



**KSIT**  
K S INSTITUTE OF TECHNOLOGY

# EXAMINATION MANUAL

## 2025-26



## K. S. INSTITUTE OF TECHNOLOGY

Autonomous Institute, Affiliated to Visvesvaraya Technological University, Belagavi  
(Approved by AICTE, New Delhi & Government of Karnataka)

Accredited by NBA (CSE, ECE) / NAAC with 'A+' Grade

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## **Vision**

- To impart quality technical education with ethical values, employable skills and research to achieve excellence.

## **Mission**

- To attract and retain highly qualified, experienced and committed faculty.
- To create relevant infrastructure.
- Network with industry and premier institutions to encourage emergence of new ideas by providing research and development facilities to strive for academic excellence.
- To inculcate the professional and ethical values among young students with employable skills and knowledge acquired to transform the society.

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## **PREAMBLE**

### **KAMMAVARI SANGHAM**

The Kammavari Sangham, a multi-activity non-profit oriented voluntary service organization, was established in the year 1952 with the sole objective of providing charitable service to community and society.

The Kammavari Sangham has diversified its activities since its establishment over five decades ago. With a firm belief that quality and meaningful education only can lay the strong foundation for bringing about economic and social changes to the lives of thousand, the Kammavari Sangham went about establishing educational institutions, starting with **K. S. Polytechnic** in 1992.

Enthused with this success of its foray into technical education, the Kammavari Sangham moved forward by starting the **K. S. Institute of Technology (KSIT)** Its Engineering College in the year 1999. In the years that followed, KSIT quickly earned an outstanding reputation for academic excellence. The Sangham's collective group of institutions, known as **Kammavari Sangham Group of Institutions (KSGI)**, embodies its commitment to comprehensive education.

The commitment to fostering education continued with the inception of **K. S. School of Engineering and Management (KSSEM)** in 2010, further solidifying the Kammavari Sangham's dedication to providing advanced technical and management education. Additionally, the **K. S. School of Architecture (KSSA)** was established in 2015, offering specialized education in architectural studies.

To cater to pre-university students, the Kammavari Sangham started **K. S. Pre-University College & K. S. Degree Colleges**, which has been instrumental in preparing students for higher education and future careers.

All of these institutions have established themselves as centers of learning and have contributed significantly to the community by offering scholarships and free hostel accommodations to deserving students, further underscoring the Kammavari Sangham's unwavering commitment to education and social upliftment.

## **K. S. INSTITUTE OF TECHNOLOGY –**

### **A LEADING INSTITUTION IN ENGINEERING AND MANAGEMENT EDUCATION**

Nestled in Bengaluru, India’s vibrant “Silicon Valley,” **K. S. Institute of Technology (KSIT)** has been a pillar of educational excellence since its establishment in 1999. The city, renowned for its dynamic technology sector, cosmopolitan culture, and pleasant climate, provides an inspiring backdrop for innovation and academic pursuits. Bengaluru’s thriving tech ecosystem and diverse cultural heritage create the perfect environment for students to learn, grow, and excel.

Founded under the prestigious Kammavari Sangham Group of Institutions, KSIT embodies a legacy of philanthropy and commitment to societal progress. With a focus on holistic development, the institute combines rigorous academics with a wide array of opportunities for co-curricular and extracurricular activities, fostering creativity, leadership, and teamwork.

**KSIT** boasts state-of-the-art sports facilities and actively promotes physical well-being and a spirit of healthy competition through inter-collegiate events. Accredited by the **National Assessment and Accreditation Council (NAAC) with an A+ grade** for five years (2024-2029), KSIT is recognized for its unwavering commitment to academic and institutional excellence. Furthermore, the institute’s core departments, Electronics and Communication Engineering (ECE) and Computer Science and Engineering (CSE), are accredited by the **National Board of Accreditation (NBA)** (2024-2027), underscoring its adherence to global educational standards.

Research and innovation are integral to KSIT’s ethos. Faculty members are actively supported in their scholarly pursuits, ensuring students benefit from a continuously evolving knowledge base that reflects the latest advancements in technology and science.

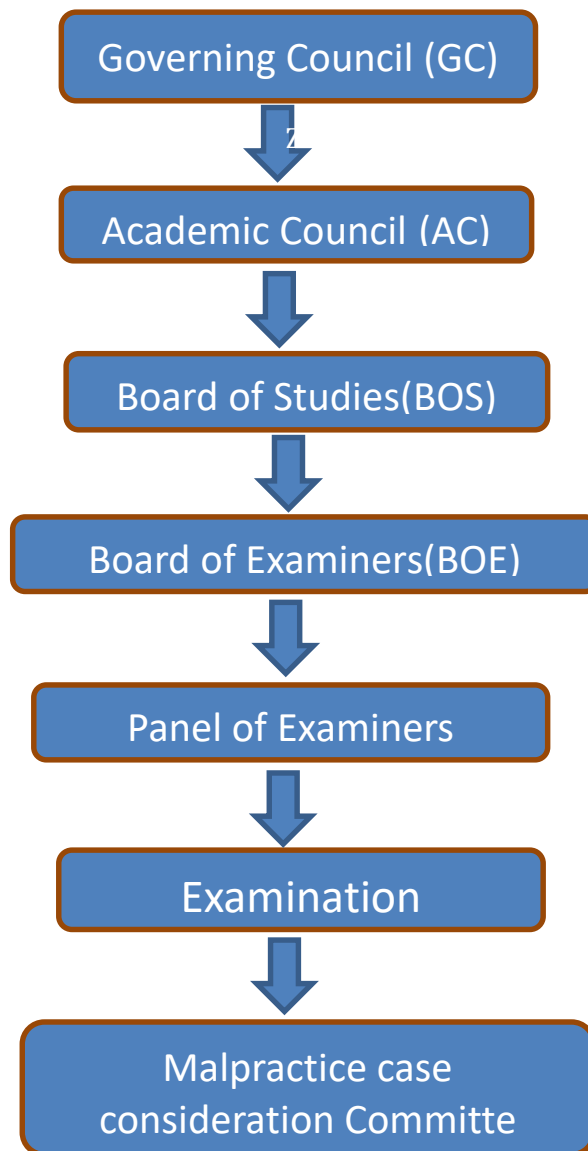
Guided by the mission to empower students with knowledge, nurture their talents, and inspire purposeful leadership, KSIT is shaping the innovators and leaders of tomorrow. With the motto “Explore, Innovate, Excel,”

**KSIT** stands as a beacon of excellence, perfectly complementing Bengaluru’s reputation as a global hub for technology, research, and innovation.

## OBJECTIVES

The examination cell of the Institute which is headed by the Controller of Examinations shall be facilitated by three sections Examination, Records and management. The main purpose is to carry out examinations, publish results and issue the award certificates provided by the University. To keep the record of each and every matter related to the examination section secured. To upgrade the examination process, we will organize workshops and seminars at regular intervals. The examination cell will engage activities supporting the technical essentials related to the maintenance and administration of examinations.

### *Examination Governing Bodies & Committees:*



## GOVERNING COUNCIL

Responsible for ensuring clarity of vision, ethics & strategic direction for academic administration of the Institution. The Governing Council of the college under its management is the executive body of the college. The Governing Council is explicitly empowered to create policies, issue directions, and set procedural instructions for the efficient conduction, transparency and integrity of the examinations.

### *Composition of GC:*

Chairman : President, Kammavari Sangham

Convener : Principal of the Institute

Members : Five members nominated by Management

1. Two senior faculty members nominated by the principal
2. Two Educationalist/Industrialist nominated by the Management
3. One member nominated by VTU

### *Functions of Governing council:*

1. To monitor conduction of examination and publishing the results.
2. Recommend and forward the results of examinations to the University for the Award of Degree.
3. Approval for the issue of grade cards to the students.

## ACADEMIC COUNCIL (AC)

Responsible for recommending starting of new program/closer of any program and framing academic regulations, scheme & syllabus, teaching learning process, exam conduction and evaluation, approval of results.

### *Composition of AC:*

Chairman : Principal of the Institute

Convener : Dean Academic

Members : All the Heads of Academic Departments in the Institute.

1. Controller of Examination
2. Four Faculty members nominated by the Principal representing different cadre on the basis of seniority.

3. Minimum Four experts from outside the Institute representing Academics and/or Industry.
4. Three nominees of VTU.

***Functions of AC:***

1. Scrutinize, approve and modify (if required) the proposals, recommended by the Board of Studies with regard to scheme, syllabi, curriculum and evaluation guidelines.
2. Frame Regulations consistent with the university norms/Guidelines for the conduct of examinations and initiate measures for improving the quality of teaching, student's performance evaluation and student advisory system in the Institute.
3. Approve the list of successful candidates for conferment of Degrees to the University.
4. Submissions of recommendations with norms to the Governing Body for institutional scholarships, fellowships, prizes and medals.

## **JOINT BOARD OF STUDIES (JBOS)**

Responsible for discussing common academic issues and recommend to academic council for approval.

***Composition of JBOS***

- Chairman : Principal  
Convener : Dean Academic  
Members : Chairmen of all BOS, Controller of Examination.  
Invitees : Industry experts.

***Functions of JBOS:***

Recommending to AC for Approval of:

1. The amendments to Rules and Regulations of Academic Program.
2. The scheme of study and Examination of first year Engineering Program.
3. Question paper pattern for theory courses.
4. Introduction of any new Open Elective/Humanities Science and other common courses in the curriculum.
5. Action plan for implementation of AICTE activity points.
6. Action plans for implementation of BE Honors & Minor Degree.

## **INSTITUTE ACADEMIC AFFAIRS COMMITTEE (IAAC):**

### **Composition**

- Chairman : Principal  
Convener : Dean Academic  
Members : Student welfare Coordinator, COE, Heads of Academic Departments

### ***Functions of IAAC:***

1. Responsible for implementation of all academic decisions of AC and monitoring the registration of students, formulation of guidelines for conduct examination and evaluation and all the issues connected to the academic activity.
2. Responsible for the award of 'I' Grade and approving the course to be studied by students having shortage of credits for award of Degree.
3. Approval of drop and withdrawal of courses.
4. Review of CO, PO and PSO attainment and suggesting action plan for improvement.

### **Departmental Academic Affair Committee (DAAC): Composition**

- Chairman : HOD of the Department  
Convener : Senior Professor  
Members : Minimum 6 and Maximum 10 members of all categories as Professors, Associate Professors and Assistant Professors of the Department.

### ***Functions of DAAC:***

1. Appointment of Program/Academic Coordinator, Module and Course Coordinators.
2. Responsible for constitution of department curriculum design committee for drafting scheme of study, examination and syllabi for program offered in the department. This draft scheme and syllabi will be placed before the BOS for deliberation and adaption.
3. Helps Dean Academic and HODs in the registration of all departmental courses and preparation of Academic Time Table.
4. Responsible for departmental Project evaluation committee (DPEC) for project evaluation and departmental seminar evaluation committee (DSEC) for the evaluation of student seminars and Internship/Industrial training/Field training.
5. Responsible for Identification of courses to be offered during supplementary semester, allotment of guides for mini and major projects and recommending a course to be studied by students having shortage of credits for the award of Degree.

6. Scrutiny of Test Question Papers for its compliance to Blooms level and CO & PO mapping.
7. Approval of registration to different core and elective courses of failed students.

### **Board of studies (BOS)**

#### Composition

Chairman : Head of the Department

Convener : Convener DAAC

Members : All members of DAAC

1. Two experts from outside the Institute.
2. One expert from outside the Institute nominated by the Vice Chancellor from a panel of six recommended by the principal.
3. One representative from Industry /Corporate sector/allied area nominated by the AC.
4. One post graduate meritorious alumnus to be nominated by the principal.
5. Chairman co –opts the members of BOS.
6. Co-opted Experts from outside the Institute whenever special courses of studies are to be formulated.
7. Other members of the faculty of the same department.

