



## CONDUCT OF EXAMINATIONS AND EVALUATION SYSTEM OF B.TECH UNDER AUTONOMOUS STATUS

### 1. Examination Committee

Malla Reddy Institute of Technology & Science, Hyderabad was established in 2005 under JNTUH, Hyderabad. Presently runs 7 B.Tech programs in engineering. The Academic Council for this institute has been constituted as per the UGC guidelines and as per JNTUH, Hyderabad to decide upon academic policies and academic activities from time to time. With the approval from Academic Council, the methodology for examination and evaluation of the programmes run by this institute is as under.

**Exams section** is a statutory office in the autonomous college. The most important and the most typical job of conducting of examinations is totally transferred to the autonomous college by the university. The office of the controller of exams takes care of the conducting of exams.

After the Principal's office, the office of the Controller of Exams is the most important functional unit in an autonomous college. It is a statutory office and is responsible for all the actively connected with testing, grading and academic certification in the college.

For conferring the provisional certificate, the university accepts the marks or grades and certificates given from the Controller of Examinations office.

In an autonomous college the college itself does the formative and summative evaluation of its students. The students are beneficiaries in this process.

- Formative evaluation means Continuous Internal Evaluation (CIE)
- Summative evaluation means Semester End Exams Evaluation (SEE)

Examination Committee is constituted as follows:

➤ Principal	<b>Chairman/Chief Superintendent</b>
➤ Controller of Examinations (COE)	Member Secretary
➤ Additional Controller of Examinations	Members
➤ All Chair persons of Boards of Studies in Engineering	Members
➤ One Senior Faculty of the college	Member

## **2. The Roles & Responsibilities of Examination Committee:**

- i. The Examination Committee shall ensure proper performance of the various duties in conducting examinations viz. paper setting, exam time table preparation, assessment and declaration of results.
- ii. The examination Committee shall prepare the detailed time table of examinations for every semester and upload it on website with prior approval of Chairman, Examination Committee.
- iii. The Examination Committee shall ensure smooth and organized conduct of examination by following means:
  - a) The Examination Committee shall prepare the detailed time table of examinations for every semester and upload it on website with prior approval of Chairman.
  - b) Appointing paper setters and evaluators for all exams including theory as well as practical well in advance.
  - c) Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, teachers, invigilators and supervisors etc
  - d) Constitute a sub-committee consisting of six members of whom one shall be Chairman in order to investigate and take disciplinary action for malpractices and lapses on part of the candidates connected with the conduct of examinations.  
(The recommendations of the sub-committee shall be placed before the Examination Committee, which take the disciplinary action in the matter as it deems fit.)
- iv. The Examination Committee shall prepare the exam budget for every academic year.
- v. The members of Examination Committee Meet twice during the academic year and such other times as may be required.
- vi. For any meeting of Examination Committee, one-third members shall constitute a quorum.
- vii. Different necessary formats shall be prepared by Examination Committee for record keeping and monitoring all examination related activities.
- viii. The Examination Committee shall take into account reforms approved by subject boards of Governors of the institute.
- ix. Appointment of chief examiners, and question paper-setters from amongst the persons included in the panels prepared by the respective subject boards during Mid - I, Mid - II and Semester End Examinations.
  - a) Issuing Appointment Letters for Paper Setting, Assessment of paper setting and Printing
  - b) Conducting Theory Examinations
  - c) Issuing Appointment Letters to Examiners for (Practical, Project/Dissertation, seminar)
  - d) Coordination of assessment of answer books
  - e) Preparation and declaration of provisional grades

- f) Preparation and declaration of final results
- g) Issue of transcripts, provisional passing certificate, marks list, preparation of exam calendar and letters of appointment of examiners.

### **3. Semester End Examination (SEE)**

Semester end examinations for all Programmes shall commence on the same day as per the schedule approved by the examination committee. However, in case of any emergency the Chairman, examination committee is empowered to reschedule any examination.

### **4. Controller of Examinations**

For performing above functions smoothly the post of COE is created who will work under Principal. The operational mechanism for examinations related activities shall be as shown below.

The duties of COE shall be as follows:

- 1) Question paper setting and printing
- 2) Distribution of paper to respective examination halls /department.
- 3) Conduct of Examination
- 4) Paper Valuation
- 5) Result Declaration
- 6) Authorized Signatory for Grade card
- 7) Recommendation for Bill Passing (Paper Setting, printing, Conduct of Exam, Valuation, result processing and declaration of result)
- 8) Member Secretary of Examination Committee

COE shall be responsible for smooth and proper conduct of examination in the college. He/ She shall;

- a. Communicate with the Police Station, Pet-bashirbaug, for keeping the Police '*Bandobast*' during the Semester End Examination.
- b. Give the directions to all Heads of the Departments and Examination Coordinators from various departments for conduct of examination.
- c. Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing to the exam and seating arrangement available in each class room.

- d. Receive the requirements of answer books, supplements, drawing sheets, graph paper and other material from central admin office.
- e. Receive the cases of misbehaviour, malpractices, copy cases from invigilators / heads of the departments and forward the same to complaint redressal committee for further necessary action.
- f. Obtain the list of external examiners for various courses from concerned Subject Board of Studies and make it available to various Heads of the Departments.

## 5. Question Paper Setting

- a. Eligibility Criteria regarding Appointment of Question Paper Setter / Examiner / Practical Examiner
  - 1) The question paper setter / Examiner shall be appointed by the COE in consultation with principal, Chairman of examination committee. The examiner appointed for undergraduate course shall have at least post graduate degree in concern / allied branch of engineering.
  - 2) The question paper setters shall have at least three years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made. However, if experts are not available as per the norms mentioned above the experienced teachers may be appointed as a special case with due approval from chairman examination committee.
  - 3) No person can claim appointment as question paper setter / practical examiner or any other appointment related to examination work as a matter of right.
  - 4) Appointments of person as question paper setter / Practical examiner shall be made as per the following guidelines.
  - 5) Appointment of question paper setter shall be made three months before the semester end examination.
  - 6) Appointment of practical examiner shall be made fifteen days before the scheduled practical examination.
  - 7) In case the practical examiner is appointed from outside (Industry/ Organization/ Field) he/she shall have at least two years of professional experience in the related field.

