

**KARNATAK LAW SOCIETY's**  
**GOGTE INSTITUTE OF**  
**TECHNOLOGY**

**RULES AND REGULATIONS**  
**GOVERNING EXAMINATIONS**  
**(PG 2022 scheme)**

Approved in Academic Council meeting held on 8<sup>th</sup> July 2023  
& Governing Body Meeting on



**“JNANA GANGA”, UDYAMBAG, BELAGAVI-590008**  
**KARNATAKA, INDIA**

# INDEX

SL. NO.	TITLE	PAGE NO.
1.	APPOINTMENT OF CHIEF COORDINATOR, COORDINATORS, DCS, ROOM SUPERINTENDENT, RELIEVING ROOM SUPERINTENDENT AND OTHER SUPPORTING STAFF	01
2.	DUTIES & RESPONSIBILITIES OF THE CHIEF COORDINATOR AND OTHER COORDINATORS	01
3.	DUTIES AND RESPONSIBILITIES OF THE DEPUTY CHIEF SUPERINTENDENT [DCS]	03
4.	DUTIES & RESPONSIBILITIES OF THE ROOM SUPERINTENDENT	04
5.	DUTIES & RESPONSIBILITIES OF THE RELIEVING ROOM SUPERINTENDENT [RRS]	07
6.	APPOINTMENT OF SQUAD AND FRISKING TEAM, DUTIES & RESPONSIBILITIES OF SQUAD AND FRISKING TEAM	08
7.	APPOINTMENT OF SCRIBE	09
8.	APPOINTMENT OF EXAMINERS FOR EVALUATION	10
9.	GENERAL GUIDELINES FOR EXAMINERS	10
10.	QUESTION PAPER (QP) SETTING	11
11.	EVALUATION PROCESS	13
12.	STORAGE, SECURITY, SURVEILLANCE AND NETWORK	14
13.	GUIDELINES FOR THE CONDUCTION OF INTERNSHIP/PROJECT FOR UG AND PG PROGRAMMES	15
14.	EXAMINATIONS	21
15.	GRADING	24
16.	CREDIT REQUIREMENTS AND GRADING SYSTEM	26
17.	ATTENDANCE REQUIREMENT, SHORTAGE OF ATTENDANCE & CIE MARKS SUBMISSION	27
18.	REJECTION OF RESULTS OF COURSES BY THE STUDENTS QUALIFIED FOR AWARD OF DEGREE, FOR IMPROVEMENT IN PERFORMANCE	28
19.	CLASS DECLARATION & AWARD OF DEGREE	29
20.	EXAMINATIONS OFFICE AUTONOMOUS EXAM FEES	31

20.1	CORRECTION IN GRADE CARD & ISSUE OF DUPLICATE GRADE CARD/PDC	31
20.2	ISSUE OF DUPLICATE GRADE CARDS/PDC IN CASES WHERE THE GRADE CARDS / PDC ARE LOST OR MUTILATED.	31
21.	ISSUE OF OFFICIAL TRANSCRIPTS	32
22.	ISSUE OF PROVISIONAL DEGREE CERTIFICATE (PDC)	32
23.	OPEN DAY	32
24.	CHALLENGE REVALUATION	33
25.	CHALLENGE REVALUATION PROCEDURE	33
26.	GUIDELINES FOR PRACTICAL EXAMINATION	33
27.	REGULATIONS GOVERNING THE MALPRACTICES BY THE STAFF MEMBERS	34
28.	REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING INTERNAL TESTS AND FINAL EXAMINATIONS. FORMATS FOR BOOKING MPC	35
29.	PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS	39
30.	GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS	40
31.	GENERAL RULES	43
32.	AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS	43
33.	GENERAL REGULATIONS GOVERNING THE PROCESS OF VALUATION AND REVALUATION OF ANSWER SCRIPTS	43
34.	LIST OF ROLES, MINIMUM QUALIFICATION AND EXPERIENCE FOR THE EXAMINATION ASSIGNMENTS	45
35.	GUIDELINES FOR THE BOARD OF EXAMINERS (BOE)	46
36.	GRACING POLICY	47
37.	FORMATS FOR MPC CASE BOOKING: MALPRACTICE CASE INTIMATION LETTER , ANNEXURE – I REPORT OF THE DEPUTY CHIEF SUPERINTENDENT ANNEXURE – II STATEMENT OF THE CANDIDATE ANNEXURE – III REPORT OF THE ROOM SUPERINTENDENT MEMO	48 49 50 51 52
38.	FORMATS FOR APPLICATION FOR CORRECTION IN GRADE CARDS FORMATS FOR APPLICATION FOR DUPLICATE GRADE CARDS / PDC	53 54

## **EXAMINATIONS**

The office of the Controller of Examinations (COE) plays a prominent role in the autonomy. It has the facilities such as computer, printers and photocopies, strong room and adequate staff to conduct the examinations and publish the results. The marks of the Continuous Internal Evaluation (CIE) are submitted to this office by all departments at the end of each semester. The consolidated marks of both the CIE and Semester End Examinations (SEE) are announced at the end of every semester. Inquiries regarding CIE are made with the respective Departments, and SEE with COE Office. The students who have earned 85 percent of the attendance in each semester are permitted to appear for the SEE. The Central Valuation system is followed for evaluating the theory answer scripts. The answer scripts are coded to maintain confidentiality. The COE office follows a very clear, well-planned academic schedule. Evaluation is conducted on the basis of both CIE and SEE.

The COE office work is divided into three parts on a functional basis.

- Pre-Examinations Work
- Actual Conduct of Examinations
- Post Examinations Work

### **PRE-EXAMINATIONS WORK**

It is basically related to the preparation of academic schedule, receiving the CIE marks from the respective departments, Generating students eligibility list, arrangement of stationery for conduct of both practical and theory examinations, generation of hall tickets, preparation of theory examination time table, sending the appointment order to the question paper setters, to the internal and external experts for QP scrutiny, printing of question papers, appointing the Deputy chief superintendent and any other pre examination related work.

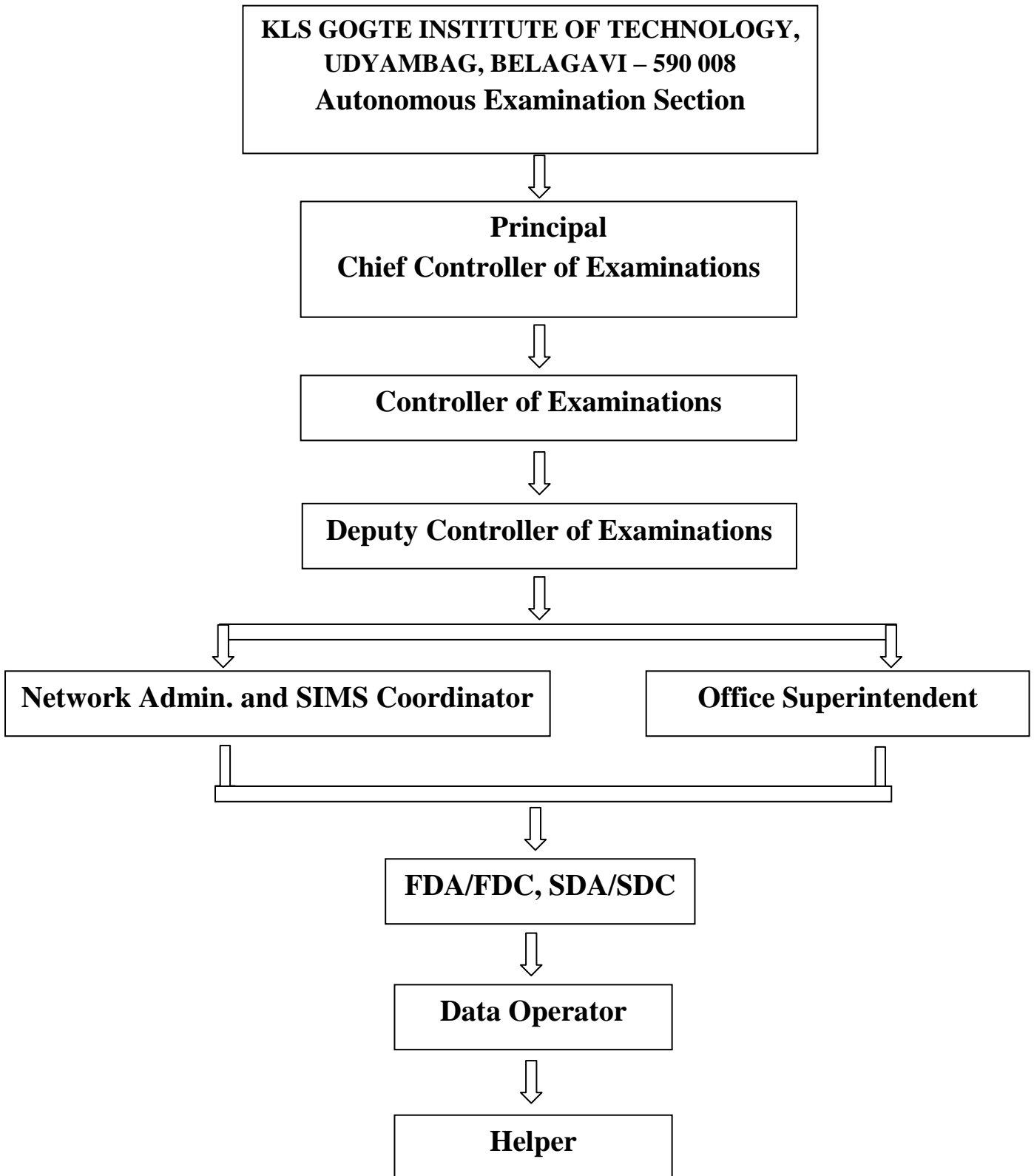
### **ACTUAL CONDUCTANCE OF EXAMINATIONS**

It includes making arrangements for vigilance squads to visit exam halls, submission of question paper bundles date and session wise 30 minutes before the commencement of examinations, booking MPC if any, receiving the answer paper bundles daily as per the dispatch slip from the exam cell, arranging the answer scripts programme wise and submitting the same to the valuation team / center and any other work related to conduction of examinations.

### **POST EXAMINATIONS WORK**

It includes making all the arrangements like coding answer scripts for paper valuation, conversion of marks into grades, arranging MEC(malpractice Enquiry Committee) meeting, publishing the results, carrying out the photocopy and revaluation procedure, conducting the revaluation, publishing the revaluation results, printing the mark sheets, distribution of mark sheets, completion of final account settlement process.

# **ORGANIZATION STRUCTURE**



## **EXAMINATION COMMITTEE (EC)**

**Composition: The Examination Committee (EC) shall comprise of:**

- a. The Principal, as the Ex-officio Chairman.
- b. Two External members- can be a member of the Academic Council (AC) or former COE of other Universities.
- c. Dean-Academics.
- d. The Controller of Examinations shall be the ex-officio member-secretary of the EC.

### **TERM**

The term for the members of the EC shall be two years or more as decided by the Chairman.

### **POWER AND FUNCTIONS**

- a. To recommend to the Principal with or without modification, the names of suitable persons for appointment of Examiners / Question paper Setters prepared by the BOE and Vetted by the Controller of Examinations. However to prevent delay the Controller of Examinations can get the list of Examiners, question paper setters, moderators approved by the Principal.
- b. To consider the panel and recommendations forwarded by Board of Examiners (BOE).
- c. To consider all cases of unfair practices in examination.
- d. To consider the proposal(s) of the Controller of Examinations for purchase of any materials/equipments necessary for day to day functioning of examination section or infrastructural development of the Autonomous Examination Section. However such proposal must be approved and the equipments should be purchased as per guidelines of Governing Body.
- e. To examine and recommend the new and modified rate of remuneration for examination related work to the EC for consideration and post facto approval by the GB.
- f. The list of examiners / question setters vetted by the BOE shall be placed before the EC for ratification and approval. Pending approval of the EC, the Principal shall be competent to authorize the Controller of Examinations to appoint question paper setters, moderators and examiners from the approved list, provided that in urgent cases the Principal shall be competent to authorize the Controller of Examinations to appoint the question paper setters, scrutinizers, examiners (both theory and practical's), moderators outside the panel suggested by the BOE.
- g. The EC shall be competent to approve the result of all examinations before publication. However the Principal, on the recommendation of COE may approve the result of an examination on behalf of the EC.
- h. The EC Chairman is also authorized to take up cases like delay in registration for revaluation, fast track etc and grant special permission for the same in concurrence with other members.

## **MEETING**

- a. Ordinarily the EC shall meet at least twice a year.
- b. Any three of the five members shall form the quorum for the meeting of the EC.
- c. In case of emergency an extraordinary meeting of the EC can be convened by the secretary in consultation with the chairman as and when necessary.

## **CONTROLLER OF EXAMINATION (COE)**

The term for COE will be decided by the Governing Body.

### **The functions of COE include:**

- Monitoring all matters pertaining to conduct of SEEs, evaluations and grading, publication of results and printing of grade cards.
- Preparing schedule of CIEs for first year programme and all SEE timetable.
- Maintaining the examination records of students.
- Corresponding with VTU regarding award of degree to students as well as conduct of examinations.
- Supervising all autonomous examination related activities in the college
- Validating the expenses incurred for examination purpose.
- Printing of question paper/s session wise at Autonomous COE office on the day of exams.
- Taking care of any Question paper discrepancy informed to COE office by DCS.

