



# **MANAKULA VINAYAGAR**

## **INSTITUTE OF TECHNOLOGY**

**An Autonomous Institution**

Affiliated to Pondicherry University, Approved by AICTE, New Delhi,

Accredited by NAAC with 'A' Grade

Kalitheerthalkuppam, Puducherry- 605 107.



## **EXAMINATION MANUAL**

**AUGUST 2025**



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<b>Content</b>	<b>Table of Contents</b>	<b>Page no.</b>
<b>Chapter 1</b>	<b>Glossary, Roles and Responsibilities of Statutory Bodies – Related to Examination</b>	<b>01-05</b>
	1.1 Glossary of Terms	01
	1.2 Powers of The Governing Body	04
	1.3 Powers of The Academic Council	05
	1.4 Functions of The Board Of Studies	05
	1.5 Powers of The Head of The Institution Related to Examination	05
<b>Chapter 2</b>	<b>Exam Cell, COE – Office and Responsibilities, Various Boards and Committees</b>	<b>06-16</b>
	2.1 Examination Cell	06
	2.2 Responsibilities of Controller of Examinations	06
	2.3 Roles and Responsibilities of COE Office	07
	2.4 Roles and Responsibilities of the Deputy Controller of Examinations (DCOE)	08
	2.5 Roles and Responsibilities of the Assistant Controller of Examinations (ACOE)	09
	2.6 The Roles and Responsibilities of COE office Assistants	09
	2.7 Board of Examinations (BOE)	10
	2.8. Complaint Redressal Committee for Examination	11
	2.8.1 Complaints regarding misconduct by teachers or students during exam periods	11
	2.8.2 Instances of Plagiarism	12
	2.9 Academic Appeal Board	12
	2.10 Credit Equivalence Committee (CEC)	13
	2.11 Question Paper Scrutiny Board	13
	2.11.1 Functions of the Question Paper Scrutiny Board	13
	2.12 Valuation Board	13
	2.13 Procedure for Valuation Board	14
	2.14 Pre Examination Board	15
	2.14.1 Purpose and Function	15
	2.15 Result Passing Board (RPB)	15
	2.15.1 Result Passing Board Meeting (RPBM)	16
<b>Chapter 3</b>	<b>Examination System</b>	<b>17-58</b>
	3.1 Undergraduate Programme	17
	3.1.1 B.Tech Degree Program	17
	3.1.2 BBA Degree Program	25

	3.1.3 BCA Degree Program 3.2 Post Graduate Programme 3.2.1 M.Tech Program 3.2.2 MBA Programme 3.2.3 MCA Programme 3.2.4 Scribe for End Semester Examination 3.3 Modes of Examination 3.3.1 Regular 3.3.2 Arrear 3.3.3 Supplementary 3.3.4 Mitigation	31 37 37 44 51 57 57 57 57 57 58
<b>Chapter 4</b>	<b>Pre Examination Process - Question Paper Setting</b>	<b>59-64</b>
	4.1. Medium of Instruction 4.2 Question Paper Setting 4.3 Appointment of Paper Setters, Examiners and Evaluators 4.4 Instruction To The Question Paper Setters 4.5 Question Paper Pattern for End Semester Exam 4.6 Standard Of Questions 4.7 Answer Key - for Valuation 4.8 Remuneration to the External Examiners Engaged in Examination Related Works/Activities	59 59 59 61 62 62 63 64
<b>Chapter 5</b>	<b>Conduct of Examination</b>	<b>65-73</b>
	5.1 Methods of Examination 5.2 Schedule of Examination 5.3 Registration for Examination 5.4 Preparation of Nominal Roll 5.5 Preparation of Hall Tickets 5.6 Preparation of Answer Books 5.7 Question Paper Bundles 5.8 Cancellation of Hall Tickets 5.9 Appointment of Chief Superintendent, Additional Chief Superintendent Etc. 5.10 Instructions to Chief Superintendent at the Examination Venue 5.11 Bundling of Written Answer Books 5.12 Instructions to the Invigilators 5.13 Instructions to Candidates	65 65 65 65 66 66 66 67 67 67 69 69 71

	5.14 Exclusion of Candidates on Account of Disease 5.15 Exclusion of Candidates for Misbehavior 5.16 Debarring Candidates and Quashing Results 5.17 Punishment For Malpractice 5.18 Computation of Attendance	72 72 73 73 73
<b>Chapter 6</b>	<b>Evaluation, Publication of Results and Issuing of Grade Sheet</b>	<b>75-76</b>
	6.1 Evaluation 6.2. Tabulation Register 6.3 Result Passing Pass Board Meeting 6.4 Publication Of Results 6.5 Issuing of Grade Sheet	75 75 75 76 76
<b>Chapter 7</b>	<b>Regulation for Examinations and Course Completion</b>	<b>77-91</b>
	7.1 Requirement For Passing the Examination 7.1.1 Award of Class And Rank in B.Tech. Degree 7.2 Award of Class And Rank in B.B.A. Degree 7.3 Award Of Class And Rank In B.C.A. Degree 7.4 Letter Grades And Calculation of GPA And CGPA 7.5 Consolidation of Mark And Passing Requirement for PG Program (M.Tech) 7.5.1 Eligibility for the Award of M.Tech Degree 7.6 Requirement for Passing the MBA Examination 7.6.1 Eligibility for the Award of MBA Degree 7.7 Requirement for Passing the MCA Examination 7.7.1 Eligibility for the Award Of MBA Degree 7.7.2 Letter Grades and Calculation of GPA And CGPA for PG Programme	77 77 81 82 84 86 86 88 88 90 90 91
<b>Chapter 8</b>	<b>Retotalling, Revaluation, Transparency and Grievance Redressal</b>	<b>95-98</b>
	8.1 Retotalling 8.2. Revaluation 8.2.1 Challenge Valuation 8.3 Display of Internal Assessment (IA) Marks 8.4 Internal Marks System 8.5 Grievances and Redressal Regarding IA Marks 8.6 Transparency 8.6.1 Scribe for End Semester Examination 8.7 Semester Grade Sheet	95 95 95 96 96 96 96 97 97

	8.8 Appeals and Review	98
<b>Chapter 9</b>	<b>Miscellaneous</b>	<b>99-103</b>
	9.1 Academic Transcripts to Students	99
	9.2 Genuineness of Certificate Verification	99
	9.3 Issuing of a Duplicate Certificate	99
	9.4 Retention Period of the Answer Scripts	99
	9.5 Implementation of E-Governance in the Examination Section	99
	9.6 Inspection of Examination Hall	100
	9.7 Re-Examination / Quashing / Revision of Results	100
	9.8 Award of Degrees, Diplomas, Certificates and Other Academic Distinctions	101
	9.9 Withholding of Conferment of Any Degree/Diploma or Award of Any Certificate	101
	9.10 Withdrawal of Degrees and Other Academic Distinctions	101
	9.11 External Audit	102
	9.12 Important Registers to be Maintained in the COE's Office	102
	9.13 Certificates	102
	9.14 Details of Candidates	103
<b>Annexure 1</b>	<b>Student code of conduct: Academic Misconduct and Rules for Fair Examination</b>	<b>104-108</b>

## 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.
- **Arrear Examination:** Examination for the candidates who failed in the various subject(s).
- **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, activities 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.
- **COE Office Staff:** They shall be under the supervisory control of the Controller of Examinations (COE) and perform duties as directed by him.
- **Data Entry Operator:** DEOs are the staff used for entering marks after valuation of the answer books.
- **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 .
- **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.
- **Grade Point** - Numeric weightage allotted to each letter grade on a 10 point scale upto TWO decimal point.
- **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."

- **Integrated Course** - An integrated course is one in which theory and practical components are combined and offered as a single course. It is designed to reinforce conceptual understanding through immediate hands-on application.
- **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.
- **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.
- **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.
- **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.
- **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.)
- **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.
- **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.

- **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.
- **Result 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. i.e less than 60%.
- **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

## 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 related to examination 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, i.e. 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. 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.

#### **2.2. 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. Organize the conduct of examinations, evaluation, and declaration of results.
7. Arrange result passing board meetings.

8. Submit reports to the university to obtain provisional certificates and degree certificates for all students, and distribute these certificates after verification.
9. Issue Grade Sheets to candidates of different examinations.
10. Enforce disciplinary action against candidates who violate examination rules in consultation with the Principal.
11. Address matters related to examination reforms.
12. Handle matters concerning the recognition of degrees and examinations from other universities, institutions, or boards.
13. Make decisions on all examination-related matters in consultation with the Principal.
14. Ensure the safe custody of files, documents, certificates, etc., related to the conduct of examinations.
15. Maintain secrecy and confidentiality in all examination-related matters.
16. Pay remuneration and traveling allowances to question paper setters and examiners,
17. Make quick decisions as circumstances warrant, with or without advice from subordinate officers, and promptly inform the Principal of such decisions.
18. Exercise control over the examination hall space, including centralized valuation areas, and ensure the proper maintenance of the COE office and stores.
19. Perform other duties as assigned by the Principal, Board of Management from time to time.

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

### **2.3 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 End Semester Examinations (ESE).
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.

## **2.4 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.

## **2.5 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.

## **2.6 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, retotalling, 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.

## **2.7 BOARD 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.

## **2.8 COMPLAINT REDRESSAL COMMITTEE FOR EXAMINATION**

Complaint Redressal Committee is a Fact-Finding Committee for Examinations. The meeting will be convened, with members as per guidelines, whenever necessary to investigate matters or resolve issues related to examinations.

### **2.8.1. Complaints regarding misconduct by teachers or students during exam periods**

If any student caught red-handed due to malpractices in examinations, then he/she shall be punished as per the recommendations of the Complaint Redressal Committee (CRC). The CRC shall inquire and decide the punishment for the unfair means as specified in the Examination manual.

Student(s) involved in any act of indiscipline in examination shall be issued notice to him/her, asked to be present before the Complaint Redressal Committee (CRC) on the day at specified time and venue with his/her parents/guardian. He/She shall give written reply/oral explanation to the charges levied against him/her for consideration. If the implicated student(s) fails to appear before the committee, then decision shall be taken as absent, on the basis of available evidence/documents which shall be binding on the concerned student.

- Individual notifications will be sent to committee members to convene and examine the case.
- The committee will submit its investigation report to the Chairperson.
- The Chairperson will make the final decision and, if necessary, impose penalties.
- Final decisions and penalties will be reviewed and approved at the subsequent Academic Council Meeting.

#### **2.8.2. Instances of Plagiarism**

- During the submission of Project Report, the plagiarism report attested by the supervisor and HOD shall be attached with the project report. If the percentage of errors exceeds 20%, the thesis shall be summarily rejected.

### **2.9 ACADEMIC APPEAL BOARD**

The Academic Appeal Board is constituted with Dean Academics as convener and two senior level professors as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievances/complaints in writing from the aggrieved student regarding anomaly in award of marks within two working days of the course teacher's / department's announcement of marks / results for the subject(s), with a decision made within the next two working days. Next-level of complaints must be filed within five working days of the announcement of results, with a decision made within the next five working days. The board will examine the complaints and recommend appropriate measures to the Head of the Institution, for necessary action.

Grievances regarding the end-of-semester examination (ESE) must be lodged with the HoD within two working days of the results being published. The HoDs will review the grievances and report them to the Principal along with their recommendations. The AAB's report or observations must be submitted to the Principal within five working days, and the student in question must be notified of the decision.

The entire process of Continuous Assessment / End semester shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the Academic Appeal Board for review of marks awarded. Before appealing for such review, a student

shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options and in situations where satisfactory actions / remedial measures have not been taken, the student may appeal to the Academic Appeal Board.

## **2.10 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.

## **2.11 QUESTION PAPER SCRUTINY BOARD**

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

- Principal - Chairperson
- One expert in the discipline/ specialization shall be an external member
- Controller of Examinations-Member Secretary

### **2.11.1 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

## **2.12 VALUATION BOARD**

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

Head of the Department / senior faculty in cadre of professor - Chairperson

Senior most faculty next to HoD - Chief Examiner

(Appointed if the total number of answer scripts exceed 1000)

Examiners ^

External/Internal

## 2.13 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.

## 2.14 PRE VALUATION BOARD

Pre-Valuation Board meeting is convened by concerned Board Chairman before the main evaluation of examination answer scripts to ensure consistency and fairness in the marking process. HODs and senior faculty of concerned department, along with external examiners, if available, will discuss about the complaints /grievances 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

### 2.14.1 Purpose and Function

The primary functions of a pre-valuation board meeting include:

- Discussing the Answer Key: The question paper setter(s) and panel members meet to discuss and finalize the detailed scheme and solution key for the valuation.
- Clarifying Instructions: Examiners are briefed on the specific guidelines, instructions, and mark allocation for different types of questions (e.g., definitions, diagrams, procedures).
- Addressing Errors: Potential errors or ambiguities in the question paper are identified and resolved, with decisions made on how to award marks in such cases.
- Ensuring Uniformity: The meeting ensures that all examiners follow the same standards and criteria, leading to uniform and fair evaluation across all answer scripts.
- Briefing Examiners: It is often mandatory for all examiners and group chairmen to attend this briefing session.

## 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 from other reputed institution
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.

### **2.15.1 RESULT PASSING BOARD MEETING (RPBM)**

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.

## 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 2025

#### 3.1. UNDERGRADUATE PROGRAMME

##### ASSESSMENT PROCEDURES FOR AWARDING MARKS

- i) Performance in each course of study shall be evaluated based on (i) Continuous Assessment Tests during the semester **of one and a half hours duration** and (ii) End Semester Examination at the end of every semester of 3 hours duration. All Credit courses are evaluated for 100 marks comprising of Continuous assessment and End Semester exam.
- ii) Each course (Theory, Integrated and Practical courses including project work & viva voce examinations) shall be evaluated for a maximum of 100 marks. For Theory course, the weightage of continuous assessment is 40% and end semester examination is 60%. For Practical course, the weightage of continuous assessment is 60% and end semester examination is 40%. For Integrated course, the weightage of Theory and Practical Part vary according to its type and evaluation system to be followed as such for theory/Practical courses as mentioned above.
- iii) The End Semester Examination for project/ mini project shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 3 students) by an external examiner and an internal examiner, followed by a viva-voce examination for Project Phase I and II/ Mini Project, the weightage of continuous assessment is 60% and end semester examination is 40%
- iv) Industrial training /Intern shall carry 100 marks and shall be evaluated through viva-voce examinations only.
- v) Certification / Mandatory course shall carry 100 marks and shall be evaluated through continuous assessment test.