- 8) Question Paper setter / Practical examiner is from outside the college. The Question Paper setter / Practical examiner shall communicate his/her acceptance immediately, however if it is not possible to accept the appointment due to his/her preoccupation he/she shall communicate the same to the concerned authority well in advance at least a week before the date of appointment. In case no communication is received from Paper setter / Practical examiner within prescribed time limit it will be presumed that the appointment is accepted.
- 9) The paper setter shall follow all the directions given by COE from time to time in respect of pattern of question papers, setting of question papers, model question papers, scheme of evaluation etc.

**b. Guidelines to the Question Paper Setter**

- 1) The question paper for UG semester end examination shall be for 70(SA) / 30(FA) marks and maximum duration shall be 3/1:30 hours.
- 2) The paper setter shall not disclose his/her appointment and shall not make any correspondence on post cards e-mails/social media regarding any matter connected with the examination.
- 3) Paper setter shall submit his/her willingness/ unwillingness to the authority within fifteen days from the date of the letter of appointment as paper setter.
- 4) The paper setter shall submit two sets of paper as per appointment order.
- 5) Nature of question paper should be precise. Paper setter should design question paper such that the questions
  - a. Are written with simple, straight forward and meaningful wording.
  - b. Are unambiguous.
  - c. Are asked for relevant marks.
  - d. Cover the entire syllabus for the course.
  - e. The format of the questionnaire paper shall meet the criteria of Bloom's taxonomy

**c. B.Tech question paper setting instructions**

The set of question paper should consist of PART-A & PART-B.

PART-A consists of

Set of 10 short answer/objective/multiple choice questions and 2 questions from each of the units UNIT-I, II, III, IV & V, all questions are compulsory. And each questions carries 1 mark

PART-B consists of

- i) Subjective/Descriptive/Design/Derivation types questions
- ii) 5 Questions, each with Questions from each unit in either or mode
- iii) Set of 2 questions from unit which carries 10 marks each.
- iv) Candidates are required to attempt one question either or from unit I, II, III, IV and V in 3 hours.
- v) Each questions may have sub parts with clean indication of weightage of marks.
- vi) Each question may have sub questions i.e., 1(a) & 1(b) with breakup of marks.
- vii) Mention clearly on the top of the question paper manuscript if student requires any data, data books etc, during examination.

viii) Question should be set in such a way that it will test the skill of applying the knowledge acquired, rather than only testing memory or merely book information. The question paper may contain questions based on testing knowledge, skill and thinking ability.

- 1) Diagrams or sketches, if any, should be drawn in black ink or with black ball pen and should be attached separately (to the question paper) with question number mentioned below the sketch.
- 2) Sets f question paper shall be submitted in soft copy which is protected a password.

ix) For guidance of assessment of answer books, paper setters should prepare the scheme of evaluation, giving guidelines for the examiners for distribution of marks for different points in the question.

x) **In case of numerical problems, solution of the problems with distribution of marks for different stages** should be given in scheme of evaluation.

xi) The paper setter should specifically mention the charts, tables, IS codes, data books etc. required for the examination.

xii) Each paper setter will have to submit a declaration, along with the paper.

xiii) The paper setter is provided with a model question paper containing the format of question paper and common instructions to candidates.

xiv) Each External Paper Setter is provided with a course description form / teaching scheme submitted by a course teacher who has taught the course. Paper Setter may refer this teaching scheme while setting question paper so as to understand the depth of a particular topic of syllabus dealt by course teacher.

xv) The password protected soft copy and the two sets of scheme of evaluation remuneration bill form, paper setter details sheet, declaration form and material to be supplied sent via e-mail authorised by controller of examinations

xvi) In case of any difficulty regarding getting soft copy and/or hard copy, the setter may report to the COE.

**d. Conduct of Examinations (Regular and Supplementary)**

- 1) Regular theory examinations are being conducted at the end of every semester with a minimum gap of one week for preparation.
- 2) Semester end lab examinations are being conducted after the last instruction of the semester.
- 3) Apart from the regular end examinations, the institute may also schedule and conduct supplementary examinations for all courses for the benefit of students with backlogs.
- 4) Supplementary examination for the odd semester shall be conducted with the regular examinations of even semester, such candidates writing supplementary examinations may have to write more than one examination per day.
- 5) Supplementary examinations for all even semester only are being conducted before the commencement of the following academic year.
- 6) External Examiners for lab, mini project and main project work are being nominated by the Principal.
- 7) Bases on need, advanced supplementary for any year and any semester shall be placed for the benefit of the students,
- 8) Examinations may be on line/offline or blended mode

**9) The COE shall appoint staff for examination as per following structure and forward the copy of the same to departments:**

- i. **Invigilators:** One invigilator for every 24 students subjected to maximum of two per class room.
- ii. **Additional Invigilator:** One for the examination.
- iii. **Reliever:** One per 3 to 5 class rooms/exam halls, two for 6 to 10 class rooms/exam halls, three for 11 to 15 class rooms and so on.
- iv. **Masking & Sealing Assistant:** Two class III employees of the institute
- v. **Exam Attender:** Two per examination.
- vi. **Watermen:** One for three class rooms, one for each drawing hall.
- vii. **Sweeper:** One for each floor.

10) Invigilators, additional invigilator, and relievers shall be appointed from among the faculty of respective Departments.

11) Flying squad (Head of the departments) shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination. He/she shall also send the relievers to various rooms/halls to relieve the invigilators for not more than 10 minutes at a time.