## **MALPRACTICE ENQUIRY COMMITTEE (M.E.C.)**

### **Constitution of Malpractice Enquiry Committee:**

Chairman	: Principal
Convener	: COE
Members	: Dean Academics, Dean (Administration), Two Senior Faculty members/HODs nominated by Principal.

The term for the members of the MEC shall be two years except for the Chairman and Convener. However the Chairman may extend the term if necessary.

### **The functions of MEC are to:**

- Conduct enquiry of students involved in malpractice.
- Deliberate and decide on the quantum of punishment depending upon the gravity of the offence and recommend the same to the EC to for suitable action.

## **BOARD OF EXAMINERS (BOE)**

### **Constitution of BOE:**

Chairman	Head of the Department
Members	2 Members (Stream leaders/Module coordinators/Senior faculty members)

The term for the members of the BOE shall be two years.

### **The functions of BOE are to:**

- Forward the panel of examiners (QP setting, scrutiny, lab, internship, project work and valuation) for each course to the COE.
- Enabling the scrutiny of question papers in presence of external expert along with internal subject expert from the department.
- Assist COE in conducting SEE/Makeup/Fast track examinations.
- On complaint, the BOE can review the questions and suggest measures of relief to the Controller of Examinations.
- The BOE can also ask for the verification of the answer scripts in extreme cases and review the evaluation by the examiners. But this review shall be possible only on the approval of EC.

### **ACTIVITIES OF THE EXAMINATION SECTION:**

- Providing information to the students related to University/ Autonomous Examinations.
- Making all basic arrangements for conducting University/ Autonomous Examinations and sending the answer scripts for Central Valuation.
- Conducting (University/Autonomous Examinations) for both theory and practical.
- Preparation of Arrear List for all the students.
- Preparation of time table of exams for all the courses.
- Preparation of exam registration for all students.
- Checking and verifying the exam application & amount for taking Demand Draft. The DD will be sent to University office.
- Receiving of acceptance pro-forma from other college staff.
- Issuing of Internal & External examiner appointment order.
- Preparation of Vouchers for examiners.
- Collecting the Vouchers from Internal, External examiner.
- Collecting the practical answers books, question paper cover etc.
- Preparation of consolidated absentee statement.



**THEORY EXAM WORK:**

- Preparation of the Eligibility list/attendance proforma for all the students.
- Answer paper packets and dispatch proforma preparation
- Preparation of Proforma 1 : Seating arrangement
- Preparation of Proforma 2 : Details of question papers received
- Preparation of Proforma 3 : Details of session wise use of answer books
- Preparation of Proforma 4 : Appointment order for external examiner
- Preparation of Proforma 5 : Examination invigilation scheme/ hall allocation to Candidates
- Preparation of Proforma 6 : Absentees statement
- Preparation of Proforma 7 : Report on malpractice
- Preparation of Proforma 8 : Remuneration for room superintendent
- Preparation of Proforma 9 : Number of staff engaged for examination work
- Preparation of Proforma 10 : Stationery requirements for examinations
- Supporting the DCS members on the day of examination for clerical and office work.

**REVALUATION WORK:**

- Preparation of application through online entry and abstract of revaluation fee collected.
- Collecting the applications from the students.
- Checking and verifying the revaluation application & amount, Arranging for evaluation, declare revaluation results.

**ACCOUNT SETTLEMENT WORK:**

- The remuneration for QP setting, scrutiny, evaluation and other exam related works will be met out of the exam fees collected for SEE and Make-up exams.
- The remuneration for conduction of Fasttrack classes, labs, QP setting, evaluation etc will be met out of the Fast track fees collected.
- All the above account settlement work with respect to SEE, Make up, Fast track theory, lab and exam conduction will be taken care by the COE office.

**1. APPOINTMENT OF CHIEF COORDINATOR, COORDINATORS, DCS, ROOM SUPERINTENDENT, RELIEVING ROOM SUPERINTENDENT AND OTHER SUPPORTING STAFF.**

The Principal by default shall be the Chief Superintendent (CS) of Examinations and Chief Coordinator (CC) of the Evaluation respectively. However, during unavoidable circumstances the Principal can handover the responsibility to a Dean/Senior Faculty of his confidence. The Chief Coordinator (CC) in concurrence with COE shall appoint suitable number of coordinators to support him in discharging his duties. The COE in concurrence with CS shall appoint Deputy Chief Superintendent (DCS), Room Superintendent (RS), the relieving Superintendent and other supporting staff for conduction of SEE. All the appointments will be sent through email.

The duties assigned with reference to the conduction of SEE are mandatory for all the staff and non-performance is liable for disciplinary action as per the institutional norms.

**2. DUTIES & RESPONSIBILITIES OF THE CHIEF COORDINATOR AND OTHER COORDINATORS.**

**EXAMINATIONS:**

- 2.1** The Chief Superintendent shall receive the data pertaining to examination schedule, allotment of DCS, Room Supdt and relieving superintendent, seating allotment, names of the squad members etc.
- 2.2** The Chief Superintendent along with COE shall procure all the stationary material required for conduction of the SEE like Ledgers, answer booklets, drawing sheets, graph sheets, formats for registering the malpractice cases etc.
- 2.3** The Chief Superintendent along with COE shall assign the duties to the other coordinators and supporting staff and see that everyone involved in the conduction of SEE wears/displays the ID card.
- 2.4** The Chief Superintendent shall report for duties one and half hour prior to the start of examination on all the days.
- 2.5** The Chief Superintendent/DCS shall be present one and half hour before the commencement of exam for printing the question paper, counting of question paper. packeting the question papers block wise and coordinate the distribution of question papers.
- 2.6** The Chief Superintendent shall facilitate the recording of the attendance of the staff reported for duties on each day and shall report any discrepancies to the CS.
- 2.7** The Chief Superintendent shall authorize the COE to appoint the squad members for monitoring/inspection during the conduction of SEE and also in recording the cases of malpractices reported by either the squad/DCS/RS.

- 2.8** The Chief Superintendent with support from the COE office shall prepare a report on the work done statement to facilitate the release of the remuneration to all the staff involved in the conduction of the SEE.
- 2.10** All the coordinators and the supporting staff shall report to the Chief Superintendent and discharge the duties assigned to them by the Chief Superintendent.

**EVALUATION:**

- 2.11** It shall be the duty of Chief Co-Ordinator to prepare the scheme of work assigned to him and plan for the Central Valuation.
- 2.12** The Chief Co-Ordinator shall appoint required number of Deputy Chief Co-Ordinators Assistant Co-Ordinators, Office Staff of his own choice and confidences so as to complete the work properly without giving room for any malpractice. Their appointments shall be strictly Confidential and as per recommendation of COE. COE by default shall be a Deputy Chief Co-Ordinator.
- 2.13** The Chief Co-Ordinator shall in advance receive the required stationery and other items for Central Valuation from the Controller of Examinations (COE).
- 2.14** The Chief Co-Ordinator shall be responsible for the smooth and proper conduct of valuation. He shall take necessary precautions and actions during the Central Valuation.
- 2.15** The Chief Co-Ordinator shall remain at the center during the Central valuation. In case of any emergency he shall make all the arrangements for the proper conduct of valuation by entrusting the responsibility to next Deputy Co-Ordinator of his confidence.
- 2.16** The Chief Co-Ordinator/DCC shall be responsible for the receipt, coding and the conduct valuation of answer scripts.
- 2.17** The Chief Co-Ordinator/DCC shall be responsible for the proper custody and accounting of answer scripts till the valuation process is completed and shall hand over the valued, verified answer scripts along sealed cover of marks list to the COE custody.
- 2.18** The Chief Co-Ordinator shall collect the list of valuers in each course and in each subject from the COE and accordingly intimate the date of valuation.
- 2.19** He shall strictly instruct the valuers as well as officers and staff involved in the process, not to carry any materials/ papers/ bags/ mobile phones etc. into the valuation Centre.
- 2.20** The Chief Co-Ordinator/DCC shall arrange to distribute the scheme of valuation for each subject to the valuers, so as to bring the uniformity in valuation.
- 2.21** Arrangements shall be made to disburse the TA & DA, Remuneration, Local Allowances (if applicable), to the examiners each day of completion of valuation or by RTGS.
- 2.22** Any insubordination or negligence of duties by the coordinators/staff shall be reported by DCC to the COE and Chief Coordinator for a suitable action.

**3. DUTIES AND RESPONSIBILITIES OF THE DEPUTY CHIEF SUPERINTENDENT [DCS]**

- 3.1** The Deputy Chief Superintendent (DCS) shall assist the Chief Superintendent/Chief Coordinator for the smooth conduct of Semester End Examinations. One Deputy Chief Superintendent (DCS) per 300-400 students and one attender for every 2-3 blocks will be appointed for an exam.
- 3.2** The DCS shall report at the control room one and half hour before the SEE commences.
- 3.3** DCS shall be present one and half hour before the commencement of exam for printing the question paper, counting of question paper. packeting the question papers blockwise and coordinate the distribution of question papers. The DCS shall arrange the question papers block wise as per the seating allotment.
- 3.4** The DCS shall oversee the distribution of blank answer books, additional books such as data handbooks, tables, charts, graph sheets, drawing sheets etc., The DCS shall deliver the packets of question papers to the rooms concerned. The DCS shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduct of examination.
- 3.5** The DCS shall remain at the block allotted to him during the entire period of examination and shall not leave the block allotted to him without prior permission of the Chief Superintendent/COE.
- 3.6** The DCS shall sign on all the B-Forms at the end of 60 minutes of start of the examination and see that one set of B-Forms are received at the Control Room for preparation of A-Forms.
- 3.7** The DCS shall ascertain that the room superintendents have made the mandatory announcements in the respective examination halls such as “All the students shall check their pockets, in and around their seats and see that no sheets/chits of paper are found and in case if they find such material they shall remove the same and throw out in the dustbin by bringing it to the notice of the room superintendent. The students shall note that they are not permitted to use the programmable calculators and other electronic gadgets including mobile phones, memory chips etc., in the examination hall and any violation of the same will be considered as case of malpractice and will report for necessary disciplinary action”.
- 3.8** The DCS shall see that the candidates with valid admission ticket and identity card only are allowed to take the examination. If any candidate has lost admission ticket the same shall be reported to the Chief Coordinator / COE.
- 3.9** The DCS shall be responsible for reporting the cases of malpractices in the standard format and handing over the case to the Chief Superintendent/COE.
- 3.10** The DCS shall cooperate with the appointed squad for overseeing the conduct of the examinations in a fair manner.

- 3.11** It is the sole responsibility of the DCS that the Room Superintendents strictly comply with the duties & responsibilities assigned to them and the SEE is held in a fair manner in the rooms / blocks allocated to him/her.
- 3.12** At the end of the examination, the DCS shall receive the answer booklets from the respective Room Superintendents and pack them as per the A-Form and instructions from the CS with the assistance of the relieving superintendents. The DCS shall see that each of the packets is super scribed with the following information: Semester, Course Code, Course Title, Date & Time, and Total Number of Scripts.
- 3.13** In the event of any discrepancy, like misplacement of the booklet, absence of the candidate's signature, USN, invigilator's signature, errors in B-Form, A-Form etc., the DCS shall be held responsible and shall be available for a recall for clarifications.
- 3.14** The DCS shall be responsible for bundling of the answer scripts and handing over the same to DCC (Valuation) under acknowledgement, session wise.
- 3.15** The DCS shall make necessary arrangements for giving signal bell as noted below to have uniform time schedule in the entire college.
- (i) 10 minutes before the commencement of the examination for allowing the students to enter examination room.
  - (ii) Second bell shall be given at the beginning of the examination for distribution of the question papers.
  - (iii) Third bell shall be given on completion of 30 minutes of start of the examination
  - (iv) Fourth bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
  - (v) The final bell shall be given at the conclusion of the examination.
- 3.16** At the end of an examination session, the DCS shall handover the data of utilization of the stationary and the remaining stationary to the office of the COE.
- 3.17** Any dereliction to duties by any of the staff deputed to work at the examination halls / blocks allocated to DCS, shall be reported in writing to the CS/COE.

#### **4. DUTIES & RESPONSIBILITIES OF THE ROOM SUPERINTENDENT**

- 4.1** The Room Superintendent (RS) shall report to the DCS at the Control Room at least 30 minutes before the commencement of the examination and record his/her reporting to duties by affixing his/her signature in the attendance register placed for the said purpose.
- 4.2** The Room Superintendent shall ascertain the examination room/block assigned to him / her and the number of candidates in the block.
- 4.3** The RS shall collect the answer booklets/drawing sheets, seating allotment or B-Forms corresponding to the allotted room/block from the coordinators under acknowledgement and verify the stationary received for distribution to the students. etc.,

- 4.4** The RS shall reach the allotted examination room/block, 15 minutes before the commencement of the examination and permit the entry of students to the examination hall. The RS shall see that the students occupy only the seats allotted for them.
- 4.5** The Room Superintendent shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper.
- 4.6** The RS shall receive the question papers from the respective DCS.
- 4.7** The answer papers shall be distributed to those candidates only who are seated in the examination hall and are not to be placed on the vacant seat.
- 4.8** Prior to issuing the question papers to the students, the RS shall mandatorily announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box and hand over to the Room Superintendent if any papers / notes/ manuscripts / books or any material. The RS shall inform the students that they shall not be in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator/geometry box, hand kerchief etc., also they shall not possess mobile phone or any other electronic gadget such as memory chip etc., in the examination hall.
- 4.9** The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall, only when the commencement bell of the examination is given.
- 4.10** Candidates shall be allowed to leave the examination hall only after 60 minutes have elapsed after the commencement of the paper.
- 4.11** The Room Superintendent shall affix signature on the answer booklets of the students, at the place marked as Room Superintendent signature, only after verifying the identity of the candidate with photo on admission ticket and College ID Card, entered the correct seat number and other particulars required on the facing sheet of the answer paper and obtain signature of the candidates on attendance report (FORM B).
- 4.12** The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of any other permissible stationary materials.
- 4.13** If any student has not brought his / her admission card, the matter shall be brought to the notice of the DCS.
- 4.14** If any Candidate is absent the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing course wise, candidates present and absent be submitted in form A.

