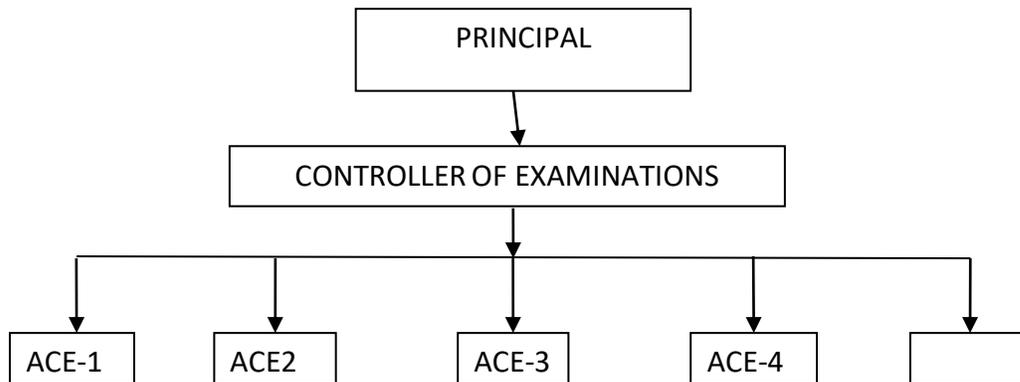


**G.Narayanamma Institute of Technology and Science (Autonomous)
Shaikpet, Accredited by NBA & NAAC by AICTE & Affiliated to JNTUH,
Hyderabad-500104
IQAC-AQAR**

**EXAMINATION RULES AND REGULATIONS FOR AUTONOMOUS
INSTITUTE (COMMON FOR ALL BRANCHES UNDER SEMESTER
PATTERN) UG and PG PROGRAMS Academic Year 2019-22**

Exam branch Structure and Responsibilities:

The office of “The Controller of Examinations” has been established from the month of June 2018 since the conferment of Autonomous to the institution. The Examination cell has been formed to supervise the examination & evaluation process which is headed by the CE. The conduct of examinations in the autonomous system is an important academic activity to check the ability of the student's performance. In this context, Examination Cell plays an important role in the evaluation process. At each and every stage in the evaluation process, including Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE), CE along with his office staff meticulously monitor the performance of students by giving suitable guidelines to various departments in the institution from time to time.



Controller of Examination (CE):

- CE is authorized person to implement all rules and regulation laid by Institute Examination Cell, an authorized person to declare results, grades and printing grade cards.
- He is in charge of all examination process for smooth functioning.
- The CE shall prepare the examination schedule and plan for dates of declaration of the results at the beginning of the semester and notify the same. ESE, Makeup Examination shall be conducted centrally through CE office along with its assessment.
- Overall examination process which includes, scheduling the examination dates, to take necessary action to set the question papers from the examiners, printing the question papers, conduction, valuation, Disclosure of answer books and announcement of results.
- To provide proper notification to the departments related to the examination process and conducting the examination time to time.
- Getting CIE marks from the departments from time to time.
- The declaration of time schedule, name list, summary list and ledger printing for various examinations.

- Stationary purchasing, coding, its supply and record keeping. Appointment of paper setter, Examiners, Evaluators, Sr. Supervisor, Related staff.
- Collection of answer booklets, collection of Question paper set and its security. Examination Cell budget preparation and authorized signatory for grade cards and results.
- Issuing the Transcripts and PDC.
- Conduction of Malpractice committee meeting and issuing all Notification related Malpractice.
- Strictly adhere to the university instructions regarding Autonomous Examinations.
- Announcement of the examination fee and other fees related to examination.
- Facilitating Paper Seeing and Revaluation Processes.
- Providing and Publication of rank lists and Medal lists before the conduct of Annual convocation.
- Recommendations to the University for the award of degrees.

Additional Controller of Examination (ACE):

Examination form and its processing, name list, summary list. Question Paper Setting, Valuation, Scrutiny, Tabulation, Results Processing and Moderation of Question Papers. Question papers printing and Coding and Decoding process.

There shall be examinations at the end of each semester, for odd semesters in the month of October/November; for even semesters in April/ May. A candidate who does not pass the examination in any course(s) may be permitted to appear in such failed course(s) in the subsequent examinations to be held in October / November or April / May. However candidates who have arrears in Practical's shall be permitted to take their arrear Practical examination only along with Regular Practical examination in the respective semester.

Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE):

The performance of a student in each semester shall be evaluated Subject-wise (irrespective of the Credits assigned) with a maximum of 100 marks for Theory, or Labs/Practical's, or Drawing/Design, or Elective Course, or Seminar, or Mini-Project, or Project – I, or Project – II etc. These evaluations shall be based on 30% CIE (Continuous Internal Evaluation) and 70% SEE (Semester End Examination), and a Letter Grade corresponding to the % of marks obtained shall be given.

For the Theory Subjects during the semester, there shall be 2 mid-term examinations for 25 marks each. Each mid-term examination consists of one Objective section for 10 marks, plus one Subjective section for 15 marks, with a total duration of 120 minutes. Further, there shall be an allocation of 5 marks for the Assignment, and there shall be 2 Assignments. The Objective section may be set with multiple choice questions, True/False selections, fill - in the blanks, matching type questions, etc. The Subjective section shall contain 5 questions, out of which the student has to answer any 3 questions, each question carrying 5 marks.

For the Lab/Practical Subjects, the Continuous Internal Evaluation (CIE) during the semester shall be for 30 Marks, and the End Semester Examination (SEE) shall be for 70 Marks. Out of the 30 Marks for internals (CIE), day-to-day assessment of the lab work shall be assessed for 20 Marks; and one internal lab exam shall be conducted by the laboratory teacher concerned for 10 Marks. The Semester End Examination (SEE) for Lab/Practicals shall be conducted at the end of the semester by Two Examiners nominated by the Head of the Department and approved by the Principal

There shall be an Industrial Oriented Mini Project/Summer Internship, in collaboration with an industry of their specialization. Students will register for this immediately after III year II semester examinations and pursue it during summer vacation. Industrial Oriented Mini Project/Summer Internship shall be submitted in a report form and presented before the committee in IV year I semester. It shall be evaluated for 100 external marks. The committee consists of an external examiner; Head of the Department, supervisor of the Industrial Oriented mini project/Summer Internship and a senior faculty member of the department. There shall be no internal marks for Industrial Oriented Mini Project/Summer Internship.

There shall be a seminar presentation in IV year I semester. For the seminar, the student shall collect the information on a specialized topic, prepare a technical report, and submit it to the department. It shall be evaluated by the departmental committee consisting of Head of the Department, seminar supervisor and a senior faculty member. The seminar report shall be evaluated for 100 internal marks. There shall be no semester end examination for the seminar.

UG project work shall be carried out in two stages: Project Stage – I during IV Year I Semester, Project Stage – II during IV Year II Semester. Each stage will be evaluated for 100 marks. Student has to submit project work report at the end of each semester. First report includes project work carried out in IV Year I semester and second report includes project work carried out in IV Year I & II Semesters. SEE for both project stages shall be completed before the commencement of SEE Theory examinations.

For Project Stage – I, the departmental committee consisting of Head of the Department, project supervisor and a senior faculty member shall evaluate the project work for 70 marks and project supervisor shall evaluate for 30 marks. The student is deemed to have failed, if he (i) does not submit a report on Project Stage - I or does not make a presentation of the same before the evaluation committee as per schedule, or (ii) secures less than 40% marks in the sum total of the CIE and SEE taken together. A student who has failed may reappear once for the above evaluation, when it is scheduled again; if he fails in such ‘one reappearance’ evaluation also, he has to reappear for the same in the next subsequent semester, as and when it is scheduled.

For Project Stage – II, the external examiner shall evaluate the project work for 70 marks and the project supervisor shall evaluate it for 30 marks. The topics for industrial oriented mini project, seminar and Project Stage – I shall be different from one another. The student is deemed to have failed, if he (i) does not submit a report on Project Stage - II, or does not make a presentation of the same before the external examiner as per schedule, or (ii) secures less than 40% marks in the sum total of the CIE and SEE taken together. For conducting viva-voce of project stage – II, GNITS selects an external examiner from the list of experts in the relevant branch.

A student who has failed may reappear once for the above evaluation, when it is scheduled again; if student fails in such 'one reappearance' evaluation also, he has to reappear for the same in the next subsequent semester, as and when it is scheduled.

