

# EXAMINATION POLICY



Madanapalle Institute of Technology & Science  
(UGC- AUTONOMOUS)

*Controller of Examinations*

CONTROLLER OF EXAMINATIONS  
(MITS, Madanapalle)

CONTROLLER OF EXAMINATIONS  
MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE  
(UGC- AUTONOMOUS)

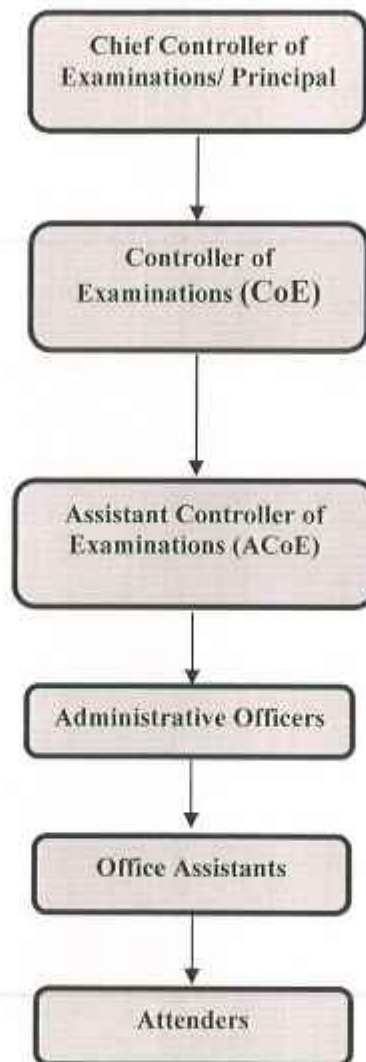
\* R. No.14, Kadiri Road, Angalla,  
Madanapalle - 517 325, A.P.

*Chairman*

CHAIRMAN  
(Academic Council - MITS)

Principal  
Madanapalle Institute of  
Technology & Science  
MADANAPALLE

# HIERARCHICAL- CHART



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# General Information

## About the Institution

Madanapalle Institute of Technology & Science is established in 1998 in the picturesque and Pleasant environs of Madanapalle and is ideally located on a sprawling 30-acre campus on Madanapalle - Anantapuramu Highway (NH-205) near Angallu, about 10km away from Madanapalle.

MITS, originated under the auspices of RatakondaRanga Reddy Educational Academy under the proactive leadership of Sri, N. Krishna Kumar M.S. (U.S.A), President and Dr. N. VijayaBhaskarChoudary, Ph.D., Secretary & Correspondent of the Academy.

MITS was conferred the *UGC-Autonomous* status from the *Academic Year 2014-15*.

## Executive Authorities for Examination Section

Academic Council is the highest authority to take decision in the academic matters of an autonomous institute. Academic standard of the institute mainly depends on decision/policies of AC and its effective implementation.

The various examinations for UG and PG Programmes shall be conducted in accordance with the curriculum structure and autonomy Rule and Regulations for UG and PG Programmes as approved by Academic Council for the various Programmes.

## **1. Chief Superintendent**

- 1.1 To conduct the examinations (End Semester Examinations), the Principal will act as Chief Superintendent or Principal will appoint a chief superintendent from amongst the senior faculty.
- 1.2 The Chief Superintendent shall remain in the Headquarters for the entire period of Examinations, except in case of emergency or valid reasons.
- 1.3 He/She will supervise the arrangements for the effective conduct of Examinations.
- 1.4 To issue and approve appointment orders to examiners, moderators and paper- setters etc. as per guidelines.
- 1.5 To issue appointment orders to invigilators, relievers and Observer (vigilance squad) etc. Such appointments shall not be issued to any person whose close intimates (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) are examinee at that programme. It is mandatory to obtain appropriate undertaking in this regard from concerned members. However, such members can participate in all other activities (if otherwise eligible) which are not related to examinations.
- 1.6 The Chief Superintendent shall see that the candidates with valid hall ticket and identity card only are allowed to take the examination. If any candidate has lost the hall ticket, the Chief Superintendent shall issue a duplicate hall ticket on payment of prescribed fee.
- 1.7 All the works related to Examination Branch are monitored and guided by Chief Superintendent.
- 1.8 To call for malpractice committee meetings as and when required to take further actions.

## **2. Controller of Examinations**

- 2.1 Controller of Examinations will be nominated by Principal. He/She will control all the examination processes under the seal of Controller of Examination (CoE).
- 2.2 CoE in consultation with the principal shall prepare a team consisting of ACoEs, Office Assistants and sub staff for smooth conduction of End Semester Examinations.
- 2.3 CoE is entirely responsible for the conduct of all examinations and for the maintenance of confidentiality of the whole process.
- 2.4 CoE shall interact with the Principal, VP/Dean Academics, Chairmen BOSs to draw the time table of examination.
- 2.5 He/She shall get the End Semester Examination from question papers from faculty who are generally working outside the college.
- 2.6 Hard copy or soft copy of Question Papers for the End Semester Examinations shall be received by the CoE.
- 2.7 Approve the list of eligible students for taking examinations.

2.8 Shall make all preparations connected with End Semester Examinations, getting valuation done, arriving at grades, announcement of results, printing of grade cards etc.

