accreditation Council, which is an autonomous organization instituted by the University Grants Commission. On 8th January 2011 The College got reaccredited for a further period of five years with CGPA of 3.58 on a four point scale at 'A' Grade securing third position in Kerala, on the basis of the physical verification (2010 September 27 to 29) and study report by the NAAC Peer Team. The existing Arts and Science Blocks were renamed as Administrative and Academic Blocks respectively by the Manager, Mar Raphael Thattil on 01-06-2011. All students' political organisations and all their activities inside the college campus have been banned with effect from 01-09-2012. "College with Potential for Excellence" title was awarded to the college in 2016. The College got reaccredited with A Grade by the peer team in December 2016. At present 17 Degree Courses and 13 Post Graduate Courses are offered by the college; and nine of our Departments have been recognised as Research Centres.

The College has had a very strong scholastic tradition that spans over a century. 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, educationists, 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 w.e.f. 13-6-2014 and Sri. Oommen Chandy, the Hon'ble Chief Minister of Kerala formally declared the same on 16-09-2014 at a solemn function held in the campus of St. Thomas' College (Autonomous).

University of Calicut sanctioned the conferment of Autonomous Status to St. Thomas College as per the Order, U.O. No. 8455/2014/Admn. dated, 27-08-2014 for a period of six academic years: 2014-2015 to 2019-2020.

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 constitute 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 eight members in the Governing Council among whom six 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 renominated 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.

Members of The Governing Council:

1. Mar Tony Neelankavil Ph D(Manager and Chairman)
- 2 Fr. Varghese Kuthur
3. Dr. Syriac Thomas Ph D
4. Mr. T. P. Sreenivasan IFS
5. Dr. Jayasree Kurup Ph D (UGC Nominee)
6. Dr. K.K. Damodaran (Govt. Nominee)
7. (University Nominee)
8. Dr Joy K.L. (Principal, ex-officio Secretary)
9. Dr. Thomas Paul Kattookaran
10. Dr Fr Martin K.A., M. Phil., Ph. D.
11. Dr. Joby Thomas K., M. Phil., Ph. D.

1.2 ACADEMICS:

1.2.1 ACADEMIC COUNCIL: Academic Council of St Thomas College(Autonomous) consist 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.

Members of the Academic Council:

1. Dr. Joy K.L. (Principal, Chairman)
2. Dr. Anto Thomas C. (HOD, Member Secretary)
3. Dr Joby Thomas K. (HOD, Vice Principal)
4. Dr. Fr. Martin K.A. (Vice Principal)
5. Dr.(Sr.) Alphonsa Mathew, (Vice Principal)
6. Dr. Sanil Raj J. (Dean, Arts & Humanities)
7. Dr. Britto Joseph K., (Dean, Sciences)
8. Dr. Paulson Mathew (CE)
9. Mr. P.M. Joy (HOD)
10. Dr. Biju John M (HOD)
11. Dr. C.V. David (HOD)
12. Dr. Saju M.I. (HOD)
13. Dr. V. M. Chacko (HOD)
14. Dr Mejoy Jose (HOD)
15. Mrs Jnanabhai K. P.(HOD)
16. Dr Toy C T (HOD)
17. Dr Vimala Jose (HOD)
18. Dr Jiju A. Mathew (HOD)
19. Dr Sabu P.J. (HOD).
20. Dr Rani Jasmine Thomas N. (HOD)
21. Ms Dalia Varghese (HOD)
22. Ms. Blessy Paul C. (HOD)
23. Ms. Bindhia K.F. (HOD)
24. Mr. Jijo Kuruvilla (HOD)
25. Mr. Jinesh Paul C. (HOD)
26. Ms. Alice N.K. (HOD)
27. Dr. C.S. Biju (Asso Prof.)
28. Dr K. Mohandas (Retd. V C, KUHS)
29. Dr. Jose Kallarakkal (Administration)
30. Mr T. S. Anandaraman (FCA- Commerce)
31. University Nominee

