



MANAKULA VINAYAGAR

INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

Approved by the AICTE, New Delhi - Affiliated to Pondicherry University
Accredited by NAAC WITH 'A' Grade and NBA (National Board of Accreditation)
Kalitheerthalkuppam, Puducherry - 605 107



EXAMINATION CELL



EXAMINATION MANUAL

AUGUST 2025

OFFICE OF THE
CONTROLLER OF EXAMINATIONS

ABOUT OF THE INSTITUTION

Manakula Vinayagar Institute of Technology (MVIT) with its motto, Educate, Empower and Excel, is a self-financing technical institute started in the year 2008 by Sri Manakula Vinayaga Educational Trust with the aim to provide state-of-the-art technology to the rural society and to open up career opportunities for the underprivileged youth in and around the vicinity. The College is located in Kalitheerthalkuppam on the Pondicherry - Villupuram main road.

The institute is approved by AICTE and an **Autonomous institution** affiliated to Pondicherry University, accredited by NAAC with **‘A’ Grade** and **4 of the programmes, viz., ECE, CSE, IT and MBA are accredited by NBA**. The institute is offering 9 courses in UG-B.Tech (EEE, ECE, CSE, IT, MECH, Robotics & Automation, Food Technology, CSE-IOT and Cyber security including Block chain Technology, Artificial Intelligence and Machine Learning), 3 PG courses - M.Tech (ECE & CSE), MBA and Ph.D(ECE). In the Academic Year 2025-26, the new courses: BBA, BCA and MCA have been approved and started.

The institute has a well-equipped central library (8400 sq.ft.) with good repository of online resources. The Centre of Excellence (CoE) has been established in collaboration with **Google, IBM, Texas Instruments, Autodesk, Eplan, CISCO, Microsoft, etc.**

The **Training and Placement Cell** conduct various training programs including **soft skill training** and provides good **placements in IT and core industries every year**. The **Internal Quality Assurance Cell (IQAC)** of our institution ensures the quality of teaching learning process, facilities and research to meet out the standards of higher education. This cell periodically monitors, reviews, provides suggestions and conducts quality improvement programs for the students and faculty to attain the expected outcomes.

Examinations play a pivotal role in academic functioning, directly reflecting the credibility of the institution. The College values its autonomy by fostering creativity among faculty in designing curricula, adopting effective teaching strategies, and implementing evaluation methods that meet employability standards, programme outcomes, and stipulated graduate attributes.

Ensuring integrity, quality, and accuracy in evaluation and examination systems is a significant challenge. This Examination Manual, with its clearly defined rules, regulations, and procedures, serves as a framework for an effective and seamless conduct of examinations. With this in mind, we firmly believe that the present Examination Manual—comprising well-defined rules, regulations, provisions, and procedures—will serve as a reliable framework for establishing an effective, transparent, and hassle-free examination system.

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CHAPTER 1

**GLOSSARY, ROLES AND RESPONSIBILITIES OF STATUTORY BODIES –
RELATED TO EXAMINATION****1.1 GLOSSARY OF TERMS**

- **Academic Year** - The academic year consists of two semesters, each spanning 18 weeks of academic activity, with a minimum of 90 days dedicated to teaching. The Odd semester takes place from June to November, while the even semester occurs from December to May.
- **Answer Booklet** - Document containing answers given by a candidate during the examination to the questions in the question paper meant for the said examination.
- **Assessment** – Process of collecting, recording, scoring, describing and interpreting information about learning.
- **Board of Examiners** - Board established with the consent of the Governing Body to develop and review exam questions papers, conducting practical examinations, viva-voce examinations, valuation of answer scripts and evaluation of student performance in the departments and the Institute.
- **Certificate/ Diploma / Degree** – A title/qualification awarded after satisfactory completion of achievement in a programme.
- **Chief Examiner:** Appointed to Co-ordinate the valuation work of subject(s) with the chairman and examiners, if the number of answer books in Total are greater than 1000. Chief examiner(s) also value 10% of the total answer books allotted to the group of examiners under him apart from number of answer books reviewed or revalued.
- **Course** – A program of study, or curriculum, comprises a set of courses designed to achieve specific educational objectives and learning outcomes. It serves as the foundational structure guiding a student's academic journey, with clearly defined educational goals and objectives.
- **Course Credits** – The unit of measure for coursework is typically represented by an integer number, indicating the weightage assigned to a course unit, project, research work, or any other academic component. This weightage is determined based on the instructional hours allocated to the component per week across all learning activities.
- **Course Code** - A curricular component is typically identified by a designated code number, which is usually a string of alphanumeric characters. This code serves as a unique identifier for the component within the academic system.
- **Course Unit** - A component of an academic program, for which a syllabus and a specific number of instructional hours are designated, is typically referred to as a "Course unit."
- **Continuous Assessment Test(CAT)** – It involves the ongoing evaluation of a course throughout the semester through various means such as internal tests, model exams, assignments, quizzes, and similar assessments.

- **Chief Superintendent of Examination** - A person appointed to conduct and supervise the examinations held at the Institute.
- **Cumulative Grade Point Average (CGPA)** - It measures the average grade points obtained by a student upto a particular or across all semesters, excluding additional courses as per the academic scheme. The CGPA is expressed up to two decimal points.
- **Evaluation** – Evaluation is indeed the process of forming judgments by analyzing evidence and interpretations obtained through examination and assessment, all guided by agreed-upon criteria. It involves carefully considering the gathered information to make informed assessments or decisions.
- **End semester Examination (ESE)** – Examination is a quantitative measure of a learner's performance and is usually held at the end of the academic session or semester.
- **External Examiner** - A person who is not employed in the MVIT is appointed as an examiner for practical sessions, viva voce examinations, paper valuation and as a paper setter .
- **Grade Point** - Numeric weightage allotted to each letter grade on a 10 point scale upto TWO decimal point.
- **Semester Grade Point Average (SGPA)**– It involves calculating academic achievement by multiplying the numerical grade point received in each course by the number of credits assigned to that course and then dividing the total by the total number of credits.
- **Internal Examiner** - An examiner for practical sessions, viva voce examinations, seminars, workshop practice, paper valuation etc., including paper setter who is a faculty member of the Institute, MVIT.
- **Invigilator** - A person who assists the Chief Superintendent of the Examination Conducting Committee in conducting and supervising an examination of the Institute.
- **Letter Grade** - An index of students' performance resulting from the transformation of actual marks obtained by a student in a course. Grades are denoted by letters as per Regulations
- **Moderation** – Ensuring consistency and fairness based on – Assessment of overall procedure adopted for awarding marks, quality and standard of the question paper setting, assessment and evaluation system.
- **Mandatory Courses (MC)** - These are the mandatory courses to be taken by the student, but they will not be included for the award of class and calculation of CGPA.
- **Programme** – It refers to a collection of courses that a student enrolls in, which collectively fulfill the requirements for earning one or more certificates, diplomas, or degrees.
- **Examination Cell Co-ordinator:** Coordinates all the examinations related activities of the department, including Students Registration for courses and examination, updation of galley, Exam fees, Attendance, condonation, hall ticket, Retotalling & Revaluation. They need to coordinate with students, faculty, department

heads, and office of COE to ensure transparency and fairness in the examination process..

- **Question Bank** –A repository of quality questions on a subject.
- **Question Paper** - A document containing the questions to be administered at an examination to be answered by a candidate.
- **Results Passing Board** – Refers to a Committee appointed by the Academic Council to pass the results.
- **Result Declaration** – Timeliness of declaration of result, clarity of interpretation of the result, comprehensive format, accessibility and verifiability.
- **Redo / Repeat the Semester** - A student is required to repeat the semester due to insufficient attendance in that semester.
- **Retotalling** :It's a process where the sum of the marks awarded for each question is recalculated to ensure there are no errors in the final total.
- **Revaluation** – A recheck of an already corrected answer script.
- **Registration** – Process through which students select a course to be taken during a semester.
- **Result** – Outcome of an assessment/ evaluation, which may be expressed in different forms such as marks, letter grades, GPA, etc.
- **Review/ Challenge:** If a candidate is not satisfied by the revaluation result, He/she can challenge the Revaluation again as per norms.
- **Statement of Marks and Grades** - Statement of marks based on the marks and grades earned, shall be issued to all the registered students after every semester.
- **Scheme of Instruction and Examination** - The scheme of Instruction and Examination for a programme in an academic year as approved by the Academic Council that is earlier passed in Board of studies.
- **Supplementary Examination:** Candidates are eligible to take supplementary examinations offered by the College following the regular exams held in November and April. After the release of the results for the 5th and 8th semesters, undergraduate students can participate in the supplementary exams scheduled for June or December, provided they have a maximum of two papers overall. These supplementary exams will take place during the fifth and eighth semesters specifically for eligible students.
- **Transcript** – A certified copy of a student's educational record
- **Individual Examiner(s):** Individual Examiner(s) act as the sole valuers for subjects within their specialization. They have extensive experience handling these subjects and are recommended for this role by the Board of Studies Chairman or Head of Department.
- **Group of Examiners:** The chief examiner and the examiners under their supervision are collectively referred to as a "group of examiners." If multiple chief examiners are appointed for a subject, all examiners under all the chief examiners are also collectively termed as a "group of examiners."

- **Board of Examiners:** The examiners appointed for valuation, practical, and viva-voce examinations are referred to as the "Board of Examiners" of the department.
- **COE Office Staff:** They shall be under the supervisory control of the Controller of Examinations (COE) and perform duties as directed by them.
- **Data Entry Operator:** DEOs are the staff used for entering marks after valuation of the answer books.
- **Programmer:** He/She shall create and maintain a database, enter Continuous Assessment (CA) marks and end-semester examination marks, and assist the Controller of Examinations (COE) in preparing examination schedules, grade sheets, consolidated mark sheets, transcripts, and other reports as required by the COE and Principal.
- **Arrear Examination:** Examination for the candidates who failed in the various subject(s).
- **Mitigation Examination:** There are events that occur beyond the normal course of everyday life and are typically outside of student control, such as illness or serious personal circumstances like bereavement. If they experience such circumstances that affect their ability to complete the end-semester examination, they can apply for a mitigation examination provided they have no history of arrears. (Refer to the Mitigation Policy for details.)

1.2 POWERS OF THE GOVERNING BODY

The Governing Body of the College, being the executive authority under its management, is responsible for overseeing the efficient functioning of the institution. It holds the power to frame guidelines, issue directions, and provide instructions to ensure the smooth and fair conduct of examinations while upholding their integrity. The powers of the Governing Body include:

1. Monitoring the conduct of examinations for each programme and ensuring transparency in the publication of results.
2. Fixing the fee structure and other charges payable by students to the College.

1.3 POWERS OF THE ACADEMIC COUNCIL

The Academic Council of the College shall serve as the principal academic authority of the Autonomous College. It shall coordinate and oversee the academic programmes and policies of the institution. In addition, it is responsible for maintaining the standards of instruction, research, education, and examinations within the College. The Academic Council shall exercise such powers and perform such duties as conferred by the rules and regulations, in alignment with the directions of the Governing Body.

The powers, duties, and functions of the Academic Council related to the conduct of examinations shall include:

1. To advise the Governing Body on the suggestions made by it with respect to academic affairs.

2. To make regulations for the conduct of examinations.

1.4 FUNCTIONS OF THE BOARD OF STUDIES

1. To recommend methodologies for implementing innovative evaluation techniques.
2. To propose a panel of names to the Academic Council of the College for the appointment of question paper setters and examiners.

1.5 POWERS OF THE HEAD OF THE INSTITUTION RELATED TO EXAMINATION

The Head of the Institution shall serve as the Chief Academic and Executive Officer of the Autonomous College. Additionally, the Principal shall act as the Chairman of the Academic Council.

1. The Principal shall be responsible for the preparation, scheduling, and conduct of all examinations in the College. The execution of these responsibilities may be delegated to the Controller of Examinations, who shall be appointed by the Principal from among the permanent faculty members, based on their capability, and in accordance with the guidelines of the University Grants Commission and the State Government.
2. The Principal shall have the authority to visit and inspect the examination section at any time.
3. The Principal shall be responsible for ensuring adequate manpower and resources for the timely completion of all activities related to the conduct of examinations and the publication of results.
4. The Principal shall have the power to convene meetings of the Academic Council, Board of Studies, Board of Examiners or any other relevant committee of the College to deliberate on matters concerning the conduct of examinations and the declaration of results.

CHAPTER 2**EXAM CELL, COE – OFFICE AND RESPONSIBILITIES, VARIOUS BOARDS AND COMMITTEES****2.1 EXAMINATION CELL**

In accordance with the guidelines of the University Grants Commission (UGC) to autonomous Colleges, Manakula Vinayagar Institute of Technology (Autonomous), Puducherry, there will be an examination cell headed by the Controller of Examinations(COE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations if any. The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of Deputy Controllers / Assistant Controllers nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the College. There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the examination cell. Examination cell will have appropriate infrastructure for generating question papers and meticulously preserve other relevant confidential materials. All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work beyond working hours being done by them apart from their usual work. Such honoraria shall be fixed from time to time by the Governing Body.