#### ***Functions of BOS:***

1. Prepare the scheme of study, examination and syllabi for various program keeping in view the vision / mission objectives of the institute, interest of the stakeholders and State/National requirements for the consideration and approval of academic council.
2. Suggest HODs for improving teaching and evaluation techniques.
3. Prepare panel of experts for appointment as examiners.
4. Guide the department with respect to teaching, research, product development, extension and other academic activities.
5. Perform any other function assigned by the AC.

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

### Composition of BOE

Chairman : Head of the Department

Members : Two/Three faculty members recommended by HOD covering different areas of specialization.

1. Two/Three experts from other Local Institutions.
2. Chairman can co-opt few internal faculty members.

### ***Functions of BOE:***

1. Identify and forward the panel of examiners for each course to the Controller of Examination.
2. Identifying and assigning responsibility of question paper setting and scheme preparation.
3. Scrutinize and approve the question papers and scheme of evaluation.
4. Analyze the semester end examination results of all the semesters.

## **Examination Committee**

### Composition

Chairman : Principal

Member Secretary : Controller of Examination

Members : Dean Academic, All HOD's, Conveners of DAAC

The committee will guide and help the controller of examination for the smooth conduction of the examinations and also to approve the recommendations made by the controller of examination.

### ***Functions of the examination committee:***

1. To formulate the policies of the examination and evaluation.
2. To act as an advisory body of the matters relating to the conduct of examinations.

## **MALPRACTICE CASES CONSIDERATION COMMITTEE (MCC)**

To conduct enquiry of the students indulged in malpractice and decide the nature of punishment to be enforced depending upon the gravity of the offence.

### ***Composition of MCC***

Chairman	: Principal
Convener	: Controller of Examination
Members	: Student Welfare Coordinator, Dean Academic, Concerned HOD
Special Invitee	: Legal Advisor of the College

### ***Responsibilities of MCC:***

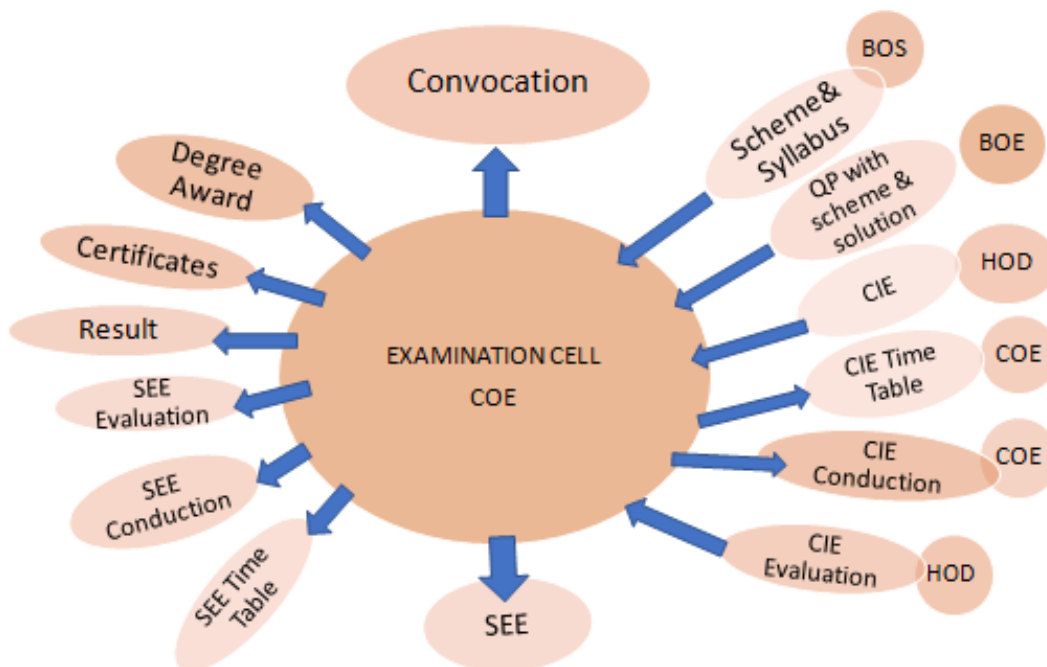
Conducting enquires of malpractice cases and recommending penalties /punishments to the students involved in malpractice during examination.

Depending on severity of the Malpractice in CIE or SEE, the committee shall decide on penalties and punishments to be awarded to students involved in malpractice.

# 1. EXAMINATION CELL

The Examination Cell of KSIT, has been constituted to carry out all the examination activities and named as Examination Cell from the academic year 2025-26.

## 1.1 Roadmap of Examination Cell Activities



### Administration Structure

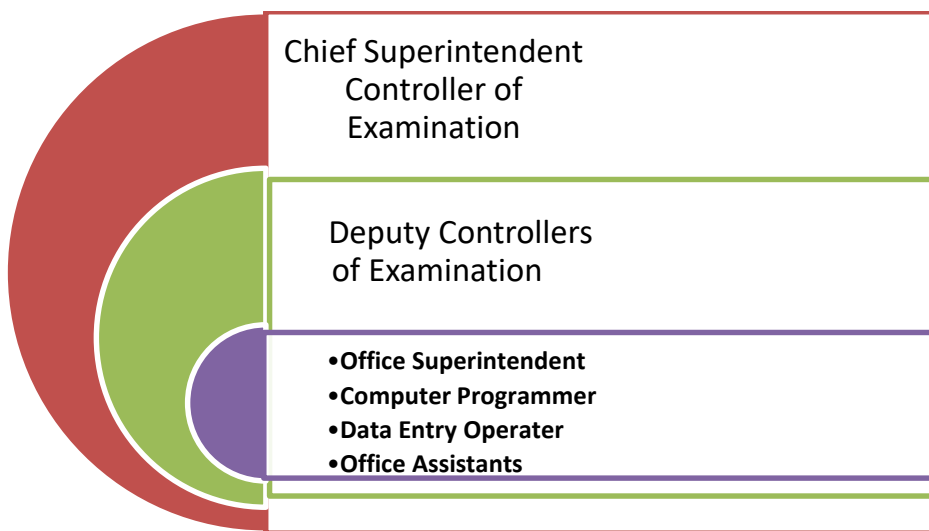


Figure 1.1 Organization Chart

Dean Academic and COE in consultation with functionaries of the college prepares the academic calendar at the beginning of each academic year for all the three semesters (Odd, Even and Supplementary) which sets the frame work for different activities including examination process.

## **CONTROLLER OF EXAMINATIONS**

Controller of Examinations will be nominated by the Principal and approved by Academic council. He/She will control all the undergraduate/postgraduate academic examination process under the seal of 'Controller of Examination' (COE).

### ***Duties and Responsibilities of COE:***

1. Conduction of SEE - Preparation, scheduling, marking and reporting of all examinations related matters.
2. Take special care to see that secrecy and confidentiality are maintained in connection with examinations.
3. Direct monitoring control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
4. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the college.
5. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the college, documents, certificates etc. by the officers under whom such documents are kept.
6. Issue circulars and notices to the board of examinations and committees appointed by them and conduct official communications thereof.
7. Maintain the minutes of the Board of Examiners of all the departments and all committees appointed by the said boards.
8. Exercise control over the space allotted for the examination wing including that for centralized valuation.
9. Conduction of meetings with BOE chairman, Convener of DAAC, malpractice committee before the announcement of results and implement their recommendations.
10. Result declaration with Grades and Transition Grades.

11. Issue of Grade Cards, Transcripts & Course Completion Certificate to students.
12. To send a report regarding performance of evaluators to Dean Academic. Call meeting of Chairmen of BOS, discuss and record important issues analysed.

## **DEPUTY CONTROLLER OF EXAMINATIONS**

The deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal.

### ***Responsibilities of DCS:***

1. Supervise the office staff of COE's office and manage the assistants and attenders posted to assist the office works, involving physical exertion as and when needed.
2. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
3. Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
4. Preparation and printing of answer booklets for various examinations
5. Make sure that the question papers are ready before the examinations are scheduled.
6. Assisting COE in all activities. (Updating Database of question paper setters, examiners for conduction and evaluation, and implementation of examination system)
7. Make sure that the forms relating to examinations are ready in time (applications, hall tickets, challans)
8. Make sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.

### **Examination Office Staff**

#### ***Responsibilities of Office Staff:***

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be responsible:

1. To carry out all the work assigned to them by COE/ Dy.COE from time to time.
2. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently.
3. They shall be responsible for preparation and coding of answer booklets for examinations.

4. Assist in preparation of forms related to question paper setting, board of scrutiny, board of examiners, valuation, mark list and registers in the section with the consultation of Deputy Controller of Examinations.

5. Receive question papers submitted for typing and enter it in register kept for the purpose.

a. Examination related typing work will be done in the strong room attached to the examination wing.

b. Ensure timely completion of the typing work and proof reading with the draft.

6. Make ready all forms related to examinations (Applications, Hall tickets) and carryout following jobs:-

a. Processing of application for registration to examinations.

b. Prepare nominal roll and dispatch hall tickets.

c. Make question papers ready for examinations.

d. Prepare a list of remuneration for all examination related activities.

e. Arrange for Board meetings and ensure minutes are recorded.

f. Verification of marks with tabulated.

g. Assist the senior officers in the transit of files, communications and stationery.

h. Examination related records will be kept safely by maintaining their confidentiality.

i. To discharge duties entrusted to them by superior officers from time to time.

j. To ensure that unauthorized persons do not enter the examination section.

7. Copies of the communications from the COE, registers and files for monitoring the schedule of meetings of the various boards of question paper setters, minutes of such meetings and other documents, if any, which have relevance in the conduct of examinations, shall be maintained in the office of the COE.

8. To compile results of all the semesters and communicate to VTU for award of Degree Certificate.

## **1.2 EXAMINATION PROCESS**

Examination process mainly consists of three phases, namely, Pre-examination process, Examination process and Post Examination process which are inter connected as shown in Fig 1.2.

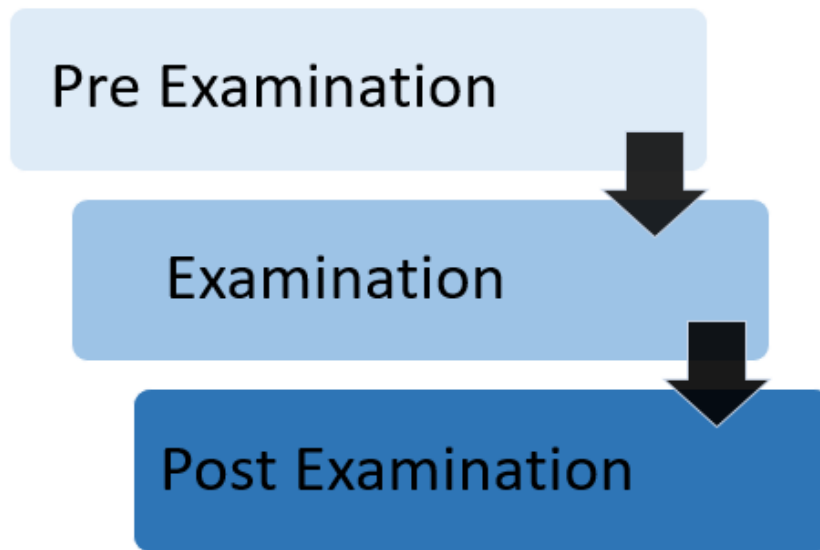


Figure 1.2 Examination Process

Activities carried under each of these phases are listed in the flowchart as shown in Figure 1.3.