BOARD OF STUDIES

The Governing Council formed various Boards of Studies as following:

- 1. English**
- 2. Economics and Politics**
- 3. History and Physical Education**
- 4. Social Work**
- 5. Oriental Languages**
- 6. Commerce and Management Studies**
- 7. Mathematics**
- 8. Statistics**
- 9. Computer Science**
- 10. Physics and Electronics**
- 11. Chemistry**
- 12. Botany**

- 13. Zoology**
- 14. Media Studies**
- 15. Criminology and Police Science**

1.3 GENERAL MATTERS

1.3.1 ADMISSION

The admission to various courses of St. Thomas' 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 – MATRICULATION

All persons who register for a course 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 course 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 seek admission to further course of study in Calicut University shall be considered as qualified for admission to that course 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 course 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 courses recognized is available at university web site. Some courses 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 courses 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 produce certificate from the AIU in this regard.

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

1.3.5 MIGRATION CERTIFICATE

Migration certificate will be issued by Calicut University to candidates who seek admission to a course 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 duration]. Scribe will be permitted for those who can't 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 course. 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 mnts. 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 other cases, original certificate should be produced. For granting extension of time, 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. If possible, a separate room should be provided for each of the candidates.

In such special applications, we shall follow the norms followed by the University of Calicut.

1.5 COMPULSORY SOCIAL SERVICE

If the University decides to have some voluntary social service activities for the students of UG/PG, we shall accept the system.

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 names of such candidates 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. Shortage of attendance can be condoned. 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 courses is 10% of working days. Condonation of attendance will be granted twice during the entire course 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 course for semester courses, 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 course will not be cancelled automatically. If a course is passed in full, it cannot be cancelled. If a student, perchance, has to cancel the course of study, he/she may be given the Transfer Certificate and no offer of re-admittance need be given.

2. CONDUCT OF EXAMINATIONS

2.1 CONTROLLER OF EXAMINATIONS

The Principal of St. Thomas' College (Autonomous), Thrissur is entitled to appoint the Controller of Examinations (CE) of the college. (Cfr. 74N 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 QUESTION PAPERS SETTING

The Board of question paper setters comprise of both external and internal examiners. External examiners will be from other colleges, preferably having P.G. course 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.

2.3 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 noting on the cover should be reported to the Controller of Examinations forthwith. The Chief Superintendent will be responsible for wrongly 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.

2.4 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.

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 Exam. 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.

2.5 INVIGILATION

A Chief Superintendent shall be appointed by the Principal before the commencement of examinations. He 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 recommended 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 during 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 go the examination hall when examinations are going on and 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 circumstances..

Before the question paper is distributed to the candidates, the Invigilator 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 Invigilator 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.

2.6 MALPRACTICE

A candidate detected in malpractice shall be permitted to write the examination if she/he wishes to do so. The answer books of the candidate detected in malpractice should be collected by the invigilator 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, "Suspected Malpractice".

The CE, making a prima- 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 /examinee, nominate a member of the Governing Body 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 witness 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 intending 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 officer 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 the Enquiry Officer. 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: As per the Examination Manual, penalty for Suspected case of Malpractice is defined in three options: (a) A penalty for Rs. 1000/- 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. The Principal 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. Detailed 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 can be implemented, having external and internal examiners. The Head of the respective department will be appointed as the Chairman of the valuation camp. 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 Courses, 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 discovered a difference of more than 30% between the marks given by the examiners, a third valuation need be done, and ultimately the average of the two marks which have the least difference mutually, shall 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 answer scripts of the regular students. 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. Remuneration can be offered to the Internal Examiners for tabulation, data entry and other clerical works. 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 REVALUATION 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 the time limit prescribed. Fee for revaluation is Rs 600/- per paper. There is no fine date or superfine date to apply for revaluation. There is no re-revaluation or spot revaluation.

