NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College Affiliated to Visvesvaraya Technological University, Belagavi
Approved by AICTE & UGC, New Delhi and Accredited by NAAC with 'A' Grade
New Horizon Knowledge Park, Ring Road, Marathalli Bengaluru - 560 103

EXAMINATION REFORM POLICIES

Implemented from A:Y 2026-27

Approved in ACM held on 29/8/26.

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CONTROLLER OF EXAMINATIONS
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NEW HORIZON
COLLEGE OF ENGINEERING

VISION

To emerge as an institute of eminence in the fields of engineering, technology and management in serving the industry and the nation by empowering students with a high degree of technical, managerial and practical competence.

MISSION

To strengthen the theoretical, practical and ethical dimensions of the learning process by fostering a culture of research and innovation among faculty members and students

To encourage long-term interaction between the academia and industry through their involvement in the design of curriculum and its hands-on implementation

To strengthen and mould students in professional, ethical, social and environmental dimensions by encouraging participation in co-curricular and extracurricular activities

QUALITY POLICY

To emerge as an institute of eminence in the fields of engineering, technology and management in serving the industry and the nation by empowering students with a high degree of technical, managerial and practical competence.

VALUES

- **Academic Freedom**
- **Innovation**
- **Integrity**
- **Professionalism**
- **Inclusiveness**
- **Social Responsibility**

Preface on Examination Manual

We have incorporated all requisite provisions for the planning, conduct, evaluation and result declaration of internal and external evaluation of UG & PG students under the purview of autonomous stream with effect from 2015 -2016 admissions. Ph.D. programs will remain under the direct control of Visvesvaraya Technological University. The basic orders/rules regarding examination fees, attendance and ratio of internal-external examination components will be followed as per university rules and regulations. Thus, our aim is to streamline and optimize the examination system and bring out results at the earliest with a view to help the student community pursue higher studies or seek employment fast.

Dr. Vijilius Helena Raj

Controller of Examinations

1. EXAM COMMITTEE – Duties and Responsibilities

1.1. Controller of Examinations (COE) Committee

The COE shall be responsible for the conduction of all semester end examinations of the college. It shall be COE's duty to prepare, schedule and conduct of semester end examinations (SEE) of the college and also to take care of other incidental related matters. The COE shall periodically report to the principal about the activities of the cell.

The duties and responsibilities of the COE:

1. Conduction of SEE viz. 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. Further, should ensure that the rooms, building, laboratories, stores etc., are properly maintained.
9. Result declaration with Grades and Transition Grades
10. Issue of Grade Cards, Transcripts, Course Completion Certificate etc., to students

1.2. Deputy Controllers of Examinations (Dy. COE)

The Deputy Controller of Examinations shall perform duties allotted to him/her by the Principal/Controller of Examinations. His/her duties shall include assisting the COE in various activities related to examination.

The duties and responsibilities of the Dy. COE:

1. Be in-Charge of office staff of COE office and managing the assistants and casual laborers posted to assist the office works, involving physical exertion as and when needed.
2. Preparation of examination schedule and examination calendar in consultation with COE, Principal and Dean Academics
3. Oversee various duties, from examination application receiving to convocation (follow up of all examination related duties)
4. Communications with stalk holders at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.
5. Preparation and ordering for printing of answer booklets for various examinations.
6. Ensuring the question papers are ready well before examinations.
7. Helping COE in all his activities (identifying/selecting of question paper setter, examiners and implementation of examination system).
8. Coordinating with Chairman BOEs/BOS during examination and course development.
9. Ensuring stationary availability related to examinations in advance (applications, hall tickets, etc.).
10. Prepare a list of remuneration for all examination related activities (Question paper setters, invigilators, revaluation, summer semester examinations etc.).
11. All other tasks required in the conduct of evaluation process, including hospitality.

1.3. Examination Assistants

The duties and responsibilities of the examination department assistants:

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 printing of answer booklets for various examinations
4. Assist in preparation of all concerned forms related to question paper setting, board of scrutiny, board of examiners, valuation, mark list, registers in the section etc. in consultation with 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 and if required.

6. Make ready all forms related to examinations (Applications, Hall tickets, etc.) 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. Make sure the examination office and computer desks neat and clean.
   i. Examination related records will be kept safely by maintaining their confidentiality.
   j. To discharge duties entrusted to them by superior officers from time to time.
   k. 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.

2. PREPARATION FOR THE EXAMINATIONS

2.1. Constitution of Various Boards

The following boards shall be constituted by the COE with approval from principal in consultation with Chairman BOE for each examination. The boards are meant to facilitate the smooth conduction of examinations.

A. Board of Question Paper Setters

B. Board of Examiners

A. Board of Question Paper Setters

The COE shall, constitute a board of question paper setters from the list supplied by the corresponding Chairman BOE of deferent departments for each semester. There shall be separate boards of question paper setters for PG and UG programs. The same person can be included in both UG and PG boards if chairman BOE wishes.

Qualifications of Question Paper Setters

A person engaged in teaching with not less than five years of experience in relevant subject in any University, Research Institute or College affiliated to Universities, shall be appointed to set question papers.

Paper Setting Process:

1. Appointment of question paper setters and the confidentiality of the process are considered the most important responsibility of the college.
2. There shall be separate **panels of question paper setters** for each subject for various PG & UG programs.
3. The panels of question paper setters are to be prepared by the Chairman BOE, of the concerned department.
4. The panel prepared by the Chairman, BOE shall be treated as highly confidential. He/she shall handover the panel with email ID and phone number and complete mailing address of question paper setters to the COE personally in a sealed envelope
5. There shall be a minimum of **five** members in the panel of question setters for each course.
6. The COE shall send Communications to all such persons to obtain their consent to serve as question paper setters according to the terms and conditions of the College. If any person declines the nomination, another person selected by the COE from the panel is addressed and his/her consent is obtained. When adequate number of persons is available for a course, a formal order of appointment is issued to them with the approval of the Principal.
7. The period of appointment of all paper setters shall be limited to the date of publication of results of the examinations for which he/she is appointed. However, they are eligible for consideration for re-appointment in subsequent examinations. Copies of all communications from COE, which have relevance in the conduct of examinations, shall be maintained in the office of the COE.
8. The COE shall issue a communication to the Chairman BOE regarding the constitution of the Board of question paper setters which shall contain the ***names, residential address, mobile numbers and the email id*** of the members of the board.
9. The Chairman shall distribute the work among the setters according to their preference. No member shall ordinarily be assigned **more than three** question papers. However, under special circumstances the COE, using his discretion, can make exemptions to the rule.
10. It shall be the duty of the Chairman BOE to assign duties to the members of the respective boards and give such instructions that are necessary for the efficient conduction of the works related to the Board. She/he is also responsible to give such information, assistance and advice to question paper setters as may be necessary for determining the precise nature of question papers required in each subject.

11. Members of the board of question paper setters shall be responsible for setting the question papers for the subjects allotted to them by the COE
12. Communications are to be sent to the setters requesting them to undertake the question paper setting work. The paper setters are required to set **1 set of question paper along with answer key/scheme of valuation** for each course.
13. The following materials are to be sent along with the request.
    i. Appointment letter
    ii. Syllabus of the concerned course/courses
    iii. Guidelines for question paper setters
    iv. Model question papers
    v. Text Books prescribed.
    vi. Declaration form and additional sheets for writing questions/**scheme of valuation**
    vii. Bill forms for remuneration and TA/DA as applicable
    viii. Covers required for sending question papers/answer key properly labeled.
    ix. Any other items to suit particular requirements, if necessary
14. The question paper setters shall send the soft copy of the question papers to the special mail ID mentioned in the appointment letter. Answer key/scheme of valuation should be sent in covers provided properly labeled to the **COE** before the last date intimated.

Instructions to Question Paper Setters

Question paper setters should strictly comply with the following instructions.

1. All question paper setters are required to keep their appointments strictly confidential.
2. Question papers can be sent to the COE, by the question paper setters preferably by **password protected email** or in compact disc. Hand written questions shall be submitted in exceptional cases where the questions must be legibly written in the paper setters' own handwriting on one side of paper and shall contain no alterations, additions, or erasures as far as possible. (In writing questions, care shall be taken to see that words or phrases peculiar to India, and technical terms and proper names are clearly written in Block letters to prevent the possibility of mistakes. Abbreviations of any kind shall be avoided). Special care must be taken in the delineation of mathematical signs and index figures.
3. Each question paper must contain the name of the examination, the name of the subject, the total marks assigned, the duration of the paper, RBT levels and special directions as given in the model question paper provided. In the case of question papers which are common to two or three examinations may be mentioned in the heading itself.
4. The marks assigned to each question shall be noted against the concerned question on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for

sub-divisions of questions shall also be indicated. Any special instructions needed like use of graph paper; Clark's table, ordinary calculators, etc. may be mentioned.

5. Any "special direction to candidates" and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity. No question shall be set calling for a declaration of religious or political belief on part of the candidate
6. Questions must be set with relation to the prescribed program and the books mentioned in the syllabus copy and must conform to the standard and syllabi laid down by the College.
7. Question paper setters shall preserve the secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and sent to the **COE**. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same to the **COE**.
8. Questions are to be evenly distributed over the whole course and cover all the prescribed texts, as specified in the syllabus.
9. Question papers shall be prepared in such a manner so that a candidate, well prepared in the subject, can reasonably, answer the paper completely within the allotted time
10. No paper setter shall undertake or shall have undertaken private tuition in the subject of his/her paper for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the examination for which he/she accepts appointment.

B. Board of Examiners (BOE)

1. The Board of Examiners shall constitute Chairman BOE and five subject experts (2 externals & 3 Internals) for each program to scrutinize the question papers. The question papers received from the setters shall be confidentially and meticulously scrutinized by the board in the office of the Controller.
2. The objectives of the scrutiny shall be to ensure that the questions are:
    i. In conformity with the prescribed syllabi and schemes of examinations of the required standard
    ii. Free of typographical and grammatical errors
    iii. In conformity with marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.
    iv. Prepared with the right answer key and correct mark distribution.
    v. The BOE shall modify, if required, the question papers/answer key to achieve the objectives mentioned above. After scrutiny, the Chairman shall personally hand over all the question papers along with answer keys in properly labeled and securely sealed separate envelops to the COE

3. APPOINTMENT OF CHIEF COORDINATOR, COORDINATORS, DCS, ROOM SUPERINTENDENT, RELIEVING ROOM SUPERINTENDENT AND OTHER SUPPORTING STAFF

The principal shall be the Chief Superintendent of the examinations. The Chief Superintendent shall appoint one of the HODs or senior Professors of the college as the Chief Coordinator for conduction of the Semester End Examinations (SEE) and suitable number of coordinators to support him in discharging his duties. The Chief Coordinator shall assist the Chief Superintendent in identifying suitable persons for appointing them as Deputy Chief Superintendent [DCS], Room Superintendent [RS], relieving Superintendent and other supporting staff for conduction of SEE.

The duties assigned with reference to the conduction of SEE are mandatory for all the staff and non-performance is liable for disciplinary action as per the institutional norms.

Duties & Responsibilities of the Chief Coordinator and Other Coordinators

1. The Chief Coordinator shall receive the data pertaining to examination schedule, allotment of DCS, RS and relieving superintendent, seating allotment, names of the squad members etc.
2. The Chief Coordinator shall receive all the stationary material required for conduction of the SEE like Ledgers, answer booklets, drawing sheets, graph sheets, formats for registering the malpractice cases etc., from the office of COE.
3. The Chief Coordinator shall assign the duties to the other coordinators and supporting staff and see that everyone involved in the conduction of SEE wears/displays the ID card.
4. The Chief Coordinator shall report to duties one hour prior to the start of examination on all the days.
5. The Chief Coordinator shall receive the question papers from the COE one hour before the commencement of the examinations and coordinate the distribution of question papers with the support of the DCS appointed in the presence COE/Dy.COE.
6. The Chief Coordinator shall facilitate the recording of the attendance of the staff reported for duties on each day and shall report any discrepancies to the COE.
7. The Chief Coordinator shall allot the rooms/blocks for the DCS, RS and relieving superintendent etc.
8. The Chief Coordinator shall liaison between the COE and the squad members for monitoring/inspection during the conduction of SEE and also in recording the cases of malpractices reported by either the squad/DCS/RS.
9. The Chief Coordinator shall be responsible for bundling of the answer scripts and handing over the same to the office of the COE under acknowledgement, session wise.
10. All the coordinators and the supporting staff shall report to the Chief Coordinator and discharge the duties assigned to them by the Chief Coordinator.