12) Head of the department shall forward the cases of misbehaviour, indiscipline, malpractices, attempt to copy, copying cases to chairman, complaint redress committee through COE.

13) If any examinee is not in a position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon on this account, then a writer shall be allowed to such examinee. Such a writer shall not be a student of any Programme of B. Tech of the college or any other Technical Diploma or Degree course of other Colleges. The examinee shall, however, apply in a prescribed proforma to principal asking for permission to allow for such a writer. Principal then shall verify the medical certificate and give a permission letter to the examinee for the writer after taking the undertaking from the writer in a prescribed proforma. The examinee shall produce the permission letter to the invigilator for examination of each course.

14) In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 15 to 30 minutes extra for all the courses, provided he/she seeks permission from principal for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.

15) Members of flying squad (HODs) will arrange surprise visits to all examination blocks in various departments to check

- i. Whether all examination related procedures are being followed or not
- ii. The time schedule for examination related procedures followed scrupulously or not
- iii. The cases of unfair means if any.

16) All members will maintain the record of visits in prescribed format and at the end of SEE, flying squad will submit a comprehensive report to Controller of Examination.

## **6. Evaluation of Answer Scripts**

- a. Assessment of answer books for all examinations shall be done centrally. All the answer scripts shall be shuffled subject wise, coded and scanned before they are sent for digital valuation. The scanned answer books shall be available to the examiners for digital assessment. After the assessment, all answer books shall be decoded and the moderator will prepare the result sheet.
- b. The theory papers of semester end examination shall be evaluated both by internal examiner and external examiner. The first valuation of the answer scripts should be done by the internal faculty, teaching the subject. The second evaluation should be done by an external faculty outside the college. List of experts for second valuation, is to be finalized by the COE, with the approval of the Principal.
- c. In case of non-availability of the concerned internal faculty for evaluation, the COE, with the permission of the Principal, may assign the evaluation work to a competent faculty member.
- d. For the external evaluation, the COE, may approach the Head of any Engineering college(s), within or outside the state, preferably away from the region, with a request to co-ordinate the evaluation work. The Head of the Institution(s), may in turn, entrust the evaluation work to a Coordinator.
- e. The Coordinator may specifically be requested, to follow the guidelines given below, while selecting the paper evaluators.
  - i) The evaluator, must have taught the subject, at least once.
  - ii) Normally, the evaluator should not be below the cadre of an Associate Professor from any engineering college, within and outside the state of Telangana.

iii) In the case of the evaluator being of the cadre of Assistant Professor the prescribed minimum teaching experience is five years.

f. After obtaining the evaluation marks, the COE has to finalize the marks as per the following guidelines.

a) All answer scripts of UG/PG courses will be evaluated by two examiners i.e. One Internal & one External

b) The best of the marks of the two evaluations shall be considered as the marks secured by the candidate.

c) If the difference in awarded marks between First Evaluation and Second evaluation is more than 15% then the third Examiner shall evaluate the script.

i) If the difference in awarded marks between the third Evaluation and best of the previous two evaluations is below 15%, then the best of the previous two evaluations and the third evaluation shall be the final awarded marks.

ii) If the difference in awarded marks between the third Evaluation and lower marks of the previous two evaluations is below 15%, then the best of the lower of previous two evaluations and the third evaluation shall be the final awarded marks.

iii) If the difference between 1<sup>st</sup> and 3<sup>rd</sup> evaluation is more than 15% and also the difference between 2<sup>nd</sup> and 3<sup>rd</sup> evaluations is more than 15%, then the third evaluation marks and the nearest among 1<sup>st</sup> and 2<sup>nd</sup> evaluation marks shall be averaged, provided the 3<sup>rd</sup> evaluation marks shall not be in between 1<sup>st</sup> and 2<sup>nd</sup> evaluation marks.

Otherwise all the three evaluation marks shall be averaged.

d) Reflection of change in the marks after Re-valuation will be done only if the difference is equal to or above 15% of the maximum marks in the concerned subject.

i) Revaluation will be carried by a faculty other than the examiners. In the revaluation if there is a variation of less than or equal to 15 percentage of maximum marks then best marks of original marks and re valuation marks will be considered for the awarded.

- ii) If the variation is more than 15 percentage of marks then the paper will be sent for second revaluation. The marks obtained in the second revaluation will be compared with the original marks and first revaluation.
- iii) If the difference in awarded marks between in second re-valuation and first re-valuation is less than or equal to 15 percentage of maximum marks, then the best marks of first re-valuation and second re-valuation will be awarded.
- iv) If the difference in awarded marks between in second re-valuation and original marks is less than or equal to 15 percentage of maximum marks, then the best marks of the second Re valuation and original marks will be awarded.
- e) Reflection of change in the marks after challenge evaluation will be done only if the difference is equal to or above 15% of the maximum marks in the concerned subject.

## 7. Practical Examination

- a. Practical examination shall be conducted as per the examination schedule approved by the Examination committee. However, in case of any emergency the Examination may be rescheduled with the prior approval of Chairman, Examination Committee.
- b. Heads of the Departments shall act as coordinators for conducting practical examinations of their respective Departments and shall be responsible for various related activities. They shall, however, take the services of staff of their Departments for this purpose.
- c. Respective Heads of the Departments shall prepare detailed timetable (batch-wise) for the practical examination. A consent from the Heads of other departments shall be taken, if necessary, to avoid overlapping of schedule or any other problem.
- d. Head of Department shall appoint staff for practical examination as per following structure and forward the copy of the same to COE.
  - i) **External Examiner:** One for each practical course, as approved by Examination Committee
  - ii) **Internal Examiner:** One for each practical course, preferably the course teacher, as approved by Examination Committee
  - iii) **Laboratory Expert:** (For performance in practical examination only) One faculty member for each practical course
  - iv) **Laboratory assistant:** One Laboratory assistant of the respective laboratory