- 4.15** After half an hour of the commencement of the examination, the spare answer books, question papers shall be returned to the DCS / Relieving Superintendent when he/she visits examination hall.
- 4.16** The Room Superintendent shall not accept the answer paper of any candidate without ensuring that it bears his/her correct university seat number (USN) and other information asked on the page of the answer paper.
- 4.17** The Room Superintendent shall not allow the candidate to use unfair means in the examination hall.
- 4.18** No candidate shall be allowed to go out for toilet.
- 4.19** The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent while the examination is going on and also shall not read magazine or newspaper by sitting at a place.
- 4.20** The Room Superintendent should ensure that, there is no communication among candidates in the examination hall.
- 4.21** The violations of instructions by any candidate shall be brought to the notice of the DCS/CS immediately and a written report is to be made regarding such cases.
- 4.22** Smoking and taking Tea/Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
- 4.23** Whenever, the candidate wishes to change the pen/ink the room invigilator shall affix the signature on the top of the facing sheet of the answer script to this effect.
- 4.24** After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand them over to the DCS along with other reports.
- 4.25** The Room Superintendent shall be personally held responsible for loss, misplacement of any answer book.
- 4.26** While taking rounds of the examination hall, if the Room Superintendent notices any candidate indulging in copying or possessing a manuscript or answer papers other than that of the candidate, any written material on calculator/geometry box / scale / parts of the body, he/she shall immediately take in his / her possession the candidate's answer book, question paper, and the materials which he/she has used for copying and immediately report to the DCS. The Room Superintendent should not allow the candidate to leave the examination hall till the DCS comes to the examination hall and takes over the charge.
- 4.27** Any dereliction to duties on the part of the Room Superintendent as observed by the DCS will be recorded by the DCS and reported to the CS based on which the CS initiates the necessary disciplinary action.

- 4.28** Whenever the members of designated squad and frisking team make a surprise visit, the Room Superintendent shall ensure their identity and allow to enter the examination hall for surprise check.
- 4.29** The Room Superintendent shall not leave the College premises until he/she personally hands over the answer books to the Deputy Chief Superintendent and return other stationery materials to the coordinator at the control room.
- 4.30** The Room Superintendent shall on demand, attend the meeting of MEC, in the event a case of malpractice is found in the respective block by any of the authorities assisting in conduction of the examination.

**5. DUTIES & RESPONSIBILITIES OF THE RELIEVING ROOM SUPERINTENDENT (RRS)**

- 5.1** The Chief Superintendent in concurrence with COE appoints certain faculty members as the Relieving Room Superintendents (RRS).
- 5.2** There shall be one Relieving Room Superintendent for every 150-200 candidates. If the number of students is less than 75, the Deputy Chief Superintendent shall take the responsibilities of the Relieving Room Superintendent.
- 5.3** The Relieving Room Superintendent (RRS) shall report to the Chief Coordinator/DCS of SEE, 30 minutes prior to the start of the examination and affix signature in the attendance register placed at the control room.
- 5.4** The RRS shall receive the list of examination rooms / blocks allotted to him/her to discharge the duties as RRS and report to the DCS concerned. The RRS shall assist the DCS in general for smooth conduct of examination and perform the duties assigned by the DCS. In the event exigency, the Chief Coordinator or the DCS may opt to utilize the services of the RRS as RS and the RRS shall accept the duties assigned and discharge the same.
- 5.5** The Relieving Room Superintendent shall give relief to the Room Superintendent for a maximum of 10 minutes & be in charge of the duties of Room Superintendent during that period and discharge all the duties & responsibilities of the “Room Superintendent”.
- 5.6** The Relieving Superintendent shall not permit Room Superintendent to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the Room Superintendent to attend nature calls. The RRS shall be moving from block to block to provide relief to the RS during the examination.
- 5.7** The Relieving Superintendent shall assist the DCS in receiving the answer booklets from the RS and in the process of bundling.
- 5.8** The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him / her by CS/DCS.



**6. APPOINTMENT OF SQUAD AND FRISKING TEAM, DUTIES & RESPONSIBILITIES OF SQUAD AND FRISKING TEAM**

- 6.1** The COE shall appoint Squad and Frisking team among the teachers of the college, according to the need to ensure proper conduct of examinations and to curb malpractice at the examination. The appointments will be sent through emails.
- 6.2** Each team may consist of not more than two members. A team includes one female and one male staff member. A team is required for every 300 to 400 students.
- 6.3** The squad team shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
- 6.4** The squad shall provide their identity and inform the RS about the purpose of their visit to the examination hall.
- 6.5** The Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
- 6.6** They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
- 6.7** Report the cases of malpractice detected to the Controller of Examinations immediately through the DCS/CS for further action. The squad shall make use of the required stationary/formats placed at the control room for the said purpose.
- 6.8** Book the candidates under Malpractice, who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature from the candidate on the prescribed forms.
- 6.9** The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and the Chief Superintendent.
- 6.10** The squad team shall record their findings including satisfactory/or otherwise remarks in the Squad report placed with the COE office. Each member of the squad shall affix their signature, in the attendance register placed at the control room, in each session of the examination.
- 6.11** The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the COE for the smooth conduct of examinations and to curb the number of malpractice cases.
- 6.12** The members of the squad shall not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the control room, inform the concerned DCS, without further enquiring in the hall disturbing others for a prolonged period.
- 6.13** The Malpractice case shall be booked with the prior intimation to the chief superintendent.

- 6.14** When once a candidate is booked under malpractice, the CS/DCS shall serve a memo to the concerned candidate instructing him/her to attend the MEC meeting, as fixed by the Controller of Examinations. A copy of this memo along with other relevant papers shall be maintained with the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the MEC meeting schedule.
- 6.15** The squad shall seek any clarifications/guidance and /or assistance from the COE whenever needed.

## **7. APPOINTMENT OF SCRIBE**

**7.1 Preamble:** Physically handicapped candidate writing the SEE can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the COE of the college to the candidate who is really disabled to write his/her examination with his own hand. While appointing an Amanuensis the following guidelines are to be followed strictly.

### **7.2 Guidelines:**

- (i)** An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
- (ii)** A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the HOD of the department duly recommended by the proctor, with the following documents.
  - (i)** Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HOD.
  - (ii)** No relation Certificate - An undertaking by the student and the Amanuensis showing that there is no relation between them with an authentication by the Notary Public.
  - (iii)** Attested copies of testimonials of an Amanuensis.
  - (iv)** One A4 size paper hand written matter which is written by the Amanuensis.
  - (v)** Three recent Passport size photos of the Amanuensis attested by the HOD.
  - (vi)** An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field (Engineering/Architecture).
  - vii)** The Chief superintendent/ Chief coordinator shall arrange a suitable room for the candidate & the amanuensis and appoint a room superintendent for the candidate who shall be changed daily.
  - (viii)** If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the Principal of the college through the COE

seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.

- (ix) The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.

**7.3 As per the Government Circular ED 5 UNE 2004, dated 5.3.2004 and ED 5 UNE 2004, dated 22.3.2004, the following guidelines are to be strictly followed:**

- a. The blind student may select the scribe
- b. The scribe need not have a qualification lower than that of the student, provided that the scribe should not have the qualification (with the same optional and languages) pertaining to the examinations, which the student is writing ( for ex: a student who has completed B.A. or M.A. can be a scribe for the student who is taking B. Sc. Examinations)
- c. A physically disabled / blind / hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes per hour.
- d. As the hearing impaired students are having language problems, possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.

**8. APPOINTMENT OF EXAMINERS FOR EVALUATION:**

- 8.1** The BOE of each department shall finalize the panel of examiners for each course and forward the same for consideration and appointment of examiners by the COE. All the appointments will be sent through emails. If there is no response from the external faculty identified due to a valid reason or the said faculty rejects the appointment, the Chairperson of the BOE in consultation with the COE, approves additional faculty to be included in the Panel of examiners.
- 8.2** The faculty shall preferably have a minimum of three years of professional experience to become eligible for appointment as an examiner or as mentioned in the guidelines hereafter.
- 8.3** The Chairperson of the BOE should identify the senior faculty and facilitate the COE in appointing them as Moderator/Reviewer for evaluation of scripts of theory courses.

**9. GENERAL GUIDELINES FOR EXAMINERS**

The appointed Examiners shall report to the Chief Coordinator Evaluation (CCE) or Deputy Chief Coordinator Evaluation (DCCE).

- 9.1** After ascertaining the identity of the examiners, the DCCE shall provide the scheme of valuation and the scripts for valuation. Valuation shall be completed strictly according to the scheme of valuation provided for the Purpose.

- 9.2** Marks awarded to each question(s) / sub questions should be indicated on the facing sheet of the answer script in space provided for the same.
- 9.3** The examiner shall evaluate minimum of 20 scripts and maximum of 50 scripts in a day.
- 9.4** The Moderator/Reviewer shall drive the evaluation process of the said course in fair and impartial manner. In case of discrepancies, the same shall be reported to the CCE/DCCE, who in turn seeks direction from the COE on the future course of action. The COE shall resolve the issue in consultation with the Chairperson of the respective BOE.

## **10. QUESTION PAPER (QP) SETTING:**

For an effective achievement testing of the students in a course, a good question paper needs to be used as the principle tool. This makes it necessary for the question papers used at CIE and SEE to:

- Cover all sections of the course syllabus uniformly and provide choice wherever necessary.
- Be unambiguous and free from any defects/errors
- Emphasize knowledge testing, problem solving & quantitative methods
- Contain adequate data / other information on the problems assigned
- Have clear and complete instructions to the candidates.
- Satisfy the Outcome based Education (OBE) objectives.

### **10.1 QP Setting Process**

1. The QP setters panel will be received from BOE of respective departments. The COE/DCEO will send the appointments to the internal and external faculty members based on the requirement through email.
2. Question paper sets will be taken from internal faculty members (Min 3 Years experience) who are currently handling the course. QP's will also be taken from external examiners (Min 5 Years experience) as and when the situation demands. In case of external, the QP's will be taken in soft or hard copy by hand or by courier.
3. Appointment will be sent to experienced faculty members who are currently handling the courses.
4. QP setters will be given 20-25 days time for submission of QP to exam section. However, the scheme should be submitted within 24 hours of completion of the respective examination.
5. At any point of time there should be at least 3 sets of QPs available for any course. Unused QPs of previous exams will also be used as & when the situation demands.
6. The faculty members will set the QP's and submit it to exam section in soft copy form within the mentioned date. The soft copy of the QP's brought by the setter in the pen drive will be deleted and an undertaking will be taken from faculty members that they have not retained any soft or hard form of QP's.

7. The faculty members enter the number of sets of QP submitted to exam section in a separate QP submission register with signature.
8. At the end of the day, back up of the QP's will be taken in QP system and in external hard disk.
9. After completion of entire exam, all the QP's will be transferred from the QP system to external hard disk and no data will be left in QP system.

### **10.2 Scrutiny of Question Paper:**

1. The COE/DCOE will appoint the faculty members for scrutiny process based on the panel sent by BOE of respective departments.
2. Appointment will be sent to both internal and external scrutinizers a week prior to scrutiny date through email. The external scrutinizer will be experienced faculty members preferably from autonomous institutions.
3. Generally one internal and one external scrutinizer will be carrying out the scrutiny process for every course.
4. The scrutinizers will thoroughly go through the QP's for pattern, number of questions, choices in questions, coverage of syllabus, identification of out of syllabus questions, Bloom's level any grammatical errors etc.
5. A discrepancy sheet will be provided to scrutinizers. Scrutinizers will write the discrepancies observed in the QP's and take the required corrective measures during scrutiny.
6. After scrutiny, unit wise mixing of QP's takes place within the available sets of question papers if deemed necessary.
7. Finally, the scrutinized and mixed (If any) QP's will be formatted and kept ready for printing as situation demands.

### **10.3 Selection of Question Paper and Printing:**

1. All the QP's will be stored in soft copy form in the external hard disk and will be in the custody of COE/DCOE.
2. The QP's will be stored in external hard disk datewise as per timetable.
3. On the day of exam COE will randomly pick one set of QP which is scrutinized and mixed. The printing of QP's will generally be carried out 1-1.5 hours before the commencement of exam or as per the requirement.
4. The QP's will be printed based on daily QP requirement data generated from software and packed in the room wise manner.
5. All extra QP's will be packed in separate packet soon after the printing is completed in session wise and will be handed over to DCS.
6. After the QP printing for every session, three sets of QP's in hard form will be taken,

one for QP template entry in software, one for scheme preparation and one for Library.