11. The Chief Coordinator shall make necessary arrangements for giving signal bell as noted below to have uniform time schedule in the entire college.

i. 10 minutes before the commencement of the examination for allowing the students to enter examination room.

ii. Second bell shall be given at the beginning of the examination for distribution of the question papers.

iii. Third bell shall be given on completion of 30 minutes of start of the examination

iv. Fourth bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and

The final bell shall be given at the conclusion of the examination.

Duties and Responsibilities of the Deputy Chief Superintendent [DCS]

1. The Deputy Chief Superintendent (DCS) shall assist the Chief Superintendent/COE/Chief Coordinator for the smooth conduct of Semester End Examinations.
2. The DCS shall report to the Chief Coordinator of the SEE at the control room 45 minutes before the SEE commences.
3. The DCS shall assist the Chief Coordinator in arranging the question papers block wise (branch wise/course wise) as per the seating allotment.
4. The DCS shall oversee the distribution of blank answer books, additional books such as data handbooks, tables, charts, graph sheets, drawing sheets etc., The DCS shall deliver the packets of question papers to the rooms concerned.
5. The DCS shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduct of examination.
6. The DCS shall remain at the block allotted to him during the entire period of examination and shall not leave the block allotted to him without prior permission of the Chief Coordinator.
7. The DCS shall sign on all the B-Forms at the end of 30 minutes of start of the examination and see that one set of B-Forms are received at the Control Room for preparation of A-Forms.
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 see that the candidates with valid admission ticket and identity card only are allowed to take the examination. If any candidate has lost admission ticket the same shall be reported to the Chief Coordinator/COE.
10. The DCS shall be responsible for reporting the cases of malpractices in the standard format and handing over the case to the Chief Coordinator/COE.
11. The DCS shall cooperate with the appointed squad for overseeing the conduct of the examinations in a fair manner.
12. 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 rooms/blocks allocated to him/her.
13. At the end of the examination, the DCS shall receive the answer booklets from the respective Room Superintendents and pack them as per the A-Form and instructions from the Chief Coordinator/COE with the assistance of the relieving superintendents. The DCS shall see that each of the packets is super scribed with the following information: Semester, Course Code, Course Title, Date & Time, and Total Number of Scripts.
14. In the event of any discrepancy, like misplacement of the booklet, absence of the candidate's signature, USN, invigilator's signature, errors in B-Form, A-Form etc., the DCS shall be held responsible.

Duties & Responsibilities of the Room Superintendent

1. The Room Superintendent [RS] shall report to the Chief coordinator at the Control Room at least 30 minutes before the commencement of the examination and record his/her reporting to duties by affixing his/her signature in the attendance register placed.
2. The Room Superintendent shall ascertain the examination room/block assigned to him/her and the number of candidates in the block.
3. The Room Superintendent shall collect the answer booklets/drawing sheets, seating allotment or B-Forms corresponding to the allotted room/block from the coordinators under acknowledgement and verify the stationary received for distribution to the students. etc.
4. The Room Superintendent shall reach the allotted examination room/block, 15 minutes before the commencement of the examination and permit the entry of students to the examination hall. The Room Superintendent shall see that the students occupy only the seats allotted for them.
5. The Room Superintendent shall ensure that candidates take their seats before the commencement of examination even through the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper (In such special cases, the entry shall be made in the invigilator's diary).
6. The Room Superintendent shall receive the question papers from the respective DCS.

7. Five minutes before the commencement of examination, the answer papers shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
8. Prior to issuing the question papers to the students, the Room Superintendent shall mandatorily announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box and hand over to the Room Superintendent if any papers/notes/manuscripts/books or any material. The Room Superintendent shall inform the students that they shall not be in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator/geometry box, hand kerchief, etc., also they shall not possess mobile phone or any other electronic gadget such as memory chip etc., in the examination hall.
9. The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall, only when the commencement bell of the examination is given.
10. Candidates shall be allowed to leave the examination hall only after 60 minutes have elapsed after the commencement of the paper.
11. The Room Superintendent shall affix signature on the answer booklets of the students, at the place marked as Room Superintendent signature, only after verifying the identity of the candidate with photo on admission ticket and College ID Card, entered the correct seat number and other particulars required on the facing sheet of the answer paper and obtain signature of the candidates on attendance report (FORM B).
12. The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of any other permissible stationary materials.
13. If any student has not brought his/her admission card, the matter shall be brought to the notice of the Chief Superintendent through the DCS.
14. If any Candidate is absent the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing course wise, candidates present and absent be submitted in form A.
15. After half an hour of the commencement of the examination, the spare answer books, question papers shall be returned to the DCS/Relieving Superintendent when he/she visits examination hall.
16. The Room Superintendent shall not accept the answer paper of any candidate without ensuring that it bears his/her correct university seat number (USN) and other information asked on the page of the answer paper.
17. The Room Superintendent shall not allow the candidate to use unfair means in the examination hall.
18. No candidate shall be allowed to go out for toilet.

19. The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent while the examination is going on and also shall not read magazine or newspaper by sitting at a place.
20. The Room Superintendent should ensure that, there is no communication among candidates in the examination hall.
21. The violations of instructions by any candidate shall be brought to the notice of the DCS/CS immediately and a written report is to be made regarding such cases.
22. Whenever, the candidate wishes to change the pen/ink the room invigilator shall affix the signature on the top of the facing sheet of the answer script to this effect.
23. After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand them over to the DCS along with other reports.
24. The Room Superintendent shall be personally held responsible for loss, misplacement of any answer book.
25. While taking rounds of the examination hall, if the Room Superintendent notices any candidate indulging in copying or possessing a manuscript or answer papers other than that of the candidate, any written material on calculator/geometry box/scale/parts of the body, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he/she has used for copying and immediately report to the DCS. The Room Superintendent should not allow the candidate to leave the examination hall till the DCS comes to the examination hall and takes over the charge.
26. Any dereliction to duties on the part of the Room Superintendent as observed by the DCS will be recorded by the DCS and reported to the CS based on which the CS initiates the necessary disciplinary action.
27. Whenever the members of designated flying squad make a surprise visit, the Room Superintendent shall ensure their identity and allow to enter the examination hall for surprise check.
28. The Room Superintendent shall not leave the College premises until he/she personally hands over the answer books to the Deputy Chief Superintendent and return the diary and other stationery materials to the coordinator at the control room.
29. The Room Superintendent shall on demand, attend the meeting of MPC, in the event a case of malpractice is found in the respective block by any of the authorities assisting in conduction of the examination.

Duties & Responsibilities of the Relieving Room Superintendent (RRS)

1. The Chief Superintendent appoints certain faculty members as RRS.
2. There shall be one RRS for every 150 candidates. If the number of students is less than 75, the Deputy Chief Superintendent shall take the responsibilities of the RRS.
3. The RRS shall report to the Chief Coordinator of SEE, 30 minutes prior to the start of the examination
4. The RRS shall visits examination rooms assigned to them after half an hour and collect the spare answer books, question papers, B-Form, which should be submitted in COE office.
5. The RRS shall give relief to the Room Superintendent for a maximum of 10 minutes & be in charge of the duties of Room Superintendent during that period and discharge all the duties & responsibilities of the "Room Superintendent". The RRS shall return the Relieving Superintendent's diary duly filled to the Deputy Chief Superintendent or Coordinator at the Control Room, at the end of that particular session of examination.
6. The RRS shall not permit RS to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the RS to attend nature calls. The RRS shall be moving from block to block to provide relief to the RS during the examination.
7. The RRS shall assist the DCS in receiving the answer booklets from the RS and in the process of bundling.
8. The RRS shall in addition to the above duties attends to any other work entrusted to him/her by CS/Chief Coordinator/DCS

Appointment of Squad & Duties & Responsibilities of Squad

1. The Chief coordinator in consultation with Principal/COE shall appoint Flying Squads according to the need to ensure proper conduct of examinations and to curb malpractice at the examination.
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 related to the examinations.
6. Report the cases of malpractice detected to the COE immediately through the DCS/Chief Coordinator, 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 etc., 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 Coordinator shall serve a memo to the concerned candidate instructing him/her to attend the MPC meeting, as fixed 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 MPC meeting schedule.'
11. The squad shall seek any clarifications/guidance and/or assistance from the COE whenever needed.

4. INSTRUCTIONS TO CANDIDATES TAKING THE EXAMINATION

1. Only a single answer book will be issued. No additional Answer books are permitted.
2. The candidate should write his/her seat number and other information like examination, semester, subject, subject code etc., against the space provided on the title 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 book, which may disclose his/her 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 the both sides of the pages of the answer book. All the rough work must be done in the space provided at the end of the answer book. Answer must be written using blue ink (ball pen or ink pen). If there is change in ink, the same shall be attested by the Room Superintendent on the facing sheet of the answer scripts at the top.
6. Answer book should be handed over personally to room superintendent before leaving the examination hall.
7. No candidate shall be permitted to go toilet during the period of Examination.
8. The candidate should not take any books/Notes, Log table, Scribbling pads, cell phones, Programmable calculator or any kind of reference material into the examination hall. The candidate should make sure that he/she has no unauthorized book or paper in the examination hall with him/her or in his/her desk. He/she should have only article permitted like Identity card, Hall ticket/Admission Ticket. The candidate should not write anything on the admission ticket or Identity card or calculator or question paper.

9. A warning bell will be given 10 minutes before the commencement of the examination when all the candidates should take possession of their seats, another bell will be given 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 hall after 60 minutes of the commencement of the examination. No candidate should leave his/her seat during the last 10 minutes, warning bell will be given 10 minutes before the closing time and final bell is given 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.
10. The candidates should see that, the Room Superintendent has appended his/her signature at the specified space on the answer book as and when he/she received the answer book.
11. Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.

5. MALPRACTICE

5.1. Regulations Governing the Malpractices by the Students during Internal Tests (CIE)

Any candidate appearing for the UG/PG internal tests is liable to be charged with committing malpractice in the following cases:

1. Found in possession of portions of a book, a manuscript, programmable Calculator or any other material or matter which is not permissible to be brought in to the examination hall.
2. Having any written matter on scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, handkerchief, clothes, socks, instrument box, identity card, scales etc.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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. Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.
8. Supply of copying material inside or from outside the examination hall.

9. Bringing mobile phone or any other prohibited electronic gadget to the examination hall.
10. Unruly behavior inside or near the examination hall.

The Malpractice cases consideration committee shall recommend the Punishments based on the severity of the case and the case shall be recorded.

The CIE Malpractice Cases Consideration Committee consisting of the concern department HOD, Dean (Student Affairs), and Principal of the college will examine the case and recommend the punishment.

5.2. Regulations Governing the Malpractices by the Students during Examinations (SEE)

Malpractices

Every student appearing for the Semester End Examination (SEE) is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

a. Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language.
b. Writing on the Question Paper/Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.
c. Disclosing his/her identity by writing name or any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.
d. Possession of electronic gadgets like mobile phones, programmable calculator, pen-drive or such other/storage devices in the Examination Hall.
e. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
f. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
g. Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favors in the Examination Hall or in the answer script.
h. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favor in the examination.
i. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
j. Receiving material from outside or inside the Examination Hall, for the purpose of copying.
k. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.

l. Copying or taking aid from any material or matter referred to in sub-clauses (i & j) above to answer in the examinations.

m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.

n. Committing any other act or commission or omission intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or official.

o. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, handkerchiefs, clothing, socks, instrument box, identity card, hall ticket, scales etc.,

p. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

Procedure for Reporting the Malpractice/s

The principal shall appoint Team(s) of Internal Flying Squad/Observers to the need to ensure proper conduct of examination and to discourage Malpractice(s).

1. The Internal Flying Squad are HODs/Professors of the college
2. The Internal Flying Squad inspect the Exam halls assigned for frequent and surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and foolproof.
3. The Flying Observers shall initiate action to curb Malpractices and report any incident of Malpractice impartially to the COE/Deputy COE.
4. If a Malpractice Case is detected by the Room Superintendent/Flying Observer/or any other Official, he/she shall seize the incriminating material and the answer script(s) and report the same to COE
5. The Flying Squad shall report all cases of MPC to COE/Principal immediately for further actions. However, the regular report of MPC together with the documents shall be sent by official to COE.
6. The Flying Squad shall report all the instances of grave Malpractices such as mass copying etc. to COE simultaneously
7. When malpractice is brought to his/her notice of the COE/Deputy COE either by the Flying Observer(s) or by the Room Superintendent, he/she shall hold a preliminary inquiry and take on 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. Only then, he/she shall forward malpractice report along with the answer script(s), other incriminating materials and other enclosures in a sealed cover to the COE immediately. *However, answer script(s) of subsequent papers of such student(s) booked under*

Malpractice, shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.