2.2 COE AND OFFICE

In accordance with the guidelines of the Statutory Bodies, the Controller of Examinations (COE) shall be appointed based on the experience and expertise in handling academic and examination related responsibilities. The COE will be assisted by Deputy Controller, Assistant Controller(s) as needed, depending on the volume of work. These Assistant Controllers will continue their scheduled teaching duties as assigned by the College/Department. The COE Office shall be staffed with a team of office assistants, computer programmers, data entry operators, and attenders. It will also be equipped with appropriate infrastructure for printing question papers and other relevant confidential materials. The remuneration for examination-related work shall be decided by the Finance Committee. The Finance Committee's recommendations will be submitted to the Governing Body for approval.

2.3. RESPONSIBILITIES OF CONTROLLER OF EXAMINATIONS

The Controller of Examinations (COE) performs the following duties:

1. Arrange for the preparation of the examination schedule.
2. Create and maintain a database of students admitted to the college.

3. Admit eligible candidates to various examinations according to the rules prescribed by the Academic Council/Governing Body.
4. Collect fees for all examinations as approved by the Finance Committee and Governing Council.
5. Keep accounts for the fees collected and expenses incurred in conducting examinations (paper setting, valuation, practical/viva-voce examination, stationeries, meetings, etc.).
6. Arrange Finance Committee meetings periodically and as required in consultation with the Principal.
7. Organize the conduct of examinations, evaluation, and declaration of results.
8. Arrange result passing board meetings.
9. Submit reports to the university to obtain provisional certificates and degree certificates for all students, and distribute these certificates after verification.
10. Issue Grade Sheets to candidates of different examinations.
11. Enforce disciplinary action against candidates who violate examination rules in consultation with the Principal.
12. Address matters related to examination reforms.
13. Handle matters concerning the recognition of degrees and examinations from other universities, institutions, or boards.
14. Make decisions on all examination-related matters in consultation with the Principal.
15. Ensure the safe custody of files, documents, certificates, etc., related to the conduct of examinations.
16. Maintain secrecy and confidentiality in all examination-related matters.
17. Pay remuneration and traveling allowances to question paper setters and examiners,
18. Make quick decisions as circumstances warrant, with or without advice from subordinate officers, and promptly inform the Principal of such decisions.
19. Exercise control over the examination hall space, including centralized valuation areas, and ensure the proper maintenance of the COE office and stores.
20. Perform other duties as assigned by the Principal, Board of Management, or Academic Council from time to time.

The COE office staff shall function under his/her direct supervision.

2.4 ROLES AND RESPONSIBILITIES OF COE OFFICE

1. Prepare a calendar of events for semester activities.
2. Frame detailed guidelines and procedures for an efficient, transparent, and fair evaluation of students' performance, conduct examinations, and post the results.
3. Conduct undergraduate (UG) and postgraduate (PG) examinations.
4. Periodically review the results of Institute examinations and submit reports to the Academic Council.
5. Update and implement reforms related to examinations.
6. Make recommendations to the Academic Council for improving the examination system.

7. Convene various Committees/Board Meetings related to examinations whenever necessary.
8. Prepare the budget required for the examination section and handle subsequent purchases.
9. Recommend the rates of remuneration for external examiners engaged in examination duties.
10. Prepare a tentative examination schedule and submit it to the Principal for approval and notification.
11. Prepare a list of question paper setters, examiners, and evaluators for each course and each semester.
12. Print question papers for Continuous Assessment Test (CAT) and End Semester Examinations (ESE), as well as other assessment components.
13. Maintain the confidentiality of the question papers received from the paper setters.
14. Arrange for the printing of answer booklets in the standard format provided by the Institution and maintain records of used and unused answer booklets.
15. Scrutinize the examination forms of students and determine their eligibility to take the examination.
16. Make all necessary arrangements for the smooth conduct of examinations.
17. Appoint scribes for physically challenged students who are unable to write on their own.
18. Upload examination results on the Institute website within the stipulated time.
19. Update procedures as per the guidelines of UGC and AICTE related to examination and evaluation.
20. Submit written reports, representations, and complaints received after the completion of examinations to the Grievance Redressal Committee for action.
21. Issue duplicate mark sheets and transcripts to students as required.
22. Issue genuineness certificates to required institutions, organizations, and agencies. Initiate the Academic Bank of Credits (ABC) through the National Academic Depository (NAD) - Digilocker.

2.5 ROLES AND RESPONSIBILITIES OF THE DEPUTY CONTROLLER OF EXAMINATIONS (DCOE)

1. Conduct of Continuous Assessments and end semester Examination.
 - Scheduling and Conducting of CAT1, CAT2 and Model exams.
 - Arranging invigilation duties and exam logistics (e.g., seating arrangements, hall supervision).
 - Registration of Students for End Semester Examinations follow up, maintaining attendance and eligibility records, processing admit cards and identity cards.
 - Conduction of Practical Examinations.
 - Conduction of End Semester Examinations.
2. Question Paper Management for CAT
 - Collecting question papers for CAT from subject faculty.

- Ensuring confidentiality and security of question papers.
- Printing and distribution of question papers securely during CAT exams.
- 3. Answer Script Handling
 - Collecting answer scripts post-exam and forwarding continuous assessments papers to the respective departments and end semester exam papers to COE.
- 4. Student Support
 - Handling exam-related queries and grievances from students.
 - Managing applications for revaluation, retotalling, transparency or supplementary exam processes.
 - Processing exam hall tickets/admit cards.
- 5. Infrastructure and Resource Management
 - Ensuring availability of required infrastructure like exam halls, seating allocation.
 - Procuring and maintaining stationary and exam materials for continuous assessments
- 6. Assisting COE for All University Correspondence.

2.6 ROLES AND RESPONSIBILITIES OF THE ASSISTANT CONTROLLER OF EXAMINATIONS (ACOE)

1. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
2. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution
3. Preparation and printing of answer booklets for various examinations
4. Make sure that the question papers are ready before the examinations are scheduled.
5. Helping COE in all his activities (finding question paper setters, examiners and implementation of examination system)
6. Make sure that the forms relating to examinations are ready in time (applications, hall tickets, etc.)
7. Make sure that the list of remuneration and examination related activities are prepared in advance.
8. All other tasks required for the conduct of evaluation process.

2.7 THE ROLES AND RESPONSIBILITIES OF COE OFFICE ASSISTANTS

It shall be the duty of the assistants to carry out all the work assigned to them by the Controller of the examinations of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They are responsible for

1. Assistance for preparation and printing of answer booklets for various examinations
2. Assistance for the preparation of all concerned forms related to board of question paper setting, board of scrutiny, board of examiners, valuation, mark list, tabulation register, registers in the section etc., in consultation with deputy controller of examination.

3. Receive papers submitted for typing and enter it in register kept for the purpose.
4. Examination related typing work will be done in the typing pool attached to the examination wing. Examination assistant will be in charge of the typing pool.
5. Ensure timely completion of the typing work, compare with the draft and if required make appropriate corrections and put up file properly in consultation with the senior officer.
6. Make ready all forms related to examinations (Applications, Hall tickets, Chelan etc.)
7. Processing of application for registration to examinations.
8. Prepare nominal roll and dispatch hall tickets.
9. Make question papers ready for examinations.
10. Prepare a list of remuneration for all examination related activities (question paper setters, invigilators, C.V. camp, revaluation, recounting, supplementary examinations etc.) in consultation with senior officer.
11. Arrangements of Board meetings of examiners as and when required and ensure minutes are recorded.
12. Entry of marks, tabulation, etc.
13. Assist the senior officers in the transit of files, communications and stationery.
14. Make sure the examination office, computer desks and typing pool neat and clean.
15. Examination related records will be kept safely by maintaining their confidentiality.
16. He/ she shall discharge duties entrusted to them by superior officers from time to time. He/she shall also ensure that unauthorized persons do not enter the examination section.

2.8BOARD OF EXAMINATIONS (BOE)

Composition

- a) Head of the Institution (Chairperson)
- b) Dean Academics
- c) Controller of Examination(COE): Member Secretary
- d) One senior faculty who is member of the Institution.

Functions of BoE:

- a) The BoE shall
 - i) Ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
 - ii) Recommend examination reforms and shall implement after the approval of academic council.
 - iii) Prepare the detailed time table of examinations as per the schedule approved by academic council.
 - iv) Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators.

- b) Chairman, BoE shall constitute Complaint Redressal Committee (CRC) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
- c) The recommendations of the CRC shall be approved by Chairman for the BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE.
- d) The BoE shall perform duties and responsibilities that are assigned by Academic Council of the institute from time to time.

2.9 COMPLAINTS REDRESSAL COMMITTEE FOR EXAMINATION (CRCE)

Constitution

Principal

Controller of Examinations

Deans

Department Head (PG)

The functions of this Committee are mentioned below.

- To Maintain Records of reported Malpractices in examinations as well as Instances of plagiarism, wherever applicable.
- To receive Complaints regarding misconduct during the conduct of Examinations
- To redress Grievances related to exams received from students and staff via the Grievance Cell
- To address and resolve Misconduct by teachers or students resulting in serious consequences during exams.
- To pass / forward Individual notifications will be sent to committee members to convene and examine the case
- To Resolve the Addressed issues and submit the investigation report to the Chairperson

The Chairperson will make the final decision and, if necessary, impose penalties. The Final decisions and penalties will be reviewed and approved at the subsequent Academic Council Meeting

2.10 ACADEMIC APPEAL BOARD (AAB)

Constitution

Principal

Controller of Examinations

Deans

Heads or Senior Faculty members

The responsibilities of the Board are as follows:

1. To Receive and maintain the records of Appeals relating to marks awarded in the Continuous Assessment Tests (CAT) / End Semester Examinations (ESE)
2. To review anomalies in the award of marks in CAT / ESE based on grievance posted by the Students
3. To Assess appeals related to examination results, grading disputes, and other academic decisions.
4. To recommend corrective measures and initiate actions against discrepancies, if found in the CAT / ESE Marks awarded.

2.11PRE VALUATION BOARD

Subject handling teachers will go through End semester exam question papers for any missing data, typographical errors, out of syllabus etc. on the day of examination. If any such mistake(s) are found, subject handling teacher will give representation to CoE and it will be forwarded to evaluation board for taking necessary action.

A pre-evaluation board meeting involves a committee reviewing assessment and examination policies, procedures, and results before official evaluations, aiming to ensure quality, uniformity, and strategic alignment with the institution's goals, such as NBA accreditation or overall academic excellence. These meetings may cover topics like Continuous Assessment test (CAT), End Semester Examinations (ESE) policies, result analysis, and methods to improve student performance and academic quality.

Purpose of a Pre-Evaluation Board Meeting

Quality Assurance:

To ensure that the evaluation processes are fair, consistent, and effective across all departments.

Strategic Alignment:

To align academic and evaluation activities with the college's vision, mission, and strategic priorities, including accreditation goals.

Process Improvement:

To identify and address any issues in the academic or examination system, ensuring smooth and uniform execution of processes.

Performance Monitoring:

To analyze previous results and implement remedial measures, ensuring the effectiveness of the evaluation system.

HODs and senior faculty of concerned department, along with external examiners if available, will discuss about the complaints received from the students regarding ESE question paper, delay in

commencement of exam, etc or other issues / problems faced by the students, grace marks to be given, methods of awarding grace marks are finalized, minutes recorded and circulated to examiners before central valuation starts

Members of Pre – Valuation Board

- All HOD'S
- Senior faculty from all Department
- COE – Member secretary

2.12 CREDIT EQUIVALENCE COMMITTEE (CEC)

At the institute level, Head of the Institution will form a CREDIT EQUIVALENCE COMMITTEE (CEC). The committee consists of the Dean (Chairman), and Head of the Department of the concerned department (Member). Credit Equivalence Committee is responsible for deciding and recommending Credit Equivalence requests made by the students / faculty / Head of the Department with approval of the Head of the Institution. The report of the CEC will be forward to COE for grade sheet preparation.

2.13 QUESTION PAPER SCRUTINY BOARD

There shall be a Question Paper Scrutiny Board for all Majors/Branches constituted by the Principal as under:

- Head of the Department - Chairperson
- One expert in the discipline/ specialization shall be an external member
- Controller of Examinations-Member Secretary
- The tenure of the members of the Question Paper Scrutiny Board shall be TWO years.