- v) **Laboratory Attender:** One for each course, preferably peon of the respective laboratory.
- e. For workshop practical, the structure of staff for practical examination shall be as under;
  - i) **External Examiner:** One for each practical course, as approved by Examination Committee
  - ii) **Internal Examiner:** One for each practical course, preferably the course teacher, as approved by Examination Committee
  - iii) **Forman:** One for each practical course
  - iv) **Shop Instructor:** One for each shop, in which the examination is to be conducted
  - v) **Attender:** One for each shop, in which examination is to be conducted
- f. In case of common courses in the same semester of different Programmes, different internal examiners and external examiners may be appointed for each Programme.
- g. The panel of external examiners consisting of 5 examiners, for Practicals / Project Work Comprehensive Viva is to be prepared by the chairperson of the concerned BOS, and sent to the COE.
- h. The COE, has to appoint one examiner from the panel submitted, with the approval of the Principal. In case of refusal/no response, another examiner from the panel is to be appointed by the COE, with the approval of the Principal. The same process is to be repeated, till the panel is exhausted. The COE, then, has to obtain another panel of examiners from the concerned chairperson of BOS, and repeat the process to conduct the examination as per schedule.
- i. Head is empowered to make suitable arrangements with the consent of COE. Heads of Departments shall send the appointment letters to the external/internal examiners.
- j. Internal examiners along with laboratory experts and laboratory assistants shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.
- k. **Practical examination shall be conducted in any one of the following manner**
  - i) Oral examination (viva voce) only. Both internal and external examiners shall ask questions to the students based on the practical content of the course, so as to assess his/her practical knowledge of the course.

- ii) Practical examination in which the students are required to perform the given practical / make the given job in the workshop / draw a drawing on the drawing sheet / prepare a program on computer in the given computer language. The performance of the students then shall be judged by External examiner only.
  - iii) Practical examination, in which student is required to perform a given practical, followed by the oral examination (viva voce) based on the practical content of the course. The performance of the students then shall be judged by both Internal and External examiner.
- l. Internal examiner shall preserve the answers books/drawing sheets/workshop jobs of the practical examination for next two consecutive sessions and then hand over the same to the store/Exam section for further action.
  - m. After the practical examination of the course is completed, internal examiner along with the external examiner shall fill in the marks given to the students in the mark sheet, sign on it, seal it in a packet, write all details on the packet and hand over the same to Head of Department on the same day, or latest on the next day. Head of Department shall hand over the packets of mark sheet to the COE.
  - n. Heads of department shall prepare the estimate for T.A., D.A. and remunerations of external examiners, internal examiners and other staff involved in the practical examination as per rules. T.A., D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. Remuneration to internal examiners and other staff after shall be paid after the practical examination and account of payment shall be submitted to the office within a week.

## **8. Duties of Invigilators**

Invigilators shall enter their hall at least 15 minutes before the commencement of examination. He / She shall

- i. Ask the students to keep their books, note books and their written materials outside the room,
- ii. Check whether the students have occupied their seats as per the seating arrangement plan,
- iii. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
- iv. Distribute the question papers to the students at the beginning of the examination,
- v. Check the identity cards of the students and sign on their answer books, if all details are correct,

- vii. Take the signature of students on the attendance proforma, mark 'AB' for absent students and maintain the attendance record of his/her room/hall,
- vii. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
- viii. Maintain general discipline in the Exam hall by frequently moving in the exam room/hall and preventing any malpractices, attempt of copying by the students.
- ix. Report cases of students misbehaviour, indiscipline, malpractices and copying cases to the COE for further necessary action,
- x. Give warning to the students to tie their supplements, 10 minutes before the end of examination,
- xi. 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,
- xii. Hand over the answer books and filled in proforma to COE.

**COE shall instruct the examination attendant to ring the bell as per following timings**

S No.	Type of bell	Schedule of bell for Morning /Afternoon Session	Remarks
1	Long bell	Fifteen minutes before the beginning of examination	To indicate that the students should occupy their seats in the class / hall
2	Two strokes	beginning of examination	To indicate start of the examination
3	One stroke	One hour after beginning of examination	To indicate end of first hour of examination
4	One stroke	Two hours after beginning of examination	To indicate end of second hour of examination
5	Two strokes	Ten minutes before the end of examination	To indicate last 10 minutes for 3:00 hours duration paper
6	Long bell	Three hours after beginning of examination	To indicate end of 3:00 hours duration paper

## **9. Conducting Continuous Internal Examination**

COE shall prepare College-level timetable for CIE for all the Programmes and send the copy of the same to all Heads of departments. Heads of Departments shall display the copy of timetable on notice boards of their departments and also circulate it among the course teachers. There shall be maximum two courses in a day for CIE.

Master plan for seating arrangement shall be made by COE for Examination, by taking into considerations the total number of students appearing.

COE shall appoint the required number of Invigilators and as per the examination schedule, from among the faculty of respective Department.

Invigilators shall distribute the answer books to the students at least 10 minutes before the start of the test and question papers at beginning of the test. He/she shall check the identity cards of the students, check whether the students have occupied their right seats as per the seating arrangement plan, check whether students have correctly filled the details on front page of answer books and then sign on the answer books of the students. He/she shall then obtain the signature of the students on the attendance Proforma and maintain the attendance record of the students of his/her class/hall. At the end of the test, he/she shall collect the answer books from the students and arrange them sequentially as per the class roll numbers of the students, separately for each course, and hand over the same to COE.

Invigilator shall observe the general discipline in the class/hall during the test and report the cases of indiscipline, misbehaviour and copying cases to the COE for further necessary action.

Course teacher shall collect the answer books of the respective course from COE, after the test is over, the same day for assessment.

COE shall maintain the record of answer books received and consumed for the tests.