8. The student, the Room Superintendent, Coordinator, the concerned Flying Squad Observer (if the case was detected by the Flying Squad) and the COE shall be required to give their statement in their own handwriting in the prescribed perform (Annexure I - III). 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.
9. 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 any other two members of the faculty.
10. The COE/Deputy COE and RS concerned shall invariably sign all the documents used in or relating to the commission of Malpractice and also the other records forwarded, such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the student etc.
11. 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 in abeyance, until such time as the Academic Council clears the recommendations of the committee.
12. When, a student is booked under Malpractice(s), the official shall strictly adhere to following steps:
    a. Debar the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
    b. Issue a memo instructing the student to attend the meeting of the Malpractice Cases Consideration Committee as per instructions of the COE
    c. Send the answer script of that particular paper directly to the Office of the COE, along with other relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as M P C. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.
    d. Do not confiscate the Hall Ticket.
    e. 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 MPC anywhere.

Procedure for Imposing Penalties & Punishments:

1. Malpractice Cases Consideration Committee appointed by the Principal of the College consisting of Dean Students' Affairs and Two Members from the Academic Council, College Legal Advisor and Controller of Examinations as Member Convener shall be constituted to inquire into the malpractices registered during Examinations. The Committee shall have tenure of two years.
2. The above Committee shall meet after the conclusion of each semester examination on the dates fixed by the Controller of Examinations and inquire on all matters connected with the students booked under Malpractices. After detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the principal.
3. No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided.
4. The committee shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
5. In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the committee shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.
6. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
7. The committee shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The student shall be entitled to cross examine the witnesses and the documentary evidence/s produced in support of the charges as well as to give evidence/s in defense.
8. A student is awarded punishment only once though she/he may have indulged in malpractices in several papers in the ensuing Semester End Examinations. This punishment will be decided taking into consideration all malpractices during the semester examination.
9. The committee shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the committee shall recommend suitable penalties or punishments on the student.
10. The severity of the case shall be categorized as follows:
    a. Possession of Electronic Gadgets without any material(s) or matter, material(s) or matter on hand, palm, calculator etc./written, printed matter or copy thereof, which is/are not relevant to the paper the student is writing.
    b. Possession of Electronic Gadgets with the material related to the subject/Materials or matter on hand, palm, calculator etc./written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.

c. Possession of Electronic Gadgets with the material related to the subject/Materials or matter on hand, palm, calculator etc./written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book.

11. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken in to consideration to decide the severity of the case.

a. Repeated Malpractices during the Examinations

b. Threatening with weapons and Impersonation.

At the conclusion of the inquiry, the committee shall submit a Report to the Committee members consisting of Principal, COE, Dy.COE, Deans and academic council members with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.

Guidelines for recommending penalties & Punishments

The Guidelines for recommending penalties and punishments to the students involved in Malpractices during Semester End Examinations (SEE) shall be as given below in tabular form:

Sl. No	Nature of Malpractice	Penalty / Punishment to be imposed
I	1. Writing on the Question Paper / Admission Ticket & or passing it to the other student inthe Examination Hall. 2. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheetin the answer scripts while answering. 3. Possession of Electronic devises like mobile,Programmable Calculator, Pen-drive and anyother electronic devises / storage devises in the examination hall. 4. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,) 5. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.	**The committee shall recommend any of the following punishments based on the severity of the case and thereasons for the same shall be recorded.** a. Fine not less than Rs.5000/- b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice, with a fine not less than Rs.5000/- c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.

II	1. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall. 2. Receiving material for copying from outside or inside the examination hall. 3. Bringing into the examination hall or beingfound in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall. 4. Copying or obtaining assistance from any material or matter referred to in sub-clause V(I) in order to answer questions in the examinations 5. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,	**The Committee shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall berecorded.** a. Fine not less than Rs.5000/- b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice, with a fine not less than Rs.5000/- c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.
III	1. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises. 2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College. 3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official orofficer of the University/College for favours in the examination hall or to the Examiner in the answer script. 4. Approaching directly or indirectly the teachers, officers, officials or examiners orbringing about undue pressure or undue influence upon them for favour in the examination.	**The committee shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall berecorded.** a. Fine not less than Rs.5000/- and denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice b. Fine not less than Rs.5000/-, and denial of the benefit of the performance of that Particular Paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three moresubsequent examinations.
IV	Repeated indulgence in malpractice in the sameexamination or in subsequent examinations.	a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from appearing for subsequent examinations extending up to three more examination.

V	Smuggling in or out or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	**The committee shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall berecorded.** a. Fine not less than Rs.10,000/- and b. Denial of the benefit of the performance of that Particular Examination (all the subjects forwhich the student has registered for the examinations). **c.** Debarring **the student from taking two more subsequent exams**
VI	Misbehavior with officials or any kind of rude behavior in or near the Examination Hall usingobscene or abusive language.	**a.** Fine not less than Rs.10,000/- and Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered forthe examinations). **b.** Debarring the student from taking two more subsequent examinations.
VII	Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers/University with weapons or other means	Rusticate the concerned student from university. However, the concerned student shall be handed over to the police by the Chief Superintendent with an intimation to the University.
VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	Rusticate the concerned student from University. Where the impersonator is also a student of the University, he/she shall also be rusticated from the University. However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the University.

In General:

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Examination performance rejection is not permitted for students who have been punished for malpractice(s).
3. The student who has been punished for malpractice (s) will be eligible for admission to the next higher semester and will only be able to appear for higher semester examinations.

5.3. Authority for Imposing Penalties & Punishments:

1. The recommendations of the committee through the usual process shall be placed before Academic Council for consideration and approval. The Academic Council shall be the Authority for imposing penalties and punishments on the students as recommended by the committee
2. The decision of the college pertaining to above Penalties and Punishments imposed on the student may be communicated to all the other Departments in the college.
3. This Inquiry under Malpractice Cases Consideration Committee shall be independent of the criminal proceedings, if any, in the appropriate court of law.

NEW HORIZON COLLEGE OF ENGINEERING

Autonomous college Affiliated to VTU & Approved by AICTE, Accredited by NAAC with 'A' grade & NBA

STATEMENT OF THE CANDIDATE

The Chief Superintendent shall obtain the statement of the candidate. The Candidate shall be asked to give the statement in the presence of responsible witness like Deputy Chief Superintendent or Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him / her and attested by the examination officials.

STATEMENT OF THE CANDIDATE

_____

_____

_____

_____

_____

_____

Exam & Year : _____ **Course:** _____

USN : _____ **Name :** _____

Date : _____ **Signature of the Candidate:** _____

WITNESS:

1. **Name & Designation** **Signature**

2. **Attested by Examination official** **Signature**

NEW HORIZON COLLEGE OF ENGINEERING

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MEMO

Mr./Ms. _____ bearing University Seat No. _____, booked under Malpractice during - _____, SEE Examination in the subject _____ on _____ for committing Malpractice (Details of the case) _____ is hereby directed to appear before the Mal-Practice Cases Consideration Committee Meeting to be convened on _____ at _____ in Controller of Examinations (CoE) office, NHCE. If you fail to appear before the committee, experts' decision will be final.

Deputy Chief Superintendent

To,

Mr./Ms. _____

Copy FWC's to:

1. **The Principal - for information**
2. **File**
3. **Dean Student Affairs**

Signature of the Candidate for having received the Memo _____

NEW HORIZON COLLEGE OF ENGINEERING

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REPORT OF THE ROOM SUPERINTENDENT

This Statement given by me is based on my personal knowledge of the case. Before the distribution of the Question papers, I had warned the candidate "All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes and if you find any, keep them outside the examination hall before you start answering the paper".

STATEMENT

When I was supervising on (date) …….. at about (time)……. ……,

I found this case of malpractice in the examination hall. The Candidate's Name……..... & USN is ……..

Below given are the details of the case

……

……

……

Signature of the Room Superintendent

REPORT OF THE DEPUTY CONTROLLER OF EXAMINATIONS

……

……

……

……

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……

Signature of the Deputy Controller of Examinations

REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD MEMBER)

……

……

……

……

Signature of the Squad Member/s

6. APPOINTMENT OF SCRIBE

Physically handicapped candidate writing the SEE can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the COE of the college to the candidate who is really disabled to write his/her examination with his own hand.

While appointing an Amanuensis the following guidelines are to be followed strictly:

1. An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
2. A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the HOD of the department duly recommended by the proctor, with the following documents. (c)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.
3. No relation Certificate – An undertaking by the student and the Amanuensis showing that there is no relation between them with an authentication by the Notary Public.
4. Attested copies of testimonials of an Amanuensis.
5. One A4 size paper hand written matter which is written by the Amanuensis.
6. Three recent Passport size photos of the Amanuensis and Scribe attested by the HOD.

6.1. As per the Government Circular ED 5 UNE 2004, dated 5.3.2004 and ED 5 UNE 2004, dated 22.3.2004, the following guidelines are to be strictly followed:

1. The blind student may select the scribe.
2. The scribe need not have a qualification lower than that of the student, provided that the scribe should not have the qualification (with the same optional and languages) pertaining to the examinations, which the student is writing (e.g. a student who has completed B.A. or M.A. can be a scribe for the student who is taking B.Sc. Examinations).
3. A physically disabled/blind/hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes per hour.
4. As the hearing-impaired students are having language problems, possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.

7. ASSESSMENT

7.1. Achievement Testing

1. The assessments of students' performance in course work during and/or at the conclusion of a programme are done using examinations.
2. At NHCE, the assessment is preferably of the achievement testing type so that a student's knowledge, understanding and competence in the courses studied are properly assessed and certified. Therefore, we have introduced proper reforms in the examination system to achieve this goal. The Guidelines given below enable us to achieve this goal and gain the confidence and respect of our stake holders, particularly students. Typically, achievement testing is done in two parts, as follows: both of them being important in assessing the students' achievement:
   a. **Sessional:** Involving Continuous Internal Evaluation (CIE), to be conducted by the course instructor all through the semester. This may include mid-term tests, weekly/fortnightly class tests, homework assignments, problem solving, group discussions, quiz, seminar, mini-project and other means.
   b. **Terminal:** Covering Semester End Examination (SEE) to be conducted at the end of the semester, by the course instructor jointly with an internal and external examiner, on dates fixed at the College level. This includes a written examination for theory courses and practical/design examination with built-in oral part for laboratory/design courses.
3. Both CIE and SEE being equally important in judging the coursework performance of students, they need to be conducted with equal rigour and equal seriousness in the credit system. This makes it necessary that both of them are assigned equal (50:50) weightage. And, a student's performance in coursework shall be judged by taking into account the results of both CIE and SEE individually and also together by giving equal weightage for them

7.2. Question Papers

Question Paper Pattern

For an effective achievement testing of students in a course, a good Question Paper needs to be used as the main tool. This makes it necessary for us to make sure that the question papers used at CIE and SEE to:

- Cover all sections of the course syllabus uniformly.
- Be unambiguous and free from any defects/errors.
- Emphasize knowledge testing, problem solving and quantitative methods.
- Contain adequate data/other information on the problems assigned and
- Have clear and complete instructions to the candidates.

Question Paper Planning

The above requirements make it necessary for a Question Paper to cover the entire syllabus, with a provision for the students to answer questions from the whole syllabus. As students need to be given some choice in the questions included in the paper, it is necessary for the question papers at SEE, in particular, must have built in choice under each module of the syllabus. This factor has been taken note of and strictly followed by our college, while planning of the Question papers.

Besides, it is also necessary for the course syllabi to be drafted properly, be defect-free and also properly given in modular form to enable the setting of good question papers covering the whole syllabus. These aspects have been taken into account, in particular, by the Boards of Studies at the College.

Typical Question Paper

The questions to be included in the Question Papers at CIE and SEE can be of two types as follows.

- Comprehensive Questions, having all questions of the regular type to be answered in detail. Such a Question Paper to be useful in the testing of overall achievement and maturity of the students in a course through long questions relating to theoretical/practical knowledge, derivations, problem solving, modeling simulation, design, application and quantitative evaluation.