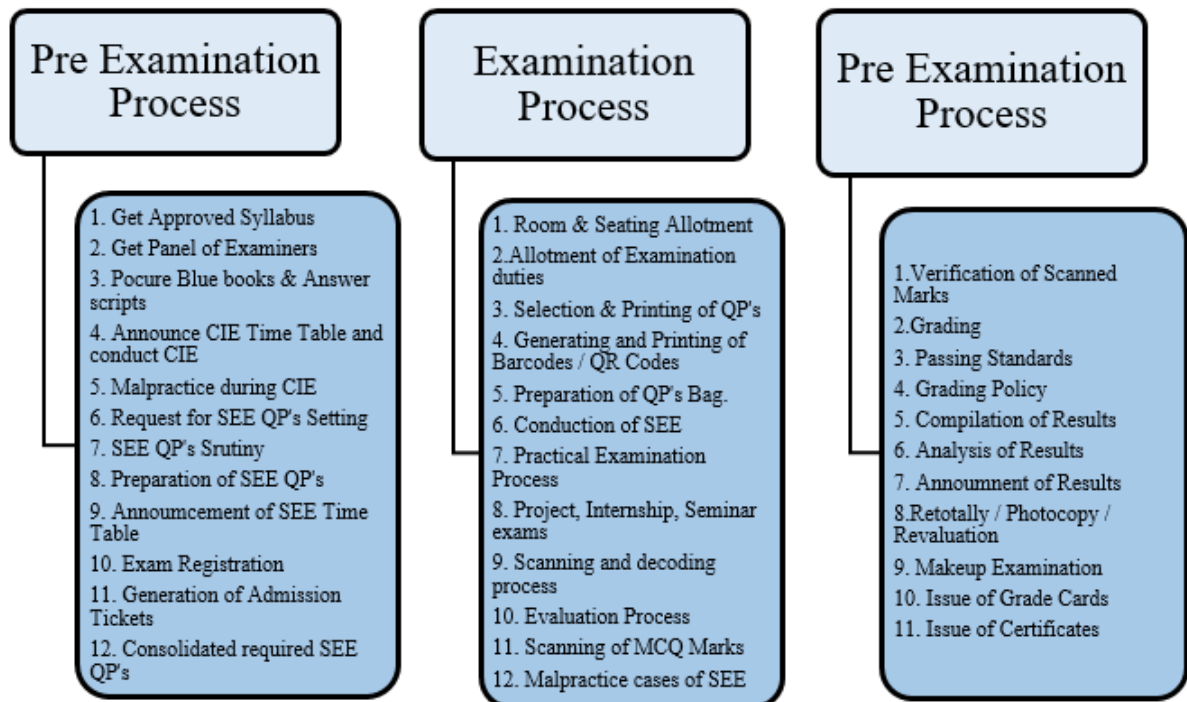


Figure 1.3 Flow Chart of Examination Process

## **2. PRE-EXAMINATION PROCESSES**

Following activities constitute this phase.

### **2.1 REPOSITING APPROVED SCHEME & SYLLABUS**

At the beginning of academic year COE requests HODs to submit the approved copy of the Scheme & Syllabus for all the programs as approved by the Board of Studies (BOS) and Academic Council (AC). In case of a newly introduced course(s) or revised syllabus, department has to submit the model question paper ensuring CO and PO mapping.

### **2.2 PANEL OF EXAMINERS**

BOE Chairman provide the panel of examiners approved by Academic Council for each of the courses offered during that semester. Minimum qualification for an examiner is a postgraduate degree with at least three years of teaching experience. The Panel of examiners for each course consists of both internal and external (Minimum three) members. The Senior faculty member teaching/taught the course is considered as an internal examiner.

### **2.3 PROCUREMENT OF BLUE BOOKS AND ANSWER BOOKLETS**

Blue books to conduct Tests (CIE) and answer booklets to conduct Semester End Examinations (SEE) are procured periodically from the competent vendors across the state by inviting quotations. A vendor who offers Quality books at a competitive price is selected and issue purchase orders through Purchase Committee approval.

Respective Department Head shall give indent for the required number of Blue Books.

### **2.4 ANNOUNCEMENT OF TEST TIMETABLE AND CONDUCTION OF TESTS**

Tests are the integral part of Continuous Internal Evaluation (CIE). Three tests are conducted during each semester for all the theory courses offered during that semester. Each test is conducted for 50 marks and the duration is 60 minutes. Test Schedule will be fixed according to Academic Calendar.

COE office prepares test Timetable for all courses and the same will be communicated to the department. Each department appoints faculty member(s) of their department as IA Coordinator(s) for smooth conduction of Test. Test question papers are set by the Module coordinators as per the template shared by IQAC office. Two question papers are set for all courses. Principal selects one of the test question papers out of two for each of the courses.

Department IA coordinators make necessary arrangements to prepare the sufficient number of copies of QP as per the indent submitted by the COE. COE office will prepare and announce the seating arrangement & Invigilation chart for each test session and communicate to Department IA coordinators for circulation to staff and students. Invigilators are instructed to report to the invigilation duty 30 minutes before the commencement of test. IA Coordinators will issue blue books, question papers, block allotment and attendance sheet to the invigilators from the control room. Invigilators shall instruct the students to fill the required information on the facing sheet of the Blue book and record the attendance.

The Principal appoints senior faculty members of various departments as internal squad and they are informed to visit venue of the test according to the schedule. The responsibility of squad member is to ensure that the tests are conducted smoothly and to caution the students not to indulge in malpractice of any kind. The student(s) indulging in malpractice will be reported to the MCC committee.

Students who are absent for the tests on account of participation in co-curricular activities, technical competitions and cultural festivals with prior permission from the Principal are permitted to take compensatory tests. The compensatory test will also be permitted to the students who have missed either Tests on valid grounds other than above reasons. The candidates willing to take compensatory test have to get approval from DAAC committee.

The compensatory test is not for improvement of test marks. Compensatory test will not be given to the students who have involved in Malpractice during the tests. The test will be conducted mentioned dates in the calendar of events of the semester.

## **2.5 MALPRACTICE DURING TEST**

Any student involved in malpractice of any kind during test, in quizzes and Lab test will be reported to COE immediately in a prescribed format. Further, a disciplinary action will be initiated by the MCC Committee to the concerned students.

## **2.6 REQUEST FOR QUESTION PAPER SETTING**

The Chairman of the respective BOE shall submit the Panel of Examiners to COE soon after the approval of the Academic Council. After receiving panel of examiners, three question papers will be set for each of the UG & PG courses.

A request letter from BOE will be sent to all the selected examiners in a sealed cover along with a copy of the Syllabus, model/previous examination question paper, remuneration bill, duration within which question paper is to be sent, template to write the questions with the marks allocation along with instructions to set Question paper and two envelopes to return the question paper manuscript with scheme and solution.

Each examiner is given two weeks of time to prepare the question paper manuscript. In case, any external examiner expresses inability to set the assigned question paper or not able to submit the question paper within the stipulated time, the same will be set by another external examiner selected by BOE from the panel of examiners

Examiner shall send the set question papers in a sealed cover to the BOE within the stipulated time. Questions paper received has to be scrutinized and the same will be submitted to COE office for further processing.

Question paper setting will be done during both Odd and Even semesters of every academic year. Question paper setting is also arranged for Supplementary semester, if required.

### **2.7 Question Paper Scrutiny**

The question paper scrutiny will be done by the respective BOEs as per the schedule given by the Controller of Examination. After scrutiny the respective Chairman of the BOE shall hand over all the scrutinized question papers in a sealed cover filling all the information like Course Name/Code, Semester, Department, Accepted/Rejected, duly signed by concerned authorities. The members of the scrutiny committee can change/modify the QP to the extent of maximum 20%, if it exceeds this limit then the QP may be rejected by the scrutiny committee. The issuing and receiving of question paper manuscripts for scrutiny should be recorded in the issue ledger of Examination Cell.

### **2.8 PREPARATION OF QUESTION PAPER**

Staff of Examination Cell will be given the responsibility of typing the question paper manuscripts, in the printing section of Examination, under the supervision of Controller/Deputy Controller of Examinations. Further, the question papers will be sent for

formatting, then the respective members of BOE shall be called for proof reading. Once the process of proof reading is completed, then the QP will be printed in the strong room of Exam cell. The printed QP must be sealed in an envelope supplied by exam cell and shall be handed over to COE custody personally.

## **2.9 ANNOUNCEMENT OF SEMESTER END EXAMINATIONS TIMETABLE**

### ***i) Provisional Timetable***

For every Semester End Examinations, COE prepares the Provisional time table for theory examination and duration for practical examination conduction. The Respective HODs prepare the practical examination time table. Both the time tables approved by the Principal to be displayed in all the notice boards. Discrepancies, if any, in the provisional time table should be reported to the COE through the respective HODs within the stipulated time.

### ***ii) Final Timetable***

Overlapping of the schedule of two courses, any missing course and correction in the title / code of the courses and any discrepancies will be modified/corrected before announcing the Final Examination Timetable.

### ***iii) Practical Timetable***

Each department prepares the time table for practical examinations as per schedule for all the semesters. Practical examinations time table will be displayed in their respective department notice boards and a copy of the same will be sent to COE.

## **2.10 APPOINTMENT OF EXAMINATION COORDINATORS / EVALUATION COORDINATORS AND SUPPORTING STAFF**

Principal will appointment a team of examination coordinators and supporting staff for the conduction of SEE and Evaluation. The duties and the respective responsibilities of coordinators and supporting staff will be assigned by the Controller of Examinations.

## **2.11 EXAMINATION REGISTRATION**

Those students who are eligible (CIE  $\geq$  40%, Attendance  $\geq$  85%) to take semester end examination (SEE) shall register for the examination by submitting the examination application form with prescribed examination fee by filling all the necessary information on or before the prescribed time to the Examination Cell.

## **2.12 GENERATION OF ADMISSION TICKETS**

Examination coordinators of each department shall prepare the list of eligible students for Semester End Examination, program wise, semester wise and course wise duly verified by the respective DAAC. Further, admission tickets duly signed by the principal (chief superintendent of examination) will be generated by the staff in charge at Examination Cell and will be distributed through the department to the students.

## **2.13 CONSOLIDATED REQUIRED NUMBER OF QUESTION PAPERS**

As per the examination timetable, day wise and session wise, a consolidated list of required number of question papers shall be prepared by the Examination Cell and is approved by the Chief Superintendent of the Examination.

## **3. EXAMINATION PROCESS**

### **3.1 EXAMINATION CONDUCTION ROOM ALLOTMENT AND SEATING ARRANGEMENT**

As per the examination timetable, based on the course and the number of students registered, Examination conduction blocks with seating arrangement will be generated by the Examination conduction team one day before the examination as per the VTU norms.

### **3.2 PREPARATION OF QUESTION PAPER BAGS**

For allotted examination conduction blocks, question paper bags with a facing sheet stating the semester, course name/code and number of students will be prepared by the examination conduction team a day or session before each examination.

### **3.3 SELECTION AND PRINTING OF QUESTION PAPER**

The Principal will select one of the typed question papers for printing. Controller of Examination will make arrangements to print required number of question papers in the confidential section (strong room) of examination half an hour before the examination session. The question paper bags will be distributed to the allotted blocks.

### **3.4 ALLOTMENT OF EXAMINATION CONDUCTION DUTIES**

Room Superintendents, Relieving Superintendents, Office Superintendents, Deputy Chief Superintend, Squad and Supporting Staff are to be allotted within the prescribed time of Examination by the Chief Superintendent of examinations (Principal) and shall be intimated to the respective staff well in advance.