##### 3.1.1 B.TECH DEGREE PROGRAM

###### A) Theory Courses

All theory courses shall be assessed as follows:

**Table 3.1.1 Assessment method for Theory courses**

Assessment	Continuous Assessment marks (CAM)- 40						End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Attendance	Assignment*	Activity #		
Marks	7.5	7.5	10	5	5	5	60	100

**a) Attendance:**

Attendance carries 5 marks and the distribution of marks 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%

**b) Continuous Assessment Tests:**

Continuous Assessment mark for all theory course is 25. Performance in all the tests will be taken for assessment as follows:

**Table 3.1.2 Weightage of assessment for theory courses**

Sl. No	Test	Test Mark	Weightage for Internal Marks	Duration of the test (Hours)
1.	CAT 1	50	7.5	1.5
2.	CAT 2	50	7.5	1.5
3.	Model Exam	100	10	3
Continuous Assessment Test Marks for Theory Courses		25		

**Table 3.1.3 Question Paper pattern for CAT 1 and 2**

2 Mark Questions	13 Mark Questions	14 Mark Question	Total Marks
5	2 (either or)	1(Compulsory)	
10	26	14	50

**Table 3.1.4 Model and End semester Examination Question Paper pattern**

2 Mark Questions	13 Mark Questions	15 Mark Questions	Total Marks
10 (two questions from each unit)	5(either or)	1(Compulsory)	
20	65	15	100

**B) Practical Courses**

Faculty in-charge of Practical courses shall evaluate the practical course for 60 marks. All practical courses shall be assessed as follows:

**Table 3.1.5 Assessment Method for practical courses**

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination Marks	Total Marks		
	Performance in Practical Classes			Model Practical Examination	Attendance				
	Conduction of practical	Record work	Viva						
Marks	20	10	5	15	10	40	100		

**i) End Semester Examination:**

The End Semester Examination of the practical courses will be evaluated for 100 marks by a panel of examiners comprising of an internal examiner and an external examiner. The Break-up of marks is as follows:

Objective:	10 marks
Procedure / Algorithm:	30 marks
Experiment / Program Execution:	30 marks
Result / Output:	20 marks
Viva-Voce:	10 marks

**C) Integrated Course**

Total Continuous Assessment mark for a theory course is 50. The breakup is as follows:

**Table 3.1.6 Assessment method for integrated courses**

Assessment	Continuous Assessment marks (CAM)							End Semester Examination (ESE) Marks	Total Marks		
	Continuous Assessment (Theory) (25)					Continuous Assessment (Practical) (25)					
	CAT 1	CAT 2	Model Exam	Attendance	Assignment	Conduction of Practical	Model Practical				
Marks	5	5	5	5	5	10	15	50	100		

\*Based on the weightage of Theory and practical components as distributed in Table 3.1.7

Weightage of internal assessment and End Semester Examination marks will be 50% each. The distribution of the marks for the theory and laboratory components in the Continuous assessments and End Semester Examination for the courses with different credit distributions are given below.

**Table 3.1.7 Distribution of the marks for the Integrated course components**

Type	L	T	P	C	Continuous Assessment Marks		End semester Examination
					Theory	Practical	
I	1	0	6	4	25%	25%	Practical only (50%)
II	1	0	4	3	25%	25%	Practical only (50%)
III	1	0	2	2	25%	25%	Practical only (50%)
IV	2	0	2	3	25%	25%	Theory (25%), Practical (25%)
V	2	0	4	4	25%	25%	Theory (15%), Practical (35%)
VI	3	0	2	4	25%	25%	Theory (35%), Practical (15%)

**i) Continuous Assessment (Theory part):**

Continuous Assessment Marks for theory part (25 marks) shall be based on attendance (5 marks), assignment (5 Marks) and Continuous Assessment tests (15 marks).

**a)** For Continuous assessment, for theory plus laboratory courses, the weighted average shall be converted into 50 marks.

The procedure for the conduct of Continuous assessments for theory which will be converted into 25% as internal marks

- i. For 1 credit: one written test (75%) and one assignment (25%) covering all the theory topics
- ii. For 2 credits: Two written tests (75%) and two assignments (25%)
- iii. For 3 credits: Three written tests (75%) and three assignments (25%) and for laboratory components as per the Clause 3.1.1.b.
- iv. For 4 credits: Three written tests (75%) and three assignments (25%) and for laboratory components as per the Clause 3.1.1.b.

**ii) Continuous Assessment (Practical part):**

The Evaluation for practical part is only through continuous assessment (25 marks) and End semester practical internal evaluation (100 marks). The Break-up of marks for End semester practical internal evaluation is as follows:

Objective:	10 marks
Procedure / Algorithms:	25 marks
Experiment / Program Execution:	40 marks
Result / Output:	20 marks
Viva-Voce:	5 marks

**iii) End Semester Examination:**

The duration of examination shall be 3 hours with a maximum of 100 marks.

**iv) Question Paper Pattern for Integrated courses**

The question paper pattern of CAT, Model and End Semester Examination for Theory courses as per the Table 3.1.8 and 3.1.9 shall be followed.

**Table 3.1.8 Question Paper pattern for CAT 1 and 2**

2 Mark Questions	13 Mark Questions	14 Mark Question	Total Marks
5	2 (either or)	1(Compulsory)	
10	26	14	50

**Table 3.1.9 Model and End semester Examination Question Paper pattern**

2 Mark Questions	13 Mark Questions	15 Mark Questions	Total Marks
10 (two questions from each unit)	5 (either or)	1 (Compulsory)	
20	65	15	100

**D) Project Work****i) Mini Project****Table 3.1.10 Continuous Assessment Method for Mini Project**

Assessment	Review 1			Review 2		
	Novelty	Presentation	Q & A	Presentation	Demonstration	Viva
Marks	40	40	20	30	40	30
Total Marks	100			100		

**End Semester Examination**

The End Semester Examination of the Mini Project will be evaluated for 100 marks by a panel of examiners comprising of an internal examiner and an external examiner. This will be assessed as follows:

**Table 3.1.11 End Semester Assessment Method for Mini Project**

End Semester Marks (Final Review)		
Evaluation of Mini Project report and Viva-voce	Report	30
	Viva	30
	Demonstration	40
Total ESM		100

**ii) Final year Project (Phase I and II)**

The Project work carried out in the seventh and eighth semesters shall be assessed as follows:

**Table 3.1.12 Assessment method for Project work**

Assessment Method	Marks	
	Phase I	Phase II
Continuous Assessment (Internal Evaluation)	50	50
End Semester Examination (External Evaluation)	50	50
<b>Total</b>	<b>100</b>	<b>100</b>

**Table 3.1.13 (a) CAM and ESM break-up for Project Phase I**

Sl. No	Description		Total	Weightage
<b>1</b>	<b>Continuous Assessment Marks</b>			
a	Review1	Review Committee#	50	20
		Supervisor	50	
b	Review2	Review Committee#	50	20
		Supervisor	50	
c	Review3	Review Committee#	50	20
		Supervisor	50	
	<b>Total CAM</b>			60
<b>2</b>	<b>End Semester Marks</b>			

a	Evaluation of Phase I Report and Viva-voce	Review	30	100	40	
		Presentation and Viva	40			
		Demonstration	30			
	<b>Total ESM</b>				<b>40</b>	

**Table 3.1.13 (b) CAM and ESM break-up for Project Phase-II**

Sl.	Description			Total	Weightage	
<b>1</b>	<b>Continuous Assessment Marks</b>					
A	Review1	Review Committee#	50	100	20	
		Supervisor	50			
B	Review2	Review Committee#	50	100	20	
		Supervisor	50			
C	Review3	Review Committee#	50	100	20	
		Supervisor	50			
	<b>Total CAM</b>				<b>60</b>	
<b>2</b>	<b>End Semester Marks</b>					
A	Evaluation of final report and Viva-voce	Report	20	100	40	
		Presentation and Viva	40			
		Demonstration	20			
B	Expected Outcome from The project##	Publication/ communication of papers /prototypes /patents etc	20			
	<b>Total Marks</b>				<b>100</b>	

**iii) Industrial Training/Internship**

- The evaluation of ‘Internship’ is through internal assessment only (continuous assessment) as per Table 3.1.14
- A committee comprising of two faculty members appointed by Head of the Department will assess the internship for 100 marks.

**Table 3.1.14 Assessment method for Industrial Training / Internship**

	Continuous Assessment Marks (CAM)		<b>Total Marks</b>
	<b>Report</b>	<b>Presentation</b>	
<b>Marks</b>	50	50	100

**E) Employability Enhancement Courses**

- (i) The evaluation of ‘Employability Enhancement Courses’ is through internal assessment only (continuous assessment) as per Table 3.1.15.
- (ii) The faculty In-charge will conduct the assessment for 100 marks, by evaluating the report and adopting any one of the methods like Project Demonstration/ presentation/ any evaluation method which assesses student’s specific skill set as relevant to the course.
- (iii) The marks scored in these courses will not be taken into consideration for the SGPA/ CGPA calculations in the grade sheet.

**Table 3.1.15 Assessment method for Employability Enhancement courses**

<b>Assessment</b>	Continuous Assessment Marks (CAM)			<b>Total Marks</b>
	<b>Attendance</b>	<b>Report</b>	<b>Presentation/ Demo/ Skill Test</b>	
<b>Marks</b>	10	40	50	100

**F) Certification Courses**

Certification Courses are required to be completed to fulfill the degree requirements. All **Certification** courses are assessed internally for 100 marks as per Table 3.1.16.

- i) The Course coordinator handling the course will assess the student through attendance and MCQ test, and declare the student as “pass” on satisfactory completion. A letter grade “P” is awarded to declare pass.
- ii) The marks scored in these courses will not be taken into consideration for the SGPA/CGPA calculations in the grade sheet.

**Table 3.1.16 Assessment method for Certification courses**

<b>Assessment</b>	Continuous Assessment Marks (CAM)		<b>Total Marks</b>
	<b>Attendance</b>	<b>MCQ Test</b>	
<b>Marks</b>	10	90	100

**G) Mandatory Courses**

- **Mandatory Courses** are required to be completed to fulfill the degree requirements. All Mandatory Courses are assessed internally for 100 marks as per Table 31.17.
- The **Faculty In-charge** handling the course will assess the student through activities,

quizzes, and debates, and declare the student as “**Pass**” on satisfactory completion. A letter grade “**P**” is awarded to declare pass.

- The marks scored in these courses will **not** be taken into consideration for the **SGPA/CGPA calculations** in the grade sheet.
- Mandatory courses will be included in the Grade Sheet.

**Table 3.1.17Assessment method for Mandatory courses**

Assessment	Continuous Assessment Marks (CAM)			Total Marks
	Attendance	MCQ Test	Presentation /Activity/ Assignment	
Marks	10	30	60	100

## H) Provision for Exit in B.Tech Course

(For courses where AICTE specifies multiple exits in the model curriculum) The curriculum and the syllabus for all B.Tech programmes have been planned in compliance with the NEP guidelines proposed by AICTE. Accordingly, students joining B.Tech programmes shall have all benefits NEP offers in terms of exercising exit options at different stages during the course of study. Every B.Tech programme governed under this school board shall adopt the NEP guidelines, as and when proposed/amended by AICTE, and the following scheme will be applied for all such B.Tech programmes. NEP 2020 suggests that a student can exercise exits at multiple stages of the course of study. As per AICTE norms, a student can have two possible exits before the completion of the Full Engineering degree and may get a UG Diploma or B.Sc. degree in the relevant discipline if he/she fulfills the following conditions:

### UG Diploma/Certificate in the relevant branch of study

A student should be able to get a UG Diploma if he/she completes:

- a. 50% of the credits for B.Tech. (80-85 credits)
- b. 50% of the program core courses
- c. Students exiting the program after earning 50% credit requirements will be awarded a UG Diploma provided they secure an additional 6 credits through summer internships/apprenticeship of 2 months duration.
- d. Students admitted through lateral entry cannot exercise the exit option as he will not be able to meet out the 50% Credits for B.Tech degree.

### B.Sc. in the relevant branch of study

A student should be able to get a B.Sc. degree if he/she completes:

- a. 75% of the credits for B.Tech (120 -122 credits) and at least 3 years in the program
- b. 100% of the core program courses
- c. Students exiting the program after earning 75% credit requirements will be awarded a B.Sc. provided they secure an additional 6 credits through 2 summer internships/apprenticeship for 2 months each. awarded a B.Sc. provided they secure an additional 6 credits through 2 summer internships/apprenticeship for 2 months each.

d. With B.Sc. degree, the student is eligible for entry into programs which take B.Sc. degree as eligibility criteria.

### 3.1.2. BBA DEGREE PROGRAM

#### A) Assessment Procedure for Theory Courses

**Table 3.1.18 Assessment method for Theory courses**

Assessment	Continuous Assessment marks (CAM)- 40						End Semester Examination (ESE) Marks	Total Marks
	CA T 1	CA T 2	Mode 1 Exam	Attendance	Assignment *	Activity #		
Marks	7.5	7.5	10	5	5	5	60	100

**Table 3.1.19 Weightage of assessment for theory courses**

Sl. No	Test	Test Mark	Weightage for Internal Marks	Duration of the test (Hours)
1.	CAT 10	50	7.5	1.5
2.	CAT 2	50	7.5	1.5
3.	Model Exam	100	10	3
Continuous Assessment Test Marks for Theory Courses		25		

#### i) End Semester Examination:

The duration of examination shall be 3 hours with a maximum of **100**marks.

#### ii) Question Paper Pattern for Theory courses

The question paper pattern of CAT, Model and End Semester Examination for Theory courses as per the Table 3.1.20 and 3.1.21 shall be followed.