- **Guidelines for Structuring the Semester End Examination (SEE) Question Paper**

1. Question Paper Structure

- **Include internal choice within each module.**
- **Each module should have two main questions.**
- **Ensure no repetition of questions across modules.**

2. Mark Distribution, Question Types and Variations

- **Each main question in all the modules carries 20 marks** and should include at least **three sub-questions** to balance fundamental and advanced concepts.
- **Sub-questions** can include:
  - **Short-answer questions** for basic concepts.
  - **Descriptive or problem-solving questions** to test critical thinking and analysis.
  - **Application-based questions** that connect theory to practical situations, where possible.
- Structure each sub-question to cover various levels of Bloom's Taxonomy, ensuring a balanced assessment of knowledge, comprehension, and application skills.

- Distribute questions to cover all key topics within each module, ensuring that each question addresses essential areas.
- Balance the **difficulty** of sub-questions within each main question, ranging from basic to more complex concepts.

3. Question Clarity

- Frame questions with clear and direct language, specifying what is expected (e.g., "Explain," "Derive," "Analyse").
- Match Bloom's level to the answer quality expected rather than just the question phrasing.

4. Instructions and Formatting

- Include clear instructions regarding question choices, required data tables, and any allowed resources.

5. Time Management

- Design questions with time efficiency in mind, ensuring that each can be answered within the allotted time for the exam.

Following these guidelines will provide a structured, clear, and fair assessment that comprehensively evaluates student understanding across foundational and advanced topics.

8. EXAMINATIONS: MAINTENANCE OF STANDARDS

For ensuring a high standard in both CIE and SEE fully meeting the provisions of the University Statutes and being able to declare the results of students' performance at both these in a time bound manner as per our Academic Calendar, the college follow the points given below for conducting the examinations.

8.1. CIE:

The CIE shall be conducted exclusively by the course instructor. The instructor to spell out the components of CIE to the students in advance, maintain transparency in its operation, declare the evaluation results in time and then return the answer scripts and assignment sheets to them as soon as possible. The instructor to also solve the questions from these test papers during tutorial sessions for the benefit of all the students concerned, especially slow learners.

The candidates shall write the tests, assignments/unit-tests/written quizzes in Blue Books which shall be preserved by the Principal/Head of the Department for at least six months after the announcement of university results and shall be made available for verification at the direction of the Registrar (Evaluation).

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).

DX:

Students failing to secure the minimum percentage of attendance or CIE mark of any Course/shall not be eligible for the SEE conducted and they shall be considered as fail because of Not Satisfying Attendance Requirement (NSAR)/Not Satisfying Sessional Requirement (NSSR) in that Course/those Courses. However, they can appear for SEE conducted in other Courses of the same semester.

Note:

1. Improvement in CIE marks shall not be allowed during the current semester.
2. The Course/s when repeated is considered as attempts.

8.2. Semester End Examination (SEE):

Registration for SEE:

- It is compulsory to register for SEE if the student/s has satisfied the attendance and CIE requirement of ODD/EVEN semester.
- In case, the students fail to register for SEE of the odd semester after satisfying the attendance and CIE requirements of the semester, 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 academic year for all the semesters and registration shall be considered for the first attempt.
- In case, students fail to register for odd 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. 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) Examination for all Courses under SEE shall be conducted for a maximum of 100 Marks. The marks secured by the students for 100 marks shall be proportionately scaled down to a maximum of 50 marks to add the same with the CIE marks for the award of the letter grade.
b) The examinations for all the Programs of study shall be conducted at the end of each semester.
c) 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 at the same time of the day,
2. To take two examinations on the same day, one during the morning session and the other in the afternoon session, and
3. Examinations on consecutive days.

d) As changing the examination dates is not an option, the examination timetable shall not be modified/altered/adjusted in any of the above three cases. In the first case, the students shall select any one of the clashing courses and in the second and third cases, the students shall manage the examinations as per their decision.

e) For all theory Courses of the Program, the maximum SEE marks shall be 50, the minimum SEE marks to be secured shall be 35 % of the maximum marks i.e., 18 marks.

f) For Practical/Fieldwork/Internship, Innovation/Technical Seminar Societal/Entrepreneurship based Internship and Mini- Project the maximum SEE marks shall be 50, the minimum SEE marks to be secured shall be 35 % of the maximum marks i.e., 18 marks.

g) For 24 weeks of Research/Industry Internship/Major Project the maximum SEE marks shall be 100, the minimum SEE marks to be secured shall be 35% of the maximum marks i.e., 35 marks.

h) Students who satisfy the above conditions (e), (f), and (g) above, and obtain any grade from O to P in a course shall be considered to have passed that course.

i) A student shall be declared fail if he/she

- Fails to satisfy the conditions (h) above- F grade
- Absents himself/herself to the University examination Ab grade
- 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 – F grade.
- The course/s in which student/s fail to satisfy attendance and CIE requirement (DX Grade) are also considered as Fail only.

j) If a student secures an F/Ab 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 DX (not eligible to appear for SEE due to non-comply of attendance and CIE) cases.

- The sum total of CIE and SEE marks must be 40% of the maximum marks prescribed for a course as per the scheme of teaching and examination

- A student shall be declared to have completed the programme of BE 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.

- Over and above the academic credits, every Day College regular student admitted to the 4 years Degree programme and every student entering 4 years Degree programme through lateral entry, shall earn 100 and 75 Activity Points** respectively for the award of degree through AICTE Activity Point Programme. Students transferred from other Universities to fifth semester are required to earn 50 Activity Points from the year of entry to VTU. The Activity Points earned shall be reflected on the student's eighth semester Grade Card.
- 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 shall be admitted for the award of degree only after the release of the Eighth semester Grade Card.

9. REJECTION OF RESULTS:

a. A student may, at his/her desire can reject the total performance of a year (including CIE marks). The rejection is permitted only once during the entire Programme of study.

b. The student who desires to reject the results of a year shall reject performance in all the Courses of the year, irrespective of whether the student has passed or failed in any Course. However, the rejection of performance of VIII semester project work and internship shall not be permitted.

c. Readmission to any year in such cases shall not be considered as fresh admission and therefore the student will continue to have the same University Seat Number, which was allotted earlier. The Course duration will be counted with reference to old USN. 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.

10. Multiple Entry and Exit Option

Entry 1: (at 1st semester) A program of study leading to entry into the first year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment at the secondary level of education specified in the program admission regulations.

Exit 1: The exit option is given to the student at the end of year 1 (after the 2nd semester). The student has to complete all academic requirements of 1st year of the undergraduate program and earned requisite credits of 1st and 2nd semester and recommendation of the counselling team of the Institute

Entry 2: (at 3rd semester) A program of study leading to the second year of the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment, in the program admission regulations clause no. 21OB2.2. Admission to a program of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree program.

This option is open to those who have left after completion of the 1st year of the program and want to join back for the continuation of their study subject to the condition of a maximum duration of 8 years from the date of 1st admission.

Student opting for multiple entries a3rd-semester level has to undergo a mandatory Summer Internship-I (21INT49) of 03 weeks during the intervening period of semester III and IV. CIE shall be conducted in the 3rd semester and prescribed credits earned for the internship shall be entered into the grade card of the IV semester.

Exit 2: The exit option is given to the student at the end of year 2 (after the 4thsemester). The student has to complete all academic requirements to complete the two years of the undergraduate program and earned requisite credits of 1st 2nd3rd and 4thsemesters and recommendation of the counselling team of the Institute

Entry 3. This option is open to those who have left after completion of the 2nd year of the program and want to join back for the continuation of their study subject to the condition of a maximum duration of 8/6 years from the date of 1st admission.

A program of study leading to the Bachelor's degree is open to those who have met the entrance requirements, including specified levels of attainment. Admission to a program of study is based on the evaluation of documentary evidence (including the academic record) of the applicant's ability to undertake and complete a Bachelor's degree program.

Students opting for multiple entries at the 5th-semester level have to undergo mandatory Summer Internship-II of 04 weeks during the intervening period of semesters V and VI. CIE shall be conducted in the 5th semester and prescribed credits earned for the internship shall be entered into the grade card of VI semesters.

Exit 3. (After 6th semester) On successful completion of three years, the relevant degree shall be awarded. The student has to complete all academic requirements to complete the three years of the undergraduate program and earned requisite credits of 1st to 6th semester and recommendation of the counselling team of the Institute

11. GRADING

General

In recent years, the grading system has replaced the evaluation of student's performance in a Course based on absolute marks, because of its many advantages. Here again, it is necessary to maintain uniformity in the grading practices at different Colleges to ensure that the migration of students to transfer of credits among Autonomous Colleges under the University is made easy.

Letter Grades:

Letter Grade: Course Letter Grade (or simply letter grade or grade) is an index of performance of a student in a said course and refers to a qualitative measure of achievement of a student in each course, based on the percentage range of marks secured in CIE and SEE put together.

Grades are denoted by letters O, A+, A, B+, B, C, P and F. The rubrics attached to letter grades are as follows:

O - Outstanding, A+ - Excellent, A - Very Good, B+ - Good, B - Above Average,

C - Average, P-Pass and F - Fail.

If student remain absent for SEE of any of the course, the letter grade assigned to that course shall be Ab.

DX: If a student fails to satisfy Attendance and/or CIE requirement for course/s then such course/s shall be marked as Not Eligible (DX) i.e. Not eligible to appear for SEE in that Courses/s.

If there is no SEE for a course, then the CIE marks alone will be the basis for the determination of letter grade

Grade Points

Depending on the letter grades assigned, a student earns certain grade points. As the grading system can have different scales for grade points (like 5, 8, and 10) with a greater number of points in the scale being desirable for providing higher resolution in the assessment. Moreover, all Autonomous Colleges under the University need to follow the same scale for uniformity in their operations. Hence, the Autonomous Colleges under the University shall follow the 10-Point grading system, as given in Table below for absolute grading system.

Table A-l: For UG programmes (B.E.):								
Letter Grade and corresponding Grade Points on a typical 10 - Point scale								
Letter Grade	O	A+	A	B+	B	C	P	F
	Outstanding	Excellent	Very Good	Good	Above Average	Average	Pass	Fail
Grade	10	9	8	7	6	5	4	0
% of Marks secured	90-100	80-89	70-79	60-69	55-59	50-54	40-49	0-39

Table A-2: For PG programmes (MCA/MBA/M.Tech.):							
Letter Grade and corresponding Grade Points on a typical 10 - Point scale							
Letter Grade	O	A+	A	B+	B	C	F
	Outstanding	Excellent	Very Good	Good	Above Average	Pass	Fail
Grade	10	9	8	7	6	5	0
% of Marks secured	90-100	80-89	70-79	60-69	55-59	50-54	0-49

If a student remains absent for SEE of any of the courses, the letter grade assigned in the grade card to that course shall be **Ab.** If a student is not eligible to appear for SEE due to non-comply of any of the course/s then letter grade assigned against that course/s shall be **DX.**

The grade Points given in the above table will help in the evaluation of credit points earned by the students in a course. As the credit points are equal to the number of credits assigned to the course multiplied by the grade points awarded to the students in that course. This shall be used in arriving at the credit index of the student for that semester, as it is the sum of total of all the credit points earned by the student for all the Courses registered in that semester.

Earning of Credits:

A student shall be considered to have completed a course successfully and earned credits if he/she secures an acceptable letter grade in the range O to P. Letter grade F in any course implies failure of the student in that course and no credit shall be earned.

1. Grades are denoted by letters as follows based on the performance in the CIE and SEE put together:

   0: Outstanding, A+: Excellent, A: Very Good, B+: Good, B: Above Average, C: Average,

   P: Pass and F: Fail.

2. Additional letter grades awarded under special circumstances are (specified briefly as, Letter Grade: Grade Point - Circumstances):

   i) DX: 0 - Attendance below 85% or not having minimum CIE, Credits are not included in CGPA, hence Repeat the course (In case of electives, course change is permitted),

ii) AB: 0 - Absent for a Course in SEE,

iii) AU: 0 - Satisfactory performance in an Audit course

iv) PP: 0 - Passed in Non-credit course,

v) NP: 0 - Not Passed in Non-credit course.

Transitional Grades:

The transitional grades, such as, 'I', 'W' and 'X' shall be awarded to a student in the following cases. These grades need to be converted into one or the other of the letter grades (O-F). After the student completes his/her course requirements, including the examinations.

i) Grade 'I': Awarded to a student having satisfactory attendance at classes and meeting the passing standards at CIE in a course, but remained absent from SEE for valid and convincing reasons acceptable to the college, like:

- Illness or accident, which disabled him/her from attending SEE A calamity in the family at the time of SEE, which required the student to be away from the college
- Any other verifiable exigency

ii) Grade 'W':

Awarded to a student having satisfactory attendance at classes, but withdrawing from that course before the prescribed date in a semester under faculty advice.

iii) Grade 'X':

Awarded to a student having high CIE rating (>90%) in a course, but SEE performance observed to be poor, which could result in an overall F grade in the course.