7. All QP's will be stored in soft form in external hard disk under safe custody.

## **11. EVALUATION PROCESS**

### **11.1 Coding and Packing of Answer Scripts**

The system will randomly generate a Unique 4 Digit Barcode for each Answer Script. These randomly generate scripts are assigned a Packet Code to be part of a Packet. With this procedure, the scripts will never be in serial in a packet. The front portion of Answer Script containing the information of the student like USN, Name, signature is cut and stapled to hide the identity of the Student. A Sticker containing the Unique 4 Digit Barcode and Packet Code will be pasted in the space provided on the Answer Script. The Valuation coordinator will verify the barcodes pasted in answer script & affix his signature. The Scripts will then be placed in a packet according to the Packet Code.

### **11.2 Authentication of Examiners**

COE will send the internal and external evaluator's panel to DCC evaluation received from BOE of respective departments.

A profile (with basic details) of each Evaluator will be created in the Evaluation System and the Evaluator is provided with a user name and password. Using these credentials, the evaluator has to enter the marks.

### **11.3 Distribution of Answer Scripts**

A packet with maximum of 10 Coded Scripts is assigned to the Valuator. It is expected that, the valuator has to evaluate at least 20 scripts per day.

### **11.4 Moderation of Answer Scripts**

There will be two types of Moderation Process. One is Internal and the other is External moderation. Internal moderation will be conducted during the Valuation Process. The Internal moderator (Senior Faculty) will randomly pick a script from the Valuator Packet and review the Valuation. The internal moderator's marks are considered final over the evaluators marks.

The appointment order will be sent to external examiner for external moderation after completion of Valuation Process of a particular course. The internal moderator will discuss the scheme of valuation with external moderator before starting the moderation. External moderator will randomly pick a script from each valued packet and review the valuation. The external moderation marks are final.

### **11.5 Marks entry and verification**

In Valuator's Login, the assigned scripts will appear with Packet Codes. The valuator will select the Packet Code, the system will ask for Unique 4 Digit Bar Code to confirm the correct script, and then the valuator will be allowed to enter the marks. After completion of marks entry of all the scripts of a packet, a marks sheet printout of the packet is taken by the valuator. The packet of scripts along with its marks sheet will be collected by the Coordinator after verification of marks. Once the valuation of all the courses of a semester is completed, the evaluation data is synced for generating result sheet. During the syncing, the system will decode the scripts along with marks, apply the grace marks rules and prepare the result sheets. The results in the generated results sheets are verified with all the scripts by the evaluation team supported by exam office.

### **11.6 Announcement of Results**

After the successful verification of Results, the Results notification will be published on the college website. Also a copy of Results Sheet, mentioning Grades and Credit Points will be available in the Department.

## **12. STORAGE, SECURITY, SURVEILLANCE AND NETWORK**

### **12.1 Storage of Data:**

All the Reports like Result Sheets, Result Analysis, X/I Grade Reports etc. are being stored in both Hard and Soft Copies. Apart from this, all these reports are readily available for download from the software at any given point of time.

The Examination Data and Codes related to software are being backed up in the server as well as in the External Hard Disk connected to the server.

### **12.2 Security**

Access to Confidential Sections:

1. Access to QP Room is restricted to COE, DCOE, Network Administrator and One Data Operator with the help of Door Access Controller. The Door Access to QP Room is through COE Room Only.
2. Access to Script Storage Rooms is restricted to COE, DCOE and Network Administrator with the help of Door Access Controller. The Door Access to Script Storage Room is under the supervision of DCOE/Dy. Chief Coordinator.
3. Access to Post Exam Section is restricted to only Examination Section Staff. The Door Access to Post Exam Section is through COE Room Only.

### **12.3 Surveillance:**

1. All the Confidential Sections like QP Room, Post Exam Section, Script Storage Rooms, Coding Section, Marks Entry Section, Valuation Room, Scripts Issue Section, Examination Section, Theory Exam Script Distribution & Collection Section and General Sections like DCOE and SIMS Coordinator Chamber are completely covered under the CCTV Surveillance.
2. The Live Streaming of all CCTV Camera is being continuously viewed by COE on his Computer. The same live streaming can be viewed by the Principal in his office.
3. The CCTV Footages of all the Rooms with latest 30-35 Days record as backup is stored locally on a Server in COE room.

### **12.4 Network:**

There is 1 physical network available in the Autonomous Examination Section, which is dedicated for only Question Paper related activities which are isolated from other networks.

### **Other Security measures:**

1. During the Examination and Valuation Days, a Security Personnel is deployed at the Entrance of Examination and Valuation Section, who will be allowing only concerned person to enter the Examination and Valuation Section.
2. A Visitor Book is also maintained during Valuation Days for taking the signature of Valuators and Visitors.
3. Usage of Mobile Phones by Examination Staff, Scrutinizers, Evaluators, and Invigilators is banned during Scrutiny, QP printing, Examination and Valuation.
4. The complete network along with computers and networks are supported by 15KVA online UPS in addition to 200KVA of generator back up.

## **13 GUIDELINES FOR THE CONDUCTION OF INTERNSHIP/PROJECT PG PROGRAMMES**

### **13.1 Guidelines for the conduction of Internship for M.Tech. programmes**

The following guidelines are to be followed for conducting and evaluating Internship for PG programmes.

1. The CIE marks consist of following components as per the BOS and Academic Council approved Department syllabus and scheme:
  - a. Marks by Internal Guide (Faculty member),
  - b. Marks by External Guide (The External guide will be from the industry where internship is carried out, needs to send the marks in the given format, signed and sealed to Internal guide) and
  - c. Marks for Presentation conducted in the department.



2. The Appointment order will be issued by COE to the Internal and External guides for Final Viva-voce. The appointment order will indicate the time period within which the Final viva-voce needs to be conducted. The Internal guide has to contact the External guide and fix the date and time for the final viva-voce. The student needs to be informed about the date, time and venue of the final viva-voce in advance. The Viva-voce needs to be completed by third week of November.
3. In case the External guide is not available for Final viva-voce conduction, alternate arrangement needs to be made by the Internal guide/ HOD. The Internal guide/ HOD can contact Local Industry personnel and arrange for the viva-voce. In such cases the Local industry person can be the External guide for more than one student, provided the domain expertise is maintained.
4. After the conduction of Final viva-voce, the SEE evaluation sheet of all candidates, Printout of consolidated SEE marks, attendance sheet etc should be submitted to the COE office and the marks are entered into the software.
5. The Completion of internship as per scheme and syllabus fixed by department is mandatory for the award of the degree. Any student failing to complete the Internship shall be considered as Failed in it. Such student will be eligible for reappearance for the Internship Exam only after its completion in subsequent Semesters.

### **13.2 Guidelines for the conduction of Internship for MCA programmes**

The following guidelines are to be followed for conducting and evaluating Internship for PG programmes.

1. The CIE marks consists of following components as per the BOS and Academic Council approved Department syllabus and scheme:
  - a. Marks by Internal Guide (Faculty member),
  - b. Marks by External Guide (The External guide will be from the industry where internship is carried out, needs to send the marks in the given format, signed and sealed to Internal guide) and
  - c. Marks for Presentation conducted in the department.
2. In case of SEE, the appointment order are sent to examiners for viva-voce conduction.
3. After the conduction of Final viva-voce, the CIE details of all candidates should be Submitted to the COE office and the marks are entered into the software.
4. The Completion of internship as per scheme and syllabus fixed by department is mandatory for the award of the degree. Any student failing to complete the Internship shall be considered as Failed in it. Such student will be eligible for reappearance for the Internship Exam only after its completion in subsequent Semesters.

### 13.4 Work Flow of Project Work for M.Tech./MCA Programmes

The CIE marks consist of following components as per the BOS and Academic Council approved Department syllabus and scheme. The following sequence of events is to be followed for conducting and evaluating Project work for MCA/M.TECH programmes.

1. The CIE marks are finalized for different phases conducted throughout the semester.
  1. It includes marks by Internal guide, marks by External guide (if applicable) and marks for Dept presentation.
2. Enter the CIE marks in ERP software. The COs, POs etc have to be properly mapped while entering marks in ERP software. The marks entry needs to be completed at least 1 week before the Last working day. The panel containing the names & other details of Internal & External guides/ examiners along with student information needs to be sent to COE office. External Examiners can be from Local industries and Academic institutes. BOE should ensure that domain expertise is maintained while recommending names of External examiners. In case the External examiner recommended is an Academician, ensure that they have 10 years of teaching experience. (Preferably having Ph.D.).
3. The Plagiarism should be checked for each of the dissertations report and accepted for further process only when plagiarism is less than 10%
4. The Softcopy of the dissertation reports in PDF should be taken from students & sent/mailed to COE by HOD within 1 day from Last date of report submission without fail. The PDF file name should be the student USN.
  1. The Appointment order will be issued by COE to the Internal and External guide/ examiner within a week after receipt of dissertation. The Appointment will include Softcopy of dissertation report, Remarks Sheet and Evaluation sheet. Internal examiner and External examiner have to evaluate the report for the specified marks and the Average marks will be considered for entry into ERP software as part of final SEE marks.
  2. The External examiner will evaluate the report as per the Syllabus and Scheme of the department and fill the Evaluation sheet and keep the signed/sealed hardcopy with him/her. The External examiner needs to bring this sealed envelope along with him/her for Final Viva-voce. The Internal examiner also needs to evaluate the report and fill the evaluation sheet, take printout, sign and keep it in safe custody.
  3. The External examiner needs to fill the Remarks sheet and indicate whether the thesis is acceptable without or with minor/ major revisions/changes. The Remarks sheet needs to be scanned & sent to Internal examiner and COE office by email. The viva-voce could be completed within next 15 days from the date of sending the Remarks sheet by the External examiner to the Internal examiner and COE. (Only in case no major corrections are required).

4. In case some Minor changes/revisions are required/recommended by External examiner, these changes should be informed to the Candidate by Internal examiner. The candidate can make the changes in the report and keep it ready for examination by External examiner when Viva-voce is conducted.
5. Extension can be taken under the following circumstances:
  - i. If the candidate is not able complete the project work within allotted time period.
    - a. Extension can be taken only ONCE for a maximum period of 20 days
    - b. Candidates availing Extension will not be considered for Ranks.
  - ii. If revisions/changes recommended by External examiner are MAJOR in nature and needs rework. In such cases, the Candidate should write to the COE requesting for Extension to complete the project work and this letter should be forwarded by Internal guide through HOD. The reasons for the extension should be made clear in the letter and printout of changes recommended by External examiner (if any) should be enclosed.
6. The appointment order will indicate the time period within which the Final viva-voce needs to be conducted. The Internal guide has to contact the External examiner and fix the date and time for the final viva-voce. The student needs to be informed about the date and time of the final viva-voce in advance.
7. In case the External Examiner does not take up the evaluation of thesis, alternate arrangement needs to be made by the Internal guide/ HOD from the panel of examiners. The Internal guide/ HOD can contact Local Industry personnel/Academician and arrange for the viva-voce. In such cases, the Local industry person/Academician can be the External guide for more than one student, provided the domain expertise is maintained. The softcopy of project report will be sent to new external examiner for evaluation.
8. The correspondence w.r.t availability of External examiner, denial for taking up thesis evaluation/viva-voce by External guide/ examiner, fixing of date-time of viva-voce, Compliance report (minor/major revisions) etc has to be maintained by Internal guide and submitted to PG Coordinator.
9. To finalize the SEE marks, the Internal and External examiners need to take the Average of Report evaluation marks and add it to the Final Viva voce marks.
10. After the conduction of Final viva-voce, the final SEE marks need to be entered in the ERP software. The CO/POs have to be properly mapped while entering marks in ERP software. The SEE evaluation sheet of all candidates, Printout of consolidated SEE marks, attendance sheet and the Correspondence with External guide (only in case of denial for viva-voce) should be submitted to the COE office.
11. The report should be bound in the colors specified by VTU for respective branches. The format of the report is intimated by Dean-Academics.

### **13.5 Guidelines for the conduction of Summer Internship Project (SIP) for MBA**

The following guidelines need to be followed for conducting and evaluating SIP for MBA.

#### **Process of Identification of Companies for Internship**

- Faculty members, Students, Internship coordinator and Placement coordinator contact the companies and provide the directions on the topic of internship.
- The companies accepting the internship are sent a formal letter for providing internship for the required duration.

#### **Process of feedback on Students Performance during Internship**

- Each student has to provide periodic reports signed by the external guide to the internal guide, the report includes areas of development in the internship.
- Each student is mentored on a regular basis by the guide on the writing of the internship report and queries related to technical aspects of the internship are addressed by the internal guide.
- In the fourth week of the internship students have to give a presentation on the Need for the study ,Objectives of the study ,Scope of the study ,Research Methodology , Literature review , Limitations of the study, company profile, industry profile and future growth of the industry.
- In the eighth week of the Internship the students have to present on the area of analysis and data interpretations and also on findings of the study leading to conclusions of the study.

#### **Scheme of Continuous Internal Evaluation (CIE)**

- Students are evaluated on internal evaluation by the faculty guide allocated to the students, the areas of evaluation includes – Problem identification, Review of literature, Profile of the company, findings and suggestion and overall presentation of the project.
- The total marks allocated for CIE is provided in the scheme & syllabus.

#### **Scheme of Semester End Examination (SEE)**

- Viva Voce will be conducted during the final examination of internship. The final viva voce consists of panel members from industry and academia. The viva voce is conducted in two days.
- The evaluation includes – Problem identification, Review of literature, Profile of the company, findings and suggestion and overall presentation of the project.

The Completion of internship as per scheme and syllabus fixed by department is mandatory for the award of the degree. Any student failing to complete the Internship shall be considered as Failed in it. Such student will be eligible for reappearance for the Internship Exam only after its completion in subsequent Semesters.