**Table 3.1.20 Question Paper pattern for CAT 1 and 2**

2 Mark Questions	12 Mark Questions	16 Mark Question	Total Marks
5	2 (either or)	1(Compulsory)	
10	24	16	50

**Table 3.1.21 Model and End semester Examination Question Paper pattern**

2 Mark Questions	12 Mark Questions	20 Mark Questions	Total Marks
10 ( Two questions from each unit )	5(either or)	1(Compulsory)	
20	60	20	100

**B) Practical Courses**

Faculty in-charge of Practical courses shall evaluate the practical course for 60 marks. All practical courses shall be assessed as follows:

**Table 3.1.22 Assessment Method for practical courses**

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination Marks	Total Marks		
	Performance in practical classes			Model Practical Examination	Attendance				
	Conduction of practical	Record work	Viva						
Marks	20	10	5	15	10	40	100		

**C) Integrated course**

Total Continuous Assessment mark for a theory course is 50. The breakup is as follows

**Table 3.1.23 Assessment method for Integrated courses**

Assessment	Continuous Assessment marks (CAM)							End Semester Examination (ESE) Marks (50)	Total Marks		
	Continuous Assessment (Theory) (25)					Continuous Assessment (Practical) (25)					
	CA T 1	CA T 2	Model Exam	Attendance	Assignment	Conducti on of Practical	Model Practi cal				
Marks	5	5	5	5	5	10	15	50	100		

\*Based on the weightage of Theory and practical components as distributed in Table 9.7

Weightage of internal assessment and End Semester Examination marks will be 50% each. The distribution of the marks for the theory and laboratory components in the Continuous assessments and End Semester Examination for the courses with different credit distributions are given below.

**Table 3.1.24 Distribution of the marks for Integrated course components (If Included)**

Type	L	T	P	C	Continuous Assessment Marks		End semester Examination
					Theory	Practical	
I	1	0	6	4	25%	25%	Practical only (50%)
II	1	0	4	3	25%	25%	Practical only (50%)
III	1	0	2	2	25%	25%	Practical only (50%)
IV	2	0	2	3	25%	25%	Theory (25%) Practical (25%)
V	2	0	4	4	25%	25%	Theory (15%) Practical (35%)
VI	3	0	2	4	25%	25%	Theory (35%) Practical (15%)

**a) Continuous Assessment (Theory part):**

Continuous Assessment Marks for theory part (25 marks) shall be based on attendance (5 marks), assignment (5 Marks) and Continuous Assessment tests (15 marks).

- For Continuous assessment, for theory plus laboratory courses, the weighted average shall be converted into 50 marks.
- The procedure for the conduct of Continuous assessments for theory which will be converted into 25% as internal marks
  - For 1 credit: one written test (75%) and one assignment (25%) covering all the theory topics
  - For 2 credits: Two written tests (75%) and two assignments (25%)
  - For 3 credits: Three written tests (75%) and three assignments (25%) and for laboratory components as per the Clause 9.2
  - For 4 credits: Three written tests (75%) and three assignments (25%) and for laboratory components as per the Clause 9.2.

**ii) Continuous Assessment (Practical part):**

The Evaluation for practical part is only through continuous assessment (25 marks) and End semester practical internal evaluation (100 marks). The Break-up of marks for End semester practical internal evaluation is as follows:

Objective:	10 marks
Procedure / Algorithms:	25 marks
Experiment / Program Execution:	40 marks
Result / Output:	20 marks
Viva-Voce:	5 marks

**i) End Semester Examination:**

The duration of examination shall be 3 hours with a maximum of 100 marks.

**ii) Question Paper Pattern for Integrated courses**

The question paper pattern of CAT, Model and End Semester Examination for Theory courses as per the Table 3.1.25 and 3.1.26 shall be followed

**Table 3.1.25 Question Paper pattern for CAT 1 and 2**

2 Mark Questions	13 Mark Questions	14 Mark Question	Total Marks
5	2 (either or)	1(Compulsory)	
10	26	14	50

**Table 3.1.26 Model and End semester Examination Question Paper pattern**

2 Mark Questions	13 Mark Questions	15 Mark Questions	Total Marks
10 (two questions from each unit)	5 (either or)	1 (Compulsory)	
20	65	15	100

**D) Project work**

**(i) Capstone Project**

The evaluation of the Capstone Project is designed to holistically assess a student's ability to integrate academic learning with real-world application. The evaluation is conducted in two stages: **continuous internal assessment** and **a final end semester examination**. Internal assessment is carried out through two review sessions focusing on research preparation, company understanding, and clarity of objectives, while the end semester evaluation assesses the student's final report, presentation, and viva-voce performance. The continuous assessment is scaled to **60 marks**, and the end semester assessment contributes **40 marks**, making a total of **100 marks**. The continuous assessment marks for Capstone Project with weightage as indicated in Table 3.1.27

**Table 3.1.27 Continuous Assessment Method for Capstone Project**

Assessment	Review 1			Review 2		
	Research Proposal	Research Objective and Methodology	Q & A	Observational Study (Company Profile)	Organizational Study	Q & A
Marks	20	20	10	20	20	10
Total Marks	50			50		

**The total marks obtained from both the reviews will be scaled to 60 marks out of 100 marks**

**End Semester Examination**

The End Semester Examination of the Capstone Project will be evaluated for 100 marks by a panel of examiners comprising of an internal examiner. This will be assessed as follows:

**Table 3.1.28 End Semester Assessment Method for Capstone Project**

<b>End Semester Marks (Final Review)</b>		
Evaluation of Mini Project report and Viva-voce	<b>Report</b>	40
	<b>Presentation</b>	30
	<b>Viva</b>	30
<b>Total ESM</b>		100

**The Marks secured for End Semester Examination will be scaled to 40 marks out of 100 marks.**

**(ii) Final year Project (Phase I and II)**

The Project work carried out in the Fifth and Sixth semesters shall be assessed as follows:

**Table 3.1.29 Assessment method for Project work**

<b>Assessment Method</b>	<b>Marks</b>	
	<b>Phase I</b>	<b>Phase II</b>
<b>Continuous Assessment (Internal Evaluation)</b>	60	60
<b>End Semester Examination (External Evaluation)</b>	40	40
<b>Total</b>	100	100

**Table 3.1.30 (i) CAM and ESM break-up for Project Phase I**

<b>Sl.</b>	<b>Description</b>		<b>Total</b>	<b>Weightage</b>	
<b>1</b>	<b>Continuous Assessment Marks</b>				
A	Review1	Review Committee#	50	100	
		Supervisor	50		
B	Review2	Review Committee#	50	100	
		Supervisor	50		
C	Review3	Review Committee#	50	20	
		Supervisor	50		
	<b>Total CAM</b>				
<b>2</b>	<b>End Semester Marks</b>				
A	Evaluation of Phase I Report and Viva-voce	Review	30	40	
		Presentation and	40		
		Demonstration	30		
	<b>Total ESM</b>				

**Table 3.1.30(ii) CAM and ESM break-up for Project Phase –II**

<b>Sl. No</b>	<b>Description</b>			<b>Total Marks</b>	<b>Weightage</b>	
<b>1</b>	<b>Continuous Assessment Marks</b>					
A	Review1	Review Committee#	50	100	20	
		Supervisor	50			
B	Review2	Review Committee#	50	100	20	
		Supervisor	50			
C	Review3	Review Committee#	50	100	20	
		Supervisor	50			
	<b>Total CAM</b>				<b>60</b>	
<b>2</b>	<b>End Semester Marks</b>					
A	Evaluation of final report and Viva-voce	Report	20	100	40	
		Presentation and Viva	40			
		Demonstration	20			
B	Expected Outcome from The project##	Publication/ communication of papers / Copyrights etc.	20			
	<b>Total Marks</b>				<b>100</b>	

**(E) Certification Courses**

Certification Courses are required to be completed to fulfill the degree requirements. All Certification courses are assessed internally for 100 marks as per Table 3.1.31

- (i) The Course coordinator handling the course will assess the student through attendance and MCQ test, and declare the student as “pass” on satisfactory completion. A letter grade “P” is awarded to declare pass.
- (ii) The marks scored in these courses will not be taken into consideration for the SGPA/CGPA calculations in the grade sheet.

**Table 3.1.31 Assessment method for Certification courses**

<b>Assessment</b>	<b>Continuous Assessment Marks (CAM)</b>		<b>Total Marks</b>
	<b>Attendance</b>	<b>MCQ Test</b>	
Marks	10	90	100

### 3.1.3. BCA DEGREE PROGRAM

**A) Theory Courses / Employability Enhancement Courses / Value Added Courses /Skill Enhancement Courses**

All theory courses shall be assessed as follows:

**Table 3.1.32 Assessment method for Theory courses**

Assessment	Continuous Assessment marks (CAM) – 40						End Semester Examination (ESE) Marks	Total Marks
	CA T 1	CA T 2	Model Exam	Attendance	Assignment	Activity		
Marks	7.5	7.5	10	5	5	5	60	100

**Table 3.1.33 Weightage of assessment for theory courses**

Sl. No	Test	Test Mark	Weightage for Internal Marks	Duration of the test (Hours)
1.	CAT 1	50	7.5	1.5
2.	CAT 2	50	7.5	1.5
3.	Model Exam	100	10	3
Continuous Assessment Test Marks for Theory Courses		25		

**i) End Semester Examination:**

The duration of examination shall be 3 hours with a maximum of 100 marks.

**ii) Question Paper Pattern for Theory courses**

The question paper pattern of CAT, Model and End Semester Examination for Theory courses as per the Table 3.1.34 and 3.1.35 shall be followed.

**Table 3.1.34 Question Paper pattern for CAT 1 and 2**

2 Mark Questions	13 Mark Questions	14 Mark Question	Total Marks
5	2 (either or)	1(Compulsory)	
10	26	14	50

**Table 3.1.35 Model and End semester Examination Question Paper pattern**

2 Mark Questions	13 Mark Questions	15 Mark Questions	Total Marks
10 (two questions from each unit)	5(either or)	1(Compulsory)	
20	65	15	100

**B) Practical Courses**

Faculty in-charge of Practical courses shall evaluate the practical course for 60 marks. All practical courses shall be assessed as follows:

**Table 3.1.36 Assessment Method for practical courses**

Assessment	Continuous Assessment Marks (CAM)					Attendance	End Semester Examination Marks	Total Marks			
	Performance in practical classes			Model Practical Examination							
	Conduction of practical	Record work	Viva								
Marks	20	10	5	15	10	40	100				

**C) Integrated course**

Total Continuous Assessment mark for a theory course is 50. The breakup is as follows

**Table 3.1.37 Assessment method for Integrated courses**

Assessment	Continuous Assessment marks (CAM)							End Semester Examination (ESE) Marks	Total Marks		
	Continuous Assessment (Theory)					Continuous Assessment (Practical)					
	CAT 1	CAT 2	Model Exam	Attendance	Assignment	Conducti on of Practical	Model Practi cal				
Mark s	5	5	5	5	5	10	15	50	100		

\*Based on the weightage of Theory and practical components as distributed in Table 3.1.37

Weightage of internal assessment and End Semester Examination marks will be 50% each. The distribution of the marks for the theory and laboratory components in the Continuous assessments and End Semester Examination for the courses with different credit distributions are given below.

**Table 3.1.38 Distribution of the marks for the Integrated course components****(If Included)**

<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>	<b>Continuous Assessment Marks</b>		<b>End semester Examination</b>
				<b>Theory</b>	<b>Practical</b>	
1	0	6	4	25%	25%	Practical only (50%)
1	0	4	3	25%	25%	Practical only (50%)
1	0	2	2	25%	25%	Practical only (50%)
2	0	2	3	25%	25%	Theory (25%) Practical (25%)
2	0	4	4	25%	25%	Theory (15%) Practical (35%)
3	0	2	4	25%	25%	Theory (35%) Practical (15%)

**i) Continuous Assessment (Theory part):**

Continuous Assessment Marks for theory part (25 marks) shall be based on attendance (5 marks), assignment (5 Marks) and Continuous Assessment tests (15 marks).

a) For Continuous assessment, for theory plus laboratory courses, the weighted average shall be converted into 50 marks.

The procedure for the conduct of Continuous assessments for theory which will be converted into 25% as internal marks

- i) For 1 credit: one written test (75%) and one assignment (25%) covering all the theory topics
- ii) For 2 credits: Two written tests (75%) and two assignments (25%)
- iii) For 3 credits: Three written tests (75%) and three assignments (25%) and for laboratory components as per the Clause 9.2
- iv) For 4 credits: Three written tests (75%) and three assignments (25%) and for laboratory components as per the Clause 9.2.

**ii) Continuous Assessment (Practical part):**

The Evaluation for practical part is only through continuous assessment (25 marks) and End semester practical internal evaluation (100 marks). The Break-up of marks for End semester practical internal evaluation is as follows:

Objective:	10 marks
Procedure / Algorithms:	25 marks
Experiment / Program Execution:	40 marks
Result / Output:	20 marks
Viva-Voce:	5 marks

### iii) End Semester Examination:

The duration of examination shall be 3 hours with a maximum of 100 marks.

iv) **Question Paper Pattern for Theory cum Practical courses**

The question paper pattern of CAT, Model and End Semester Examination for Theory courses as per the Table 3.1.39 and 3.1.40 shall be followed.

**Table 3.1.39 Question Paper pattern for CAT 1 and 2**

<b>2 Mark Questions</b>	<b>13 Mark Questions</b>	<b>14 Mark Question</b>	<b>Total Marks</b>
<b>5</b>	<b>2</b> (either or)	<b>1</b> (Compulsory)	
<b>10</b>	<b>26</b>	<b>14</b>	<b>50</b>

**Table 3.1.40 Model and End semester Examination Question Paper pattern**

<b>2 Mark Questions</b>	<b>13 Mark Questions</b>	<b>15 Mark Questions</b>	<b>Total Marks</b>
<b>10</b> (two questions from each unit)	<b>5</b> (either or)	<b>1</b> (Compulsory)	
<b>20</b>	<b>65</b>	<b>15</b>	<b>100</b>

#### **D) Project work**

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

**Table 3.1.41** Assessment method for Project work

Assessment Method	Marks
<b>Continuous Assessment (Internal Evaluation)</b>	<b>60</b>
<b>End Semester Examination (External Evaluation)</b>	<b>40</b>
<b>Total</b>	<b>100</b>

**Table 3.1.42 CAM and ESM break-up for Project**

Sl. No	Description		Total Marks	Weightage
<b>1</b>	<b>Continuous Assessment Marks</b>			
A	Review1	Review Committee#	50	100
		Supervisor	50	
B	Review2	Review Committee#	50	100
		Supervisor	50	
C	Review3	Review Committee#	50	100
		Supervisor	50	
	<b>Total CAM</b>			<b>60</b>

2		End Semester Marks			
A	Evaluation of Report and Viva-voce	Review	20	100	40
		Presentation and Viva	40		
		Demonstration	20		
	Expected Outcome from The project##	Publication/ communication of papers / Copyrights etc	20		
	<b>Total ESM</b>				<b>100</b>

#The review committee consists of internal faculty members nominated by the Head of the Department. The Supervisor of the student being examined shall not be part of the committee.

