Sanmarg Shikshan Sanstha's

SMT.RADHIKATAI PANDAV COLLEGE OF ENGINEERING, NAGPUR

AN AUTONOMOUS INSTITUTE

NAAC ACCREDITED

Recognized By Government of Maharashtra & AICTE New Delhi

Affiliated To Rashstrasant Tukadoji Maharaj Nagpur University, Nagpur

Near Dighori Naka, Umrer Road Nagpur-440034

Version – 01 (2026-27) **Appendix- B**

EXAMINATION RULES AND PROCEDURE

(For Examination and Evaluation of UG and PG Programmes under Autonomy)

Website: www.srpce.ac.in

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Prepared By	Verified By
	PRINCIPAL SMT. RADHIKATAI PANDAV COLLEGE OF ENGINEERING NAGPUR - 411204
Controller of Examination	Principal

Website: www.srpce.ac.in

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1. PREAMBLE

Established in 1999, **Smt. RadhikataiPandav College of Engineering (SRPCE), Nagpur**, is one of the leading engineering institutions in Maharashtra with a proud legacy of academic excellence spanning over 27 years. The Institute, managed by **Sanmarg Shikshan Sanstha, Nagpur**, is committed to providing quality education in Engineering, Management, and Computer Applications through innovative teaching, research, and industry-oriented learning.

The **University Grants Commission (UGC)** has conferred **Autonomous Status** on the Institute with effect from the **Academic Year 2026–27** vide **Order No. F.2-10/2023/ (AC-Policy), dated 23 February 2026**. The autonomy has also been notified by **RashtrasantTukadojiMaharaj Nagpur University (RTMNU), Nagpur** vide **Notification No. RTMNU/CDS/2026/5984, dated 23 March 2026**.

In accordance with the **National Education Policy (NEP) 2020** and the **Government of Maharashtra Resolution No. NEP-2022/ (67/23)/Tanshi-2, dated 4 July 2023**, the Institute has implemented the NEP framework from the **Academic Year 2026–27** and offers the following autonomous programmes:

UNDERGRADUATE PROGRAMMES (B.TECH.)

- Artificial Intelligence & Data Science Engineering
- Civil Engineering
- Computer Engineering
- Computer Science & Engineering
- Electrical Engineering
- Electronics & Telecommunication Engineering
- Mechanical Engineering

POSTGRADUATE PROGRAMMES

- Master of Business Administration (MBA)
- Master of Computer Applications (MCA)

The autonomous status has been granted under the provisions of the **UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023**, the **Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017)**, and the **Government of Maharashtra Uniform Statute No. 3 of 2019**, which prescribe the norms for grant of autonomy and the methodology for examination and evaluation.

Accordingly, SRPCE is empowered to:

1. Design and implement its own curriculum, academic regulations, and examination system in accordance with UGC, AICTE, and Government of Maharashtra guidelines.
2. Develop and adopt appropriate methods for continuous assessment, conduct examinations, evaluate student performance, and declare examination results.
3. Issue grade cards, mark sheets, transcripts, migration certificates, and other academic documents as per the approved regulations.
4. Recommend eligible students for the award of degrees by the parent University. The degree shall be awarded by **RashtrasantTukadojiMaharaj Nagpur University, Nagpur**, clearly indicating the name of the autonomous college, **Smt. Radhikatai Pandav College of Engineering, Nagpur**.

2. DEFINITIONS

In these Regulations and all other Regulations relating to examinations, unless the context otherwise requires, the following terms shall have the meanings assigned to them:

1. Academic Year (Year):
The period of study defined in the Academic Ordinances and Regulations governing the Undergraduate (UG) and Postgraduate (PG) programmes of the Institute.

2. Admission to an Examination:
The authorization granted to an eligible student to appear for an examination through the issuance of an Admit Card/Hall Ticket after fulfilling all the prescribed requirements of the Institute. A candidate who has not fulfilled all the prescribed conditions may be provisionally permitted to appear for the examination at the discretion of the Competent Authority. Such provisional admission shall be liable to cancellation if the prescribed conditions are not subsequently satisfied.

3. Applicant:
A person who has submitted the prescribed Examination Form to the Institute for admission to an examination.

4. Candidate:
A person who has been duly admitted by the Institute to appear for an examination.

5. Collegiate Candidate:
A candidate who has applied for admission to an examination through the Department in which he/she is pursuing a regular programme of study.

6. Examinee:
A candidate who actually appears for an examination for which he/she has been admitted.

7. Examination:
Any examination conducted by the Institute under its Academic Ordinances, Regulations, or approved Examination Scheme.

8. Examination Fee:
The fee prescribed by the Institute for admission to an examination, including the fee for the Grade Card/Statement of Grades, but excluding any other applicable fees.

9. Ex-Student:
A student who has previously been admitted to an Institute examination and is required to reappear in the same examination due to failure, absence, or any other permissible reason. The term also includes a student who has been readmitted to the same class.

10. Backlog Student:
A backlog student is a student who has not passed one or more subjects in a semester and must clear those subjects later by taking supplementary examinations.

11. Mid Semester Examination (MSE):
An internal assessment examination conducted by the Institute during each semester.

12. End Semester Examination (ESE) and End Semester Re-Examination (ESRE):
The examinations conducted by the Institute at the end of each semester for regular assessment and improvement of academic performance, respectively, in accordance with the applicable Academic Ordinances, Regulations.

13. Examination Cell (Exam Cell):
The administrative unit headed by the Controller of Examinations (COE) and approved by the Principal for planning, coordinating, conducting, monitoring, and administering all examination-related activities of the Institute in accordance with the prescribed rules and regulations.

3. GENERAL RULES

1. Unless the context otherwise requires, words importing the masculine gender shall include the feminine and other genders, and words in thesingular shall include the plural and vice versa.
2. Unless otherwise specifically provided in these Regulations, the conditionsprescribed for admission to examinations shall apply to all candidates seekingadmission to any examination conducted by the Institute.
3. A collegiate candidate seeking admission to an examination shall pursue aregular course of study in the concerned Department for the minimum period prescribed.
4. The eligibility of a candidate to appear for an examination shall be subject tofulfilling the minimum attendance requirements in theory, practical, project work and other academic activities as prescribed under the Ordinances and Regulations of the Institute.
5. The curriculum, programme structure, examination scheme, and syllabi for allprogrammes shall ordinarily be published before the commencement of the respective academic year.
6. The **Academic Council** shall approve the Academic Calendar, includingsemester schedules, instructional days, examinations, vacations, and holidays, for each academic year. The approved Academic Calendar shall becommunicated to all stakeholders by the **Dean (Academics)**.
7. The syllabus, curriculum, and the prescribed or recommended textbooks andreference books for each programme shall be approved by the **AcademicCouncil** based on the recommendations of the respective **Board of Studies (BOS)**. Any revision to the curriculum, syllabus, or examination scheme shallbe notified before the commencement of the academic programme to which it applies.
8. No question in any examination shall require a candidate to declare or disclose his/her religious beliefs. No answer shall be objected to or evaluated adversely solely on the ground that it expresses any particular religious belief or opinion.
9. All theory examinations shall ordinarily be conducted using printed or securelyreproduced question papers. Practical examinations, project evaluations, seminars, group discussions, viva-voce examinations, and other assessment components shall be conducted in accordance with the approved examination procedures of the Institute.
10. No person shall be permitted to appear for an examination if he/she has alreadypassed the same examination or an equivalent examination recognized by the Institute or the Parent University, unless specifically permitted under the applicable Ordinances or Regulations.
11. All examinations conducted under the autonomous programmes of the Institute from the **Academic Year 2026–27** onwards shall be governed by these **Examination Rules and Regulations**. Any amendments approved by the **Examination Committee**, **Academic Council**, or any other Competent Authority from time to time shall form an integral part of these Regulations.

4. EXAMINATION COMMITTEE

4.1 CONSTITUTION OF THE EXAMINATION COMMITTEE

The Examination Committee shall consist of the following members:

Sr.No.	Member	Designation
01	Principal	Chairperson
02	Dean (Academics)	Member
03	Five regular faculty members of SRPCE having a minimum of ten years of teaching experience	Members
04	One Evaluation Expert from another Institute/University, nominated by the Principal	Member
05	Controller of Examinations (COE)	MemberSecretary

4.2 POWERS AND DUTIES OF THE EXAMINATION COMMITTEE

The Examination Committee shall perform the following functions:

1. To formulate and periodically review the Examination Rules, Regulations, and procedures of the Institute.
2. To recommend and implement examination reforms and quality enhancement measures whenever required.
3. To decide, based on administrative and security considerations, whether the question papers for any or all examinations shall be printed within the Examination Cell under the supervision of the Controller of Examinations (COE) or outsourced to a neutral third-party agency. In the latter case, the printing agency shall execute a confidentiality agreement with the Institute, duly signed by the competent authorities of both parties, covering confidentiality, timelines, scope of work, and financial terms.
4. To approve the use of appropriate Information Technology (IT) tools and software for various examination-related processes, including question paper management, answer book evaluation, result processing, grade card generation, and other examination activities.
5. To approve the schedules of the Mid Semester Examination (MSE), End Semester Examination (ESE), and End Semester Re-Examination (ESRE) in accordance with the approved Academic Calendar.
6. To ensure strict vigilance during the conduct of examinations to prevent the use of unfair means by students or any malpractice by faculty members, staff, or other personnel associated with the examination process.
7. To examine and approve the recommendations of the committees constituted from time to time for investigating cases of negligence, misconduct, confidentiality breaches, or the use of unfair means by paper setters, examiners, moderators, valuers, referees, invigilators, teachers, students, or any other persons associated with the conduct of examinations.

8. The Examination Committee shall ordinarily meet at least **twice in an academic year** and as often as necessary. The Controller of Examinations shall notify the date, time, and venue of the meeting to all members through a written notice, telephone, electronic message, or e-mail at least **two working days** in advance.
9. **Two-thirds of the total members** shall constitute the quorum for a meeting of the Examination Committee. If the required quorum is not present, the meeting may be adjourned for **15 minutes**, after which the adjourned meeting may proceed without the requirement of a quorum.
10. The Committee shall perform such other duties and responsibilities as may be assigned by the **Chairperson of the Examination Committee**, the **Academic Council**, or the **Principal** from time to time.

5. CHIEF CONTROLLER OF EXAMINATIONS (CHIEF COE) AND CONTROLLER OF EXAMINATIONS (COE)

5.1 CHIEF CONTROLLER OF EXAMINATIONS (CHIEF COE)

1. The **Principal of the Institute** shall be the **Chief Controller of Examinations (Chief COE)**. The Chief COE shall ensure the implementation and publication of the Examination Rules and Regulations at the commencement of each academic year.
2. The Chief COE shall nominate a regular faculty member of the Institute having a minimum of **twenty years of academic experience** to serve as the **Controller of Examinations (COE)**. During the tenure of the office, the COE shall not be assigned any teaching, evaluation, moderation, or examination-related assessment work that may lead to a conflict of interest.

5.2 POWERS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS (COE)

The Controller of Examinations shall perform the following duties and exercise the following powers:

A. GENERAL RESPONSIBILITIES

1. The COE shall be the Principal Officer responsible for the planning, organization, conduct, supervision, evaluation, result processing, and overall administration of all examinations conducted by the Institute. The COE shall discharge these responsibilities independently under the overall supervision, guidance, and directions of the **Chief COE**, in accordance with the Academic Ordinances and Regulations of the Institute, while ensuring complete confidentiality and integrity throughout the examination process.
2. The COE shall serve as the **Member Secretary** of the Examination Committee and of all sub-committees constituted by the Examination Committee. The COE shall ensure the timely and effective implementation of all decisions taken by these committees.

B. EXAMINATION RESPONSIBILITIES

The COE shall be responsible for:

1. Making all necessary arrangements for the smooth conduct of examinations, evaluation of answer books, processing of results, and declaration of examination results.
2. Preparing and publishing the examination schedule well in advance in accordance with the approved Academic Calendar.
3. Ensuring the secure preparation, printing, custody, transportation, and distribution of confidential question papers.

4. Coordinating the evaluation of answer books, processing examination results accurately and within the prescribed time, and arranging for the timely declaration and publication of results.
5. Recommending the postponement, rescheduling, or cancellation of any examination, either wholly or partly, in the event of malpractice, natural calamity, law and order issues, technical failures, or any other extraordinary circumstances, subject to the approval of the Competent Authority.
6. Initiating disciplinary proceedings and recommending appropriate action against candidates, paper setters, examiners, moderators, valuers, invigilators, faculty members, staff, or any other person found guilty of malpractice, negligence, or violation of examination rules.

C. ADMINISTRATIVE POWERS

1. The COE shall exercise such additional powers and perform such other duties as may be assigned by the **Chief COE**, the **Examination Committee**, the **Academic Council**, or any other Competent Authority of the Institute.
2. For the smooth conduct of examinations and centralized evaluation of answer books, the Chief COE may appoint one or more **Deputy Controllers of Examinations (Deputy COEs)** from among senior faculty members. The Deputy COEs shall function under the supervision and control of the COE.
3. The COE shall exercise administrative supervision over all units of the Examination Cell, including:
    - Examination Section
    - Confidential Examination Section
    - Question Paper Printing and Confidential Records Section
    - Examination Computer Section
    - Examination Stores
    - Record Management Section
4. The COE shall be empowered to take decisions on all operational matters relating to examinations that do not fall within the jurisdiction of the statutory authorities of the Institute.
5. The COE shall convene meetings of the Examination Committee and its sub-committees, issue notices, record proceedings, and ensure effective communication and implementation of their decisions.
6. The COE shall ensure the highest standards of secrecy, confidentiality, transparency, fairness, and security in all matters relating to examinations.
7. The COE shall take prompt and appropriate decisions in urgent situations, whenever circumstances so require, with or without consultation with subordinate officers, subject to subsequent reporting to the Chief COE wherever necessary.

6. EXAMINATION CELL (EXAM CELL)

The **Examination Cell** is a vital administrative unit of the Institute responsible for planning, organizing, conducting, monitoring, and continuously improving the examination and evaluation system. As an autonomous institution, the Institute has the authority to design its curriculum, syllabus, and assessment methodologies in accordance with the guidelines of the **University Grants Commission (UGC)**, **All India Council for Technical Education (AICTE)**, and the **National Education Policy (NEP-2020)**. The Examination Cell ensures that all examination-related activities are conducted in a fair, transparent, confidential, secure, and time-bound manner while maintaining the highest standards of academic integrity.

6.1 MAJOR ROLES AND RESPONSIBILITIES OF THE EXAMINATION CELL

1. CONDUCT OF EXAMINATIONS

The Examination Cell shall:
i. Plan and conduct Mid Semester Examinations (MSE), End Semester Examinations (ESE), End Semester Re-Examinations (ESRE), practical examinations, project evaluations, viva-voce examinations, and supplementary examinations.
ii. Prepare and publish the examination timetable in accordance with the approved Academic Calendar.
iii. Allocate examination halls, seating arrangements, invigilators, observers, and other examination personnel.
iv. Ensure the smooth, fair, transparent, and disciplined conduct of all examinations.