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.

On matters related to Revaluation, we follow the system existing in the Parent University. Consequently, the increased marks obtained in the Revaluation will be awarded to the candidate without fixing any limit. (cfr. U.O. 379/2016/PB dtd. 23 July 2016)

Change of marks on account of revaluation should be effected in the Tabulation Register and in the system on receipt of the copy of the memo from the section. The change need be effected 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) to retain the marks of revaluation by cancelling the marks scored in the supplementary examination, without losing the improvement chance.
- c) to 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 Calicut University.

3.8 IMPROVEMENT

Registration for reappearance [even 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 that time.

In case of reappearance after completion of the course, 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 course. 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 can not 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/marks 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 within forty five working days of the receipt of recommendations from the College.

4.1.1 PROVISIONAL CERTIFICATE

Provisional certificates of various courses are issued by University after the publication of the results by the request of 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 marklist 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 and the same 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 course 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 course 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 news paper. The notification can be either in English or in Malayalam. The notification should contain the details such as name

of course, 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 courses should be submitted separately, along with the photocopies of affidavit and news paper advertisement.

If the candidate surrenders the remnants of the damaged/ spoiled mark list, all the formalities except news paper advertisement should be fulfilled.

Application for duplicate mark list should be made in the prescribed form. Application for duplicate document should be accompanied by news paper 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. 250/- 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/-+ postal charges of Rs 50/-
A search fee of Rs 500/- from candidates up to 15 years after completion of the course 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 St.Thomas Collge(Autonomous), Thrissur

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 news paper 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 St. Thomas College(Autonomous), Thrissur.

The above facts are true and correct.

Dated thisday of month year

Signature of Deponent

Signature of Judicial First Class Magistrate

5. 6 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	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	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, St.Thomas' College (Autonomous), Thrissur. A copy of the gazette is to be attached with the request.

Fee for name change is Rs. 200/-. 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.

6. REVISED FEE STRUCTURE

6.1. EXAMINATION FEES

1. BA/B.Com/B.Sc(other than the B.Sc. courses specifically mentioned below)

a. Application Fee	Rs.50/-
b. Each theory paper:	
First appearance	Rs.50/-
Supplementary	Rs.75/-
Improvement	Rs.100/-
c. Each practical:	
First appearance	Rs.100/-
Supplementary/ Improvement	1. Rs.200/- for each subsidiary 2. Rs.500/- for part III main
d. Project/Dissertation evaluation	Rs.100/-
e. Viva Voce	Rs.50/-
f. Mark list	Rs. 50/-
g. C.V. Camp fee	1. Rs.200/- First appearance candidates 2. Rs.50/- per paper for Supplementary/ Improvement candidates. (subject to a maximum of Rs.200/-)

2. Bachelor of Computer Applications (BCA)

a. Application Fee	Rs.50/-
b. Each theory paper	Rs.50/-
c. Supplementary	Rs.75/-
d. Improvement	Rs.100/-
e. Each Practical	Rs.200/-
f. Project/ Dissertation	Rs.350/-
g. Viva Voce	Rs.100/-
h. Mark list	Rs. 50/-
i. C.V. Camp Fee	1. Rs.200/- First appearance Candidates. 2. Rs.50/- per paper for supplementary/ Improvement candidates (Subject to a maximum of Rs.200/-)

3. Bachelor of Business Administration (BBA)

a. Application Fee	Rs.50/-
b. Each theory paper	Rs.50/-
c. Supplementary	Rs.75/-
d. Improvement	Rs.100/-
e. Each Practical	Rs.200/-
f. Project/ Dissertation	Rs.350/-
g. Viva Voce	Rs.100/-
h. Mark list	Rs. 50/-
i. C.V. Camp Fee	1. Rs.200/- First appearance Candidates. 2. Rs.50/- per paper for supplementary/ Improvement candidates.

