

# **Examination Manual**

**Silicon Institute of Technology**  
| An Autonomous Institute |  
Bhubaneswar

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The prime objective of an institute imparting technical education mostly for undergraduate program is to make the students industry ready. Some of them may also go for higher study and carry out research and development activity. The genuine progress of the institute relies upon the future execution of these students in their work field. However students are to be tested during their course of study to assess their readiness for upward movement and for industry. The Examination Cell therefore, has been structured to carry out all the examination activities. The Examination Cell is a confidential section with the responsibility of conduction of examinations both internal and external, evaluation, publication and display of results, maintenance of student records for all courses.

### **1. Definitions of Key Words**

- 1. Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 2. Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).
- 3. Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be completed by the students. Number of Credits to be earned by a student for the four year UG Degree Award is 162. It is 125 for the three year UG Degree (through lateral entry). For MCA credit to be earned is 125 and is 82 for MCA Lateral Entry. For M. Tech. it is 68.
- 4. Credit Point:** It is the product of grade point and number of credits for a subject.
- 5. Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week.
- 6. Credit System:** A system enabling quantification of course delivery, with *one credit being assigned to each unit* after a student completes its teaching-learning process, followed by passing in *CTE, MTE and ETE*. Further, *Choice Based Credit System (CBCS)* to be helpful in customizing the course delivery for a student, through *Core and Electives*;

- 7. Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters. It is expressed up to two decimal places. The details are mentioned in the Academic Regulations.
- 8. Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 9. Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters 'O', 'E', 'A', 'B', 'C', 'D', 'F', 'I' and X.
- 10. Mandatory Courses:** Course work on peripheral subjects in a programme, wherein familiarity considered mandatory, are included as non-credit, Mandatory Courses, where C grade is the minimum pass grade. These will not be counted for the computation of SGPA/CGPA.
- 11. Passing Standards:** To pass a theory course a student has to secure a minimum D grade with at least 24 marks (out of 60) in End-Term examination. Appearance in Mid-Term examination is also mandatory for qualifying the course. For other courses (practical, seminar, viva, project and other sessionals) Grade C is the minimum pass grade with at least 50% marks in the final test / final presentation.
- 12. Programme:** An educational programme leading to award of a Degree or certificate.
- 13. Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester. It shall be expressed up to two decimal places.
- 14. Semester:** Each semester will consist of 20 weeks of academic work equivalent to 90 actual teaching days excluding the period of examination. The autumn (odd) semester may be scheduled from July to December and spring (even) semester from January to June.
- 15. Semester Scheme:** Each UG Degree Programme to be ordinarily of 4 academic years (=8 Semesters), with the year being divided into two Semesters of 20 weeks ( $\geq 90$  working days) each for course delivery, followed by Continuous Teacher Evaluation (CTE) throughout the Semester, Mid-Term Examination (MTE) and End-Term Examination (ETE) as reforms in Achievement Testing;

- 16. Subject:** Usually referred to, as ‘course’ is a component of a programme. All subjects need not carry the same weight. The subjects should define Course outcome, Learning objectives and Evaluation Scheme. A subject may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/viva/ seminars/term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
- 17. Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the subject details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

## **2. Structure of the Examination Cell**

Principal is the Chief Controller of Examination. However all day to activities are monitored by the Controller of Examination. The Controller of Examination is assisted by a Deputy Controller of Examination and a team of faculty members nominated from different academic departments of the Institute. The entire team is termed as the Examination Committee. Adequate supporting staffs are there to carry out different works and to maintain all records.

## **3. Objective**

The prime objective of the Examination Committee is to conduct all the terminal examinations as per the academic calendar and academic regulations of the Institute. The process of these examinations start from the notification of schedule, facilitating the preparation of question papers, printing of answer scripts and question papers, appointment of invigilators, arrangements of venues, conduction of examinations schedule wise, coordinating the evaluation process and generating the report of marks obtained by the students. It also compile the marks obtained by students in teachers’ assessment, laboratories, seminars and projects and make it ready for processing prior to the declaration of results.