**13.6 Professional/ Technical Certification/ Online courses (for MCA,MBA/M.TECH.)**

- The Certification courses need to be completed by the student by the end of final semester.
- The department needs to keep the certificates of the students and award grades based on their performance in the examinations conducted by Certificate awarding authority in these courses.
- The students those who have successfully completed may be awarded a top grade and those who appeared and have performed fairly well may be awarded an average grade.
- Passing of Online Courses is Mandatory for the award of the degree however passing is not considered for the vertical Progression
- The student has to complete the course in the Maximum Duration of the programme

**13.7 Societal Project (for MBA, MCA & M.TECH.)**

Students in consultation with the internal guide and with external guide (much preferable) shall involve in applying technology to workout/proposing viable solutions for societal problems.

- CIE marks shall be awarded by a committee comprising of HoD as Chairman, Guide/co-guide if any, and a senior faculty of the department. The CIE marks awarded shall be based on the evaluation of Project Report, Project Presentation skill, and performance in the Question and Answer session in the ratio of 50:25:25.
- Those, who have not pursued /completed the Societal Project, shall be declared as fail in the course and have to complete the same during subsequent semester/s after satisfying the Societal Project requirements. There is no SEE for this course.

**13.8 Seminar/Academic writing (for MBA, MCA & M.TECH.)**

- Seminar is one of the head of passing for the students.
- The seminar should be conducted as per the approved Scheme of teaching and Examination.
- CIE marks shall be awarded by a committee comprising of HoD as Chairman, Guide/co-guide if any, and a senior faculty of the department. The CIE marks awarded shall be based on the evaluation of Seminar Report, Seminar Presentation skill, Outcome and performance in the Question and Answer session.
- Those, who have not pursued /completed the **Seminar/Academic writing**, shall be declared as fail in the course and have to complete the same during subsequent semester/s after satisfying the **Seminar/Academic writing** requirements. There is no SEE for this course.

## 14. EXAMINATIONS

### 14.1 Semester End Examination (SEE):

The SEE (Theory) will be conducted for 100 marks having 3/4 hours duration. It will be reduced to 50 marks for calculation of SGPA and CGPA as per the VTU Autonomous Guidelines. Question papers will be taken from both the internal examiner (faculty member of the college) and external examiner (faculty member of other colleges).

The duration for Lab exams shall be of 2 hours/3 hours which will be conducted for 50 marks and it will be reduced to 25 marks for calculation of SGPA and CGPA. The Lab exam and viva-voce will be conducted by two examiners.

#### Guidelines for Failed Students:

1. Students having eligible CIE can appear directly for the ensuing examination. Hence, all sem examinations have to be conducted during each semester.
2. Student who does not have the eligible CIE score can re-register for the course whenever the Course is offered or during the fast track semester as per the maximum allowed Credits of that semester.

### 14.2 Make-up Examination:

The Make-up Examination facility shall be available to students who may have missed to attend the SEE of one or more courses in a semester for valid reasons and given the 'I' grade; Students having the 'X' grade shall also be eligible to take advantage of this facility. The standard of the Make-up Examination shall be the same as that of regular SEE for the Courses. The Make-up Examination shall be held as per dates notified in the Academic Calendar. For such students, this will not be treated as an additional attempt.

There shall be no make-up examination for any Course in the credit system to take care of such students who have:

- a) absented themselves from attending CIE or SEE; without valid reasons; or,
- b) failed (Grade F, as covered in Section 15.2) to meet the minimum passing standards prescribed for CIE and/or SEE; or,
- c) been detained for want of attendance; or,
- d) withdrawn (Grade W, as covered in Section 15.2) from a Course;

Such students listed above (a – d), shall be required to re-register during the fast track semester for the Course(s) and go through CIE and SEE again and obtain a Grade equal to or **better than C**.

### 14.3 Fast Track Semester

1. The Fast Track semester is provided for facilitating slow learners and failed students. It is provided to help the student to avoid losing an academic year. All courses may not be offered in the Fast Track semester. It is the discretion of the Department/College to offer the courses based on the availability of resources in hand. The student has to pay a special fee prescribed by the College to register for a course in the Fast Track semester.

The Fast Track Semester is optional; it is for the student to make best use of the opportunity. Fast Track semester is a special semester and the student cannot demand it as a matter of right.

2. A student is permitted to register for a maximum of 16 credits including the labs and 30-35 contact hours per course. A student has to choose those courses which are offered by the college in a given Fast Track Semester. The CIE and the SEE norms of the regular semester are applicable to this semester also.
3. For PG Programmes (MBA, MCA & M.Tech. ) the Fastrack semester shall be conducted after every Academic Year.

### 14.4 Re-registration:

The students who could not become eligible for next academic year can re-register for the remaining course(s) when it is offered again and fulfill the passing standards. The re-registration facility is available **ONLY FOR year back students**. The re-registration shall be possible when the particular course is offered in regular semesters. However, the conditions of credit limit are applicable.

### 14.5 Equivalence:

The students seeking admission to 3<sup>rd</sup> Semester UG & PG Programmes and 5<sup>th</sup> Semester UG Programmes in our Institute after completing their previous semesters in same/other Institutes affiliated to VTU or Other Universities will have to undergo the Equivalence Courses as decided by the Equivalence Committee of the respective Departments.

1. The Course Syllabus studied by the student in previous semesters covers 60% or more syllabus when compared with our offered courses of the previous semesters are treated as equivalent courses. The Credit Score of these courses will be added to the Calculation of CGPA and Degree Award.
2. The Course Syllabus studied by the student in previous semesters covers less than 60% of syllabus when compared with our offered courses of the previous semesters, then the student has to undergo that course as an equivalent course during forthcoming semesters.

3. If any of the courses offered by us is not undergone by the student, then the student has to undergo those courses as equivalent courses.
4. On passing these courses with minimum grade, the credits will be awarded if the courses are credit courses and the same will be considered for the calculation of SGPA, CGPA and Degree Award.

#### **14.6 Vertical Progression for M.Tech./MCA/ MBA:**

Minimum standards for SGPA and CGPA together with the minimum number of credits are laid down for the vertical progression of students as per VTU regulations given time to time. This facilitates the mobility of students from one College to another also. The vertical progression of students is applied between two academic years only. There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.

#### **For M.Tech./MCA/MBA Programmes:**

- There shall be no restriction for promotion from an odd semester to the next even semester, provided the student has fulfilled the attendance requirement.
- Candidates, under full-time programme, with a not more than Four backlog courses of first year, shall be eligible for taking admission to second year (3<sup>rd</sup> semester).
- The Mandatory non - credit courses, if any, shall not be considered for the Eligibility criterion prescribed for promotion, award of Class, calculation of SGPA and CGPA. However, a pass in the above courses is mandatory before the completion of Degree.

#### **Guidelines for students having CGPA less than 5.0 at the end of the programme**

- A student will be declared successful at the end of program, when he/she has none of the Courses remaining with F grade and shall have CGPA of greater than or equal to 5.00.
- In case, the CGPA falls below 5.00 at the end of the program, the student shall be permitted to appear again for SEE/Fast track exam in full or part of the previous semester Courses by rejecting the performance for required number of Course/s (other than Internship, Seminar, Project and Practical's) and times, subject to the provision of Maximum programme duration, to make up CGPA equal to or greater than 5.0. The student should reject the SEE results of the previous attempt and obtain written permission from the Principal to reappear in the subsequent SEE.
- The maximum number of withdrawals at any given time shall not exceed two courses subjected to maintaining the minimum registration requirements.
- Mandatory Non-credit courses, Audit courses and bridge courses and equivalence courses are not considered for vertical progression. However, they should be completed before eighth semester.



**14.7 Course Load**

1. The Course Load shall be fixed at 22 credits/semester (average level) with its minimum and maximum limits being set at 16 and 28 credits respectively (or as per VTU). This pattern will be followed uniformly at each Autonomous College by making a provision in its time table for the students to register for 22 credits on an average in each semester.
2. Those who have valid CIE can re-register for MAX 6 courses in the regular semester along with present regular semester.

**15. GRADING****15.1 General**

1. As in recent years, the grading system has replaced the evaluation of students performance in a Course based on absolute marks. This is to ensure uniformity in the grading practice at different autonomous colleges to facilitate the migration of students or transfer of credits among Autonomous Colleges under the University.
2. **Letter Grades:** A letter grade is basically a qualitative measure (an alphabet/letter) giving the performance of a student, such as, Outstanding (O), Excellent (A+), Very Good (A), Good (B+), Average(B), Pass (C) and Fail (F), based on the marks obtained by the student. This is usually arrived at after the student's performance in a Course, which includes both CIE and SEE, is assessed and marks for the total are awarded.
3. Grading System: The College has adopted the **Absolute Grading System as per Latest VTU Regulations.**

**15.2 Grade Points**

1. Depending on the letter grades assigned, a student earns certain grade points. As the grading system is necessary to provide a better resolution in the performance assessment the college follows the 10-point grading system, as given in the table below:

**Grade Points Scale (Absolute Grading as per Latest VTU Regulations)**

<b>Letter Grade and Corresponding Grade Points on a typical 10-Point Scale</b>							
Letter Grade	Outstanding	Excellent	Very Good	Good	Average	Pass	Fail
	O	A+	A	B+	B	C	F
Grade Points	10	09	08	07	06	05	00
Percentage(%) of Marks Secured	90-100	80-89	70-79	60-69	55-59	50-54	0-49

2. The grade points given in above table help in the evaluation of credit points earned by the student in a Course as the credit points are equal to the number of credits assigned to the Course multiplied by the grade points awarded to the student in that Course. This shall be used in arriving at the credit index (SGPA and CGPA) of the student, as it is the sum total of all the credit points earned by the student for all the Courses registered.
3. **Earning of Credit:** A student shall be considered to have completed a course successfully and earned the credits if he/she secures an acceptable letter grade in the range S to E. Letter grade 'F' in any Course implies failure of the student in that Course and no credits earned.
4. **Transitional Grades:** The transitional grades, such as, 'I', 'X' and 'W' shall be awarded to a student in the following cases. These transitional grades shall be converted into any one of the letter grades (S to F) after the student completes his/her Course requirements, including examination.
  - i. **Grade 'I':** Awarded to a student having satisfactory attendance at classes and meeting the passing standard at CIE in a Course, but remained absent from SEE for valid and convincing reasons acceptable to the College, like:
    - (i) Accident or severe illness leading to hospitalization, which disabled the student from attending Semester End Examination (SEE);
    - (ii) A calamity in the family at the time of SEE, which required the student to be away from the College;
    - (iii) In the event of (i) and (ii) above, it is the responsibility of the student/parent/guardian to inform the college authorities (proctor/HOD/COE) immediately. The information may be in the form of either written communication, personal communication by parent/guardian/peer or an e-mail or letter. The candidate needs to submit all the relevant evidences (hospital reports, police reports, certificates from competent authorities, etc.,) prior to attending the college. Intimation is mandatory. Any intimation after the conduct of examination will not be entertained.
  - ii. **Grade 'X':** A student may be awarded grade "X" if he/she has attendance  $\geq 85\%$  and has done exceptionally well in a course with the CIE being greater than or equal to 90% (As per VTU guidelines and recommendations of Academic Council) and has attended but not done well in the SEE and it is observed that the student would get an overall "F" grade in that course. A student who is awarded grade "X" would be permitted to write make-up SEE conducted as per the announced schedule. Based on

the performance in this make-up SEE, the “X” grade would be converted to a regular letter grade. Grade “X” is awarded only if the student has attended the SEE.

- iii. **Grade ‘W’:** Awarded to a student having satisfactory attendance at classes, but withdrawing from that Course before the prescribed date in a semester under faculty advice; the student shall re-register for the said course in the fast track semesters only. All the 'W' grades awarded to the students shall be eligible for conversion to the appropriate letter grades only after the concerned students re-register for these courses and fulfill the passing standards.

All the transitional grades ('I' and 'X') awarded to a student shall have to be converted to an appropriate letter grade after the make-up examination. Any outstanding 'I' and 'X' grades, will be converted to F- grade after the Make-up Examinations.

### 15.3 Passing Standard

1. A student shall be considered to have completed a course successfully (shall be considered as passed) and earned the credits if he/she secures an acceptable letter grade in the range O to C. Letter grade 'F' in any Course implies failure of the student in that Course and no credits earned. The minimum standard of passing in respect of CIE and SEE for each course is shown in the following Table.

**PG Passing Standards using Absolute Grading**

<b>Evaluation Method</b>	<b>Passing</b>
<b>Continuous Internal Evaluation (Theory &amp; Lab)</b>	Score: 50%
<b>Semester End Examination (Both Theory &amp; Lab)</b>	Score: 40%
<b>SEE and CIE (put together for Both Theory &amp; Lab)</b>	Score: 50%

\* - As per VTU Regulations

2. A student obtaining a Grade F in a Course shall be considered a failure and is required to reappear in subsequent SEE. Whatever the letter grade secured by the student during his / her reappearance shall be retained.

