

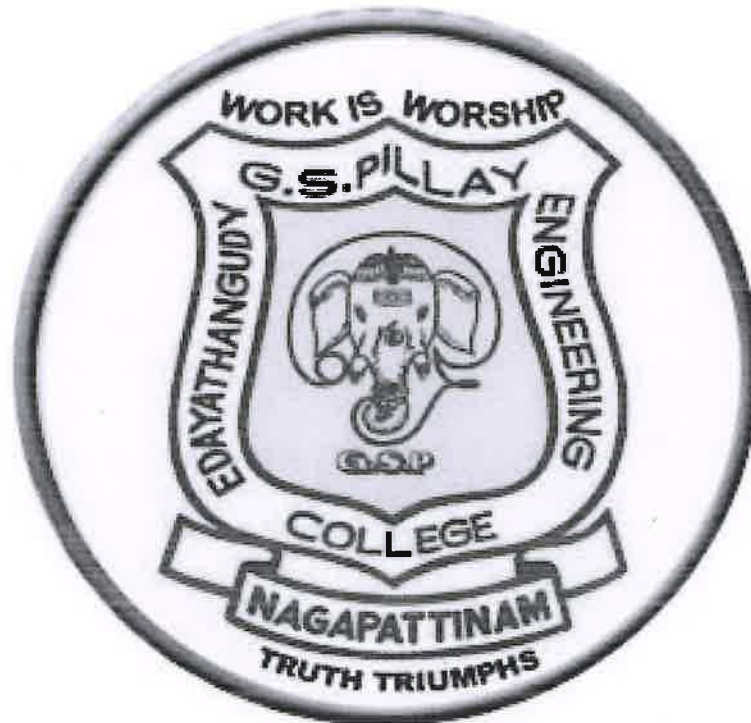


**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**E.G.S. PILLAY ENGINEERING COLLEGE**

(An Autonomous Institution, Affiliated to Anna University, Chennai)  
Nagore Post, Nagapattinam – 611 002, Tamilnadu.

Rev. 0  
COE/2017/  
ESEI



**INSTRUCTIONS FOR THE**  
**CONDUCT OF END SEMESTER**  
**EXAMINATIONS**

ATTESTED

Dr. S. RAMABALAN, M.E., Ph.D.,  
PRINCIPAL

E.G.S. Pillay Engineering College,  
Thethi, Nagore - 611 002.  
Nagapattinam (Dt) Tamil Nadu.

SL.NO.	INSTRUCTIONS	PAGE NO.
<b>A - THEORY EXAMINATION</b>		
1.	Chief Superintendent (CS)	2
2.	Particulars Provided by Office of COE for the Conduct of Examinations	2
3.	Hall Tickets	3
4.	Attendance	3
5.	Hall Arrangements	4
6.	Question Paper	5
7.	Answer-books	5
8.	Hall Superintendent	6
9.	University Representative	9
10.	Vigilance Squad	10
11.	Examination Timing	10
12.	Attendance of the candidates	10
13.	Candidates	11
14.	Important Timings during the Examination Days	13
15.	Approved Books and Instruments	14
16.	Malpractice	14
17.	Packing of Answer-scripts	15
18.	Claims	16
19.	Scribe	17
<b>B - PRACTICAL EXAMINATION</b>		
20.	Practical Examinations	18
<b>APPENDIX</b>		
21.	Exam Proforma and Claim Forms	

**ATTESTED**  
  
**Dr. S. RAMABALAN, M.E., Ph.D.,**  
**PRINCIPAL**  
**E.G.S. Pillay Engineering College,**  
**Thethi, Nagore - 611 002.**  
**Nagapattinam (Dt) Tamil Nadu.**

18.5 CS is required to make a return in the form (Proforma 10) for the quantity of stationery and covers remaining at the close of examination and to retain them for the next examination.

18.6 CS has to maintain stock particulars of the items such as, Answer-book, packet, etc., supplied by the COE. At the close of each examination, CS is expected to send stock position and request for requirement of various items for the use of next examination in Proforma 10.

18.7 Claims such as remuneration, allowances etc. of the staff members (except AUR and VS member) drafted for examination purpose will be settled by CS.

**19. Scribe:**

19.1 The Guidelines in respect of the appointment of a scribe and the related procedures are noted below:-

- i. The scribe should be a person who should not be well versed with the subject. It is enough if the scribe is a person who can just carry out what all the examinee dictates.
- ii. He/She may be a Non-teaching staff of the college.
- iii. The scribe must be suggested by the chief superintendent for approval of the COE on the above condition.
- iv. The Candidate and the Scribe must be seated in a separate hall and a hall superintendent be appointed to supervise them, under your strict vigilance.
- v. A fee of Rs. 200/- is to be collected for each subject from the candidate and it may be sent to the office of the COE.
- vi. Scribe is eligible for remuneration of Rs. 150/- per course.

**ATTESTED**  
  
**Dr. S. RAMABALAN, M.E., Ph.D.,**  
**PRINCIPAL**  
**E.G.S. Pillay Engineering College,**  
**Thethi, Nagore - 611 002.**  
**Nagapattinam (Dt) Tamil Nadu.**