APPOINTMENT OF QUESTION PAPER SETTERS:

The paper setting of SEE shall be done by the external faculty who is teaching the course at a level of Professors are preferably from IIT's or NIT's or University faculty/Autonomous colleges only in consultation with the Department BOS members for conducting **B.Tech & M.Tech** External Examinations. The Paper Setters shall have at least five years of teaching experience in the respective program for which appointment is to be made. A panel of subject experts from outside the college shall be prepared for this purpose. This step is necessary for gaining the confidence of the University and also of the society at large, on the fairness and transparency in the system.

GUIDELINES TO QUESTION PAPER SETTERS:

Each examiner has to prepare "TWO" sets of Question papers. Examiners have to prepare the Question papers strictly as per the format specified. GNITS exam branch has to send the Syllabus, Model Question paper, Template for question paper typing, Undertaking form, Remuneration Bill form to the Examiner. Examiner has to send the Question papers to GNITS ACE though e-mail only. No hard copies of question papers are accepted. Question Papers can be send with Pass-word protected. For Regular exams GNITS exam branch will request two examiners for question paper setting. Out of "4" sets available only one will be chosen just 90 minutes before the commencement of the exam. In case of unavailability of the appointed paper setter, the concerned BOS Chairman (HOD) shall do alternative arrangement and inform to CE. The paper setter should be full time faculty or from any other recognized institute with minimum three years of teaching experience in concerned course. The concerned teacher who is teaching the course shall follow all paper setting related guidelines from CE.

You are required to set *two* (2) question papers as per the guidelines, question paper template and the syllabus enclosed. It is suggested that the following weightage may be given while formulating the questions in part A & B, of the question paper.

1. The question paper consists of Part-A (**for 10 Marks**) and Part-B (**for 60 Marks**).
2. Part-A should contain **five 2 mark** questions. Total **10 marks**.
3. Part-B should contain **5 questions** (each question 12 Marks) with "either" "or" pattern to be prepared which means that there will be two questions from each unit and the student should answer either of the two questions. **Total 60 Marks**.
4. For each question there will be an "either" "or" choice, which means that there will be two questions from each unit and the student should answer either of the two questions.
5. The paper setter shall **draw the Figures/Drawings/Circuit diagrams** wherever necessary and label the diagrams indicating dimensions etc. clearly and properly.

6. The paper setter shall ensure confidentiality regarding question papers.
7. The Paper Setter shall map the questions corresponding to course outcomes given in the syllabus copy.
8. The paper setter shall map the blooms taxonomy level as per the table given below.

Level-1	- Recall (Remembering)	-- Fundamental Knowledge	- 70%
Level-2	- Understanding		
Level-3	- Applying	-- Knowledge on	- 20%
Level-4	- Analysing	Application & Analysis	
Level-5	- Evaluating	-- Critical Thinking	- 10%
Level-6	- Creating		

9. **Attention of the paper setters is specifically drawn to the following instructions.**
 - The question papers are to be planned in such a way that a candidate of certain ability with good preparation can reasonably be expected to answer the required number of questions within the time frame of 3 hours allotted.
 - Every question set shall be clear and definite in language and meaning.
 - The questions shall be fairly distributed over the whole course of study prescribed for the examination and not concentrated on any one unit or a few units only. All questions must uniformly be covered all the five units of the syllabus.
 - Special care must be taken while writing mathematical signs and indexing figures.

Question papers (soft copy) can be sent by email with password protection in word format and the password along with remuneration bill must be sent to the e-mail id: ace@gnits.ac.in

GUIDELINES TO QUESTION PAPER MODERATORS:

The Moderator shall have at least five years of teaching experience in the respective program for which appointment is to be made.

1. Moderators along with the senior faculty member deputed by HOD are requested to go thoroughly the question paper selected by DIRECTOR/PRINCIPAL.
2. Moderator can request for change of questions if they are set from beyond the syllabus.
3. Moderator should check the question paper for any data missing, spelling, Marks distribution to questions etc.
4. For Supplementary examinations MODERATOR will be the valuator.
5. HOD's are requested to appoint MODERATOR as chief examiner during the valuation process for Regular exams.
6. Further we also confirm that in the moderation of the question papers, moderators are not changing the questions.

VALUATION PROCEDURE:

Valuation of the Answer Scripts to be carried in-house mainly through the Internal/External faculty only. External faculty may be invited for the Valuation Work based on the need and Conditions.