2.9 Generate Result Analysis Reports for discussion on the students performance..

### **3. Assistant Controller of Examinations**

3.1 The ACoE shall assist the CoE in general for the smooth conduction of Examinations.

3.2 He/She will submit the stationary availability/requirements to CoE for procurement.

3.3 The ACoE shall assist the CoE in arrange to assign seat numbers to different rooms seating arrangements.

3.4 The ACoE shall assist the CoE for taking sufficient hard copies for distributing to examination halls during the examination time. He/she shall verify the code and title of question paper as per the Notification.

3.5 He/ She shall be responsible for the supply of the hand books, Tables etc. before the commencement of the examination to the examination rooms.

3.6 Shall be responsible for collecting the answer scripts in the examination section at collection center and get it bundled. He/She will verify with Absentees & Malpractice statement and submit the same to CoE.

3.7 Shall go round the blocks where examination is going on and bring any discrepancy to the notice of the CoE & Chief Superintendent.

3.8 The ACoE shall in addition to the above duties attend to any other work entrusted to him by the CoE in connection with the Examination and function under the control of the CoE.

### **4. Office Assistants**

4.1 All the documentation work will be done by office assistants.

4.2 They shall assist the ACoE during the Answer Booklets collection and packing them into bundles.

4.3 Coding the answer booklets.

4.4 They will Assist ACoE or Coordinator during the Spot-Valuation time, they will provide Reporting Forms, Award Sheets, Stationary required for Spot Valuation.

4.5 They will assist ACoE during Scrutiny of results.

### **5. Mid Term Test/ Assignments**

#### **5.1 Mid Term Test:**

i. In any semester Mid Term Tests will be conducted as per the Academic Calendar.

ii. To start Mid Term Test, minutes of meeting will be conducted in the presence Principal, HoDs and CoE.

iii. During the meeting, status of syllabus coverage, submission of Mid Term Test Question papers and evaluated answer scripts shall be discussed.

- iii. During the meeting, status of syllabus coverage, last date for obtaining Mid Term Test Question papers and submission of correct answer scripts shall be finalized.
- iv. Head of the department shall make necessary arrangements for the submission of Mid Term Test Question Papers, evaluated scripts and consolidated marks statement to the Examination Section.

## 5.2 Assignments

- i. Examination Section will maintain the Assignments marks submitted by concerned departments.

## 6. Practical Examinations

Allotment of Batches for conducting Practical Examinations:

- 6.1 For every practical examination student will be grouped into batches based on the strength.
- 6.2 The list of registered students and batch wise time table shall be prepared by the respective departments and submitted to the CoE for formal approval under the signature & seal of Head of the Department.
- 6.3 A panel of Examiners shall be proposed by respective BoE/BoS/Head of departments submitted to the CoE for approval by the Chief Superintendent.
- 6.4 Selection of examiners shall be done by the Chief Superintendent and appointment orders shall be dispatched prior to the commencement of examination.
- 6.5 If any changes in batch, the concern examiners should bring it to the notice of CoE prior to the commencement of examination.
- 6.6 If an examiner is not available on the day/ during the practical examination, Head shall make an alternate examiner in consultation with CoE.
- 6.7 Once the Practical Examination time table is approved by Chief Superintendent then it shall be notified to the students.
- 6.8 On the day of the Practical examination the examiner has to collect the required stationary from the Examination Section.
- 6.9 After completion of the valuation, the Examiners have to submit Answer Scripts, absentee's statements, marks statements (approved by Chief Superintendent) and unused stationary to Examination Section.

## 7. End Semester Examination Viva-Voce:

- 7.1 On the request made by the CoE, BoS chairman shall submit at least 5 Viva-Voce Examiners for each panel according to the guidelines.
- 7.2 Size of each student panel is decided by the principal subject to the number of students of that particular branch/programme/specialization.
- 7.3 From the above panel, One External viva-voce examiner shall be selected by the Principal. However, in case of non-availability of examiner/examiners from the proposed list, Principal in

consultation with HoD will finalize an alternate examiner and the same will be informed to the CoE.

7.4 HoD in consultation with CoE will make necessary arrangements for the smooth conduction Viva-voce.

7.5 After completion of the viva-voce, HoD shall submit the award sheets (approved by Chief Superintendent) to the CoE.

## **8. Distribution of Marks & Question Paper Pattern**

### **UG Programmes (R14, R18 & R20 Academic Regulations):**

Internal Evaluation: 40 %

End Semester Evaluation: 60 %

### **PG Programmes (R16 Academic Regulations):**

Internal Evaluation: 50 %

End Semester Evaluation: 50 %

### **PG Programmes (R18& R20 Academic Regulations):**

Internal Evaluation: 40 %

End Semester Evaluation: 60 %

- Audit/Mandatory courses shall be evaluated entirely on the basis of internal evaluation.

## **8.1 Continuous Internal Assessment**

The total internal weightage for theory courses is 40 /50 marks for UG/PG Programmes with the following distribution.

### **UG Programmes (as per R14, R18& R20 Academic Regulations):**

Mid-Term-Test: 30 Marks

Assignments: 10 Marks

### **PG Programmes (as per R16 Academic Regulations):**

Mid-Term-Test: 30 Marks

Assignments: 20 Marks

### **PG Programmes (as per R18& R20 Academic Regulations):**

Mid-Term-Test: 30 Marks

Assignments: 10 Marks

## **Question Paper Pattern**



For UG & PG Programmes, Internal and End Semester Examinations Question Paper Pattern is strictly adhere to corresponding Academic Regulations.