2.13.1 Functions of the Question Paper Scrutiny Board

- To ensure that question papers are strictly in accordance with the course contents and the instructions
- To remove ambiguity in questions
- To moderate/ reframe the questions to give opportunities to students of varying abilities
- To ensure proper coverage of course contents

2.14 VALUATION BOARD

There shall be a Valuation Board for each programme /course constituted by the COE as under:

Head of the Department	- Chairperson
Senior most faculty next to HoD	- Chief Examiner
(Appointed if the total number of answer scripts exceed 1000)	
Examiners `	External/Internal

2.14.1 Procedure for Valuation Board

- External and Internal Examiners are fixed in the ratio of 50:50.
- Answer script evaluation will begin at 9:30 am and conclude at 4:30 pm.
- The examination hall will be secured during lunchtime.
- Upon opening answer script packs, examiners must refer to the feedback form for each question paper. Any discrepancies or concerns noted should be verified with the Controller of Examinations for resolution.
- Each examiner will receive a maximum of 25 answer scripts in the morning and 25 in the afternoon.
- Examiners must provide their name, designation, address, and contact phone number. They are also required to record details such as candidate roll numbers, paper title and code, and the quantity of papers received per session. This information must be signed and submitted to the designated staff member from the Controller's section within 30 minutes of valuation commencement in both sessions, with verification and countersigning by the Chairperson/Chief Examiner.
- Examiners are instructed to use red ink to enter marks only on the front page of answer scripts and to sign under "Signature of the Examiner."
- Following completion of evaluation and verification, the Chairperson/Chief Examiner must sign each answer script.
- The Chairperson/Chief Examiner will randomly assess 10% of previously evaluated answer scripts to ensure quality control. Marks for these scripts should be entered in blue ink within the designated boxes.
- Examiners are responsible for recording candidate marks against their Dummy Number in the mark entry sheet post-valuation. This must be validated by the Chairperson.
- The Chairperson/Chief Examiner is tasked with reviewing remuneration forms and travel allowance (TA)/daily allowance (DA) bills for external examiners, signing them on their final day of duty, and forwarding them to the Controller's section. External examiners must include a photocopy of their PAN Card and the first page of their Bank Pass Book.

2.15 RESULT PASSING BOARD (RPB)

The Result Passing Board shall consist of

1. The Principal (Chairman of RPB)
2. The Chairman of all BoS/ Heads of Department
3. A Senior Faculty.
4. COE

The Result Passing Board meeting will be scheduled within fifteen working days following the conclusion of the End Semester Examination, aimed at reviewing and approving the results of all programs.

Upon reviewing the results post-evaluation, the RPB will propose appropriate moderation measures, if deemed necessary for specific subjects. These adjustments will be based on input regarding difficulty levels from the BoS Chairman and other members. Standardized norms will be applied for general moderation to address variations in marks awarded by different examiners or to assist students who narrowly miss passing in certain subjects.

Following the incorporation of any modifications, the results of each student will be published on the Institute Website within three days of the Result Passing Board Meeting.

2.16 RESULT PASSING BOARD MEETING (RPBM)

The Controller of Examinations (COE) is responsible for compiling and presenting a comprehensive statistics report to the Result Passing Board. This report should include the following details:

1. Name of the examination, including the month and year.
2. Total number of candidates registered for the examination.
3. Total number of candidates who appeared for the examination.
4. Summary of minutes from the previous Result Passing Board Meeting.
5. Pass percentage categorized by branch.
6. Comparison of internal and external marks for each subject.
7. Pass percentage for open elective courses.
8. Comparison of overall results across different programs.
9. Comparison of grades achieved in each branch for the semester.
10. Results of readmitted candidates.
11. Results of arrear courses for both undergraduate and postgraduate students (passed out).
12. Proposal for moderation measures.
13. Updates on revaluation, results, and ratification processes.
14. Details of question papers collected, reviewed, and utilized.
15. Information regarding attendance shortages, breaks in study, and withdrawals.

The minutes of the Result Passing Board Meeting should be promptly finalized following the meeting, and signatures of all members should be obtained to authenticate the proceedings.

CHAPTER 3**EXAMINATION SYSTEM**

The Institute has adopted the Choice Based Credit System (CBCS) for its undergraduate and postgraduate programs, aligning with the directives of relevant regulatory bodies (UGC, AICTE).

The Examinations for both undergraduate and postgraduate courses will consist of two main parts: Continuous Assessment and End Semester Examination as per Regulation R 2013, R 2023 and R 2025

3.1 Continuous Assessment

Refer Regulations R2013, R2023 and 2025 as applicable

Continuous Assessment Test (CAT) will be conducted thrice in a semester:

CAT 1 comprising of first 1½ Units

CAT 2 comprising of next 1½ Units

Model Exam comprising of all 5 units and similar to End semester Examination

3.1.1 Continuous Assessment Test (CAT) 1 and 2 Pattern***a. (FOR B.TECH Regulation 2013 & 2023)***

Maximum Marks: 50

Duration: 1 hr 30 min.

1. PART – A (10X2 marks = 20 marks) [Answer all the questions, All questions carry equal marks]
2. PART – B (3X10 marks = 30 marks) [Either or choice, All questions carry equal marks]

b. (FOR M.TECH Regulation 2021)

Duration: 1 hr 30 min.

MaximumMarks: 40

1. PART – A (5X2 marks = 10 marks) [Answer all the questions, All questions carry equal marks]
2. PART – B (3X6 marks = 18 marks) [Answer any three out of four, All questions carry equal marks]
3. PART – C (1X12 marks = 12 marks) is a compulsory question.

c. (FOR MBA Regulation 2021)

Maximum Marks: 50

1. PART – A (4/6 X5 = 20 marks) [Answer any Four out of six the questions, All questions carry equal marks]
2. PART – B (3X10 = 30 marks) [Either OR pattern, All questions carry equal marks]

Model Exam:

Question pattern is same as End Semester Examination

Duration: 3 hrs.

3.1.2 Weightage of Marks for CAT, Model Exam, Etc In Internal Assessment for B.Tech

For Regulation 2013	For Regulation 2023
CAT 1 = 10 Marks CAT 2 = 10 Marks Model Exam = 10 Marks Best 2 marks out of above 3 tests Attendance = 5 Marks TOTAL = 25 Marks	CAT 1 & 2 = 15 Marks Model Exam = 10 Marks Attendance = 5 Marks Assignment = 5 Marks Project based learning = 5 Marks TOTAL = 40 Marks

For MBA, M.Tech – Refer Regulation Book**3.2 END SEMESTER EXAMINATION**

An end-of-semester examination is a form of evaluation that assesses a student's proficiency and knowledge of topics in a certain academic discipline. Passing an end-of-semester test, whether written, verbal, or in another format, signifies that a student is ready to begin the dissertation section of their degree.

a. END SEMESTER EXAMINATION(FOR B.TECH Regulation 2023)**Maximum Marks: 60****Duration: 3 hrs.**

1. PART – A (10X2 marks = 20 marks) [Answer all the questions, All questions carry equal marks].
2. PART – B (5X8 marks = 40 marks) [Either OR pattern]

b. END SEMESTER EXAMINATION(FOR M.TECH R 2021-22)**Maximum Marks: 60****Duration: 3 hrs.**

1. PART – A (6X2 marks = 12 marks) [Answer all the questions, All questions carry equal marks]
2. PART – B (4X12 marks = 48 marks) [Question No 7 is compulsory, Answer any THREE out of remaining FIVE questions .)

c. END SEMESTER EXAMINATION(FOR MBA R 2021-22)**Maximum Marks: 100****Duration: 3 hrs.**

1. PART – A (6X5 marks = 30 marks) [Answer 6/10 questions, All questions carry equal marks]
 2. PART – B (5X10 marks = 50 marks) [Either OR pattern, All questions carry equal marks]
 3. PART – C (1X20 marks = 20 marks) is a compulsory question.
- Total marks = 100 rounded off to 60

d. END SEMESTER EXAMINATION(FOR B.TECH 2013-14 to 2022-2026 BATCH)**Maximum Marks: 75****Duration: 3 hrs.**

1. PART – A (10 X 2 = 20 marks) [Answer All the questions, All questions carry equal marks]
2. PART – B (5 X 11 = 55 marks) [Answer All questions of either or choice, All questions carry equal marks]

END SEMESTER EXAMINATION – from academic year 2025-26**Refer Regulation 2025:**

1. B.TECH
2. MTECH
3. MBA
4. MCA
5. BBA
6. BCA

3.3 MODES OF EVALUATION

To evaluate the skills, values, and knowledge acquired by students, faculty members must conduct internal assessments. The Institute will administer examinations and assess students' performance using the following tools for Continuous assessment test (CAT)

- Quiz

- Written and oral tests
- Seminars, Presentations
- Assignment in the Class, Library or Home
- Practical work in the Laboratory or Field
- Project work / Dissertation / Thesis
- Internship / Training / Skill Training
- Tutorial / Group discussion / Seminar
- Unit test, workshop, project-based learning

Almost any form of test (tool) could be utilized if it is intended to assess one or more of the stated learning outcomes.

The CIA programmes are planned collaboratively by all of the teachers, using applicable resources. They predetermine the weightage to be assigned to the various evaluation methods and notify the students ahead of time.

3.4 TEACHER STUDENT CO-OPERATION IN CAT

The concept of Continuous Assessment Test (CAT) should be embraced wholeheartedly by both teacher and students, as well as by parents and the community, to foster a positive teaching and learning environment.

3.5 CAT FROM STUDENTS VIEW

Faith and trust in the teacher. Full understanding of (a) How he/she will be assessed and the components of the Internal Assessment, even before he/she begins the First Semester, and (b) The safeguards provided to protect him/her interests, as well as the organization and procedures he/she must follow to have him/her grievances, if any, regarding evaluation addressed. Attendance at classes on a regular basis and completion of assigned tasks within the time frame specified. Alertness in reviewing the materials corrected by the teacher and bringing any discrepancies to the teacher's attention at the appropriate time. Access the records kept by the teacher who instructs and evaluates him/her performance. An opportunity to achieve a high proportion of marks, resolving to never miss a test.

3.6 CATON TEACHERS VIEW

Teachers bear a greater responsibility in conducting tests punctually, assessing objectively and fairly, accurately recording results, and providing corrected materials to students promptly.

They should also prepare question banks, monitor student performance, offer remedial teaching to address errors, and take appropriate measures to alert both students and parents through the Head of Department and the Dean Academics, if a student's performance declines or if attendance is irregular.

3.7 EXAMINATION

The theory and practical examinations will include Continuous Internal Assessment throughout the semester in all courses, as well as End Semester Examinations conducted by the Autonomous Institution at the end of each semester (odd semester in November/December and even semester in April/May). Access the records kept by the teacher who instructs and evaluates his/her performance. An opportunity to achieve high proportion of marks, resolving to never miss a test.

3.8 EVALUATION SCHEME

Credit courses are evaluated out of 100 marks, combining Internal Assessment and End Semester Exams. Here's the breakdown:

3.8.1 REGULATION 2013

a. Theory courses for which there is a written paper of 75 marks in the university examination.

The Internal assessment marks of 25 has to be distributed as 10 marks each for two class tests and 5 marks for class attendance in the particular subject. The distribution of marks for attendance is as follows.

- 5 marks for 95% and above
- 4 marks for 90% and above but below 95%
- 3 marks for 85% and above but below 90%
- 2 marks for 80% and above but below 85%
- 1 mark for 75% and above but below 80%

In total, three tests are to be conducted and the better two are to be considered for assessment.

b. Practical courses for which there is a university practical examination of 50 marks:

The internal assessment marks of 50 has to be distributed as 20 marks for the periodic practical works and records submitted thereof, 15 marks for an internal practical examination, 5 marks for an internal viva voce, and 10 marks for class attendance in the particular subject. The distribution of marks is as given below.

- 10 marks for 95% and above
- 8 marks for 90% and above but below 95%
- 6 marks for 85% and above but below 90%
- 4 marks for 80% and above but below 85%
- 2 marks for 75% and above but below 80%

c. Requirement for appearing for the End Semester Examination:

A candidate shall be permitted to appear for the End Semester Examination at the end of any semester only if:

- (i) He / She secures not less than 75% overall attendance arrived at by taking into account the total number of periods in all subjects put together offered by the institution for the semester under consideration. (Candidates who secure overall attendance greater than 60% and less than 75% have to pay a condonation fee as prescribed by Institution along with a medical certificate obtained from a medical officer not below the rank of Asst. Director).
- (ii) He/ She earn a progress certificate from the Head of the institution for having satisfactorily completed the course of study in all the subjects pertaining to that semester.
- (iii) His / Her conduct is found to be satisfactory as certified by the Head of the institution.

A candidate who has satisfied the requirement (i) to (iii) shall be deemed to have satisfied the course requirements for the semester.

3.8.2 REGULATION 2023

- For Theory courses: Internal Assessment holds a 40% weightage, while the End Semester Exam carries a 60% weightage.
- For Practical courses: Internal Assessment holds a 60% weightage, with the End Semester Exam holding a 40% weightage.
- For Projects: Internal Assessment accounts for 60% of the grade, while the End Semester Exam contributes 40%.

3.8.2. a INTERNAL ASSESSMENT (THEORY)

Total Internal Assessment mark for a theory course is 40 marks. The breakup is as follows:

Criteria	Maximum Marks
a) Internal Assessment Tests Weightage of Distribution : 1. Average of CAT 1 & 2 = 15 Marks 2. CAT 3 = 10 MARKS	25
b) Percentage of Attendance in the particular course (Refer below table Marks for Attendance)	5
c) Assignment(s)	5

d) Project Based Learning/ Experiential Learning/ Seminars / Case studies/ Quiz. Simulation and Role-Playing/ Portfolios etc.	5
Total	40

Marks for Attendance are as follows:

Below 75%	0
75% - 80%	1
81% - 85%	2
86% - 90%	3
91% - 95%	4
96% - 100%	5

The Controller of Examination schedules the Internal Assessment Tests/Model Examinations for all courses. All departments are expected to conduct internal assessment tests CAT 1 & 2 for 1 hour and 30 minutes, CAT 3 examination for 3 hours, and then post the internal assessment results to the Students portal.