2. QUESTION PAPER PREPARATION AND SECURITY

The Examination Cell shall:
i. Coordinate with the respective Departments for the preparation of question papers.
ii. Ensure complete confidentiality during the preparation, moderation, printing, storage, transportation, and distribution of confidential question papers.
iii. Facilitate the moderation, verification, approval, and secure handling of question papers before the commencement of examinations.

3. EVALUATION AND ASSESSMENT

The Examination Cell shall:
i. Organize the evaluation and moderation of answer books.
ii. Ensure timely, fair, transparent, and unbiased assessment of student performance.
iii. Implement the grading and credit systems approved by the Academic Council.
iv. Process internal assessment, practical examination, project, and end semester examination marks for result preparation.

4. RESULT PROCESSING AND PUBLICATION

The Examination Cell shall:
i. Compile and process examination results accurately.
ii. Compute Semester Grade Point Average (SGPA), Cumulative Grade Point Average (CGPA), grades, and academic standing in accordance with the approved regulations.
iii. Publish examination results within the stipulated timelines.
iv. Generate statistical reports and result analyses for Departments, the Principal, the Academic Council, and the Management.

5. REVALUATION AND STUDENT GRIEVANCE REDRESSAL

The Examination Cell shall:
i. Conduct revaluation, answer book photocopy verification, challenge valuation, and other approved post-result processes.
ii. Address examination-related grievances of students promptly, fairly, and transparently in accordance with the Institute's regulations.

6. MAINTENANCE OF ACADEMIC RECORDS

The Examination Cell shall maintain complete and secure academic records of students, including:
i. Grade Cards
ii. Academic Transcripts
iii. Provisional Certificates
Iv. Duplicate Grade Cards/Mark Sheets
v. Examination registers and digital academic records.

7. COMPLIANCE WITH ACADEMIC REGULATIONS

The Examination Cell shall:
i. Implement the Academic Ordinances, Regulations, and Examination Rules approved by the Academic Council and the Board of Studies.
ii. Ensure compliance with:

- Attendance requirements
- Credit and curriculum requirements
- Promotion and progression rules
- Examination eligibility criteria
- Malpractice and disciplinary regulations

8. PREVENTION OF MALPRACTICE AND MAINTENANCE OF DISCIPLINE

The Examination Cell shall:
i. Monitor examinations to prevent the use of unfair means and other examination malpractices.
ii. Investigate cases of malpractice through the appropriate committee constituted by the Institute.

iii. Recommend suitable disciplinary action in accordance with the Institute's rules and regulations.

9. COORDINATION WITH ACADEMIC AND ADMINISTRATIVE BODIES

The Examination Cell shall coordinate with:
i. The Principal
ii. Chief Controller of Examinations (Chief COE)
iii. Controller of Examinations (COE)
iv. Academic Council
v. Board of Studies (BOS)
vi. Dean (Academics)
vii. Heads of Departments
viii. Other academic and administrative units of the Institute
The Examination Cell shall facilitate the effective implementation of curriculum reforms, examination reforms, and academic regulations.

10. TECHNOLOGY AND AUTOMATION

The Examination Cell shall:
i. Manage and maintain the Examination Management System (EMS), Enterprise Resource Planning (ERP) system, and other digital examination platforms.
ii. Facilitate online registration, hall ticket generation, digital evaluation, result processing, grade card generation, and examination database management.
iii. Ensure data security, confidentiality, regular backup, disaster recovery, and the integrity of all examination-related information.

7. DEPARTMENTAL EXAMINATION COORDINATOR (DEC)

Each **Head of the Department (HOD)** shall nominate a faculty member of the Department to serve as the **Departmental Examination Coordinator (DEC)** for a period of **one academic year**. If required, the HOD may nominate an additional faculty member to assist the DEC in carrying out examination-related responsibilities. The names of the DEC(s) for each programme shall be communicated to the **Controller of Examinations (COE)** by the respective HOD.

The DEC shall function under the supervision of the **Controller of Examinations (COE)** and shall perform examination- and evaluation-related duties as assigned by the COE from time to time.

7.1 DUTIES AND RESPONSIBILITIES OF THE DEPARTMENTAL EXAMINATION COORDINATOR (DEC)

The DEC shall:

1. Display the approved timetable of all theory, practical, project, and viva-voce examinations on the Department notice board and circulate the same to the concerned faculty members.
2. Receive blank answer books bearing serial numbers, attendance sheets, and other examination materials and prescribed formats from the Examination Cell for the conduct of the Mid Semester Examination (MSE).
3. Maintain and submit an accurate account of the answer books received, utilized, spoiled, unused, and returned to the Examination Cell immediately after completion of the Mid-Semester Examination.
4. Receive reports of misconduct, examination malpractice, or the use of unfair means from invigilators during the Mid Semester Examination and promptly forward such cases to the concerned Head of the Department and the Controller of Examinations for necessary action.
5. Verify the answer books received from invigilators against the attendance records, arrange them in order of registration numbers or roll numbers, prepare course-wise bundles, and submit them to the concerned HOD or designated evaluator along with the attendance records.
6. Ensure that the evaluated marks are displayed on the Department notice board or the Institute's approved digital platform within the prescribed schedule and that the evaluated answer books are made available to students for verification.
7. Ensure that the concerned evaluator obtains the signature of each student after the evaluated answer book has been shown and verified by the student.
8. Ensure that the concerned course teacher or evaluator addresses and resolves students' queries or grievances related to evaluation in a fair and transparent manner.

9. Process applications received from students regarding evaluation-related grievances, ensure that necessary corrections are carried out wherever applicable, and arrange for the publication of revised marks after obtaining the required approvals.
10. Submit all evaluated answer books, attendance records, mark statements, corrected mark lists, and other examination documents to the Controller of Examinations within the prescribed time for further processing, record maintenance, and result declaration.

8. EXAMINATION SCHEME

The Institute shall adopt a **Semester Pattern Examination Scheme** for all Undergraduate (UG) and Postgraduate (PG) programmes. The curriculum, programme structure, and course syllabi shall be recommended by the respective **Board of Studies (BOS)** and approved by the **Academic Council** in accordance with the applicable Academic Regulations.

8.1 PERFORMANCE ASSESSMENT

The academic performance of a student in each course shall be evaluated through **Continuous Internal Evaluation (CIE)** and **End Semester Examination (ESE)** as prescribed in the approved Scheme of Examination.

a. The evaluation of **Theory Courses** shall comprise:

- Continuous Internal Evaluation (CIE)
- End Semester Examination (ESE)

b. The evaluation of **Practical Courses** shall comprise:

- Continuous Internal Evaluation (CIE)
- End Semester Practical Examination (ESE)

c. The weightage assigned to each assessment component shall be as specified in the Scheme of Examination approved by the Academic Council.

8.2 CONTINUOUS INTERNAL EVALUATION (CIE)

Continuous Internal Evaluation (CIE) is a continuous assessment process designed to evaluate the academic performance and overall learning progress of students throughout the semester.

The CIE shall **include** one or more of the following assessment components, as applicable to the course:

a. **Assignments, tutorials, problem-solving exercises, quizzes, group discussions**, seminars, presentations, case studies, laboratory performance, mini-projects, and other academic activities conducted during the semester.

b. **Attendance** and classroom participation, wherever applicable, in accordance with the Academic Regulations of the Institute.

c. **Mid Semester Examination (MSE)**.
The evaluation criteria and weightage for each component shall be communicated to the students at the beginning of the semester by the concerned course teacher.

8.3 END SEMESTER EXAMINATION (ESE)

The End Semester Examination **(ESE)** shall be conducted after the completion of the teaching-learning process for the respective semester, as per the approved Academic Calendar.

a. The ESE shall ordinarily cover the entire prescribed syllabus of the course.

b. The examination shall be conducted at the end of each semester according to the schedule approved by the Examination Committee.

c. The duration, maximum marks, and evaluation methodology shall be as specified in the approved Scheme of Examination.

8.4 PRACTICAL EXAMINATION (PR)

The evaluation of Practical Courses shall consist of Continuous Internal Evaluation **(CIE)** and the End-Semester Practical Examination **(ESE)**.

a. Continuous Internal Evaluation shall be carried out throughout the semester based on laboratory performance, practical assignments, records, experiments, demonstrations, viva-voce, mini-projects, and other approved assessment components.

b. The End Semester Practical Examination shall be conducted at the end of the semester in accordance with the approved Academic Calendar and the Examination Rules and Regulations of the Institute.

c. The assessment of practical examinations shall be carried out in a fair, transparent, and objective manner following the evaluation criteria approved by the Academic Council.

9. CONTINUOUS INTERNAL EVALUATION (CIE)

Continuous Internal Evaluation (CIE) is a systematic assessment process adopted by the Institute to evaluate the academic performance of students throughout the semester, rather than relying solely on the End Semester Examination (ESE). The CIE system promotes continuous learning, regular participation, and consistent academic progress. The Institute shall implement the CIE scheme in accordance with the Academic Regulations approved by the Academic Council and in compliance with the guidelines of the **University Grants Commission (UGC)**, the **All-India Council for Technical Education (AICTE)**, and the **National Education Policy (NEP-2020)**.

9.1 CONTINUOUS INTERNAL EVALUATION FOR THEORY COURSES

The maximum weightage assigned to the **CONTINUOUS INTERNAL EVALUATION (CIE)** for Theory Courses shall be **40% OF THE TOTAL MARKS** prescribed for the course.

Illustration:

- If the maximum marks for the course are **100**, the CIE component shall carry **40 marks**.
- If the maximum marks for the course are **50**, the CIE component shall carry **20 marks**.

The Continuous Internal Evaluation shall comprise the following components:

(A) MID-SEMESTER EXAMINATION (MSE)

1. Mid Semester Examinations **(MSE)** shall be conducted during each semester as per the approved Academic Calendar.
2. The **WEIGHTAGE** of the Mid Semester Examinations shall be **20% OF THE TOTAL MARKS** allotted to the course.

(B) TEACHER ASSESSMENT (TA)

Teacher Assessment shall be based on one or more of the following academic activities:

- Attendance
- Assignments and Homework
- Class Tests
- Quizzes
- Tutorials and Problem-Solving Exercises
- Seminars and Presentations
- Group Discussions
- Classroom Participation
- Any other academic activity approved by the Department

The maximum **WEIGHTAGE** assigned to **TEACHER ASSESSMENT (TA)** shall be **20% OF THE TOTAL MARKS**.

DISTRIBUTION OF CIE MARKS FOR THEORY COURSES

COMPONENT	WEIGHTAGE
Mid Semester Examination **(MSE)**	**20%** of Total Marks
Teacher Assessment – **Attendance**	**05%** of Total Marks
Teacher Assessment – **Assignments based on Unit no. V For 100 Marks Theory Paper & Unit No. IV For 50 Marks Theory Paper**	**05%** of Total Marks
Teacher Assessment- **Class Tests, Quizzes, Seminars, Presentations, etc.**	**10%** of Total Marks
TOTAL CIE:	**40% of Total Marks**

9.2 CONTINUOUS INTERNAL EVALUATION FOR PRACTICAL COURSES

The **MAXIMUM WEIGHTAGE** assigned to the Continuous Internal Evaluation (CIE) for Practical Courses shall be **50% OF THE TOTAL MARKS** prescribed for the course.

Illustration:

- If the maximum marks for the practical course are **100**, the CIE component shall carry **50 marks**.
- If the maximum marks for the practical course are **50**, the CIE component shall carry **25 marks**.

The Continuous Internal Evaluation for Practical Courses shall normally be based on the following components:

- Attendance
- Laboratory Performance
- Practical Skills and Experiment Execution
- Observation and Record Book
- Viva-Voce (where applicable)
- Final Submission of Practical Record, Project, or Assignment

The evaluation methodology shall be communicated to the students by the concerned Course Teacher at the beginning of the semester.

DISTRIBUTION OF CIE MARKS FOR PRACTICAL COURSES

Component	For 25 Marks CIE	For 50 Marks CIE	For 100 Marks CIE	For 150 Marks CIE	For 200 Marks CIE
Laboratory Performance	**15 Marks**	**30 Marks**	**60 Marks**	**90 Marks**	**120 Marks**
Final Submission (Record Book/Journal/Project)	**10 Marks**	**20 Marks**	**40 Marks**	**60 Marks**	**80 Marks**
TOTAL CIE	**25 Marks**	**50 Marks**	**100 Marks**	**150 Marks**	**200 Marks**

Note: The detailed assessment criteria, evaluation rubrics, and weightage for individual practical activities shall be approved by the respective **Board of Studies (BOS)** and the **Academic Council** and shall be communicated to students at the commencement of the semester.

10. MID SEMESTER EXAMINATION (MSE)

The **Mid Semester Examination (MSE)** shall form an integral part of the **Continuous Internal Evaluation (CIE)**. Mid Semester Examinations (**MSE)** shall be conducted during each semester in accordance with the Academic Calendar approved by the Academic Council.

The maximum weightage assigned to the MSE shall be **20% of the total marks** prescribed for the respective theory course.

10.1 SCOPE OF EXAMINATION

MSE shall ordinarily cover **Units I, Units II, Units III and Unit IV** of the prescribed syllabi.

10.2 QUESTION PAPER PATTERN

1. The maximum marks for MSE shall be:
    - **20 marks** for courses carrying **100 total marks**.
    - **10 marks** for courses carrying **50 total marks**.
2. Unless otherwise specified by the Academic Council, the duration of each MSE shall be **one hour**.

10.3 PREPARATION OF QUESTION PAPERS

1. If a programme has only **one section**, the concerned Course Teacher shallprepare the question paper.
2. If a programme has **more than one section** and the course is taught by two or more faculty members, the **Head of the Department (HOD)** shall ensurethat the concerned faculty members jointly prepare a common questionpaper.
3. If the concerned Course Teacher(s) fail to submit the question paper within the prescribed schedule, the HOD shall arrange for the preparation ofthe question paper through another qualified faculty member teaching the same or a related course.

10.4 QUESTION PAPER FORMAT

1. All questions shall be serially numbered (Q.1, Q.2, Q.3, etc.), and sub-questions shall be numbered alphabetically (a), (b), (c), and so on.
2. The internal choice in the MSE question paper shall be as prescribed below.

B.TECH. PROGRAMMES, MBA AND MCA PROGRAMMES

Question	Internal Choice	100-Mark Course	50-Mark Course
Q1(a), (b) OR Q2(a), (b)	Unit I	**05**	**2.5**
Q3(a), (b) OR Q4(a), (b)	Unit II	**05**	**2.5**
Q5(a), (b) OR Q6(a), (b)	Unit III	**05**	**2.5**
Q7(a), (b) OR Q8(a), (b)	Unit IV	**05**	**2.5**
TOTAL		**20**	**10**

10.5 GUIDELINES FOR PAPER SETTERS

1. Paper setters shall prepare question papers in accordance with the principles of **Bloom's Taxonomy**, ensuring an appropriate distribution of questions covering different cognitive levels. The emphasis shall be on assessing understanding, application, analysis, evaluation, and problem-solving skills rather than mere memorization.
2. Every question and sub-question shall clearly indicate:
   - Maximum marks.
   - The corresponding **Course Outcome (CO)** being assessed.
3. The paper setter shall prepare a comprehensive **Scheme of Evaluation (Marking Scheme)** indicating:
   - Distribution of marks for each answer.
   - Step-wise marking for numerical problems.
   - Expected key points or model answers.
   - Mapping of questions with Course Outcomes.