Programme	Question Paper Pattern	
	Internal	End Semester
B.Tech – R14, R18 & R20 Academic Regulations	<p>Total Marks= 30 ( 4 Questions) Duration : 90 Minutes Frequency: 2 Per Semester</p> <p style="text-align: center;"><b>Marks Split-up</b></p> <p>Q.1 – 1 * 6 Marks = 6 Marks</p> <p>Q.2 to Q.6 - 3 * 8Marks =24Marks (Student shall answer three out of five long answer questions)</p>	<p>Total Marks= 60 ( 6 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester.</p> <p style="text-align: center;"><b>Marks Split-up</b></p> <p>Q.1 – 1 * 10 Marks = 10 Marks (There shall be two short answer questions from each unit.</p> <p>Q.2 to Q.6 - 5 * 10 Marks = 50 Marks (There shall be either or type questions from Q.2 to Q.6, each of these questions shall cover one unit of the syllabus)</p>
M.Tech & MCA (R18 & R20 Academic Regulations)	<p>Total Marks= 30 ( 4 Questions) Duration : 120 Minutes Frequency: 2 Per Semester</p> <p style="text-align: center;"><b>Marks Split-up</b></p> <p>Q.1 – Q.4 3 * 10 Marks =30Marks (Student shall answer 3 out of 4 questions)</p>	<p>Total Marks= 60 ( 5 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester.</p> <p style="text-align: center;"><b>Marks Split-up</b></p> <p>Q.1 to Q.5 - 5 * 12 Marks= 60 Marks. (There shall be either or type questions from Q.1 to Q.5, each of these questions shall cover on unit of the syllabus)</p>
MBA – R18 & R20 Academic Regulations	<p>Total Marks= 30 ( 4 Questions) Duration : 120 Minutes Frequency: 2 Per Semester</p> <p>Marks Split-up Q.1 – Q.4 : 4 * 10 Marks =40Marks (40 marks will be scaled down to 30 Marks)</p>	<p>Total Marks= 60 ( 6 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester.</p> <p>Marks Split-up Q.1 to Q.5 - 5 * 10 Marks= 50 Marks. Q.6 : 1 * 10 Marks = 10 Marks (There shall be either or type questions from Q.1 to Q.5, each of these questions shall cover on unit of the syllabus)</p>

M.Tech & MCA (R18 & R20 Academic Regulations)	Total Marks= 30 ( 4 Questions) Duration : 120 Minutes Frequency: 2 Per Semester  <b>Marks Split-up</b> Q.1 – Q.4 3 * 10 Marks =30Marks (Student shall answer 3 out of 4 questions)	Total Marks= 50 ( 5 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester.  <b>Marks Split-up</b> Q.1 to Q.5 - 5 * 10 Marks= 50 Marks. (There shall be either or type questions from Q.1 to Q.5, each of these questions shall cover on unit of the syllabus)
MBA – R18 & R20 Academic Regulations	Total Marks = 30 Marks (4 Marks) Duration : 120 Minutes Frequency : 2 Per Semester  <b>Marks Split –up</b> Marks Split-up Q.1 – Q.4 : 4 * 10 Marks =40Marks (40 marks will be scaled down to 30 Marks)	Total Marks= 50 (6 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester  <b>Marks Split-up</b> Q.1 to Q.5 - 5 * 10 Marks= 50 Marks. Q.6 Case Study. 1*10=10Marks (There shall be either or type questions from Q.1 to Q.5, each of these questions shall cover on unit of the syllabus)

In R18& R20 Academic Regulations, Final Mid-term marks shall be arrived by considering 80% weightage for the best mid-term test and 20% weightage for the other. In case any student is unable to appear for both mid-term tests for genuine reasons (for example; medical grounds, tragedy in his/her family), the Principal at his discretion on the recommendation of Head of the department and concerned faculty may permit to re-conduct only the 2nd mid-term test.

The 10 marks allotted to assignments in each theory course shall be based on evaluation of two assignments (5marks each), on topics relevant to that particular course. The first assignment is to be submitted before I mid-term test and the second assignment is to be submitted before II mid-term test.

## 9. Examinations Board

**The Examination Board consists of**

1.	Principal	Chairman
2.	Dean/V.P Academics	Member
3.	Controller of Examinations	Member
4.	Assistant Controller of Examinations	Member
5.	Two professors	Members

The board will guide and help the controller of examination for the smooth conduction of the examinations and also to approve the recommendations made by the controller of examinations.

## 10. Procedure followed in Conducting of Theory Examinations UG & PG

### 10.1 Preparation of Question Papers

Following guidelines shall be followed for appointment of paper setter for End Semester examinations.

**a. End Semester Examination Question Papers:**

- i. All theory question papers for UG and PG shall usually be set by the external examiners.
- ii. On the request of the CoE, the Chairman, Board of Studies of each program shall submit a copy of the syllabus, model question paper for each course.
- iii. The database of the paper setters for various courses is maintained by COE and shall be used for obtaining end semester question papers.
- iv. The selected external paper setters shall be contacted by the CoE for setting of two sets of question papers for the course concerned in conformity with the syllabus and prescribed question paper pattern. High confidentiality shall be maintained during this process.
- v. The following material shall be sent to the selected paper setter.
- vi. Syllabus/Course Handout

- Model Question Papers
- Guidelines for Paper Setting
- Template for setting the Question Papers
- Remuneration and Undertaking Forms
- Covering Letter with deadlines mentioned.