### **3.5 GENERATING AND PRINTING OF BARCODE / QR CODES**

SEE conduction team members prepare the seating allotment for each session, for all the days of examination as per the SEE timetable and submits a copy of the same to COE office one day in advance, for each day of examination.

One of the examination coordinator is given the responsibility of generation of barcode / QR code from the available software for all the courses scheduled in SEE time table. Unique barcode / QR code is generated for each student and for every course. Barcode / QR code contain the information such as name of the program/ branch, academic year, semester (Odd/ Even/ Supplementary), name of the candidate, Registration Number and course.

During the generation of barcode / QR code, He/she prepares two lists, namely,

(i) List of students who are not eligible to appear for SEE - due to shortage of CIE or Attendance or both. (CIE < 40% and Attendance < 85%)

(ii) List of students who are eligible to appear for SEE.

Barcode / QR code will be printed to all the eligible candidates as per the seating allotment to be provided to COE office and also the same will be handed over to the Chief Superintendent of examination well before the commencement of examination.

### **3.6 CONDUCTION OF EXAMINATION**

#### ***Roles and Responsibilities of Examination conduction Officials***

##### **a. Chief Superintendent**

To conduct the examinations (SEE), the Principal will act as Chief Superintendent (CS) or Principal shall appoint a chief superintendent from amongst the Head of the departments. The Chief Superintendents shall remain in the Headquarters for the entire period of Examinations, except in case of emergency or valid reasons. The Chief Superintendent must be present in the college during the time of both Theory and Practical Examinations, to supervise the arrangements for the effective conduct of Examinations.

1. Shall get the question paper indent ready and pass it on to COE as and when required.
2. Make arrangement to distribute hall tickets through respective departments.
3. The Chief Superintendent shall appoint required number of Deputy Chief Superintendents, Relieving superintendents, Room Superintendents, Office staff and attenders of the college as per the guidelines given below.
  - a. One Deputy Chief Superintendent for 300 candidates.
  - b. One Relieving Superintendent for 110 Candidates.
  - c. One Room Superintendent for 36 candidates.
4. The Chief Superintendent shall monitor the seating arrangements of the students well in advance to prepare the statement. The Chief Superintendent shall arrange for a meeting and convey duties and responsibilities to all staff involved in the examination work, two or three days prior to the commencement of Examinations. The Chief Superintendent shall impress upon them the need for vigilance & prevention of any kind of malpractice during the examination.

5. The Chief Superintendent shall instruct room superintendents to check the candidates with valid admission ticket and identity card. If any candidate has lost the admission ticket, the Chief Superintendent shall issue a duplicate admission ticket on payment of required penal fee.

6. The Chief Superintendent or authorized nominee will select one of the question papers from the scrutinized 3 questions papers sent by BoE of respective department half an hour before the commencement of exam.

7. The Chief Superintendent or authorized nominee should take sufficient care to verify the question paper with regards to name of the course, number of question papers, scheduled date and time before printing the question paper.

8. After printing the question papers, Deputy Chief and Reliving Superintendent in the presence of Chief Superintendent will put the question papers required for each block in separate bag. The facing sheet of the bag contains actual number of papers as per the number of candidates taking the examination in that block. The bags containing Question Papers shall be delivered to the room superintendent not more than 10 minutes before the commencement of the Examination.

9. The Chief Superintendent shall maintain an allotment register and answer book issue register which shall be duly signed by Deputy Chief superintendent /Relieving Superintendent /Room Superintendent.

10. The Chief Superintendent shall ensure that the desks, tables and walls are free from any written matter as otherwise the student appearing on the allotted table may be apprehended under MCC rules.

11. Immediately after the end of each examination session, the Chief Superintendent will arrange to receive and check the answer scripts brought by the room superintendent at the collection center.

12. The Chief Superintendent must monitor the bundling of answer scripts branch wise, semester-wise, subject-wise, in register number order. The answer scripts shall be sent to the COE branch wise enclosing the relevant proforma ensuring that at least two question papers of the concerned subject are enclosed.

13. The Chief Superintendent shall arrange to collect the answer scripts, marks list of the practical /viva voce examination in sealed covers from the examiners and send the same to the COE.

**b. Deputy Chief Superintendent (Internal & External).**

The Deputy Chief Superintendent (Internal) (DCS) will be appointed by the Chief Superintendent and will appoint Deputy Chief Superintendent (External) in consultation with Dean Academic and COE.

Duties and Responsibilities of Deputy Chief Superintendent:

1. The DCS shall assist Chief Superintendent for the smooth conduction of Examination.
2. The Deputy Chief Superintendents shall report 45 minutes before the commencement of examination.
3. The DCS shall assign block numbers for room superintendents allotted.
4. The DCS shall assist the Chief Superintendent in arranging the question papers block wise (branch wise/course wise) as per the seating allotment.
5. The DCS must oversee the distribution of blank answer books, data handbooks, tables and charts.
6. The DCS must remain in the college premises during the entire period of examination.
7. The DCS must sign on all the B-Forms and see that one set of B-Forms are sent to the Control Room for preparation of A-Forms and other set of B-Forms along with answer scripts bundled will be sent to valuation section.
8. The DCS shall ascertain that the room superintendents have made the mandatory announcements in the respective examination halls such as “All the students shall check their pockets, in and around their seats and see that no sheets/chits of paper are found and in case if they find such material, they shall remove the same and throw out in the dustbin by bringing it to the notice of the room superintendent. The students shall note that they are not permitted to use the programmable calculators and other electronic gadgets including mobile phones, memory chips etc., in the examination hall and any violation of the same will be considered as case of malpractice and will report for necessary disciplinary action”.

9. The DCS shall be responsible for reporting the cases of malpractices in the standard format and handing over the case to the Chief Superintendent/COE.

10. The DCS shall cooperate with the appointed squad for overseeing the conduct of the examinations in a fair manner.

11. It is the sole responsibility of the DCS that the Room Superintendents strictly comply with the duties & responsibilities assigned to them and SEE is held in a fair manner in the blocks allocated to him/her.

12. At the end of the examination, the DCS must monitor the received answer booklets from the respective Room Superintendents and pack them as per the A-Form.

13. In the event of any discrepancy, like misplacement of the booklet, absence of the candidate's signature, Register Number, invigilator's signature, errors in B-Form, A-Form, DCS shall be held responsible.

14. No mobile phones are used during the printing of question papers.

### **c. Relieving Superintendent**

1. Report to the exam section 45 minutes before the starting of the examination.

2. In case he/she is not able to take duty on the assigned day, prior permission from Principal/ Chief Superintendent in writing should be obtained.

3. They are not expected to send substitutes at any point of time.

4. Shall assist in sorting and packing question papers and answer scripts.

5. They shall assist the chief superintendent and deputy chief in the smooth functioning of examination.

6. Relieving superintendent shall give relief for a period not exceeding 10 minutes to the room superintendent. If any invigilator chronically takes more than 10 minutes it should be brought to the notice of CS or DCS.

7. Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief superintendent, failing which, the relieving superintendent shall be equally responsible for the misconduct.

8. Relieving superintendent should not relieve the invigilators from the examination hall in the first and last half an hour.

9. They shall collect the answer scripts in the collection center, verify with form- A and get it bundled.

10. No mobile phones are allowed during question paper printing and during relieving in the examination blocks.

**d. Room Superintendent**

1. Room Superintendent (RS) is expected to report and sign the allotment register 45 minutes before the starting of the examination.

2. In case the RS is not able to take invigilation on the assigned day, take permission and alter your duties from Principal in writing. The RS is not expected to send substitutes at any cost without permission.

3. They should check the count, serial number of answer scripts and their condition before issuing.

4. They should check the number of question papers, code and title of the paper as soon as it is delivered by Deputy chief / Relieving superintendent.

5. Do not carry mobile phones to the examination hall.

6. Carry Black pen and Red pen.

7. Shall not use Red pen for putting signature.

8. Inform candidates should have all sufficient stationaries for writing the exams and exchange of items is not permitted.

9. Distribute answer books only after ascertaining the identity of candidate/ checking admission ticket, identity card.

10. Mention no extra answer scripts will be given, Read the Instructions provided in the answer script thoroughly.

11. Verify all the details with bubbling in the Facing sheet of the answer script before signing it.

12. In B form, candidate should enter the answer script number and sign in the appropriate row assigned with aligned USN.

13. Put signature at the bottom of the 'B' Form after entering the number of absentees.

14. Mark **ABSENT** in **RED** ink.

15. Shall not enter the details of malpractice till the end of the examination.

16. Shall not leave the examination hall during invigilation unless the relieving superintendent takes charge of the block.
17. Observe the candidates carefully during the examination.
18. Announce and check that no student carries chits, mobile phones and other accessories leading to malpractice.
19. Shall not collect wallets.
20. If Handbook / Tables are required send word through the attender.
21. Instruct the candidates to write in black ink at the beginning of the examination itself.
22. Ensure that the candidate does not have NSSR in the subject under exam by signing the Hall ticket.
23. Announce the time when bells ring:
  - First bell:** 10 minutes before the commencement of examination
  - Second bell:** to commence the examination/ distribution of question papers,
  - Third bell:** after half an hour of commencement indicating finalization of B-form and not allowing late comer.
  - Fourth bell:** Ten minutes before closing time, when no student should be allowed to leave his/ her seat.
  - Fifth bell:** Final bell to stop the examination and collect answer scripts.
24. Collect the question paper along with answer script of the candidates if he/she leaves the examination block before one hour of the commencement of exam.
25. Do not allow the students to leave in the last 10 minutes
26. Check, count and arrange the answer scripts serially before you allow the students to leave the examination hall.
27. Bring the answer script to the designated collection center and handover personally to the Deputy chief / Relieving superintendent.
28. The room superintendent shall be personally responsible for loss, misplacement of any answer script or unfilled spaced in the answer scripts.
29. The room superintendents are expected to take rounds and shall not engage themselves in conversation with student or fellow invigilator unnecessarily.
30. The invigilator shall not read books/ magazines or newspaper while invigilating.
31. Whenever a candidate wishes to change the pen/ink, uses whitener in bubbling, the room invigilator shall affix signature in B form in the prescribed place.

32. Smoking, talking on mobile phones or with co-invigilator(s) are strictly prohibited and shall be punishable.

33. Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief Superintendent failing which the invigilator shall be equally responsible for the misconduct.

34. The Room Superintendent shall attend the meeting of MCC, in case of malpractice in the respective block.

**e. Squad**

1. The Chief coordinator in consultation with Principal/COE shall appoint Flying Squads and schedule the surprise visits to curb malpractice during the examinations.

2. Each team may consist of not more than four members.

3. The squad team shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.

4. The squad shall provide their identity and inform the Room Superintendent about the purpose of their visit to the examination hall.

5. They shall initiate action to curb malpractice like copying, possession of incriminatory materials or devices related to the examinations.

6. Report the cases of malpractice detected to the COE immediately through the DCS/Chief Superintendent, for further action. The squad shall make use of the required stationary/formats placed at the control room for the said purpose.

7. The squad shall report simultaneously, the instances of grave malpractice such as mass copying, to the COE and the Chief Superintendent.

8. The Chairman of the squad team shall record their findings including satisfactory/or otherwise remarks in the Squad Book placed with the coordinator at the control room. Each member of the squad shall affix their signature, in the attendance register placed at the control room, in each session of the examination.

9. The Malpractice case shall be booked with the prior intimation to the chief superintendent.

10. When once a candidate is booked under malpractice, the Chief superintendent shall serve a memo to the concerned candidate instructing him/her to attend the MCC meeting, when scheduled by the Controller of Examinations. A copy of this memo shall be sent along with other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the MCC meeting schedule.