3.8.2.b INTERNAL ASSESSMENT (PRACTICAL)

Faculty in-charge of Practical courses shall evaluate the practical course for 60 marks. The break up is as follows:

Criteria	Maximum Marks
a) Laboratory exercises and Record (Assessment tools like Practical Assignments, Practical Presentations or Demonstrations, Micro Projects and Practical Skills Assessment may be included)	30
b) Model exam	15
c) Internal Viva-Voce	5
d) Percentage of Attendance in the particular course(Refer below table Marks for Attendance)	10
Total	60

Marks for Attendance are as follows:

Below 75%	0
75% - 80%	2
81% - 85%	4
86% - 90%	6
91% - 95%	8
96% - 100%	10

3.8.2.c INTERNAL ASSESSMENT (PROJECT)

The Project work carried out in the eighth semester shall be assessed as follows:

Criteria	Marks
a) Continuous assessment (Guide)	25
b) Project Evaluation Committee	35
Total	60

3.8.2.d SEMESTER EXAMINATION

REQUIREMENT FOR APPEARING FOR END

The Controller of Examinations (COE) arranges the End-Semester exams for all theory and practical courses according to the academic calendar. A comprehensive Exam Time Table is distributed to all students at least 30 days before the start of the Examinations.

To be eligible to sit for End Semester exams at the end of an Even/Odd semester, a candidate must fulfill the following criteria:

- (i) Achieve not less than 75% overall attendance calculated by considering the total number of periods across all course and in individual subject calculated by considering the total number of periods in that course, offered by the institution for the semester. (Candidates with overall attendance greater than 60% and less than 75% must pay a condonation fee as specified by the Institution, along with a medical certificate from a medical officer of at least the rank of Assistant Director. Condonation is permissible only **TWICE** throughout the course duration).
- (ii) Obtain a progress certificate from the Head of the institution, indicating satisfactory completion of all course requirements for that semester.
- (iii) Maintain satisfactory conduct, as certified by the Head of the institution.

A candidate who meets criteria (i) to (iii) is considered to have fulfilled the course requirements for the semester.

3.8.3 REGULATION 2025: Refer R2025

3.9 END SEMESTER EXAM EVALUATION PATTERN

Course	Maximum marks		
	REGULATION 2013	REGULATION 2023	REGULATION 2025
a) <u>Theory course</u>	75	60	60
b) <u>Practical course</u> (Based on Lab exercises/Record/ Practicals /Viva)	50	40	40
c) <u>Internship /Project Work</u> (Based on Project Work/Project report/Presentation and viva voce (OR) Six Months Internship)	50	40	40

CHAPTER 4**PRE EXAMINATION PROCESS - QUESTION PAPER SETTING****4.1 MEDIUM OF INSTRUCTION**

All instruction, examination, and project-reporting will be conducted exclusively in English.

4.2 QUESTION PAPER SETTING

- Well-worded, balanced, and clear question papers are crucial for maintaining quality in the examination system and should receive careful attention. Guidelines should be provided for paper setters, and workshops may be organized to educate and raise awareness among teachers.
- Each paper's syllabus should be divided into distinct units or content areas, with a breakdown of topics provided. These units should be numbered for clarity.
- End semester examination question papers must cover the entire syllabus of the relevant course comprehensively.
- External examiners will be responsible for setting questions for the end semester examinations of all undergraduate and postgraduate programs. These questions will be reviewed by a Question Paper Scrutiny Board.
- Teachers handling courses will set questions for continuous assessment tests for both undergraduate and postgraduate courses. These questions will be reviewed by the respective department's Head.
- Question papers for courses evaluated entirely through internal assessment will be prepared by the respective department teacher and reviewed by the department's Head.
- The Controller of Examinations will invite external examiners from an approved panel for undergraduate and postgraduate semester practical examinations. Question paper setting will be carried out by External Examiners only and evaluation will be carried out simultaneously by the Internal and external examiners.
- Question Paper Setting is 100% External Only

4.3 APPOINTMENT OF PAPER SETTERS, EXAMINERS AND EVALUATORS

The Heads of Department will submit a list of internal and external examiners recommended by Experts of Boards of Studies, which is then approved by the Academic Council. This list will include individuals for various examination-related roles such as question paper setting, practical examinations, viva-voce examinations, workshops, and paper evaluation.

The Controller of Examinations will then create a panel consisting of paper setters, examiners, evaluators, and moderators, selected from those recommended by the Boards

of Studies. Additionally, the Controller of Examinations has the authority to independently create a panel of examiners and appoint them for their respective roles. Moreover, if necessary, the Controller of Examinations may appoint an individual not initially included in the panel, provided they meet the minimum qualifications and experience required by the regulations.

The qualifications of the paper-setter/examiners/evaluators shall be as follows

Sl.No	Examination	Qualifications
1	Post Graduate Examinations	1) Three years of teaching experience in the subject at the postgraduate level. Or 10 years of teaching/research experience in the subject at the undergraduate level 2.) Ph D is mandatory
2	Undergraduate Degree examination in Engineering	1) Five years of teaching/professional experience or seven years of industry experience in the relevant area 2) Ph D is preferable

1. The selection of paper setters, examiners for practicals /Viva Voce, and evaluators of answer booklets will adhere to the guidelines outlined above.
2. A viva voce examination required for a program will be conducted by a board consisting of two examiners, one external and one internal.
3. Practical examinations for undergraduate/postgraduate programs will involve one internal examiner (chosen from the institute's faculty), one external examiner, and one skilled assistant from the institute's faculty.
4. External examiners will not be assigned to oversee more than two practical examinations.
5. However, the Controller of Examinations retains the authority to waive this requirement.
6. For undergraduate practical examinations, each external examiner will assess not more than 100-120 students.
7. Regarding written examinations, an examiner will not evaluate more than a total of 200 scripts, with a daily limit of 50 scripts.
8. An external examiner or paper setter cannot be reappointed for three consecutive years. There must be a gap of at least one year between their last appointment and any subsequent reappointment.
9. Based on recommendations from the Academic Council, a specialist or expert may serve for an additional two years beyond the initial three-year term without a break.

10. The Controller of Examinations reserves the right to terminate an examiner ship at any time, even before the completion of three years, if the examiner's performance is deemed unsatisfactory.

An Examiner's work shall be deemed to be unsatisfactory if

1. If errors of such a nature are discovered in their work during checking and scrutiny, which impact the outcome.
2. If they are found to have unjustifiably delayed their work or if there are reasonable doubts about their integrity, or suspicion that they may be accessible to examinees or their relatives, as deemed by the Controller of Examinations or any of the Institute Authority.
3. In instances where there are significant complaints regarding their paper, such as it being substantially above or below standard, or containing questions outside the prescribed syllabus/course, or breaching any such conditions.
4. For programs allowing a thesis instead of a paper or project, a board of two examiners will evaluate the thesis/project.
5. No individual will serve as a paper-setter, examiner, or moderator in theory, viva voce, or practical examinations if any of their relatives are taking the examination.

4.4 INSTRUCTION TO THE QUESTION PAPER SETTERS

Instructions for Question Paper Setters:

1. Maintain strict confidentiality regarding your appointments.
2. If applicable, any special instructions for candidates and guidelines regarding the answering format should be clear, specific, and unambiguous.
3. Ensure that questions are relevant to the prescribed course of study and recommended books by the Board of Studies. They must align with the standard and syllabi.
4. Number all pages of the question paper, indicating the total number of pages, e.g., 1/3, 2/3, 3/3, where the first number denotes the page number and the second denotes the total pages.
5. Each question should be clearly defined in language and expectation of the answer. Questions should cover the entire syllabus evenly and avoid vagueness or ambiguity.
6. Prepare question papers so that a well-prepared candidate with adequate ability can reasonably complete the paper within the allocated time.
7. Maintain strict secrecy regarding textbooks, notes, or extracts used, and securely store drafts or copies of question papers until they are finalized and submitted to the Controller of Examinations. Ensure all digital copies are deleted after submission.

8. Write Indian-specific words or technical terms clearly in block letters to prevent errors. Avoid abbreviations and pay special attention to mathematical signs and index figures.
9. Each question paper must include examination name, subject name, total marks, duration, and any special instructions. If the paper is common to multiple examinations, this should be clearly stated. Marks for each question and its subdivisions should be indicated, along with the maximum marks for the entire paper.
10. Ensure all question papers are complete with headings and candidate instructions, and are in a print-ready format.
11. Submit question papers to the Controller of Examinations exclusively via email COE@mvit.edu.in . Duplicate copies of question papers are unnecessary. Ensure that the question paper includes details such as regulations, program, branch, semester, subject code/subject, duration, and maximum marks clearly.
12. Pay close attention to marking each question, including sub divisions. Diagrams, sketches, figures, or tables must be neatly drawn with all details legible. Clearly indicate the relevant question number associated with each figure/table.

4.5 QUESTION PAPER PATTERN FOR END SEMESTER EXAM

END SEMESTER EXAMINATION (FOR B.TECH 2023-24 & 2024-25 BATCH)

Maximum Marks: 60

Duration: 3 hrs.

1. PART – A (10X2 marks = 20 marks) [Answer all the questions, All questions carry equal marks].
2. PART – B (5X8 marks = 40 marks) [Either OR pattern]

END SEMESTER EXAMINATION (FOR M.TECH R 2021-22)

Maximum Marks: 60

Duration: 3 hrs.

1. PART – A (6X2 marks = 12 marks) [Answer all the questions, All questions carry equal marks]
2. PART – B (4X12 marks = 48 marks) [Question No 7 is compulsory, Answer any THREE out of remaining FIVE questions.]

END SEMESTER EXAMINATION (FOR MBA R 2021-22)

Maximum Marks: 100

Duration: 3 hrs.

1. PART – A (6X5 marks = 30 marks) [Answer 6/10 questions, All questions carry equal marks]
 2. PART – B (5X10 marks = 50 marks) [Either OR pattern, All questions carry equal marks]
 3. PART – C (1X20 marks = 20 marks) is a compulsory question.
- Total marks = 100 rounded off to 60

**END SEMESTER EXAMINATION
(FOR B.TECH 2013-14 to 2022-2026 BATCH)**

Maximum Marks: 75

Duration: 3 hrs.

1. PART – A (10 X 2 = 20 marks) [Answer All the questions, All questions carry equal marks]
2. PART – B (5 X 11 = 55 marks) [Answer All questions of either or choice, All questions carry equal marks]

END SEMESTER EXAMINATION – from Academic year 2025-26
Follow Regulation R 2025 from 2025-26 onwards as approved by Apex Body

4.6 STANDARD OF QUESTIONS

You are assigned with creating a question paper that adequately evaluates student's analytical, designing, and critical thinking abilities, along with assessing their fundamental understanding of the subject. The question paper should encompass a balanced combination of the following question types:

1. Lower Order (LO) cognitive questions, aimed at assessing students' ability to recall concepts.
2. Intermediate Order (IO) cognitive questions, designed to gauge students' comprehension of the subject matter.
3. Higher Order (HO) cognitive questions, which delve into students' capacity for application, analysis, evaluation, and creativity concerning their knowledge of the subject
4. The question paper should contain the above types of questions in the following distribution:

Level of questions	Lower order cognitive questions (Remembrance type Questions)	Intermediate order cognitive questions (Understanding type Questions)	Higher order cognitive questions (Analysis, Application, evaluation, creative, case study type questions)
Mark distribution recommended	20-30 %	40 – 60%	10-20 %

Ensure that the question paper incorporates a blend of Bloom's Taxonomy levels, encompassing Remembering, Understanding, Analyzing, and Application.

Additionally, structure the paper so that an average student can complete it within 2 hours and 50 minutes.

S.I. Units must be adopted.

Instructions for the use of statistical tables, data books, graph sheets, drawing sheets, etc. should be clearly mentioned.

The Question Paper must be sent by EMAIL only to the Controller of Examinations coe@mvit.edu.in on or before the last date prescribed.

The format for setting the question paper can be downloaded from the following link – www.mvit.edu.in / COE - Downloads.

4.7 ANSWER KEY - FOR VALUATION

A detailed answer key with scheme of valuation for each subject will be prepared by internal faculty member.

The guidelines for providing answers and solutions are as follows:

1. Part - A: Answers should be concise and to the point, preferably not exceeding six lines.
2. Part - B / Part - C: Answers to questions should be divided into several steps, with marks allocated for each step. For theoretical questions, provide important points, headings, and subheadings only. Answers should be restricted to a maximum of one page.
3. Detailed scheme of evaluation (mark split-up) should accompany all answers for questions in Part - B and Part - C.

4. If there are multiple correct solutions for Part - B / Part - C questions (e.g., design subjects, mathematical, numerical), indicate the alternative solutions.
5. Avoid photocopying several pages from books or reference materials as answers/solutions. Figures may be photocopied if necessary, but ensure clarity and mention units of measurement.
6. Page numbers must be provided in the format 01 of N to N of N (e.g., 01 of 07 to 07 of 07), where N is the total number of pages.
7. Mention any required data assumed as standard for relevant questions and specify the relevant code books to be used.
8. Figures should be clear, and units of measurement must be mentioned clearly.
9. Submit neatly handwritten or typed versions of the key in hard copy.