INSTRUCTIONS TO CHIEF EXAMINER:

1. Chief examiner should prepare the “DETAILED” scheme of Evaluation. For this Rs 1000 will be paid towards the remuneration.
2. Chief Examiner should brief all the valutors about the scheme of valuation.
3. Chief Examiner should ensure “UNIFORMITY” among all the valutors in valuation process.
4. Chief Examiner should Re-Evaluate at-least 15 % of the Answer Scripts. This Re-Evaluation should be carried simultaneously along with valuation process.

INSTRUCTIONS TO VALUATORS:

1. Evaluator should collect “DETAILED” scheme of valuation from Chief Examiner/Examination Branch.
2. Each evaluator should take consent from Chief Examiner before starting the valuation process.
3. After Valuation of Few scripts (Say 5 or 10), the scripts should be shown to chief-examiner for verification. Evaluator should frequently show the valued scripts and must obtain approval from the chief-examiner.
4. Evaluator is expected to value around “30” scripts per day. Valuator should not correct more than “60” scripts in a day.
5. We here by confirm that from the July 2021 examinations, all the autonomous scripts are valued by external staff members only, with single valuation. We also give chance for re-valuation (With JNTUH norms - 15 % threshold value) and for the students who has doubts can verify the answer script.

GNITS Procedure for Recounting, Revaluation and Personal Verification:

RECOUNTING – If a student wants to submit an Application for Recounting of any Answer Script, then, in this case, the Answer Script will be counted again by Respected Faculty of GNITS and the marks will be provided after checking all the answers again & the new Marks will be provided as per the Performance.

- Take a printout xerox copy of the result for which subject you want to apply for recounting (RC).
- Go to the examination branch or cell of GNITS and fill the application form for recounting.

- Finally, submit the taken printout of the Results & Filled in Application Form and along with the recounting Fee (amount) Of Rs. 200/- (In Cash) at the Examination Branch.
- The request for recounting candidate has to pay with the required fees (Payable in the form of Cash for Rs.200/- Per Subject).

Important Note: Students only need to register for re-evaluation in your respective college. There is no Recounting for Lab Mark.

Revaluation:

If a Student wants to submit an application for Revaluation of Answer Script, then, in this case, the Answer Script will be corrected again by respected an external faculty of Engineering Colleges affiliated to JNTUH and the Marks will be provided after checking all the Answers again & the New Marks will be provided as per the performance.

- Take a printout xerox copy of the result for which subject you want to apply for re-evaluation (RV).
- Go to the examination branch or cell of GNITS and fill the application form for revaluations.
- Finally, Submit the taken Printout of the Results & Filled Application Form and along with the Revaluation Fee (amount) of Rs. 1000/- (In cash) at the Examination Branch.
- 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.
- The request for Revaluation candidate has to pay with the required fees (Payable in the form of DD or Cash for Rs.1000/- Per Subject).

Important Note:

Students only need to register for re-evaluation in your respective college. There is no re-evaluation for Lab Mark.

Personal Verification:

If student is not satisfied with results of End Examination of the previous semester, a facility for personal verification of the answer booklet is made available. A candidate desirous of Personal Verification of End Examination Answer Script is required to apply in a prescribed form along with requisite fee. The Personal Verification is a facility given to the student where the revaluation is done in the presence of the student. 'Personal verification of failed or passed subjects shall be performed as per the following norms. a) Applications for Personal verification for semester end examinations can be submitted to the examination cell within one week from the date of notification of the results/issue of marks card. b) The request for Personal Verification must be made in the prescribed format along with the prescribed fees. c) After the completion of Personal Verification, if the grade is improved or when there is a change in the status i.e., fails to pass or vice versa the grade obtained in the challenge valuation shall be notified as final. d) 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.

9. The request for Personal Verification candidate has to pay with the required fees (Payable in the form of DD or Cash for Rs.15, 00/- Per Subject.

Grace Marks Provision:

Some of the students are falling short of a few marks to pass in one or two subjects. For those students Grace Marks will be added in one or two subject's up to a maximum of 00.15 % of the total aggregate marks of all subjects of all semesters.

Degree	Total of Max marks	Grace Marks-0.15 %	Upper bound marks
B.Tech-Regular(4 Years)	6000	9	9
B.Tech-Lateral Entry(3 Years)	4500	6.75	7

MARKS MODERATION:

- a) **Subject Moderation:** Moderation can be given, if the percentage of pass in the external exam of a subject is less than 50 %. Marks may be added to all the candidates who appeared for that subject and secured at least one mark, as per the norms, given in the following Table-1.