## **4. Activities**

To meet its objective the cell conduct the following activities

- Preparation and announcement of the examination calendar
- Coordinating the subject registration process for each semester

- Initiating the process of procurement of the examination materials like answer books, papers and toners for printing of question papers and other materials
- Coordinating the process of preparation and printing of question papers
- Conduction of examinations
- Coordinating the evaluation process
- Compilation of marks of all components and pre-processing of result
- Declaration of Result
- Printing and distribution of grade sheets and provisional certificates
- Collection of Degree certificates from Parent University and issue those to students

## **5. Infrastructure**

The Examination Cell possesses the following infrastructure for smooth conduction of all its activities.

- Dedicated examination halls with CCTV camera
- Confidential section for the processing of questions and e-evaluation.
- A printing section with state of the art printing facilities
- A strong room to store all confidential materials like question papers and answer-books
- A control room for pre and processing of examination materials which also used for meeting of the examination committee
- Office chambers for Controller of Examinations and Deputy Controller of Examinations
- Office space for regular official processes
- A Students Section to receive and issue required documents from and to students

In addition to the above the cell also possesses the essential facilities for amenities

## **6. Academic Calendar**

The Academic Council will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-Term Examination and End-Term Examination; inter-semester breaks etc. well in advance of start of a semester. The academic calendar shall usually provide the number of teaching weeks in each semester which shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination, holidays and days when classes are suspended.

The examination cell, based on the approved academic calendar, will prepare a time-table for events to be conducted like internal and external theory and lab examinations, evaluation etc.

- Each year is divided into two Semesters; Autumn Semester (July/ August to December), and
- Spring Semester (January to June).
- In each semester the students' performance is evaluated by teacher's assessment, Mid-Term exam, End-Term Exam & Lab/ Sessionals courses.

Identification of subject experts is done in communication with respective HOD for Question paper setting and evaluation.

## **7. Roles and Responsibilities of Controller of Examinations (CoE)**

The Controller of Examinations is responsible for all day to day activities of the examination cell. The CoE ensures that all activities of the cell are done as per the Academic Regulation and as per the instruction from Academic Council. The details of the responsibilities include

- Collecting question papers for all examinations ensuring complete confidentiality.
- Conduction of Mid-Term and End-Term examinations by preparing all related material and arranging adequate manpower
- Taking decision on all matters related to examinations
- Making necessary arrangements for the safe custody of files connected with the conduct of examinations, documents, certificates etc
- Supervision of e-evaluation
- Ensure error free declaration of results, printing and issue of grade sheets and certificates to students
- S/He shall convene meetings and issue notices to the examiners and committees appointed by examination cell and conduct official communications thereof.
- Arrangements of various meetings required for examination processes as and when required and ensure minutes are recorded
- S/He shall keep the minutes of examination committee and all sub committees appointed

- Take special care to see that secrecy and confidentiality are maintained in connection with examinations
- Direct superintending control over the examination cell including all facilities and infrastructure
- Preparing the annual budget for the Examination Cell and send it to the Governing Body for approval.
- Releasing the payment of remuneration and travelling allowances to external question paper setters and examiners and all internal payments wherever admissible as per the approved budget
- Ensuring maintenance of the infrastructure of the cell
- Monitoring Semester Registration
- Monitoring Examination Registration
- Preparing Admit Cards for students eligible for appearing examination.

## 8. Subject Registration

- 8.1 All Students have to register for each of the subjects as per the academic regulation and calendar, except the first semester, where a student is automatically registered for all the subjects of the semester.
- 8.2 The registration process includes
- Pre-Registration-Choosing Electives:*** This is done during the previous semester. The student shall select the elective and optional subjects for the coming semester
  - Semester Registration- Attendance Registration:*** This must be completed before the commencement of a semester with all the pending dues cleared. The dates of registration with and without fine are notified.
  - Examination Registration:*** This is done in the examination section basing on the updated list of existing students for each semester (data taken from ERP before the examination) which is used for the preparation of Admit Cards.
- 8.3 To be able to register in the 2nd year (3rd semester) and continue his/her study in the Institute at the end of 1<sup>st</sup> year, a student must have secured a pass grade in all subjects of 1<sup>st</sup> year except a maximum up to four. In no case a student with F grade in more than four papers shall be permitted to register for 3rd semester.
- 8.4 While registering for 3, 5 or 7 semesters, a student may register for backlog papers of 1, 3 or 5 semester respectively and while