10.6 EVALUATION AND DISPLAY OF MARKS

1. Evaluated answer books shall be shown to the students on the date notified by the HOD to enable them to verify the evaluation and seek clarification, if required. The signature of each student shall be obtained as proof of verification.
2. After completion of student verification and resolution of grievances, the marks entered into the ERP shall ordinarily not be altered except with the approval of the Principal or the **Controller of Examinations**, as applicable.
3. The HOD shall submit the finalized MSE marks to the Examination Cell within theschedule notified by the Controller of Examinations for further processing and incorporation into the results.
4. All evaluated answer books shall be preserved in the custody of the concerned Department for a minimum period of **three years** or for such period as prescribed by the Institute from time to time.
5. A student who remains **absent** for Mid Semester Examination without approval shall be awarded **zero marks** for that examination. The final MSE score shall be determined in accordance with the provisions of these Regulations.

11. TEACHER ASSESSMENT (TA)

Teacher Assessment (TA) shall form an integral component of the **Continuous Internal Evaluation (CIE)** and shall be used to assess the continuous academic performance, participation, and attendance of students throughout the semester.

11.1 COMPONENTS OF TEACHER ASSESSMENT

Teacher Assessment may include one or more of the following components:
a. Attendance
b. Assignments and Homework
c. Class Tests and Quizzes
d. Class Participation
e. Seminars and Presentations
f. Tutorials, Problem-Solving Exercises, Fieldwork, Case Studies, Mini-Projects, or any other academic activity approved by the Department.

11.2 EVALUATION GUIDELINES

1. The **MAXIMUM WEIGHTAGE** assigned to **TEACHER ASSESSMENT (TA)** shall be **20% OFTHE TOTAL MARKS** prescribed for the respective theory course.
2. Student performance shall be evaluated on the basis of assignments, quizzes, classtests, seminars, presentations, fieldwork, online or offline assessments, classroom participation, and any other academic activity approved by the Department.
3. At the commencement of the semester, the concerned Course Teacher shall communicate to the students the assessment methodology, evaluation criteria, weightage of each component, and the schedule of assessment.
4. The Course Teacher shall continuously monitor the academic performance of students throughout the semester and maintain proper records of all assessments.
5. The distribution of Teacher Assessment marks shall ordinarily be as follows:

COMPONENT	MAXIMUM WEIGHTAGE
Attendance	**05% of Total Marks**
Assignments, Class Tests, Quizzes, Seminars, Presentations, Class Participation, Tutorials, and Other Academic Activities	**15% of Total Marks**
TOTAL TEACHER ASSESSMENT (TA)	**20% of Total Marks**

6. At the end of the semester, the Course Teacher shall prepare and verify theTeacher Assessment marks, display them on the Department notice board or the Institute's approved digital platform for the information of students, and upload the finalized marks to the ERP within the prescribed schedule.

7. Once the Teacher Assessment marks have been finalized and uploaded to the ERP, they shall not ordinarily be modified. Any change in the recorded marks shall require the prior approval of the **Head of the Department (HOD)** and the **Controller of Examinations (COE)** or the **Principal**, as applicable.

11.3 ATTENDANCE WEIGHTAGE

Attendance shall ordinarily be awarded based on the percentage of classes attended by the student during the semester, as shown below:

ATTENDANCE (%)	MARKS (OUT OF 5)
96–100	**5**
91–95	**4**
86–90	**3**
81–85	**2**
75–80	**1**
Below 75	**0**

Note:

1. Attendance shall be calculated based on the total number of lectures, tutorials, and practical sessions conducted during the semester for the respective course.
2. The minimum attendance requirement shall be governed by the Academic Regulations of the Institute.
3. The Academic Council may revise the attendance weightage or evaluation criteria from time to time, and such revisions shall become effective from the date of notification.

12. END SEMESTER EXAMINATION (ESE)

The **End Semester Examination (ESE)** shall be conducted upon completion of the teaching-learning process for the respective semester, as per the schedule prescribed in the approved **Academic Calendar**. The duration, maximum marks, and examination pattern for each course shall be as approved by the respective **Board of Studies (BOS)** and the **Academic Council**.

12.1 GENERAL RULES

1. The End Semester Examination shall ordinarily cover the **entire prescribed syllabus** of the respective course.
2. The End Semester Examination shall be conducted at the end of each semester in accordance with the approved Academic Calendar and the examination schedule notified by the **Controller of Examinations (COE)**.
3. Every eligible student shall appear for the End Semester Examination to earn the credits prescribed for the respective theory course.
4. A student who remains absent from the End Semester Examination without valid approval shall be treated as **Absent (AB)** and shall not earn the credits for that course, irrespective of the marks obtained in the Continuous Internal Evaluation (CIE).
5. Only those students who satisfy the minimum attendance requirements and fulfil all other academic and administrative requirements prescribed by the Institute shall be eligible to appear for the End Semester Examination.
6. The question paper shall be prepared in accordance with the approved syllabus, course outcomes, examination scheme, and the principles of **Bloom's Taxonomy**, ensuring an appropriate distribution of questions across different cognitive levels.
7. The evaluation of answer books shall be carried out in accordance with the approved Scheme of Evaluation, ensuring fairness, transparency, confidentiality, and uniformity in assessment.
8. The results of the End Semester Examination shall be processed and declared by the Examination Cell after completion of the evaluation process and approval by the Competent Authority.
9. Any grievance relating to evaluation, revaluation, photocopy of answer books, or result processing shall be dealt with in accordance with the relevant provisions of the Institute's Examination Rules and Regulations.
10. The award of grades and credits shall be governed by the grading system and academic regulations approved by the Academic Council and notified by the Institute from time to time.

13. PASSING CRITERIA

A student shall be declared to have **passed** a course only after satisfying the minimum passing requirements prescribed by the Institute. The passing criteria for Theory and Practical courses shall be as follows:

13.1 THEORY COURSES

1. A student shall secure a **MINIMUM OF 50% OF THE TOTAL MARKS** allotted to the Theory Course, considering the combined marks obtained in **Continuous Internal Evaluation (CIE)** and the **End Semester Examination (ESE)**, to earn a passing grade.
2. The passing criteria shall be as follows:
   Illustration:
   - If the maximum marks for the course are **100**, the student shall secure **at least 50 marks** (CIE + ESE).
   - If the maximum marks for the course are **50**, the student shall secure **at least 25 marks** (CIE + ESE).

13.2 PRACTICAL COURSES/PROJECT/ INTERNSHIPCOURSES

1. A student shall secure a **MINIMUM OF 50% OF THE TOTAL MARKS** allotted to the **Practical/Project/ Internship**Course, considering the combined marks obtained in **Continuous Internal Evaluation (CIE)** and the **End Semester Practical Examination (ESE)**, to earn a passing grade.
2. The passing criteria shall be as follows:
   Illustration:
   - If the maximum marks for the practical course are **100**, the student shall secure **at least 50 marks** (CIE + ESE).
   - If the maximum marks for the practical course are **50**, the student shall secure **at least 25 marks** (CIE + ESE).
3. A student who fails to secure the prescribed minimum marks shall be declared **Failed (F)** in the respective course.

14. EXAMINATION REGISTRATION

Every eligible student shall register for the End Semester Examination within the prescribed schedule notified by the **Controller of Examinations (COE)**. Registration shall be completed through the Institute's **Enterprise Resource Planning (ERP)** system after fulfilling the prescribed academic and administrative requirements.

14.1 RULES FOR EXAMINATION REGISTRATION

1. **Regular, Ex, and backlog students** shall register for the End Semester Examination by submitting the prescribed examination form through the ERP portal and paying the applicable examination fee on or before the notified last date.

2. Examination forms for **regular students** shall be processed through the ERP system by the respective Departments. **Ex-students** and **Backlog students** shall submit their examination forms online within the schedule notified by the Examination Cell. They shall retain a printed copy or electronic acknowledgement of the submitted application as proof of successful registration.

3. Students may be permitted to submit the examination form after the prescribed last date by paying the applicable **late fee**, subject to the approval and conditions prescribed by the **Examination Committee**.

4. A student who is unable to appear for the examination after completing registration shall **not be entitled to a refund of the examination fee**, except as specifically provided under the rules of the Institute.

5. If a student fails to satisfy the prescribed attendance requirements, academic eligibility criteria, or any other conditions specified by the Institute, the concerned **Head of the Department (HOD)** shall recommend such student as **Detained** in the ERP system. The list of detained students shall be displayed on the Department notice board and submitted to the **Principal** through the **Controller of Examinations (COE)** for approval.

6. The **Controller of Examinations (COE)** shall have the authority to withhold the examination result of any student for reasons including, but not limited to, non-payment of fees, pending disciplinary proceedings, malpractice cases, or any other matter as prescribed by the Institute.

7. The Examination Cell shall generate the **Admit Cards (Hall Tickets)** programme-wise and semester-wise and distribute them through the respective Heads of Departments at least **one week before** the commencement of the End Semester Examination.

8. If a student suppresses or furnishes false information and attempts to appear for an examination for which he/she is not eligible, the examination fee paid shall be **forfeited**. Such a case shall be referred to the **Disciplinary Committee** constituted by the Institute for appropriate action. The decision of the Competent Authority shall be final and binding.

9. A student who fails to complete the examination registration process within the prescribed schedule shall **not be permitted to appear** for the End Semester Examination of that semester.

10. Mere submission of the examination form or payment of the examination fee shall **not automatically confer eligibility** to appear for the examination. Eligibility shall be subject to fulfilment of all academic, attendance, administrative, and financial requirements prescribed by the Institute.

15. DETENTION

A student shall be declared **Detained** if he/she fails to satisfy the minimum attendance requirement or any other academic eligibility criteria prescribed by the Institute.

The following rules shall govern the detention of students:

1. A student who fails to secure a **MINIMUM OF 75% ATTENDANCE** in any odd or even semester shall be declared **Detained (Not Eligible)** for that semester.

2. A detained student shall **not be permitted to appear** for the End Semester Examination (ESE), End Semester Re-Examination (ESRE), practical examinations, or any other semester-end assessment conducted for the semester in which he/she has been detained.

3. A detained student shall be required to **re-register** for the concerned semester during the corresponding semester of the **next academic year**, subject to the rules and regulations of the Institute.

4. A student detained in an **odd semester** shall be permitted to re-register only during the **odd semester** of the following academic year. Similarly, a student detained in an **even semester** shall be permitted to re-register only during the **even semester** of the following academic year.

5. A student detained in an **odd semester** shall **not be eligible** to appear for the End Semester Examination (ESE) or the End Semester Re- Examination (ESRE) of either the **odd or even semester** during the same academic year.

6. A student detained in an **even semester** shall **not be eligible** to appear for the End Semester Examination (ESE) or the End Semester Re-Examination (ESRE) of the **even semester** during the same academic year.

7. A detained student shall be permitted to register for the semester in which he/she was detained only in the corresponding semester of the next academic year. However, the **Academic Council** may consider exceptions in genuine and exceptional cases, subject to the recommendations of the **Head of the Department (HOD)** and the approval of the **Principal**.

Note: Detention due to shortage of attendance shall not exempt a student from complying with any other academic, administrative, or financial requirements prescribed by the Institute for re-registration.

16. FORMATION OF PANEL AND APPOINTMENT OF PAPER SETTERS / EVALUATORS

16.1 FORMATION OF PANEL

To ensure fairness, transparency, confidentiality, and quality in the examination process, a panel of eligible **Paper Setters and Evaluators** shall be constituted for each course of every academic programme.

1. For each course of a programme, the **Head of the Department (HOD)** shall prepare a **Panel of Paper Setters/Evaluators** consisting of **not more than ten (10) members**, of whom **at least five (5)** shall be external experts from institutions or organizations other than **Smt. RadhikataiPandav College of Engineering (SRPCE)**. The panel shall be forwarded to the **Controller of Examinations (COE)** for approval.
2. Before including an external expert in the panel, the HOD shall obtain the willingness or consent of the concerned expert through e-mail or any other approved mode of communication.
3. Every member included in the panel shall ordinarily satisfy the following eligibility criteria:
   a. Possess the qualifications prescribed by the applicable statutory authorities.
   b. Have a minimum of **five (5) years** of teaching experience.
   c. Have at least **one (1) year** of teaching experience in the concerned course or an equivalent subject.
4. In the case of experts from industry, research organizations, or professional practice, the individual shall possess the prescribed qualifications and have at least **two (2) years** of relevant professional experience in the respective field.
5. The person included in the panel shall be employed by a recognized educational institution, research organization, government organization, or industrial enterprise, as applicable.
6. If suitable experts are not available as per the above eligibility criteria, the **Principal/Chief Controller of Examinations (Chief COE)** may relax the eligibility requirements as a special case, after recording the reasons in writing.
7. From the approved panel, the **Chief COE/COE** shall finalize **five (5) Paper Setters** for each course, comprising:
   a. **Three (3) External Paper Setters**; and
   b. **Two (2) Internal Paper Setters** from SRPCE.
8. No member of the **Examination Committee** shall be appointed as a **Paper Setter, Moderator, or Evaluator** for any examination conducted by the Institute.

16.2 APPOINTMENT OF PAPER SETTERS AND EVALUATORS

1. The **Controller of Examinations (COE)** shall issue appointment letters to the approved **Paper Setters** at least **one month** before the commencement of the **End Semester Examination (ESE)**.
2. Every appointed Paper Setter shall maintain strict confidentiality regarding the appointment and shall neither disclose the appointment nor discuss any examination-related matter with any unauthorized person. All official communication regarding the assignment shall be made only with the **Controller of Examinations (COE)**.
3. Inclusion of a person's name in the approved panel shall **not confer any right** to claim appointment as a **Paper Setter, Moderator, Evaluator**, or for any other examination-related assignment.
4. Appointment orders for **Evaluators** shall ordinarily be issued at least **fifteen (15) days** before the commencement of the End Semester Examination.
5. An external Paper Setter or Evaluator shall communicate acceptance of the appointment within **seven (7) days** from the date of receipt of the appointment letter. If the appointee is unable to accept the assignment, he/she shall immediately inform the COE in writing. If no communication is received within the prescribed period, the appointment shall be deemed to have been declined, and the COE may appoint another eligible person from the approved panel with the approval of the **Principal.**
6. Faculty members of SRPCE shall ordinarily accept examination-related assignments entrusted to them. If a faculty member is unable to accept the assignment due to genuine reasons, he/she shall submit a written request to the COE within the prescribed time. The request shall be placed before the **Principal/Chief COE**, whose decision shall be final.
7. Every **Paper Setter, Moderator, and Evaluator** shall strictly adhere to the examination regulations, approved syllabus, Course Outcomes (COs), Bloom's Taxonomy, question paper pattern, model answers, marking scheme, moderation policy, and all other instructions issued by the **Academic Council**, **Examination Committee**, or the **Controller of Examinations** from time to time.
8. All persons associated with paper setting, moderation, and evaluation shall maintain complete confidentiality, impartiality, integrity, and professional ethics throughout the examination process. Any breach of confidentiality, misconduct, negligence, or violation of examination regulations shall invite disciplinary action in accordance with the Institute's rules and regulations.
9. The appointment of a Paper Setter, Moderator, or Evaluator shall be valid only for the examination session for which it is issued and shall automatically lapse upon completion of the assigned examination work.
10. The decision of the **Principal/Chief Controller of Examinations** regarding the appointment, replacement, cancellation, or withdrawal of any examination assignment shall be final and binding on all concerned.