- vii. When the deadlines are approaching, the paper setters shall be reminded. In case, if the examination section does not receive the question paper from any one of the approved paper setters, the question paper shall be obtained from alternate internal/external paper setters.

**b. Procedure for preparing Question papers for distribution in examination halls.**

- i. High confidentiality shall be maintained by the team of the examination cell during this process.
- ii. The CoE shall randomly pick one of the question paper, which shall be the final question paper.
- iii. Adequate number of copies of the question papers shall be printed half an hour before the commencement of the examination, depending upon number of candidates registered.
- iv. The person deputed for the printing will not leave the room until the work is completed.
- v. No member shall carry any communication or storage device, such as mobile, Bluetooth, pen drive or any such device that may be used for transferring or storing the data from the computer.
- vi. Concern HoD/Subject expert will scrutiny the question paper in presence of CoE.
- vii. The COE shall get the question paper printed by random selection and he/she will be solely responsible for confidentiality of printed Question paper.

**10.2 Conduct of End Semester Examinations- Theory**

- i. All the End Semester Examinations for UG and PG Programmes shall be conducted in accordance with the Academic Regulations.

- ii. Chief Superintendent shall overview the smooth conduct examinations. ACoE along with Examination staff shall coordinate with Chief Superintendent and CoE in conduction of examinations.

**10.2.1 Procedure for Conduct of Examination**

- i. Examination Notification shall be issued about a month before the commencement of the examination.
- ii. The Examinations Time Table shall be prepared by CoE and will be notified to the students about three weeks before the commencement of the examination.
- iii. Students shall submit the filled in Examination Application Forms and examination fee as per the Examination Notification.
- iv. Physically Handicapped students shall be waived off from paying the examination fee subject to submit the proof of certificate along with their Examination Application.
- v. Hall Tickets shall be made available well in advance before the commencement of the examinations.
- vi. Ordinarily, morning session of examination with 3 hours' duration will be between 10.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00p.m. in the afternoon session.
- vii. Examination Cell prepares the Invigilation Duties with the list of available faculty.
- viii. In case, if any invigilator is not able to available to take invigilation on the assigned day, he is not expected to send substitutes directly, at any cost. He has to provide the alternative/ substitution and get the permission from Chief Superintendent / Principal in writing.
- ix. A Seating Arrangement plan shall be prepared for each examination hall according to day-wise, branch-wise and course-wise requirement.
- x. The seating plan shall be pasted in each examination hall one hour before the commencement of the examination.
- xi. Seating arrangement should be done in such a way that no communication is possible between the candidates.

Roll Number 1		Roll Number 18		Roll Number 7		Roll Number 24
Roll Number 13		Roll Number 6		Roll Number 19		Roll Number 12

Roll Number 2		Roll Number 17		Roll Number 8		Roll Number 23
Roll Number 14		Roll Number 5		Roll Number 20		Roll Number 11
Roll Number 3		Roll Number 16		Roll Number 9		Roll Number 22
Roll Number 15		Roll Number 4		Roll Number 21		Roll Number 10

### SEATING PLAN

- xii. Room-wise, Floor wise and Branch-wise seating plan is displayed at each floor as well as at the entrance of the examination center on the day of examination one hour before the commencement of examination.
- xiii. Invigilators shall be allocated to their respective examination halls by the Examination Cell depending on the number of candidates in each hall, half an hour before the commencement of the examination.
- xiv. Invigilators should report 30 minutes before the commencement of the examination.
- xv. Invigilators should check number of scripts (as per allotted students), the serial number of answer scripts and their condition before leaving the examination cell.
- xvi. The question papers shall be counted carefully so as to supply only the exact number required for each room and sufficient care should also be taken to see that if candidates of different subject are in room, the corresponding question papers are supplied to them. Exact number of question papers of various kinds equal to the number of candidates assigned to that room, shall be supplied. No extra question papers shall be supplied to any room.
- xvii. Question papers shall be sorted out room-wise and be distributed to the examinations halls five minutes before the commencement of the examination by ACoEs.
- xviii. The answer booklets of A4 size which consists of 42 pages, serially printed, shall be distributed to the students. No additional papers shall be provided.
- xix. Invigilators should check the number of question papers, code, title of the paper as soon as it is delivered by the Asst. Controller of Examinations.
- xx. The invigilators should see that only those candidates bearing registered numbers allotted to the respective room are admitted with hall tickets.
- xxi. Invigilator should verify whether all the candidates are having Hall tickets and identity cards.
- xxii. In case a candidate has lost the admission/hall ticket, the Chief Superintendent/CoE may admit the candidate by issuing a duplicate admission hall ticket after collecting a penal fee.
- xxiii. If student is not having Identity card, in such cases, Hod/class teacher of the concerned shall give permission on written with the seal of HoD and Signature.