### **9.1. Norms and Procedure for setting Continuous Internal Examination**

9.1.1. No person shall be appointed as a chief examiner / paper setter in any course for an examination if:

- Any of his / her close relations intends to appear at that examination in that paper.
- He/she has private tuition in the course.
- The paper-setter is a fellow teacher or intends to appear at any examination of the University.

**In such circumstances he/she should not engage in the work and should intimate the fact immediately.**

- \* The term close relations include wife, husband, son, daughter, grand-son, grand-daughter, brother, sister, nephew, niece, grand-niece, grandnephew, uncle, first cousin, son-in-law, daughter-in-law, brother-in-law & sister-in-law.

## 9.2. THE QUESTION PAPER BE SET IN ENGLISH LANGUAGE ONLY.

- 9.3. The questions should be written very clearly and legibly on one side of the blank sheets of paper supplied for the purpose. Every part of each question should be clear and definite in language as also in regard to the nature of the answer required from the candidates.
- 9.4. Paper-setters are requested to be careful in setting the questions in accordance with the syllabus and scheme. Before sending the paper, the paper-setter must satisfy himself through careful scrutiny that no mistakes have crept in.
- 9.5. Serial number of questions should be given on the left-hand margin and the marks allotted to each question should be mentioned on the right-hand side of the paper. Where a question is divided into parts, the marks assigned to each part should also be shown on the right-hand side of the paper. **The marking scheme viz marks for definition, figures, explanation etc. must be clearly indicated on the Question-Paper itself.**
- 9.6. No initials or signatures should be put anywhere on the question paper or the instructions.
- 9.7. The name of the examination, the course and course code, the maximum marks and the time allowed as given in the heading should be carefully checked from the syllabus before dispatching the question paper.
- 9.8. No question shall be put calling for a declaration of religious belief on the part of the candidates and no answers given by any candidate shall in allotting marks, be objected to on the ground of its giving expression to any particular form of religious belief.
- 9.9. In setting question-paper, abbreviations of all kinds except those in special courses should be avoided.
- 9.10. The paper setter has to give a declaration in the prescribed proforma for the requirement of drawing sheets, graph papers, blank Proforma related with examination and any other materials required for conducting the examination to COE.

**9.11. The questions in the question paper should be fairly distributed over the course of study and not concentrated on any one or a few portions only.**

**9.12.** Detailed instructions as to the material, if any, to be supplied to candidates besides the answer-book, in connection with answering any particular question or questions in any course or paper should be sent with question paper.

**9.13.** The envelope should be properly pasted and then sealed at both corners with a good quality of sealing wax (Glue Stick) so that it may not give way in transit.

## **10. DUTIES OF CHIEF EXAMINERS**

- Each course will be nominated with a chief examiner based on the seniority and the number of times the course being taught.
- The chief examiner has to collect the CIE question papers as per the format provided. For each course at least 4 sets of question papers are to be set. In the event of more than one teacher teaching the course, at least one set of question paper to be set by each teacher.
- All the sets are to be handed over to the nominated person of examination cell at least 7 days prior to the CIE examination.
- Question paper shall be prepared by computerizing the process of randomly picking questions unit wise with unit wise choice on the day of examination. Principal at his discretion may call for a question paper from any other external source covering the syllabus planned during the period for CIE as per the lesson plan.
- In case of semester end examination, he has to prepare the scheme of the examination, coordinate with the examiners for paper valuation in the spot valuation in the college. He has to ensure that the spot valuation of that course is conducted smoothly and the award list is submitted to the controller of examinations.
- Soon after the completion of semester end examination he has to submit the **Evaluation of the Semester end examination Question Paper form to the controller of examinations.** In order to maintain the quality and standard of question paper, based on which the results committee will decide upon the moderation of marks to be given in the concerned subject. The Format for Evaluation is given in the attachments.

## **11. Semester End Examination Paper Printing**

Printing procedure for question papers.

1. The COE shall be pick up the question paper from the four sets of question papers received from the two external paper setters (two sets each paper setter) on the day of least one day before the schedule of the said examination by computerising process of randomly picking questions unit wise with unit wise choice.
2. Printing of the question paper shall be done on the day of examination by COE.
3. No. of copies to be printed will be decided by the following formula.

$$T = N + A$$

Where,

$T$  = Total number of question papers to be printed

$N$  = No. of candidates appearing,

$A$  = Additional question papers = 5% of the number of students appearing, subjected to a minimum of 5 and maximum of 10 question papers.

4. No part of the question paper shall be saved on the hard disk during the entire process of printing.
5. Setting up the format of the question paper if required, would be done and the printing command shall be given without creating any file on any of the storage device. However, the care shall be taken to eliminate changes in the original paper due to setting up the format.
6. These manuscripts and CD shall be compiled and are to be retained for at least one additional semester in a sealed envelope.
7. Damaged question papers, extra copies of question paper, part of the question paper, the upper portion of which is affixed on the packet and stencils if any, etc. shall be destroyed by burning it at the end of the printing work every day.
8. Pending commands given to the printing machine if any shall be erased before closing the room.
9. All USB ports, CD writers, LAN cards, modems, blue tooth or any other accessory that can be used to transfer or save the data shall be disabled or enabled under strict security from the computer used for printing.

**Sealing of the room and cupboards: Paper seals duly signed with date and time have to be pasted on**

- 1) All the cupboards in the printing section
- 2) All the doors of the printing section

**The committee**

- 1) COE shall appoint DTP operator for printing the question papers
- 2) Person other than those deputed for printing would not be allowed to enter the printing section.
- 3) The person deputed for the printing will not leave the room until the work is completed.
- 4) No member shall carry any communication or storage device, such as mobile, blue tooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from the computer.

**12. Evaluation of the SEE Question Paper**

In order to maintain the quality and standard of question papers of the SEE, question papers shall be evaluated from the various academic/ industrial subject experts. The Format for Evaluation is given below. The experts shall also be paid appropriate remuneration.