17. FORMATION OF PANEL AND APPOINTMENT OF INTERNAL / EXTERNAL EXAMINERS FOR PRACTICAL / PROJECT EXAMINATION

17.1 FORMATION OF PANEL OF EXTERNAL EXAMINERS

To ensure objectivity, transparency, and uniformity in the assessment of practical courses and project work, the **Head of the Department (HOD)** shall constitute a panel of qualified External Examiners for each practical course and project examination.

1. At the commencement of each academic year, the HOD shall prepare a **separate panel of not less than five (5) External Examiners** for every practical course and project course. The panel shall consist of experts from institutions, organizations, or industries other than **Smt. RadhikataiPandav College of Engineering (SRPCE)** and shall be submitted to the **Principal** for approval.
2. An External Examiner appointed for a Practical or Project Examination shall ordinarily satisfy the following eligibility criteria:
   a. Possess the qualifications prescribed by the applicable statutory authorities.
   b. Have a minimum of **three (3) years** of teaching experience in the relevant programme or subject.
   c. In the case of experts from industry, research organizations, or professional practice, possess at least **two (2) years** of relevant professional experience in the concerned field.
3. Before including the name of any External Examiner in the panel, the HOD shall obtain the willingness or written consent of the concerned person through e-mail or any other approved mode of communication.
4. The approved panel of External Examiners shall ordinarily remain valid for one academic year unless revised or modified with the approval of the Principal.

17.2 APPOINTMENT OF INTERNAL / EXTERNAL EXAMINERS FOR PRACTICAL AND PROJECT ASSESSMENT

1. At least **one month** before the commencement of the Practical or Project Examination, the HOD shall nominate:
   a. **One External Examiner** from the approved panel based on the examiner's subject expertise; and
   b. The **concerned Practical Course Teacher(s)** and/or **Project Guide(s)** as the **Internal Examiner(s)**.
2. The HOD shall forward the consolidated list of Internal and External Examiners to the **Principal** for approval.

3. Upon approval by the Principal, formal appointment orders for the Internal and External Examiners shall be issued by the HOD **at least fifteen (15) days** before the commencement of the Practical or Project Examination.
4. Inclusion of a person's name in the approved panel shall **not confer any right** to claim appointment as an Internal Examiner, External Examiner, or for any other examination-related assignment.
5. Every appointed External Examiner shall communicate acceptance of the appointment within **seven (7) days** of receipt of the appointment letter. If the examiner is unable to accept the assignment, he/she shall immediately inform the HOD in writing.
6. If no communication is received from the External Examiner within the prescribed period, the appointment shall be deemed to have been declined. In such cases, the HOD shall cancel the appointment and nominate another eligible examiner from the approved panel. If no suitable examiner is available from the panel, the HOD may appoint an eligible examiner outside the approved panel with the prior approval of the **Principal**.
7. Faculty members of SRPCE shall ordinarily accept appointment as **Internal Examiners**. If a faculty member is unable to accept the assignment due to genuine reasons, he/she shall submit a written request to the HOD within the prescribed time. The HOD shall place the request before the **Principal** for consideration and appropriate decision.
8. The Internal and External Examiners shall jointly conduct the Practical or Project Examination in accordance with the approved syllabus, Course Outcomes (COs), evaluation rubrics, marking scheme, and examination guidelines prescribed by the **Academic Council** and the **Controller of Examinations (COE)**.
9. The Internal and External Examiners shall ensure fairness, impartiality, confidentiality, and uniformity in the evaluation process. The marks awarded shall be jointly finalized and authenticated by both examiners before submission to the Examination Cell.
10. Any dispute or disagreement regarding the conduct of the examination or the award of marks shall be referred to the **Controller of Examinations (COE)** through the HOD. The decision of the **Principal/Chief Controller of Examinations (Chief COE)** shall be final and binding.
11. Any breach of confidentiality, negligence, misconduct, or violation of examination regulations by an Internal or External Examiner shall invite disciplinary action in accordance with the Institute's rules, regulations, and service conditions.

18. END SEMESTER EXAMINATION (ESE) / END SEMESTER RE-EXAMINATION (ESRE)

The **End Semester Examination (ESE)** shall be conducted after the completion of the teaching-learning process for the respective semester, as per the schedule specified in the approved **Academic Calendar**. The duration, examination pattern, and maximum marks for each course shall be in accordance with the Scheme of Examination approved by the **Board of Studies (BOS)** and the **Academic Council**.

The **End Semester Re-Examination (ESRE)** shall provide an additional opportunity to eligible students who were unable to appear for the ESE due to legitimate reasons or who failed to secure a passing grade in the ESE, subject to the provisions of these regulations.

18.1 GENERAL RULES

1. The **End Semester Examination (ESE)** and the **End Semester Re-Examination (ESRE)** for a course shall ordinarily be conducted **once** during each semester in accordance with the approved Academic Calendar.
2. Unless otherwise provided under the relevant examination regulations, a student shall be eligible to appear for the **ESRE** only in those courses in which he/she was declared **Failed (F)** or remained **Absent (AB)** in the corresponding EndSemester Examination (ESE), subject to payment of the prescribed examination fee.
3. The **ESRE** shall ordinarily be scheduled **after the declaration of the ESE results** of the respective Odd or Even Semester.
4. A student shall be eligible to appear for the ESIE only if:
   a. The semester term has been duly granted; and
   b. The student remained absent from the ESE due to valid and approved reasons, or failed to secure the minimum passing marks in the respective course.
5. Eligible students shall submit the prescribed application for the ESRE within **seven (7) days** from the date of declaration of the ESE results, along with the prescribed examination fee.
6. The ESRE shall ordinarily be conducted within **thirty (30) days** from the date of declaration of the ESE results of the concerned semester.
7. A student who remains absent or fails in both the **ESE** and the **ESRE** of an **Odd Semester** shall be permitted to appear for the corresponding backlog examination during the **next Even Semester Examination**, subject to fulfilment of eligibility conditions and payment of the prescribed examination fee.
8. A student who remains absent or fails in both the **ESE** and the **ESRE** of an **Even Semester** shall be permitted to appear for the corresponding backlog examination during the **next Odd Semester Examination**, subject to

fulfilment of eligibility conditions and payment of the prescribed examination fee.

9. For students appearing for the **ESRE**, the **Continuous Internal Evaluation (CIE)** marks originally awarded shall be **carried forward without any modification**. Only the EndSemester Examination marks shall be considered afresh for the purpose of result processing.
10. The Institute shall appoint a **Senior Faculty Member** as the **Examination Superintendent** (or Officer-in-Charge) for the conduct of all theory examinations of the respective examination session.
11. The Senior Faculty Member shall supervise and coordinate the conduct of all theory examinations across the Institute and shall ensure compliance with the examination rules, confidentiality requirements, and standard operating procedures prescribed by the Examination Cell.
12. The Senior Faculty Member and the supporting examination team shall be nominated from various academic departments on a **rotational basis** for each examination session. Their duties and responsibilities shall be assigned by the **Controller of Examinations (COE)** with the approval of the **Principal/Chief Controller of Examinations (Chief COE)**.

18.2 GENERAL PROVISIONS

1. The schedule of the ESE and ESRE shall be notified by the Examination Cell through the Institute website, ERP portal, and departmental notice boards.
2. The result declared after the ESRE shall be treated as **final** for that examination session and shall be processed in accordance with the approved academic regulations.
3. All provisions relating to eligibility, examination conduct, use of unfair means, evaluation, moderation, revaluation, and declaration of results applicable to the End Semester Examination shall apply **mutatis mutandis** to the End Semester Re-Examination unless otherwise specifically provided.

19. END SEMESTER EXAMINATION (ESE) / END SEMESTER RE-EXAMINATION (ESRE): QUESTION PAPER SETTING AND MODERATION

To ensure confidentiality, transparency, quality, and uniformity in the assessment process, the question papers for the End Semester Examination (ESE) and End Semester Re-Examination (ESRE) shall be prepared, moderated, and handled in accordance with the following regulations.

19.1 QUESTION PAPER SETTING

19.1.1 GENERAL GUIDELINES

1. Every appointed Paper Setter shall prepare the question paper using the secure online link or portal provided by the **Controller of Examinations (COE)**.
2. Questions shall be serially numbered consecutively (1, 2, 3 …), and sub-questions shall be designated as (a), (b), (c), etc.
3. The question paper shall strictly conform to the approved syllabus, Course Outcomes (COs), Scheme of Examination, and examination pattern approved by the **Board of Studies (BOS)** and **Academic Council**.
4. The question paper shall be designed to:
    - cover the entire syllabus;
    - assess all relevant Course Outcomes (COs);
    - incorporate appropriate levels of **Bloom's Taxonomy**;
    - evaluate analytical, application-oriented, and problem-solving abilities rather than mere memorization; and
    - be answerable within the prescribed examination duration.
5. The wording of every question shall be simple, precise, unambiguous, and commensurate with the marks allotted.
6. No question outside the prescribed syllabus shall be included.
7. Repetition of questions across multiple paper sets shall not exceed **20%**.
8. Wherever required, the Paper Setter shall specify the permitted charts, standards, IS Codes, design data books, calculators, or other reference material to be used during the examination.
9. Diagrams, sketches, graphs, or figures shall be neat, legible, and properly numbered with the corresponding question number.
10. Marks shall be indicated against every question or sub-question together with the corresponding **Course Outcome (CO)**.
11. Standard instructions to examinees shall be included in every question paper.

19.2 QUESTION PAPER PATTERN

The Paper Setter shall prepare the question paper strictly in accordance with the approved examination pattern.

(A) B.TECH. PROGRAMMES – 60 MARKS THEORY PAPER

Question	Description	Marks	Syllabus Coverage
Q1 (i)–(v)	Five Short answer / objective question (2 marks each)	**10**	Units 1–5
Q2 OR Q3	Descriptive / problem-solving question (2 sub question of 5 marks each OR 1 Question of 10 Marks)	**10**	Unit 1
Q4 OR Q5	Descriptive / problem-solving question (2 sub question of 5 marks each OR 1 Question of 10 Marks)	**10**	Unit 2
Q6 OR Q7	Descriptive / problem-solving question (2 sub question of 5 marks each OR 1 Question of 10 Marks)	**10**	Unit 3
Q8 OR Q9	Descriptive / problem-solving question (2 sub question of 5 marks each OR 1 Question of 10 Marks)	**10**	Unit 4
Q10 OR Q11	Descriptive / problem-solving question (2 sub question of 5 marks each OR 1 Question of 10 Marks)	**10**	Unit 5
TOTAL		**60**	

(B) B.TECH. PROGRAMMES – 30 MARKS THEORY PAPER

Question	Description	Marks	Syllabus Coverage
Q1 (i)–(iv)	Four Short answer / objective question (1.5 mark each)	6	Units 1–4
Q2 OR Q3	Descriptive / problem-solving question (2 sub question of 3 marks each OR 1 Question of 6 Marks)	6	Unit 1
Q4 OR Q5	Descriptive / problem-solving question (2 sub question of 3 marks each OR 1 Question of 6 Marks)	6	Unit 2
Q6 OR Q7	Descriptive / problem-solving question (2 sub question of 3 marks each OR 1 Question of 6 Marks)	6	Unit 3
Q8 OR Q9	Descriptive / problem-solving question (2 sub question of 3 marks each OR 1 Question of 6 Marks)	6	Unit 4
TOTAL		**30**	

(C) MBA / MCA PROGRAMMES – 60 MARKS THEORY PAPER

Question	Description	Marks	Syllabus Coverage
Q1 OR Q2	Descriptive / problem-solving question (2 sub question of 6 marks each OR 1 Question of 12 Marks)	12	Unit 1
Q3 OR Q4	Descriptive / problem-solving question (2 sub question of 6 marks each OR 1 Question of 12 Marks)	12	Unit 2
Q5 OR Q6	Descriptive / problem-solving question (2 sub question of 6 marks each OR 1 Question of 12 Marks)	12	Unit 3
Q7 OR Q8	Descriptive / problem-solving question (2 sub question of 6 marks each OR 1 Question of 12 Marks)	12	Unit 4
Q9 OR Q10	Descriptive / problem-solving question (2 sub question of 6 marks each OR 1 Question of 12 Marks)	12	Unit 5
TOTAL		**60**	

(D) MBA / MCA PROGRAMMES – 30 MARKS THEORY PAPER

Question	Description	Marks	Syllabus Coverage
Q1 OR Q2	Descriptive / problem-solving question (2 sub question of 4 marks each OR 1 Question of 8 Marks)	8	Unit 1
Q3 OR Q4	Descriptive / problem-solving question (2 sub question of 4 marks each OR 1 Question of 8 Marks)	8	Unit 2
Q5 OR Q6	Descriptive / problem-solving question (1 Question of 7 Marks)	7	Unit 3
Q7 OR Q8	Descriptive / problem-solving question (1 Question of 7 Marks)	7	Unit 4
TOTAL		**30**	

19.3 SCHEME OF MARKING

1. Every Paper Setter shall prepare a detailed **Model Answer and Scheme of Marking**.
2. The Scheme of Marking shall clearly indicate the distribution of marks for each expected point or step.
3. For numerical problems, step-wise solutions with corresponding mark distribution shall be provided.
4. The Scheme of Marking shall facilitate uniform and objective evaluation by all examiners.

19.4 SUBMISSION OF QUESTION PAPERS

1. The Paper Setter shall prepare and submit **one or two paper sets**, as specified in the appointment letter.
2. Question papers shall be submitted on or before the due date while maintaining the highest level of confidentiality.
3. Soft copies shall be submitted in both:
    - **PDF (.pdf)** format; and
    - **Editable Microsoft Word (.docx)** format.
4. The prescribed file name format shall be:
   CourseCode_CourseName_Set-I.pdf
   CourseCode_CourseName_Set-I.docx
5. Question papers shall be transmitted only through the official communication channel prescribed by the COE. No CC, BCC, forwarding, or unauthorized sharing shall be permitted.
6. Hard copies shall be submitted using sealed envelopes as follows:
    - **Cover A** – Question Paper
    - **Cover B** – Model Answer and Scheme of Marking
    - **Cover C** – Covers A and B along with the prescribed Declaration Form
7. External experts shall be paid **TA/DA and remuneration** as per the examination rules approved by SRPCE.