## 16. CREDIT REQUIREMENTS AND GRADING SYSTEM

### Nomenclature:

AB : Absent in that particular course	NE : Not Eligible in that particular course
PP : Pass in Non-credit Mandatory Course	NP : Not passed in Non-credit Mandatory Course
SGPA : Semester Grade point Average	CGPA : Cumulative Grade point Average

**SGPA AND CGPA CALCULATION FORMULA:**

$$SGPA = \frac{\sum[(Course\ credits) \times (Grade\ points)] \text{ (for all Courses in that semester excluding transitional grades)}}{\sum[(Course\ credits)] \text{ (for all courses in that semester excluding transitional grades)}}$$

$$CGPA = \frac{\sum[(Course\ credits) \times (Grade\ points)] \text{ (for all Courses excluding those with F and transitional grades until that semester)}}{\sum[(Course\ credits)] \text{ (for all courses excluding those with F and transitional grades until that semester)}}$$

**MANDATORY CREDIT REQUIREMENTS FOR AWARD OF DEGREE**

Programme		Normal Duration: Years (Semesters)	Total Number of Credits to be earned
UG Degree	B.E./B.Tech.	4.0 (8)	160
	B.E./B.Tech. (Lateral Entry)	3.0 (6)	120
	B.Arch.	5.0 (10)	260 (as per COA)
PG Degree	M.Tech.	2.0 (4)	80
	M.Arch.	2.0 (4)	100
	M.B.A.	2.0 (4)	100
	M.C.A.	2.0 (4)	100
PG Diploma		1.0 (2)	44
PG Certificate		0.5 (1)	22

Conversion of Grade Point into Equivalent Percentage of Marks is as per norms of VTU/AICTE

Percentage Score = CGPA earned x 10

Illustration for CGPA 7.2: Percentage Score Secured = 7.2 x 10 = 72%

**17. ATTENDANCE REQUIREMENT, SHORTAGE OF ATTENDANCE & CIE MARKS SUBMISSION**

**17.1 Each semester is considered as a unit and a minimum of 85% of attendance in each of the courses is required to qualify for the SEE. The requirement is as follows:**

- (a) For theory courses the minimum attendance required to appear for main SEE and Make-up examination is 85%.
- (b) For Integrated courses, the minimum attendance in theory is 85% and the laboratory is 85% (separately) to appear for the main SEE and Make-up examination.
- (c) For laboratory courses the minimum attendance required to appear for main SEE is 85%. (A make-up exam will also be conducted for a laboratory course)
- (d) For make-up examination the minimum attendance requirement is 85% for both Theory and Integrated courses. However, a student who has represented the college in sports/cultural/co-

curricular activities on deputation and maintained a minimum attendance of 75% shall be eligible for the makeup examination.

- (e) Condonation of attendance to the maximum extent of 10% can be done only by the Principal for which a genuine reason and a certificate to substantiate the same is to be submitted to the Principal with reasons. The reasons could be any of the following:
- (i) If the candidate was sick and has submitted a medical certificate to the HOD immediately after recovering from the sickness, through the Proctor.
  - (ii) If there has been a casualty in the family for which, there is substantial proof and has been submitted to the HOD either as a certificate from competent authority or the Parent as a proof.
  - (iii) An approval letter from the Principal, which is taken apriori to participate in the sports / cultural / or any other extracurricular events like conferences / competitions/workshops etc. sponsored either by the college or the University.
  - (iv) An apriori approval by the HOD and proctor for attending a first family function like wedding etc., which is substantiated by an invitation / a letter from the parent / guardian of the student.

## **18. REJECTION OF RESULTS OF COURSES BY THE STUDENTS QUALIFIED FOR AWARD OF DEGREE, FOR IMPROVEMENT IN PERFORMANCE**

- 18.1** A candidate desirous of improving his/her performance (CGPA/Class), may seek permission for rejecting the result of courses belonging to the immediate preceding academic year. The candidate shall be allowed to reject the results for improvement of performance only once. **The candidate who rejects the results loses the right to reclaim the earlier result.**
- 18.2** The Principal of the college is the authority to permit such rejection based on the recommendations of the proctor, HOD and COE with approval/ratification by the Academic Council of the college.
- 18.3** A candidate shall be permitted to make such requests only before the commencement of the next academic year. Further, such candidate shall complete the requirements for award of degree in the immediate succeeding semester itself, failing which the candidate shall seek fresh permission for re-registration.

### **18.4 Multiple Entry and Multiple Exit: (M.Tech.)**

The multiple entries and exit points in the academic programs offered at Higher Education Institutions (HEIs) would remove rigid boundaries and create new possibilities for students. There are occasions when learners have to give up their education mid-way for various reasons. To facilitate flexible learning within the stipulated period (four years for regular

students), multiple exist and entry options are given to needy students. The student can exit from the program only at the end of the even semester/s (2<sup>nd</sup> semester) and the re-entry option is provided to the students at the beginning of the odd semester / s (3<sup>rd</sup> semester).

However, the students who pass all their registered courses of the 1<sup>st</sup> and 2<sup>nd</sup> semesters as per the scheme of teaching and examinations and obtain the required credits shall be awarded Post Graduate Diploma Certificate if he / she shall opt for the exit. However, he / she shall be permitted to take admission (3<sup>rd</sup> semester) subjected to the maximum duration of the course. He / she has to complete 06 weeks of internship before admitting to 3<sup>rd</sup> semester. The issue of Post Graduate Diploma Certificate is as per VTU regulations.

## 19. CLASS DECLARATION & AWARD OF DEGREE

**19.1** The PDC issued by the college should depict the class in which a candidate completed the program. It only shows the provisional CGPA & class. Whereas, the final degree certificate issued by the VTU shall only show the declaration of the class obtained by the candidate in the said program.

The table below shows the conversion of grade points and the award of class. This is done to provide equivalence of these averages, namely SGPA and CGPA with the Class awarded as in the conventional system of declaring the results of University examinations.

CGPA	Honours
$5.0 \leq \text{CGPA} < 6.0$	Second Class (SC)
$6.0 \leq \text{CGPA} < 7.0$	First Class (FC)
$\text{CGPA} \geq 7.0$	First Class with Distinction (FCD)

**19.2** The Candidates who have successfully completed the courses with the credits prescribed for the programme, as per the stipulations, academic rules and regulations of their respective branches of study, shall become eligible for award of Masters Degree in respective branches and the names of such candidates be recommended to VTU for award of degree.

**19.3** The candidates admitted directly to the 2<sup>nd</sup> year B.E. programs through Lateral Entry and have successfully completed the courses with a total of 135 credits, as per the stipulations, academic rules and regulations of their respective branches of study, shall become eligible for award of Bachelor's degree in Engineering and the names of such candidates be recommended to VTU for award of degree.

**19.4** The Candidates who have successfully completed the courses with a total of 260 credits, as stipulated by the Department of Architecture, shall become eligible for award of Bachelor's degree in Architecture and the names of such candidates be recommended to VTU for award of Bachelor's degree in Architecture.

**19.5** The college is only authorized (VTU Circular No. VTU/Aca/2011-12/A11/4445, dated 2<sup>nd</sup> August 2011) to issue Transcripts (Consolidated Grade Cards) and Provisional Degree Certificates. The right to award Degree rests with the VTU.

**19.6** For award of Rank in the UG and PG Programmes there shall be 10% student strength ranks in each of the UG and PG courses, subjected to a maximum of 3, provided the minimum full time strength is 10. A candidate shall be eligible for a rank at the time of award of B.E., B.Arch, M.Tech., MBA and MCA degree, provided the student has:

- Passed in all the subjects
  - (a) For students admitted in 1<sup>st</sup> year B.E.: 1<sup>st</sup> to 8<sup>th</sup> semester in FIRST attempt only.
  - (b) For students admitted in 1<sup>st</sup> year B.Arch.: 1<sup>st</sup> to 10<sup>th</sup> semester in FIRST attempt only.
  - (c) For students admitted in 2<sup>nd</sup> year B.E. (lateral entry): 3<sup>rd</sup> to 8<sup>th</sup> semester in FIRST attempt only.
  - (d) For students admitted in 1<sup>st</sup> year M.Tech. and MBA: 1<sup>st</sup> to 4<sup>th</sup> semester in FIRST attempt only.
  - (e) For students admitted in 1<sup>st</sup> year MCA: 1<sup>st</sup> to 6<sup>th</sup> semester in FIRST attempt only.
  - (f) For students admitted in 2<sup>nd</sup> year MCA (lateral entry): 3<sup>rd</sup> to 6<sup>th</sup> semester in FIRST attempt only.
- For award of rank, the CGPA (normally calculated up to the second decimal position) secured by the candidate (as shown from (a) to (f)) shall be considered.
- If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like S, A, B etc., shall be taken into account in ranking the students in a class.
- Students having transitional grades (Only 'X' grade) and passed in make-up examination will not be considered.
- Should not have repeated/rejected any of the lower semesters.
- Should have completed the prescribed course of study within four academic years (B.E.), three academic years (MCA), two academic years (M.Tech/MBA).
- PG students should have submitted the dissertation report within the stipulated time (without extension) given by the college.

**20. EXAMINATIONS OFFICE AUTONOMOUS EXAM FEES**

<b>Sl. No.</b>	<b>Description</b>	<b>Fees. (in Rs.)</b>
	<b>Semester End Examination Fees</b>	
1	(a) UG	1500/-
	(b) PG	1800/-
2	Revaluation Fees per Course (Only for UG)	600/-
3	Challenge Evaluation Fees per Course for Makeup Exam (UG/PG)	3000/-
	<b>Makeup Examination Fees (UG)</b>	
4	(a) Per Course	375/-
	(b) More than Four Courses	1500/-
	<b>Makeup Examination Fees (PG)</b>	
5	(a) per Course	450/-
	(b) More than Four Courses	1800/-
6	Script Viewing Fees per Theory Course	100/-
7	Name Correction in Grade Card	400/-
8	Duplicate Grade Card	500/-
9	Graduation Day Fees (Provisional Degree Certificate)	1000/-
10	Duplicate Provisional Degree Certificate	750/-
11	Convocation Fees (To be Paid to VTU)	1200/-
12	Duplicate Hall Ticket	
	<b>Re-Registration-cum Exam Fees</b>	
13	(a) Per Course for UG	3,000/-
	(b) Per Course for PG	4,000/-
	<b>Transcript Fees</b>	
14	(a) Application Fees for Electronic Transcript Delivery	1000/-
	(b) Electronic Transcript Delivery per University	1000/-
	(c) Online Student Verification per Application	1000/-
	<b>Fast Track Registration-cum Exam Fees *</b>	
15	(a) Per Course for UG	3,000/-
	(b) Per Course for PG	4,000/-
16	Processing Fees	30/-

\* Fast Track Semester Fees is Rs. 1,500/- Per Course for First Two Courses, Rs. 2,500 Per Course for Third & Fourth Course and Fifth Course onwards Rs. 3,000/- Per Course. (For UG Courses)

\* Fast Track Semester Fees is Rs. 2,000/- Per Course for First Two Courses, Rs. 3,000 Per Course for Third & Fourth Course and Fifth Course onwards Rs. 4,000/- Per Course. (For PG Courses)

**20.1 CORRECTION IN GRADE CARD & ISSUE OF DUPLICATE GRADE CARD/PDC**

**20.1.1** There is a provision for Correction in Grade cards. For Name correction to be incorporated in original Grade Card which is already printed/issued, the charges will be Rs.400/- per Grade Card. The request for such correction shall be accompanied with an attested copy of S.S.L.C.



or equivalent passing certificate is mandatory. The Name in the Grade Card shall be corrected based on only S.S.L.C. or equivalent passing certificate.

## **20.2 ISSUE OF DUPLICATE GRADE CARDS/PDC IN CASES WHERE THE GRADE CARDS / PDC ARE LOST OR MUTILATED.**

**20.2.1** The candidate seeking Duplicate Grade card/PDC shall submit an affidavit on Rs.20 stamp paper giving details such as USN, month & year of passing Course/s, Branch and how the original Grade cards/PDC were lost, along with a fee of Rs. 500/- for duplicate grade card and 600/- for duplicate PDC per report, thereafter payable in the form of a DD drawn in favour of the Principal, KLS GIT, Belgaum.

**20.2.2** The candidate who lost the Grade Cards/PDC, has to lodge a complaint to local police station of the area where it was lost and submit the original copy of acknowledgement of complaint along with the above affidavit.

**20.2.3** The Candidate who are in need of the duplicate grade cards/PDC shall submit their applications along with the relevant documents to the office of the Principal through the Proctor/ HOD for onward transmission to office of the Controller of Examinations.

**20.2.4** The student shall collect the duplicate grade card/s, PDC from the office of the COE.

## **21. ISSUE OF OFFICIAL TRANSCRIPTS**

**21.1** A candidate can request for issue of Official Transcripts after the completion of all credits of a particular programme.

**21.2** The Candidates who are in need of the same shall submit their applications online along with the prescribed fee. Check the College website for the link.

## **22. ISSUE OF PROVISIONAL DEGREE CERTIFICATE (PDC)**

**22.1** There is a provision for issue of Provisional Degree Certificate, on the Graduation day and before the Degree is conferred by VTU.

**22.2** The Candidate seeking PDC shall submit a request to the office of the COE along with challan for having paid a prescribed fee and collect the PDC personally. The fees collected is including expenses for Graduation day.

**22.3** Provisional Degree Certificate shall be collected only by the candidate or parent of the candidate (with due authorization from the candidate). In case the parent collects the same then it is mandatory that an ID proof of the parent like voter ID, Aadhaar Card, Driving license etc., shall be produced for verification.

## **23. OPEN DAY**

**23.1** Open day facility has been provided for all UG students from academic year 2018-19 where students can view the original scripts. Later the students can decide whether he/she can apply for revaluation or not. The concept of photocopy has been removed from the

process after the implementation of Open day process. The detailed process of applying for Open day will be uploaded on the website after announcement of the SEE results.