registering for 4, 6 or 8 semester, s/he may register for backlog papers of 2, 4 or 6 semester respectively. A student need not attend classes in papers registered as “backlog papers”. He has to sit for both Mid-Term and End-Term examinations and the grade will be awarded based on the scores of the latest examinations. The Teacher’s assessment component will be same as that given by the instructor in the original semester, when he attended classes. The registration for backlog papers must be done at the time of semester registration.

- 8.5 A student will be promoted to the Spring Semester if in the Autumn Semester s/he appears the End Term examination in minimum three theory subjects and passes in minimum two practical subjects. A student will be promoted to next higher year if the number of back logs after the supplementary examination is less than or equal to four. To be promoted to 3rd year a student must have cleared all the papers of first year and to be promoted to 4th year a student must have cleared all papers of second year.
- 8.6 To be promoted to 3rd year a student must have cleared all the papers of first year and to be promoted to 4th year a student must have cleared all papers of second year.
- 8.7 Ordinarily a student is not permitted to re-register in a subject when s/he has secured a “D” or higher grade. But it is allowed for students who have secured a CGPA below 6.00 and need to improve their score. It is not possible to improve the score in a subject by writing examinations only.
- 8.8 Those who have been awarded grade ‘X’ (“debarred”) because of very poor attendance, examination malpractice or disciplinary measure or for any other reason are not permitted to register for those subjects for the supplementary examinations. They will register for the course during the next odd/even semester.

## 9. Registration Rules

Semester	General Rules
New admission (1 <sup>st</sup> sem)	After Reporting at the Institute
2 <sup>nd</sup> Semester	Student should be physically present in campus on 1 <sup>st</sup> day of 2 <sup>nd</sup> Semester to complete formalities within one week as detailed in Subject Registration clause.

3 <sup>rd</sup> Semester	Pre registration to be done in mid of 2 <sup>nd</sup> semester and student should be physically present in campus on 1 <sup>st</sup> day of 3 <sup>rd</sup> Semester to complete formalities within one week as detailed in Subject Registration clause.
4 <sup>th</sup> Semester	Pre registration to be done in mid of 3 <sup>rd</sup> semester and student should be physically present in campus on 1 <sup>st</sup> day of 4 <sup>th</sup> Semester to complete formalities within one week as detailed in Subject Registration clause.
5 <sup>th</sup> Semester	Pre registration to be done in mid of 4 <sup>th</sup> semester and student should be physically present in campus on 1 <sup>st</sup> day of 5 <sup>th</sup> Semester to complete formalities within one week as detailed in Subject Registration clause.
6 <sup>th</sup> Semester	Pre registration to be done in mid of 5 <sup>th</sup> semester and student should be physically present in campus on 1 <sup>st</sup> day of 6 <sup>th</sup> sem to complete formalities as detailed in Subject Registration clause.
7 <sup>th</sup> Semester	Pre registration to be done in mid of 6 <sup>th</sup> semester and student should be physically present in campus on 1 <sup>st</sup> day of 7 <sup>th</sup> Semester to complete formalities as detailed in Subject Registration clause.
8 <sup>th</sup> Semester	Pre registration to be done in mid of 7 <sup>th</sup> semester and student should be physically present in campus on 1 <sup>st</sup> day of 8 <sup>th</sup> Semester to complete formalities as detailed in Subject Registration clause.

## 10. Assessment of Performance

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student's performance. There will be continuous assessment of a students' performance throughout the semester and grades will be awarded by the Subject Teacher / Programme Coordination Committee formed for this purpose.

The assessment of performance will be done for Theory, Teacher's Assessment, Laboratory, Seminars and Projects components as mentioned below.