1. Does the question paper uniformly cover entire syllabus prescribed for the course?  
i) No                      ii) Yes.
2. Whether the internal choice and total options given was within 50 percent?  
i) No                      ii) Yes
3. Whether the time allocated for the paper was sufficient?  
i) No                      ii) Yes
4. Was the paper clearly written and was appropriate to understand the meaning?  
i) No                      ii) Yes
5. Was the language used appropriate with proper grammar?  
i) No                      ii) Yes
6. What is the standard of paper to judge the knowledge and analytical skills of student?  
i) poor                      ii) moderate                      iii) good

7. What was the difficulty level of the paper?  
i) too easy            ii) moderate            iii) too difficult
8. Any innovative ideas seen in the paper?  
i) No            ii) to some extent            iii) to great extent
9. Whether the scheme of allotment of marks is appropriate?  
i) No            ii) Yes
10. What is the overall quality of the paper?  
i) poor            ii) satisfactory            iii) good            iv) very good            v) excellent

### **13. Evaluation Responsibility**

The teacher who has offered the course is solely responsible for evaluation of CIE and Practical works. He/ She is also responsible for maintaining all records to justify his / her evaluation scheme and scores thereof.

Each student shall be shown his / her CIE score and his / her signature be obtained as a proof thereof in the score card to be submitted by the faculty to COE.

All the faculty members are required to submit student-wise continuous internal assessment scores along with all documents / answer scripts to the COE as per the Academic Calendar / within 3 working days.

Neither the Principal / Director / Dean / Coordinator nor the Management shall have the right to change the score assigned by a faculty. However, if the Principal / Director / Dean / Coordinator is convinced that the scores assigned by a teacher are biased, he/ she shall appoint a committee where the faculty concerned will be a member for review. The decision of the committee shall be final and binding. (The decision with the revised score shall be sent to the COE).

### **14. Evaluation of CIE Answer Scripts and Submission of Marks**

Immediately after completion of the CIE of a particular course subject, the concerned faculty is required to receive the answer scripts from the examination cell for evaluation.

Before evaluating the answer scripts the faculty members should first prepare the answers of the question papers and should distribute the marks step wise (subjective type questions) for each answer in a justified manner by taking some main features or key words / steps

into consideration. By virtue of which the marks can be awarded impartially in a similar way to all the students.

After evaluation, the answer scripts must be shown to the students for any further clarification. After showing the answer scripts to the students, the faculty has to take the signatures of students on answer script as a proof that they have seen the answer sheets.

The COE has to display final marks of each **CIE and Assignments** on the notice board.

### **15. PRACTICAL / LABORATORY (B.Tech Programme)**

The syllabus for practical paper shall specify the number of experiments to be conducted in a semester.

Each practical / experiment (work) shall have equal percentage point as its weightage.

A practical paper shall have 2, 3 and 6 contact hours per week depending on the credits assigned to it (1, 2 and 3 credits weightage respectively).

The dates for experiments are to be planned and the course completion reports to be maintained in each Lab.

A practical / experiment and its evaluation shall be completed in all respect either within the allotted hour (if possible) or latest by the next lab class. A practical experiment will be evaluated based on the following components. The relative weightage of the components are given below:

S. No	Description	Experiment End Assessment
1	Understanding of equipment	15
2	Planning and Execution	20
3	Result and Interpretation	15
4	Students Conduct in Lab	10
5	Viva	10
	<b>Total</b>	<b>70</b>

A student has to be informed about the score at the end of each experiment. Attendance to be taken in each Lab class and by the faculty. The consolidated score for practical / lab to be sent to the COE as per the schedule given in the Academic Calendar.

### **Compensation Lab**

A student is allowed a maximum of 25% compensatory practical / lab classes in each course if he / she miss experiment(s) on medical / emergency grounds. Such compensatory practical classes have to be arranged within two weeks of his / her missing a practical class course.

Record of the compensation classes has to be maintained as given below:-

All laboratories have to follow the common procedure to avoid any confusion. List of documents/ files to be maintained are:

- Lab. Planning File
- Lab Mark sheet file for each Subject
- Attendance Register
- Compensation Lab file

## PROJECT

Each candidate shall do a project under the guidance of a Supervisor. There could be a Co - Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor could be from concerned Industry. Project could be Theoretical / Practical / Design oriented.

Evaluation of a major / minor project will be done on following points.

S. No	Description	End Semester Assessment
1	Understanding the relevance, scope and dimension of the project	05
2	Relation to literature/ application	10
3	Methodology	05
4	Quality of Analysis and Results	10
5	Interpretations and Conclusions	15
6	Report	15
7	Viva Voce	10
	<b>Total</b>	<b>70</b>

The HOD shall submit the award list on the same day of examination or the day next to examination.

### 16. Procedure to be followed by Complaint Redressal Committee.

#### **For Examinee/Person involved in Unfair means**

- a) For the purpose of investigating unfair means resorted to by examinee / examinees at the examination, the Academic Council shall appoint Complaint Redressal Committee which will function as a body which will investigate in to the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defence.
- b) The complaint redressed committee will then issue final order/s with regard to the penal action to be taken against the implicated examinee/person/s.
- c) The complaint redressal committee shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved in unfair means prescribed in Appendix-B & Appendix-C, in respect of cases of unfair means referred to it. However, depending on the situation committee may quantify the severity of the punishment.
- d) As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges levelled on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- e) After issuing show cause notice if the implicated examinee fail to appear before committee on the day, time and the place fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.
- f) In disciplinary action against concerned implicated student/ examinee/ person, committee can also cancel Institution scholarship/s or awards or prize or medal etc. awarded to him/her in that examination.
- g) The committee shall dispose off the case within three days from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the COE/ Concerned officer through which the case is reported.
- h) Complaint redressal committee shall recommend punishment and forward to examination committee. The examination committee shall approve the recommendations and shall forward it to the academic Council for final noting.