11. The squad shall seek any clarifications/guidance and/or assistance from the COE whenever needed.

#### **f. Bundling of Answer Scripts**

Office Superintendents verify the collected answer scripts against the A-Form prepared by the Examination Conduction team. Verified answer scripts shall be bundled according to the course. The bundled answer scripts along with A-form will be handed over to COE on the same day of examination, the same shall be recorded in the ledger book of the Examination Conduction Office.

### **3.7 INSTRUCTIONS TO CANDIDATES TAKING THE EXAMINATION**

1. Only a single answer booklet will be issued. No additional Answer books are permitted.

2. The candidate should write his/her seat number and other information like examination, semester, course, course code etc., against the space provided on the facing page of the answer book.

3. The candidate shall not write his/her name / USN or put any identification mark inside any part of the answer booklet, which will be treated as malpractice and liable for penalization.

4. The question numbers should be mentioned in the margin only.

5. The candidate shall write answers on both the sides of the pages of the answer booklet. All the rough work must be done in the space provided at the end of the answer booklet. Answer must be written using black ink (ball pen or ink pen). If there is change of ink, the same shall be mentioned in the B-form by the Room Superintendent for the respective candidates.

6. Answer book should be handed over personally to room superintendent before leaving the examination block.

7. No candidate shall be permitted to go toilet during the Examination.
8. The candidate should not take any books /Notes, Log table, Scribbling pads, cell phones, Programmable calculator or any kind of wearable digital devices and reference material into the examination hall. The candidate should make sure that no unauthorized book or paper in the examination hall in their respective desk.
9. Candidate should carry only Identity card & Hall ticket / Admission Ticket in the examination hall.
10. The candidate should not write anything on the admission ticket or Identity card or calculator or on question paper.
11. 30 minutes before the commencement of the examination all the candidates should sit in their allotted seats.
12. Commencement bell will ring at the beginning of the examination, when question papers will be distributed and the students should start writing the answers. No candidates shall be admitted after 30 minutes of the commencement of the examination and shall be allowed to leave the examination block after 60 minutes of the commencement of the examination. No candidate should leave his / her seat during the last 10 minutes, warning bell will ring 10 minutes before the closing time and final bell will ring at the end of the examination. Then all the candidates should stop writing or revising the answers and should hand over the answer book to the Room-Superintendent.
13. The candidates should check whether the Room Superintendent has signed in the designated space on their answer booklet.
14. Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.
15. The candidates should check the answer script for any discrepancies in stitching, missing page numbers, missing bar codes, should bring the same to the notice to room superintendent.
16. Any candidate appearing for the UG examination is liable to be charged with committing malpractice in the following cases.
  - i. Possession of portions of a book, a manuscript, programmable calculator, any kind of wearable digital devices which are not permissible to be brought in to the examination hall.

ii. Having any written matter on scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, handkerchief, clothes, socks, instrument box, identity card, scales etc.

iii. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.

iv. Copying from any material or matter or answer of another candidate or from the desk/table or similar aid or assistance is rendered to another candidate within the examination hall.

v. Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.

vi. Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or officer of the University/College for favors in the examination hall or to the examiner in the answer script.

vii. Smuggling out or smuggling in or tearing off the answer script sheets or any other writing material given or inserting papers written outside the examination hall into the answer book or running away along with answer script from the examination hall or premises.

viii. Impersonating or allowing any other person to impersonate to answer in his /her place in the examination hall.

ix. Supply of copying material inside or from outside the examination hall.

Disruptive behavior inside or near the examination hall.

## **3.8 PRACTICAL EXAMINATION PROCESS**

### ***3.8.1 Allotment of Laboratory Batches***

1. Time table with practical batches (10 to 12 candidates per batch) will be prepared tentatively by respective departments and the same is announced to candidates. Any changes in the timetable regarding batches or candidates in the batch should be intimated to the department. Finalized batch list should be submitted to COE for formal approval.

2. Practical Examinations will be conducted for all the practical courses offered during the semester as per the approved timetable. Practical examinations will be conducted by two examiners, one internal and one external. Answer script and attendance will be placed in an envelope and the separate sealed envelope with signed marks sheet and attendance will be handed over to the COE on the day of examination itself for further process.

### ***3.8.2 Conduct of Practical Examination***

- a. Practical Examination should not be conducted without an external examiner.
- b. In case of non-availability of external examiner, should be intimated to HOD & COE immediately for further action.
- c. Evaluation should be done jointly by external and internal examiners.
- d. Practical Examination should be conducted according to the syllabus provided.
- e. Change of experiments should be permitted with the following conditions:
  - i. The change of experiment has to be considered provided the request is made for the same in writing on the respective answer script by the candidate within 15 minutes from the commencement of the examination.
  - ii. Under such circumstances, the evaluation shall be only for 80% of the total marks (there will be reduction of 20% of maximum marks).
  - iii. The change of experiments is allowed only once in a particular examination.

## **3.9 EVALUATION PROCESS**

### ***a. Collection of Scheme and Solution***

An internal evaluator designated by the Chairman of respective BOE Shall prepare the detailed scheme and solution by collecting question paper of that course from COE Office soon after the completion of examination. In case of common course(s), faculty members who have engaged the course(s) shall prepare the scheme and solution collectively. Scheme and solution shall be submitted to COE within the prescribed time.

### ***b. Coding of Answer Scripts***

Coding is the process of masking the student's identity. Once all the answer scripts are coded, they will be packed 10 per bundle and each shall be stored in the storage room,

***c. Appointment of Internal Evaluators***

1. Chairman BOS is required to submit a list of internal and external evaluators to the COE.
2. A subject teacher who is a post graduate and has at least two years of experience can be appointed.
3. For valuation, faculty who has taught the subject shall be appointed as one of the valuers in addition to external evaluators.

***d. Appointment of External Evaluators:***

1. The BOS is required to send an approved list of evaluators as per the requirement put in (b).
2. Evaluators, post graduate degree with a minimum experience of five years in teaching.
3. Specialization / subjects taught by the evaluators to be exclusively indicated. Address / phone numbers of evaluators to be provided to COE in the given format.
4. The allotment of evaluators will be the sole discretion of the COE from the list provided to him.

***e. Evaluation of Answer Scripts***

1. Evaluators shall be appointed by the COE as per the panel of evaluators submitted by Chairman of respective BOE. The evaluators (internal and external) shall report to the valuation center in the Examination Cell as per the schedule for evaluation.
2. Evaluators will report to COE and register themselves in the registration counter. Each evaluators will be allotted answer booklets - Max of 50 per day. Evaluators should adhere to the scheme and solution with uniformity and accuracy in evaluation.
3. Before commencement of the evaluation of the respective course, internal and external evaluators should conduct a meeting to discuss the scheme and solution, in case of any discrepancies they may be corrected/modified accordingly and a copy of the minute of meeting shall be submitted to COE/Chairman of BOE.

#### ***f. Moderation of Evaluated Answer Scripts***

1. Moderators will be appointed by the COE, based on the prior list submitted by the chairman and day wise reported evaluators.
2. 10 % of the evaluated answer scripts per packet shall be moderated by the moderators appointed by the COE.
3. If the difference in marks is  $\leq 10\%$  then higher marks of the evaluation will be retained.
4. If the difference in marks is  $> 10\%$  then the answer script will be sent to third valuation.

### **3.10 Project & Internship External Evaluation**

Project & Internship Evaluation will be conducted during the prescribed semester as per the approved timetable. Project & Internship Evaluation will be conducted by two examiners, one internal and one external. Answer script and attendance will be placed in an envelope and the separate sealed envelope with signed marks sheet and attendance will be handed over to the COE on the day of examination itself for further process.

### **3.11 MALPRACTICE DURING SEE**

#### ***3.11.1 Description of Malpractice***

Any student involved in malpractice means of any kind during SEE, both theory and laboratory will be reported to the Chief Superintendent in a prescribed format either by squad or by room superintendent/examiners. Such students will not be permitted to continue to take that examination. The candidate will be issued a notice to present before the MCC as per the schedule. However, the candidate is permitted to take all the subsequent examinations. Following table indicates the nature of malpractice means and the possible punishment. However, the decision of the MCC shall be the final.

Table 3.1 Malpractice Means - Penalty Table

Sl. No.	Nature of Malpractice Means	Penalty to be imposed
1	Any form of revealing the identity of the candidate in the answer scripts of SEE.	'F' grade for that course will be awarded.
2	Possession of Manuscript / printed or typed matter, Books or notes and written matter on Calculator/Instrument Box/ electronic/ wireless devices/cell phones, iPhone, pen drives etc., or having any other written matter on the person (Palm, Hand, Leg, Clothes, Socks).	To deny the benefit of performance of the examination for which the candidate has appeared by awarding 'F'-grade in that course, debar them for current and further consecutive semester.
3	Detection of identical answers in the answer scripts of different Candidates or allowing a candidate to copy from his/her answer script.	Committee can recommend suitable penalties as deem fit.
4	Appeal to the examiner with or without money as enclosures in the SEE answer book / use of abusive / obscene language or threatening remarks in the SEE answer book.	To deny the benefit of performance of the examination for which the candidate has appeared by awarding 'F'- grade in that course, and committee can penalize the candidate.
5	Found assisting and passing the question paper with written answer / formulae / answer script purpose of copying.	To deny the benefit of performance of the examination for which the candidate has appeared by awarding 'F'- grade in that course, and committee can penalize the candidate.
6	Destroying the documentary evidence of malpractice.	To deny the benefit of performance of the examination for which the candidate has appeared by awarding 'F'- grade in that course, and committee can penalize the candidate.
7	In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the examination.	To deny the benefit of performance of the examination for which the candidate has appeared by awarding 'F'- grade in that course. If both attended and to be attended of the particular examination are the students of KSIT, then both the candidates will be debarred based on the committee recommendations. Further for the person who has impersonated (Outsider) and on whom impersonation (student of KSIT) is done for both persons, the punishment shall extend up to reprimanding and also booking a case under IPC.
8	Abusing, threatening, manhandling the examination authorities at the examination hall or in the premises of the examination center / outside the center as well as misconduct of a very serious nature.	To deny the benefit of performance of the examination for which the candidate has appeared by awarding 'F'-grade, debar the candidates for current and further consecutive semester, based on recommendations of the committee.
9	Any other malpractice not defined above but connected with the Examination.	Committee can recommend suitable penalties as deem fit.

### ***3.11.2 Procedure for booking malpractice during Examination***

1. The Observers / Squad shall inspect the Examination Blocks/Halls assigned to them by the COE frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and fool-proof.
2. The Observers shall report all the instances of grave malpractices such as Mass Copying to the CS/COE immediately.
3. If a malpractice Case is detected by the Room Superintendent / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the DCS and COE as per the procedure outlined in Annexure.
4. When malpractice is brought to the notice of CS/DCS either by the Observer(s) or by the Room Superintendent, he/she shall hold a preliminary inquiry and record the Report of the Room Superintendent, the statement of the student(s) concerned in the presence of a teaching staff other than the Room Superintendent concerned.
5. Malpractice report along with the answer script(s), other incriminating materials and required enclosures in a sealed cover should be submitted to the COE immediately. However, answer script(s) of subsequent course papers of such student(s) booked under malpractice, shall be sent along with regular answer scripts and shall not be marked as malpractice case anywhere.
6. The student, the RS and the DCS / squad shall be required to give their statement in their own handwriting in the prescribed proforma. If the space provided in the printed proforma is not sufficient, extra sheet(s) shall be attached. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.
7. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by squad / RS / DCS.
8. The DCS shall report each malpractice case separately, unless it is inter-related to any other case(s).