Maximum Marks in external Examination	Marks to be added if the pass % in the external examination of a particular subject is	
	30 % and less	Above 30 % & below 50 %
70 Marks	4	3

- b) **Adjustment of Marks:** Even after applying subject moderation, if a student fails in only one subject, moderation will be considered to an extent of 1 % of the marks secured in all passed subjects of that examination.

While processing the examinations results, we have not applied subject wise moderation, institute moderation and special moderation. We applied only adjustment moderation with maximum of 1 % of the marks secured by the student in the end examinations only.

JNTU Procedure for Challenge Valuation:

1. The request for Challenge Valuation has to be given by the Candidate through the College Principal along with the required fees (Payable in the form of DD for Rs.10, 000/- Per Subject, in the form of Demand Draft, drawn in Favor of The Registrar, JNTUH).
2. The Student has to produce a Xerox copy of Recounting/Revaluation Result for which he is applying. If it is based on the result in a net, the same is to be downloaded and handed over to the Examination Cell or Principal while applying.
3. College Exam Cell Staff (Or) Principal will verify & will forward the Application to JNTUH.
4. The Date will be notified to the Student for CV. The Student needs to go to JNTUH University & should attend the CV, where paper will be evaluated in the presence of the Student.
5. No Challenge Valuation for Lab Marks.
6. On Receipt of the DD, the photocopy of the Answer Booklet shall be given to the student.
7. The Paper will be evaluated in the presence of the Students by the Senior Faculty appointed by the Examination Branch of the University.
8. 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.
9. If the Change In Marks (Equal or Above 15% of the Maximum Marks) occurs, An Amount of Rs.9, 000/- will be Refunded to the Student. Otherwise, the Student will forfeit the Total Amount which he/she paid.

Important Note:

Students can apply for CV only within 15 days from the date of declaration of Recounting/revaluation results. Example: For B.Tech Student:: 15% of the maximum of marks (70 Marks for External Exam) means, there should be an increase of $10.5 = 11$ marks after CV, then only JNTUH will add marks & will refund the amount of Rs.9,000/- If a B.Tech student secures 22 marks in external exam & if he applies for CV after RC/RV results are released then after CRV he/she should secure 33 Marks (22+11) so that student can get back the amount of Rs.9,000/- & new marks will be updated.

SOFTWARE FOR COLLECTING THE DATA OF STUDENTS AND EVALUATION PROCEDURE:

- Faculty uploads the internal marks through the e-cap software.
- Each department gets the data and sends this to examination branch after verified by the faculty.
- External marks data given after spot valuation to Controller of Examinations (COE).
- COE prepares the internal and external marks data in the formats needed to process the data by examination processing software
- Examination Result Processing Software is used to process the data given in the desired formats final Results will be generated

Question Paper Pattern:

The semester end examinations (SEE) is conducted for 70 marks of 3 hours duration. The syllabus for the theory courses is divided into FIVE units and each unit carries equal weightage in terms of marks distribution. The question paper pattern is as follows. The emphasis on the questions is broadly based on the following criteria:

- The semester end examinations (SEE) will be conducted for 70 marks consisting of two parts viz. i) **Part- A** for 10 marks, ii) **Part - B** for 60 marks.
- Part-A is a compulsory question consisting of five sub-questions. The five questions are from each unit and carry 2 marks each.
- Part-B consists of five questions carrying 12 marks each. Each of these questions is from one unit and may contain sub-questions. For each question there will be an “either” “or” choice, which means that there will be two questions from each unit and the student should answer either of the two questions.
- For subjects like **Engineering Graphics/Engineering Drawing**, the SEE shall consist of five questions. For each question there will be an “either” “or” choice, which means that there will be two questions from each unit and the student should answer either of the two questions. There shall be no Part – A, and Part – B system.
- For practical subjects there shall be a continuous internal evaluation during the semester for 30 marks and 70 marks for semester end examination. Out of the 30 marks for internal evaluation, day-to-day work in the laboratory shall be evaluated for 20 marks and internal practical examination shall be evaluated for 10 marks conducted by the laboratory teacher concerned. The semester end examination shall be conducted with an external examiner and the laboratory teacher. The external examiner shall be appointed from the clusters of colleges which are decided by the examination branch of the University.