19.5 MODERATION OF QUESTION PAPERS

Question paper moderation shall be carried out to ensure academic quality, fairness, correctness, and compliance with the approved syllabus.

1. Moderation shall be carried out by subject experts nominated by the **Controller of Examinations (COE)** at least **seven days** before commencement of the examination.
2. In exceptional situations, the COE may request the concerned **HOD** or a nominee to undertake urgent moderation.
3. Moderators shall maintain complete confidentiality and shall not communicate directly with the Paper Setter.
4. Moderation of First-Year course papers shall ordinarily be carried out by the **Chairperson of the respective Course Board**.
5. Moderation shall normally be conducted in the office of the Controller of Examinations.

19.6 DUTIES OF THE MODERATOR

The Moderator shall:

1. Verify the integrity of the sealed envelopes and immediately report any evidence of tampering to the COE.
2. Sign Covers A and B after verification.
3. Open Cover A and examine the question paper thoroughly.

4. Verify:
    - Programme and Branch;
    - Semester and Academic Year;
    - Course Code and Course Title;
    - Examination Duration;
    - Maximum Marks;
    - Numbering of Questions;
    - Internal Choices;
    - Marks Distribution;
    - Student Instructions;
    - Course Outcome (CO) Mapping; and
    - Overall compliance with the approved examination pattern.
5. Ensure that:
    - questions are error-free;
    - no ambiguity exists;
    - diagrams are clear;
    - there is no unnecessary repetition;
    - Bloom's Taxonomy is appropriately incorporated; and
    - the paper adequately covers the prescribed syllabus.
6. Record necessary corrections and communicate observations to the COE wherever modification is required.
7. After moderation, sign each approved paper set, place it in **Cover D**, seal the cover, and submit it to the COE.

19.7 QUESTION PAPER MODERATION CHECKLIST

Every Moderator shall verify the following before approving the question paper:

Sr. No.	Verification Item
1	Integrity of Cover A and absence of tampering
2	Branch, Semester, Course Code, Course Title, Time, Maximum Marks, Instructions, and Internal Choices
3	Clarity of language, diagrams, figures, and readability
4	Compliance with syllabus, Course Outcomes (COs), and approved question paper pattern
5	Corrections incorporated and moderated paper sealed in Cover D

The Moderator may record additional observations or recommendations wherever necessary. The moderated question paper shall be signed and dated before submission to the Controller of Examinations.

20. QUESTION PAPER PRINTING

The printing of question papers for the **End Semester Examination (ESE)** and **End Semester Re-Examination (ESRE)** shall be carried out under the direct supervision of the **Controller of Examinations (COE)** while maintaining the highest standards of confidentiality and security.

The **Examination Committee** may decide to undertake the printing work either **within the Institute** or **through an authorized third-party agency**, depending upon the urgency, volume of work, availability of resources, and administrative requirements.

Where the Examination Committee decides to undertake the printing work within the Institute, the following procedure shall be followed:

20.1 SELECTION OF QUESTION PAPERS

1. At least **five (5) working days** before the commencement of the End Semester Examination, the **Chief COE** or his/her authorized nominee shall randomly select **two (2) moderated question paper sets** from the five approved paper sets available in the sealed **Cover D**.
2. Of the two selected paper sets:
    - One paper set shall be designated for the **End Semester Examination (ESE)**; and
    - The other paper set shall be designated for the **End Semester Re-Examination (ESRE)**.
3. The selected paper sets shall remain under the custody of the Controller of Examinations until the completion of the printing process.

20.2 PRINTING PROCEDURE

1. Printing of question papers shall ordinarily be completed **one working day** before the commencement of the respective examination.
2. Where no formatting or editing is required, the approved hard copy of the moderated question paper may be scanned and the required number of copies printed or photocopied directly.
3. If formatting or typesetting is required, the **COE** shall appoint authorized **DTP Operators** exclusively for typing or formatting the question papers.
4. During the entire process of typing, formatting, and printing:
    - No electronic copy of the question paper shall be stored on the computer hard disk or any storage device.
    - Temporary files, cache files, or backup files shall be deleted immediately after printing.
    - No unauthorized duplication or transmission of question paper data shall be permitted.

20.3 SECURITY AND CONFIDENTIALITY

1. Only personnel specifically authorized by the **Controller of Examinations (COE)** shall be permitted to enter the question paper printing room.
2. No person engaged in the printing work shall leave the printing room until the assigned printing work has been completed and the room has been properly secured.
3. No person shall carry any communication or electronic storage device into the printing room, including but not limited to:
    - Mobile phones;
    - Cameras;
    - Pen drives;
    - External hard disks;
    - Memory cards;
    - Smart watches; or
    - Any other device capable of storing or transmitting information.
4. The computer(s) used for question paper preparation and printing shall have all communication and storage interfaces disabled, including:
    - Internet connectivity;
    - USB ports;
    - Bluetooth;
    - Wi-Fi;
    - LAN access;
    - CD/DVD writers;
    - Modems; and
    - Any other data transfer facility.
5. The Controller of Examinations shall ensure that complete confidentiality is maintained throughout the printing process. Any breach of confidentiality shall be treated as a serious act of misconduct and shall invite disciplinary action under the Institute's rules.

20.4 NUMBER OF COPIES

1. The total number of printed question papers shall be equal to:
    - The number of eligible students registered for the respective course; plus
    - **A maximum of ten (10) additional copies** to meet unforeseen contingencies.
2. The surplus copies shall remain in the safe custody of the Controller of Examinations and shall be accounted for after completion of the examination.

20.5 PRESERVATION AND DISPOSAL OF CONFIDENTIAL MATERIAL

1. The original manuscripts, moderated copies, and approved question paper sets submitted by the Paper Setter shall be preserved by the Examination Cell for **at least one additional semester**, or for such longer period as prescribed by the Institute.
2. After completion of the printing work each day, all:
    - Damaged copies;
    - Extra printed copies;
    - Drafts;
    - Spoiled sheets;
    - Trial printouts; and
    - Any other confidential waste material

    shall be destroyed immediately by using a **cross-cut shredder** or by any other secure method approved by the Controller of Examinations.
3. A record of the printing, issue, return, and destruction of confidential material shall be maintained by the Examination Cell for audit and administrative purposes.

20.6 RESPONSIBILITY

The **Controller of Examinations (COE)** shall be responsible for ensuring that the entire question paper printing process is conducted in accordance with the approved examination regulations while maintaining complete confidentiality, integrity, security, and accountability at every stage.

21. QUESTION PAPER PACKETS, SEALING OF PACKETS, AND SEALING OF CUPBOARDS AND ROOMS

To maintain the highest standards of confidentiality, security, and integrity of the examination process, all printed question papers shall be packed, sealed, stored, and handled in accordance with the following procedures.

21.1 PACKING OF QUESTION PAPERS

1. Immediately after printing and verification of the required number of question papers, the question papers shall be counted and packed course-wise in confidential packets designated as **Cover E**.
2. Each packet shall contain the exact number of question papers required for the respective examination centre or examination hall, together with any authorized reserve copies.
3. The outer cover of each packet shall clearly display the following particulars for identification:
    - Programme of Study;
    - Semester/Year;
    - Course Code;
    - Course Title;
    - Date of Examination;
    - Session (Morning/Afternoon, if applicable); and
    - Number of Question Papers enclosed.
4. To minimize the number of packets, question papers shall be packed in suitable combinations, such as **30, 20, and 10 copies per packet**, or any other combination as determined by the Controller of Examinations (COE).

21.2 SEALING OF QUESTION PAPER PACKETS

1. Every packet (Cover E) shall be securely sealed using **sealing wax** and authenticated with the **official metal seal** and signature of the **Controller of Examinations (COE)**.
2. The plain side of each packet shall bear a printed declaration indicating that the packet is to be opened **only twenty (20) minutes before the commencement of the examination** in the presence of **any two student witnesses (examinees)**.
3. At the time of opening the packet, the two student witnesses shall verify that the packet is intact and shall sign the declaration printed on the packet as evidence that the seal was found intact before opening.
4. Any packet found damaged, tampered with, or improperly sealed shall not be opened. Such cases shall be immediately reported to the **Controller of Examinations (COE)** for further instructions and appropriate action.

21.3 SEALING OF CUPBOARDS AND PRINTING ROOMS

1. Immediately after completion of the question paper printing and packing work, all confidential material, including question paper packets, manuscripts, and related documents, shall be securely stored in designated cupboards or strong rooms.
2. The cupboards containing confidential examination material shall be sealed using paper seals duly signed and dated by the **Controller of Examinations (COE)**.
3. After the confidential material has been secured, all doors of the printing room or confidential printing section shall also be sealed with paper seals bearing the signature, date, and time of sealing by the Controller of Examinations.
4. The sealed cupboards and printing room shall remain under the custody and control of the **Controller of Examinations (COE)** until the commencement of the examination or until authorized access is required.
5. No unauthorized person shall enter the confidential printing area or access the sealed cupboards without the prior written approval of the **Chief Controller of Examinations (Chief COE)** or the **Controller of Examinations (COE)**.
6. Any incident involving damage to seals, unauthorized access, or suspected tampering shall be immediately reported to the **Chief Controller of Examinations (Chief COE)**. Such incidents shall be investigated promptly, and appropriate disciplinary or legal action shall be initiated in accordance with the Institute's rules and regulations.

21.4 CUSTODY AND CONFIDENTIALITY

The **Controller of Examinations (COE)** shall be responsible for ensuring the safe custody, confidentiality, and security of all printed question papers from the time of printing until their distribution to the examination halls. Every person associated with the handling of confidential examination material shall maintain absolute secrecy and shall be personally responsible for any breach of confidentiality or negligence.

22. EVALUATION OF THE ESE/ESRE QUESTION PAPER

To ensure uniformity, fairness, and continuous improvement in the quality of question papers, the following procedure shall be adopted for the evaluation and review of EndSemester Examination (ESE) and EndSemester Re-Examination (ESRE) question papers.

22.1 SCHEME OF MARKING AND STANDARDIZATION

1. Every Paper Setter shall ordinarily submit a **Model Answer and Scheme of Marking** along with the question paper.
2. In cases where the Scheme of Marking is unavailable or requires clarification, and where more than one evaluator is involved in the assessment of answer books, the **Course Coordinator** shall organize a standardization meeting of all evaluators before the commencement of evaluation.
3. During the meeting, the Course Coordinator shall explain:
    - the expected answers;
    - distribution of marks;
    - evaluation methodology for descriptive questions;
    - step-wise marking for numerical problems; and
    - any special instructions necessary to ensure uniformity and consistency in assessment.
4. All evaluators shall adhere strictly to the approved Scheme of Marking throughout the evaluation process to ensure fairness, transparency, and consistency.

22.2 EVALUATION OF QUESTION PAPER QUALITY

1. To promote continuous academic improvement, the quality of the **ESE/ESRE Question Papers** shall be reviewed by subject experts from academia and/or industry nominated by the **Internal Quality Assurance Cell (IQAC)**.
2. The review may be conducted **online or offline**, as decided by the Institute.
3. Each evaluator shall examine the question paper with reference to:
    - syllabus coverage;
    - Course Outcomes (COs);
    - cognitive levels based on Bloom's Taxonomy;
    - clarity of language;
    - appropriateness of the marking scheme;
    - difficulty level; and
    - overall academic quality.
4. The evaluators shall submit their observations and recommendations in the prescribed feedback format.

5. The **IQAC Coordinator** shall compile the feedback received from all evaluators and submit a consolidated report to the **Principal** for review, quality enhancement, and implementation of appropriate corrective measures, wherever necessary.
6. Honorarium or remuneration to external evaluators shall be paid in accordance with the rates approved by the Institute.

22.3 FORMAT FOR EVALUATOR'S FEEDBACK ON THE ESE/ESRE QUESTION PAPER

Course Code: _____
Course Name: _____
Programme: _____
Semester: _____
Examination: Summer / Winter _____

Sr. No.	Evaluation Parameter	Rating / Response
1	Does the question paper adequately cover the entire prescribed syllabus?	☐ Yes ☐ No
2	Is the time allotted sufficient to answer the question paper?	☐ Yes ☐ No
3	Are the questions clearly worded and easy to understand?	☐ Yes ☐ No
4	Is the language used appropriate and free from grammatical or typographical errors?	☐ Yes ☐ No
5	How would you rate the question paper in assessing students' knowledge, analytical ability, and problem-solving skills?	☐ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Poor
6	What is the overall difficulty level of the question paper?	☐ Too Easy ☐ Moderate ☐ Difficult
7	Does the question paper incorporate innovative or application-oriented questions?	☐To a Great Extent ☐To Some Extent ☐ No
8	Is the Scheme of Marking appropriate and adequate?	☐ Yes ☐ No
9	What is your overall assessment of the quality of the question paper?	☐ Excellent ☐ Very Good ☐ Good ☐ Satisfactory ☐ Poor

Observations / Suggestions

Evaluator Details
Name of Evaluator: _____
Designation & Organization: _____
Signature: _____

23. FINALIZATION OF INTERNAL ASSESSMENT (THEORY & PRACTICAL), GRADES OF AUDIT COURSES, AND INCENTIVES

The finalization and submission of Internal Assessment marks, Audit Course grades, and approved incentives shall be carried out in accordance with the timelines notified by the **Controller of Examinations (COE)**. The concerned **Head of the Department (HOD)** shall ensure the accuracy, authenticity, and timely submission of all records.

23.1 FINALIZATION OF INTERNAL ASSESSMENT

1. Upon completion of the Continuous Internal Evaluation (CIE), the **Head of the Department (HOD)** shall verify and freeze the Internal Assessment marks for all components, including theory, practical, seminar, project, internship, and other evaluation components, as applicable.
2. After freezing the Internal Assessment marks, the HOD shall generate both:
    - Course-wise mark statements; and
    - Consolidated departmental mark statements

   through the Institute's **Enterprise Resource Planning (ERP)** system.
3. The finalized Internal Assessment records shall be verified and signed by:
    - The concerned **Course Teacher**; and
    - The **Head of the Department (HOD)**.
4. The duly signed hard copy and the approved electronic records shall be submitted to the **Controller of Examinations (COE)** on or before the last date notified by the Examination Cell.
5. After submission of the Internal Assessment marks to the Examination Cell, **no alteration, correction, or modification** shall ordinarily be permitted.
6. Any request for correction of Internal Assessment marks shall be considered only in exceptional and genuine cases, subject to:
    - submission of documentary evidence;
    - recommendation of the HOD;
    - verification by the Controller of Examinations; and
    - approval of the **Principal/Chief Controller of Examinations (Chief COE)**.

23.2 SUBMISSION OF GRADES FOR AUDIT COURSES

1. The concerned Course Teacher shall prepare the final grades for all Audit Courses in the prescribed format.
2. The grade statement shall include:
    - Student Name;
    - University Registration Number/Roll Number;
    - Course Code and Course Title; andAwarded Grade.