9. The student(s) booked under malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under malpractice, the student shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under malpractice shall be evaluated and the results shall be kept as withheld, until such time the Chief Superintendent passes his orders based on the recommendations of the malpractice cases Consideration Committee (MCC).

10. When, a student is booked under malpractice, the CS / DCS shall strictly adhere to following steps:

- Stop the student from writing that particular paper, in which he/she has been booked under alleged malpractice.
- Issue a memo instructing the student to attend the meeting of the malpractice cases Consideration Committee as per instructions of the COE.
- Send the answer script of that particular paper separately to the Office of the COE, along with other relevant documents, in a sealed cover. The said cover shall be super scribed as MCC.
- Do not confiscate the Hall Ticket.
- Permit the student to write the subsequent papers of the examinations, if any and such answer scripts shall be sent to the COE along with other answer scripts, without being marked as malpractice anywhere.

### ***3.11.3 Malpractice Detected at the time of Evaluation***

The Evaluators shall, if he / she suspects Malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall reject the valuation of answer script with reasons.

## **3.12 SCRIBE FOR DISABLED CANDIDATES APPEARING FOR THE EXAMINATION**

### ***3.12.1 Appointment of Scribe***

Physically challenged candidate writing the SEE can take assistance from another person who is normally called as SCRIBE. An Scribe can be appointed by the COE, approved by Principal (CS) of the college to the candidate who is really disabled to write his/her examination with his own hand. While appointing an Scribe the following guidelines are to be followed strictly.

a. An Scribe can be appointed to the candidate who is disabled from writing the examination with his/her own hand.

b. A candidate seeking the assistance of an Scribe shall submit an application to the COE through the Head of the department duly recommended by the mentor, with the following documents.

- i. Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HOD.
- ii. No relation Certificate - An undertaking by the student and the Scribe showing that there is no relation between them with an authentication by the Notary Public.
- iii. Attested copies of testimonials of a Scribe.
- iv. One A4 size paper hand written matter which is written by the Scribe for his willingness to write the exam.
- v. Three recent Passport size photos of the Scribe attested by the HOD.
- vi. A Scribe appointed must be of lower grade education than the candidate and should not be studying in the same field (Technical) with the proof of his education / College ID card.

c. The Chief superintendent shall arrange a suitable block for the candidate & the Scribe. Allot different room superintendent to the block for all exams he/she writes.

d. If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours' examination i.e. 20 minutes per hour), he/she shall submit an application to the principal of the college through the COE seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters issued by the HOD.

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

### **3.13 EXAMINATIONS: CIE & SEE**

To maintain high education standards in conduction of CIE and SEE, University regulations are followed. Performance of CIE will be communicated to students on time as well as SEE results are announced in a time bound manner.

#### **3.13.1 CIE:**

The Assessment tests shall be conducted in the college as per the calendar of events. The Academic coordinator to announce rules and regulations of CIE to the students in advance, maintain transparency in its operation, declare the evaluation results in time. Test and Assignment/activity marks of each course will be entered in ERP software by the course incharge after every test. Mentors will be sharing the performance of students of each test along with attendance to all the parents. After the Assessment test, each course incharge will solve the question papers for the benefit of the students concerned, especially slow learners.

The candidates shall write the tests, assignments in respective assigned books. Blue books shall be preserved in the department till the announcement of results.

#### **Attendance Standards:**

All students of the College Shall maintain a minimum attendance of 85% in each course registered. In case of any shortfall in this, the Academic Council of the College shall consider the same and may condone the deficiency in special cases up to 10% any student failing to meet the above standard of attendance in any course(s) registered may not be allowed to appear for SEE of such course(s).

#### **NE:**

Students failing to secure the minimum percentage of attendance or CIE marks in any Course/shall not be eligible for the SEE. Those students result of the respective course shall be considered as fail because of Not Satisfying Attendance Requirement (NSAR) / Not Satisfying Sessional Requirement (NSSR). However, they can appear for SEE in other eligible courses of the same semester.

Note: 1. NSAR /NSSR students must register in supplementary semester when that course is offered by the department.

2. The Course/s when repeated is considered as attempts.

### ***3.13.2 Semester End Examination (SEE):***

#### ***Registration for SEE:***

- a. It is compulsory to apply for SEE if the student/s has satisfied the attendance and CIE requirement of ODD/EVEN/SUPPLEMENTARY semester.
- b. In case, the students fail to apply for SEE of the odd semester after satisfying the attendance and CIE requirements, they shall be permitted to move to an even semester of that academic year. However, such students have to register for odd semester examinations conducted at the end of the even semester and registration will be considered as second attempt.
- c. In case, students fail to apply for even semester SEE after completing successfully the even semester, they shall not be permitted to move to the higher odd semester of the subsequent academic year as per rules mentioned in the Academic regulations (Table 16.1). Irrespective of student appearing for SEE, he/she has to register for SEE of odd and even semesters before completing the academic year.

#### ***Marks and Passing Standards of SEE***

- a. The examinations for all the Programs of study shall be conducted at the end of each semester.
- b. Students having no backlog course/s, may not have more than one examination on the same day. However, students having backlog course/s may face a situation where they may have
  1. Two examinations scheduled on the same day, one during the morning session and the other in the afternoon session.
  2. Examinations on consecutive days.
- c. The examination timetable shall not be modified/altered/adjusted in any of the above cases.
- d. Examination for all Courses under SEE shall be conducted as per the scheme related to the course. The weightage of SEE and CIE will be 50 % each. The minimum passing marks must be 40 % of the sum of SEE & CIE maximum marks.

- e. The sum of SEE & CIE will be considered for the award of the letter grade.
- f. For all theory Courses of the Program, the passing marks is 35 % of the maximum marks in SEE. The minimum passing marks must be 40 % of the sum of SEE & CIE maximum marks.
- g. For Practical / Fieldwork / Internship, Innovation / Technical Seminar Societal / Entrepreneurship based Internship and Mini- Project, the passing marks is 40 % of the maximum marks in SEE.
- h. For 16 weeks of Research/Industry Internship/Major Project the passing marks is 50 % of the maximum marks in SEE.
- i. Students who satisfy the above conditions (e), (f), (g), and (h) above, and obtain any grade from O to P in a course shall be considered to have passed that course.
- j. A student shall be declared fail if he/she
  1. Fails to satisfy the conditions (f to h) above
  2. Absents himself/herself to the examination.
  3. Is held guilty of examination malpractice and for any other reasons and declared the performance of any course/s as null and void by the competent authority.
  4. The course/s in which student/s fail to satisfy attendance and CIE requirement (NE courses) are also considered as F only.
- k. If a student secures an F grade in any of the Courses, he/she shall reappear for that Course(s) during the subsequent SEE. The CIE marks awarded to the student at the first attempt in the concerned Course(s) shall be carried forward. Revised CIE marks are considered only in cases NE (not eligible to appear for SEE due to non-comply of attendance and/or CIE) cases.
  - l. A student shall be declared to have completed UG / PG degree and is eligible for the award of degree, provided the student has undergone the stipulated Course work of all the semesters under the same Scheme of Teaching and Examination and has earned the prescribed number of credits.

m. Over and above the academic credits, regular student admitted to the 4 years Degree programme and Lateral entry students shall earn 100 and 75 Activity Points respectively for the award of degree through AICTE Activity Point Programme. Students transferred from other affiliated Autonomous colleges to fifth semester are required to earn 50 Activity Points from the year of entry. The Activity Points earned shall be reflected on the student's eighth semester Grade Card.

n. Activity Points (non-credit) have no effect on SGPA/CGPA and shall not be considered for vertical progression. In case a student fails to earn the prescribed activity Points, eighth semester Grade Card shall be issued only after earning the required activity Points. The student will be eligible for the award of degree only after the release of the Eighth semester Grade Card.

## 4. POST-EXAMINATION PROCESS

### 4.1 GRADING

#### *Generation of Grade Sheet for UG & PG Theory Courses*

After evaluation, SEE and CIE marks will be added together to get the grade and grade points for each course as per the table given below.

Table 4.1 Grading Table for UG programme

Nature of grades	Letter Grades	Grade Points	Absolute marks range	Level
<b>Pass grades</b>	O	10	90 to 100	Outstanding
	A+	9	80 to 89	Excellent
	A	8	70 to 79	Very Good
	B+	7	60 to 69	Good
	B	6	55 to 59	Above Average
	C	5	50 to 54	Average
<b>Fail grades</b>	P	4	40 to 49	Pass
<b>Fail grades</b>	F	0	< 40	Fail
<b>Non Eligibility</b>	NE	--	--	Not Eligible
<b>Transitional grades</b>	I	--	--	Incomplete
	W	--	--	Withdraw
	X	--	--	Temporary grade
Mandatory Non credit courses / AICTE Activity Points	PP	--	Required criteria	Pass
	NP	--	Criteria not satisfied	Fail

Table 4.2 Grading Table for PG programme

Nature of grades	Letter Grades	Grade Points	Absolute marks range	Level
<b>Pass grades</b>	O	10	90 to 100	Outstanding
	A	9	80 to 89	Excellent
	B	8	70 to 79	Very Good
	C	7	60 to 69	Good
	D	6	55 to 59	Above Average
	E	5	50 to 54	Average
<b>Fail grades</b>	F	0	< 50	Fail
<b>Non Eligibility</b>	NE	--	--	Not Eligible
<b>Transitional grades</b>	I	--	--	Incomplete
	W	--	--	Withdraw
	X	--	--	Temporary grade

If the marks obtained by the student falls in the ranges specified in the table above, then the respective grade is awarded to the that course.

A student can take additional courses (list mentioned in Academic regulations) with credit, for knowledge enhancement as and when required for the minor degree/diploma/certificate program. Along with the additional courses student can enroll for Audit courses to build skill sets.

In the latter case the student performance in the course will not be reflected in the Grade card issued by the college. However, the college will issue a separate transcript for all the audited courses completed by the concern students during the stipulated period of study.

## 4.2 PASSING STANDARDS

- a. The standard of passing in each course is given in the following table :

Table 4.3 Standard of Passing

Evaluation Method	Passing Standard for UG programme	Passing Standard for PG programme
CIE Marks	$\geq 40\%$	$\geq 40\%$
SEE Marks	$\geq 35\%$	$\geq 40\%$
SEE + CIE	$\geq 40\%$	$\geq 50\%$

b. There will be no re-examination for any course in the credit system, to take care of students who would have obtained F grade, NE or would have withdrawn (Grade W) a course. Such students would be required to reregister for the course(s) when it is offered during supplementary/main semester and fulfil the passing standards laid down to earn the specified credits.

c. A makeup examination facility is available to students who have missed to attend the SEE of one or more courses in a semester due to valid reasons and is given as I Grades with the recommendation of IAAC. The students having X grades shall also be eligible to take advantages of this facility. The makeup examinations would be held as per the dates notified in the Academic Calendar.

d. In all these cases the grading standards of SEE would be same as given in the above table 4.1. The software generates the result sheet as soon the SEE marks are entered. The SEE marks and CIE marks are added and the results are repositied in the software for subsequent use like generation of grade card / official transcript.

### 4.3 GRACING POLICY

1. A student who fails in only one subject of the examination may be awarded up to a maximum of 2 % of SEE marks, provided the grace enables the student to secure the minimum passing marks in that subject.

2. Grace marks awarded under this policy will be recorded only in the internal ledger for examination purposes and will not appear in the student's statement of marks.