#### **For Paper setter/examiner/evaluator/teacher/other person involved in unfair means**

- a) In case of paper setter, examiner, moderator, evaluator, teacher or any other person related with conduct of examination, after receiving the report of malpractice case

along with primary documents shall investigate in to the matter and submit the report along with the recommendations to Academic Council.

Concerned officer through which the case is originated shall be the presenting officer before the Complaint Redress Committee, police authorities, and court of justice and shall be dealt with case till it is finally disposed off.

- b) The implicated person shall be informed in writing of the act of alleged malpractices used and/or lapses committed by him at the examination and to ask him/her to be present before the committee on particular day, date, time and place.
- c) The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defence before the committee. The reply/ explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.
- d) The committee shall follow the procedure in the spirit of natural justice.
- e) If the concerned person fails to appear before the committee, on the day, date , time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/ documents which are available before it and same shall be binding on concerned implicated person.
- f) The committee shall submit its report to the Academic Council along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise after taking in to consideration the categories prescribed in Appendix-C
- f) After receiving the report along with the recommendations from Complaint Redress Committee regarding punishment the Academic Council will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking in to consideration the categories mentioned in Appendix-C.

#### **17. Guidelines for imposing punishment on the examinees who caught coping/ involved in any type of misconduct during CIE**

The Controller of Examinations will be the competent authority to take action on the student who caught in copying /involved in malpractices in class test to his/her best judgment. Obtain the statement of the student and statement of the invigilator with forwarding remark of Head of concerned Department. In cases such as violence/ other matter where it is felt necessary to take severe action, he/she may refer the case to the complaint redress committee.

#### **Procedure for dealing with Unfair means Cases at Examination Hall / Block.**

In case of unfair means, Chief Examiner shall follow the following procedure

- a) The student shall be called upon to surrender to the COE unfair means material found in his /her possession, if any, and his/her answer book.
- b) Signature of the concerned examinee shall be obtained on the relevant material and list thereon. Concerned invigilator shall also sign on all relevant material and documents and countersigned by COE.
- c) Confiscate his /her answer book along with unfair means material; mark it as “suspected Unfair means Case”. Obtain the Statement of the examinee and if demanded issue him/her fresh answer book duly marked as “Second Answer book”
- d) Obtain his /her undertaking to the effect that decision of the concerned competent authority in his /her case shall be final and binding on him and allow him to continue with his /her examinations
- e) Statement of the concerned invigilator in shall be obtained by the COE and he/she shall make forwarding remark in the same format. If examinee refuses to make statement or to give undertaking the concerned invigilator and Head of Department shall record accordingly under their signature.
- f) Issue show-cause notice to the examinee instructing to appear before complaint redress committee.
- g) In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for remaining examination and report the action taken to the COE.
- h) Case May be reported to the concerned Police station, as per the provision of Act for preventing malpractices at University/board/other examination and it should be informed to COE.
- i) All the materials and list of materials mentioned in clause a) and statement and undertaking of examinee and statement of Invigilator along with the forwarding remarks shall be forwarded by the Chief Examiner to COE in separate and confidential sealed envelope marked with “Unfair means case”.
- j) In case of unfair means of oral type invigilator and/or concerned authorized person shall record the facts in writing and report the same to the Chief Examiner.

- k) Chief Examiner after finding the prima-facie of the case of malpractice received shall send it to Complaint Redress Committee. Chief Examiner/concerned officer shall be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

#### **Procedure to be followed at Paper setting/printing**

If any student/staff/any person/s/ Person related with paper setting/person at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, Chief Examiner shall report the case to Complaint Redress Committee for further action

Chief Examiner will be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

#### **Procedure to be followed at Assessment centre**

During the assessment of answer book, if examiner suspects that there is prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the chief examiner. Chief Examiner Assessment shall then forward the case in separate sealed envelope marked with “suspected unfair means case” to the complaint redress committee.

If any staff is found involved in any type of malpractice/unfair means, Chief Examiner, shall report the case to Complaint Redress Committee for further action.

Chief Examiner /concerned officer will be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

### **18. Moderation of Grades and Preparation of Final Grades**

Results Committee shall to take up special moderation, general moderation and moderation of marks at the time of award of final degree in case the student fails to secure FIRST class degree.

### **19. Competent Authority for Unfair means / malpractice at Examination**

Under the section of the act use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offence. For implementation of the act following procedure shall be adopted.

On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by college authorities, for proper conduct of examination, the Academic Council shall be the competent authority to college complaint redress committee. The complaint redress committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student /person/s using, attempting to use, aiding, abating, instigating or allowing to use unfair means at examination centre.

In case of teaching staff/ other staff related with conduct of examination involved in unfair means at examination, complaint redress committee shall investigate into the matter and forward the facts and finding of inquiry to Academic Council along with recommendation. Academic Council will take appropriate disciplinary action against the staff.

## **20. Personal Verification of Semester end examination Answer Script**

If student is not satisfied with **Semester end examination (SEE)** result a facility for personal verification of the answer book is made available. **For Personal Verification of Semester end examination Answer Script**, the following procedure shall be followed,

The candidate shall be entitled to apply in prescribed form along with requisite fees for personal verification only of his / her assessed answer books of end semester theory examination(s) in which he/ she has appeared.

**For personal identification purpose the candidate is allowed to examine the photocopy of the valued answer script, with marks hidden.**

**Procedure for application for Personal Verification of Semester end examination Answer Script:**

- i) A candidate desirous for **Personal Verification of Semester end examination Answer Script** shall be required to apply in the prescribed form available on college website.
- ii) The candidate shall be required to submit separate application for each course.
- iii) The candidate shall have to submit application form within three days from the date of issue of marks memo.