3. The grade statement shall be duly signed by the concerned Course Teacher and the **Head of the Department (HOD)** before submission.
4. The signed grade statement shall be submitted to the **Controller of Examinations (COE)** on or before the last date notified by the Examination Cell.
5. After submission of the Audit Course grades, no alteration or correction shall ordinarily be permitted.
6. Any request for modification of Audit Course grades shall be entertained only in exceptional circumstances with:
    - written justification;
    - recommendation of the HOD; and
    - Approval of the **Principal/Chief Controller of Examinations (Chief COE)**.

23.3 SUBMISSION OF INCENTIVES

1. Approved extracurricular, co-curricular, sports, academic and other incentive marks, wherever applicable under the Institute's regulations, shall be entered into the **ERP** by the respective **Head of the Department (HOD)**.
2. A signed hard copy of the incentive statement shall be submitted separately to the **Controller of Examinations (COE)** before the last date notified by the Examination Cell.
3. The HOD shall ensure that all supporting documents and approvals relating to the incentives are verified before submission.
4. After submission of the incentive records to the Examination Cell, no alteration or correction shall ordinarily be permitted.
5. Any request for correction or modification of incentive records shall be considered only in exceptional cases, subject to:
    - documentary evidence;
    - recommendation of the HOD;
    - verification by the Controller of Examinations; and
    - Approval of the **Principal/Chief Controller of Examinations (Chief COE)**.

23.4 RESPONSIBILITY

The **Head of the Department**, **Course Teachers**, and the **Controller of Examinations (COE)** shall jointly ensure that all Internal Assessment marks, Audit Course grades, and incentive records are accurate, authenticated, submitted within the prescribed schedule, and maintained in accordance with the Institute's academic regulations and examination procedures.

24. CONDUCT OF END SEMESTER EXAMINATION

The **End Semester Examination (ESE)** shall be conducted under the overall supervision of the **Controller of Examinations (COE)** in accordance with the approved Examination Schedule and the regulations of the Institute. The conduct of the examination shall ensure fairness, confidentiality, transparency, discipline, and strict adherence to the prescribed examination procedures.

24.1 APPOINTMENT OF EXAMINATION CONDUCTION OFFICER

1. The **Principal** shall nominate a senior faculty member of the Institute as the **Examination Conduction Officer (ECO)** to assist the **Controller of Examinations (COE)** in the planning, coordination, supervision, and conduct of the EndSemester Examination.
2. The EndSemester Examination for all programmes shall ordinarily commence on the dates specified in the examination timetable prepared by the **Controller of Examinations (COE)** and approved by the **Principal**.
3. In the event of any unforeseen circumstance, emergency, or administrative exigency, the **Controller of Examinations (COE)** shall have the authority, with the approval of the Principal wherever necessary, to reschedule any examination or modify the examination schedule.

24.2 DUTIES AND RESPONSIBILITIES OF THE EXAMINATION CONDUCTION OFFICER

The Examination Conduction Officer shall perform the following duties:

1. Prepare the **master seating plan** for all examination halls based on the number of registered students, available seating capacity, and examination schedule.
2. Coordinate the appointment of **Invigilators**, **Relieving Invigilators**, **Flying Squad Members**, and the necessary administrative and supporting staff for the smooth conduct of the examination.
3. Receive from the Controller of Examinations:
    - Blank serially numbered answer books;
    - Sealed packets of question papers; and
    - Other confidential examination materials,

   and maintain them in safe personal custody until they are issued for the examination.
4. Verify the details printed on every question paper packet, including:
    - Programme;
    - Semester/Year;
    - Course Code;
    - Course Title;
    - Date of Examination; and
    - Time of Examination,

with the approved examination timetable before distributing the packets to the examination halls.

5. Issue the instructions and memorandum received from the **Controller of Examinations (COE)** to all Invigilators and ensures strict compliance with the prescribed examination procedures.
6. Ensure that all examination-related instructions, notices, and code of conduct for students are displayed prominently at appropriate locations before the commencement of the examination.
7. Visit the examination halls periodically to:
    - supervise the conduct of examinations;
    - ensure that Invigilators perform their duties effectively;
    - maintain discipline and order; and
    - prevent the use of unfair means.
8. Maintain a complete account of:
    - Blank answer books received;
    - Answer books issued;
    - Answer books used;
    - Spoiled answer books; and
    - Balance answer books returned to the Examination Cell after completion of the examination.
9. Receive reports of misconduct, indiscipline, malpractice, impersonation, or use of unfair means from Invigilators and forward such cases immediately to the **Controller of Examinations (COE)** for further action.
10. Record the registration/enrolment numbers of absent students in the **Enterprise Resource Planning (ERP)** system and submit the absentee statement to the **Controller of Examinations (COE)** and the **Spot Valuation Centre** immediately after the examination.
11. Verify that the number of answer books received from each examination hall corresponds with the attendance sheets submitted by the Invigilators.
12. Arrange the collected answer books in the prescribed order based on the registration/enrolment numbers or any other procedure prescribed by the Examination Cell.
13. Submit the answer books to the **Spot Valuation Centre** immediately after completion of each examination for masking, coding, and further evaluation.
14. Perform any other examination-related duty assigned by the **Principal**, **Chief Controller of Examinations (Chief COE)**, or the **Controller of Examinations (COE)** to ensure the smooth and secure conduct of the examination.

24.3 RESPONSIBILITY

The Examination Conduction Officer shall be personally responsible for ensuring the secure handling of confidential examination materials, proper conduct of the examination, maintenance of discipline, accurate accounting of answer books and timely submission of all examination records to the Examination Cell.

25. CONDUCT OF END SEMESTER PRACTICAL / PROJECT EXAMINATION

The **End Semester Practical Examination** and **Project Evaluation** shall be conducted under the supervision of the **Controller of Examinations (COE)** in accordance with the approved Academic Calendar, Examination Regulations, and the Scheme of Examination applicable to the respective programme.

25.1 GENERAL PROVISIONS

1. There shall ordinarily be **one End Semester Practical Examination** for each practical course and **one End Semester Project Evaluation**, as prescribed in the approved Scheme of Examination of the respective programme.
2. The **Head of the Department (HOD)** shall prepare the timetable for the Practical Examination and Project Evaluation in accordance with the examination slots notified by the **Controller of Examinations (COE)** and the schedule prescribed in the Academic Calendar.
3. A copy of the approved practical examination timetable shall be submitted to the **Controller of Examinations (COE)** for information and record.

25.2 APPOINTMENT OF INTERNAL AND EXTERNAL EXAMINERS

1. Every Practical Examination and Project Evaluation shall be conducted jointly by:
    - One **Internal Examiner**; and
    - One **External Examiner**.
2. The **Head of the Department (HOD)** shall appoint the Internal and External Examiners from the approved panel of examiners.
3. If an appointed External Examiner is unable to attend the examination for any reason, the HOD shall make an alternative appointment from the approved panel.
4. If no suitable examiner is available from the approved panel, the HOD may, with the prior approval of the **Principal**, appoint an eligible examiner from outside the panel, provided that the prescribed qualifications and experience requirements are fulfilled.
5. The HOD shall forward the duly signed and approved course-wise list of Internal and External Examiners to the **Examination Cell** before the commencement of the examination.

25.3 ROLE OF THE DEPARTMENTAL EXAMINATION COORDINATOR (DEC)

1. The **Departmental Examination Coordinator (DEC)** shall coordinate the conduct of all Practical Examinations and Project Evaluations of the Department.

2. The DEC may seek assistance from faculty members and supporting staff of the Department for the smooth conduct of the examinations.
3. In consultation with the **Head of the Department**, the DEC shall prepare a detailed **batch-wise timetable** for all Practical Examinations and Project Evaluations.

25.4 DEPLOYMENT OF EXAMINATION STAFF

The **Head of the Department (HOD)** shall nominate the following staff for each Practical Examination:

EXAMINATION DUTY	REQUIREMENT
Internal Examiner	One (preferably the Course Teacher)
External Examiner	One
Teacher Assisting the Internal Examiner	One
Laboratory Assistant / Laboratory Attendant	One

A copy of the deployment order shall be forwarded to the **Controller of Examinations (COE)** for record.

25.5 CONDUCT OF PRACTICAL EXAMINATION

1. The Internal Examiner, with the assistance of the supporting staff, shall ensure that all laboratory equipment, instruments, software, consumables, and other facilities required for the examination are available and in proper working condition before the commencement of the examination.
2. Practical Examinations shall be conducted strictly in accordance with the approved syllabus, laboratory manual, and examination guidelines.
3. The Internal and External Examiners shall jointly assess the performance of each student.
4. The marks shall be awarded jointly by the Internal and External Examiners after mutual consultation.
5. In case of any difference of opinion regarding the award of marks, the decision of the **External Examiner** shall be treated as final.

25.6 RECORDING AND SUBMISSION OF MARKS

1. The **Internal Examiner** shall enter the awarded marks into the Institute's **Enterprise Resource Planning (ERP)** system.
2. After entry of marks, the mark foil shall be generated from the ERP.
3. Every page of the mark foil shall be signed by both the **Internal Examiner** and the **External Examiner** as confirmation of the marks awarded.
4. One signed copy of the mark foil, attendance sheet, and grade moderation report shall be retained by the **Head of the Department** for departmental records.

5. After completion of the Practical Examination for a semester, the following documents, duly signed by the respective Examiners, Course Coordinator (where applicable), and the HOD, shall be submitted to the **Controller of Examinations (COE)** on the next working day:
    - Practical answer books (where applicable);
    - Attendance sheets;
    - Mark foils;
    - Grade Moderation Report; and
    - Any other prescribed examination records.

25.7 RESULT PROCESSING AND GRADE MODERATION

1. Processing of results and grade moderation shall be carried out by the Examination Cell in accordance with the approved Examination Regulations and the prescribed moderation procedure.
2. The Department shall extend all necessary cooperation to the Examination Cell during the result processing and moderation process.

25.8 REMUNERATION AND ALLOWANCES

1. The **Departmental Examination Coordinator (DEC)** shall prepare the remuneration and **Travelling Allowance (TA)/Dearness Allowance (DA)** claims of:
    - External Examiners;
    - Internal Examiners; and
    - Supporting staff engaged for the Practical Examination,

   in accordance with the rates approved by the Institute.
2. The **TA/DA and remuneration** payable to External Examiners shall be processed and paid after completion of the respective Practical Examination.
3. The remuneration payable to Internal Examiners and supporting staff shall be processed after completion of all Practical Examinations.
4. The DEC shall submit the complete payment account and supporting documents to the **Accounts Office** within **one week** from the completion of the Practical Examination.

25.9 RESPONSIBILITY

The **Head of the Department (HOD)**, **Departmental Examination Coordinator (DEC)**, **Internal Examiner**, **External Examiner**, and the **Controller of Examinations (COE)** shall jointly ensure that the Practical Examination and Project Evaluation are conducted fairly, transparently, securely, and in accordance with the approved academic and examination regulations of the Institute.

26. PROVISIONS FOR DIVYANG (PERSONS WITH DISABILITIES), DIFFERENTLY ABLED, AND VISUALLY IMPAIRED STUDENTS

The Institute is committed to providing a fair, inclusive, and accessible examination environment for students with disabilities. Appropriate examination accommodations shall be provided in accordance with the applicable Government of India guidelines, the **Rights of Persons with Disabilities (RPWD) Act, 2016**, and the regulations of the Institute.

26.1 FACILITY OF SCRIBE (WRITER) AND COMPENSATORY TIME

1. A student, who is blind, visually impaired, or otherwise eligible for the facility of a **scribe (writer)** shall be provided such assistance by the **Controller of Examinations (COE)** after verification of the prescribed medical certificate issued by the **Civil Surgeon**, **Orthopaedic Surgeon**, or any other competent medical authority recognized by the Government.
2. Eligible students shall be granted **compensatory time** in addition to the prescribed duration of the examination as follows:
    - **One (1) hour** of additional time for blind or visually impaired students requiring the assistance of a scribe.
    - **Thirty (30) minutes** of additional time for eligible differently abled students, where applicable under the Institute's regulations.
3. The scribe shall ordinarily possess educational qualifications **lower than those of the candidate** appearing for the examination and shall satisfy the eligibility criteria prescribed by the Institute or the competent authority.
4. The appointment and approval of the scribe shall be made by the **Controller of Examinations (COE)** in accordance with the prescribed procedure.

26.2 COMPENSATORY TIME FOR ELIGIBLE STUDENTS

1. Students who are:
    - paraplegic;
    - orthopedically impaired with hand-to-mind coordination difficulties;
    - visually impaired; or
    - otherwise, eligible under the applicable Government guidelines,

    may be granted **an additional thirty (30) minutes** over and above the prescribed examination duration, subject to verification of the required medical certificate issued by the **Civil Surgeon**, **Orthopaedic Surgeon**, or any other competent Government medical authority.
2. The grant of compensatory time shall be subject to prior approval by the **Controller of Examinations (COE)** after verification of all supporting documents.

26.3 GENERAL PROVISIONS

1. Applications seeking examination accommodations shall be submitted to the **Controller of Examinations (COE)** within the time prescribed by the Examination Cell, along with the required medical certificates and supporting documents.
2. The Examination Cell shall maintain complete confidentiality of all medical records and personal information submitted by students for examination accommodations.
3. The Institute shall make every reasonable effort to provide an accessible, equitable, and barrier-free examination environment for all eligible students.
4. Any additional examination concessions or accommodations notified from time to time by the **Government of India**, the **University Grants Commission (UGC)**, the **All-India Council for Technical Education (AICTE)**, or the affiliating University shall be implemented by the Institute as applicable.

26.4 RESPONSIBILITY

The **Controller of Examinations (COE)** shall be responsible for ensuring that all approved examination accommodations for Divyang (Persons with Disabilities), differently abled, and visually impaired students are implemented fairly, confidentially, and in accordance with the applicable statutory provisions and Institute regulations.

27. ASSESSMENT OF ANSWER BOOKS

The assessment of answer books shall be carried out in a fair, transparent, confidential, and time-bound manner to ensure uniformity and accuracy in evaluation. The assessment process shall be governed by the following provisions.

27.1 GENERAL PROVISIONS

1. The assessment of answer books for all End Semester Examinations (ESE), End Semester Re-Examinations (ESRE), and other examinations conducted during the semester shall ordinarily be carried out through **Centralized Assessment** in online or offline mode, as decided by the **Controller of Examinations (COE)**.
2. The evaluation of answer books shall be conducted at the designated **Spot Valuation Centre** established by the Examination Cell.
3. The assessment of answer books shall ordinarily be carried out by the concerned Course Teacher or by the evaluators appointed by the **Controller of Examinations (COE)**.
4. It shall be mandatory for every faculty member appointed as an evaluator to complete the assessment of the assigned answer books within the schedule notified by the Examination Cell.
5. Every evaluator shall maintain complete confidentiality and impartiality during the assessment process and shall adhere strictly to the approved Scheme of Marking and Model Answers.

27.2 FORMATION OF ANSWER BOOK EVALUATOR PANEL

1. The **Chairperson of the Board of Studies (BOS)** shall recommend a panel of eligible evaluators for all courses under the respective Board of Studies.
2. For each course of every programme, the **Head of the Department (HOD)** shall constitute an **Answer Book Evaluator Panel** consisting of **not more than five (5) members**, of whom **at least two (2) shall be External Evaluators** from institutions or organizations other than **SRPCE**.
3. Before including an External Evaluator in the panel, the HOD shall obtain the evaluator's willingness and consent through official communication, preferably by e-mail.
4. The proposed panel shall be forwarded to the **Controller of Examinations (COE)** for approval and record.