- xxiv. The doors of the examination hall shall be opened each day 15 minutes before the commencement of the examination. All candidates shall be in the examination hall before the time fixed for the commencement of the examination.
- xxv. The candidates shall use blue/black ink to write the answers in the End Semester Examinations.
- xxvi. Invigilators are advised not to use mobile phones during examination period.
- xxvii. The invigilators shall submit an account pertaining to Absentees, along with un-used answer booklets, Question Papers to the assigned Examination staff, half an hour after the commencement of the examination.
- xxviii. During the examination, Chief Superintendent, CoE, ACoE and Observer/Squad are only authorized to enter the Examination hall.
- xxix. Reliever/examination staff shall give relief for a period not exceeding 10 minutes to the invigilator. If any invigilator takes more than 15 minutes, it should be brought to the notice of CoE.
- xxx. Attendance sheet shall be prepared by the examination cell thereafter.
- xxxi. At the end of the examination the answer scripts shall be collected by the invigilators and submitted to examination section.
- xxxii. The collected answer scripts shall be verified with the D-forms and shall be stored in the strong room in the presence of CoE/ACoE.
- xxxiii. Principal has complete powers to change the examination schedule for genuine reasons like bundh, natural calamities, etc.

### **10.3 Instructions to the Invigilators**

- i. Please confirm the date of invigilation duty and session from the consolidated duty list available in your department.
- ii. Make sure that suitable alternate arrangement is made well in advance if you are unable to do duty. Submit the alternate arrangement letter to the Chief Superintendent at least one day before the duty date.
- iii. Report to the examination section half an hour prior to the start time.
- iv. After reporting for the invigilation duty, get the following details from the Exam section;
  - v. Room Number and location.
  - vi. Collect the answer booklets and verify whether the count is as per the requirement of the hall.
  - vii. Exchange the damaged booklets if any with alternate ones.
  - viii. Any other clarifications.
- ix. After collecting the Answer booklets from the exam section, directly go to the allotted hall.

- x. The invigilators shall enter the examination hall at least 20 minutes before the start of examination.
- xi. Please stand at the entrance of the examination hall to check and admit only the candidates who have the hall ticket and ID card. Instruct others to report to the Examination Section for duplicate Hall Ticket.
- xii. Do not allow the students to enter into the hall once the examination has commenced and direct such students to consult the examination section.
- xiii. Ask the students to keep their books, note books, mobile phones and their written materials at the front of the hall/outside the hall.
- xiv. Instruct the students to check their pockets, wallets, desks and surroundings for presence of any forbidden materials like paper slips, electronic gadgets etc.
- xv. Check whether the students have occupied their seats as per the seating arrangement.
- xvi. Issue the Main Answer booklet to the candidates at least 10 minutes before the start of the examination and ask them to fill in correct details.
- xvii. Most importantly announce to the students to check whether the answer booklet contains only 44 physical pages and also for damaged booklets.
- xviii. Before distributing the question paper instruct the candidates to read the instructions printed the Main answer sheet without fail.
- xix. Instruct the students that apart from the Hall Ticket number they are not supposed to write anything on the question paper.
- xx. Do not allow the students to leave the hall within 30 minutes from the commencement of examination.
- xxi. Check whether the photo of the candidates in Hall Ticket matches with the person writing examination and also if all details are correct before signing on the Answer booklet.
- xxii. Also leave a signature on the Hall ticket against the concerned course.
- xxiii. Take the signature of students on the attendance proforma, mark "ABSENT"/put a cross on the seating plan for absent students and maintain the attendance record of his/her examination hall.
- xxiv. Strictly do not allow any student/faculty into the hall without proper authorization from the Chief Superintendent/ Controller of Examinations.
- xxv. Invigilators should not stand at the door or sit in the hall while examination is going on. If so observed, action will be taken very seriously.
- xxvi. Invigilators should carry out their duties so as to cause the minimum distraction to candidates.
- xxvii. Usage of Mobile phones is strictly prohibited within in the halls as it would distract the student's attention.

- xxviii. In case of any doubt contact the Chief Superintendent/Controller of Examinations through the attenders /security.
- xxix. Do not leave the hall under any circumstance without making alternate arrangements through proper channel.
- xxx. If the invigilator is reported by the reliever/Internal squad for taking more than 10 minutes of relieving time without any prior intimation to the Chief Superintendent/Controller of Examinations, he/she is answerable to the Chief Superintendent/Controller of Examinations.
- xxxi. Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
- xxxii. In case of misbehaviour, indiscipline, malpractice cases, Invigilator/Internal squad is not authorized to write anything on the Answer booklet, you have to only report to the Controller of Examinations for further necessary action.
- xxxiii. Notify the students to tie their supplements/if any, 10 minutes before the end of exam.
- xxxiv. As the final bell rings ask the candidates to stop writing and leave the hall after handing over the answer sheets.
- xxxv. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately.
- xxxvi. Check the Examination Hall before leaving, to ensure that no written answer booklets are left in the hall by mistake.
- xxxvii. Hand over the unused stationary and filled in proforma to the Examination section.
- xxxviii. In case of any forgotten mobile phones, wallets etc you may submit it at the exam section.

#### 10.4 Malpractice cases consideration committee

Whenever, the Chief Superintendent receives a report from the concerned authorized persons regarding student malpractice cases, he/she shall call for meeting with malpractice committee for necessary action.