10.1 For theory subjects, the sub-components and the respective weights assigned to these are given below.

<b>Sub-component</b>	<b>Weight</b>
Teacher's Assessment (TA)	15%
Mid-Term Examination (MTE)	25%
End-Term Examination (ETE)	60%

10.2 For assigning marks in Teacher's Assessment (TA), performance in home assignments, class tests, surprise tests, quizzes, viva-voce, attendance etc., are to be considered. The weights of different subcomponents of TA may be announced to the students by the teacher at the beginning of the Semester.

10.3 For assignment of marks in laboratory component (P - component) the relevant subcomponents that are to be considered are:

<b>Sub-component</b>	<b>Weight</b>
Attendance	10%
Daily Performance	30%
Record	15%
Lab Test/ Mini Project	30%
Viva-Voce	15%

Marks are awarded in each class. Any lab class missed must be reported to the concerned faculty and make-up classes must be attended within 15 days.

10.4 Seminars and Projects will have similar marking system.

<b>Seminar</b>	<b>Weight</b>
Attendance	20%
Presentation	30%
Depth of Subject (Q & A)	30%
PPT & Report	20%

<b>Projects</b>	<b>Weight</b>
Interim Presentation	30%
Final Presentation	40%
Project Diary	10%
Report	20%

10.5 COMPREHENSIVE VIVA-VOCE will be conducted for 100 marks.

All these evaluation process must be completed before the beginning of End-Term examination.

10.6 The laboratory subjects will put greater emphasis on day to day work than on End-Term examinations. To the extent possible, design and laboratory work should be completed and evaluated every class thus ensuring continuous evaluation. The evaluation of laboratory courses shall be done as per the guidelines as approved by the Academic Council.

10.7 At the end of each academic year (for 3 years), a student has to take up Industrial training program or summer courses of total 600+ hours (per year 200+ hours). After the training / courses, students will have a presentation about the training / course and a viva-voce test before a faculty of their department. Mark obtained out of 100 (1 credit) will be reflected in the next semester result. Sub-components that are to be considered for marking are:

<b>Subcomponent</b>	<b>Weight</b>
Assessment by Industry Professional/ Trainer	50%
Training Diary	10%
Report	20%
Internal Evaluation (Presentation & Viva)	20%

## 11. Grading & Grade Points

Irrespective of the credit, a course will be evaluated out of 100 marks and the uniform absolute Grading System to be followed for all Academic Programmes shall be as described below:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	O	90 & above up to 100	10
Excellent	E	80 & above but less than 90	9
Very Good	A	70 & above but less than 80	8
Good	B	60 & above but less than 70	7
Average	C	50 & above but less than 60	6
Poor	D	40 & above but less than 50	5
Failed	F	Below 40	0
Incomplete	I	Permitted to appear Supplementary Examination	0
Debarred	X	Poor class attendance/ Disciplinary action/Malpractice	0

For non credit courses 'Pass' (which is minimum C grade) or "Fail" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

11.1 **Grade Point Average (SGPA &CGPA):** Computation of *Semester GPA (SGPA)* to be done by dividing the sum of *Credit Point* of all *Subjects* by the total number of *Credit* registered in a Semester, leading finally to *CGPA* for evaluating student's performance at the end of two or more *Semesters* cumulatively; this reform serving as a better performance index than total marks or %.

### **Calculation of Semester Grade Point Average (SGPA) for semester:**

- The performance of each student at the end of the each semester is indicated in terms of SGPA as well as CGPA
- SGPA is the ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester expressed up to two decimal places.

$$SGPA = \frac{CREDIT\ INDEX}{\sum CREDITS} \text{ for a Semester}$$

### **Cumulative Grade Point Average (CGPA)**

- Measure of overall cumulative performance of a student over all semesters.
- The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters expressed up to two decimal places.

$$CGPA = \frac{\sum CREDIT\ INDEX\ of\ all\ previous\ Semester}{\sum CREDITS\ of\ all\ previous\ Semesters} \text{ upto a Semester}$$

- Conversion to %: CGPA can be converted to % as per following:

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

11.2 **Passing Standards:** To pass a theory course a student has to secure a minimum D grade with at least 24 marks out of 60 in End-Term examination. Appearance in Mid-Term examination is also mandatory for qualifying the course. For other courses (practical, seminar, viva, project and other sessionals) Grade C is the minimum pass grade with at least 50% marks in the final test / final presentation.