4.8 REMUNERATION TO THE EXTERNAL EXAMINERS ENGAGED IN EXAMINATION RELATED WORKS/ACTIVITIES

Remuneration for examiners, evaluators, moderators, and subject experts invited for examination work from outside the institute shall be paid as per the recommendations made by the Finance Committee and approved by the Academic Council and Governing Body from time to time.

CHAPTER 5**CONDUCT OF EXAMINATION****5.1 METHODS OF EXAMINATION**

Unless specified otherwise, examinations shall be conducted using one or more of the following methods:

a) Written b) Practical c) Oral d) project viva or any other mode as prescribed by BOS

5.2 SCHEDULE OF EXAMINATION

The Controller of Examinations shall prepare the examination calendar for each academic semester well in advance and publish it on the College website. This information shall also be communicated to the Heads of all Departments.

All examinations of the semester shall be conducted according to the examination calendar. The Controller of Examinations shall issue the timetable for various examinations of each semester, one month before the commencement of the End Semester Examinations.

5.3 REGISTRATION FOR EXAMINATION

1. All students admitted to a program (UG & PG) who have paid the prescribed fee are eligible for the upcoming semester examinations. The list of eligible students for all programs shall be submitted by the Principal's office.
2. Online applications for registration for the various End Semester Examinations shall be forwarded to the Controller of Examinations in the prescribed format.
3. Eligible candidates who secure the prescribed minimum attendance for the total duration of the course and meet other minimum qualifications specified in the course regulations shall be issued hall tickets, provided they have paid the college fees, dues, and exam fees.
4. The examination fee can be remitted either by cash or online.
5. Exam fees paid will be updated in the COE software, and hall tickets will be generated only if all dues are cleared and all requirements are met by the students.

5.4 PREPARATION OF NOMINAL ROLL

The Controller of Examinations shall prepare a nominal roll for each examination, indicating the name, month, and year of the examination, as well as the names and register numbers of the candidates. Additionally, details such as the total number of registered candidates, the number of regular students, and the number of arrear candidates may be provided for each subject for easy reference.

5.5 PREPARATION OF HALL TICKETS

Hall tickets for eligible candidates shall be generated in the COE's office, featuring the candidate's name, register number, and a recent photograph. The hall ticket will include details of the courses with codes and titles for the relevant semesters, arranged in chronological order of examination dates. The register number assigned to a candidate upon their registration for the first semester examination shall be used. Hall tickets will be issued to students one week before the commencement of the examinations.

5.6 PREPARATION OF ANSWER BOOKS

1. The Controller of Examinations shall prepare the main answer books for the examination well in advance, adhering to a specific format and assigning different serial codes.
2. The designated Chief Superintendent for the examinations shall be provided with the necessary quantity of blank answer books as per requirement.

5.7 QUESTION PAPER BUNDLES

The process for handling question papers and answer booklets during examinations is detailed as follows:

1. The required question papers shall be packed in sealed covers, clearly indicating details such as the name of the examination, month and year of examination, subject name, date and time of examination, and number of copies enclosed.
2. A statement in a prescribed format shall be prepared, specifying details like the name of the examination, month and year of examination, subject/course code, number of question papers required, and the number of question paper packets prepared for each day. This statement and the entries on question paper covers shall be cross-verified to ensure accuracy.
3. The parcels containing question papers and the memorandum of the content of the sealed covers shall be handed over to the Chief Superintendent of examinations **one day before the examination commences**.
4. The Chief Superintendent is responsible for verifying that the seals and covers of the parcels are intact and that the descriptions on the cover of each sealed cover match those in the memorandum of content received.
5. The safe custody of question paper packets and answer booklets supplied from the COE's office for the concerned semester examination each day falls under the responsibility of the Chief Superintendent.
6. Thirty minutes before the exam begins, the Chief Superintendent, in the presence of an Observer and an invigilator, opens the question paper covers. The number of question papers for each hall is counted and packed in separate covers, which are then distributed to invigilators 10 minutes before the exam starts in their respective halls.

7. Once the bell indicating the commencement of the exam rings, invigilators distribute the question papers to the students. After the bell signaling the end of the examination, answer booklets are collected back.
8. Unused answer booklets and question papers are collected from the hall after 45 minutes from the commencement of the examination and kept under the safe custody of the Chief Superintendent.

5.8 CANCELLATION OF HALL TICKETS

The Principal has the authority to cancel the hall ticket issued in the name of any candidate for misconduct or if it is discovered that the candidate is ineligible to take the examination. However, the candidate must be given an opportunity to present their case before any such action is taken.

5.9 APPOINTMENT OF CHIEF SUPERINTENDENT, ADDITIONAL CHIEF SUPERINTENDENT Etc.

The Principal serves as the Chief Superintendent of examinations conducted in the College. However, in special situations, the Principal may delegate this responsibility to one of the professors. If the student population exceeds 250 per session, the Principal will appoint an additional Chief Superintendent and any other necessary staff for the smooth conduct of examinations at the College.

5.10 INSTRUCTIONS TO CHIEF SUPERINTENDENT AT THE EXAMINATION VENUE

The guidelines for the Chief Superintendent to ensure the smooth conduct of examinations:

1. Ensure that:
 - (a) List of candidates appearing for the examination,
 - (b) Required number of answer books, and
 - (c) Stationery required for packing answer books are received at the venue 3 days prior to the commencement of examinations and kept under safe custody.
2. Ensure that question papers are received one day before the commencement of examination for each session from the Controller of Examinations.
3. Make the following arrangements:
 - a. Arrange seating for candidates (with printed register numbers pasted on the desk at the right upper corner).
 - b. Ensure examination rooms are clean, well-lit, and free from any writings on desks/walls or boards.
 - c. Display room/hall-wise seating plans for candidates at a prominent place.
 - d. Select an appropriate number of invigilators from faculty members of the college and other institutions (25%), well in advance as per norms.

4. Open the examination hall only 20 minutes before the examination's commencement and instruct students to occupy their seats 10 minutes before the start.
5. Arrange for bell ringing at specified timings:
 - a. For a 3-hour examination starting at 10:00 a.m.:
 - 09:50 a.m. - Long bell - Candidates enter the examination hall
 - 09:55 a.m. - Short bell - Distribution of answer books
 - 10:00 a.m. - Short bell - Distribution of question papers
 - 10:30 a.m. - Short bell - Entry to exam hall over
 - 11:00 a.m. - Short bell - 1 hour of examination is over
 - 12:00 p.m. - Short bell - 2 hours of examination are over
 - 12:50 p.m. - Short bell - Warning bell for the candidates
 - 01:00 p.m. - Long bell - Examination is over
 - b. Similar timings for examinations commencing at 02:00 p.m.
6. For exams starting at 02:00 p.m.:
 - 01:50 p.m. - Long bell - Candidates enter the examination hall
 - 01:55 p.m. - Short bell - Distribution of answer books
 - 02:00 p.m. - Short bell - Distribution of question papers
 - 02:30 p.m. - Short bell - Entry to exam hall over
 - 03:00 p.m. - Short bell - 1 hour of examination is over
 - 04:00 p.m. - Short bell - 2 hours of examination are over
 - 04:50 p.m. - Short bell - Warning bell for the candidates
 - 05:00 p.m. - Long bell - Examination is over
7. The above schedule of timings shall be appropriately modified for examinations commencing at other timings. In the event of a late commencement of examination due to unforeseen circumstances, the time lost should be compensated. Any such instance should be immediately reported to the Controller of Examinations directly or over the phone. However, late commencement of examinations beyond 30 minutes is not permitted under any circumstances.
8. Ensure that the invigilator for each room collects the answer books 15 minutes before the commencement of the examination and proceeds to the examination room.
9. Mobile phones, programmable calculators, and other electronic gadgets are strictly prohibited in the examination room, even if they are switched off. If any student brings such materials into the examination hall, they must be taken into custody by the invigilator and submitted to the Chief Superintendent promptly. Prohibited electronic devices found inside the hall will be confiscated.
10. Maintain utmost vigilance throughout the examination process. The Chief Superintendent may frequently visit the examination hall to ensure that invigilators are performing their duties diligently and are not engaged in conversations, standing on the veranda, reading or writing inside the examination hall, or using mobile phones.
11. Invigilators are not permitted to possess mobile phone inside the hall

12. A candidate shall not be allowed to write the examinations without a valid hall ticket. However, if a student reports that his/her hall ticket is lost or if they could not bring it, the Chief Superintendent, after receiving a written request along with the required fees, shall forward it to the COE office through a messenger (not the candidate).
13. Within 30 minutes after the examination concludes, all used answer books shall be packed. The name of the subject and roll numbers of candidates should be written on all packets using a sketch pen.
14. All packets should be sealed securely using cello tape.
15. Unused answer books shall be counted and kept in safe custody, and a stock register should be maintained for this purpose.
16. In the case of using answer papers of different series, the Chief Superintendent shall decide which series of answer books should be issued for a particular session or day. This decision should be made one hour prior to the commencement of the examination.
17. The Chief Superintendent is responsible for maintaining proper accounts for the stock and use of the answer books.
18. Before opening the outer packets of the question papers, verify and ensure that it is the correct one for the day/session.

5.11 BUNDLING OF WRITTEN ANSWER BOOKS

The Chief Superintendent shall ensure that the written answer papers are properly packed by subject immediately after the examination. These bundles shall be delivered to the COE's office after each examination session on the same day. The bundles should include the following details:

1. Serial number
2. Title of the paper/subject
3. Date of examination
4. Number of candidates registered
5. Number of answer books in the bundle/box/cover
6. Initials of the Chief Superintendent

The details of the bundles received in the COE's office shall be noted in a register with the date.

Consolidated Absentees Statement: The consolidated list of absence should be prepared and forwarded as per the direction contained in the printed instructions. They should be forwarded at the end of each session of the exam to the COE.

5.12 INSTRUCTIONS TO THE INVIGILATORS

Invigilation plays a critical role in maintaining the integrity and fairness of examinations. Impartial invigilation not only helps in preventing the use of unfair means but also contributes to maintaining the morale of the candidates. Therefore, it is essential for the

Chief Superintendent to thoroughly review the 'Instructions for the invigilators' and provide necessary directions as and when required to ensure effective invigilation.

Here are the guidelines for invigilators:

1. Report to the Chief Superintendent half an hour before the examination begins.
2. Be present during the opening of the question paper cover.
3. Collect the correct number of answer books from the Chief Superintendent and proceed to the examination hall 15 minutes before the scheduled start time.
4. Admit candidates only if they have a valid hall ticket. Direct those without one to the Chief Superintendent for guidance.
5. Assist candidates in finding their seats and instruct any possessing prohibited items to leave them outside the examination hall.
6. Distribute answer books 5 minutes before the examination starts (at the short bell) and instruct candidates to fill in their register numbers and other details.
7. Distribute question papers at the short bell and instruct candidates to begin writing.
8. Verify each candidate's identity through the photograph on the hall ticket and obtain their signature on the attendance sheet after verifying their register number on the hall ticket and answer book.
9. Sign on the answer book after verifying the details filled in by the candidate.
10. Sign on the back of the hall ticket to confirm verification of the hall ticket and details on the cover page of the answer book.
11. Hand over the register of absentees and unused answer books and question papers to the messenger sent by the Chief Superintendent after 30 minutes from the start of the examination.
12. No candidate shall leave the examination hall until 30 minutes have passed from the start of the examination, and any candidate leaving during the allotted period will not be allowed to return.
13. Ten minutes before the end of the examination, along with the warning bell (short bell), announce '**last ten minutes**' and prohibit candidates from leaving the room. After the final bell (long bell), instruct candidates to stop writing.
14. Collect answer books and arrange them in order of register numbers, then hand them over with the attendance list to the Chief Superintendent.
15. Candidates are permitted to leave the examination hall only after their answer book is collected by the invigilator.
16. Invigilators may leave the examination premises only after being permitted by the Chief Superintendent.

Important Notes:

- a. Only candidates with valid hall tickets should be admitted.
- b. Candidates should enter the examination hall 10 minutes before the scheduled time.

- c. No students shall be admitted to the examination hall 30 minutes after the examination begins.
- d. Maintain strict silence in the examination hall. Prohibit talking amongst candidates and borrowing of materials.
- e. Do not provide clarifications to students regarding mistakes in the question paper or mode of answering.
- f. Allow the use of logarithm tables, data books, calculators, etc., only if permitted by the instructions in the question paper.
- g. Prohibit mobile phones and electronic equipment in the examination hall.
- h. Stay vigilant to detect and prevent the use of unfair means. If any unfair indulgence is observed, take custody of the incriminating materials and the hall ticket and report to the Chief Superintendent, who will then forward the report to the Controller of Examinations.
- i. Do not allow candidates to write on the question paper. Advise them to use the last page of the answer book for rough work.
- j. Refreshments are not permitted for candidates in the examination hall.
- k. Do not correct the register number written by a candidate on their answer book. In such cases, ask the candidate to correct it and then counter-sign it.
- l. Candidates should not be allowed to leave the hall before 30 minutes have elapsed from the commencement of the examination.
- m. Candidates should only be permitted to leave the examination hall after handing over their answer book to the invigilator.