### 4.4 COMPILATION OF RESULTS

Programme wise and semester wise provisional result sheets will be prepared, for all the programs once the evaluation is completed for all theory and practical courses. Result sheet indicates the programme (BE/MCA/M.Tech.), academic year, semester (I,III,V,VII – during Odd semesters, II,IV,VI,VIII – during Even semesters and I/II,III/IV,V/VI,VII/VIII – during Supplementary semesters), branch, name of the student, USN, course title, course code, Maximum Marks, Marks Obtained, grade points earned, Semester Grade Points Average (SGPA) and Cumulative Grade Points Average (CGPA). Letter grades, grade points and the corresponding total marks range are indicated in the Table 4.1 for all credit courses.

Non credit Mandatory courses carry zero credit. Student is eligible to write the SEE if the candidate secures the minimum attendance. Letter grades awarded for such courses are shown in Table 4.4.

Table 4.4 Letter grades for Non credit Mandatory courses

Nature of grades	Letter Grades	Absolute total marks range
Pass	PP	$\geq 40$
Fail	NP	$< 40$

In addition to F grade all transitional grades indicate fail. Transitional grades\* and their symbols are shown in Table 4.5.

Table 4.5 Transitional Grades

Grade Nomenclature	Letter(s)
Not Eligible	NE
Drop	DP
Withdraw	W*
Incomplete	I*
X grade	X*

Transitional grades are awarded only during Odd and Even semesters and not in Supplementary semester.

**Not Eligible (NE):** If the attendance is less than 75% and/or CIE less than 40% in any of the credit courses then NE grade will be awarded, whereas for non credit mandatory courses minimum CIE criterion is relaxed. NE grade will be awarded to both theory and practical courses.

**Dropping of the course (DP):** DP grade is permitted only to theory courses. Student has to apply within the first eight weeks, through the concerned faculty, proctor and the HOD to Dean (academic) for permission. DP grade will be considered to a maximum of four credit in a semester. DP grade will not be considered to the same course more than once. DP grade will not be considered for non credit mandatory courses, experiential learning, activity-based courses viz., laboratory, skill development, career electives, major project, and internship courses.

**Withdrawal from the course (W):** W grade is awarded only to theory courses. Student has to apply at the end of the semester as per the calendar of Events, through the concerned faculty, proctor and the HOD to Dean (academic) for permission. W grade will be considered for the total 4 credits in a semester. W grade will not be awarded to a course more than once.

**I Grade (I):** I grade is applicable when a student is eligible to write SEE. A student who has not appeared for SEE due to valid reasons like hospitalization or disaster in the family can apply for the award of I grade in that course. If such students fails to get pass grade in subsequent exam then I grade will be converted to F Grade. If any student with I Grade fails to appear for SEE during the same academic year, then it will be treated as F grade in the subsequent academic years.

**X grade (X):** X grade will be awarded to both theory and practical courses, students who have secured minimum attendance of 85%, minimum CIE of 90% and SEE less than 40% are eligible for the award of X grade. Such students will be permitted to appear for SEE only once during the same academic year for such courses. Any student fails to obtain pass grade then F grade will be awarded for the course. If any student fails to appear for SEE during the same academic year then it will be treated as F grade in the subsequent academic years.

#### 4.5 Computational Procedure (to calculate the earned grade points)

Computational procedure is necessary for all credit courses to compute Grade points earned, SGPA and CGPA. Computation of Grade points earned for a course, SGPA for a semester and CGPA to desired point are done as follows:

##### Formula 1:

*Grade points earned for a course = Credit for the course × Grade point of the letter grade*

For all transitional grades and F grade, Grade points earned for a course is zero

##### Illustration (1):

Table 4.6 Grade points computation

Course	Credits assigned for the course	Credits earned for the course	Letter Grades Obtained	Grade Points of the letter grade	Grade points earned
Course-1	4	4	B	6	24
Course-2	4	4	A+	9	36
Course-3	3	3	O	10	30
Course-4	3	0	F	0	0
Course-5	1	1	C	5	5
Course-6	1	1	P	4	4
Course-7	1	0	F	0	0

Semester Grade Points Average (SGPA) is computed using the following formula  
SGPA (Semester Grade Point Average) is the performance index of a student and is calculated as follows.

**Formula 2:**

$$SGPA = \frac{\sum (\text{Course Credit} \times \text{Grade points of the letter grade})}{\sum (\text{Course Credit}) \text{ for all the courses registered during the semester excluding DP and W grades}}$$

$$SGPA = \frac{4 \times 6 + 4 \times 9 + 3 \times 10 + 0 \times 0 + 1 \times 5 + 1 \times 4 + 0 \times 0}{4 + 4 + 3 + 3 + 1 + 1 + 1}$$

$$= \frac{24 + 36 + 30 + 0 + 5 + 4 + 0}{4 + 4 + 3 + 3 + 1 + 1 + 1} = \frac{99}{17}$$

$$SGPA = 5.823 \approx 5.82$$

SGPA will be rounded off to two decimal places. While computing SGPA, Dropped (DP) and Withdrawn (W) course are treated as NOT REGISTERED.

**Illustration (2):** Table 4.7 Letter Grades obtained for the registered courses

Course	Credits assigned for the course	Credits earned for the course	Letter Grades
Course-1	4	4	NE
Course-2	4	4	A+
Course-3	3	3	A
Course-4	3	3	B+
Course-5	3	0	DP
Course-6	1	0	W
Course-7	3	0	I

$$SGPA = \frac{4 \times 0 + 4 \times 9 + 3 \times 8 + 3 \times 7 + 3 \times 0}{4 + 4 + 3 + 3 + 3}$$

$$\frac{0.0 + 36 + 24 + 21 + 0.0}{4 + 4 + 3 + 3 + 3} = \frac{81}{17}$$

$$SGPA = 4.764 \approx 4.76$$

Cumulative Grade Points Average (CGPA) is computed using the following formula

**Formula 3:**

$$CGPA = \frac{\sum (\text{Course Credit} \times \text{Grade points of the letter grades of passed courses till the current semester})}{\sum (\text{Course Credit}) \text{ passed courses till the current semester}}$$

**Illustration (3):**

Table 4.8 Letter Grades obtained for the registered courses

Semester – 1		
Course	Credits earned for the course	Letter Grades Obtained
Course-1	4	O
Course-2	4	A+
Course-3	3	A
Course-4	1	B+
Course-5	1	B
Course-6	3	C
Course-7	1	F

Table 4.9 Letter Grades obtained for the registered courses

Semester - 2		
Course	Credits earned for the course	Letter Grades Obtained
Course-1	4	NE
Course-2	4	A+
Course-3	3	A
Course-4	3	B+
Course-5	1	DP
Course-6	3	W
Course-7	3	I

Table 4.10 Letter Grades obtained for the registered courses

Semester - 3		
Course	Credits earned for the course	Letter Grades Obtained
Course-1	4	O
Course-2	4	A
Course-3	4	B+
Course-4	3	C
Course-5	3	P
Course-6	0	PP

CGPA by the end of Semester – 1 is

$$CGPA = \frac{4 \times 10 + 4 \times 9 + 3 \times 8 + 1 \times 7 + 1 \times 6 + 3 \times 5 + 1 \times 0}{4 + 4 + 3 + 1 + 1 + 3 + 1} = \frac{128}{17} = 7.52$$

CGPA by the end of Semester – 2 is

$$CGPA = \frac{(128 + 4 \times 9 + 3 \times 8 + 3 \times 7)}{(17 + 4 + 3 + 3)} = \frac{(138 + 81)}{(17 + 10)} = \frac{209}{27} = 7.74$$

CGPA by the end of Semester – 3 is

$$CGPA = \frac{(209 + 4 \times 10 + 4 \times 8 + 4 \times 7 + 3 \times 5 + 3 \times 4)}{(27 + 4 + 4 + 4 + 3 + 3)} = \frac{(209 + 127)}{(27 + 18)} = \frac{336}{45} = 7.46$$

CGPA will be rounded off to two decimal places. SGPA/CGPA is computed on a scale of 10.

The percentage equivalent of SGPA/CGPA is computed using the following formula.

**Formula 4 :**

Percentage equivalent of SGPA/CGPA = (SGPA/CGPA-0.75) x 10

**Illustration (4):** Table 4.11 : Percentage conversion

<b>SGPA/CGPA</b>	5.75	6.25	6.75	7.25	7.75	8.25
<b>Equivalent %</b>	50	55	60	65	70	75

Class awarded and range of SGPA/CGPA is shown in Table 4.12

Table 4.12 : Class Declaration

<b>SGPA/CGPA Range</b>	<b>% Equivalence</b>	<b>Class Declaration</b>
4.75 to 5.74	40 % ≤ M < 49.99 %	Pass Class (PC)
5.75 to 6.74	50 % ≤ M < 59.99 %	Second Class (SC)
6.75 to 7.74	60 % ≤ M < 69.99 %	First Class (FC)
7.75 to 10.0	≥ 70%	First Class Distinction (FCD)

## 4.6 ANALYSIS OF RESULTS

The statistics will be prepared during all the three semesters Odd, Even and Supplementary. Statistics is a quantitative and qualitative analysis of the SEE & CIE. Statistics is a course wise, semester wise and Programme wise performance indicator. Course wise statistics depicts the number of students securing various grades along with the pass percentage in each course, a quantitative estimator of result. Quality of result is computed semester wise, through the parameters SGPA distribution and all pass percentage. Statistics so prepared will be presented/circulated through mail to the academic council for the approval prior to the announcement of results.

## 4.7 ANNOUNCEMENT OF RESULTS

Date of announcement of results for all the three (Odd/Even/Supplementary) semesters will be indicated in the Office academic calendar. The provisional results approved by the academic council will be published in the general notice board and also on the college website.

## 4.8 REQUEST FOR RETOTALING, PHOTOCOPY & REVALUATION EVALUATION

### *Disclosure of Answer Books (Answer Book Seeing)*

The evaluated answer books and the marks awarded to each question are disclosed to students on request to bring transparency in the evaluation system. Students who are not satisfied with the results of a course can apply for:

1. Retotaling - Students will be allowed to physically check their answer booklet and add the marks obtained, when applied with the mentioned date and time.
2. Photocopy - Students can apply for photocopy of his/her answer booklet.
3. Reevaluation – Students can apply for reevaluation whose answer booklet will be reevaluated and declare the results again. The maximum marks of previous and reevaluated marks will be considered.

### **How to Apply?**

1. Interested students must pay the prescribed fee, fill the application form and submit the duly signed application form along with the fee paid receipt to the office of COE by appearing in person before the last date mentioned. If the student cannot appear in person for some reason, represent/guardian of the student may apply on their behalf. However, the student should authorize the same.
2. When applying, the student will produce proof of their identity to the concerned authorities.
3. Applications received after the last date and applications found to be not correct in any respect will not be considered.

## **4.9 REJECTION OF RESULTS**

1. A student may, at his/her desire can reject the total performance of a semester (including CIE marks). The rejection is permitted only once during the entire Programme of study.
2. The student who desires to reject the results of a semester shall reject performance in all the Courses of the semester, irrespective of whether the student has passed or failed in any Course. However, the rejection of performance of VIII semester shall not be permitted.
3. Readmission to any semester in such cases shall not be considered as fresh admission and therefore the student will continue to have the same Registration Number, which was allotted earlier. The Course duration will be counted with reference to old Registration Number. Students who opt for rejection of results shall be eligible for the award of degree and Minor Degree but not for the award of ranks and Honors degree.

## 4.10 MAKEUP EXAMINATIONS

The make-up examination facility shall be available to the students who may have missed to attend the SEE of one or more courses in a semester for valid reasons and given the 'I' grade. Student having the 'X' grade (approved in ACM) shall also be eligible to take advantage of the facility. The Make-up examination shall be held as per dates notified in the student academic calendar. In all these cases the standard of the make-up examination shall be the same as that of regular SEE for the Courses.