- iv) The candidate shall have to submit application to the Office of COE after paying requisite fee of **Rs.2000/-** per answer book or such fee as may be prescribed by the college from time to time payable in cash.
- v) Candidate will be responsible for submitting application in prescribed time limit. An application form received after the last date will not be accepted.
- vii) Applications incomplete in any respect and with illegible entries shall be liable to be rejected.
- viii) Upon receipt of the application, the COE shall appoint a three member committee CAC to scrutinize the application for the following.
  - a. Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.
  - b. Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the tabulation sheet.
  - c. Whether the total of the question-wise marks on the cover page is correct.  
If any discrepancy on any of the counts under Clause a, b or c mentioned hereinabove is / are noted the same shall be corrected by the CAC with the authentication by the CAC in charge.
  - d. Whether all the answers in the answer book have been assessed by the examiner.  
If any question or part of it in the answer book is observed to be un-assessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the tabulation sheet also and accordingly the total of the marks shall be corrected with the authentication by CAC in charge.
  - e. The change, if any, on above counts shall be informed to the Principal. The three member committee CAC constituted shall verify the change in marks followed by communication to the COE. The COE shall issue corrected statement of marks to the candidate.

Controller of Examinations

## EXAMINATION BRANCH

Guidelines for imposing punishment on the examinees caught copying / involved in any type of misconduct during or after Examination

S.No	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 or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he 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 subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject 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 exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he 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 subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the issuing authority.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the

		<p>seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all subsequent examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.</p>
4.	<p>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.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all subsequent examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>
5.	<p>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.</p>	<p>Cancellation of the performance in that subject.</p>
6.	<p>Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / 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</p>	<p>In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of</p>

	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.	that semester/year. The candidates also are debarred 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 exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all subsequent 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 subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects 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	Student of the colleges expulsion from the examination hall and cancellation of the

	any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects 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 subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects 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 subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Chief Examiner for further action to award suitable punishment.	

Controller of Examinations

**EXAMINATION BRANCH**

Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, Teacher or any other person connected with the conduct of the examination.

S No.	Nature of Malpractice /Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the semester end examination whether intentionally or due to the negligence before the time of examination	Disqualification from any examination work + disciplinary action by the competent authorities as per the rules applicable
2.	Leakage of the question/question paper set of the semester end examination before the time of examination by any person /s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty/responsible person/s as per the prevailing rules/code applicable
3.	Favouring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination	Disqualification from any examination work + disciplinary action by the competent authorities
4.	Examiner/ moderator/ referee intentionally/ negligently not assigning the student in assessment of his /her answer books/ dissertation /project work, the marks to which the student is entitled to at the semester end examination	Disqualification from any examination work + disciplinary action by the concerned competent authorities
5.	Paper-setter omitting question at the time of finalization of question paper set at examination	Disqualification from any examination work for a period of three years.
6.	Paper-setter repeating question in same/different section/s	Disqualification from any examination work for a period of three years.
7.	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years.
8.	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the college.

9.	Guiding teacher showing negligence in supervision of dissertation /project work (e.g. use of manipulated data by a student)	As decided by the concerned competent authorities of the college.
10.	Coordinator Examination (departmental) showing apathy in carrying out duties related to examination/s(e.g. not taking rounds to the examination halls during examination period or opening the packet of question paper before prescribed time)	As decided by the concerned competent authorities of the college.
11.	Invigilator helping student in copying answers while in the examination or showing negligence in reporting cases of copying by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he/she is a college/ institution employee.
12.	Invigilator /teacher helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule if he/she is a college/ institution employee.

Controller of Examinations

## EXAMINATION BRANCH

## Discrepancies in the question papers

S No	Nature of Complaint	Correction
1.	<p>General complaint regarding “question is out of syllabus.”</p> <p>i) If said question is compulsory</p> <p>ii) If said question is optional</p>	<p>As per the inquiry and recommendations from HOD, course coordinator and subject expert /experts, it is to be get confirmed that question is out of syllabus.</p> <p>Question is to be removed from the question paper and valuation is done for the remaining marks and obtained marks are to be converted to maximum marks of that examination.</p> <p>Question is to be removed from the question paper and remaining sub questions are to be made compulsory. The valuation is to be done for the maximum marks of that examination</p>
2.	<p>Printing mistake in question</p> <p>i) Meaning of the question is understandable</p> <p>ii) Meaning of the question is not understandable</p>	<p>The course coordinator shall remain present during the examination. He should clarify the meaning of question to the students.</p> <p>a) As per the inquiry and recommendations from HOD, course coordinator and subject expert /experts, it is to be get confirmed that question is vague.</p> <p>b) Question is to be removed from the question paper and action is to be taken as per correction in sl.no.1.</p>
3.	Question paper is set for less / more marks than prescribed in examination scheme	Paper shall be assessed for marks given in the question paper and marks obtained by the examinees are then converted to that of marks allotted in examination scheme for that course.
4.	Insufficient data is given in question paper for particular question	The course coordinator shall remain present during the examination. He should do the

	<p>i) Standard data is missing</p> <p>ii) Major data is missing</p>	<p>necessary correction and tell the students during the examination</p> <p>a) As per the inquiry and recommendations from HOD , course coordinator and subject expert /experts, it is to be get confirmed that major data is missing</p> <p>b) Question is to be removed from the question paper and action is to be taken.</p>
--	---	--

Controller of Examinations

## APPENDIX - D

### OFFICERS / STAFF AT AUTONOMOUS EXAMINATION CENTRE

Nomenclature	Category	Numbers
Controller of Examinations	Professor/Associate Professor	01
Additional Controller of Examination (UG / PG)	<b>Professor / Associate professor</b> / any competent person Appointed by Controller of Examination	03
DTP Operator	Any competent person appointed by Controller of Examination	03
Attender	Class-IV	02
Sweeper		01

  
 Chief-Controller of Examinations  
**PRINCIPAL**  
 Malla Reddy Institute of  
 Technology & Science