5.13 INSTRUCTIONS TO CANDIDATES

These guidelines outline the procedures and expectations for candidates during examinations:

- 1. Every student must register for the examination of the relevant semester to progress to the next semester.
- 2. Eligible students should register online within the stipulated period.
- 3. Candidates must ensure they collect their hall tickets well in advance (at least one week before the exams).
- 4. Hall tickets must be brought on all examination days, as admission to the examination hall depends on it.
- 5. In case of lost hall tickets, candidates must immediately apply for a duplicate through the COE with the prescribed fee.
- 6. Candidates should enter the examination hall 10 minutes before the start and remain until the last ten minutes. Exceptional cases may be permitted up to 30 minutes by the Chief Superintendent. No leaving the hall is allowed before 30 minutes after the start.
- 7. Only blue or black ink pens/ballpoint pens are permitted for writing exams.

8. No materials except writing materials and hall tickets are allowed. Mobile phones, calculators, and other electronic devices are strictly prohibited unless specified by the invigilator.
9. Malpractice instances are subject to punishment as per rules.
10. Candidates should write their register number and examination name in appropriate places in the answer books and follow instructions strictly.
11. Identity should not be revealed anywhere in the answer book.
12. No writing other than names and register numbers is allowed in the question paper. The last page of the answer booklet can be used for rough work.
13. Silence must be maintained in the examination hall, and candidates cannot seek clarifications from others.
14. Answer books must be returned to the invigilator before leaving the hall. Candidates cannot leave without invigilator permission.
15. No questions of any kind are permitted during the examination, and invigilators will not answer inquiries about question papers.
16. Candidates must take their places in the examination hall 10 minutes before the start. Admission is not permitted after half an hour from the commencement.
17. Leaving the hall before 30 minutes from the start is not allowed.
18. Candidates can leave the examination hall only after their answer book is collected by the invigilator. Leaving after placing answer books on seats is not permitted.

5.14 EXCLUSION OF CANDIDATES ON ACCOUNT OF DISEASE

Any candidate found to be suffering from an infectious or contagious disease shall be excluded from the examination by the Chief Superintendent. However, as an exceptional case, such a candidate may be permitted to take the examination by providing a separate seat in the vicinity of the Chief Superintendent's office. It is crucial that such cases are immediately reported to the Principal or Controller of Examinations for further action.

5.15 EXCLUSION OF CANDIDATES FOR MISBEHAVIOR

Candidates taking an examination are subject to the disciplinary control of the Chief Superintendent, and they must adhere to his/her instructions. If a candidate disobeys the instructions of the Chief Superintendent, Additional Chief Superintendent, or Invigilator, or behaves insolently towards them, the candidate may be excluded from the day's examination. If the misbehavior persists, the Chief Superintendent may exclude the candidate from the rest of the examinations.

In such cases, the matter must be reported to the Principal. The Principal will provide the candidate with an opportunity to present their case. Depending on the severity of the offense, the Principal may ratify the action taken by the Chief Superintendent or impose further punishment. This could include canceling the examination taken by the candidate, either entirely or partially, debarring the candidate from appearing in any examination for a specified period, or even permanently.

The Controller of Examinations should be informed of such actions for further necessary steps.

5.16 DEBARRING CANDIDATES AND QUASHING RESULTS

If it is discovered at any point after the publication of results that a candidate was ineligible for taking the examination, according to the rules, regulations, norms, or orders issued by the College pertaining to the relevant course, or if the candidate gained admission to the course or examination by providing false information in the application form, or if the candidate used unfair means during the examination, the Principal has the authority to invalidate the results of the examination taken by the candidate.

The Principal may also cancel the registration of the candidate and/or debar them from appearing in any examination of the College permanently or for a specified period, depending on the seriousness of the offense committed by the candidate. However, before making a final decision, the Principal must provide the candidate with an opportunity to present their case.

This ensures fairness and due process in handling cases of misconduct or violation of examination rules by candidates.

5.17 PUNISHMENT FOR MALPRACTICE

If the Principal is satisfied after an enquiry that there have been malpractices in the examinations, the Principal, after providing an opportunity to present his/her case, may punish such person in such manner as it may deem fit. (See Annexure 1)

5.18 COMPUTATION OF ATTENDANCE

Attendance at academic sessions that the Institute has approved, such as lectures, tutorials, practical, seminars, will be taken into account.

Students participating in sports, NCC, NSS camps, seminars, workshops, and other events hosted by other institutions or universities that the Institute has approved, as well as any other training the Institute has organized during the session that the Institution has approved, must attend all lectures, tutorials, practical, and seminars on each day of the camp or training, including the days of travel to such camp or training. (Excluding the period of holidays/ vacations)

Students participating in sports, NCC, or NSS events and represent our institution in a way that has been authorized by the institution will get full attendance on the days of the competition, including the days of travel.

Participation as a member of a recognized/ approved team in any competition as approved by the Institution shall be taken as full attendance. The period will also include the days of actual coaching, competition and the days of the journey for participating therein

In determining the exact number of required minimum attendance in lectures, tutorials, seminars, practical, etc. the fractions computed shall be ignored

For students admitted under regular admission, attendance will be recorded from the start date of the semester's program. However, for students with late admission, lateral admission, or transfer cases, attendance will be considered only from the next working day after the payment of tuition fees.

CHAPTER 6**EVALUATION, PUBLICATION OF RESULTS AND ISSUING OF GRADE SHEET****6.1 EVALUATION**

Evaluation is indeed the process of forming judgments by analyzing evidence and interpretations obtained through examination and assessment, all guided by agreed-upon criteria. It involves carefully considering the gathered information to make informed assessments or decisions. Evaluation is done by external/internal Examiners

6.2 TABULATION REGISTER

The entire process of calculating final marks shall be automated through a computer program. Raw results will be generated department-wise for review by the Pass Board. The score sheets will be printed in the Office of the Controller of Examinations (COE). The Section Officer will verify all entries, including any grace marks awarded and the classification of results, and will sign each page of the tabulation register.

6.3 RESULT PASSING PASS BOARD MEETING

The section dealing with the examination shall prepare a statistics of the result with details such as:-

1. Name of the examination, including the month and year.
2. Total number of candidates registered for the examination.
3. Total number of candidates who appeared for the examination.
4. Summary of minutes from the previous Result Passing Board Meeting.
5. Pass percentage categorized by branch.
6. Comparison of internal and external marks for each subject.
7. Pass percentage for open elective courses.
8. Comparison of overall results across different programs.
9. Comparison of grades achieved in each branch for the semester.
10. Results of readmitted candidates.
11. Results of arrear courses for both undergraduate and postgraduate students (passed out).
12. Proposal for moderation measures.
13. Updates on revaluation, results, and ratification processes.
14. Details of question papers collected, reviewed, and utilized.
15. Information regarding attendance shortages, breaks in study, and withdrawals.

This statistical data shall be submitted to the Pass Board for the purpose of finalizing the results. The Pass Board, constituted by the Controller of Examinations (COE) for each examination, may approve the results as presented or apply moderation as deemed necessary. The minutes of the Pass Board meeting shall be forwarded to the COE for approval. Upon approval, the COE shall authorize the publication of the results.

6.4 PUBLICATION OF RESULTS

The final approved results of the respective semester examination shall be published. If ranking is practiced, a list of candidates securing the top three ranks in each branch shall also be released along with the final results. The results, as approved by the Pass Board and the Director/Principal, shall be uploaded to the official website. Students will be able to download their semester score sheets from the website.

6.5 ISSUING OF GRADE SHEET

All candidates who appear for any examination conducted by the College shall receive a computerized grade sheet regardless of their examination results. The fee for the mark sheet shall be collected along with the examination fee.

CHAPTER 7**REGULATION FOR EXAMINATIONS AND COURSE COMPLETION****7.1 CONSOLIDATION OF MARKS AND PASSING MINIMUM**

The Controller of Examinations consolidates both the Internal Assessment marks uploaded by the Departments and the marks obtained by students in the end-semester examination.

7.1.1 Regulation - R 2013**a. Procedure for completing the course:**

A candidate can join the course of study of any semester only at the time of its normal commencement and only if he/she has satisfied the course requirements for the previous semester and further has registered for the university examinations of the previous semester in all the subjects as well as all arrear subjects, if any.

However, the entire course should be completed within 14 consecutive semesters (12 consecutive semester for students admitted under lateral entry).

b. Passing Minimum:

A candidate shall be declared to have passed the examination in a subject of study only if he/she secures not less than 50% of the total marks (internal assessment plus University examination marks) and not less than 40% of the marks in University examination.

A candidate who has been declared “Failed” in a particular subject may reappear for that subject during the subsequent semester and secure a pass. However, there is a provision for revaluation of failed subjects provided he/she fulfills the following norms for revaluation.

Applications for revaluation should be filed within 4 weeks from the date of declaration of results or 15 days from the date of receipt of marks card whichever is earlier.

The candidate should have attended all the college examinations as well as university examinations.

If a candidate has failed in more than TWO papers in the university examination, his/her representation for revaluation will not be considered.

The request for revaluation must be made in the format prescribed duly recommended by the Head of the Institution along with the revaluation fee prescribed by the university.

Further, the University examination marks obtained in the latest attempt shall alone remain valid in total suppression of the University examination marks obtained by the candidate in earlier attempts.

7.1.2 Regulation - R 2023

A student is deemed to have passed an examination in a course of study only if they achieve a minimum of 40% marks individually in both internal assessment and the end-semester examination, (or) an aggregate of 40%.

Any candidate who scores less than 40% marks either in Internal or End semester exam or aggregate in a particular course is marked as "Fail" and has the option to re-appear for that course in subsequent semesters to secure passing marks. However, there is a provision for revaluation of failed or passed courses as per revaluation guidelines.

7.1.3 Regulation - Refer R 2025

7.2 ARREAR EXAMS

A student who fails to achieve 40% in aggregate is declared as "Fail" and is able to take an arrear examination by enrolling in the same course in the following semester. All other candidates who failed due to a lack of attendance have to do the course.

7.3 SUPPLEMENTARY EXAMINATION

Supplementary Examination is an additional examination which will be conducted after declaration of the End Semester Examination results/revaluation results. This examination will be conducted in fifth and eighth semesters for the students who are having a maximum of two arrears overall and he/she is permitted to write maximum of two papers in that semester alone. For supplementary examination, the continuous assessment marks of the last attempt will be

7.4 MITIGATION EXAMINATION

There are events that occur beyond the normal course of everyday life and are typically outside of your control, such as illness or serious personal circumstances like bereavement. If you experience such circumstances that affect your ability to complete the end-semester examination, you can apply for a mitigation examination. (Refer to the Mitigation Policy for details.)

7.5PG VALUATON

All PG course will be evaluated by single examiner only. However the student may apply For Retotaling, Revaluation, Challenge valuation etc, as per the procedure.

7.6 LETTER GRADES AND CALCULATION OF GPA AND CGPA

A student's total marks from each course will be transformed into a letter grade. The table below illustrates the seven letter grades and their respective meanings, as well as the grade points used to calculate the Cumulative Grade Point Average (CGPA).

Each course (Theory/Practical) is to be assigned 100 marks, irrespective of the number of credits, and the mapping of marks to grades may be done as per the following table:

a. Regulation - R 2013

Range of Marks	Assigned Grade	Grade Points
90-100	S	10
80-89	A	9
70-79	B	8
60-69	C	7
50-59	D	6
40-49	E	5
<40	F	0
ABSENT	FA	0

Note: -F- denotes failure in the course; - FA - denotes Fail due to absent.
After the results are declared, grade sheets will be issued to the students.

b. Regulation - R 2023

Range of Marks	Assigned Grade	Grade Points
91-100	A ⁺	10
81-90	A	9
71-80	B ⁺	8
61-70	B	7
51-60	C ⁺	6
46-50	C	5
40-45	D	4
<40	F	0
-	F ^R (Fail due to shortage of attendance and therefore, to repeat the course)	

c. Regulation - R 2025**Refer R 2025****7.7 CALCULATION OF GRADE POINT AVERAGE (GPA), CGPA AND CONVERSION TO PERCENTAGE**

GPA is the ratio of sum of the product of the number of credits (C) of courses registered and the corresponding Grade Points (GP) scored in those courses in the particular semester, taken for all the courses and sum of the number of credits of all the courses.

$$\text{GPA} = \sum(C \times \text{GP}) / \sum C$$

a) CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. FA grades are to be excluded for calculating GPA and CGPA.

b) The conversion of CGPA into percentage marks is as follows

$$\% \text{ Mark} = (\text{CGPA} - 0.5) \times 10$$

Above calculation is applicable for R-2013 & 2023

For R 2025 Refer Regulation R 2025

7.8 PROCEDURE FOR COMPLETING THE B.TECH. DEGREE PROGRAMME

A candidate can join/rejoin the course of study of any semester only at the time of its normal commencement and only if he/she has satisfied the course requirements for the

previous semester and further has registered for the End Semester examinations of the previous semester in all the courses as well as all arrear courses if any. However, the entire B.Tech. programme should be completed within 7 years (14 semesters) for regular candidates and 6 years (12 semesters) for students admitted under lateral entry

7.9 AWARD OF CLASS AND RANK IN B.TECH. DEGREE

Here are the summarized regulations for the awarding of B.Tech. degrees and classification of results:

- (i) A candidate who satisfies all course requirements and passes all prescribed examinations within a maximum period of 7 years (6 years for lateral entry candidates) shall be awarded the B.Tech. degree.
- (ii) A candidate who passes all courses from semesters 3 to 8 within 6 consecutive semesters and achieves a CGPA of 8.50 or above for semesters 3 to 8 will be awarded a FIRST CLASS with DISTINCTION.
- (iii) A candidate who passes all courses from semesters 3 to 8 within a maximum period of eight semesters after starting the third semester and achieves a CGPA of at least 6.5 will be awarded a FIRST CLASS.
- (iv) Candidates who meet the requirements for the B.Tech. degree but do not fall into the categories above will be awarded a SECOND CLASS.
- (v) Institution Topper (ranks and Gold Medal) will be awarded based on CGPA from the 1st to 8th semester for regular candidates and from the 3rd to 8th semester for Lateral Entry candidates. Rank certificates will be issued to the top ten candidates in each branch of study.