Both SGPA and CGPA serve as useful performance measures in the *Semester System*. Student can be declared successful at the Programme-end only when

- The CGPA earned at the end of the program is greater than or equal to **6.00** with none of the *Courses* registered in for the Degree Award counting F/X Grade.
- In addition to this there should not be any pending disciplinary proceedings against the student.
- Number of Credits to be earned by a student for the four year UG Degree Award is 162. It is 125 for the three year UG Degree (through lateral entry). For MCA credits to be earned is 125 (82 for MCA Lateral Entry) and for M. Tech it is 68.
- Maximum period for a student to complete a full time academic program is Eight years for B.Tech; Six years for MCA; Four years for M.Tech.
- Meritorious students will be awarded gold medals as per the academic regulations.

## 12. Promotion Policy

<b>From Semester</b>	<b>To Semester</b>	<b>General Rules</b>
1 <sup>st</sup>	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>i) Must have appeared the End Term Examination in at least three theory subjects</li> <li>ii) Must have passed at least two practical / sessional subjects</li> </ul>
2 <sup>nd</sup>	3 <sup>rd</sup> (2 <sup>nd</sup> Year)	The number of subjects with F/I/X grade must less than or equal to 4 at the end of 2 <sup>nd</sup> semester supplementary examination.
3 <sup>rd</sup>	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>i) Must have appeared the End Term Examination in at least three theory subjects</li> <li>ii) Must have passed at least two practical / sessional subjects in 3<sup>rd</sup> semester</li> <li>iii) For degree certificate in M. Tech. they should have cleared all papers</li> </ul>
4 <sup>th</sup>	5 <sup>th</sup> (3 <sup>rd</sup> Year)	All the subjects of 1 <sup>st</sup> year must be cleared and not more than four subjects as F/I/X grade at the end of 4 <sup>th</sup> semester supplementary examination
5 <sup>th</sup>	6 <sup>th</sup>	<ul style="list-style-type: none"> <li>i) Must have appeared the End Term Examination in at least three theory subjects</li> <li>ii) Must have passed at least two practical / sessional subjects in 5<sup>th</sup> semester</li> <li>iii) For degree certificate in MCA they should have cleared all papers</li> </ul>

6 <sup>th</sup>	7 <sup>th</sup> (4 <sup>th</sup> year)	All the subjects of 2 <sup>nd</sup> year must be cleared and not more than four subjects as F/I/X grade at the end of 6 <sup>th</sup> semester supplementary examination
7 <sup>th</sup>	8 <sup>th</sup>	i) Must have appeared the End Term Examination in at least three theory subjects ii) Must have passed at least two practical / sessional subjects in 7 <sup>th</sup> semester
8 <sup>th</sup>	Degree Certificate	All the papers cleared including mandatory subjects.

### 13. Branch Change:

A B.Tech student can be allowed for a change in branch after completing his/her first year only, if

- Seat is available in the new branch.
- Restricted up to maximum 10% leaving /joining the old/new branches
- CGPA at the end of the first year is 8.5 or more.
- Student has cleared all subjects of 1st & 2nd semesters in first attempt.
- Committee recommends as per norms prescribed by academic council.
- The decision on branch change shall be notified before the start of 3rd semester.

### 14. Question Paper Setting

Question papers for Mid-Term and End-Term examinations (for both UG & PG program) shall be prepared primarily electronically as per the process defined in the ERP system. All teachers who have preference for teaching the subject and/or having expertise in the subject shall contribute to the question bank for the subject created in the ERP system. The paper setter may chose one of the formats suggested and set the question paper accordingly by using the question bank. The question paper setter shall be nominated by the Board of Studies and may be one of the teachers teaching the subject or a faculty



member of the Institute having the expertise on the subject. Board of Studies may nominate external paper setters in 20% of the subjects and the same needs the approval of the Principal. A person engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute or College affiliated to Universities can be appointed as an external paper setter.