##Expected outcome from the project, in terms of paper publication, patents, product development, and industry projects, shall be awarded based on the document proof submitted by the student concerned.

## I. Eligibility for Appearing End Semester Examination

### (A) Requirement for appearing in the end semester examination

The students are expected to maintain 100% attendance in all courses because attendance carries weightage in continuous assessment marks. A student will be qualified to appear for end semester examinations in a particular course of a semester only if he/she satisfies the below mentioned requirements.

- a) The student is permitted to appear for End Semester Examinations, only if he/she maintains minimum 75% of attendance. If he/she secured attendance greater than or equal to 60 % and less than 75% in the current semester can be considered if he/she clears **CONDONATION PROCEDURES** in case of the following reasons:
  - i) Medical reasons (hospitalization / accident and / or illness). The medical certificate obtained from a medical officer not below the rank of Assistant Director should be submitted to the CoE through the Head of the Department.
  - ii) Due to participation in sports events or any competitions or NCC and / or NSS activities with prior written permission from the Head of the Institution/Dean Academics through the Head of the Department.
 He/she has to pay the necessary condonation fee prescribed by the college authority with necessary supporting documents for his/her absence.
- b) The student shall be considered for exemption from the prescribed attendance requirement for the reasons stated above. If exempted, the student shall be permitted to appear for the End Semester Examination of that course. In all such cases, the student should have submitted the required documents on joining after the absence, to the CoE through the Head of the Department.
- c) If any student is suspended for any reason during the semester, the days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

**Condonation is permitted only TWICE for the entire programme**

**d). REDO:**

If a candidate fails to maintain minimum 60% in that semester, He / She is not permitted to appear for the ESE & has to REDO the course in the next academic year

**(B) Movement to Next Higher Semesters**

- a) A student can move to the next semester** provided only if he/she fulfil the minimum attendance requirement for appearing in the end semester examination.
- b) The student who has failed to fulfil the above conditions** will not be permitted to move to the higher semester, and shall rejoin the programme in the next academic year in the same semester after fulfilling all the requirements as per the regulations.
- c) A student who rejoins the programme after a temporary break** shall be governed only by the rules, regulations, course of study, and syllabi in force at the time of rejoining the course.

**(C) Provision for Withdrawal from Examination**

**Complete Withdrawal (applicable only for nil arrear students)**

- i. A student, who is eligible to appear for the semester examinations, will be permitted to withdraw from appearing for the entire End Semester Examinations as one unit (Complete Withdrawal) for valid reasons and on the recommendation of the Head of the Department and with the approval of the Dean Academics, CoE and Head of the Institution. Complete Withdrawal application shall be made before the commencement of the first examination pertaining to the semester. Such withdrawal shall be permitted only once during the entire programme.
- ii. A student who has completely withdrawn from appearing for End Semester Examinations in a particular semester should appear for the examinations of all the withdrawn subjects in the next semester itself.
- iii. If all other conditions are satisfactory, the candidate who withdraws is also eligible to be awarded DISTINCTION whereas he/she is not eligible to be awarded a rank.

### 3.2 Post Graduate Programme

#### 3.2.1 M.Tech Program

##### A. Theory Courses

All theory courses shall be assessed as follows:

**Table 3.2.1 Assessment method for Theory courses**

Assessment	Continuous Assessment marks (CAM)						End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Attendance	Assignment*	Activity #		
Marks	7.5	7.5	10	5	5	5	60	100

**Table 3.2.2 Weightage of assessment Tests for theory courses**

Sl. No	Test	Portion for Test	Duration of Test	Test Mark	Weightage for Internal Marks
1.	CAT 1	2 Units	1.30 Hours	50	7.5
2.	CAT 2	2 Units	1.30 Hours	50	7.5
3.	Model Exam	All Units	3 Hours	100	10
Continuous Assessment Test Marks for Theory Courses					25

##### ii) End Semester Examination:

The duration of examination shall be 3 hours with a maximum of 100 marks.

##### iii) Question Paper Pattern for Theory courses

The question paper pattern of CAT, Model and End Semester Examination for Theory courses as per the Table 3.2.3 and 3.2.4 shall be followed.

**Table 3.2.3 Question Paper pattern for CAT 1 and 2**

2 Mark Questions	10 Mark Questions	Total Marks
10	3	50

**Table 3.2.4 Model and End semester Examination Question Paper pattern**

2 Mark Questions	12 Mark Questions	20 Mark Questions	Total Marks
10 (two questions from each unit)	5 (one question from each unit) either or type	1 (out of 1 question from any one unit)	
20	60	20	100

## B. Practical Courses

Faculty in-charge of Practical courses shall evaluate the practical course for 60 marks. All practical courses shall be assessed as follows:

**Table 3.2.5 Assessment Method for practical courses**

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination Marks	Total Marks		
	Performance in practical classes			Model Practical Examination	Attendance				
	Conduction of practical	Record work	Viva						
Marks	20	10	5	15	10	40	100		

- End Semester Examination:**

The End Semester Examination of the practical courses will be evaluated for 100 marks by a panel of examiners comprising of an internal examiner and an external examiner. The Break-up of marks is as follows:

Objective:	10 marks
Procedure / Algorithm:	30 marks
Experiment / Program Execution:	30 marks
Result / Output:	20 marks
Viva-Voce:	10 marks

## C. Integrated Course

Total Continuous Assessment mark for a theory course is 50. The breakup is as follows:

**Table 3.2.6 Assessment method for integrated courses**

Assessment	Continuous Assessment marks (CAM)							End Semester Examination (ESE) Marks	Total Marks		
	Continuous Assessment (Theory)					Continuous Assessment (Practical)					
	CA T 1	CA T 2	Mode 1 Exam	Attendance	Assignment	Conductio n of Practical	Model Practica l				
Marks	5	5	5	5	5	10	15	50	100		

\*Based on the weightage of Theory and practical components as distributed in Table 3.2.6

Weightage of internal assessment and End Semester Examination marks will be 50% each. The distribution of the marks for the theory and laboratory components in the Continuous assessments and End Semester Examination for the courses with different credit distributions are given below.

**Table 3.2.7 Distribution of the marks for the Integrated course components**

L	T	P	C	Continuous Assessment Marks		End semester Examination
				Theory	Practical	
1	0	6	4	25%	25%	Practical only (50%)
1	0	4	3	25%	25%	Practical only (50%)
1	0	2	2	25%	25%	Practical only (50%)
2	0	2	3	25%	25%	Theory (25%), Practical (25%)
2	0	4	4	25%	25%	Theory (15%), Practical (35%)
3	0	2	4	25%	25%	Theory (35%), Practical (15%)

**i) Continuous Assessment (Theory part):**

Continuous Assessment Marks for theory part (25 marks) shall be based on attendance (5 marks), assignment (5 Marks) and Continuous Assessment tests (20 marks).

**a)** For Continuous assessment, for theory plus laboratory courses, the weighted average shall be converted into 50 marks.

The procedure for the conduct of Continuous assessments for theory which will be converted into 25% as internal marks

- (i) For 1 credit: one written test (75%) and one assignment (25%) covering all the theory topics
- (ii) For 2 credits: Two written tests (75%) and two assignments (25%)
- (iii) For 3 credits: Three written tests (75%) and three assignments (25%) and for laboratory components as per the Clause 7.2
- (vi) For 4 credits: Three written tests (75%) and three assignments (25%) and for laboratory components as per the Clause 7.2.

**ii) Continuous Assessment (Practical part):**

The Evaluation for practical part is only through continuous assessment (25 marks) and End semester practical internal evaluation (100 marks). The Break-up of marks for End semester practical internal evaluation is as follows:

Objective:	10 marks
Procedure / Algorithms:	25 marks
Experiment / Program Execution:	40 marks
Result / Output:	20 marks
Viva-Voce:	5 marks

**iii) End Semester Examination:**

The duration of examination shall be 3 hours with a maximum of 100 marks.

**iii) Question Paper Pattern for Integrated courses**

The question paper pattern of CAT, Model and End Semester Examination for Theory courses as per the Table 3.2.8 and 3.2.9 shall be followed.

**Table 3.2.8 Question Paper pattern for CAT 1 and CAT 2**

2 Mark Questions	13 Mark Questions	14 Mark Question	Total Marks
5	2 (either or)	1(Compulsory)	
10	26	14	50

**Table 3.2.9 Model and End semester Examination Question Paper pattern**

2 Mark Questions	13 Mark Questions	15 Mark Questions	Total Marks
10 (two questions from each unit)	5 (either or)	1 (Compulsory)	
20	65	15	100

**D. Project work****a) Final year Project (Phase I and II)**

The Project work carried out in the third and fourth semesters shall be assessed as follows:

**Table 3.2.10 Assessment method for Project work**

Assessment Method	Marks	
	Phase I	Phase II
Continuous Assessment (Internal Evaluation)	60	60
End Semester Examination (External Evaluation)	40	40
<b>Total</b>	<b>100</b>	<b>100</b>

**Criteria for Assessment of Project Work**

- Interim project report shall be submitted before the project review with the approval of the supervisor. The Project Report prepared according to the approved guidelines and duly signed by the supervisor and the Head of the Department shall be submitted as per the timeline announced by the department.
- The End Semester Examination for the project work shall consist of an evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted by a committee consisting of the external examiner and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester

Examination of the Project Work.

- The Continuous Assessment Marks (CAM) and End Semester Examination marks (ESM) distribution for the Project Work is given in the Table 3.2.11.

**Table 3.2.11 (a) CAM and ESM break-up for Project Phase I**

Sl. No	Description			Total	Weightage
1	Continuous Assessment Marks				
a	Review1		Review Committee#	50	100
			Supervisor	50	
b	Review2		Review Committee#	50	100
			Supervisor	50	
c	Review3		Review Committee#	50	100
			Supervisor	50	
<b>Total CAM</b>					<b>60</b>
2	End Semester Marks				
a	Evaluation of Phase I report and Viva-voce		Report	50	100
			Presentation and Viva	50	
<b>Total ESM</b>					<b>40</b>

**Table 3.2.11(b) CAM and ESM break-up for Project Phase-II**

Sl. No	Description			Total	Weightage	
1	Continuous Assessment Marks					
A	Review1	Review Committee#	50	100	20	
		Supervisor	50			
B	Review2	Review Committee#	50	100	20	
		Supervisor	50			
C	Review3	Review Committee#	50	100	20	
		Supervisor	50			
<b>Total CAM</b>					<b>60</b>	
2	End Semester Marks					
A	Evaluation of final report and Viva-voce	Report	20	100	40	
		Presentation and Viva	40			
		Demonstration	20			
B	Expected Outcome from The project##	Publication/ communication of papers / Prototypes / patents etc	20			
<b>Total Marks</b>					<b>100</b>	

*#The review committee consists of PG Coordinator& internal faculty members nominated by the Head of the Department. The Supervisor of the student being examined shall not be part of the committee.*

*##Expected outcome from the project, in terms of paper publication, patents, product development, and industry projects, shall be awarded based on the document proof submitted by the student concerned.*

### **b) Technical Report Writing and Seminar**

The evaluation of Technical Report Writing and Seminar is through internal assessment only as per Table 3.2.12

**Table 3.2.12 Assessment method for Technical Report Writing and Seminar**

Assessment	Continuous Assessment Marks (CAM)				Attendance	Total Marks
	Weekly Progress	Seminar	Report	Viva		
Marks	40	30	10	10	10	100

### **E. Employability Enhancement Courses**

#### **a. Industrial Training/Internship**

- The evaluation of 'Internship' is through internal assessment only (continuous assessment) as per Table 8.13
- A committee comprising of two faculty members appointed by Head of the Department will assess the internship for 100 marks.

**Table 3.2.13 Assessment method for Industrial Training / Internship**

Assessment	Continuous Assessment Marks (CAM)		Total Marks
	Report	Presentation	
Marks	50	50	100

#### **a) Seminar**

The evaluation of Seminar is through internal assessment only as per Table 3.2.14

**Table 3.2.14 Assessment method for seminar**

Assessment	Continuous Assessment Marks (CAM)			Attendance	Total Marks
	Presentation	Report	Viva		
Marks	50	30	10	10	100

**F. Certification Courses**

Certification Courses are required to be completed to fulfill the degree requirements. All Certification courses are assessed internally for 100 marks as per Table 8.15.

- i) The Course coordinator handling the course will assess the student through attendance and MCQ test, and declare the student as “**Pass**” on satisfactory completion. A letter grade “**P**” is awarded to declare pass.
- ii) The marks scored in these courses will not be taken into consideration for the SGPA/CGPA calculations in the grade sheet.