7.10 PROVISIONS FOR HONORS/MINOR DEGREE ALONG WITH B.TECH DEGREE AS PER R2023

7.10.1 B.Tech. with Honors Degree in the same Engineering discipline

Here are the summarized guidelines for earning a Honors degree in Engineering:

- a. Students may opt for a Honors degree in their Engineering discipline at the end of the first year based on academic performance.
- b. Eligibility requires passing all first-year courses on the first attempt and achieving a CGPA of at least 7.5.
- c. A minimum of 5 eligible students must opt for a Honors degree in a particular discipline.
- d. To qualify, students must earn an additional 18-20 credits by completing 5-6 advanced courses from the third to seventh semester.
- e. Lateral Entry students may also opt for a Honors degree if they have a CGPA of 7.5 or higher with no arrears in the third semester.

- f. Honors degree is awarded only to students who complete the program with a 'First Class with Distinction'.
- g. Students have the option to withdraw from the Honors degree at any time.
- h. Details of completed Honors courses and earned credits will appear in the Eighth Semester Grade Sheet and Consolidated Grade Sheet.
- i. CGPA calculation includes all Major and Honors courses
- j. The Honors degree title is 'B.Tech.(Honors) in [Discipline].'

7.10.2 B.Tech. With Minor degree in another Engineering discipline

Here's a summarized explanation of the guidelines for earning a minor degree in another discipline of engineering:

- a. Students have the option to earn a minor degree in another engineering discipline at the end of the first year based on academic performance.
- b. Eligibility requires passing all first-year courses on the first attempt and has earned a CGPA of not less than 7.5
- c. A minor degree in a specific engineering discipline will be offered if at least 5 eligible students opt for it.
- d. To qualify, students must earn additional 18-20 credits by completing 5 additional courses from the third to seventh semester, covering core knowledge in the chosen engineering discipline.
- e. Lateral Entry students with no arrears in the third semester may also opt for a minor degree. They will join the existing batch in the fourth semester and earn 16-18 credits by registering for prescribed courses up to the seventh semester.
- f. Students can withdraw from the minor degree option at any time.
- g. Details of completed minor degree courses and earned credits will appear in the Eighth Semester Grade Sheet and Consolidated Grade Sheet.
- h. The minor degree title is 'B.Tech. in [Discipline] with Minor in [Chosen Discipline].'
- i. CGPA calculation includes all regular courses, including major and minor courses.

7.11 PROVISION FOR WITHDRAWAL

Students may be permitted to withdraw from writing the entire semester examination as a unit based on valid reasons, upon recommendation by the Head of the Institution. This request must be made prior to the commencement of the last theory examination for that semester. Withdrawal is allowed only once during the entire program. Despite withdrawal, a candidate can still be awarded DISTINCTION if they meet other necessary conditions, but they will not be eligible for a rank.

7.12 PROVISIONS FOR EXIT IN B.TECH. PROGRAMME: Regulation R 2023

(For programmes where AICTE specifies exit in the model curriculum)

The curriculum and syllabus for all B.Tech programs align with the National Education Policy (NEP) guidelines proposed by the All India Council for Technical Education (AICTE). In accordance with NEP 2020, students enrolled in B.Tech programs can

exercise exit options at various stages of their course of study. As per AICTE norms, students may have two possible exits before completing the full engineering degree. They may receive a UG Diploma/Certificate or B.Sc. degree in the relevant discipline if they fulfill the specified conditions. These conditions are subject to change based on AICTE guidelines.

7.12.1 UG Diploma/Certificate in the relevant branch of study

To qualify for a UG Diploma, a student must meet the following criteria:

- a. Complete 50% of the credits required for the B.Tech. degree, typically 80-85 credits.
- b. Complete 50% of the program's core courses.
- c. Students who exit the program after fulfilling 50% of the credit requirements can receive a UG Diploma if they additionally earn 6 credits through summer internships or apprenticeships lasting 2 months.
- d. Students admitted through lateral entry are ineligible for this exit option as they cannot fulfill the 50% credit requirement for the B.Tech. degree.

7.12.2 B.Sc. in the relevant branch of study

To be eligible for a B.Sc. degree, a student must meet the following requirements:

- a. a. Complete 75% of the credits required for the B.Tech. degree, with a minimum of 120 credits, and have spent at least 3 years in the program.
- b. b. Complete all core program courses.
- c. c. Students who exit the program after fulfilling 75% of the credit requirements can receive a B.Sc. degree if they additionally earn 6 credits through two summer internships or apprenticeships, each lasting 2 months.
- d. d. With a B.Sc. degree, the student is eligible for entry into programs that accept B.Sc. degrees as eligibility criteria.

7.12.3 Award of Class in B.Sc. degree

Here are the summarized guidelines for the awarding of a B.Sc. degree:

A candidate who fulfills all course requirements and passes all examinations within a maximum period of 6 years (5 years for lateral entry candidates) will be awarded a B.Sc. degree in the relevant discipline.

- (i) A candidate who passes all courses from semesters 3 to 6 in their first attempt within 4 consecutive semesters (2 academic years) and achieves a CGPA of 8.50 or above for semesters 3 to 6 will be awarded a **FIRST CLASS with DISTINCTION**.
- (ii) A candidate who passes all courses from semesters 3 to 6 within a maximum period of six semesters after starting the third semester and achieves a CGPA of at least 6.5 will be awarded a **FIRST CLASS**.

- (iii) All other candidates who qualify for the B.Sc. degree will be awarded a SECOND CLASS.

7.13 RE-ENTRY TO COMPLETE THE PROGRAM

A student who exits with a B.Sc. degree should have the option to re-enroll in the program of the same engineering discipline. However, only students initially admitted to the B.Tech. program and who exercised an exit option are eligible for readmission to the B.Tech. program under the same discipline.

It is recommended that all credits earned by the student will be transferred if they re-enroll within a limited period of 3 years after exiting. However, if a student re-enrolls after this period, the decision on credit transfer will be based on changes in the curriculum they previously studied.

A candidate who exits may rejoin the program only at the start of the semester at which they discontinued, provided they pay the prescribed fees to the institution. The total period for completing the B.Tech. program, starting from the first semester of admission, should not exceed 7 years, including the period of discontinuance.

7.14 COMPLETION POSSIBILITY IN OTHER INSTITUTIONS

Students have the option to earn a B.Sc. degree in one institution in the field of engineering and subsequently complete the degree program in another institution, provided it is in the same engineering discipline.

It is recommended that if these exit options are accepted for multiple B.Tech. programs, the All India Council for Technical Education (AICTE) actively communicates these options to the industry and other relevant bodies. This ensures that these credentials are recognized and accepted as bona-fide qualifications for recruitment purposes, eligibility for admission to programs, and participation in competitive examinations, among other purposes.

CHAPTER 8**RETOTALLING, REVALUATION, TRANSPARENCY AND GRIEVANCE
REDRESSAL****8.1 RETOTALLING**

A candidate dissatisfied with their marks can request a retotalling for a specific paper. This request must be submitted to the Controller of Examinations within 10 days of the results being published, along with the required fee. The marks obtained after retotaling will be considered the final marks for that paper.

8.2. REVALUATION

A candidate dissatisfied with their marks may apply for revaluation of a specific paper within 10 days of the results being published, by submitting a request to the Controller of Examinations along with the required fee. The higher mark between the original and revaluation will be considered. If still dissatisfied, the candidate can opt for challenge valuation by paying the prescribed fee and applying to the COE office. PG students with double valuation are not eligible for revaluation, but they can apply for challenge valuation. Fees will be refunded if the revaluation or challenge marks are at least 15% higher than the original marks. A maximum of FIVE subjects can be submitted for revaluation or challenge. Revaluation is allowed only after the transparency process, which includes obtaining a photocopy of the application and the recommendations of the subject teacher and HOD.

8.2.1 CHALLENGE VALUATION

Challenge valuation, is the process where a student can contest the marks they received on an exam, typically after an initial evaluation or revaluation. This involves submitting a formal application, often with a fee, of Rs. 5000/- to have their answer script re-evaluated by a different examiner or a panel of 3 Examiners. The goal is to potentially increase their marks if the initial evaluation was deemed inaccurate or unfair.

Student has to produce Xerox copy of Recounting/Revaluation result for which he is applying. On receipt of the payment, the photocopy of the answer booklet shall be given to the student. Dept head will verify & will forward the application to COE. The paper will be evaluated by the senior faculty appointed by the COE. If there is any change in marks (Equal or above 15% of the maximum marks) the new marks will be awarded to the student. Otherwise, there will be no change in old marks. If the change in marks (Equal or above 15% of the maximum marks) occurs, amount will be fully refunded to the student. Otherwise, the student will forfeit the total amount which he/she paid.

8.3 DISPLAY OF INTERNAL ASSESSMENT (IA) MARKS

The total Internal Assessment (IA) marks obtained by students for each course must be displayed by the respective Heads of Departments at least **FIVE WORKING DAYS** before the start of the End Semester Examinations.

8.4 CARRY OVER OF INTERNAL MARKS

1. Internal assessment marks shall be carried over to the subsequent semester examination.
2. There shall not be any provision for improving internal assessment marks.

8.5 GRIEVANCES AND REDRESSAL REGARDING IA MARKS

After each component of the Internal Assessment (IA), the marks obtained by students will be communicated to them by the course faculty. If there are any grievances or discrepancies, students can request redressal from the course faculty, who will address the issue according to the "Principle of Natural Justice." If the student remains unsatisfied, they can escalate the matter to the Head of the Department. Should the issue still be unresolved, the student can submit a written representation to the Head of the Institution. The Head of the Institution will then refer the matter to the "Academic Appeal Board". This committee will investigate and resolve the issue with the approval of the Head of the Institution. The committee's or the Head of the Institution's decision will be final. Students must submit their grievances in writing within 5 working days from the announcement or display of the IA component marks by the course faculty or class advisor.

8.6 TRANSPARENCY

A candidate dissatisfied with their marks may apply for transparency by requesting a photocopy of the answer script for a specific paper. This request must be made to the Controller of Examinations within 10 days of the results being published, along with the required fee.

The photocopy of the answer script will be provided to the candidate during a transparency committee meeting. After reviewing the photocopy, the candidate may choose to apply for revaluation. The application for revaluation must be submitted within three working days after the transparency process is completed.

8.6.1 Scribe for End Semester Examination

If any student is not in a position to write end semester examinations on account of temporary physical disability or injury due to accident and applies for a scribe (writer) with a medical certificate obtained from a medical officer not below the rank of Assistant Director level, then a **SCRIBE** shall be allowed/assigned by COE to such student. Normally, such scribe shall neither be a student nor a degree holder of any technical programme having similar competency. The student shall, however, apply in a prescribed

proforma to COE and requesting permission for using the scribe well in advance, not on the day of examination, to make necessary arrangements (Scribe, Separate Examination Hall etc.). COE shall take the undertaking from the scribe in a prescribed proforma. Such student shall produce the permission letter from the COE for using scribe to the invigilator. He/She should pay the TA/DA and other charges to the scribe. Scribe shall be allowed extra time as per the norms specified by the Controller of Examinations.

Student admitted with differentlyabled category and those who can write, but at much slower speed as compared to normal student, he/she may be allowed an extra time of 30 minutes for 50 marks paper and 45 minutes for 100 marks paper to write the examination for all the courses. He / She shall seek permission from COE for the extra time on account of his/her percentage of disability by producing necessary medical certificate from medical officer not below the rank of Assistant Director.

8.7 SEMESTER GRADE SHEET

A student is deemed to have successfully completed a paper and earned the credit if they secure a letter grade other than F and FA. For each semester, the grade sheet issued to the student will include the following information:

1. Name of the programme
2. Major/ Branch of study
3. Name of the candidate
4. Father's Name
5. Mother's Name
6. Month and year of Examination
7. Roll No.
8. Date of Birth
9. Medium of Instruction
10. Date of publication of results
11. Photograph of the student
12. Semester Number
13. Subject – Part
14. Paper code and Title of the paper
15. Credit for each paper
16. The performance in each paper in terms of CIA and CE marks
17. Grade Point
18. Letter Grade
19. Result
20. SGPA
21. CGPA
22. Conversion of Marks of Grade Points and Letter Grade
23. Formulae to calculate SGPA and CGPA
24. Mode of Delivery

25. Passing Minimum

8.8APPEALS AND REVIEW

A student who has received any form of punishment may, within 30 days from the date of receiving the communication regarding the punishment, submit a representation to the Principal for a review of their case. If the Principal deems it necessary, The recommendations of the “Academic Appeal Board” on the appeal will then be presented to the Principal, who will review the case and make appropriate decisions or refer it to the Academic Council for advice.