Question papers shall be submitted to CoE through the confidential channel available in ERP. However external paper setters may send it to the CoE preferably by password protected email before the prescribed deadline.

All question papers submitted by the paper setters will be treated as “confidential documents” till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

Questions must be set with utmost secrecy and must be with relation to the prescribed subject of study and the text books recommended by the Board of Studies and must conform to the standard and syllabi lay down.

Information regarding graph paper, semi-log papers, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself. These details may also be furnished to the CE separately before the examination.

#### **14.1 Question Pattern**

Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this or in other Universities. The questions are usually of three different categories;

(i) Remembering/Understanding types low and easy level questions of short answer (ii) Applying/Analyzing types medium level questions of medium answers and (iii) Evaluating/Creating type complex questions of long answer.

The syllabus in each subject is usually arranged in 5-6 modules corresponding to each CO of the course. Questions will have different sections. In any section there will be one question from each module /CO. All questions are compulsory with some questions having choices within itself (from same module). Questions will have different weight depending on the content. There may be several bits within one question and different bits may have different marks.

All the examinations are conducted as per the academic calendar. Examination schedule for a semester is published around 15-20 days before the examination on prominent notice boards and communicated through ERP. The Mid-Term Examination of a semester carrying 25 marks in each paper is of 90 minutes duration and mostly has the questions from Mod-I, Mod-II and Mod-III (Partially covered). Similarly the End-Term examination is of 180 minutes duration for each paper in a semester carrying 60 marks covering the entire syllabus of the subjects.

### **15. Eligibility for Appearing Examinations**

A student will be permitted to appear in an examination, only if he/she has:

- (a) Formally registered for the subjects at the beginning of the semester.
- (b) Attendance record as prescribed in these regulations in theory and laboratory classes and has completed the assignment works given.
- (c) Paid all Institute dues of the semester.
- (d) Not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher or Chairman Coordination committee.
- (e) A student may be debarred from appearing at the Mid-Term or End-Term Examination in the subject on the report of Subject Teacher / Dean (Academics), if his/her
  - Attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,
  - Performance in the assignment works in that subject during the semester has not been satisfactory.
- (f) Class tests, surprise tests, assignments, quizzes, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher / coordination committee of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute, his/her illness, calamity in the family, etc.,) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee may

take such steps (including conduction of compensatory tests/examinations) as are deemed fit.

- (g) Appearing both at the Mid-Term and End-Term Examination of theory subjects is compulsory. Normally, if a student fails to appear in the Mid-term Examination without any valid reason he/she should get zero for that component. If a student misses the Mid-Term Examination due to compelling reason like participation in a national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, s/he may appeal to the Dean Academics with supporting documents, through Head of the Department for permitting him/her to appear at the *Repeat Mid-Term Examination* which will be conducted before the End-Term examination of a semester. After verification Dean Academics may permit him/her to appear the Repeat test if satisfies the eligibility criteria.
- (h) If a student misses the End-Term Examination due to compelling reason like participation in a national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, s/he may appeal to the Dean Academics, through Head of the Department for permitting him/her to appear at the *Supplementary examination*, subject to fulfilling of attendance requirement.
- (i) A student will be given an 'I' grade (Incomplete) till the supplementary examinations are conducted. 'I' grades will be converted to a valid grade as per the results of supplementary examinations.
- (j) In case of prolonged illness of a student, if he/she misses both the End-term Examination and supplementary examinations, the student must register for the courses as a backlog paper. In that case the student shall be awarded an 'I' grade till he clears the paper.

Teachers are expected to retain the assignments and laboratory records at least for a period of two months from the starting of classes in the next semester.

## **16. Supplementary Examination**

The supplementary examinations will be conducted every year in the month of July and results shall be declared before the commencement of the next academic session.

- The candidates, who have completed the attendance requirements for that course, appeared in the End-Term Examination and have been awarded 'F' Grade can register for the examination. The weightage of this examination will remain same as the weightage of the regular semester in which the student was awarded 'F' Grade. A student can register for a maximum of four courses for appearing in supplementary examination.
- A student who could not appear the End-Term due to genuine medical or other problems defined in the academic regulation may also register for supplementary examination without any restriction in number of subjects.
- Students with X grade in a subject are not permitted to register for the supplementary examination for that subject.