12. Make-Up Examination:

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 (as per VTU standard, 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 academic calendar. However, it will be possible for autonomous college to hold this examination at any other time in the semester with the permission of its academic council. 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 two days of the respective Make-Up Examinations. Any 'I' and 'X' grades still not converted within two days after the last schedule Make–Up Examinations shall be automatically converted to 'F' grade.

All the 'W' grades awarded to the students shall be eligible for conversion to the appropriate letter grades only after the concerned students re-register for these Courses in a main (Odd/Even) or Summer Semester and fulfill the passing standards for their CIE and (CIE+SEE) as prescribed at the Autonomous College.

13. GRADE CARD:

Each student shall be issued a Grade Card (or transcript) at the end of each semester. While this will have a list of all the Courses registered by a student in the semester. Together with their credits, the letter grades with grade points awarded in each case and those with grades 'I', 'W' and 'X', only those Courses registered for credit and having grade points shall be included in the computation of the students' performance, like SGPA and CGPA. And, the Courses, taken for audit will not form part of this computation. The results of mandatory courses, which are of the non- credit type, shall also be reflected in the Grade Card as PP (for Passed) or NP (for Not Passed). It may be noted that each UG student shall have to obtain the grade PP in each mandatory course to qualify for the Degree award by the University.

14. GRADE POINT AVERAGES

SGPA and CGPA: The Credit index can be used further for calculating the Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA), both being important academic performance indices of the student. While SGPA is equal to the credit index for a semester divided by the total number of credits registered by the student in that semester, CGPA gives the sum total of credit indices of all the previous semesters divided by the total number of credits registered in all these semesters. Both the equations together facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Thus,

$$\text{SGPA} = \frac{\sum[\text{Course Credits x Grade Points}] \text{ for all the Courses in that semester}}{\sum[\text{Course Credits }] \text{ for all the Courses in that Semester}}$$

$$\text{CGPA} = \frac{\sum[\text{Course Credits x Grade Points}]\text{for all Courses excluding those with F grades until that semester}}{\sum[\text{Course Credits}]\text{for all Courses excluding those with F grades until that semester}}$$

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade cards. SGPA and CGPA calculation.

Illustrative Example: An Illustrative example given in Table below indicates the use of the two equations in calculating SGPA and CGPA. Both of them shall be normally calculated up to the second decimal position, so that the CGPA, in particular, can be made use of in rank ordering the students' performance in a class at an Autonomous College. If two students

get the same CGPA, the tie may be resolved by considering the number of times a student has obtained higher SGPA. But, if it is not resolved even at this stage, the number of times a student has obtained higher grades like O, A+, A, may be taken in to account in rank ordering of the students in the class.

SGPA/CGPA Calculations: An Illustrative Example

SGPA/CGPA Calculations: An Illustrative Example						
Semester (Odd:I, Even:II)	Course No.	Credits	Grade	Grade Points	Credit Points	SGPA, CGPA
I	XX101	5:0:0	B	8	40	SGPA =117/20 =5.85
I	XX102	3:2:0	W	-	-	
I	XX103	3:0:0	A	9	27	
I	XX104	0:1:1	F	0	00	
I	XX105	4:1:0	D	6	30	
I	XX106	5:0:0	E	4	20	
Total		20(18*)	Total		117	
II	XX107	3:1:1	C	7	35	SGPA =157/25 =6.28
II	XX108	4:0:0	B	8	32	
II	XX109	3:0:0	D	6	18	
II	XX110	4:1:0	E	4	20	
II	XX111	2:1:1	A	9	36	CGPA =274/41 =6.68
II	XX112	2:0:0	F	0	00	
II	XX113	0:2:0	B	8	16	
Total		25(23*)	Total		157	
Summer	XX102	3:2:0	D	6	30	SGPA =56/9 =6.22
Summer	XX104	0:1:1	C	7	14	
Summer	XX112	2:0:0	D	6	12	CGPA =330/50 =6.60
TOTAL		9	TOTAL		56	
• Total No. of Credits excluding those with 'F' and 'W' grades particularly important to keep track of the number of Credits earned by a student up to any semester.						

15. VERTICAL PROGRESSION:

15.1. For UG Programmes

All the below clauses are subject to a maximum duration of eight (for Regular Students)/six years (for Lateral Entry Students) as applicable.

Progression to 2nd Year (3rd Semester)

1. Students have to fulfill the attendance (85%) and CIE requirement (40%) to appear for SEE course/s of 1st year
2. Students having "F" grades for the courses totaling to more than 16 credits in the 1st and 2nd semesters of the first year of the programme shall not be permitted to move to the 3rd semester (2nd year) of the programme. These courses include courses marked as 'DX' and 'AB'.

   The students who fail to satisfy CIE and attendance requirement has to repeat the courses only during Summer Semester and become eligible for 2nd year.

Progression to 3rd Year (5th Semester)

1. Promotion from 2nd Year to 3rd Year shall not be restricted even if the student has any number of backlog courses ('F' grade, 'DX' grade, 'AB' grade).

   From the (3rd semester) second year onwards the student who obtains the required attendance for the course, but not the required CIE marks is allowed to move forward to the next semester. However, the student has to mandatorily obtain the required CIE in the subsequent semester. Obtaining minimum CIE marks for the course is mandatory. It may also be noted that the student shall not be permitted to appear for SEE in such courses until he/she obtains the required CIE.

Progression to 4th Year (7th Semester)

1. Students having "F" grades/'DX' grades/'AB' grades for any of the courses in the 1st and 2nd semesters of the first year of the programme shall not be permitted to move to the 7th semester (4th year) of the programme. Students can carry forward any of the Audit/Mandatory Non-credit courses of 1st and 2nd semesters as backlog course/s to 7th semester. However, such Audit/Mandatory non-credits should be completed before the award of the degree.

15.2. For PG Programmes

Progression to 2nd Year (3rd Semester)

Students having 'F' grades for the courses totaling to more than 16 credits in the 1st and 2nd semesters of the first year of the programme shall not be permitted to move to the 3rd semester (2nd year) of the programme. These courses include courses marked as 'DX' and 'AB'.

Promotion from an Odd semester to the subsequent Even semester shall not be restricted in both UG and PG programmes.

Note: Vertical progression shall be as per VTU Regulations and notifications for respective programmes notified from time to time. The Autonomous colleges shall not deviate from the same.

15.3. Successive Failures:

1. If a student fails to pass an Elective Course even after four attempts, that course is deemed to be exempted for him/her. Then, the student may choose a course of his / her choice with the same number of credits from the pool of elective courses stipulated by the Board of Studies concerned. The course selected should not have been studied by the student or to be studied in higher semester/s. The faculty advisor shall guide/advise the student in this regard.
2. However, it is optional, and the student can prefer to repeat the same course in which he/she has failed repeatedly.
3. This provision is given only for two courses (one at a time) during the entire maximum duration of a course.
4. The course substitution option is not applicable for core courses.

16. READMISSION

1. Students who are temporarily discontinuing the program and getting readmitted or rejoin to the eligible semester are subject to a maximum duration of eight (for Regular students)/six (for lateral Entry students) years as applicable.
2. The permission for readmission is only on request through the Principal and is not treated as a matter of right. Such students shall not claim any benefits based on the readmission.
3. Students who take re-admission to any semester of the existing scheme from another scheme, as a repeater/fresher because of various reasons, shall attend and complete all the remaining semester/s of the program adhering to the regulations of the prevailing scheme and shall complete additional Course/s, if any, as per the decision of equivalence committee in concurrence with concerned Board of Studies on establishing the equivalence between two schemes. Such a candidate shall not be eligible for the award of rank.
4. Readmission to Odd/Even Semester shall not be considered as fresh admission and therefore students shall continue to have the same University Seat Number, which was allotted at the time of admission to the program. The maximum duration of the Program shall be counted with reference to the USN (University Seat Number) allotted during admission to the program.

17. PERMITTED MAXIMUM CREDITS FOR REGISTRATION

The student shall be permitted to register for total courses not exceeding 28 credits. These 28 credits include the courses of the regular semester and backlogs. The registration of these additional credits includes the courses having a shortage of attendance and the courses whose CIE requirements are not fulfilled. A student has to pay the prescribed fee as notified by the University from time to time.

1. The candidates who have temporarily discontinued the Program of study or changed the scheme of study from one to another because of various reasons or transferred with credits from the autonomous college of VTU/other University to non-autonomous constituent/affiliated college of VTU, shall be eligible for the award of degree provided the credits earned at that stage are equal to or greater than the credits decided by the University in the individual cases.
2. In case, the forecasted or estimated credits are going to be less than that of the credits prescribed by the University on the completion of all the semesters of the program under the prevailing scheme, the candidate shall register for a course or courses not studied earlier and make up the credits which are equal to or greater than the university prescribed credits.

18. AWARD OF CLASS

Sometimes, it is necessary to provide equivalence of these averages, viz., SGPA and CGPA with the percentages and/or Class awarded as in the conventional system of declaring the results of University Examinations. This shall be done by Autonomous College under the University only at one stage by prescribing certain specific thresholds in these averages for First class with Distinction, First Class and Second Class, at the time of Degree Award. This provision given below in Table follows the approach of the Council for this purpose as reproduced from the AICTE Approval Process Handbook.

18.1. Conversion of CGPA to Percentage

The Following Formula for Conversion of CGPA on a 10- point scale to Percentage of Marks to be used only after a student has successfully completed the programme:

Percentage of marks secured, M = CGPA Earned × 10

Illustration for a CGPA of 8.20;

Percentage of marks secured M = 8.20 × 10 = 82.0 %

18.2. Class Designation:

- ≥ 70% (First Class with Distinction),
- ≥ 60% and < 70% (First Class),

- ≥ 50% and < 60% (Second Class)
- ≥ 40% and < 50% (Pass Class)

19. B.E. (HONORS)

Student shall choose, Online Courses (18 credits or more) from the bouquet of approved online courses by the institution/university.

To subsume the intentions of AICTE, VTU has instituted the award of BE degree with Honours from 2018-19 Batches

19.1. The Regulation Shall be Applicable to the Students

✓ Admitted to I semester/I year from the **academic year 2019-20** (i.e.USN-XXX18XXXXX-**REGULAR BATCH**)

✓ Admitted to III semester/II year from the **academic year 2020-21** (i.e.USN-XXX19XX4XX-**LATERAL BATCH**)

19.2. Eligibility Criteria for Registration

Every student intending to register for the 'Honours' qualification shall fulfill the following academic requirements:

a. Registration to 'Honours' qualification shall start from **fifth semester** onwards.
b. The Registrants shall have obtained a **grade ≥ D** in all the courses in the first attempt only, in the semesters until this stage.
c. The Registrants shall have obtained a **CGPA ≥ 7.50** at the end of the fourth semester.
d. The lateral entry Diploma students shall have completed Additional Mathematics I and II during 3rd and 4th semesters in first attempt only.

19.3. Registration Procedure

➢ A student meeting the eligibility criteria specified above and intending to register for the '**Honours** Qualification shall apply in the prescribed form along with a **non-refundable registration fee Rs. 2000/-** to **confirm** the registration.

19.4. Award of HONOURS Qualification

❖ Students shall maintain a **grade ≥ D** in all the courses of fifth to eight semesters in first attempt only.

❖ Students shall choose, online cour**ses totaling to 18 or more credits** from the bouquet of **approved online courses, by institution/University.**

❖ Students failing to maintain a **grade ≥ D** in all the courses of fifth to eight semesters in first attempt only shall discontinue the attempt to earn additional credits, for Honours degree.

❖ Students not having a **GGPA ≥ 7.50** at the end of programme shall not be eligible for the award of Honours even if they have satisfied the additional credits consideration prescribed for Honours degree.

- Additional credits earned through NPTEL shall not be considered for the calculation of CGPA as well as rank declaration.
- The Award of the HONOURS degree shall be recommended by the Academic council and approved by the Governing Council of the Institution.

19.5. Course Work

➢ Successfully in the remaining semesters, that is, **fifth to eight** for the relevant Degree award, each student registered for the Honours qualification shall have to take up the **coursework** as **notified** by the **university** from **NPTEL**

➢ Final score (**Online assignments: 25% + Proctored exam: 75%**) leading to NPTEL **Elite** (60 to 75 %)/**Elite + Silver** (76 to 89 %)/**Elite + Gold** (>90 %) certificate, within the minimum prescribed duration for the award of Degree.