27.3 ELIGIBILITY OF EVALUATORS

1. Every evaluator included in the panel shall:
    - possess the qualifications prescribed by the competent authority from time to time;
    - have a minimum of **five (5) years of teaching experience**; and

- have at least **one (1) year of teaching experience** in the concerned course or an equivalent subject.

2. Where an evaluator is selected from industry or a professional organization, the person shall possess the prescribed academic qualifications together with a minimum of **two (2) years of relevant professional experience** in the concerned field.
3. The evaluator shall be an employee of a recognized educational institution, organization, research establishment, or industrial enterprise, as applicable.
4. If suitable evaluators are not available in accordance with the above criteria, the eligibility requirements may be relaxed as an exceptional measure with the **prior approval of the Principal**, based on the recommendation of the **Controller of Examinations (COE)**.

27.4 APPOINTMENT OF EVALUATORS

1. From the approved panel, the **Chief Controller of Examinations (Chief COE)** or the **Controller of Examinations (COE)** shall appoint **three (2) evaluators** for each course of every programme, comprising:
   - **One (1) External Evaluator**; and
   - **One (1) Internal Evaluators** from SRPCE.
2. The appointed evaluators shall assess answer books strictly in accordance with the approved Scheme of Marking and the evaluation guidelines issued by the Examination Cell.

27.5 DISTRIBUTION AND MODERATION OF ANSWER BOOKS

1. As a general rule, approximately:
   - **One-third (1/3)** of the total answer books for each course shall be evaluated by the **External Evaluator**; and
   - **Two-thirds (2/3)** shall be evaluated by the **Internal Evaluators**.
2. To ensure consistency and quality of evaluation, **twenty percent (20%)** of the total evaluated answer books for each course shall be subjected to **moderation** by an Internal Evaluator or Moderation Committee nominated by the **Controller of Examinations (COE)**.
3. If significant variation is observed during moderation, the **Controller of Examinations (COE)** may order re-evaluation, additional moderation, or any other corrective action considered necessary to maintain fairness and uniformity.

27.6 RESPONSIBILITY

The **Chief COE**, **Controller of Examinations (COE)**, **Chairperson of the Board of Studies (BOS)**, **Head of the Department (HOD)**, and all appointed evaluators shall be jointly responsible for ensuring that the assessment of answer books is conducted with complete confidentiality, impartiality, accuracy, and within the prescribed timelines in accordance with the Institute's examination regulations.

28. SPOT VALUATION CENTRE

The assessment of answer books for all End Semester Examinations (ESE), End Semester Re Examinations (ESRE), and other examinations conducted by the Institute shall be carried out through the **Spot Valuation Centre** established at **Smt. Radhikatai Pandav College of Engineering (SRPCE), Nagpur**. The Spot Valuation Centre shall function under the supervision of the **Controller of Examinations (COE)** to ensure timely, transparent, confidential, and accurate evaluation of answer books.

28.1 APPOINTMENT OF DEPUTY CONTROLLER OF EXAMINATIONS FOR EVALUATION PROCESS

1. The **Principal** shall nominate a senior faculty member of the Institute as the **Deputy Controller of Examinations (Deputy COE)** for the Examination Evaluation Process.
2. The Deputy COE shall assist the **Controller of Examinations (COE)** in planning, coordinating, supervising, and monitoring all activities of the Spot Valuation Centre.
3. The Deputy COE shall be responsible for ensuring the timely, secure, confidential, and accurate completion of the evaluation process.

28.2 DUTIES AND RESPONSIBILITIES OF THE DEPUTY CONTROLLER OF EXAMINATIONS (OFFLINE EVALUATION)

The Deputy COE shall perform the following duties during offline evaluation:

1. Receive, verify, and maintain custody of all answer books received from the Examination Cell.
2. Arrange the answer books course-wise and prepare evaluation bundles consisting of **approximately thirty (30) answer books** or such number as prescribed by the Examination Cell.
3. Issue the answer book bundles to the appointed evaluators and ensure that the evaluation is completed within the schedule prescribed by the Examination Cell.
4. Instruct every evaluator to:
    - use **red ink** for evaluation;
    - award marks strictly in accordance with the approved Scheme of Marking;
    - write his/her name and affix signature on every evaluated answer book; and
    - complete the evaluation within the stipulated time.
5. Ensure that every evaluated answer book is subjected to scrutiny before being forwarded for masking, coding, or further processing.
6. After successful scrutiny, forward the evaluated answer books to the **Masking/De-masking Section** or any other designated confidential section for further processing.

28.3 SCRUTINY OF EVALUATED ANSWER BOOKS

The Scrutinizer shall perform the following checks before accepting the evaluated answer books:

1. Verify that every question and sub-question has been evaluated.
2. Ensure that the marks awarded correspond to the maximum marks prescribed for each question.
3. Verify that the marks awarded for every question and sub-question has been correctly transferred to the front page of the answer book.
4. Recalculate:
    - marks awarded for each sub-question;
    - marks for each question; and
    - the overall grand total.
5. Verify that the evaluator has signed the answer book at the prescribed place.
6. Report any discrepancy immediately to the **Deputy Controller of Examinations (Deputy COE)** for rectification by the concerned evaluator.
7. After rectification of all discrepancies, ensure that the awarded marks are secured using transparent adhesive tape or any other approved security method prescribed by the Examination Cell.
8. Sign the bundle slip certifying that scrutiny has been completed satisfactorily before forwarding the bundle for masking or result processing.

28.4 DUTIES AND RESPONSIBILITIES OF THE DEPUTY CONTROLLER OF EXAMINATIONS (ONLINE EVALUATION)

Where online evaluation is adopted, the Deputy COE shall perform the following duties:

A. PREPARATION OF ANSWER BOOKS

1. Collect and verify all answer books received for evaluation.
2. Ensure that every answer book is complete and contains all pages.
3. Verify that page numbers are in proper sequence.
4. Ensure that candidate identity is masked wherever anonymous evaluation is prescribed.

B. SCANNING AND DIGITIZATION

1. Scan every page of the answer book clearly and in the correct sequence.
2. Ensure that:
    - all pages are clearly legible;
    - no page is missing;
    - no page is inverted or cropped; and
    - the scanned document is complete.
3. Save the scanned answer books in the prescribed digital format (normally PDF or any other format approved by the Examination Cell).

4. Maintain secure backup copies of all scanned answer books for audit, verification, and disaster recovery purposes.

C. UPLOAD TO THE ONLINE VALUATION PORTAL

The Deputy COE shall:

1. Log in to the Online Valuation Portal using the authorized credentials.
2. Select the appropriate examination details, including:
    - Examination;
    - Programme;
    - Semester;
    - Branch;
    - Course Code;
    - Course Title; and
    - Bundle or Packet Number, wherever applicable.
3. Upload the scanned answer-book files.
4. Verify the uploaded documents using the preview facility.
5. Confirm that the uploaded answer books correspond with the candidate count and examination records.
6. Finalize the upload after successful verification.

D. ALLOCATION AND MONITORING OF EVALUATION

1. Assign scanned answer books electronically to authorized evaluators.
2. Ensure that evaluators assess the answer books online by awarding marks question-wise in accordance with the approved Scheme of Marking.
3. Appoint Senior Evaluators or Moderators to review selected answer books for maintaining consistency, uniformity, and quality of evaluation.
4. Monitor the progress of online evaluation and ensure completion within the prescribed schedule.

28.5 RESPONSIBILITY

The **Controller of Examinations (COE)** and the **Deputy Controller of Examinations (Deputy COE)** shall be jointly responsible for ensuring that all evaluation activities at the Spot Valuation Centre are conducted in a secure, confidential, transparent, impartial, and time-bound manner in accordance with the Institute's Examination Regulations.

29. MASKING / DE-MASKING OF ANSWER BOOKS AND TABULATION (OFFLINE MODE)

To ensure confidentiality, impartiality, and accuracy in the evaluation process, the masking, de-masking, and tabulation of answer books shall be carried out by the Examination Cell under the direct supervision of the **COE**.

29.1 GENERAL PROVISION

1. The masking, de-masking, and tabulation of answer books for all offline examinations shall be conducted exclusively by the **Examination Cell** in accordance with the prescribed examination procedures.
2. The identity of the candidate shall remain confidential throughout the evaluation process. Appropriate masking and coding procedures shall be followed before answer books are sent for valuation.

29.2 APPOINTMENT OF DEPUTY CONTROLLER OF EXAMINATIONS FOR MASKING / DE-MASKING AND TABULATION

1. The **Principal** shall nominate a senior faculty member of the Institute as the **Deputy COE**for Masking, De-masking, and Tabulation activities.
2. The Deputy COE shall assist the **Controller of Examinations (COE)** in planning, supervising, coordinating, and monitoring all masking, de-masking, and tabulation work.
3. The Deputy COE shall be responsible for ensuring the timely, secure, confidential, and error-free completion of all assigned activities.

29.3 DUTIES AND RESPONSIBILITIES OF THE DEPUTY CONTROLLER OF EXAMINATIONS

The Deputy COE shall perform the following duties:

A. MASKING OF ANSWER BOOKS

1. Receive the answer books from the **Examination Conduction Officer** and verify the number of answer books received with the attendance records and examination documents.
2. Count and arrange the answer books course-wise before initiating the masking process.
3. Assign a unique confidential code number to each answer book in accordance with the coding procedure approved by the Examination Cell.
4. Record the corresponding code numbers on the prescribed bundle slip or control register for future reference.
5. Ensure that all candidate-identifying information is securely concealed before forwarding the answer books for evaluation.
6. Hand over the masked answer books to the **Spot Valuation Centre** along with the prescribed control documents.

B. DE-MASKING OF ANSWER BOOKS

1. Receive the evaluated bundles of answer books from the **Spot Valuation Centre** after completion of assessment.
2. Verify the completeness of each bundle before commencing the de-masking process.
3. Carry out the de-masking process by matching the confidential code numbers with the corresponding candidate details maintained in the confidential control records.
4. Ensure complete accuracy while restoring the identity of each candidate before forwarding the records for tabulation.

C. TABULATION OF MARKS

1. Forward the de-masked answer books and evaluation records to the **Tabulation In-charge** for tabulation of marks.
2. Supervise the tabulation process to ensure that all awarded marks are accurately recorded.
3. Instruct the authorized Data Entry Operator to enter the marks into the Institute's **Enterprise Resource Planning (ERP)** system.
4. Generate the mark foil through the ERP after completion of data entry.
5. Verify the entries recorded in the ERP with:
    - the evaluated answer books;
    - the mark foil; and
    - other prescribed examination records.
6. Ensure that any discrepancy detected during verification is corrected before the results are processed.

29.4 CONFIDENTIALITY AND SECURITY

1. All records relating to masking, de-masking, coding, tabulation, and candidate identity shall be treated as **Strictly Confidential**.
2. Access to confidential coding records shall be restricted only to the **COE**and the authorized **Deputy COE**.
3. No unauthorized person shall have access to the masking, de-masking, or tabulation process or to any confidential examination records.
4. Any breach of confidentiality, unauthorized disclosure of candidate identity, or manipulation of examination records shall be treated as serious misconduct and shall invite disciplinary action in accordance with the Institute's rules and applicable regulations.

29.5 RESPONSIBILITY

The **COE** and the **Deputy COE** shall be jointly responsible for ensuring that the masking, de-masking, and tabulation of answer books are carried out with completeconfidentiality, accuracy, transparency, and within the prescribed timelines before declaration of results.

30. REVALUATION OF ASSESSED ANSWER BOOKS

The Institute shall provide the facility of **Revaluation** to students who are dissatisfied with the marks awarded in the **End Semester Examination (ESE)** or other eligible theory examinations. Revaluation shall be conducted in a transparent, impartial, and time-bound manner in accordance with the regulations prescribed by the **COE**.

30.1 GENERAL PROVISIONS

1. A student who is not satisfied with the marks awarded in a theory examination may apply for **Revaluation** of the assessed answer book in the prescribed format by paying the prescribed fee.
2. The reassessment of the answer book shall be carried out only after receipt of a valid application submitted in accordance with the procedure notified by the **Controller of Examinations (COE)**.
3. The revised marks, if any, after completion of the revaluation process shall be communicated to the concerned student through the prescribed mode.

30.2 PROCEDURE FOR REVALUATION

1. The student shall submit the application for revaluation in the prescribed **Online/Offline** format.
2. The application for revaluation shall be submitted within **seven (7) working days** from the date of declaration of the End Semester Examination (ESE) result, together with the prescribed fee and all required documents, in the manner notified by the **Controller of Examinations (COE)**.
3. Revaluation shall ordinarily be available only for **theory courses** of the examinations conducted during the current academic session and for applications received within the prescribed time limit.
4. A student may apply for revaluation for a maximum of **three (3) theory courses** in a particular examination.
5. A student shall be eligible to apply for revaluation irrespective of the marks obtained, including **zero (0) marks**, subject to fulfilment of the prescribed conditions.
6. Applications received after the prescribed last date shall not be accepted by the Examination Cell under any circumstances.

30.3 EFFECT OF REVALUATION

1. By applying for revaluation, the student shall be deemed to have accepted that the marks awarded after revaluation shall be **final and binding**.
2. The revised marks awarded after revaluation may:
    - Increase;
    - Decrease; or
    - Remain unchanged.

3. The student shall not be entitled to retain the originally declared marks after opting for revaluation.
4. After completion of the revaluation process, the final revised marks shall be entered into the Institute's **Enterprise Resource Planning (ERP)** system.

30.4 RESULT PROCESSING

1. After updating the revised marks, the Examination Cell shall process the result in accordance with the approved examination regulations.
2. Grade moderation, wherever applicable under the Institute's regulations, shall be carried out through the **ERP** before publication of the revised result.
3. After completion of the result processing, the revised Grade Report shall be generated and made available to the concerned student.
4. The updated Grade Report shall also be accessible through the student's **ERP login**.

30.5 RESPONSIBILITY

The **Controller of Examinations (COE)** shall be responsible for ensuring that the revaluation process is conducted fairly, confidentially, transparently, and within the prescribed timelines. The Examination Cell shall maintain complete records of all revaluation applications, reassessment reports, revised marks, and result updates for audit and future reference.

31. PRESERVATION / RETENTION OF ANSWER BOOKS

To ensure transparency, accountability, and compliance with the Institute's examination regulations, all evaluated answer books shall be preserved and retained for the period specified below.

31.1 RETENTION PERIOD

1. The evaluated answer books of the **Mid Semester Examination (MSE)**, **End Semester Examination (ESE)**, and **End Semester Re-Examination (ESRE)** shall be preserved by the **Examination Cell** for a period of **three (3) years** from the date of declaration of the respective examination results.
2. The answer books shall be stored in a secure manner to prevent unauthorized access, damage, deterioration, or loss during the prescribed retention period.