GENERAL POLICIES:

1. No faculty should be appointed as Controller of Examinations/Additional Controller of Examinations if their wards are studying in GNITS in any of the UG/PG courses.

2. No faculty should be appointed as Question paper setters/ Moderators/ Chief Examiners/Valuators/ observers/ special invigilators/ Invigilators if their wards are studying in GNITS in any of the UG/PG courses.
3. Results should be declared within “4 weeks “after the last examination.
4. Valuation should be completed within “2 weeks” after the last examination.
5. HOD’s should submit the Internal Marks to the examination branch before the last Theory examination.
6. Faculty should submit the internal marks to the respective HOD’s within 5 days after the examination.
7. Students should be given “TWO” weeks’ time to submit the applications related to Recounting/Revaluation/ Personal Verification and any discrepancy to the examination branch. After the last date notified, no cases will be entertained regarding the discrepancy in the results.
8. Revised results of Recounting/Revaluation/ Personal Verification should be announced within two weeks after the notified last date of RC/RV/PV.

INSTRUTIONS TO INVIGILATORS FOR CONDUCTING END EXAMINATIONS:

1. Only Teaching Staff are to be drafted as invigilators.
2. Invigilators should report in the examination branch at least “30” minutes before the commencement of the exam
3. The candidates allotted shall be permitted into the examination halls only after verifying their hall tickets and Identity Cards.
4. Invigilators shall ensure that time schedules of the examinations are to be strictly adhered to
 - (a) No candidate is allowed to the examination hall after the commencement of examination.
 - (b) No candidate shall be permitted for toilets during examination period.
 - (c) Under emergency circumstances the candidate can be allowed to go out of the hall by handing over the answer booklet and question paper to the invigilator and shall not be permitted back to the hall.
 - (d) The candidate can be allowed to go out only after one and half hour from the commencement of the examination by collecting the answer booklet and question paper. However, if the candidate wants to leave the hall in the last half an hour, can be allowed to take the question paper with him by submitting the answer booklet to the invigilator.
5. The physical identity of the candidates shall be thoroughly checked by comparing their faces with that photo printed on hall tickets.

6. Invigilators should check the details filled by the candidate on the main page of the answer book. Invigilator should sign in the answer book only after verifying all the details.
7. Candidates are prohibited from writing their Hall Ticket Number anywhere in the “Answer Booklet” except in the space prescribed.
8. Invigilators should make a general announcement in the hall before commencement of the examination if any candidate possessing any written or printed material in any form will liable to be booked under malpractice case and punishment will be given as per the College/University guidelines.
9. The Invigilator should make announcement that all the candidates have to strike of the unused blank pages before submitting the answer books to the Invigilator.
10. The Invigilator should verify each answer booklet at the end to verify the details of additional sheets attached.

INSTRUCTIONS TO STUDENTS:

1. Candidate is prohibited from writing their H.T No's in any part of the answer book, except in the space provided.
2. Candidate should not write her name in any part of the answer book.
3. Candidate should not bring Mobile Phones/Laptops, valuable things to the examination Hall.
4. Candidate should take their seats in the examination hall 15 minutes before the commencement of the exam. Candidates will not be allowed into the examination hall after the commencement of the exam.
5. Candidates should stay in the Examination Hall at least for one and half- an-hour from the commencement of the exam.
6. Do not write in the margin
7. Enter the question no on the left side margin as well as in the center of the page.
8. Before beginning to answer any question, the candidate should write the correct number of that question. They should complete the answer for any question and commence writing answer for the other question. Answers written at different places for the same question will not be valued.
9. For PART A answers should be written at one place.

Academic requirements: Eligibility for award of B. Tech. Degree:

The following academic requirements have to be satisfied, in addition to the attendance requirements.

A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/ course, if student secures not less than 35% (25 marks out of 70 marks) in the semester end examination, and a minimum of 40% (40 marks out of 100 marks) in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of letter grades, this implies

securing 'C' grade or above in that subject/ course.

A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to Industrial Oriented Mini Project/Summer Internship and seminar, if the student secures not less than 40% marks (i.e. 40 out of 100 allotted marks) in each of them. The student is deemed to have failed, if he (i) does not submit a report on Industrial Oriented Mini Project/Summer Internship, or does not make a presentation of the same before the evaluation committee as per schedule, or (ii) does not present the seminar as required in the IV year I Semester, or (iii) secures less than 40% marks in Industrial Oriented Mini Project/Summer Internship and seminar evaluations.

