



ANNA UNIVERSITY “WH” CODES & WITH-HELD RESULTS

LIST OF “WH” CODES & THEIR DETAILS:

- WHRX:** Re-Examination will be conducted.
- WH1:** Withheld for suspected Malpractice.
- WH2:** Withheld for want of approval of admission/re-admission/transfer from DTE & Director, Student Affairs.
- WH3:** Withheld – Court Case.
- WH4:** Waiting for clearance from Director (CEP).
- WH5:** Waiting for clearance from Director (Student Affairs).
- WH6:** Withheld for want of clarification.
- WH7:** Withheld for want of clarification from the Director (AC) regarding additional subjects due to a change of regulation.
- WH8:** Withheld for want of clarification from the Director (AC) about subject equivalency for students admitted in V and VII semesters.
- WH9:** Withheld for want of clarification from Director, Chairman of Sports Board.
- WH10:** Withheld for non-cooperation by the college in central valuation.
- WH11:** Results will be published along with the lower semester results.
- WH12:** Hard copy of Attendance sheets not provided by the College.
- WH13:** Examination Fees not paid by the College.
- WH14:** Teacher Candidates.
- WH99:** Result will be published later.
- WHG10:** In-Process.
- WHI:** Withheld for want of Internal Mark (Mark not provided by the college).
- WHE:** Withheld for want of Practical Mark (Mark not provided by the college).
- WHB:** Withheld for want of Internal Mark and Practical Mark (Marks not provided by the college).
- WHV:** Withheld for want of Viva-Voce Mark.

OTHER CODES:

- SE:** Sports Exemption.
- WD:** Withdrawal.
- AB:** Absent.
- SA:** Shortage of Attendance.
- RA:** Re-appearance.
- BRK:** Break.
- UA:** Absent.
- NR:** Not Registered.
- DIS:** Discontinued **PDEB:** Permanently debarred.
- Source:** annauniv.edu.



SIR ISSAC NEWTON COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Permanently Affiliated to Anna University, Chennai.
(An ISO 9001:2015 Certified Institution)

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EXAM CELL

CONSTITUTION MEMBERS:

	FACULTY NAME	DESIGNATION	ROLE
1.	Mr.R.Gnanasekaran	AP/MECH/Exam cell	EXAM CELL CO-ORDINATOR
2.	Mr.G.Vijayakumar	AP/AGRI/Exam cell	EXAM CELL CO-COORDINATOR
3.	Ms.A.Ananthi	AP/CSE	EXAM CELL MEMBER
4.	Ms.R.Sindhuja	AP/AI&DS	EXAM CELL MEMBER
5.	Ms.S.Bashirunisha	AP/ECE	EXAM CELL MEMBER
6.	Mr.S.Vignesh	AP/MECH	EXAM CELL MEMBER
7.	Mrs.Gnana. Amuthavani	AP/S&H	EXAM CELL MEMBER



ANNA UNIVERSITY, CHENNAI-600025

INSTRUCTIONS TO THE STUDENTS

- Admission to the Examination is provisional.
- The Hall Ticket is issued only if the candidate meets the attendance and other requirements set by the University. If the candidate is later found not to meet these requirements, their exams will be cancelled.
- Each candidate will be given a seat with their register number and must occupy it at least 10 minutes before the exam starts. Candidates are not allowed to sit in any seat other than the one assigned to them.
- Candidates are usually not allowed to enter the hall after the exam begins. In exceptional cases, they may enter within the first 30 minutes with written permission from the Principal or CS. No entry is allowed after the first 30 minutes under any circumstances.
- Candidates cannot leave the exam hall within the first 45 minutes. If a candidate leaves during the exam, they will not be allowed to re-enter.
- Candidate who is suffering from infectious diseases of any kind shall not be admitted to the examination hall. Candidate is strictly prohibited from smoking inside the examination hall. Strict silence should be maintained in the examination hall.
- Candidate is required to bring his/her own pens, pencils and erasers. Candidate should use only blue or black ink while answering his/her papers.
- Before answering, the candidate must write their register number, semester, subject, and exam date in the designated space on the first page of the answer book and not anywhere else, including attachments like drawing sheets or charts.
- If a candidate writes his/her register number on any part of the answer book/sheets other than the one provided for or puts any special mark or writes anything which may disclose, in anyway, the identity of the Candidate/College, he/she will render himself/herself liable for disciplinary action.
- Writing of wrong register number in the answer book will entail rejection of the answer book.
- Candidate is not allowed to exceed the prescribed time assigned to each paper.
- Candidate shall not talk/ask questions of any kind during the examination.
- Candidates must not carry any written or printed material, paper, cell phone, pen drive, iPod, programmable calculator, or unauthorized data into the exam hall. Possession of any such items will result in disciplinary action.
- Candidates must not share any part of their answer or question papers with others or allow anyone to copy from their answers. Anyone involved in such malpractice will face disciplinary action.
- Candidate found guilty of using unfair means of any nature shall be liable for disciplinary action.
- Candidate will have to hand over the answer book to the Invigilator / Chief Superintendent before leaving the examination hall.
- Candidate should produce the hall ticket on demand by the Invigilator / Chief Superintendent / Anna University Representative / Squad members.
- Candidate shall not write anything in the Hall Ticket.
- Candidate shall write only the Register No. in the space provided in the Question Paper. Any other writings in the Question Paper is prohibited and punishable.