➢ The **University/Institution** shall announce the **BOS approved list of MOOCs** (chosen from **NPTEL/SWAYAM**/other platforms) corresponding to each engineering programme.

19.6. THE CREDIT EQUIVALENCE FOR ONLINE NPTEL COURSES SHAL BE DETERMINED BASED ON THE FOLLOWING TABLE.

Assigned Credits

Assigned Credits	
Online course Duration	Assigned Credits
04 Weeks	1
08 Weeks	2
12 Weeks	3

The Head of the Departments shall submit the list of students who are eligible for the award of Honours degree along with the total credit earned by each student and the corresponding MOOC certificates to the office of Controller of Examinations, programme wise, together with the CIE marks of 8th semester.

The list shall be validated by the Faculty Advisor of the students under consideration and endorsed by the Head/Chairperson of the Department.

1. Those students who cannot/do not submit the certificates on or before the last date prescribed by the institution shall not be considered for the award of "Honours" qualification, irrespective of the number of credits earned by them. However, they shall be awarded only B.E. Degree.

2. The "Honours" qualification shall be suffixed to the respective degrees and shown in the Degree certificates as a recognition of higher achievement by the student concerned.
3. The CGPA earned by the students shall be only on the basis of students' performance in the various semester level examinations conducted by the University/Autonomous colleges, as the case may be.

20. ACTIVITY POINTS

Apart from technical knowledge and skills, to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit. They should have entrepreneurial capabilities and societal commitment.

In addition to the regular academic activities, there is a need for the student to develop the personality trait as required by industry and society. In order to meet such requirements AICTE has introduced a mechanism of awarding activity points over and above the academic grades.

This is applicable to all B.E students

- Admitted to I semester/I year from the **academic year 2018-19**
- Admitted to III semester/II year from the **academic year 2019-20**
- Re-admitted/rejoined to III semester/II year from the **academic year 2019-20.**
- Rejoining to V semester from academic **year 2020-21.**

Sl. No.	Student Category	Activity points prescribed by AICTE
1	Day College Regular student admitted to the 4 years Degree programme	100
2	Student entering 4 years Degree programme through lateral entry	75
3	Students transferred from other Universities to fifth semester	50

1. The Activity Points earned shall be reflected on the student's eighth semester Grade Card.
2. The activities can be can be spread over the years (duration of the programme), anytime during the semester weekends and holidays, as per the interest and convenience of the student from the year of entry to the programme. However, minimum hours specified must be satisfied.
3. Activity Points (non-credit) have no effect on SGPA/CGPA and shall not be considered for vertical progression.

4. In case students fail to earn the prescribed Activity Points, eighth semester Grade Card shall be issued only after earning the required Activity Points. Students shall be admitted for the award of degree only after the release of the Eighth Semester Grade Card.
5. The AICTE Activity Programme, a non-credit programme, can be taken up any time during the semester weekends and holidays. These activities can be spread over the years, as per Convenience of the student. However, minimum hours specified must be satisfied.

AICTE Activity Point Programme (Activity Summary sheet)					
Following suggestive activities may be carried out by students in teams as per their choice					
Sl. No.	Activity Head	Minimum Duration		Performance appraisal/Maximum points/activity	Evaluated by
		Weeks	Hours		
1	Helping local schools to achieve good result and enhance their enrolment in Higher/technical/Vocational Education.	2	80-90	20	NSS/youth Red Cross Co-ordinator/Chairperson- CICC (College Internal Complaints Committee)/SAGY (Sansad Adarsh Gram Yojana, Govt. of India) of the institute/Mentor
2	Preparing an actionable business proposal for enhancing the village Income.	2	80-90	20	
3	Developing Sustainable Water Management system	2	80-90	20	
4	Tourism Promotion Innovative Approaches.	2	80-90	20	
5	Promotion of Appropriate Technologies.	2	80-90	20	
6	Reduction in Energy Consumption.	2	80-90	20	
7	To Skill rural population.	2	80-90	20	
8	Facilitating 100% Digitized money transactions.	2	80-90	20	
9	Setting of the information imparting club for women leading to contribution in social and economic issues.	2	80-90	20	
10	Developing and managing efficient garbage disposable system.	2	80-90	20	
11	To assist the marketing of rural produce.	2	80-90	20	
12	Food preservation/packaging	2	80-90	20	

13	Automation of local activities.	2	80-90	20	
14	Spreading public awareness under rural outreach programmes.	2	80-90	20	
15	Contribution to any national level initiative of Government of India. For e.g. Digital India/Skill India/Swachh Bharat Internship etc.,	2	80-90	20	

Submission of Activity Points: The consolidated report of activity points earned by the students shall be sent to the University

21. CONDUCT OF EXAMINATIONS - PART I

The COE shall prepare the examination calendar for every academic semester in line with Academic Calendar of the College in consultation with the principal well in advance, and shall publish the same in the Autonomous college website. The information regarding the same shall be passed to heads of all departments. All examinations of the semester shall be conducted as per the examination calendar. No separate notification shall be issued in this regard.

21.1. Announcement of Timetable of SEE

The COE shall announce the timetable of various examinations in every semester, one month before the commencement of the semester end examinations and shall publish the same in the Autonomous college website.

21.2. Registration to the Examination

All students admitted to UG and PG program who satisfy the prescribed attendance requirements shall register for the forthcoming semester examinations, including practical examinations, by remitting the prescribed examination fee within the stipulated time. The examination fee may be paid through the prescribed online mode or at the College fee counter.

Students shall complete the examination registration process and provide the required details as prescribed. Students shall be permitted to appear for the examination only upon fulfilling the prescribed minimum attendance and other eligibility requirements specified in the academic regulations.

The Hall Ticket is generated electronically for eligible students based on the approved examination registration and eligibility data, ensuring accuracy, timely issues and

reduction of manual intervention in the examination registration and Hall Ticket generation process.

21.3. Issue of Hall Tickets

As part of the digital transformation of examination processes, the **Hall Ticket generation and issue process has been significantly enhanced and automated**. The system integrates student registration, examination eligibility, course registration and examination timetable details to facilitate accurate and timely generation of Hall Tickets. The Hall Ticket is electronically generated with essential student and examination information, including the **student's name, register number, photograph, semester, registered courses, examination date and time**. The automated process ensures that the information displayed on the Hall Ticket is derived from the approved examination data, thereby reducing repetitive manual entry and minimizing the possibility of errors.

A **unique verification code** is generated for each student/course as an additional security feature. This code facilitates quick and reliable verification of the authenticity of the Hall Ticket during the examination and helps prevent unauthorized use or manipulation. The examination date and time are clearly displayed against the respective courses, ensuring that students have complete and unambiguous information regarding their examination schedule.

The Hall Tickets are also made available electronically through the **Parent Portal**, enabling students to access their Hall Tickets conveniently without depending entirely on physical distribution through the departments. The process provides better control over Hall Ticket generation and access, while enabling the Examination Section to manage the activity in a systematic and centralized manner.

The automation of Hall Ticket generation and issue have **reduced manual intervention and paperwork, improved the accuracy and consistency of examination information, enhanced security and authentication, facilitated timely access by students, and improved the overall efficiency and transparency of the Hall Ticket management process**. This initiative forms an important component of the ongoing digital transformation of examination administration.

21.4. Preparation of Answer Books

1. The main answer books, separate for UG and PG examinations, shall be prepared well in advance with specific format and different serial codes/bar codes. There should be provision for invigilators to sign on the facing sheet after verification of entries made by candidates.
2. Required number of blank answer books shall be handed over to the chief Coordinator of the examinations.

21.5. Question Paper Printing/Bundling

The required question papers shall be packed in sealed covers with details regarding the name of examination, month and year of examination, name of the subject, date and time of examination and number of copies of question papers enclosed.

A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, subject/course code, number of question papers required and the number of question paper packets prepared. The statement and the entries on question paper covers shall be compared and ensured that entries are correct.

1. The question paper selected blind fold by the COE will be printed and adequate number of copies of question papers is taken two hours before the commencement of the examination. Exact number of question papers as per seating arrangements are counted and placed in a sealed envelopes and shall be **dispatched to the rooms by the** deputy chief superintendent of examinations.
2. The COE should **verify that the seal and covers** are intact and descriptions on the cover of each sealed cover agree with those in the memorandum of content received.
3. Safe custody of the question paper packets and the answer books supplied from the COE for the semester examination will be the responsibility of the Chief coordinator.

21.6. Preparation of Tabulation Register

A tabulation register shall be designed and printed according to the scheme of examinations prescribed for the course in consultation with examination committee of the college. The tabulation register is a permanent record. It shall contain the seal of the college, details of the examination n appeared for by the candidate, and the marks awarded to the candidate.

21.7. Pre-Evaluation Process

1. For UG/PG examinations, all used answer books shall be arranged as per A form within 30 minutes after the examination. They should be coded and bundled in A3 packet with maximum of 10 answer books and should be sealed. The name of the subject, question paper code, date of exam, number of answer scripts should be written on all packets using a sketch pen.
2. Unused answer books shall be counted and kept in safe custody and a stock register should be maintained for this purpose.
3. The consolidated list of absence should be prepared and by COE's office daily as per the direction contained in the printed instructions.

21.8. Report Regarding Invigilation Works

Deputy Chief Superintendent should keep a detailed list of invigilators with their signature, indicating their room numbers, in a given format. After the completion of the particular SEE, the

Deputy Chief Superintendent must give a work done statement by each invigilator, stating the date and session and hall number s/he has invigilated. This statement is very much required specially during malpractice cases reported

21.9. AUTOMATION OF PRACTICAL EXAMINATION PROCESS

As part of the digital transformation of the examination system, the ERP has been enhanced to automate and streamline various stages of the **practical examination process**, from batch formation and timetable preparation to question paper generation, attendance, marks entry and result processing. The major enhancements are as follows:

1. Practical Examination Batch Formation

The system facilitates the **automatic formation of practical examination batches** based on the registered and eligible students, course requirements and available laboratory capacity.

Students are systematically grouped into appropriate batches, thereby reducing manual preparation and ensuring proper distribution of students across the available examination sessions.

2. Batch-wise Practical Examination Timetable

A batch-wise practical examination timetable is generated by assigning the examination date, session and laboratory/room number. The consolidated schedule facilitates effective coordination among the Examination Section, departments, students and examiners, while helping to avoid scheduling conflicts and optimize laboratory utilization.

3. Student-wise Attendance Sheet Generation

Student-wise and batch-wise attendance sheets are automatically generated based on the approved student registration and batch allocation. This reduces manual preparation and minimizes omissions, duplication and data-entry errors.

4. Digital Entry of Practical Examination Marks

The **practical examination marks are entered electronically through the ERP system** against the respective students.

The digital entry mechanism reduces manual transfer of marks from physical records to the examination database and minimizes the possibility of errors during compilation.

5. Automated Consolidation of Marks

The System facilitates the **systematic consolidation and processing of practical examination marks** after entry and verification.

This enables faster preparation of examination data and supports accurate integration of practical marks with the overall examination result processing.

6. Attendance and Marks Verification

The digital integration of attendance and marks provides an additional mechanism for **verification and reconciliation** of practical examination records.

The system enables the Examination Section to cross-check student participation, batch allocation and marks before final processing of results.

7. Practical Examination Question Paper Generation

Provision has been made for the generation of student-wise practical examination question papers from the approved Question Bank submitted by the respective departments. The generated question papers are securely made available to the respective laboratories/venues five minutes prior to the commencement of the examination, strictly as per the scheduled timetable and venue allocation. This ensures timely availability of question papers while maintaining confidentiality, controlled access, security and integrity of the practical examination process.

8.Examination Record Management

Practical examination records, including **batch details, timetable, room/laboratory allocation, attendance and marks**, are systematically maintained. This improves accessibility and traceability of examination records and reduces dependence on manually maintained documents.

9.Enhanced Efficiency and Transparency

The automation of practical examination activities provides a centralized and structured workflow, improving coordination between the Examination Section and departments. It also ensures greater transparency and consistency in the scheduling, conduct and processing of practical examinations.

10. Overall Workflow

The ERP-based practical examination process is streamlined as follows:

Student Registration & Eligibility → Batch Formation → Date/Session & Room Allocation → Batch-wise Timetable → Question Paper Generation → Attendance → Practical Examination → Digital Marks Entry → Verification & Consolidation → Result Processing

11. Overall Impact

The ERP automation of practical examinations has **reduced manual intervention, minimized errors, improved accuracy and efficiency, strengthened examination confidentiality,**

facilitated better utilization of laboratories, and enabled faster and more systematic processing of practical examination records.