## **17. Conduction of Examinations**

The Controller of Examinations shall prepare the examination calendar for every academic year/ semester, well in advance, and shall publish the same in the Institute notice board/ website. The information regarding the same shall be passed to all concerned. All examinations of the year / semester shall be conducted as per the examination calendar.

The following steps to be followed for conducting an examination

- Notification for the Examination:* The detailed program is notified at least two weeks before the commencement of examination
- Notification in the ERP:* The examination schedule is also notified in the ERP for the information of all and to prepare the sitting arrangements
- Question paper:* Questions for the examination in different subjects of different batches/branches will be set by the question setting committee and submitted to CoE confidentially one week before the examination.
- Printing question papers:* Required no of question papers (as per the registration list) to be distributed in the examination halls are printed and are sealed in proper packets containing all the details of the examination; subject, date& time of examination, number, batch and branch.
- Arrangement of examination materials:* Arrangement of answer scripts, additional sheets, attendance sheet and other required documents for examination is done and are stored in the exam storeroom one day before the respective examination.
- Allotment for Invigilation Duty:* Considering the subject-wise student strength for the examination of each semester, invigilation duties are

allotted on the basis of workloads collected at the beginning of the semester and intimated to all invigilators through the committee members of respective departments at least one week before the examination.

- (g) *Display of Rules & Regulations and Sitting arrangement:* Rules and regulations of the examination are put on the notice board for information to students. Sitting arrangement is done through ERP for the information of the student.
- (h) *Post examination:* After the completion of examination the answer scripts are collected, counted and shall be kept for further processing

## **18. Invigilation**

The invigilators shall enter the examination hall at least 20 minutes before the start of examination.

He/ She shall,

1. Collect the Seating Plan, Hall wise statement (attendance) and other examination stationery. Count and check the answer booklets to make sure that the admit card numbers on the booklets are quite match with the seating plan as well as hall wise statement,
2. Should ensure that students do not carry any material except Admit card and ID card into the examination halls. Students without ID card and Admit card will not be allowed to enter the Examination Hall. Carrying Programmable Calculators, Cell Phones, Pagers and Wallets into the examination hall is totally prohibited,
3. Check whether the students have occupied their seats as per the seating arrangement,
4. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
5. Distribute the question papers to the students at the beginning of the examination,
6. Sign on the answer books of the students, after checking for correct details on it,
7. Take the signature of students on the attendance sheet, mark "AB" for absent students and maintain the attendance record of his/her examination hall,
8. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,

9. Maintain general discipline by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students,
10. Report cases of misbehaviour, indiscipline, malpractices and copying cases of students to the CE for further necessary action,
11. Shall leave the examination hall unless a reserve occupies his place on the instructions of the Examination Cell. A reserve will be sent only for attending some important work,
12. Is advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination,
13. Should make sure that staff members not having examination duties do not enter into the examination halls,
14. Give warning to the students to tie their supplements, 10 minutes before the end of examination,
15. Collect the answer books from the students at the end of examination and arrange them sequentially as per instructions,
16. Hand over the answer books and filled in proforma at the examination control room.

### **19. Instructions for the Students Appearing Examinations**

1. Candidates must bring Identity Card and Admit card during each day of examination.
2. For the Mid-Term examination, students must enter 10 minutes before the commencement but are not allowed to enter after the start of the examination unless otherwise there is some genuine reason, with a proper permission from CE. Candidates must enter into the hall 15 minutes before the commencement for End-Term examination, but not after the first 10 minutes after commencement.
3. Possession of mobile phones and other electronic gadgets in the examination hall is strictly prohibited, failing which may lead to MP cases.
4. For the smooth and fair conduction of examination, all the halls are under electronic surveillance system.
5. Candidates can leave the hall only after the completion of first hour for temporary reasons and two hours for permanent, but have to leave the question paper and collect it later from the examination section. The rule is applicable till 30 minutes before the end of examination
6. Candidates without the admit card issued for the subject are not allowed to appear the examination.
7. The Bar coded answer books contain information such as name, SIC/ Reg. no, subject, subject code, semester and date of examination, etc.