EAXM CELL-SINCET



ANNA UNIVERSITY, CHENNAI-600025

CONDUCT OF EXAMINATIONS INSTRUCTION

Section 5.17 of the University Statutes for Affiliation 2004 states “the college shall provide all the required facilities, including sparing of the premises and the staff for the conduct of examinations, invigilation during examinations, and assisting the evaluation process, as directed by the University”.

The Authorities/Representatives of the University involved in the conduct of the Examination are:

- Controller of the Examinations (COE)
- Additional Controller of the Examinations (ACOE)
- Deputy Controller of the Examinations (DCOE)
- Zonal Coordinators (ZC)
- Zonal Officers (ZO)
- Vigilance Squad (VS)
- Anna University Representative (AUR)

The Officials of the Affiliated Colleges involved in the conduct of the Examination are:

1. Principal of the College
2. Chief Superintendent of the Examination (CS)
3. Nodal Officer of Nodal Centres
4. Hall Superintendents (HS)

THEORY EXAMINATION

Chief Superintendent (CS):

- Normally, the Principal, meeting the qualifications and experience listed in section 1.2 of the university norms, will be appointed as the Chief Superintendent (CS) for conducting exams at the college. The CS must read the university's exam rules and instructions and ensure that officials, staff, and candidates follow them.

Examination Details Provided:

- The exam materials include copies of the timetable, a nominal roll with candidates' names, register numbers, and registered subjects, and attendance sheets for each subject. Additionally, a packing slip lists the candidates' register numbers by subject, and consolidated registration details provide a date-wise summary of subjects, the number of registered candidates, and the question papers being sent.

Hall Tickets:

- The Principal/CS will announce the time and place for issuing hall tickets three days before the exam. The CS must prepare seating arrangement sketches (Proforma 1) and send a copy to the COE if requested. Seating must be arranged so that candidates taking the same subject sit alternately.

Hall Arrangements:

- The CS must prepare sketches of the seating arrangements in the examination halls (Proforma 1) and send a copy to the COE upon request.

Question Paper (QP):

- The CS must ensure that the question paper packets match the announced subjects and should not open them hastily to maintain the university's credibility. The packets must be opened 15 minutes before the exam in the presence of the external HS, AUR, and CS, who will check the sealing, date, and session before signing.

Answer-books:

- The university provides 44-page answer books with a serial number and two graph sheets. The CS is responsible for recording their daily usage and sharing this information with the COE upon request. Additionally, the CS's signature or facsimile should only appear in the designated space on the title page of the main answer book and not on any other pages, including attached drawing or graph sheets.

Hall Superintendent (HS):

- The CS will appoint the required Hall Superintendents (HS) from their college and nearby colleges, ensuring 50% are external. They must request neighboring colleges for a list of willing faculty in advance. The CS can issue attendance certificates to staff but must not assign invigilation to anyone with a close relative taking the exam, and only teaching staff can be appointed as HS.

Anna University Representative (AUR):

- The COE/ZC will appoint one University representative (AUR) as an observer for each examination center, and more may be appointed if needed. The AUR must arrive at the examination center at least one hour before the exam begins. The Principal/CS must fully cooperate with the AUR during their checks related to the exam conduct.