#### **24. CHALLENGE REVALUATION**

**24.1** student will be given the Xerox copy of front page of the script after challenge revaluation.

#### **25. CHALLENGE REVALUATION PROCEDURE**

**25.1** The Chief Coordinator (Evaluation) shall appoint two examiners for challenge revaluation.

**25.2** The original valuator shall not be considered for revaluation of the same paper, as far as possible.

**25.3** The two challenge revaluators shall be supplied with the scheme of evaluation used by the original valuator.

**25.4** The two challenge revaluators shall jointly assess the answer script.

**25.5** The challenge revaluated script shall be handed over to the Chief Coordinator (Evaluation) after the evaluation.

**25.6** If the difference of marks between the revaluator and original valuator is less than or equal to 15, then the marks awarded jointly by the two revaluators shall be the final marks. However, if the marks awarded in the Challenge Valuation are less than the original awarded marks, then the original marks will be retained.

**25.7** If the difference marks between the two revaluators and original valuator is more than 15, then that answer script shall be valued by all the three evaluators (one of the first valuator who have evaluated particular subject and two revaluators) jointly . The marks so awarded shall be binding and final.

#### **26. GUIDELINES FOR PRACTICAL EXAMINATION**

**26.1** The BOE shall finalize the panel of examiners for each course and forward the same for consideration and appointment of examiners by the COE. Appointment of Examiners is done by the COE by selecting appropriate faculty from the Panel of Examiners identified by the BOE.

**26.2** The faculty shall preferably have a minimum experience of two years to be eligible for appointment as an examiner.

**26.3** For a Lab, two examiners shall be appointed by COE from the panel recommended by BOE. One of the examiner will be internal and one will be external examiner. In case, if the external examiner doesn't accept the appointment, the internal examiner shall be appointed for lab examinations.

**26.4** The examiners shall drive the evaluation process of the said course in a fair and an impartial manner. In case of discrepancies the same shall be reported to the COE and the COE in consultancy with the BOE chair and/ Senior faculty decides on the future course of action.

**26.5** Depending on the requirement either two or three batches of 15/20 students could be scheduled in a day. Parallel batches could be scheduled wherever possible.

**27. REGULATIONS GOVERNING THE MALPRACTICES BY THE STAFF MEMBERS**

1		Institutional Malpractice Committee (IMC) shall be constituted to inquire into the malpractices registered during Examinations. The Committee shall have a tenure of two years.
2		The above Committee shall meet after the conclusion of each semester examination on the dates fixed by the Controller of Examination and inquire on all matters connected with the staff members who have committed any Malpractices. After detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed.
3		No penalties shall be imposed on a staff except after an inquiry is held, as far as may be, in the manner hereinafter provided.
4		In the case of failure by the staff to submit his/her reply or he/she fails to attend the inquiry within the time specified, the IMC shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.
5		The staff shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
6		The IMC shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The staff shall be entitled to cross examine the witnesses and the documentary evidence/s produced in support of the charges as well as to give evidence/s in defense.
7		The IMC shall examine the evidences placed before it and inquire about the staff for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the IMC shall recommend suitable penalties or punishments on the staff. The severity of the case shall be categorized as follows:
	a.	Malpractices involving Question paper setting
	b.	Malpractices during conduct of examinations- CIE or SEE
	c.	Malpractices during Evaluation process
	d.	Any other form of malpractice like harassment of students, collecting money/gifts etc.
8		At the conclusion of the inquiry, the IMC shall submit a Report with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.
9		Depending on the severity of the malpractice, the IMC can recommend the following or any other additional penalties/punishments.

	<p><i>a. Denying the remuneration w.r.t. QP setting, Scrutiny, Evaluation etc.</i></p> <p><i>b. Debarring from QP setting, Scrutiny, Examination, Evaluation process etc for specific period (number of times) as decided by IMC.</i></p> <p><i>c. Appropriate Penalty depending on severity to the Faculty proved in IMC</i></p>
--	---

## **28. REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING INTERNAL TESTS AND FINAL EXAMINATIONS.**

Every student appearing for the Examinations (CIE and SEE) is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

- a. Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abuse language.
- b. Writing on the Question Paper and/or passing on the same to other student(s) in the Examination Hall.
- c. Disclosing his/her identity by writing any words, by making any peculiar marks, or by writing USN on the pages other than the facing sheet in the answer scripts.
- d. Possession of electronic gadgets like mobile phones, programmable calculator, pen-drive or such other /storage devices in the Examination Hall.
- e. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- g. Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.
- h. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
- i. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- j. Receiving material from outside or inside the Examination Hall, for the purpose of copying (inclusive of electronic communication).
- k. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- l. Copying or taking aid from any material or matter referred to in sub- clauses (j & k) above to answer in the examinations.

- m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- n. Committing any other act or commission or omission intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or official.
- o. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand kerchiefs, clothing, socks, instrument box, identity card, scales electronic gadgets etc.,
- p. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

### **28.1 PROCEDURE FOR REPORTING THE MALPRACTICE/S:**

- a. The Chief Superintendent/COE shall appoint Team(s) of Squad members according to the need to ensure proper conduct of examination and to discourage Malpractice(s).
- b. The Squad members are the faculty members of the college and/or from other institutions if required.
- c. The Squad members shall inspect the Examination Blocks/Halls assigned to them by the COE/ CS frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and full proof.
- d. The Squad members shall initiate action to curb Malpractices and report any incident of Malpractice impartially to the DCS/COE.
- e. If a Malpractice Case is detected by the Room Superintendent/Squad/ or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the DCS/COE as per the procedure outlined in Annexure – III.
- f. The Squad members shall report all the cases of Malpractices detected, to the concerned DCS/CS immediately for further action (however, the regular report of Malpractices together with the documents shall be sent by the DCS to the COE as envisaged in the procedure of dispatching Malpractice cases).
- g. The Squad members shall report all the instances of grave Malpractices such as Mass Copying etc., to the DCE/COE simultaneously.
- h. When malpractice is brought to his/her notice of the DS/DCS either by the Squad / Room Superintendent, he/she shall hold a preliminary inquiry and take on record the Report of the Room Superintendent, the statement of the student(s) concerned in the presence of a teaching staff other than the Room Superintendent concerned. Only then, he/she shall forward malpractice report along with the answer script(s), other incriminating materials and other enclosures in a sealed cover to the COE immediately. However, answer

script(s) of subsequent papers of such student(s) booked under Malpractice, shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.

- i. The student, the Room Superintendent, Deputy Superintendent (wherever applicable) and the DCS shall be required to give their statement in their own handwriting in the prescribed proforma (Annexures I - III). If the space provided in the printed proforma is not sufficient, extra sheet(s) shall be attached. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
- j. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by any other two members of the faculty.
- k. The DCS shall report each Malpractice case separately, unless it is interrelated to any other case(s).
- l. A sketch Plan of the seating arrangements at the Examination Hall with all the register numbers in the Room and marking in red ink the Register No. of the student who indulged in Malpractice, shall be prepared. The sketch shall clearly give the idea of the probable distance between the position of the Room Superintendent at the time of detection and the location of the student(s) found committing Malpractice(s).
- m. The DCS, DS and RS concerned shall invariably sign all the relevant documents used in or relating to the commission of Malpractice and also the other records forwarded, such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the student etc.
- n. The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under Malpractice, the student/ shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time as the Academic Council clears the recommendations of the MEC.
- o. When, a student is booked under Malpractice(s), the DCS shall strictly adhere to following steps:
  1. Debar the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
  2. Issue a memo instructing the student to attend the meeting of the Malpractice

Cases Consideration Committee as per instructions of the COE.

3. Send the answer script of that particular paper directly to the Office of the COE, along with other relevant documents. It shall be signed by CS on left hand side. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.
4. Do not confiscate the Hall Ticket.
5. Permit the student to write the subsequent papers of the examinations, if any, and such answer scripts shall be sent to the COE along with other answer scripts, without being marked as MPC anywhere.

## 29. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS

- 1 Malpractice Cases Enquiry Committee (MEC) shall be constituted to inquire into the malpractices registered during Examinations. The Committee shall have a tenure of two years or as decided by the Principal.
- 2 The above Committee shall meet after the conclusion of each semester examination on the dates fixed by the Controller of Examination and inquire on all matters connected with the students booked under Malpractices. After detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Principal.
- 3 No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided.
- 4 The MEC shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
- 5 In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the MEC shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.
- 6 The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- 7 The MEC shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The student shall be entitled to cross examine the witnesses and the documentary evidence/s produced in support of the charges as well as to give evidence/s in defense.
- 8 The MEC shall not impose the penalties on any student, who is punished at least with one paper.
- 9 A student is awarded punishment only once though she/he may have indulged in malpractices in several papers in the ensuing Semester End Examinations. This punishment will be decided taking into consideration all malpractices during the semester examination.
- 10 The MEC shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the MEC shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as follows
  - a. Possession of Electronic Gadgets without any material(s) or matter, material(s) or



- matter on hand, palm, calculator etc. / written, printed matter or copy there of, which is/are not relevant to the paper the student is writing.
- b. Possession of Electronic Gadgets with the material related to the course /Materials or matter on hand, palm, calculator etc. /written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
  - c. Possession of Electronic Gadgets with the material related to the course/Materials or matter on hand, palm, calculator etc. /written, printed matter or copy thereof, which is/are relevant to the paper the student is writing and are particularly prepared for the purpose of copying.
  - d. Possession of Electronic Gadgets with the material related to the course/ Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken in to consideration to decide the severity of the case.
  - e. Repeated Malpractices during the Examinations
  - f. Threatening with weapons and Impersonation.
- 11 At the conclusion of the inquiry, the MEC shall submit a Report to the Principal with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.

### 30. GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS

The Guidelines for recommending penalties and punishments to the students involved in Malpractices during Semester End Examinations (SEE) shall be as given below in tabular form:

Sl. No.		Nature of Malpractice		Penalty / Punishment to be imposed
I	I.	Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusing language.	a.	<i>Fine not less than Rs. 2000/-.</i>
	II.	Writing in the Question paper / Admission Ticket & or passing to the other student in the Examination Hall.	b.	<i>Denial or benefit of performance of that Particular paper in which the student is booked under Malpractice.</i>
	III.	Disclosing identity by writing any works or USN	c.	<i>Denial of benefit of performance of</i>

		on the pages other than the facing sheet in the answer scripts while answering		<i>that particular Examination (all the subjects for which the student has registered for the examination).</i>
	IV.	Possession of Electronic devices like mobile, Programmable Calculator, Pen-drive and any other electronic devices / storage devices in the examination hall.	d.	<i>Debarring the student from appearing for one more subsequent examinations.</i>
	V.	Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination. Having any written matter on scribbling pad, Calculator, Palm, Had, Leg, hand kerchiefs, Clothes, Socks, instrument box, Identity card, Hall ticket, Scales etc.,)	e.	<i>Debarring the student from appearing for two more subsequent examinations.</i>  <b><i>The MEC shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.</i></b>
	VI.	Destroying any evidence of Malpractice, tearing or mutilating the answer script from the examination hall or premises.	f.	<i>Debarring the student from appearing for three more subsequent examinations.</i>
2	I.	Copying from the material or matter or answer of another student or similar aid or assistance is rendered to another student within the Examination Hall.	a.	<i>Denial of benefit of performance of that Particular paper in which the student is booked under Malpractice.</i>
	II.	Making any request of representation or inducing to bribery to Room Superintendent or and any other official or office of the University / College for favors in the examination hall or to the Examiner in the answer script.	b.	<i>Denial of benefit of performance of that particular examination (all the subjects for which the student has registered for the examinations).</i>
	III.	Approaching directly or indirectly the teachers, officers, officials or examiners or bring about undue pressure or undue influence upon them for favour in the examination.	c.	<i>Debarring the student from appearing for one more subsequent examinations.</i>
	IV.	Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	d.	<i>Debarring the student from appearing for two more subsequent examinations.</i>
	V.	Receiving material for copying from outside or inside the examination hall.	e.	<i>Debarring the student from appearing for three more subsequent examinations.</i>

	VI.	Bringing into the examination hall or being found in possession of portions of a book, manuscript or such other material or matter to be brought into the examination hall.		<i>The MEC shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.</i>
	VII.	Copying or taking aid from any material or matter referred to in sub-clause V (I & m) to answer in the examinations.		
	VIII.	Having any written matter on scribbling pad, calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,)		
	IX.	Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.		
	X.	Committing any other act or omission intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College.		
3.		Repeated Indulging in Malpractice.	a.	<i>Denial of benefit of performance of that particular examination (all the subjects for which the student has registered for the examinations.)</i>
			b.	<i>Debarring the student from appearing for subsequent examination extending up to three more examination.</i>
4.	I.	Impersonating or allowing any other person to impersonate to answer in his / her place in the examination hall.		<i>Rusticate the student from University.</i>
	II.	Threatening with weapons or any other means to the Room Superintendent, Members of the Squad members, Officers / Officials of the Examination Centers / University.		<i>In case of impersonation, both the student concerned shall be handed over to the police by the Chief Superintendent with an intimation to the University.</i>