All the 'I' and 'X' grades awarded to the students shall have to be converted to the appropriate letter grades and communicated to the college authorities within the specified days of the respective Make-Up Examinations. Any 'I' and 'X' grades has not attended the examination will be automatically converted to 'F' grade.

All the 'W' grades awarded students will be eligible for conversion to the appropriate letter grades only after the concerned students re-register for these Courses when offered only in supplementary semester and fulfil the passing standards of their CIE and SEE.

## 4.11 PREPARATION AND ISSUE OF GRADE CARDS

1. Grade card is an authentic document indicating the student's performance in a specified semester. Grade cards will be issued to all the students who have registered during odd/even/Supplementary semesters including makeup examinations. Grade card indicates the name of the candidate, Registration Number, Father's / Mother's name, academic year, semester, course code, course name, credits, grade, grade points, total credits enrolled, total credits earned, SGPA, CGPA and date of issue.

2. Each grade along with transitional grades like NE, X, I, W are printed, whereas, DP grades will not be printed on the grade card. Unique grade card number with barcode / QR code is also printed on each grade card.

3. Printed Grade cards will be verified against the result sheets and after ensuring the correctness, COE and Principal's signatures will be affixed.

## **5. AWARDING OF DEGREE**

### **5.1 PREPARATION OF ELIGIBILITY LIST**

Eligible list of students for award of degree will be prepared after the Supplementary semester. Once the Provisional eligibility list is approved by the Academic council then the same will be announced as Eligible list for the award of degree.

### **5.2 RECOMMENDING ELIGIBLE STUDENTS TO VTU FOR THE AWARD OF DEGREE**

Approved eligible list for the award of degree from the academic council will be sent to VTU. The eligible list of the candidates for the award of degree and their convocation applications along with the prescribed fee will be sent to VTU from the Principal's office.

### **5.3 PREPARATION FOR GRADUATION CEREMONY**

1. Final eligibility list approved will be sent to respective departments to invite all the eligible students personally for graduation Ceremony.
2. Gold Medals / Cash awards will be given to those students who are duly eligible for the award. If more than one student has the same CGPA then the medal will be awarded based on percentage of marks obtained in 10+2 (PU Examination).
3. List of medal / cash prize winners will be prepared by COE according to the defined criteria and will be approved by the Principal. The list will be sent to all the departments to invite the awardees personally to attend the graduation ceremony. The list along with the invitation will be sent to all the donors who have instituted the medals and requesting them to attend the graduation ceremony.

### **5.4 ISSUE OF PROVISIONAL DEGREE CERTIFICATE**

1. There is a provision for issue of Provisional Degree Certificate, immediately after the completion of graduation and before the Degree is conferred by VTU.
2. The Candidate seeking PDC shall submit a request to the office of the COE along with challan for having paid fee of Rs. 1000/- and collect the PDC personally.

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

4. Provisional Degree Certificate can be requested by email addressed to the COE wherein the following procedure is to be followed.

- a. Student has to formally send a request for PDC by way of an email sent from an official account or otherwise with an authentic signature giving details like Name, Father's Name, USN, Semester, SGPA and CGPA etc.
- b. Student has to send the address to which the PDC is to be sent to.
- c. The student has to categorically mention that the COE's office is authorized to send the same by courier services at his/her own risk.
- d. The student will be replied with the Account No. of the College, to which the applicable charges like fee towards PDC & courier charges shall be paid.
- e. After ascertaining the receipt of the required fee and other information as mentioned above, the COE shall send the PDC to the candidate through a courier.

## **5.5 ISSUE OF CONSOLIDATED GRADE CARD AND OFFICIAL TRANSCRIPTS**

Consolidated Grade Card (CGC) is a summarized report indicating the courses the candidate has passed, course credits, grade obtained, month and year of passing along with the final CGPA. Fail grade and transitional grades will not be indicated in the CGC. CGC will be issued only once after the completion of degree on request by the candidate. Candidate who is in need of CGC will apply in a prescribed format with a fee to the principal's office. CGC will be prepared in the COE office for the candidates. COE will attest the CGC after verifying the entries and the same will be submitted to the principal's office.

Official Transcript (OT) is a summarized report indicating the courses the candidate has passed, course credits, grade obtained, month and year of passing along with the final CGPA. Fail grade and transitional grades will not be indicated in the OT. OT will be issued to the candidates at any time, not necessarily after the completion of degree. Candidate can apply for multiple copies of OT by paying the prescribed fee to the principal's office. COE office

will prepare the OT and COE attests them. Attested copies of OT will be placed in an envelope on which the name and Registration Number of the candidate are printed and super-scribed as Official Transcript. The envelope will be sealed along with a round seal on which COE will attest his signature along with the date. Sealed envelopes will be submitted to the principal's office for disbursement.

## **5.6 DUPLICATE GRADE CARDS / DEGREE CERTIFICATE**

Any student has lost the issued grade card / Degree Certificate to him/her, a duplicate grade card / PDC / CGC will be issued upon the completion of the following the procedure:

- i) Candidate has to file a complaint at the nearest police station for having lost the said document and an acknowledgement of FIR in original has to be submitted.
- ii) An affidavit on e-stamp paper giving the details of name of the candidate, Register Number, semester, month and year of examination of the semester, of the required grade card.
- iii) An affidavit on e-stamp paper giving the details of name of the candidate, Year of award of the degree, Register Number for degree certificate to be issued.
- iv) Fee paid receipt in original.

Such documents will be prominently printed as DUPLICATE GRADE CARD / DUPLICATE DEGREE CERTIFICATE.

## **5.7 VERIFICATION OF DEGREE**

An employer would like to know whether the documents submitted by the candidate are genuine or not. Online verification request portal on the institute website is available and an employer can upload all the details for verification. Students graduated from our institution will be considered and the necessary confirmation will be given to employer by return mail.

**:: NOTE ::**

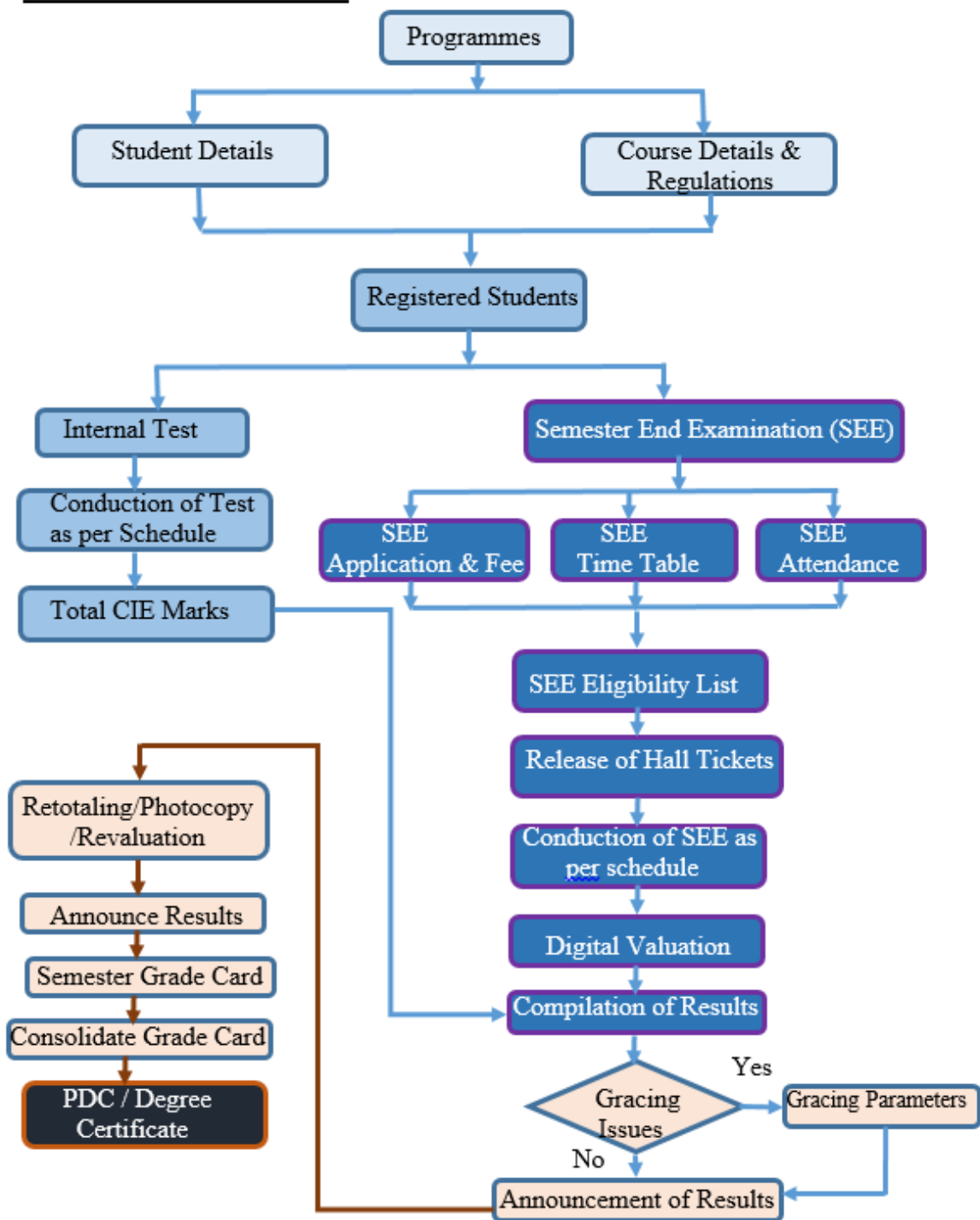
**These Regulations may be altered/changed from time to time by the Academic Council (AC). Failure to read and understand the regulations is not an excuse.**

# ANNEXURES

## SEQUENCE OF EVENTS OF EXAMINATION PROCESS:

1. Online submission of Student Resume
2. Name Correction
3. Register Number Generation and Communication to colleges
4. Filing of Examination Application Forms with fee
5. Submission of Shortage of Attendance
6. Submission of CIE marks
- 7.. Hall ticket Generation
8. Submission of Examination fee
9. Conduct of Examinations
10. Generation of Form A - absentees
9. Digitization of Answer Scripts
10. Evaluation of Answer Scripts
11. Conduct of Enquiry into malpractice cases.
12. Announcement of Results
13. Submission of applications for Revaluation and Softcopy of answer scripts
14. Submission of revaluation fee
15. Revaluation of Answer Scripts
16. Announcement of Revaluation Results
17. Calculation of Grades
18. Grade Card printing

**EXAMINATION PROCESS**



## **STUDENT ENROLMENT AND GENERATING REGISTER NUMBERS**

At the beginning of every academic year, the newly admitted regular, lateral and re-join / transfer students will be enrolled and register numbers will be generated in the following format.

**‘YYKXDDNNN’**

Eg. 25KUCS109 (U.G - CSE), 25KPSC011 (P.G- M.Tech / MCA)

Where,

YY – Last two digits of the admitted year for regular and lateral entry students.

K- Common code refers K. S. Institute of Technology,

X- U – Undergraduate (B.E.), P- Postgraduate (M.E./MCA).

### **DD- Programme code**

CS – Computer Science and Engineering

EC – Electronics and Communication Engineering

CG – Computer Science & Design

AI – Artificial Intelligence & Machine Learning

IC – CSE (Internet of Things, Cybersecurity & Block chain)

CM – Computer & Communication Engineering

ME – Mechanical Engineering

SC – Masters in Computer Science

MC – Masters in Computer Applications

**NNN – Serial Number starts from ‘001’ assigned to students in the alphabetic order.**