A student may reappear once for each of the above evaluations, when they are scheduled again; if the student fails in such 'one reappearance' evaluation also, the student has to reappear for the same in the next subsequent semester, as and when it is scheduled.

Promotion Rules:

S. No.	Promotion	Conditions to be fulfilled
1	First year first semester to first year second semester	Regular course of study of first year first semester.
2	First year second semester to second year first semester	(i) Regular course of study of first year second semester. (ii) Must have secured at least 18 credits out of 37 credits i.e., 50% credits up to first year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
3.	Second year first semester to second year second semester	Regular course of study of second year first semester.
4	Second year second semester to third year first semester	(i) Regular course of study of second year second semester.

		(ii) Must have secured at least 47 credits out of 79 credits i.e., 60% credits up to second year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
5	Third year first semester to third year second semester	Regular course of study of third year first semester.
6	Third year second semester to fourth year first semester	(i) Regular course of study of third year second semester. (ii) Must have secured at least 73 credits out of 123 credits i.e., 60% credits up to third year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
7	Fourth year first semester to fourth year second semester	Regular course of study of fourth year first semester.

A student (i) shall register for all courses/subjects covering 160 credits as specified and listed in the course structure, (ii) fulfills all the attendance and academic requirements for 160 credits, (iii) earn all 160 credits by securing SGPA ≥ 5.0 (in each semester), and CGPA (at the end of each successive semester) ≥ 5.0 , (iv) **passes all the mandatory courses**, to successfully complete the under graduate programme. The performance of the student in these 160 credits shall be taken into account for the calculation of ‘the final CGPA (at the end of under graduate programme), and shall be indicated in the grade card of IV year II semester.

A student eligible to appear in the semester end examination for any subject/ course, but absent from it or failed (thereby failing to secure ‘C’ grade or above) may reappear for that subject/ course in the supplementary examination as and when conducted. In such cases, internal marks (CIE) assessed earlier for that subject/ course will be carried over, and added to the marks to be obtained in the SEE supplementary examination for evaluating performance in that subject.

A student **detained in a semester due to shortage of attendance may be re- admitted in the same semester in the next academic year for fulfillment of academic requirements.** The academic regulations under which a student has been readmitted

shall be applicable. However, no grade allotments or SGPA/ CGPA calculations will be done for the entire semester in which the student has been detained.

A student detained **due to lack of credits, shall be promoted to the next academic year only after acquiring the required academic credits.** The academic regulations under which the student has been readmitted shall be applicable to him.

Eligibility for award of B. Tech. Degree (LES):

The LES students after securing admission shall pursue a course of study for not less than three academic years and not more than six academic years.

The student shall register for 123 credits and secure 123 credits with CGPA ≥ 5 from II year to IV year B.Tech. programme (LES) for the award of B.Tech. degree.

The students, who fail to fulfil the requirement for the award of the degree in six academic years from the year of admission, shall forfeit their seat in B.Tech.

The attendance requirements of B. Tech. (Regular) shall be applicable to B.Tech. (LES).

Promotion rule:

S. No	Promotion	Conditions to be fulfilled
1	Second year first semester to second year second semester	Regular course of study of second year first semester.
2	Second year second semester to third year first semester	(i) Regular course of study of second year second semester. (ii) Must have secured at least 25 credits out of 42 credits i.e., 60% credits up to second year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
3	Third year first semester to third year second semester	Regular course of study of third year first semester.
4	Third year second semester to fourth year first semester	(i) Regular course of study of third year second semester.

		(ii) Must have secured at least 51 credits out of 86 credits i.e., 60% credits up to third year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
5	Fourth year first semester to fourth year second semester	Regular course of study of fourth year first semester.

Attendance Requirements and Detention Policy:

It is desirable for a candidate to put on 100% attendance in each course. In every course (theory/laboratory), student has to maintain a minimum of 75% attendance including the days of attendance in sports, games, NCC and NSS activities to be eligible for appearing in Semester End Examination of the course.

For cases of medical issues, deficiency of attendance in each course to the extent of 10% may be condoned by the College Academic Committee (CAC) on the recommendation of Head of the department if their attendance is between 75% to 65% in every course, subjected to submission of medical certificates, medical case file and other needful documents to the concerned departments.