The malpractice committee shall be constituted by the following members:

1.	Principal	Chairman
2.	Dean Academic/ Vice Principal -Academics	Member
3.	Controller of Examinations	Member
4.	Concerned HoD	Member
5.	Course Expert	Member



### Disciplinary Action for Malpractices / Improper Conduct in Examinations

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers, blue tooth or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he/she will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. If the candidate belongs to P.G Programme he is debarred for two consecutive semesters, and if U.G Programme he is debarred for four consecutive semesters from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the examination (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that Semester/year. If the candidate belongs to P.G Programme he is debarred for two consecutive semesters, and if U.G Programme he is debarred for four consecutive semesters from

		class work and all Semester end examinations if his involvement is established. Otherwise the candidate is debarred for two consecutive semesters from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. However the final decision shall be taken by the Chief Superintendent based on the recommendations of a committee nominated by the Principal. If the imposter is an outsider, he/she will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that course.
6.	Refuses to obey the orders of the any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that Semester. If candidate physically assaults the invigilator or/ officer in charge of the examination, then the candidate is also barred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the examination hall taking away	Expulsion from the examination hall and

	answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that Semester examinations depending on the recommendation of the committee.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Principal for further action to award suitable punishment.	

**Note:** Whenever the performance of a student is cancelled in any course/ courses due to Malpractice, he/she has to register for the End semester examination in that particular course/s consequently and has to fulfill all the norms required for award of Degree

## 11. Procedure for Coding of Answer Booklets

- i. Answer scripts according to Course-wise shall be mixed and coded by the examination branch under the supervision of CoE. This shall be done in a manner that the identity of the student is not revealed.
- ii. The coded number shall be entered in the boxes provided on the first page of the answer booklet for each HT No.
- iii. Double Verification shall be made for the entered coded numbers with the HT Nos. by the confidential team.
- iv. During the process of coding, all identification details of the students shall be removed from the answer booklet.
- v. Later, the answer booklets shall be packed in bundles.
- vi. These bundles that are ready for valuation shall be handed over to the Chief examiner designated for spot valuation.
- vii. During the process of examination process at any point of time if it is found that, any student's answer script is lost, in such cases, the average marks of all the remaining courses in that semester will be considered to assign appropriate letter grade for that particular course.

## 12. Procedure for Conduct of Spot Valuation:

- i. The answer scripts shall be double valued by a panel of examiners (External and Internal).
- ii. Spot Valuation is held under the overall supervision of the CoE.
- iii. Day wise reporting register will be maintained and all examiners have to sign in the register.
- iv. No visitors are allowed in the premises of valuation and the examiners are not expected to go out frequently.
- v. Answers books/scripts shall not be taken out of the premises of the valuation center. Violation of this rule amounts to a serious offence.
- vi. CoE will have all rights to dismiss/ cancellation of his/her examiner ship on the spot and disciplinary action would be initiated against such individuals if necessary.
- vii. The answer scripts shall be evaluated by internal examiners and external examiners (faculty from other Institutions/Universities).
- viii. The database of the examiners for various courses is maintained by COE and shall be used for appointment of examiners.
- ix. Selection of examiners and Chief examiners for spot valuation shall be done by CoE.
- x. For each course, a detailed Scheme of Evaluation and a Key shall be prepared by the course expert in consultation with the Chief examiner if not prepared by the Question Paper Setter. Chief Examiner is authorized to make any corrections in Key/Scheme of evaluation.

- xii. The answer script bundle shall be given to the Examiners by the coordinator along with required number of award sheets.
- xiii. Each script is evaluated by both the examiners, separately and independently, strictly adhering to the key and detailed scheme of evaluation.
- xiv. After independent evaluation of the answer scripts, each examiner shall handover the evaluated answer scripts along with award sheets to the coordinator, who shall in turn give the next bundle. This procedure shall be repeated till all the answer scripts are evaluated.
- xv. If there are unvalued scripts left at the end of the day, they shall be returned to the coordinator and collected the next day. Under no circumstances, the answer scripts should be taken out of the valuation center.
- xvi. The Coordinator shall check all the scripts and award sheets for validations.
- xvii. Coordinator will give the both the award sheets to the Chief examiner along with the bundle. He/she, shall prepare a Statement of Marks as follows.
  - a. For each candidate the difference in the total marks awarded by each Examiner shall be computed.
  - b. If the obtained difference is less than or equal to 15% of the total external marks for a given course, the average of the total marks awarded by the Two Examiners shall be taken as final mark and be entered in the Statement of Marks.
  - c. In case, the obtained difference of the marks awarded by the two examiners exceeds 15% of the total external marks for a given course; the Chief examiner shall request the two examiners to Re-examine the relevant answer script. If the difference in marks awarded by the two examiners after re-examination still exceeds 15% of the total external marks, the Chief examiner shall generally evaluate the script as third examiner.
  - d. Of the three marks now available, average of the two, which are almost close to each other shall be taken as the final mark and be entered in the Statement of Marks by the Chief examiner.
  - e. The Chief examiner shall submit consolidated Statement of Marks to the CoE.
- xviii. The Final marks shall be posted on the answer script by the chief examiner.

### **12.1 Instructions to the Chief Examiners**

- i. It is mandatory that Chief Examiner report on the first day of the spot valuation.
- ii. Check whether the Answer Key & Scheme of Evaluation is correct and discuss the same with concerned internal & external examiners prior to commencement of evaluation.
- iii. Instruct both the examiners not to discuss/disclose the marks awarded by them.
- iv. Instruct both the examiners that all the questions answered by the students should be valued with strict adherence to the key/scheme of valuation.