**Table 3.2.15 Assessment method for Certification courses**

Assessment	Continuous Assessment Marks (CAM)		Total Marks
	Attendance	MCQ Test	
Marks	10	90	100

**G. Audit Courses**

- **Audit Courses** are required to be completed to fulfill the degree requirements. All audit Courses are assessed internally for 100 marks as per Table 8.16.
- The **Faculty In-charge** handling the course will assess the student through activities, quizzes, and debates, and declare the student as “**Pass**” on satisfactory completion. A letter grade “**P**” is awarded to declare pass.
- The marks scored in these courses will **not** be taken into consideration for the **SGPA/CGPA calculations** in the grade sheet.
- Audit courses will be included in the Grade Sheet

**Table 3.2.16 Assessment method for Audit courses**

Assessment	Continuous Assessment Marks (CAM)			Total Marks
	Attendance	MCQ Test	Presentation / Activity / Assignment	
Marks	10	30	60	100

### 3.2.2 MBA Programme

#### A. Theory Courses

All theory courses shall be assessed as follows:

**Table 3.2.17 Assessment method for Theory courses**

Assessment	Continuous Assessment marks (CAM)						End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Attendance	Assignment*	Activity #		
Marks	7.5	7.5	10	5	5	5	60	100

##### i) Continuous Assessment Test:

The Continuous Assessment mark for all theory courses is 25. Performance in all the tests will be taken for assessment as follows:

**Table 3.2.18 Weightage of assessment for theory courses**

Sl.No	Test	Portion for Test	Duration of Test	Test Mark	Weightage for Internal Marks
1.	CAT 1	2 Units	1.30 Hours	50	7.5
2.	CAT 2	2 Units	1.30 Hours	50	7.5
3.	Model Exam	All Units	3 Hours	100	10
Continuous Assessment Marks for Theory Courses					25

##### ii) End Semester Examination:

The duration of examination shall be 3 hours with a maximum of 100 marks, which will be converted into 60 marks for declaring the Course result.

##### iii) Question Paper Pattern for Theory courses

The question paper pattern of CAT, Model, and End Semester Examination for Theory courses as per the Table 3.2.18 and 3.2.19

**Table 3.2.19 Question Paper pattern for CAT 1 and 2**

3 Mark Questions	8 Mark Questions	Total Marks
6	4	50

**Table 3.2.20 Model and End Semester Examination Question Paper pattern**

3 Mark Questions	10 Mark Questions	20 Mark Questions	Total Marks
10 (two questions from each unit)	5 (one question from each unit)	1 (out of 1 question from any one unit)	
30	50	20	100

## **B. Practical Courses / Employability Enhancement Courses - Skill Enhancement Courses & Career-Oriented Courses**

Faculty in charge of Practical courses shall evaluate the practical course for 50 marks. All practical courses shall be assessed as follows:

**Table 3.2.21 Assessment Method for Practical Courses**

Assessment	Continuous Assessment Marks (CAM)					End Semester Examination Marks	Total Marks		
	Performance in practical classes			Model Practical Examination	Attendance				
	Conduction of practical	Record work	Viva						
Marks	20	10	5	15	10	50	100		

### **i) End Semester Examination:**

The End Semester Examination of the practical courses will be evaluated for 100 marks by a panel of internal examiners consisting of Course In-Charge and a Course Expert (Senior Faculty Member). The Break-up of marks is as follows:

Objective:	10 marks
Procedure / Algorithm:	30 marks
Experiment / Program Execution:	30 marks
Result / Output:	20 marks
Viva	10 marks

## C. Project Work

### a) Social Immersion Project

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

**Table 3.2.22 Assessment Method for Social Immersion Project**

Assessment	Continuous Assessment Marks (CAM)			End Semester Marks (ESM)	Total Marks
	Review 1	Review 2	Project Evaluation & Viva		
Marks	20	20	10	50	100

- Project work may be assigned to a group of students (maximum of 4 students) under the supervision of faculty guide(s).
- The Head of the Department shall constitute a review committee for Project Work. There shall be a minimum of three faculty members in the review committee. There shall be two reviews in total, during the semester, by the review committee, followed by the project evaluation (as per Table 7.6).
- The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department.
- The Marks secured in Internal Assessment and End Semester will be calculated out of 50 for final awarding of Marks
  - \* Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.

**Table 3.2.23 (i) CAM Break Up for Social Immersion Project (Internal Assessment)**

Sl. No	Description	Continuous Assessment	Marks	Total	Weightage
1	Review 1(Problem Identification)	Review Committee*	50	100	20
		Project Guide	50		
2	Review 2 (Data Collection)	Review Committee*	50	100	20
		Project Guide	50		
3	Project Report Evaluation	Project Guide	50	50	10
	<b>Total CAM</b>				<b>50</b>

**Table 3.2.23 (ii) End Semester Marks (ESM) Evaluation**

Sl. No	Description	Marks	Weightage
1	Project Report & Viva	40 30	20 15
2	Guide	30	30
	<b>Total ESM</b>		<b>50</b>

**D) Minor Project**

The project work carried out in the second semester shall be assessed as follows:

- Project work may be assigned to single student under the supervision of faculty guide.
- The Head of the Department shall constitute a review committee for Project Work. There shall be a minimum of three faculty members in the review committee. There shall be two reviews (as per Table 3.2.23) in total, during the semester, by the review committee.
- The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department.
- The evaluation of the Minor project report is done by an internal examiner, followed by a presentation and viva-voce conducted separately for each group, by a review committee consisting of internal faculty members.

**Table 3.2.24 Assessment Method for Minor Project Work**

Sl. No.	Description	Marks	Total Marks	Weightage
<b>Continuous Assessment Marks</b>				
A	<b>Review 1</b> (Research Proposal, Review of Literature, Objectives, and Methodology)			
	Review Committee#	50	100	20
	Project Guide	50		
<b>Review 2</b> (Data Analysis and Interpretation)				
B	Review Committee#	50	100	20
	Project Guide	50		
<b>Project Report Evaluation</b>				
C	Project Guide	50	50	10
	<b>Total CAM</b>		<b>50</b>	
<b>End Semester Marks</b>				
D	Report	30	100	<b>50</b>
	Presentation	40		
	Viva Voce	10		
	Publication/ communication of papers	20		
	<b>Total Marks</b>			<b>100</b>

# Review committee consists of internal faculty members nominated by the Head of the Department.

The guide of the student being examined shall not be part of the committee.

#### **E) Major Project with Internship**

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

- The Project Work will have to be submitted at the end of third semester and will be evaluated for 150 marks – the maximum marks for Continuous Assessment is 100 marks, and that for the End Semester Examination (project report evaluation, and viva-voce examination) is 50 marks.
- The assessments are based on
  - (i) The progress of the project work,
  - (ii) The Final Report of the Project Work, and
  - (iii) Viva-Voce
- If a student does not carry out the project or is absent through the project period, the project should be carried out in the fourth semester. If the student has carried out the project work but fails to submit the report on Project Work on or before the specified date, he/she is deemed to have failed in it. The project may be submitted before the supplementary exam, and a supplementary viva-voce may be conducted based on the approval of the HoD.
- If a student gets less than 50% in the project, he/she will either
  - Redo the project in the subsequent semester, or

Submit a redrafted project report with additional information as instructed by the examiners and appear for the viva voce examination as a supplementary exam. In case the examiners are satisfied with the project report, but not with the oral viva-voce, the candidate will appear for viva-voce alone as a supplementary exam.

- Project work / Internship may be assigned to a single student under the supervision of faculty guide(s).
- The Head of the Department shall constitute a review committee for Project Work with Internship. There shall be a minimum of three faculty members in the review committee. There shall be three reviews to be held during the semester by the review committee.
- The students who undergo internships should submit a report comprising the training and skill development details and attendance certificate obtained from the industry/ organization, Good conduct and behavior of the student during the internship in the company/organization are also essential.
- The Project Report, prepared according to the approved guidelines and duly signed by the

guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department.

- The End Semester Examination for project work shall consist of evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted separately for each student, by a committee consisting of the external examiner and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.
- The Continuous Assessment Marks (CAM) and End Semester Examinations marks (ESM) for Project Work and the Viva-Voce Examination will be distributed as indicated in Table 3.2.24

**Table 3.2.25 Assessment Method for Major Project Work**

Sl. No.	Description	Evaluated By	Marks	Weightage
<b>Continuous Assessment</b>				
A	Review 1 (Research Proposal)	Review Committee	50	30
		Project Guide	50	
B	Review 2 (Review of Literature, Objectives, and Methodology)	Review Committee	50	30
		Project Guide	50	
C	Review 3 (Data Analysis and Interpretation)	Review Committee	50	30
		Project Guide	50	
D	Presentation in Conference / Publication	Review Committee	20	5
E	Project Report / Evaluation	Project Guide	20	5
<b>TOTAL CAM</b>				100

<b>End Semester Marks (ESM)</b>			<b>Total ESM</b>	
F	<b>Project Viva Voce by External Examiner</b>	External Examiner	50	<b>50</b>
<b>Total Marks</b>			<b>150</b>	

**Notes:**

- # Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.
- ## Every student is expected to present his/her research work in Conferences / Seminars organized by NAAC/NBA Accredited reputed institutions (with at least B Grade) and/or publish in reputed journals. For the purpose of 'publication', an in-principal acceptance letter/mail from the publisher will be construed as actual publication. In this regard, the Department Research Coordinator, in consultation with the subject experts and the HoD, will make available a list of approved journals for publication.

- **Employability Enhancement Courses - Competency Enhancement Courses**

The evaluation of Competency Enhancement Courses is through a Panel with an external examiner appointed by the Head of the Department.

Sl. No.	Competency Enhancement Courses	Credits
1.	Participation in Innovations and Entrepreneurship Development Workshops Industry – Interface, Incubation and Start-Up Programmes (2weeks)	2
2.	Participating in Village Adoption/Awareness camps, SHG, Basic Literary Clubs, Swatch Bharat/ Traffic Maintenance Activities/ Government schemes /Field study. (2weeks)	2
3.	Carrying out Internship in Organizations (2-4 weeks)	2
4.	Participation in Academic Seminars/ Conferences/ Inter collegiate Meets, etc. (Any 2 events)	2
5.	Participation in the Events conducted by the Professional Bodies like MMA, CII, CII-Yi, PDYHRC, NIPM etc. (4 or more events in any two or more Professional Bodies)	2
<b>Any 4 Credits</b>		

**Note:** Internship will be arranged by the Dept. faculty members in reputed organizations or by the students themselves based on the company/organization requirements, during their vacation or study period.

**Table 3.2.26 Assessment Method for Competency Enhancement Courses**

Assessment	Continuous Assessment marks (CAM)		End Semester (Report & Viva)	Total Marks
	Workshops / Activities / Internship	Presentation		
Marks	40	20	40	100

#### F) Certification Courses

Certification Courses are Value Added Courses required to be completed to fulfill the degree requirements. All **Certification** courses are assessed internally for 100 marks as per Table 7.11

1. The Course coordinator handling the course will assess the student through attendance and MCQ test, and declare the student as “pass” on satisfactory completion. A letter grade “P” is awarded to declare pass.
2. The marks scored in these courses will not be taken into consideration for the SGPA/CGPA calculations in the grade sheet.

**Table 3.2.27 Assessment method for Certification courses**

Assessment	Continuous Assessment Marks (CAM)			End Semester	Total Mark
	Attendance		MCQ Test		
Marks	10	40	50	100	

**3.2.3 MCA Programme****A. Theory Courses**

All theory courses shall be assessed as follows:

**Table 3.2.28 Assessment method for Theory courses**

Assessment	Continuous Assessment marks (CAM)						End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Attendance	Assignment*	Activity #		
Marks	7.5	7.5	10	5	5	5	60	100

**i) Continuous Assessment Test:**

The Continuous Assessment mark for all theory courses is 25. Performance in all the tests will be taken for assessment as follows:

**Table 3.2.29 Weightage of assessment for theory courses**

Sl. No	Test	Portion for Test	Duration of Test	Test Mark	Weightage for Internal Marks
1.	CAT 1	2 Units	1.30 Hours	50	.7.5
2.	CAT 2	2 Units	1.30 Hours	50	7.5
3.	Model Exam	All Units	3 Hours	100	10
Continuous Assessment Marks for Theory Courses					25

**ii) End Semester Examination:**

The duration of examination shall be 3 hours with a maximum of 100 marks, which will be converted into 60 marks for declaring the Course result.

**iii) Question Paper Pattern for Theory courses**

The question paper pattern of CAT, Model, and End Semester Examination for Theory courses as per the Table 3.2.28 and 3.2.29

**Table 3.2.30 Question Paper pattern for CAT 1 and 2**

<b>3 Mark Questions</b>	<b>10 Mark Questions</b>	<b>15 Mark Questions</b>	<b>Total Marks</b>
<b>5</b>	<b>2 (either or)</b>	<b>1(Compulsory)</b>	<b>50</b>
<b>15</b>	<b>20</b>	<b>15</b>	

**Table 3.2.31 Model and End Semester Examination Question Paper pattern**

<b>3 Mark Questions</b>	<b>10 Mark Questions</b>	<b>20 Mark Questions</b>	<b>Total Marks</b>
10 (two questions from each unit)	5 (one question from each unit) either or type	1 (out of 1 question from any one unit)	
<b>30</b>	<b>50</b>	<b>20</b>	<b>100</b>

**B. Practical Courses / Employability Enhancement Courses - Skill Enhancement Courses & Career-Oriented Courses**

Faculty in charge of Practical courses shall evaluate the practical course for 50 marks. All practical courses shall be assessed as follows:

**Table 3.2.32 Assessment Method for Practical Courses**

<b>Assessment</b>	<b>Continuous Assessment Marks (CAM)</b>				<b>End Semester Examination Marks</b>	<b>Total Marks</b>		
	<b>Performance in practical classes</b>			<b>Model Practical Examination</b>				
	<b>Conduction of practical</b>	<b>Record work</b>	<b>Viva</b>					
<b>Marks</b>	20	10	5	15	10	40		
						100		

**ii) End Semester Examination:**

The End Semester Examination of the practical courses will be evaluated for 100 marks by a panel of internal examiners consisting of Course In-Charge and a Course Expert (Senior Faculty Member). The Break-up of marks is as follows:

Objective:	10 marks
Procedure / Algorithm:	30 marks
Experiment / Program Execution:	30 marks
Result / Output:	20 marks
Viva	10 marks

### C. Mini Project

The project work carried out in the second semester shall be assessed as follows:

**Table 3.2.33 Assessment Method for Minor Project work**

Assessment	Continuous Assessment Marks (CAM)	Total Marks
Review 1	20	100
Review 2	20	
Project Evaluation	10	
Project Presentation	50	

- Project work may be assigned to a group of students (max 3 students) under the supervision of faculty guide(s).
- The Head of the Department shall constitute a review committee for Project Work. There shall be a minimum of three faculty members in the review committee. There shall be two reviews (as per Table 7.6) in total, during the semester by the review committee.
- The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department.
- The evaluation of the Minor project report is done by an internal examiner, followed by a presentation and viva-voce conducted separately for each group, by a review committee consisting of internal faculty members.
- Review committee consists of internal faculty members nominated by the Head of the Department.