The basis for the calculation of the attendance shall be the period prescribed by the institute by its calendar of events. For late admission, attendance is reckoned from the date of admission to the program.

However, in case of a student having less than 65% attendance in any course, she shall be detained in the course and in no case such process will be relaxed. A candidate shall put in a minimum required attendance at least three (3) theory courses for getting promoted to next higher class / semester. Otherwise, she shall be declared detained and has to repeat semester. Students whose shortage of attendance is not condoned in any subject are not eligible to write their semester end examination of that courses and their registration shall stand cancelled.

A student not be promoted to the next semester may seek readmission into that semester when offered next. If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class. Any student against whom any disciplinary action by the institute is pending shall not be permitted to attend any SEE in that semester.

Award of degree:

A student who registers for all the specified subjects/ courses as listed in the course structure and secures the required number of 160 credits (with CGPA ≥ 5.0), within 8 academic years from the date of commencement of the first academic year, shall be declared to have '**qualified**' for the award of B.Tech. degree in the chosen branch of Engineering selected at the time of admission.

A student with final CGPA (at the end of the under graduate programme) ≥ 7.50 , and fulfilling the following conditions - shall be placed in '**first class with distinction**'.

However, she should have passed all the subjects/courses in '**first appearance**' within the first 4 academic years (or 8 sequential semesters) from the date of commencement of first year first semester.

Should have secured a CGPA ≥ 7.50 , at the end of each of the 8 sequential semesters, starting from I year I semester onwards.

Should not have been detained or prevented from writing the semester end examinations in any semester due to shortage of attendance or any other reason. Students with final CGPA (at the end of the under graduate programme) below 7.50 but not less than 6.50 shall be placed in '**first class**'.

Students with final CGPA (at the end of the under graduate programme) below 6.50 but not less than 5.50, shall be placed in '**second class**'.

All other students who qualify for the award of the degree, with final CGPA (at the end of the under graduate programme) below 5.50 but not less than 5.00, shall be placed in '**pass class**'.

A student with final CGPA (at the end of the under graduate programme) < 5.00 will not be eligible for the award of the degree.

Grading procedure:

Grades will be awarded to indicate the performance of students in each theory subject, laboratory / practicals, seminar, Industry Oriented Mini Project, and project Stage - I & II. Based on the percentage of marks obtained (Continuous Internal Evaluation plus Semester End Examination, both taken together) as specified in above, a corresponding letter grade shall be given. As a measure of the performance of a student, a 10-point absolute grading system using the following letter grades (as per UGC/AICTE guidelines) and corresponding percentage of marks shall be followed:

% of Marks Secured in a Subject/Course (Class Intervals)	Letter Grade (UGC Guidelines)	Grade Points
Greater than or equal to 90%	O (Outstanding)	10

80 and less than 90%	A⁺ (Excellent)	9
70 and less than 80%	A (Very Good)	8
60 and less than 70%	B⁺ (Good)	7
50 and less than 60%	B (Average)	6
40 and less than 50%	C (Pass)	5
Below 40%	F (FAIL)	0
Absent	AB	0

A student who has obtained an 'F' grade in any subject shall be deemed to have 'failed' and is required to reappear as a 'supplementary student' in the semester end examination, as and when offered. In such cases, internal marks in those subjects will remain the same as those obtained earlier.

To a student who has not appeared for an examination in any subject, 'AB' grade will be allocated in that subject, and he is deemed to have 'failed'. A student will be required to reappear as a 'supplementary student' in the semester end examination, as and when offered next. In this case also, the internal marks in those subjects will remain the same as those obtained earlier.

DISCIPLINARY ACTION FOR MALPRACTICES/IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
	If the candidate:	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.

(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the College.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all College examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that

		semester/year. The candidate is also debarred for two consecutive semesters from class work and all College examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates are also debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or	Expulsion from the examination hall and cancellation of performance in that subject and all

	any part thereof inside or outside the examination hall.	the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all College examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	<p>If the student belongs to the college, 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.</p> <p>Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.</p>
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.

11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the College for further action to award suitable punishment.	

Malpractice Prevention Committee Members :

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|----|------------------------------|----------|
| 1. | Chief Superintendent | Chairman |
| 2. | Invigilator | Member |
| 3. | HOD | Member |
| 4. | Subject Expert | Member |
| 5. | Observer/Special Invigilator | Member |
| 6. | Controller of Examinations | Member |

Controller of Examinations

Principal