- v. Receive the answer scripts bundle along with filled in award sheets (internal & external examiners) from the coordinator and also a Chief award list for finalization of Marks.
- vi. Check if the total no. of Scripts in the bundle matches with the number listed on the Bundle.
- vii. Do not share the marks posted on the award sheets between the two examiners.
- viii. It is the responsibility of the Chief examiner to assure the correctness of the Grand total (sum of all the individual marks of each question) for every script.
- ix. Check for the permitted difference 15% of Maximum marks for every script evaluated by the two examiners.
- x. If the difference is above 15% call the examiners and ask them to re-examine the awarded marks and check whether they are in conformity with the key.
- xi. If any corrections are made in the Award sheets, circle the old marks, update the new marks next to the circled old marks and leave an initial. Do not strike across the old marks.
- xii. Even after re-examination, if the difference found is still greater than "15%" bring such cases to the Coordinator/ Controller of examinations.
- xiii. Once all the scripts in a particular bundle is cleared for difference of marks, post the marks on to the Chief Award sheet and finalize the marks as shown below;

#### **R14 & R16 Academic Regulations**

<b>Internal Examiner</b>	<b>External Examiner</b>	<b>Third Examiner</b>	<b>Chief Examiner</b>
25	23	----	Calculate $(25+23)/2$ , any fraction to be rounded up to the higher decimal.
25	35	20	Calculate average of the closest two marks. In case of equal difference between the three, calculate the average of the <b>best two marks</b> .

#### **R18/R20 Academic Regulations**

- xiv. If the obtained difference is less than or equal to 15% of the maximum marks, the final mark shall be arrived by considering 80% of the higher mark and 20% of the lower mark.
- xv. In case, the obtained difference of the marks awarded by the two examiners exceeds 15% of the total external marks for a given course; the Chief examiner shall request the two examiners to Re-examine the relevant answer script. If the difference in marks awarded by the two examiners after re-examination still exceeds 15% of the total external marks, the Controller of Examinations in consultation with the Principal shall appoint the third examiner for re-evaluating the script. Of the three marks available thereafter, the highest two shall be considered for the application of the above stated 80% -20% formula.
- xvi. Post the marks on the Award sheet with the provided red ink pen only.
- xvii. Sign on the relevant space on the front page of answer booklet.

- xviii. Before returning the bundle & award sheets to the coordinator ensure that the marks are finalized and posted on to the scripts.
- xix. Once the award sheets and bundles are returned to the co-ordinator, they will not be returned for any kind of modifications.
- xx. As the finalized marks are confidential data of the examination section, transferring of the awarded marks (ex.; writing the marks on a sheet of paper, using electronic gadgets to capture data etc.) by any means is strictly prohibited.

### 13. Grading

All the final Internal and End Semester examination marks are uploaded into an automation software (GEMS). Based on the below grading system, the letter grade, grade point, SGPA & CGPA are calculated.

#### UG Programmes: Conversion of Marks to Grade Point & Letter Grade

Absolute Marks	Grade Points	Letter Grade	Description
90 - 100	10	O	Outstanding
80 - 89	9	A+	Excellent
70 - 79	8	A	Very Good
60 - 69	7	B+	Good
50 - 59	6	B	Above Average
45 - 49	5	C	Average
40 - 44	4	P	Pass
< 40	0	F	Fail
--	0	Ab	Absent

#### PG Programmes: Conversion of Marks to Grade Point & Letter Grade

Absolute Marks	Grade Points	Letter Grade	Description
90 - 100	10	O	Outstanding
80 - 89	9	A+	Excellent
70 - 79	8	A	Very Good
65 - 69	7	B+	Good
60 - 64	6.5	B	Above Average
55 - 59	6	C	Average
50 - 54	5.5	P	Pass
< 50	0	F	Fail
---	0	Ab	Absent

#### Computation of SGPA and CGPA

A Semester Grade Point Average (SGPA) will be computed for each semester.

The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where '**n**' is the number of subjects **registered and cleared** for the semester (in R14 & R16),

**n** is the number of subjects **registered** for the semester (in R18)

'**c<sub>i</sub>**' is the number of Credits allotted to a particular subject, and

'**g<sub>i</sub>**' is the grade points carried by the letter corresponding to the grade awarded to the student for the subject.

SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

Starting from the second semester at the end of each semester S, a **Cumulative Grade Point Average (CGPA)** will be computed for every student as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where '**m**' is the total number of subjects the student has **registered and cleared** from the first semester onwards up to and including the semester S (in R14 & R16)

'**m**' is the total number of subjects the student has **registered** from the first semester onwards up to and including the semester S (in R18)

'**c<sub>i</sub>**' is the number of Credits allotted to a particular subject '**s<sub>i</sub>**' and '**g<sub>i</sub>**' is the grade-point carried by the letter corresponding to the grade awarded to the student for the subject '**s<sub>i</sub>**'.

CGPA will be rounded off to the second place of decimal and recorded as such.

The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade.