The guide of the student being examined shall not be part of the committee.

### D. Criteria for Assessment of Project Work

- The Project Work will have to be submitted at the end of semester and will be evaluated for 500 marks – the maximum marks for Continuous Assessment is 250 marks and that for the End Semester Examination (project report evaluation, and viva-voce examination) is 250 marks.
- The assessments are based on
  - (i) The progress of the project work,
  - (ii) The Final Report of the Project Work, and
  - (iii) Viva-Voce, as specified in Table 7.7.
- If a student does not carry out the project or is absent through the project period, the project should be carried out in the fourth semester. If the student has carried out the project work but fails to submit the report on Project Work on or before the specified date, he/she is deemed to have failed in it. The project may be submitted before the supplementary exam and supplementary viva-voce may be conducted based on the approval of the HoD.

- If a student gets less than 50% in the project, he/she will either
  1. Redo the project in the subsequent semester, or
  2. Submit a redrafted project report with additional information as instructed by the examiners and appear for the viva voce examination as a supplementary exam. In case, the examiners are satisfied with the project report, but not with the oral viva-voce, the candidate will appear for viva-voce alone as a supplementary exam.
- Project work / Internship may be assigned to a single student under the supervision faculty guide(s).
- The Head of the Department shall constitute a review committee for Project Work/ Internship. There shall be a minimum of three faculty members in the review committee. There shall be three reviews (as per Table 7.7) to be held during the semester by the review committee.
- In respect of Internships, the students undergoing internships may obtain a letter of requisition from the Head of the Department / Project Advisor, and seek permission to undergo the internship from the competent authority of the company / organization. The internship period will normally be 8 weeks (minimum 6 weeks in any case), and will start immediately after the completion of the second semester exam.
- The students who undergo internships / internship record which will include the training and skill development report, and attendance certificate obtained from the industry/ organization, and the Internal Guide (the project advisor assigned by the Department), and shall review and help the Project Advisor in evaluating the students during the duration of the internship. Good conduct and behavior of the student during the internship in the company/organization are also essential.
- The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department.
- The End Semester Examination for project work shall consist of evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted separately for each student, by a committee consisting of the external examiner, and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.
- The Continuous Assessment Marks (CAM) and End Semester Examinations marks (ESM) for Project Work and the Viva-Voce Examination will be distributed as indicated in Table 7.7.

**Table 3.2.34 CAM & ESM break-up for Major Project**

Sl. No	Description	Evaluated By	Marks
<b>1 Continuous Assessment</b>			
a	Review 1 (Research Proposal)	Review Committee	25
		Project Advisor	25
b	Review 2 (Review of Literature, Objectives and Methodology)	Review Committee	25
		Project Advisor	25
c	Review 3 (Data Analysis and Interpretation)	Review Committee	30
		Project Advisor	30
d	Presentation in Conference / Publication	Review Committee	40
e	Project Report / Evaluation	Project Advisor	50
<b>Total CAM</b>			<b>250</b>
<b>2 End Semester Examination</b>			
1	Evaluation of final report		125
2	Presentation		75
3	Viva-voce		50
<b>Total ESM</b>			<b>250</b>
<b>Total Marks</b>			<b>500</b>

**Notes:**

- # Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.
- ## Every student is expected to present his/her research work in Conferences / Seminars organized by NAAC/NBA Accredited reputed institutions (with at least B Grade) and/or publish in reputed journals. For the purpose of 'publication', in-principle acceptance letter/mail from the publisher will be construed as actual publication. In this regard, the Department Research Coordinator, in consultation with the subject experts and the HoD, will make available a list of approved journals for publication.

**E. Employability Enhancement Courses**

- (i) The evaluation of 'Employability Enhancement Courses' is through internal assessment only (continuous assessment) as per Table 7.8.
- (ii) The faculty In-charge will conduct the assessment for 100 marks, by evaluating the report and adopting any one of the methods like Project Demonstration/ presentation/ any evaluation method which assess student's specific skill set as relevant to the course.
- (iii) The marks scored in these courses will not be taken into consideration for the SGPA/ CGPA calculations in the grade sheet.

**Table 3.2.35 Assessment method for Employability Enhancement courses**

Assessment	Continuous Assessment Marks( CAM )			Total Marks
	Attendance	Report	Presentation/Demo/ Skill Test	
Marks	10	40	50	100

**F. Certification Courses**

Certification Courses are required to be completed to fulfill the degree requirements. All **Certification** courses are assessed internally for 100 marks as per Table 3.2.34

- The Course coordinator handling the course will assess the student through attendance and MCQ test, and declare the student as “pass” on satisfactory completion. A letter grade “P” is awarded to declare pass.
- The marks scored in these courses will not be taken into consideration for the SGPA/CGPA calculations in the grade sheet.

**Table 3.2.36 Assessment method for Certification courses**

Assessment	Continuous Assessment Marks(CAM)		Total Marks
	Attendance	MCQ Test	
Marks	10	90	100

**G. Mandatory Courses**

- **Mandatory Courses** are required to be completed to fulfill the degree requirements. All Mandatory Courses are assessed internally for 100 marks as per Table 3.2.35
- The **Faculty In-charge** handling the course will assess the student through activities, quizzes, and debates, and declare the student as “Pass” on satisfactory completion. A letter grade “P” is awarded to declare pass.
- The marks scored in these courses will **not** be taken into consideration for the **SGPA/CGPA calculations** in the grade sheet.
- Mandatory courses will be included in the Grade Sheet

**Table 3.2.37 Assessment method for Mandatory courses**

Assessment	Continuous Assessment Marks(CAM)			Total Marks
	Attendance	MCQ Test	Presentation /Activity/ Assignment	
Marks	10	30	60	100

### 3.2.4 Scribe for End Semester Examination

- a) If any student is not in a position to write end semester examination on account of temporary physical disability or injury due to an accident and applies for a scribe (writer) with 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 (Scriber, 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 the 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 decided by the Controller of Examinations.
- b) Student admitted with differently-abled 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 60 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.

## 3.3 Modes of Examination

### 3.3.1 Regular

The regular mode of examination is conducted for students who are duly enrolled in a programme and have fulfilled eligibility requirements such as minimum attendance, completion of internal assessments, and payment of examination fees. It includes theory, practical, Integrated and project or viva-voce examinations as prescribed in the curriculum.

### 3.3.2 Arrear

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 Redo the course.

### 3.3.3 Supplementary

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 considered

### **3.3.4 Mitigation**

There are events that occur beyond the normal course of everyday life and are typically out 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 MIT- Mitigation Policy for details.)

**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	<p>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</p>
2	Undergraduate Degree examination in Engineering	<p>1) Five years of teaching/ professional experience or seven years of industry experience in the relevant area 2) Ph D is preferable</p>

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. 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](mailto: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**

For pattern of question paper of all degree programmes refer website:

<https://mvit.edu.in/controller-of-examinations>

- a) Refer Regulation R2025 – B.TECH
- b) Refer Regulation R2025 – BBA
- c) Refer Regulation R2025 – BCA
- d) Refer Regulation R2025 – M.TECH
- e) Refer Regulation R2025 – MBA
- f) Refer Regulation R2025 – MCA

#### **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, create, evaluating and Application. K1 to k6

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 format for setting the question paper can be downloaded from the following link – [www.mvit.edu.in](http://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%) if required to follow, 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. And ID card 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 ACOE 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 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 REQUIREMENT FOR PASSING THE EXAMINATION  
( Common For B.Tech, BBA & BCA )****a) Consolidation of Marks and Passing Minimum**

The Controller of Examinations of the Institution consolidates the Internal Assessment marks uploaded by the Departments and marks secured by students in the end-semester examination. A student shall be declared to have passed the examination in a course of study only if he/she secures not less than **40% marks individually both in internal and in the end-semester examination and secures an overall aggregate of 40% .**

**b) A student is declared to have successfully passed a theory based course if he/she has secured:**

The student has to obtain at least 40% marks individually both in internal assessment and end semester exams to pass.

**c) A student is declared to have successfully passed a practical / project based course if he/she has secured:**

The student has to obtain at least 40% marks individually both in internal assessment and end semester exams to pass.

**d) A student is declared to have successfully passed an Integrated course if he/she has secured:**

A minimum of 40% marks in the End Semester Examinations marks (Theory) and a minimum of 40% marks in the End Semester Examinations (ESE) marks (Practical). The student has to obtain at least 40% marks individually both in internal assessment and end semester exams to pass.

**7.1.1 AWARD OF CLASS AND RANK IN B.TECH. DEGREE**

A student shall be declared to be eligible for the award of B.Tech. Degree provided for which the student has Successfully completed the course requirements and has passed all the prescribed End Semester Examinations in all the eight semesters (six semesters for lateral entry) within a maximum period of 7 years (6 years for lateral-entry) calculated from the commencement of the first semester to regular entry students and third semester for lateral entry students.

**(A) Classification of Degree**

After successful completion of the programme, degree will be awarded as per the following classifications based on the final CGPA

**(B) First class with Distinction**

Student who satisfies the following conditions shall be declared to have passed the End Semester Examinations in First class with Distinction:

- ii) Students who have successfully completed the programme within eight consecutive semesters (six consecutive semesters for lateral entry students) and obtained a final CGPA of 8.0 or above by passing the End Semester Examination in all the courses from third to eighth semester in the first attempt will be declared to have passed in **First Class with Distinction**.
- iii) Students who have secured a final CGPA of 8.0 or above but failed to clear the courses offered from third to eighth semester in the first attempt are not eligible for **First Class with Distinction** classification. However, Students who have opted for authorized complete withdrawal (only one time) from examination will also be eligible for **First Class with Distinction** classification but it will not be considered for Ranking.

**(C) First Class**

A student who satisfies all the following conditions shall be declared to have passed the End Semester Examinations in First class:

- a) Should have passed the examination in all the courses of all eight semesters (6 semesters in the case of Lateral Entry) within Five years (Four years in the case of Lateral Entry). One-year authorized break of study (if availed of) or prevention from writing the End Semester Examination due to lack of attendance (if applicable) is included in the duration of five years (four years in the case of lateral entry)
- b) Should have obtained a final CGPA not less than 6.0 shall be declared to have passed in **First Class**.
- c) Students who have lost the eligibility for **First Class with Distinction** classification by failing to clear the courses offered from third to eighth semesters in the first attempt but securing a final CGPA of 8.0 or above shall also be declared to have passed in **First Class**.

**(D) Second Class**

All other students (not covered in S.No.1 and 2 under Clause 14.1 of R25) who qualify for the award of B.Tech. degree shall be declared to have passed the examination in **SECOND CLASS**.

If the students who failed in the final year in one or two courses, who has no history of arrears are eligible to appear for the supplementary examination immediately after revaluation process. If he/she cleared the courses and his/her CGPA will be taken into account for the eligibility of claiming the appropriate class (either First class/First class with distinction).

**(E) Gold Medals and Ranks**

For the Award of Institution Topper (Ranks and Gold Medal) for each branch of study, the CGPA secured from the 1<sup>st</sup> to 8<sup>th</sup> semester alone should be considered and it is mandatory that the candidate should have passed all the courses from the 1<sup>st</sup> to 8<sup>th</sup> semester for Regular candidates whereas for Lateral Entry candidates from the 3<sup>rd</sup> to 8<sup>th</sup> semester in the first attempt. Rank certificates would be issued to the first five candidates in each branch of study.

**(F) Honors Degree**

- i. A candidate who qualifies for the award of the degree and who satisfies the following conditions shall be declared to have earned the B.Tech degree with Honors:
- ii. i) Should have passed the examination in all the courses of all the eight semesters (six semesters for lateral entry candidates) in the First Appearance within eight consecutive semesters (six consecutive semesters for lateral entry candidates) excluding the authorized break of study (vide Clause 16) after the commencement of his / her study.
- iii. ii) Withdrawal from examination shall not be considered as an appearance.
- iv. iii) Should have secured a CGPA of not less than 7.5

For Details about the following :

- a) **B.Tech. Honors Degree in the same Engineering discipline**
- b) **B.Tech. with Minor degree in another Engineering discipline**

Refer Regulation R 2025 Clause 7.17 & 7.18

**(G) Provisions for Exit In B.Tech. Course**

(For courses where AICTE specifies multiple exits in the model curriculum) The curriculum and the syllabus for all B.Tech programmes have been planned in compliance with the NEP guidelines proposed by AICTE. Accordingly, students joining B.Tech programmes shall have all benefits NEP offers in terms of exercising exit options at different stages during the course of study. Every B.Tech programme governed under this school board shall adopt the NEP guidelines, as and when proposed/amended by AICTE, and the following scheme will be applied for all such B.Tech programmes. NEP 2020 suggests that a student can exercise exits at multiple stages of the course of study. As per AICTE norms, a student can have two possible exits before the completion of the Full Engineering degree and may get a UG Diploma or B.Sc. degree in the relevant discipline if he/she fulfils the following conditions:

**i. UG Diploma/Certificate in the relevant branch of study**

A student should be able to get a UG Diploma if he/she completes:

- a. 50% of the credits for B.Tech. (80-85 credits)

- b. 50% of the program core courses
- c. Students exiting the program after earning 50% credit requirements will be awarded a UG Diploma provided they secure an additional 6 credits through summer internships/ apprenticeship of 2 months duration.
- d. Students admitted through lateral entry cannot exercise the exit option as he will not be able to meet out the 50% Credits for B.Tech degree.

**ii. B.Sc. in the relevant branch of study**

A student should be able to get a B.Sc. degree if he/she completes:

- a. 75% of the credits for B.Tech (120 -122 credits) and at least 3 years in the program
- b. 100% of the core program courses
- c. Students exiting the program after earning 75% credit requirements will be awarded a B.Sc. provided they secure an additional 6 credits through 2 summer internships/ apprenticeship for 2 months each.
- d. With B.Sc. degree, the student is eligible for entry into programs which take B.Sc. degree as eligibility criteria.