4. B.Sc. Electronics/ B.Sc. Computer Science/ BMMC

a. Application Fee	Rs.50/-
b. Each theory paper	Rs.50/-
c. Supplementary	Rs.75/-
d. Improvement	Rs.100/-
e. Each Practical	Rs.100/-
e. Project Report/ Dissertation	Rs.200/-
f. Viva Voce	Rs. 100/-
g. Mark list	Rs. 50/-
h. C.V. Camp Fee	1. Rs.200/- First appearance Candidates. 2. Rs.50/- per paper for supplementary/ Improvement candidates. (Subject to a maximum of Rs.200/-)

5. B.V.C.

a. Application Fee	Rs.50/-
b. Each theory paper	Rs. 50/-
c. Supplementary	Rs. 75/-
d. Improvement	Rs.100/-
e. Each Practical	Rs.300/-
f. Project Report/ Dissertation	Rs.350/-
f. Viva Voce	Rs.100/-
g. Mark list	Rs. 50/-
h. C.V. Camp Fee	1. Rs.200/- First appearance Candidates. 2. Rs.50/- per paper for supplementary/ Improvement candidates. (Subject to a maximum of Rs.200/-)

6. MA/M.Sc./ M.Com/ M.S.W./ MVC

a. Application Fee	Rs.50/-
b. Each theory paper	Rs.100/-
c. Improvement/ Supplementary	Rs.200/-
d. Each Practical	Rs.200/-
e. Project Report/ Dissertation	Rs.150/-
f. Viva Voce	Rs.120/-
g. Mark list	Rs. 50/-
h. C.V. Camp Fee	1. Rs.200/- (First appearance/Subsequent appearance irrespective of the number of papers appearing)

6.2 OTHER FEES

(Applicants have to remit the application fee of Rs. 50/- in addition to the prescribed fee)

MATRICULATION/RE – MATRICULATION

No	Particulars	Amount (Rs)
1	Matriculation Fee	100
2	Re matriculation Fee	150

RECOGNITION OF QUALIFYING EXAMINATION

No	Particulars	Amount (Rs)
1	Recognition Fee	100

CONDONATION – SHORTAGE OF ATTENDANCE:-

Sl. number	Particulars	Amount (Rs)
1	Condonation fee (upto 10 days)	750
2	Condonation fee (upto 20 days)	1000
3	Fine for delayed submission of application	2000

REVALUATION OF ANSWER PAPERS

No	Particulars	Amount (Rs)
1	Revaluation	600
2	Fine for effecting revalued marks after 6 months from the date of revaluation memo	500 for each year
3	Fee for Duplicate RV Memo	150

PROVISIONAL CERTIFICATE

No	Particulars	Amount (Rs)
1	U G Courses	125
2	P G Courses	200

CONSOLIDATED MARKLIST

No	Particulars	Amount (Rs)
1	Consolidated Mark List (including postal charges)	300

CONFIDENTIAL MARKLIST

No	Particulars	Amount (Rs)
1	Confidential Mark List (including postal charges)	300

GENUINENESS VERIFICATION/AUTHENTICATION OF TRANSCRIPTS

No	Particulars	Amount (Rs)	
1	Genuineness Verification (per document)	1500	
2	Search Fee	Upto 3 years of passing the exam	250
		Between 3 to 10 years of passing the exam	500
		Above 10 years of passing the exam	800
3	Postal Charges (inside India)	50	
Only one search fee is needed for a course at a time.			

UNCLAIMED DOCUMENTS

No	Particulars	Amount (Rs)
1	Up to 1 Year (per document)	150
2	Between 1 – 2 Years	500
3	2-5 Years	1000
4	Above 5 Years	5000

RANK CERTIFICATE/POSITION CERTIFICATE

No	Particulars	Amount (Rs)
1	Provisional Position/Rank Certificate	200
2	Final Rank Certificate / Position Certificate (including postal charges)	200

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	Rs.1000/- per mark list