After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

#### **Illustration:**

Computation of SGPA and CGPA

- i. **Illustration for SGPA** (SGPA is calculated for the respective semester)



### Semester - 1

Course	Credits	Letter Grade	Grade point	Credit
Course1	3	A+	9	3x9 = 27
Course2	3	O	10	3x10 = 30
Course3	3	O	10	3x10 = 30
Course4	3	A+	9	3x9 = 27
Course5	3	A	8	3x8 = 24
Course6	3	B	6	3x6 = 18
	<b>Tc<sub>1</sub>=18</b>			<b>Sum<sub>1</sub> =156</b>

$$\text{SGPA (Sem-1)} = \text{Sum}_1 / \text{Tc}_1 = 156/18 = 8.67$$

### Semester - 2

Course	Credits	Letter Grade	Grade point	Credit point (Credit x Grade)
Course1	3	O	10	3x10 = 30
Course2	3	A+	9	3x9 = 27
Course3	3	A+	9	3x9 = 27
Course4	3	P	4	3x4 = 12
Course5	3	A	8	3x8 = 24
Course6	3	O	10	3x10 = 30
	<b>Tc<sub>2</sub>=18</b>			<b>Sum<sub>2</sub> =150</b>

$$\text{SGPA (Sem-2)} = \text{Sum}_2 / \text{Tc}_2 = 150/18 = 8.33$$

ii. **Illustration for CGPA** (CGPA is calculated from I Year I Semester upto the recently completed semester)

$$\text{CGPA} = \frac{\text{Sum}_1 + \text{Sum}_2 + \dots + \text{Sum}_n}{\text{Tc}_1 + \text{Tc}_2 + \dots + \text{Tc}_n}$$

$$= \frac{156 + 150}{18 + 18} = \frac{306}{36} = 8.50$$

## 13.1 AWARD OF CLASS

### UG PROGRAMMES

The following Class is awarded to the student on successful completion of the B.Tech. Degree Programme depending upon the CGPA obtained;

Class	CGPA	Based on the aggregate of grades secured from the total Credits.
First Class with Distinction	≥ 7.5 & 10.0	
First Class	≥ 6.5 & < 7.5	
Second Class	≥ 5.5 & < 6.5	
Pass Class	≥ 4.0 & < 5.5	

### PG PROGRAMMES

Class	CGPA	Based on the aggregate of grades secured from the total Credits.
First Class with Distinction	$\geq 7.5$ & $10.0$	
First Class	$\geq 6.5$ & $< 7.5$	
Second Class	$\geq 5.5$ & $< 6.5$	

#### 14. Declaration of Results

##### Procedure for declaration of Results

- i. The consolidated marks, for each theory course shall be entered into a computer as per the code number in the answer script in the prescribed format.
- ii. The computer program assigns these marks to the appropriate Hall Ticket number of the student after decoding.
- iii. The consolidated marks for each practical course are entered into computer as per the Hall Ticket number in the prescribed format.
- iv. The Internal marks submitted by the HoD for each course shall be entered into computer as per the HT number.
- v. Two confidential teams shall verify independently the code number, marks entered for correctness.
- vi. The mistakes shall be corrected and verified again.
- vii. Moderation of results, if any, shall be implemented as per the guidelines approved by Academic Council before declaring the final result.
- viii. The final marks are converted into respective grades.
- ix. The results of successful candidates at the end of each semester shall be declared in terms of Semester Grade Point Average (SGPA) and alpha sign grade.
- x. The results shall be declared after approval by the Results Declaration Committee, comprising

S.No	Faculty	Designation
1	Principal	Chair Person
2	Affiliating University Nominee	Member
3	Dean/Vice Principal -Academics	Member
4	Controller of Examinations	Member
5	Concern BoS Chairman/HoD	Member

### **15. Re-Totaling / Re Counting**

The facility of re-totaling of the answer scripts shall be followed only for theory examinations.

- i. Students can apply for re-totaling of marks for any number of papers of theory examination.
- ii. A candidate shall submit an application for re-totaling with the prescribed fee within the specified date as per the notification.
- iii. A candidate shall be awarded corrected grade after the re-totaling. However, if the candidate secure lesser grade than the awarded grade, the original grade shall be retained.

### **16. Post-Examination Moderation:**

After conduction of End semester examination, if any discrepancies like out of syllabus, mistakes in given questions are represented by the concerned HoD within three days, a committee appointed by the Principal, shall look into the issue.

### **17. Grade Card/PC/CMG**

- i. The CoE shall make necessary arrangements for printing and distribution of grade cards to the students.
- ii. Marks cards will be printed, sorted (Course-wise, semester-wise).
- iii. The institute shall issue 'Provisional Certificate' to those who have completed all the requirements for award of degree as per autonomy rules of this institute. This shall be valid till the convocation.

### **18. Ranking**

- i. Ranks are awarded based on the CGPA secured by the candidates for all the courses from first to final year, provided the candidate:
  - o Has completed the entire program in the college itself.
  - o Has passed all the courses in first attempt only.
  - o Has not discontinued the program for any period during the course of study.
  - o Has not been awarded any punishment for being involved in malpractice or indiscipline during the course of study in the Institute.
- ii. In case, more than one student secures same CGPA, then first rank shall be awarded based on:
  - o Student who secured more number of letter grade "O", "A+" and so on in decrementing order of grades.
- iii. After the applying the above clause, if still there is tie among the students, then all such students shall be awarded the same rank.
- iv. Certificate and medal/award shall be given to such students as an appreciation for their achievement.