<b>31. GENERAL RULES:</b>	
1.	The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2.	Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).
3.	The student punished under Malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming of the punishments imposed on him/her.
<b>32. AUTHORITY FOR IMPOSING PENALTIES &amp; PUNISHMENTS:</b>	
	<p>The recommendations of the MEC through the usual process shall be placed before Examination Committee for consideration and approval. The Examination Committee shall be the Authority for imposing penalties and punishments on the students as recommended by the MEC.</p> <p>This Inquiry under Malpractice Cases Consideration Committee shall be independent of the criminal proceedings, if any, in the appropriate court of law.</p>
	<p><b>OTHER MATTERS:</b></p> <p>Also, the Examiners shall, if he/she suspects Malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer script with reasons in writing to the COE by name and detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the COE.</p>
<b>33. GENERAL REGULATIONS GOVERNING THE PROCESS OF VALUATION AND REVALUATION OF ANSWER SCRIPTS:</b>	
	<p>The following General rules shall be followed for UG/PG governing the process of Evaluation.</p> <p><b>Regulations for UG:</b></p> <ol style="list-style-type: none"> <li>Both Internal and External Evaluators shall be appointed as per the BOE panel.</li> <li>First Valuation will be done by Internal Faculty.</li> <li>Internal Moderator will select a script randomly from every packet containing 10 scripts. Minimum of one script from each packet has to be moderated.</li> <li>A minimum of 10% of total scripts will go for External Moderation. Moderation is applicable for the courses having 100 or more scripts.</li> <li>External Moderator is a Faculty from other colleges.</li> <li>In case of Moderation, Moderator marks are final and is considered for grading. Provisional results will be announced after First Valuation (FV) and Moderation.</li> </ol>

- g) After announcement of provisional results, Students securing X or I Grade in a particular course are eligible to apply for the Make-up examinations.
- h) Students with any Grades or Marks can apply for Revaluation and shall be applicable only for the theory courses.
- i) The student can apply for revaluation and/or makeup for the same course.
- j) A Script will go for Third Valuation when the difference between the First Valuation/Moderation and Re-Valuation is more than 15 marks.
- k) The Challenge Re-valuation facility is available for UG after makeup examination.
- l) Revaluation will be done by Internal Faculty.
- m) Final Marks awarded to Student will be the average of highest two valuations among First Valuation or Moderation, Re-Valuation and Third Valuation.
- n) Students who have applied for Revaluation and Makeup, will be awarded highest marks from Revaluation and Make up exams.
- o) Students who have applied only for Makeup exams, the Makeup marks are the final marks.
- p) X and I Grades are given to both Laboratory and Theory courses.

**Regulations for PG:**

- a) First Valuation and Third Valuation will be done by Internal Faculty.
- b) Second valuation will be done by External faculty from other colleges.
- c) A Script will go for Third Valuation when the difference between the First Valuation and Second Valuation is more than 15 marks.
- d) Third valuation will be done by internal faculty. In case the internal expertise is not available, the third valuation can be done by External faculty.
- e) Marks / Grade are calculated by taking the average of the First & Second valuation.
- f) If a Script goes for Third Valuation, the Marks awarded to Student will be the average of highest two valuations among First Valuation, Second Valuation and Third Valuation.
- g) Provisional results will be announced after First Valuation (FV), Second Valuation and Third Valuation (if needed).
- h) After provisional results, students cannot apply for revaluation in any course. However the students getting X or I Grade are eligible to apply for the make-up examinations.
- i) Both First and Second valuation shall be done by Internal faculty for makeup examinations if the external examiner is not available.
- j) The Challenge Re-valuation facility is available for PG.
- k) X and I Grades are given to both Laboratory and Theory courses.

<p><b>SCRIPT PRESERVATION:</b></p> <p>Final Valued Answer Scripts and marks sheets of all subjects of UG are preserved for a maximum of 3 years and PG for 2 years or as directed by Academic Council. All the marks sheets will be retained for a period of 3 years.</p>
<p><b>RESULTS:</b></p> <p>➤ Results of SEE and Make-up examinations will be put up on the College website &amp; can be accessed by student with proper authentication.</p> <p>➤ Grades are shown in the Results and are calculated as per Absolute grading system.</p>
<p>Grade cards are issued to student's exam wise i.e for odd, even and Fast track semester end examinations.</p>

#### 34. LIST OF ROLES, MINIMUM QUALIFICATION AND EXPERIENCE FOR THE EXAMINATION ASSIGNMENTS

Sl. No.	Role	Minimum Qualification	Minimum Teaching Experience in Engineering College/s (in Years)	Remarks
1	Chief Superintendent	Principal		
2	Alternate arrangement for Chief Superintendent	Ph.D.	15	
3	Room Superintendent/ Relieving Superintendent	PG	1	
4	DCS Internal	PG	10	
5	Chairman for Squad	Ph.D.	10	
6	Member for Squad	PG	3	
7	External Examiner for project Viva-voce			
	➤ PG programs	PG	5	
	➤ UG programs	PG	5	
8	Chief coordinator for valuation and Scanning Centres	Ph.D.	15	
9	For valuation Centres a. Deputy Chief Coordinator b. Coordinator	Must be Regular and Confirmed teaching faculty with at least 3 years of experience {Appointed by the Chief Coordinator}		

10	Practical Examiner (Internal) UG/PG	PG	3	
11	Practical Examiner (External) UG/PG	PG	3	
12	Valuer for Theory Examinations			
	➤ PG Programs	PG	3+	
	➤ UG programs	PG	3+	
	Research Programs i.e. PhD	Ph.D.		
13	Revaluation valuers for Theory Examinations			
	➤ PG Programs	PG	5	
	➤ UG programs	PG	5	
14	Moderators for UG Theory Evaluation	PG	5	

### 35. GUIDELINES FOR THE BOARD OF EXAMINERS (BOE)

Sl. No.	Role	Minimum Qualification	Minimum Teaching Experience in Engineering College/s (in Years)	Remarks
1	BoE Chairman	PG	10	
2	BoE Member	PG	5	
3	Question paper setting along with the scheme of evaluation -UG Programs	PG	3+	Must have taught the subjects previously or Must be teaching Currently
4	Question paper setting along with the scheme of evaluation -PG Programs	PG	3+	
5	QP scrutiny – Internal and External	PG	5	

**36. GRACING POLICY:**

Based on the prevailing practice and rules of VTU, the following rules have been framed to be applicable for the Autonomous Scheme of Examinations at the College while awarding any grace marks:

**Grace mark rule:** If the percentage of Total Marks obtained by student in a course is in fraction, the Grade calculation will be done by considering the nearest higher whole number so as to assign a higher grade

**GMR 01:**

Grace marks shall be awarded to a Course / Paper / Practical / Head of passing to a maximum of 2% of Examination marks if, after gracing the candidate gets minimum prescribed marks in the Theory/ Practical and passes in the course.

**GMR 02:**

A candidate shall be eligible to a maximum of 5% of examination marks, provided, he/she has failed in only one course (Pr/Th/Head of Passing) of the examination and passes the whole examination by such gracing getting minimum prescribed marks in the paper/ practical and aggregate for passing by such gracing. . Not applicable for Backlog/Re-Registered courses.

**GMR 03:**

Grace Marks shall be awarded for declaration of classes also. It is applicable to students having Second class or above. For obtaining a higher class a candidate will be getting a maximum of **0.1** will be added to the total SGPA of the candidate and will declare the candidate to have passed the examination in First Class or FCD.

**GMR 04:**

Grace marks awarded as per GMR 01 for passing a course and GMR 02 for passing the whole examination are shown only in the ledger and not in the statement of marks. However, the grace marks awarded for getting a higher class shall be indicated along with the aggregate total of the examination in ledger..

**GMR 05:**

A candidate is entitled for grace marks only under any one of the regulations either as per GMR01 or GMR 02 or GMR 03.

**GMR 06:**

A candidate is entitled for grace of **0.1**, which will be added to CGPA provided by such grace the candidate gets a higher class of the degree. However, the grace marks awarded for getting a higher class shall be indicated along with the aggregate total of the examination in ledger and Convocation list.



**MALPRACTICE CASE INTIMATION LETTER**

To,  
Controller of Examinations,  
Gogte Institute of Technology,  
Udyambag, Belagavi.

Respected Sir,

Subject: Malpractice Case Intimation

I am sending herewith a case of Malpractice by Mr./Ms. \_\_\_\_\_  
Son/Daughter of \_\_\_\_\_ bearing the USN \_\_\_\_\_ and has  
appeared for the \_\_\_\_\_ Semester \_\_\_\_\_ Branch Exam. The case was detected on  
\_\_\_\_\_ at \_\_\_\_\_ AM/PM in Room Number: \_\_\_\_\_

All the relevant documents and materials are enclosed herewith.

**Enclosures:**

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by RS/DS
3. Copy of Admission ticket of the candidate.
4. Plan of seating arrangement indicating the sitting position of the candidate in the block/hall.
5. The report of the Deputy Chief Superintendent.
6. The statement of the candidate
7. The report of the concerned Room Superintendent.
8. The report of the Squad.
9. Copy of the Memo issued to the candidate to attend the meeting of the MEC.

Yours faithfully,

Signature of the Deputy Chief Superintendent

**ANNEXURE – I**  
**REPORT OF THE DEPUTY CHIEF SUPERINTENDENT**

Name of the Candidate:..... USN:.....

Date:..... Exact time:..... Course.....

Sub Code: ..... **Room Number:** .....

Nature of Malpractice: Chits/Written matter on Calculator /Palm / Kerchief / bringing Mobile/ e-gadgets ..... (Mention the reason for booking the case).

**Case Detected by:**

Name: ..... Role: .....

Permanent address of the candidate.....

.....

Name of the Room Superintendent:

Mailing address of the Room Superintendent: .....

.....

.....

**Brief Report of Malpractice:**

.....  
.....  
.....  
.....  
.....  
.....  
.....

Signature of the Deputy Chief Superintendent

**ANNEXURE - II**  
**STATEMENT OF THE CANDIDATE**

The Deputy Superintendent shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of responsible witness like Deputy Superintendent or Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him / her and attested by the examination officials.

If candidate refuses to give the statement, he / she be asked to state the same in writing. If he/she refuses to do this also, the same shall be recorded duly, witnessed by two members of the Supervisory Staff and one of them will be Deputy Superintendent.

**STATEMENT OF THE CANDIDATE**

.....

.....

.....

.....

.....

.....

**WITNESS:**

1. Name & Designation:

Signature:

2. Name & Designation:

Signature:

Signature of the Candidate

Attested by:

Deputy Chief Superintendent

**ANNEXURE - III**  
**REPORT OF THE ROOM SUPERINTENDENT**

This statement given by me is based on my personal knowledge of the case. Before the distribution of the Question Papers, I had warned the candidate “All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes or e-gadgets and if you find any, keep them outside the examination hall before you start answering the paper”. This warning was given to the latecomers also.

**STATEMENT**

When I was supervising on (date) ..... At about (time)..... I found, this case of malpractice in my block (**Room Number: .....**).

The Candidate’s name..... and bearing USN ..... Below given are the details of the case:

.....  
.....  
.....  
.....

Signature of the Room Superintendent

**REPORT OF THE DEPUTY CHIEF SUPERINTENDENT**

.....  
.....  
.....  
.....

Signature of the Deputy Chief Superintendent

**REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD MEMBER)**

.....  
.....  
.....

Signature of the Squad Member(s)

**MEMO**

*Mr./Ms. .... bearing University Seat No.(USN) ..... , booked under Malpractice during Semester End Examinations in the course..... on .....is here by directed to appear before the Malpractice Enquiry Committee on ..... at ..... If you fail to appear before the committee, **exparte** decision will be taken.*

*(Signature of Deputy Chief Superintendent)*

**To,**

**Mr. /Ms. ....**

*Copy FWC's to:*

- 1. The COE*
- 2. Principal*
- 3. Student*
- 4. Filing*

***Signature of the candidate for having received the Memo & intimated the Parents***

.....

Date:

**APPLICATION FOR CORRECTION IN GRADE CARDS**

**NAME OF THE CANDIDATE :**  
(As per SSLC)

**U.S.N. :**

**CORRECTION IN GRADE CARDS**

Corrections to be incorporated:

	<b>As Printed</b>	<b>To be corrected to Read as</b>
<b>Name of the Candidate</b>		
<b>Name of the Father/Mother</b>		
<b>Any Other</b>		

**Documents to be Submitted:-**

- Xerox Copy of SSLC Marks Card
- Original Marks Card/s

**Signature of the Candidate with date**

**RECOMMENDATION / REMARKS OF THE HOD:**

---

---

---

**Signature of the HOD with Seal**

**COE OFFICE USE:**

---

---

**APPLICATION FOR DUPLICATE GRADE CARDS / PDC**

Student Details	Semester & Branch	Lost Certificate Details
Name of the Candidate		
U.S.N.		
Contact Number		

**Documents to be Submitted :-**

- Police Complaint Acknowledgement
- Affidavit on Stamp Paper of Rs. 20/-
- Amount of Rs. 300/- for duplicate grade card and Rs. 600/- for duplicate PDC in favour of Principal, KLSGIT, Belagavi

**DETAILS OF FEE PAID**

DD.No..... Date : ....., Total Amount : .....

**Signature of the Candidate with date**

**RECOMMENDATION / REMARKS OF THE HOD:**

---

---

---

**Signature of the HOD with Seal**

**COE OFFICE USE:**

---

---

**RULES AND REGULATIONS GOVERNING EXAMINATIONS OF  
PG (MCA/MBA/M.TECH. 2022 SCHEME)**

**APPROVED IN ACADEMIC COUNCIL MEETING HELD ON 8TH  
JULY 2023**



8/7/23

**Prof. Umesh M. Kulkarni**



**Prof. D.A. Kulkarni**



**Prof. Arunkumar P.**



**Prof. Kripa Shankar**