**iii. Award of Class in B.Sc. degree**

A candidate who satisfies the course requirements for all semesters and who passes all the examinations within a maximum period of 6 years (5 years for lateral entry candidates) reckoned from the commencement of the first semester to which the candidate was admitted shall be declared to have qualified for the award of B.Sc. degree in the relevant discipline.

- i) A candidate who qualifies for the award of the B.Sc. degree passing in all subjects pertaining to semesters the 3 to 6 in his/her first appearance within 4 consecutive semesters (2 academic years) and in addition secures a CGPA of 8.0 and above for the semesters 3 to 6 shall be declared to have passed the examination in FIRST CLASS with DISTINCTION.
- ii) A candidate who qualifies for the award of the B.Sc. degree by passing in all subjects relating to semesters 3 to 6 within a maximum period of six semesters after his/her commencement of study in the third semester and in addition secures CGPA not less than 6.0 shall be declared to have passed the examination in FIRST CLASS.
- iii) All other candidates who qualify for the award of B.Sc. degree shall be declared to have passed the examination in SECOND CLASS.

**iv. Re-entry to complete the program**

A student exiting with a UG Diploma or B.Sc. should be entitled to re-enroll in the programme of the same Engineering discipline. Only students admitted to the B.Tech programme and exercised an exit option are eligible for readmission to the B.Tech programme under the same discipline. It is suggested that all credits will be transferred, if the student enrolls back within a limited period (3 years) of exiting. In case a student enrolls after that, then the decision on the transfer of credits should be based on the changes in the curriculum the student studied. A candidate after exit may rejoin the course only at the commencement of the semester at which he/she discontinued, provided he/she pays the prescribed fees to the University. The total

period of completion of the B.Tech Course reckoned from the commencement of the first semester to which the candidate was admitted shall not in any case exceed 7 years, including of the period of discontinuance.

#### v. Completion Possibility in other Institutions

A student can earn a UG Diploma/B.Sc. in one institution (Engineering) and complete the degree program in another institution (same Engineering discipline only).

(Note: If these exit options are accepted for multiple B.Tech. programs, it is suggested that AICTE actively communicate these to the industry and other bodies, so they recognize these and accept them as bona-fide credentials for the purposes of recruitment and/or eligibility for admission to programs, appearing in competitive examinations, etc.)

### **7.2 AWARD OF CLASS AND RANK IN B.B.A. DEGREE**

#### **A. Eligibility for the Award of Degree**

A student shall be declared to be eligible for the award of the B.B.A successfully completed the course requirements and has passed all the prescribed end semester examinations in all the six semesters within a maximum period of 6 years calculated from the commencement of the first semester.

#### **B. Classification of Degree**

On successful completion of the programme, students with a CGPA of 9.00 and above who passed all the courses in first attempt shall be awarded the degree in First Class with Distinction. University Rank in a programme will be awarded to the student who secures the highest CGPA in a batch and passed all the courses in first attempt. Students with CGPA between 6.00 and 8.99 shall be placed in First Class, students with CGPA between 5.00 and 5.99 shall be placed in Second Class, and students with CGPA between 4.00 and 4.99 shall be placed in Pass Class.

Range of CGPA	Result
<b>9.0 above</b>	<b>First Class with distinction</b>
<b>6.0 – 8.99</b>	<b>First Class</b>
<b>5.0 - 5.99</b>	<b>Second Class</b>
<b>4.0 - 4.99</b>	<b>Pass Class</b>

#### **C. Gold Medals and Ranks**

For the Award of Gold Medal and ranks and for each programme of study specified in these regulations, the CGPA secured from 1<sup>st</sup> to 6<sup>th</sup> semester alone should be considered and it is mandatory that the candidate should have passed all the subjects from 1st to 6th semester in the first attempt. Rank certificates would be issued to the

first five candidates in each programme of study.

### **PROVISIONS FOR EXIT IN B.C.A. COURSE**

- (1) Students enrolled in any Programme shall have an option to exit at the end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years of a programme, subject to fulfillment of conditions.
- (2) A student desiring an exit shall give a notice of such intention in writing in the prescribed format at least 8 weeks before the scheduled end of the Academic year.
- (3) The department running the program shall, on receipt of the notice, recommend a certificate/diploma/degree, as the case may be, from the university based on the requirements for such degrees. In case of arrear papers, the certificate shall be provided after passing the arrear paper.
- (4) As soon as the student completes the requirements of the certificate/diploma/degree, as this case shall be communicated through the HoD of the Department to the CoE office and the Administration office.

#### **A. UG Certificate:**

Students who opt to exit after completion of the first year and have earned a minimum of 42 credits will be awarded a UG certificate if, in addition, they complete work based vocational course/internship of 4 credits during the summer vacation of the first year.

#### **B. UG Diploma:**

Students who opt to exit after completion of the second year and have earned a minimum of 84 credits will be awarded the UG diploma if, in addition, they complete work based vocational course/internship of 4 credits during the summer vacation of the second year.

#### **C. 3-year UG Degree:**

Students who wish to discontinue after the 3- year UG programme will be awarded a UG Degree in the Major discipline after successful completion of three years, earning a minimum of 124 credits and satisfying the minimum credit requirements.

### **7.3 AWARD OF CLASS AND RANK IN B.C.A. DEGREE**

#### **A. Eligibility for the Award of Degree**

A student shall be declared to be eligible for the award of the B.C.A successfully completed the course requirements and has passed all the prescribed end semester examinations in all the six semesters within a maximum period of 6 years calculated from the commencement of the first semester.

#### **B. Classification of Degree**

On successful completion of the programme, students with a CGPA of 9.00 and above who passed all the courses in first attempt shall be awarded the degree in First Class with Distinction. University Rank in a programme will be awarded to the student who secures the highest CGPA in a batch and passed all the courses in first attempt. Students with CGPA between 6.00 and 8.99 shall be placed in First Class, students with CGPA between 5.00 and 5.99 shall be placed in Second Class, and students with CGPA between 4.00 and 4.99 shall be placed in Pass Class.

Range of CGPA	Result
9.0 above	First Class with distinction
6.0 – 8.99	First Class
5.0 - 5.99	Second Class
4.0 - 4.99	Pass Class

### C. Gold Medals and Ranks

For the Award of Gold Medal and ranks and for each programme of study specified in these regulations, the CGPA secured from 1<sup>st</sup> to 6<sup>th</sup> semester alone should be considered and it is mandatory that the candidate should have passed all the subjects from 1<sup>st</sup> to 6<sup>th</sup> semester in the first attempt. Rank certificates would be issued to the first five candidates in each programme of study.

### **PROVISIONS FOR EXIT IN B.C.A. COURSE**

Students enrolled in any Programme shall have an option to exit at the end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> years of a programme, subject to fulfillment of conditions.

- (i) A student desiring an exit shall give a notice of such intention in writing in the prescribed format at least 8 weeks before the scheduled end of the Academic year.
- (ii) The department running the program shall, on receipt of the notice, recommend a certificate/diploma/degree, as the case may be, from the university based on the requirements for such degrees. In case of arrear papers, the certificate shall be provided after passing the arrear paper.
- (iii) As soon as the student completes the requirements of the certificate/diploma/degree, as this case shall be communicated through the HoD of the Department to the CoE office and the Administration office.

### **A. UG Certificate:**

Students who opt to exit after completion of the first year and have earned a minimum of 40 credits will be awarded a UG certificate in Multimedia & Animation, in addition, they complete work based vocational course/internship of 4 credits during

the summer vacation of the first year.

**B. UG Diploma:**

Students who opt to exit after completion of the second year and have earned a minimum of 80 credits will be awarded the UG diploma in Computer Applications, in addition, they complete work based vocational course/internship of 4 credits during the summer vacation of the second year.

**C. 3-year UG Degree:**

Students who complete the 3- year UG programme will be awarded a UG Degree in Computer Applications (BCA) after successful completion of three years, earning a minimum of 120 credits and have completed a Summer internship of 4 credits for a minimum period of 8 weeks, during the summer vacation post 4<sup>th</sup> semester.

**7.4 LETTER GRADES AND CALCULATION OF GPA AND CGPA**

**a)** Total marks secured by a student in each course shall be converted into a letter grade. The following Table shows the seven letter grades and corresponding meaning and the grade points for the calculation of 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:

**Table 7.4.1 Letter Grade with grade points**

Range of Marks	Assigned Grade	Grade Points
91-100	A <sup>+</sup>	10
81-90	A	9
71-80	B <sup>+</sup>	8
61-70	B	7
51-60	C <sup>+</sup>	6
46-50	C	5
40-45	D	4
<40	F	0
<b>Not Applicable</b>	F <sup>A</sup> (Fail due to shortage of attendance and therefore, to repeat the course)	0

Note: -F- denotes failure in the course; - F<sup>A</sup> - denotes Fail due to absent.

**b)** After the results are declared, grade sheets will be issued to the students. The grade sheets will contain the following details:

- a) The Programme in which the candidate enrolled.
- b) The list of courses enrolled during the semester and the grades scored.
- c) The Semester Grade Point Average (SGPA) for the semester and the Cumulative Grade Point Average (CGPA) of all enrolled courses from first semester onwards.
- d) SGPA is the ratio of sum of the products of the number of credits (C) of courses registered and the corresponding Grades Points (GP) scored in those courses, taken for all the courses and sum of the number of credits of all the courses.

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum_i (C_i \times GP_i)}{\sum_i C_i} \quad i = 1 \text{ to } n$$

Where n= Number of credit courses in that semester. C<sub>i</sub> is the Credit of i<sup>th</sup> course in that semester and GP<sub>i</sub> is the Grade Point earned by the student for that i<sup>th</sup> course. The SGPA is rounded off to two decimals.

- e) CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. F<sup>A</sup> grades are to be excluded for calculating SGPA and CGPA.
- f) The percentage marks will be calculated directly from the marks secured by the students in the End Semester Examination (ESE).

$$\text{Percentage}(\%) \text{Marks} = \text{CGPA} \times 10$$

**c)** Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL. ( Applicable only for B.Tech and BBA).

**Table 7.4.2 Duration of the course and Number of credits**

Sl. No	No of weeks	No of credits
1	4	1
2	8	2
3	12	3
4	16	4

(i) Mapping of the marks with the grade:

The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL. ( Applicable only for B.Tech and BBA).

**Table 7.4.3 Mapping of marks with grades**

<b>Letter Grade</b>	<b>Marks</b>
A+	81-100
A	71-80
B+	61-70
B	51-60
C+	40-50

Students are also permitted to enroll courses in online mode offered by the Universities in India /IIT/ IISC / IIM / NIT etc. The transfer of credits shall be decided by the Credit Equivalence Committee (CEC).

(ii)Mandatory courses will be included in the Grade sheet. These courses have no credit and will not be considered for CGPA calculation.

## **7.5 CONSOLIDATION OF MARK AND PASSING REQUIREMENT FOR PG PROGRAM (M.TECH)**

**a) A student is declared to have successfully passed a theory-based course if he/she has secured:** A minimum of 40% marks out of 100 marks in the End Semester Examinations and a minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

**b) A student is declared to have successfully passed a practical / project-based course if he/she has secured:** A minimum of 50% marks in the End Semester Examinations and a minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

**b) For Industrial Training / Internship, Audit courses and seminar, a student is declared to have successfully passed the course if he/she secured minimum of 50% marks in Continuous Assessment Marks (CAM).**

### **7.5.1 ELIGIBILITY FOR THE AWARD OF M.TECH DEGREE**

A student shall be declared to be eligible for the award of M.Tech. Degree provided the student has successfully completed the course requirements and has passed all the prescribed End Semester Examinations in all the four semesters within a maximum

period of 4 years calculated from the commencement of the first semester.

**A. Classification of Degree**

After successful completion of the programme, degree will be awarded as per the following classifications based on the final CGPA

**B. First class with Distinction**

Student who satisfies the following conditions shall be declared to have passed the End Semester Examination in First class with Distinction:

- i. Students who have successfully completed the programme within four consecutive semesters and obtained a final CGPA of 9 or above by passing the End Semester Examination in all the courses (Theory and Practical) from first to fourth semester in the first attempt will be declared to have passed in First Class with Distinction.
- ii. Students who have secured a final CGPA of 9 or above but failed to clear the courses offered from first to fourth semester in the first attempt are not eligible for First Class with Distinction classification. However, Students who have opted for authorized complete withdrawal (only one time) from examination will also be eligible for First Class with Distinction classification but it will not be considered for Ranking

**C. First class**

- i. A student who satisfies all the following conditions shall be declared to have passed the examination in First class:
  - a) Should have passed the examination in all the courses of all four semesters within two years.
  - b) Should have obtained a final CGPA not less than 6.0 shall be declared to have passed in First Class.
  - c) Students who have lost the eligibility for First Class with Distinction classification by failing to clear the courses offered from 1<sup>st</sup> to 4<sup>th</sup> semesters in the first attempt but securing a final CGPA of 9 or above shall also be declared to have passed in First Class.

**D. Second class**

All other students (not covered in clauses at S.No.1 and 2 under Clause 13) who

qualify for the award of the degree shall be declared to have passed the examination in Second Class.

**i. Gold Medals and Ranks**

For the Award of Gold Medal and ranks for each branch of study, the CGPA secured from 1st to 4th semester should be considered and it is mandatory that the candidate should have passed all the subjects from 1st to 4th semester in the first attempt. Rank certificates would be issued to the first two candidates in each specialization.

**7.6 REQUIREMENT FOR PASSING THE MBA EXAMINATION**

No candidate shall be eligible for the award of the degree of Master degree in Business Administration (MBA), unless he/she has undergone the Program for a period of 4 semesters (2 academic years) and has passed the prescribed examinations in all the semesters.

**A. A student is declared to have successfully passed a theory-based course if he/she has secured:**

A minimum of 50% marks (out of 100 marks) in the end semester examinations and a minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

**B) A student is declared to have successfully passed a practical / Social Immersion Project / Minor Project course if he/she has secured:**

A minimum of 50% marks in Continuous Assessment Marks (CAM).