CHAPTER 9**MISCELLANEOUS****9.1 ACADEMIC TRANSCRIPTS TO STUDENTS**

The Institute will issue Academic Transcripts to students who seek admission to pursue higher studies in foreign universities/institutions and for immigration purposes, following the guidelines established by the Institute.

9.2 GENUINENESS OF CERTIFICATE VERIFICATION

The Institute will issue Genuineness Certificates for Statement of Marks and Grades, Consolidated Statement of Marks and Grades, Provisional Certificates, and Degree Certificates after verification to the necessary academic institutions/organizations/agencies for the purpose of higher studies or employment upon payment of prescribed fees.

9.3 ISSUING OF A DUPLICATE CERTIFICATE

The Institute will issue Duplicate Certificates for Mark Sheets, Consolidated Statements of Marks, and Provisional Certificates to students in cases where they are lost or destroyed, upon payment of the prescribed fee.

9.4 RETENTION PERIOD OF THE ANSWER SCRIPTS

The minimum retention period for semester examination answer scripts shall be two years, after which they shall be disposed of to a TNPL approved pulping industry, which will issue a certificate of recycling for these papers. Alternatively, quotations shall be called for through e-tender for the disposal of the answer scripts. This process shall be overseen by a committee.

9.5 IMPLEMENTATION OF E-GOVERNANCE IN THE EXAMINATION SECTION

The e-Governance examination module enhances transparency, provides swift information dissemination, improves administrative efficiency, and offers better public services related to examinations. Its implementation aids in monitoring academic standards concerning examination conduct and evaluation. It supports continuous monitoring, assessment, and meaningful evaluation of both teachers and students. The COE Software and Bloom Byte portal encompass the entry of Continuous Assessment Test (CAT) marks, Continuous Evaluation (CE) marks, retest marks, assignments, attendance records, online hall ticket generation, and student ID verification.

In accordance with UGC's communication, students' academic awards such as degrees, diplomas, certificates, and statements of marks shall be stored in the National Academic Depository (NAD) through Digilocker, an online repository of academic awards. Our Institute is registered under NAD Digilocker. A hyperlink to NAD has been created on

the Institute website. Students can update their Aadhar Number in their profile on the COE Software. As per UGCs notification F.No.14-31/2018 (CPP-II) dtd.28.07.2021, the Institute had commenced the operation of Academic Bank of Credits (ABC) from June -2024.

"Academic Bank of Credit" refers to an academic service mechanism established by the University Grants Commission with the approval of the Central Government. It operates as a digital, virtual, or online entity designed to enable students to become its academic account holders, thus facilitating seamless student mobility between institutions.

9.6 INSPECTION OF EXAMINATION HALL

Every examination Hall shall be open to inspection by the Principal, Controller of Examinations, and any other officers authorized by the Principal or Controller of Examinations on their behalf.

9.7 RE-EXAMINATION / QUASHING / REVISION OF RESULTS

- If the Principal is satisfied that a situation has arisen or did arise necessitating re-examination in particular course units, she may issue necessary directions to that effect.
- Regardless of anything contrary to these regulations, the Principal shall have the authority to order the holding of a special examination for any reason or cancel the paper/entire examination(s) held at a particular examination if He / she is satisfied that the examination has not been conducted under proper conditions. He / She will also make necessary arrangements for affected candidates in the same year or at a time deemed appropriate.
- The Principal shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if
- any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc.) or mistake is found in his/her result
- It is found that he/she was not eligible to appear in the examination
- There is any other reason which may be determined by the Principal
- If, in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the Institute may, after considering the circumstances of the case, grant the candidate the benefit of any privilege they may have acquired by studying in the next higher class in a department or by taking an examination conducted by the Institute.
- The Institute shall have the authority to revise the result of the candidate(s) in a particular subject(s) if it is satisfied that valid reasons have been provided by the examiner or any other concerned person. In such cases, the revision will be made based on the recommendations of the examiner/examiners appointed by the Principal for this purpose.

9.8 AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

A student shall be awarded a degree/diploma, if:

- He/she has registered his/herself, undergone the course of studies, completed the project report/dissertation / training report as specified in the curriculum of her programme within the stipulated time, and secured the minimum grades prescribed for award of the concerned Degree/Diploma/Certificate;
- there are no dues outstanding in her name to the Institute/Department/ and
- no disciplinary action is pending against his/her
- After the declaration of results, the COE shall present the details of all successful and eligible students for the award of Certificate, Degree, or Diploma before the Academic Council.
- The Academic Council's approval for the award of respective degrees, diplomas, certificates, etc., shall be presented to the Governing Body for its concurrence. Once concurred by the Governing Body, the degrees shall be conferred upon the successful candidates by the university

9.9 WITHHOLDING OF CONFERMENT OF ANY DEGREE/DIPLOMA OR AWARD OF ANY CERTIFICATE

Notwithstanding anything contained in these regulations or in any other statute, ordinance, or regulations, the Academic Council may, on the recommendations of the Principal, withhold, for such period as they may deem fit, the conferment of any Degree/Diploma or the award of any certificate to any successful candidate at an examination of the Institute. This action may be taken for reasons that, in their opinion, justify such withholding, such as unruly or disorderly conduct, violence on the campus, or conviction for an offence involving violence or moral behavior.

9.10 WITHDRAWAL OF DEGREES AND OTHER ACADEMIC DISTINCTIONS

If any student has obtained admission through falsification of documents, concealment of material facts, conviction for an offence involving violence and moral behavior, or any other serious offence, the Institute shall withdraw the Degree/Diploma/Certificate/other academic distinction awarded to them with the approval of the Governing Body.

To initiate disciplinary action, the Dean will formulate charges against the individual in question, subject to approval by the Principal. The charge sheet, accompanied by a list of witnesses and relevant documents, will be conveyed to the individual via registered post or hand delivery. The individual must respond to the charges within fifteen days or within the timeframe specified in the notice upon receipt.

If the individual fails to provide a response within the stipulated time, the matter will be referred to the Principal for a decision based on the available facts and documents.

Alternatively, if the individual submits a response to the charges, it will be evaluated by the Governing Body.

9.11EXTERNAL AUDIT

A team of academicians from outside the Institution will be selected and tasked with auditing all of the examination system's crucial processes. There should be regular attempts to audit the examiners' assessment of the theory scripts. Answer scripts that receive high, average, and low grades will be randomly picked for this purpose. The marks will be concealed prior to the audit, which will be conducted by outside auditors.

9.12IMPORTANT REGISTERS TO BE MAINTAINED IN THE COE'S OFFICE

- a. Inward registers
- b. Dispatch registers
- b. AllRegistersrelatedtotheplanning,questionpapersettingandconductof examinations
- c. appointment of external / internal examiner for practical examination
- d. Acceptance and declaration by Examiner
- e. Remuneration bill form for examiners
- f. Continuous Internal Assessment mark sheet
- g. QP Scrutiny Declaration by examiner
- h. QP Feedback by the examiner
- i. Evaluation System Rules and Regulations
- j. Certificate of attendance paper Setting/Practical/Oral/valuationInstructions to candidates
- k. Acknowledgement of documents
- l. Grace mark sheet
- m. Examination application form
- n. Attendance sheet of Practical/Oral/valuation examination
- o. Registers relating to valuation of answer scripts
- p. Mark tabulation registers
- q. Semester mark score sheets
- r. Other registers specifically directed to be maintained in COE's office

9.13CERTIFICATES

1. Certificates are issued for the Professional competency Course on completion of the courses
2. A consolidated mark / score card shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.
3. A Course Completion Certificate with classification shall be issued to student still the provisional certificate is issued by the university.

9.14DETAILS OF CANDIDATES

The office of COE maintains the entire details of Candidates with respect to all examinations in the COE software. It shall contain the following details:

1. Register Number,
2. Name Of The Candidate
3. Date Of Birth,
4. Programme
5. Year Of Admission,
6. Religion / Community,
7. Fee Remitted,
8. Particulars Of Examination Taken,
9. Results And Remarks

Annexure 1**GUIDELINES FOR UNFAIR MEANS / MALPRACTICES DURING EXAMINATIONS**

- (a) No student shall use unfair means or indulge in disorderly conduct at CAT or ESE examinations. In case of unfair means / malpractices observed by Invigilator / Squad / Course Instructor, the respective Answer Book shall be sealed along with the concerned material belongings in a green envelop with the undertaking signed by the student and overleaf signed by Invigilator / Squad / Course instructor. Such sealed envelope labeled in specific format shall be submitted to Exam Cell. All submitted envelopes shall be filed and stored in lock and key for presenting it to the Disciplinary Committee for Examination and Evaluation.
- (b) Disciplinary Committee for Examination and Evaluation shall conduct meeting and call every charged student to listen. After listening to all arguments and deliberations, committee decisions shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.
- (c) The unfair means / malpractices shall include the following:
- I. During examination time having in possession or access to
- i. Any paper, book, note or any other unauthorized material relevant to the syllabus of the examination paper concerned, unless it is allowed for Open Book Examination.
 - ii. Mobile Phones or any electronic gadget other than calculator, even in switch off mode, which shall potentially be used for communication or copying.
 - iii. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.
 - iv. Anything written or signs made on the body of the student or his / her clothes / garments, handkerchief, etc. which may have relevance to the syllabus of the concerned course.

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- v. Anything written on the question paper which may have relevance to the syllabus of the examination the concerned course.
 - II. Giving or receiving assistance in answering the question papers to or from any other student / person in the examination hall or outside during the examination hours.
 - III. Talking to another student or any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator.
 - IV. Swallowing or attempting to swallow or destroying or attempting to destroy a note or
 - V. paper or any other material.
 - VI. Impersonating any student or getting impersonated by any person for taking the examination.
- (d) A student found using unfair means / malpractices or involved in disorderly conduct or disturbing other students, at or in connection with an examination shall be referred to Disciplinary Committee for Examination and Evaluation. The committee after consideration of the case shall decide punishment as one or more of the following:
- I. Cancellation of the examination of the course in respect of which he is found to have been guilty; and/or
 - II. Cancellation of the examination of the semester examination for which the student was participated and/or debarring from examination for future semester(s).
 - III. Any other punishment deemed suitable by the Disciplinary Committee for Examination and Evaluation.

(e) The following norms for punishment shall be followed:

I.	If a student is found having in his possession of any material relevant to the syllabus of the concerned course of examination, but has not copied from or used it, the punishment shall be the cancellation of the examination of that particular course and the student shall be awarded grade F in that course. However, if the material found in possession of the student is of insignificant, the nature the punishment may be relaxed to the extent that the student shall be given a chance to continue the examination.
II.	If a student is found during examination / evaluation to have copied from or used the material caught, the punishment shall be the cancellation of the examination of that particular course and grade F shall be awarded.

III.	If the behaviour of a student on being caught is unsatisfactory / non-cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination.
IV.	If a student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator, the punishment shall be the discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents.
V.	If a student is found reading or possessing some incriminating material relevant to the syllabus of the course in verandah, urinal, etc., during Exam duration, the punishment shall be the cancellation of the examination of that particular course and grade F shall be awarded in that course.
VI.	If a student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours, the punishment shall be the cancellation of the examination of that particular course and grade F shall be awarded in that course.
VII.	If a student is found in damaging / tampering / scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation, the punishment shall be the cancellation of the examination of that particular course and he / she shall be awarded Grade F in that course with all the consequences to follow.
VIII.	If a student impersonates any other student in connection with the examination or during examination, the punishment shall be the cancellation of the examination of both the students of the present semester and both shall be awarded grade F in all the courses of that semester and a year down of both the students.
IX.	If a student takes allotted or additional answer script outside the examination hall / replace the allotted answer script with another answer script during examination / replace the evaluated answer script with another answer script while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded

	Grade F in all the courses of that semester.
X.	If a student changes contents of the evaluated answer scripts / adds contents in evaluated answer script / changes marks assessment inside and or outside of answer script / forges signature of Course Instructor / Invigilator, while showing answer script to the student after evaluation, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade F in all the courses of that semester.
XI.	For combination/s of unfair means / malpractices from serial No. I to VII or repetition of any unfair means / malpractices from serial No. I to VII by a student more than once, the punishment shall be the cancellation of the present semester examination and the student shall be awarded Grade F in all the courses of that semester and a year down of the student.
XII.	For combination/s of unfair means / malpractices from serial No. VIII to X or repetition of any unfair means / malpractices from serial No. VIII to X by a student more than once, the punishment shall be the cancellation of the admission of the student from the said programme.
XIII.	If a student is found active / inactive part of any social media means used for unfair means / malpractices in examination, the punishment shall be fine of Rs. 5,000/- for inactive students and for active student, one step shall be downgraded in terms of grade earned to a minimum of E grade for maximum three high scoring courses.
XIV.	If mobile phone / programmable calculator / any other electronic gadgets of a student is confiscated during examination, the punishment shall be fine of Rs. 3,000/- and the confiscated item shall be returned only after the last day of scheduled semester examination.