8. The candidates must verify their particulars in the cover page of the Answer Books before signing in the appropriate box.
9. No discussion or query related to questions is allowed inside the examination hall.
10. Students must carry their own calculator, scale & pencil etc. during examination. Borrowing is not allowed.
11. In case of loss of admit card, a duplicate admit card will be issued by collecting an administrative fee.
12. Students would be strictly penalised as per the norms/regulations for adopting unfair means inside the examination halls/ premises.

## **20. Evaluation of Answer Scripts**

After the completion of examination (Mid-Term or End-Term) for a subject the answer scripts shall be scanned and uploaded with necessary processing to be available to the appointed examiners. Examiners are appointed by CoE as per the recommendations of the Board of Studies. There will be arrangements inside the Institute to evaluate the answer scripts electronically. However facilities may be there for the electronic evaluation from home also. The following cares are to be taken for the evaluation of answer scripts.

- The scanning and coding of answer scripts are to be done with no error and with utmost confidentiality.
- Proper secrecy must be maintained by providing password to examiners for the right subjects.
- Provisions must be there in the e-evaluation process to record all remarks of the examiners in the answer scripts which will be useful during re-evaluation.
- There must be electronic checks to avoid any error or missing any page or answers during evaluation.
- The answer scripts for a subject must be available for evaluation within two days of the completion of the examination of that subject.
- The evaluation of answer scripts must be completed within a week of its availability.

## **21. Declaration of Results**

Results will usually be declared after two weeks from the date of the last examination. After the completion of evaluation of the answer scripts of End-Term examination a sub-committee nominated by the Academic Council with Dean Academics as the Chairperson and CoE as the convener shall make an pre-analysis of the result by looking at the report marks for all components and submit a summary report to Principal. With the approval of Principal, CoE

office will announce the result. Students will be able to see their result in their ERP page.

## **22. Post Processing of Result**

If a student is dissatisfied with his/her marks in Mid-Term or End-Term examination, he/she may apply to Controller of Examination in a prescribed format for re-evaluation. This has to be done within two weeks of declaration of Marks/Result. The Controller of Examination shall initiate a re-evaluation of the script with some selected faculty member and may update the marks/results accordingly. If no complaint is filed within the time limit the student is deemed to have accepted the results and no further change is permitted.

After the dead line of application for re-evaluation the grade sheets for the students who clear all the subjects of the semester / year shall be printed and shall be distributed. In case of final year students the provisional certificates shall be printed and distributed accordingly.

Students may apply to CoE for any corrections needed in their grade sheets or certificates using prescribed format and examination cell will do the necessary correction and provide the corrected documents accordingly.

In case of loss of grade sheets or certificates students may apply for duplicate grade sheet or certificate using the prescribed format along with the administrative fee and a copy of FIR of the loss of document. A duplicate document will be printed by the examination cell and issued to the student accordingly.

Students needing transcripts of the grade sheets shall apply for the same using the prescribed format along with the administrative fee. Examination cell will print the transcripts accordingly and provide the same to the students concern.

## **23. Procedure pertaining to Re-evaluation**

- a. Revaluation of answer scripts is applicable for Mid-Term / End-Term examination & of theory papers only.
- b. Notification for re-evaluation will be notified by Examination Cell on the day of uploading of marks / result declaration.
- c. For re-evaluation, prescribed application with fee by the candidate through ERP is mandatory.
- d. The application for re-evaluation after the last date will not be entertained.
- e. Separate faculty may be identified by the CoE for Revaluation.



- f. In the re-evaluation, if the variation in the marks is within 20% of previous marks, then the better of the two shall be taken.
- g. If the variation is more than 20% of the previous marks, then it will be sent for re-evaluation to a third examiner. In this case, the marks awarded by the third examiner shall be final.

## **24. Revision of Regulations & Curriculum**

The Institute may from time-to-time revise, amend and change the regulations, if found necessary. Any such change shall be communicated through Circulars from the Principal's Office or through Dean (Academics).