**C) A student is declared to have successfully passed the major project if he/she has secured:**

A minimum of 50% marks (out of 50 marks) in the Project Viva Voce and a minimum of 50% mark on combining both Continuous Assessment Marks (CAM) and Project Viva Voce.

**7.6.1 ELIGIBILITY FOR THE AWARD OF MBA DEGREE**

A student shall be declared to be eligible for the award of MBA. Degree provided the student has successfully completed the course requirements and has passed all the prescribed End Semester Examinations in all the four semesters within a maximum period of 4 years calculated from the commencement of the first semester.

## A. Classification of Degree

After successful completion of the programme, degree will be awarded as per the following classifications based on the final CGPA

### i) First class with Distinction

Student who satisfies the following conditions shall be declared to have passed the End Semester Examination in First class with Distinction:

- Students who have successfully completed the programme within four consecutive semesters and obtained a final CGPA of 8.5 or above by passing the End Semester Examination in all the courses (Theory and Practical) from first to fourth semester in the first attempt will be declared to have passed in First Class with Distinction.
- Students who have secured a final CGPA of 8.5 or above but failed to clear the courses offered from first to fourth semester in the first attempt are not eligible for First Class with Distinction classification. However, Students who have opted for authorized complete withdrawal (only one time) from examination will also be eligible for First Class with Distinction classification, but it will not be considered for Ranking.

### ii) First class

A student who satisfies all the following conditions shall be declared to have passed the examination in First class:

- a) Should have passed the examination in all the courses of all four semesters within two years.
- b) Should have obtained a final CGPA of not less than 6.0 shall be declared to have passed in First Class.
- c) Students who have lost the eligibility for First Class with Distinction classification by failing to clear the courses offered from 1<sup>st</sup> to 4<sup>th</sup> semesters in the first attempt but securing a final CGPA of 8.5 or above shall also be declared to have passed in First Class.

### iii) Second class

All other students (not covered in clauses at S.No.1 and 2 under Clause 14) who qualify for the award of the degree shall be declared to have passed the examination in Second Class

## A. Gold Medals and Ranks

For the Award of Gold Medal and ranks, the CGPA secured from 1st to 4th

semester should be considered and it is mandatory that the candidate should have passed all the subjects from 1st to 4th semester in the first attempt. Rank certificates would be issued to the first two candidates.

### **7.7 REQUIREMENT FOR PASSING THE MCA EXAMINATION**

No candidate shall be eligible for the award of the degree of Master degree in Business Administration (MCA), unless she/he has undergone the Program for a period of 4 semesters (2 academic years) and has passed the prescribed examinations in all the semesters.

- **A student is declared to have successfully passed a theory-based course if he/she has secured:**

A minimum of 50% marks (out of 100 marks) in the end semester examinations and a minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

- **A student is declared to have successfully passed a practical / Social Immersion Project / Minor Project course if he/she has secured:**

A minimum of 50% marks in Continuous Assessment Marks (CAM).

- **A student is declared to have successfully passed the major project if he/she has secured:**

A minimum of 50% marks (out of 50 marks) in the Project Viva Voce and a minimum of 50% mark on combining both Continuous Assessment Marks (CAM) and Project Viva Voce.

#### **7.7.1 ELIGIBILITY FOR THE AWARD OF MBA DEGREE**

A student shall be declared to be eligible for the award of MCA. Degree provided the student has successfully completed the course requirements and has passed all the prescribed End Semester Examinations in all the four semesters within a maximum period of 4 years calculated from the commencement of the first semester.

##### **a) Classification of Degree**

After successful completion of the programme, degree will be awarded as per the following classifications based on the final CGPA

###### **i) First class with Distinction**

Student who satisfies the following conditions shall be declared to have passed the End Semester Examination in First class with Distinction:

- a. Students who have successfully completed the programme within four consecutive semesters and obtained a final CGPA of 8.5 or above by passing the End Semester Examination in all the courses (Theory and Practical) from first to fourth semester in the first attempt will be declared to have passed in First Class with Distinction.
- b. Students who have secured a final CGPA of 8.5 or above but failed to clear the courses offered from first to fourth semester in the first attempt are not eligible for First Class with Distinction classification. However, Students who have opted for authorized complete withdrawal (only one time) from examination will also be eligible for First Class with Distinction classification, but it will not be considered for Ranking.

**ii) First class**

A student who satisfies all the following conditions shall be declared to have passed the examination in First class:

- a) Should have passed the examination in all the courses of all four semesters within two years.
- b) Should have obtained a final CGPA of not less than 6.0 shall be declared to have passed in First Class.
- c) Students who have lost the eligibility for First Class with Distinction classification by failing to clear the courses offered from 1<sup>st</sup> to 4<sup>th</sup> semesters in the first attempt but securing a final CGPA of 8.5 or above shall also be declared to have passed in First Class.

**iii) Second class**

All other students (not covered in clauses at S.No.1 and 2 under Clause 14) who qualify for the award of the degree shall be declared to have passed the examination in Second Class

**iv) Gold Medals and Ranks**

For the Award of Gold Medal and ranks, the CGPA secured from 1<sup>st</sup> to 4<sup>th</sup> semester should be considered and it is mandatory that the candidate should have passed all the subjects from 1<sup>st</sup> to 4<sup>th</sup> semester in the first attempt. Rank certificates would be issued to the first two candidates.

**7.7.2 LETTER GRADES AND CALCULATION OF GPA AND CGPA FOR PG PROGRAMME**

All assessments of a course will be evaluated exactly based on the marks. However, for the purpose of reporting the performance of a candidate, letter

grades, each carrying certain number of points, will be awarded as per the range given in Table 12.1, based on the percentage of marks obtained by the candidate in each subject

**Table 7.7.1 Letter Grade with grade points**

Range of Marks	Assigned Grade	Grade Points
90-100	S	10
80-89	A	9
70-79	B	8
60-69	C	7
55-59	D	6
50-54	E	5
< 50	F	0
<b>Not Applicable</b>	<b>F<sup>A</sup>(Fail due to shortage of attendance and therefore, to repeat the course)</b>	<b>0</b>

Note: -F- denotes failure in the course; - F<sup>A</sup> - denotes Fail due to absent.

**(i) Grade Sheet**

After declaration of results, grade sheets will be issued to each student, which will contain the following details:

- The College Name and Affiliating University.
- The list of courses registered during the semester and the grades scored.
- The Semester Grade Point Average (SGPA) for the semester.
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.
- On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered by the student during that semester

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum_i (C_i \times GP_i)}{\sum_i C_i} \quad i = 1 \text{ to } n$$

Where  $n$ = Number of credit courses in that semester.

$C_i$  is the Credit of  $i^{\text{th}}$  course in that semester and  $GP_i$  is the Grade Point earned by the student for that  $i^{\text{th}}$  course. The SGPA is rounded off to two decimals.

- The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time.
- CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester.  $F^A$  grades are to be excluded for calculating SGPA and CGPA.

(ii) **Scheme for conversion of CGPA to Percentage (%) marks:**

A scheme to convert the Cumulative Grade Point Average (CGPA) to Percentage (%) of marks is shown below:

$$\text{Percentage(%) Marks} = \text{CGPA} \times 10$$

(iii) Students are permitted to optionally enroll and study these courses through **SWAYAM / NPTEL** platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL.(Applicable for M. Tech, MBA)

**Table 7.7.2 Duration of the course and Number of credits**

Sl. No	No of weeks	No of credits
1	4	1
2	8	2
3	12	3
4	16	4

**A. Mapping of the marks with the grade:**

The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL. (Applicable for M. Tech, MBA)

**Table 7.7.3 Mapping of marks with grades**

Letter Grade	Marks
S	81-100

A	71-80
B	61-70
C	40-60

Students are also permitted to enroll courses in online mode offered by the Universities in India /IIT/ IISC / IIM / NIT etc. The transfer of credits shall be decided by the Credit Equivalence Committee (CEC).

- (iv) Audit courses will be included in the Grade sheet. These courses have no credit and will not be considered for CGPA calculation.

## 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 retotalling 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 are also eligible for revaluation, and challenge valuation. Fees will be refunded if the revaluation 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 answer scripts 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, 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 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, if found eligible. The paper will be evaluated by the Examiner(s) 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, an amount of Rs. 3000/- will be 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 INTERNAL MARKS SYSTEM**

- (i) In the first attempt of writing the End Semester Examination of a course if a student fails, He/She can retain the existing CAM and proceeds to write the End Semester Examinations/ Supplementary exams as and when it is conducted.
- (ii) If a student wishes to re-earn the Continuous Assessment Marks (CAM), He / She has to re-register by paying the prescribed fee for the course in the subsequent semester. The student has to re-earn the CAM by taking-up all the internal tests, assignments and presentation as per the norms of regulations. However, the higher marks scored by the students in his/her attempts for CAM shall be considered.
- (iii) 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.

Students can also send their grievances regarding examinations by email to [examgrievances@mvit.edu.in](mailto:examgrievances@mvit.edu.in)

#### **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 3 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 on the recommendation of subject teacher and HOD concern. The application for revaluation must be submitted within due date declared, 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 differently abled 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. Month and year of Examination
6. Reg No.
7. Date of Birth
8. Medium of Instruction
9. Date of publication of results
10. Photograph of the student
11. Semester Number
12. Subject – Part
13. Course code and Title

14. Credit for each Course
15. Grade Point
16. Letter Grade
17. Result
18. SGPA
19. CGPA
20. Conversion of Marks of Grade Points and Letter Grade
21. Formulae to calculate SGPA and CGPA
22. Passing Minimum

### **8.8 APPEALS 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, 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, End semester examination 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, He 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 AND OTHER ACADEMIC DISTINCTIONS**

A student shall be awarded a degree 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 Degree before the Academic Council.
- The Academic Council's approval for the award of respective degrees 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.

## **9.11 EXTERNAL 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.

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

- a. Inward registers
- b. Dispatch registers
- b. All Registers related to the planning, question paper setting and conduct of 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/valuation Instructions 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

## **9.13 CERTIFICATES**

- 1. Certificates are issued for the Professional competency Course on completeion 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 students till the provisional certificate is issued by the university.

## **9.14 DETAILS 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

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**ANNEXURE 1****STUDENT CODE OF CONDUCT: ACADEMIC MISCONDUCT AND RULES FOR FAIR EXAMINATION**

- 1) Students must refrain from using unfair means or engaging in disruptive behaviour in CAT or ESE Invigilator / Squad / Course Instructor observed the candidate engaging in suspected academic misconduct, the respective Answer Book shall be sealed along with the concerned material belongings in a cloth lined cover with the undertaking signed by the student and endorsed by Invigilator / Squad / Course instructor. Such sealed cover shall be submitted to Exam Cell. All submitted covers shall be stored in safe custody for presenting it to the Complaint Redressal Committee (CRC) for Examination. (A detailed procedure\* to be followed by the invigilator is given at the end of this article)
- 2) CRC shall conduct meeting and enquire every student booked in malpractice. After enquiry, committee decisions shall be noted and communicated to all concerned officials who may be involved in the implementation of such decisions to act upon.
- 3) Modes unfair means /malpractices shall include the following:
  - a) During examination time possessing or access to
    - i. Any unauthorized paper, book, notes, or materials related to the exam
    - ii. Mobile phones or any electronic gadgets other than a calculator, even if switched off, that could potentially be used for communication or copying.
    - iii. Any writing on instruments, furniture, or any other substance connected to the exam syllabus.
    - iv. Any writing or signs on the student's body, clothes, garments, or accessories that relate to the exam syllabus.
    - v. Any writing on the question paper that pertains to the exam syllabus.
  - b) Giving or receiving assistance in answering question papers to or from any other student or person during examination hours, whether inside or outside the examination hall.
  - c) Talking to another student or any unauthorized person during examination hours without the permission of the invigilator.
  - d) Swallowing, attempting to swallow, destroying, or attempting to destroy any notes, papers, or other materials related to the examination.
  - e) Impersonating another student or allowing someone else to impersonate you for the purpose of taking the examination.
  - f) Writing some candidate's register number in the main answer paper
  - g) Threatening the invigilator or insubordinate behavior as reported by the chief superintendent and / of hall superintendent,
  - h) Consulting the invigilator for answering the question in the examination.

4) The CRC Committee for Examination, after reviewing the case of a student found using unfair means, engaging in malpractices, or involved in disorderly conduct or disturbing others during an examination, may impose one or more of the following punishments:

- Cancellation of the examination for the specific course in which the student is found guilty; and/or
- Cancellation of the semester examination in which the student participated and/or debarment from future semester examinations;
- Any other punishment deemed appropriate by the CRC Committee for Examination.

**MODES OF PUNISHMENT FOR DIFFERENT TYPES OF MALPRACTICES**

<b>Sl. No</b>	<b>NATURE OF MALPRACTICES / MISCONDUCT</b>	<b>PUNISHMENT</b>
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.	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 the behavior 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.  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,	Discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents.
III	If a student is found during examination / evaluation to have copied from or used the material caught	
IV.	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.	Cancellation of the examination of that particular course and grade F shall be awarded in that course.
V.	If a student is found in damaging / tampering / scratching the answer script or any part of it during examination	

VI.	If a student impersonates any other student in connection with the examination or during examination	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 debarred for one year for both the students.
VII.	If a student takes allotted or additional answer script outside the examination hall / replace the allotted answer script with another answer script during examination	Cancellation of the present semester examination and the student shall be awarded Grade F in all the courses of that semester.
VIII.	For combination/s of unfair means / malpractices from serial No. I to VII, above or repetition of any unfair means / malpractices from serial No. I to VII, above by a student more than once	Cancellation of the present semester examination and the student shall be awarded Grade F in all the courses of that semester and debarred for one year.
IX	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
X	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause II & X.	If the student belongs to the college, expulsion from the examination hall and cancellation of the performance in that subject and all other subject the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the college will be handed over to police and, a police case will be registered against them.
XI	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of the semester/year.

XII	If mobile phone / programmable calculator / any other electronic gadgets of a student is confiscated during examination	Cancellation of the examination of that particular course and the student shall be awarded grade F in that course and the confiscated item shall be returned only after enquiry is completed and after course completion.
XIII	If any malpractice is detected which is not covered in the above clauses 1 to XII shall be reported to the COE office for further action to award suitable punishment.	