Vigilance Squad (VS):

- The COE/ZC will appoint an Examination Vigilance Squad to ensure that officials and candidates follow the exam rules and regulations. The Principal, CS, AUR, and HS must fully cooperate with the Vigilance Squad during their checks at any time regarding the conduct of the examination.

Examination Timing

- Candidates must be seated at least ten minutes before the exam and cannot move around. No one can enter after the exam starts, except within the first thirty minutes with permission. After thirty minutes, no one can enter or leave until forty-five minutes have passed. Candidates cannot write after the time limit but will get extra time if the question paper is late. Any delays should be reported to the COE. A bell will ring every half hour, and a warning bell will ring five minutes before the exam ends to remind candidates to finish.

Attendance of the candidates:

- Ten minutes after the exam starts, HSs should take attendance by recording each candidate's answer book serial number and getting their signatures on the attendance sheet from the university web portal. This process must be completed within thirty minutes, and all attendance sheets should be sent to the COE in batches as instructed.

Important Timings during the Examination Days:

- No candidate may enter the hall after the first thirty minutes or leave before forty-five minutes from the start of the exam.

MALPRACTICE:

- HS/CS/AUR/Squad Member/Principal and Officers from office of COE can search the students for any hidden incriminating materials by touching the body with hands as and when it is required. If any thorough verification is required, the search may be carried out in a separate room in the presence of a college representative. Girl students will be searched only by female staff members.

PACKING OF ANSWER-SCRIPTS:

- After the answer-scripts have been collected, they should be carefully arranged subject wise in the sequence of the register numbers.

PRACTICAL EXAMINATION:

- The instructions given above under 'theory examinations' should be followed for practical examinations also wherever they are relevant. Some additional instructions are given under:

Additional Points for Practical Examinations

- The Principal is responsible for all activities related to the Practical Examinations. The COE will notify the college about the practical exam periods (Slot-I/Slot-II) for each semester. The Principal must create a schedule for all practical exams for regular and arrear candidates during this time and assign internal examiners for each subject. This schedule and the list of internal examiners must be submitted to the respective ZC for approval on time. The ZC will appoint external examiners on behalf of the COE. No changes to the internal or external examiners or the practical exam schedule can occur without ZC approval.

IQAC INITIATIVES IN THE EXAM CELL

The Internal Quality Assurance Cell (IQAC) can implement several initiatives in the exam cell to enhance the quality and integrity of the examination process. Here are some possible initiatives:

- **Standardization of Examination Procedures:**
Establish clear guidelines and protocols for conducting examinations to ensure consistency across all departments.
- **Regular Training for Staff:**
Conduct training sessions for faculty and exam cell staff on best practices in examination management, including the use of technology and effective assessment methods.
- **Feedback Mechanism:**
Implement a system for collecting feedback from students and faculty on the examination process to identify areas for improvement.
- **Monitoring and Evaluation:**
Regularly evaluate the examination process, including the preparation of question papers, conduct of exams, and evaluation of answer scripts.
- **Data Analysis for Improvement:**
Collect and analyze data on student performance to identify trends, strengths, and weaknesses in assessment methods, which can guide future improvements.
- **Transparent Grading System:**
Ensure that grading criteria and processes are transparent to all stakeholders, promoting fairness and accountability.
- **Use of Technology:**
Incorporate technology for online examinations, secure storage of question papers, and efficient management of examination logistics.
- **Exam-Related Grievances:**
Monitor the types and numbers of grievances received and resolved in the exam cell, and report these findings to the Internal Quality Assurance Cell (IQAC) for analysis and action.
- **Enhancing Student Awareness:**
Conduct orientation sessions for students about examination policies, procedures, and expectations to ensure they are well-informed.
- **Review and Revise Question Papers:**
Establish a review process for question papers to ensure that they align with the curriculum and learning outcomes.
- **Alternative Assessment Methods:**
Explore and implement alternative assessment methods, such as project-based assessments, presentations, and practical exams, to provide a more comprehensive evaluation of student learning.
- **Collaboration with Other Departments:**
Work with various departments to ensure that examinations are scheduled effectively and resources are utilized efficiently.

These initiatives can help the IQAC enhance the overall quality of the examination process and contribute to the institution's commitment to continuous improvement.