The initiative represents a significant step towards establishing a **fully integrated, technology-enabled and transparent practical examination management system**.

21.10. AUTOMATION OF THEORY EXAMINATION PROCESS

As part of the digital transformation of the examination system, the ERP has been enhanced to automate and streamline various stages of the **theory examination process**, from examination preparation and answer booklet management to coding, decoding and marks processing. The major enhancements are as follows:

1. Examination Data and Document Generation

The ERP system facilitates the generation, and processing of examination-related data based on the approved student registration, eligibility and examination schedule. This supports the preparation of student lists and other examination-related documents required for the smooth conduct of theory examinations.

2. Barcode Generation for Answer Booklets

A **unique barcode is generated for each answer booklet** through the ERP system. The barcode facilitates electronic identification and tracking of the answer booklet without directly displaying the student's identity to the evaluator.

This ensures better **confidentiality, anonymity and security** throughout the valuation process and minimizes manual errors in the identification and processing of answer booklets.

3. Barcode-Based Answer Booklet Tracking

The ERP system facilitates the systematic tracking and accounting of answer booklets at different stages of the examination process, including issue, collection, processing and valuation.

This enables the Examination Section to maintain proper records and ensures effective reconciliation of answer booklets, thereby reducing the possibility of missing, duplicated or incorrectly processed answer booklets.

4. Coding of Answer Booklets

The **coding of answer booklets** is integrated with the ERP-based process. The student identity is separated from the coded answer booklet during valuation, thereby ensuring the confidentiality and anonymity of the evaluator's assessment.

The computerized coding process reduces manual intervention and minimizes errors in assigning codes to answer booklets.

5. Decoding of Answer Booklets

After completion of the valuation and all required verification processes, the ERP facilitates the **decoding of answer booklets** and accurate mapping of the evaluated marks to the respective student records.

This ensures that the marks awarded by the evaluator are correctly associated with the concerned student and reduces the possibility of errors during manual decoding and data transfer.

6. Valuation and Marks Processing

The marks obtained through the valuation process are systematically processed through the ERP. The system facilitates the **entry, verification, consolidation and processing of theory examination marks**, thereby reducing repetitive manual data entry and improving the accuracy and reliability of examination records.

7. Reconciliation and Traceability

The ERP provides improved **traceability of examination records and answer booklets** at different stages of the examination process. The system supports reconciliation of answer booklets, valuation data and marks, enabling the Examination Section to identify and resolve discrepancies, if any.

8. Enhanced Confidentiality and Examination Security

The integration of **barcode generation, coding and decoding** strengthens the confidentiality and security of the theory examination process. Student identity is protected during valuation, while the computerized process provides controlled access and systematic tracking of examination records.

9. Overall Impact

The ERP-based automation has streamlined the theory examination workflow covering:

Examination Data → Answer Booklet Barcode Generation → Distribution & Collection → Coding → Valuation → Decoding → Marks Processing → Reconciliation → Result Processing

These initiatives have **reduced manual intervention, minimized human errors, strengthened confidentiality and traceability, improved accuracy and efficiency, and enhanced the overall security and transparency of the theory examination process.**

22. CONDUCT OF EXAMINATIONS – PART II

22.1. Appointment of Examiners for Evaluation

1. The BOE shall finalize the panel of examiners for each course and forward the same for consideration and appointment of examiners by the COE. If there is no response from the external faculty identified due to a valid reason or the said faculty rejects the appointment, the Chairman BOE in consultation with the COE, approves additional faculty to be included in the Panel of examiners.
2. The faculty shall preferably have a minimum of five years of professional experience to become eligible for appointment as an examiner.
3. Chairman BOE should identify the senior faculty and facilitate the COE in appointing them as Moderator/Reviewer for evaluation of scripts of theory courses

The Examiners shall comply with the following instructions;

1. All routine correspondence relating to examinations shall be addressed to the COE, by designation and not by name. In all correspondence, by letter or by email, full details of the examiner shall be given below the examiner's name. This enables easy identification of the examiner and is useful initiating prompt action. Urgent matters, if any, may be communicated over the email, mobile phone or telephone as shown in the communication.
2. Examiners are appointed by the Autonomous College for valuing answer scripts and/or for conducting viva and/or practical examinations at the college during any session. Examiners appointed for any session of examinations shall hold office for that particular session only.
3. If examiners accept their appointment and then decline to work without citing reasons acceptable to the college (thus causing inconvenience to the college and dislocation of the time schedule) shall be debarred from the panel for a period of two years.

22.2. Instructions to Examiners

1. All examiners are required to keep their appointments and the marks/grades awarded by them strictly confidential

2. The appointment of examiners is offered on the distinct understanding that such persons have had no connection with any tutorial college or coaching institution during the two years previous to their appointment and that they will not acquire any such connection or undertake any private tutorial or coaching work during the period of their examiner ship in the Autonomous college.
3. All examiners shall be required, to attend meetings, if any, convened for instructions to be issued.
4. Every examiner engaged in the valuation of answer scripts shall be provided with a packet of maximum 10 answer books for valuation. After valuation the valuator should enter the marks in the software. The correct number of answer books received for valuation may be returned to the evaluation coordinator/Assistant Registrar along with the printout mark sheet after valuation.
5. She/he is responsible for the answer books sent to him/her. S/he should count them on receipt and verify them with the entries in the accompanying statement. Any discrepancy observed must be reported to the COE immediately.
6. All examiners in a subject should do their best to secure uniformity of marking. The l examiners should use red colored pen for valuation. **They shall enter marks in the facing sheets only. No marking should be done anywhere in the answer area. This is mandatory for double valuation of answer scripts**.
7. Answers to questions and sub divisions of questions should be separately marked against them and the marks awarded to each question shall be shown on the cover page of the answer book only.
8. If the answer scripts have been revalued by second valuator in case of P.G and if there is a difference of more than 15 in score from the first valuation, then that particular answer book will be valued by the third valuator.

22.3. Valuation of Answer Books

1. The scheme of valuation along with answers shall be provided for facilitating the valuation process. The COE shall instruct the examiners to abide by the scheme of valuation
2. Practical examinations will be held at department level of the college by respective Chairman of BOE.
3. Answer scripts and mark sheets of practical examinations shall be sent to the office of the COE, immediately after all the practical examinations are over.
4. In the case of answer scripts of practical, there will be no revaluation; however, there shall be provision for scrutiny by the Chairman BOE.
5. After valuation the valuator should enter the marks in the software in the order of the coded numbers as given in the answer scripts.
6. Moderation by an external valuator will be done. He/she will pick randomly two books from the packet containing 10 books. Moderator's marks are considered as final marks.

7. Examiners should take special care to see that there is no erasure, correction or overwriting of marking in the mark sheets as far as possible. If correction becomes necessary, it must be attested with full signature.
8. All valued answer scripts should be kept in the safe custody of the office of the COE for a period of one year after publication of the results.

22.4. Double Valuation of Answer Books

1. In the case of the answer books having double valuation (PG programmes), marking shall be done only on the facing sheet/separate sheet provided.
2. For double evaluation, the first valuation shall be carried out by the internal examiner and the second by the external examiner. The final mark is taken as the average of the above two marks. Any decimal in this case shall be rounded off to the next higher digit.
3. If the variation in marks exceeds 15%, it shall be sent to a senior internal/external examiner for a third evaluation. In such cases the final mark will be calculated as the average of the third valuation mark and the one nearest to it from the two earlier evaluations.
4. In case the third evaluation score is equidistant between the first two evaluations, the third valuation mark will be retained as the final mark. There will be no further revaluation.

22.5. Revaluation, Retotaling & Photocopy of Answer Scripts

1. Answer scripts in certain courses which have been evaluated twice, shall not qualify for revaluation. Courses with single valuation such as Humanities shall qualify for revaluation.
2. A Candidate can apply for revaluation, re totaling and photocopy of the answer scripts as per the announcement/circular from the office of the COE, after publishing the result of the current semester by paying the prescribed fee. The candidates shall submit the application to the office of the COE in the prescribed form. There shall be no restriction on the number of courses for which the candidate can apply for re-totaling and/or photocopying of the answer scripts.
3. On receipt of the applications for re-totaling, photocopying and revaluation, office of the COE shall prepare the consolidate list of applications with USN, Course Code & Corse name for each of the above purposes facilitating the retrieval of the respective answer scripts. Office of the COE shall complete the process of addressing applications for re-totaling and photocopying.
4. The Candidates who have applied for re-totaling will be called in batches to the office of the COE. They will be given their answer scripts to verify the marks and re-totaling of the marks and to find out whether answers of the questions attempted are awarded marks or not.
5. The COE shall arrange for (i) giving new code numbers for the answer scripts that need to be sent for revaluation, (ii) detach or completely mask the title page of the answer script and send it for revaluation. The process be repeated in case of issuing the script for 2nd

revaluation. The examiners shall be invited to the valuation center as per the direction of the COE, if the difference of marks is more than 15

6. The revaluation marks shall be entered in a separate facing sheet. The examiner shall be provided with the scheme of valuation for the course and all the marks shall be entered in to a separate marks list for all the revalued scripts.
7. If the revaluation marks are less than the original marks, then the original marks shall be retained.
8. Highest of Original marks (average of I & II Valuation or moderated) & Revaluation marks shall be considered for grading.
9. After the third valuation, average of nearest two awarded marks shall be considered for grading.
10. For a script evaluated twice or thrice (Revaluation & Third valuation) at least one of the evaluations shall be done by an external examiner

22.6. Evaluation of Final B.E. Projects

1. The BOE shall finalize the panel of examiners for each course and forward the same for consideration and appointment of examiners by the COE. Appointment of Examiners is done by the COE in consultation with Chairperson of the BOE, by selecting appropriate faculty from the Panel of Examiners identified by the BOE, based on the reputation of the Institute and experience on merit basis.
2. If there is no response from the external faculty identified due to a valid reason or the said faculty rejects the appointment, the Chairperson of the BOE in consultation with the COE, approves additional faculty to be included in the Panel of examiners.
3. The faculty shall preferably have a minimum experience of five years to be eligible for appointment as an examiner. Senior faculty are considered for appointment as Chairperson/coordinator.
4. The Chairperson/coordinator shall drive the evaluation process of the said project in fair and impartial manner. In case of discrepancies the same shall be reported to the COE and the COE in consultation with the Chairperson of the BOE and/senior faculty, shall decide on the future course of action.
5. The Chairperson of the BOE shall enlist the guides with their respective project batches and shall forward the probable schedule of the project's examination. Irrespective of whether the guides are nominated as internal examiners for the respective project batch or otherwise, it is mandatory for the guide to be present during the defense of his/her project batch.

22.7. Guidelines for Distribution of Practical Examination/Valuation Work

1. The BOE shall finalize the panel of examiners for each course and forward the same for consideration and appointment of examiners by the COE. Appointment of Examiners is done

by the COE in consultation with Chairperson of the BOE, by selecting appropriate faculty from the Panel of Examiners identified by the BOE, based on the reputation of the Institute and experience on merit basis.

2. If there is no response from the external faculty identified due to a valid reason or the said faculty rejects the appointment, the Chairperson of the BOE in consultation with the COE, approves additional faculty to be included in the Panel of examiners.
3. The faculty shall preferably have a minimum experience of two years to be eligible for appointment as an examiner.
4. Atleast one of the examiners shall preferably be an external examiner.
5. The examiners shall drive the evaluation process of the said course in a fair and an impartial manner. In case of discrepancies the same shall be reported to the COE and the COE in consultancy with the BOE chair and/Senior faculty decides on the future course of action.

22.8. Tabulation & Publication of Results

Tabulation Register

The entire process of calculating the final marks shall be automated using appropriate computer programs. The results shall be printed department-wise for analysis and sent to the respective departments.

The section officer shall check all entries, grace marks, if any, are awarded and classification of results and put his signature on all pages of the tabulation register.

Publication of Results

The final approved result of the examination shall be published. The results approved by the COE shall be posted in the college website. The students can download the semester score sheet from the website.

Preparation of Grade Score Sheet

Computerized grade cards shall be issued semester-wise after successful completion of the semester.

Result Analysis

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

1. Name of examination with month and year.
2. Number of candidates registered for the examination.
3. Number of candidates appeared for the examination.

4. Number of candidates secured the minimum pass mark prescribed for each part of the examination and the aggregate marks required for a pass and number of candidates in each class.
5. Percentage of pass.

22.9. Make – Up Examination

The student with the 'X' or 'I' grade having minimum of 60 % in CIE Marks is eligible to write Make–Up Examination. The student needs to register and apply for the same to appear.

Candidates can write the examination conducted by the college after the Odd/Even Semester regular Examination in November and April by submitting examination registration.

22.10. Course Registration

A student shall register for courses (core or elective) to earn credits for meeting the requirements of a Degree programme. Such course together with their grades and the credits earned shall be included in the Grade card issued by the College at the end of each semester, like Odd, Even, Summer and it forms the basis for determining the student's academic performance in that semester.

23. SUMMER SEMESTER

'Summer Semester/Term' means a short semester held after the Even Semester. During the summer, internship/apprenticeship/work-based vocational education and training can be carried out, especially by students who wish to exit after two semesters or four semesters of study. Regular courses may also be offered during the summer semester in **fast-track mode** to enable students to do additional courses or complete backlogs courses. The autonomous affiliated colleges and the University on behalf of its departments and other affiliated colleges can decide on the courses to be offered in the summer term depending on the availability of faculty and the number of students.

Who Can Register (Only for UG. Not for PG)

- The course/s for which the student does not possess satisfactory attendance and CIE score, shall be marked as DX in the Grade sheet. Such students are not permitted for SEE for the Courses marked as DX in Grade sheet. The students have to re-register only for course/s marked as DX in Summer Semester only whenever that course is offered and obtain the required CIE and attendance. Subsequently, they are eligible to appear for SEE in such course/s.
- The student who obtains required attendance and CIE in Summer Semester, but obtains 'F' grade in Summer SEE, is permitted to appear for SEE subsequently as backlog course/s. The student need not repeat course for Attendance and CIE.
- All courses may not be offered in the Summer Semester. It is the discretion of the College to offer the courses based on the availability of resources. The Institutes shall notify time table for Summer Semester well in advance.

- Summer Semester is optional; it is for the student to make best use of the opportunity. Summer semester is a special semester and the student cannot demand it as a matter of right.
- A student is permitted to register for a maximum of 14 credits in Summer Semester.
- A student has to choose those courses which are offered by the Institution in a given Summer Semester.
- In the Summer Semester, each course needs to be offered for required number of lectures/tutorial/laboratory hours as prescribed in the syllabus

Note: CIEs during the semester for the courses offered in summer semester and SEE at the end of the semester for the courses offered in the summer semester and all other courses of previous semesters in which students have 'F' Grade/'AB' Grade.

In case the student wishes to improve CIE/he/she has to re-register for Summer Semester as and when offered next.

For PG Programme: Courses with 'DX' Grades / 'NP' Grades shall be registered again in subsequent Odd/Even semester when offered.

24. AUDIT COURSES

In Addition, a student can register for courses for audit only with a view to supplement his/her knowledge and/or skills. Here also, the student's grades will have to be reflected in the Grade Card. But these shall not be taken into account in determining the student's academic performance in the semester. In view of this, it may not be necessary for the Colleges to issue any separate transcript covering the audit courses to the registrants at these courses.

25. Graduation Ceremony:

Each Autonomous College shall have its own annual Graduation Ceremony for the award of Degree/ Provisional Degree Certificates to the students completing the prescribed academic and other requirements in each case as per the list approved by the University. Autonomous Colleges may institute Prizes and Awards to meritorious students, for being given away annually at the Graduation Ceremony. This will greatly encourage the students to strive for excellence in their academic activities.

25.1. Recommendations for Degree Award:

1. College shall upload every SEE result in the University web portal without fail.
2. College shall submit its recommendations along with the Board of Governors' meeting resolution to the University in respect of students qualifying for the award of UG/PG Degrees based on their success in the examinations, may be after receiving approval from the Authorities/ Bodies of the College concerned.
3. College shall also ensure that each such student has fulfilled all the requirements for the award of Degree as per the applicable Guidelines / norms of the University, like,
   i) Obtaining the required credits for UG programmes and PG programmes

ii) Obtaining a minimum CGPA ~ 4.00 for UG programmes and CGPA ~ 5.00 for PG programmes.

iii) Not having any transitional grades (I & X) in any courses

iv) Passing in all mandatory Non-credit courses/Audit courses. v. Obtaining the prescribed AICTE activity points

The University will verify the list of students submitted by the college for award of degree and then confirms/ accords approval for award of degree. Only after confirmation from the University, the college can issue Provisional Degree Certificate & transcripts to the students.

25.2. FOR AWARD OF RANK

1. In a specialization of B.E, the CGPA secured by the students from III to VIII semester is considered.

2. The additional credits earned for the award of Honours / Minors degree shall not have any bearing for the Rank declaration.

3. A student shall be eligible for a rank at the time of award of the degreeof Bachelor of Engineering/ Technology, provided that the student,

   a. **(i)** Has passed all the prescribed courses of I to VIII semester in the first attempt only in case of candidates admitted to I year.

      (ii) Has passed all the prescribed courses (including bridge courses) of III to VIII semester in the first attempt only in case of Candidates admitted under lateral entry scheme.

      (iii) has completed all prescribed mandatory noncredit courses in the first attempt only.

      (iv) Appearing in makeup examinations for a course shall be treated as a second attempt excluding cases wherein a student has participated in national/ international level events like Sports/NCC/NSS/RD Parade etc. with a prior approval from the university

   b. Is not a repeater in any semester because of rejection of result of a semester/ shortage of attendance /**temporarily discontinued and rejoined/readmitted etc**.

   c. Has completed all the Courses/semesters of the same Scheme of Teaching and Examinations without any break/discontinuity.

   d. Has completed all the semesters (I to VIII for regular/III to VIII for lateral entry) in VTU constituent college or in any VTU affiliated non- autonomous college.

   e. Has not been transferred from any autonomous institution affiliated to VTU or from any other University.

4. The total number of ranks awarded shall be 10% of the total number of students who appeared in the VIII semester subject to a maximum of 10 ranks in a specialization

5. For an award of ranks in a specialization, a minimum of 10 students should have appeared in the VIII semester examination

6. Not repeated any course in any semester due to rejection of result or shortage of attendance etc.

7. Completed all the semesters without any break/discontinuity.

8. CGPA >= 6.75 (equivalent to first class or above)

26. CORRECTION IN GRADE CARD & ISSUE OF DUPLICATE GRADE CARD/PDC

- There is a provision for Correction in Grade cards. For Name correction to be incorporated in original Grade Card which is already printed/issued, the charges will be Rs. 100/- per Grade Card. The request for such correction shall be accompanied with an attested copy of S.S.L.C. or equivalent passing certificate is mandatory. The Name in the Grade Card shall be corrected based on only S.S.L.C. or equivalent passing certificate.
- There is a provision for issue of duplicate Grade cards/PDC in cases where the Grade cards/PDC are lost or mutilated.
- The candidate seeking Duplicate Grade card/PDC shall submit an affidavit on Rs. 20 stamp paper giving details such as USN, month & year of passing Course/s, Branch and how the original Grade cards/PDC were lost, along with a fee of Rs. 300/- per report,
- The candidate who lost the Grade Cards/PDC, has to lodge a complaint to local police station of the area where it was lost and submit the original copy of acknowledgement of complaint along with the above affidavit.
- The Candidate who are in need of the duplicate grade cards/PDC shall submit their applications along with the relevant documents to the office of the Principal through the Proctor & HOD for onward transmission to office of the Controller of Examinations.
- The student shall collect the duplicate grade card/s, PDC from the office of the COE.

27. ISSUE OF OFFICIAL TRANSCRIPTS

- A candidate can request for issue of Official Transcripts after the completion of a minimum of 150 credits.
- The Candidates who are in need of the same shall submit their applications (Refer Page No.) along with the prescribed fee of Rs. 400/- for First copy and Rs. 300/- each for subsequent copies.
- Official Transcripts shall be collected only by the candidate or parent of the candidate (with due authorization from the candidate). In case the parent needs to collect the same, it is mandatory to produce an ID proof of the parent like voter ID, Aadhaar Card, Driving license, etc., for verification.
- Official Transcripts can be requested by email addressed to the COE wherein the following procedure is to be followed.
- Student has to formally send a request for official transcripts 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.
- Student has to send the address to which the transcripts are to be sent to.

- 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.
- The student will be replied with an Account No. of The Principal, BMSCE, to which the applicable charges like fees towards transcripts & courier charges shall be paid.
- After ascertaining the receipt of the required fee and other information as mentioned above, the COE shall send the transcripts to the candidate through a courier.

28. ISSUE OF PROVISIONAL DEGREE CERTIFICATE (PDC)

- There is a provision for issue of Provisional Degree Certificate, immediately after the completion of graduation and before the Degree is conferred by VTU.
- The Candidate seeking PDC shall submit a request to the office of the COE along with challan for having paid a fee of Rs. 1000/- and collect the PDC personally.
- 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.
- Provisional Degree Certificate can be requested by email addressed to the COE wherein the following procedure is to be followed.
- 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.
- Student has to send the address to which the PDC is to be sent to.
- 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.
- The student will be replied with the Account No. of the Principal, BMSCE, to which the applicable charges like fee towards PDC & courier charges shall be paid.
- 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.

29. GUIDELINES AND TEMPLATE FOR THE PREPARATION OF MINI PROJECT/PROJECT REPORT (B.E/M.B.A/M.C.A/M.Tech)

1. INTRODUCTION

This document intends to provide guidelines to both UG and PG students in the preparation of their mini project reports. In general, the mini project report should document in an organized and scholarly fashion an account of original work of the candidate/s leading to the application of knowledge acquired during the course of their current and past semesters.

2. NUMBER OF COPIES TO BE SUBMITTED

Students should submit three copies to the concerned Departments on or before the stipulated date. Upon verification and evaluation, the Head of the Department shall send:

- A soft copy to the library
- A hard copy to the supervisor and
- A hard copy to the student concerned.

3. SIZE OF PROJECT REPORT

The size of project report should not exceed 50 pages of typed matter.

4. ORDER OF CONTENTS

The sequence in which the mini project report material should be arranged and bound is as follows:

1. Cover Page &Title Page
2. Bonafide Certificate
3. Plagiarism Certificate
4. Abstract
5. Acknowledgement
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Chapters
11. Appendices
12. References

The table and figures shall be introduced in the appropriate places.

5. PAGE DIMENSION AND BINDING SPECIFICATIONS:

Standard A4 size paper must be used for preparing the copies. The Report should have the following page margins:

Top edge : 25 to 30 mm

Bottom edge : 25 to 30 mm

Left side : 25 to 30 mm

Right side : 20 to 25 mm

The dimension of the project report should be in A4 size. The project report should be tape-bounded. The cover should be printed in black letters.

6. FONT TYPE AND SIZE

Calibri Body (font size 12) is to be used for the regular text. Calibri Heading of suitable font size is to be used for the heading

FRONT PAGE FORMAT

for

MINI PROJECT/PROJECT REPORT

NEW HORIZON COLLEGE OF ENGINEERING

Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade, Accredited by NBA
New Horizon Knowledge Park, Ring Road, Bellandur Post, Bengaluru 560 103

(Template of Cover Page & Title Page)
<Font Style Calibri Heading–Bold>

TITLE

<Font Size18><1.5line spacing>

A MINI PROJECT/
PROJECT REPORT
<Font Size14>

Submitted by
<Font Size14><Italic>

NAME OF THE STUDENT(S)
<Font Size16>

In partial fulfilment for the award of the degree of
<Font Size14><1.5line
spacing><Italic>

NAME OF THE DEGREE
<Font Size14>
IN
BRANCH OF STUDY
<Font Size14>

GUIDELINES FOR EVALUATION OF PROJECT PHASE-1

All the projects and mini-projects in CSE/ISE/MCA departments are to be carried out as SOLO projects (Only one student per project)

ojects and mini-projects in departments other than CSE/ISE/MCA can have a minimum of one student and a maximum of four students, left to the discretion of the departments

Project Phase-1 may broadly consist of the following activities:

- Problem Statement/Project Title
- Background work/Literature survey as required
- Detailed descriptions of the various modules or components of the project
- Proposed timeline for completion of the project
- Project Design

Project Phase-1 Report:

- Phase-1 report of at least 25 pages must be submitted
- A detailed report on the activities carried out in phase-1 along with the plan of action

for the completion of the project should be included

- Departments can decide on the template for the phase-1 report

CIE:

- All the activates carried out during project phase-1 over the course of the semester must be evaluated as a part of CIE
- CIE must have a presentation and a phase-1 report evaluation

SEE

- The SEE will consist of a write-up and a detailed viva-voce on the status of the project and the proposed plan for its completion.