31.2 ACCESS TO ANSWER BOOKS

1. Students may avail themselves of the facilities relating to the inspection, photocopy, or any other approved access to evaluated answer books only during the prescribed retention period and in accordance with the regulations notified by the **Controller of Examinations (COE)**.
2. No request for inspection, photocopy, verification, or any other form of access to evaluated answer books shall be entertained after the expiry of the **three (3) year** retention period.

31.3 DISPOSAL OF ANSWER BOOKS

1. Upon completion of the prescribed retention period, the **COE** shall initiate the process for disposal of the evaluated answer books.
2. The disposal of answer books shall be carried out under the direct supervision of the**COE**using a secure and confidential method approved by the Institute, ensuring complete destruction of confidential examination records.
3. A record of the disposal process, including the examination, programme, semester, year, date of disposal, and method of disposal, shall be maintained by the Examination Cell for audit and administrative purposes.

31.4 RESPONSIBILITY

The **Controller of Examinations (COE)** shall be responsible for ensuring the safe preservation, secure custody, controlled access, and confidential disposal of evaluated answer books in accordance with the Institute's examination regulations and applicable statutory requirements.

32. TABULATION REGISTER GENERATION AND DECLARATION OF RESULTS

The Tabulation Register (TR) and examination results shall be prepared, verified, approved, and declared in a systematic, transparent, and time-bound manner through the Institute's **Enterprise Resource Planning (ERP)** system under the supervision of the **Controller of Examinations (COE)**.

32.1 GENERATION OF INTERNAL ASSESSMENT RECORDS

1. After the Internal Assessment marks (Theory and Practical) have been finalized and frozen in the **ERP**, the corresponding statements shall be generated through the system.
2. The **Head of the Department (HOD)** shall submit the duly signed statements of Internal Assessment marks, authenticated by the concerned **Course Teacher** and the **HOD**, to the **Controller of Examinations (COE)** within the prescribed schedule.
3. The approved Internal Assessment records shall form the basis for the preparation of the **Tabulation Register (TR)**.

32.2 PREPARATION AND VERIFICATION OF THE TABULATION REGISTER

1. The Examination Cell shall generate the **Provisional Tabulation Register (TR)** through the **ERP**.
2. The Provisional TR shall be placed before the **Scrutiny Committee** for verification of:
    - Internal Assessment marks;
    - EndSemester Examination (ESE) marks;
    - Grade entries;
    - Totals and calculations; and
    - Any other examination-related data.
3. Any discrepancy identified during scrutiny shall be corrected in accordance with the prescribed procedure before finalization of the Tabulation Register.

32.3 APPROVAL OF THE TABULATION REGISTER

1. After incorporation of all approved corrections, the final **Tabulation Register (TR)** shall be placed before the **Examination Committee** for review and approval.
2. Only after approval by the Examination Committee shall the examination results are processed for publication.

32.4 GENERATION OF RESULT DOCUMENTS

After approval of the Tabulation Register, the Examination Cell shall generate through the **ERP**:

- The **Official Gazette**;
- The **Final Tabulation Register (TR)**;
- Grade Cards/Grade Reports; and
- Any other examination records prescribed by the Institute.

32.5 GRADE REPORT

1. Every Grade Report shall bear the signature, digital signature, or authorized authentication of the **Controller of Examinations (COE)** and/or the **Head of the Institution**, as applicable.
2. The Grade Report shall contain the academic performance of the student in the prescribed format approved by the Institute.

32.6 DECLARATION OF RESULTS

1. The examination results shall be officially declared by the **Controller of Examinations (COE)** through the **ERP**.
2. After declaration of the results, the approved **Tabulation Register (TR)** shall be forwarded to the respective Departments for academic and administrative purposes.
3. The Institute shall make every reasonable effort to declare the results of each **EndSemester Examination (ESE)** and **EndSemester Re-Examination (ESRE) within thirty (30) days** from the last date of the examination of the respective programme.
4. Under normal circumstances, the results shall be declared **not later than forty-five (45) days** from the last date of the examination.
5. If, for any unavoidable reason, the Institute is unable to declare the results within the prescribed period of **forty-five (45) days**, the **Controller of Examinations (COE)** shall prepare a detailed report specifying the reasons for the delay and submit the same to the **Principal/Chief Controller of Examinations (Chief COE)** for information and appropriate action.

32.7 RESPONSIBILITY

The **Controller of Examinations (COE)** shall be responsible for ensuring the accuracy of the Tabulation Register, timely processing of examination results, secure generation of official examination records, and declaration of results in accordance with the approved academic regulations and examination procedures of the Institute.

33. EXAMINATION GRADING SYSTEM

The Institute shall adopt an **ABSOLUTE GRADING SYSTEM** for evaluating the academic performance of students, unless otherwise specified by the Academic Council. The grading system shall be applicable to all Undergraduate (B.Tech.) and Postgraduate (M.B.A. and M.C.A.) programmes and shall be implemented in accordance with the approved Academic Regulations.

33.1 GENERAL PROVISIONS

1. Unless otherwise approved by the Academic Council, the **Absolute Grading System** shall be applicable to all programmes offered by the Institute.
2. The final grade awarded for each course shall be based on the student's cumulative performance in all prescribed evaluation components, including:
    - Teacher Assessment (TA);
    - MidSemester Examination (MSE);
    - EndSemester Examination (ESE); and
    - Other evaluation components prescribed in the Scheme of Examination.
3. All component-wise evaluations shall be carried out in marks. The total marks obtained shall thereafter be converted into the appropriate **Letter Grade** in accordance with the approved Absolute Grading Tables.
4. A student who fails in the EndSemester Examination (ESE) or remains absent for any reason and subsequently appears for the **EndSemester Re-Examination (ESRE)** shall be awarded the final grade based on the **Absolute Grading Table applicable to the current academic year**.
5. **Audit Courses** shall be evaluated using only the following binary grades:

Performance	Grade
Satisfactory	**SF**
Unsatisfactory	**UF**

6. The final Semester Grade Report and Degree Certificate shall be issued only after the student secures the **Satisfactory (SF)** grade in all prescribed Audit Courses of the programme.
7. The **Result Review and Grade Moderation Committee** may moderate examination results in accordance with the approved moderation policy of the Institute.

33.2 ABSOLUTE GRADING SYSTEM

The marks obtained in **Theory**, **Practical**, **Project**, **Internship**, and **Seminar** courses shall be converted into Letter Grades in accordance with the grading tables approved by the Institute.

TABLE 1 – ABSOLUTE GRADING FOR THEORY COURSES

100 Marks	50 Marks	Grade
95–100	49–50	O
90–94	46–48	A+
80–89	43–45	A
70–79	40–42	B+
60–69	35–39	B
55–59	30–34	C
50–54	25–29	P
00–49	00–24	F

CONDITION FOR FAIL (THEORY COURSE):

A student securing **LESS THAN 50% OF THE PRESCRIBED MAXIMUM MARKS** in the combined evaluation components (**CIE + ESE**) shall be awarded **Grade F (Fail)**.

TABLE 2 – ABSOLUTE GRADING FOR PRACTICAL COURSES

100 Marks	50 Marks	Grade
95–100	49–50	O
90–94	46–48	A+
80–89	43–45	A
70–79	40–42	B+
60–69	35–39	B
55–59	30–34	C
50–54	25–29	P
00–49	00–24	F

CONDITION FOR FAIL (PRACTICAL COURSE):

A student securing **LESS THAN 50% OF THE PRESCRIBED MAXIMUM MARKS** in the combined evaluation components (**CIE + End Semester Practical Examination**) shall be awarded **Grade F (Fail).**

TABLE 3 – ABSOLUTE GRADING FOR PROJECT COURSES

The Letter Grades for **Project Work** shall be awarded according to the approved mark ranges applicable to the respective programme.

150 Marks	100 Marks	Grade
141–150	95–100	O
131–140	90–94	A+
121–130	80–89	A
111–120	70–79	B+
101–110	60–69	B
91–100	55–59	C
75–90	50–54	P
00–74	00–49	F

CONDITION FOR FAIL:
A student securing **LESS THAN 50% OF THE PRESCRIBED MAXIMUM MARKS** shall be awarded **Grade F (Fail).**

TABLE 4 – ABSOLUTE GRADING FOR INTERNSHIP / SEMINAR COURSES

100 Marks Internship (MBA)	200 Marks Seminar (MCA)	400 Marks Internship (B. Tech)	Grade
95–100	186–200	361–400	O
90–94	171–185	341–360	A+
80–89	156–170	301–340	A
70–79	141–155	261–300	B+
60–69	126–140	231–260	B
55–59	111–125	211–230	C
50–54	100–110	200–210	P
00–49	00–99	00–199	F

The Letter Grades for **Internship** and **Seminar** shall be awarded according to the approved mark ranges applicable to the respective programme.

CONDITION FOR FAIL:
A student securing **LESS THAN 50% OF THE PRESCRIBED MAXIMUM MARKS** shall be awarded **Grade F (Fail).**

Note: The detailed mark ranges for B. Tech., M.B.A., and M.C.A. programmes shall remain exactly as approved by the Institute in **Tables 1 to 4** of the Examination Regulations.

33.3 GRADE TO GRADE POINT CONVERSION

Unless otherwise specified, the following Grade Point conversion shall be applicable to all Undergraduate and Postgraduate programmes.

ACADEMIC PERFORMANCE	LETTER GRADE	GRADE POINT
Outstanding	O	10
Excellent	A+	9
Very Good	A	8
Good	B+	7
Fair	B	6
Satisfactory	C	5
Pass	P	4

33.4 SEMESTER GRADE POINT AVERAGE (SGPA)

The **Semester Grade Point Average (SGPA)** represents the academic performance of a student during a particular semester and shall be calculated to **two decimal places** using the following formula:

$$SGPA = \frac{C_1G_1+C_2G_2+C_3G_3+\ldots\ldots}{C_1+C_2+C_3+\ldots\ldots\ldots\ldots}$$

Where,

C_1, C_2, C_3...Denote credits associated with the courses taken by the students and

G_1, G_2, G_3 … are the Grade Points of the letter given awarded in the respective courses.

33.5 CUMULATIVE GRADE POINT AVERAGE (CGPA)

The **Cumulative Grade Point Average (CGPA)** represents the overall academic performance of a student from the first semester to the latest completed semester and shall be calculated to **two decimal places** using the following formula:

$$CGPA = \frac{T_1S_1+T_2S_2+T_3S_3+\ldots\ldots}{T_1+T_2+T_3+\ldots\ldots\ldots\ldots}$$

Where,

T_1, T_2, T_3…denote Total credits associated with the semester 1,

semester 2, semester 3 & so on and

S_1, S_2, S_3 …are the SGPA of semester 1, semester 2, semester 3 & so on

Note: The **CGPA is a weighted average** of Semester Grade Point Averages and **shall not be interpreted as the simple arithmetic average of SGPAs**.

33.6 CONVERSION OF CGPA INTO PERCENTAGE

The equivalent percentage of marks shall be calculated using the following formula:

PERCENTAGE = (CGPA) × 10

33.7 AWARD OF DIVISION / CLASS

Subject to the student securing a grade higher than **Grade F** in all courses of the programme, the final Division/Class shall be awarded as follows:

CGPA	DIVISION / CLASS
7.50 and above	**FIRST DIVISION WITH DISTINCTION**
6.00 to less than 7.50	**FIRST DIVISION**
Above 5.00 to less than 6.00	**SECOND DIVISION**
5.00	**PASS**
Less than 5.00	**FAIL**

33.8 GRADING OF AUDIT COURSES

Audit Courses shall be evaluated using the following grading system:

ACADEMIC PERFORMANCE	GRADE
Satisfactory	SF
Unsatisfactory	UF

If a student secures an **Unsatisfactory (UF)** grade in any Audit Course, the result of the concerned semester shall remain **withheld** until the student obtains a **Satisfactory (SF)** grade in the respective Audit Course in accordance with the applicable academic regulations.

33.9 RESPONSIBILITY

The **Controller of Examinations (COE)**, the **Result Review and Grade Moderation Committee**, and the **Examination Cell** shall ensure the correct application of the approved grading system, accurate computation of SGPA and CGPA, proper conversion of marks into grades, and timely publication of results in accordance with the Institute's Academic Regulations.

34. PROVISION OF GRACE MARKS AND INCENTIVE MARKS

The Institute may award **Grace Marks** and **Incentive Marks** to eligible students in accordance with the applicable Examination Regulations and the provisions approved by the Academic Council. The award of such marks shall be governed by the following rules.

Grace marks may be awarded to eligible students for the following purposes:

- To pass an examination.
- To obtain distinction in a subject or paper.
- To secure a higher division or class.

If a student fails a course by a narrow margin, grace marks are awarded to convert the failing grade (F) into the lowest passing grade (P).

34.1 ELIGIBILITY TO GET GRACE MARKS

1. Students **MUST APPEAR FOR PRESCRIBED ESE/ESRE** and successfully pass prescribed courses for award of the degree.
2. Grace/Incentive benefits are available only to students who actually appeared for the respective ESE/ESRE.

34.2 SITUATIONS IN WHICH GRACE MARKS ARE NOT ALLOWED

Grace marks cannot be claimed in the following situations:
1. A **STUDENT ABSENT** from the theory examination or part of it, or from practical/sessional/internal assessment where these are separate heads of passing, is not eligible.
2. Grace marks cannot be used to obtain an **EXEMPTION FROM A PAPER OR SUBJECT**.
3. A student who passes with grace marks is not eligible for the merit list, University scholarships, medals, prizes or other University awards pertaining to that examination.
4. Certain postgraduate students covered by the specified ordinances for securing or improving their division cannot claim this benefit for those purposes.

34.3 MAXIMUM GRACE MARKS ALLOWED FOR PASSING A COURSE

1. A student can receive a maximum of 10 grace marks or 1% of the total aggregate marks prescribed for the examination, whichever is less.
2. The applicable limit depends on the purpose for which grace marks are awarded and the conditions mentioned in the relevant clauses.

34.4 GRACE MARKS FOR PASSING AN EXAMINATION

1. **Where a student is eligible for both Grace Marks and Incentive Marks, only the higher of the two shall be awarded** if such award results in the student passing the concerned course.
2. Under no circumstances shall the benefit of Grace Marks and Incentive Marks be combined for passing the same course.
3. The benefit shall be restricted to **MAXIMUM OF TWO (2) COURSES**;
4. Grace Marks shall ordinarily be allocated first to the course requiring the minimum additional marks for passing.
5. Where two courses require the same number of Grace Marks, priority shall be determined in ascending order of the Course Code.

34.5 GRACE MARKS FOR HIGHER CLASS OR DISTINCTION

1. A student who falls short of the marks needed for a higher division/class may be eligible for grace marks.
2. **THE LIMIT IS 1% OF THE TOTAL AGGREGATE MARKS** for all examinations in the course or 10 marks, whichever is less.
3. A student who receives grace marks under Clause 34.4 cannot also claim this benefit.
4. The shortfall must be **NO MORE THAN 3 MARKS** in a subject/paper.
5. The benefit can apply to a **MAXIMUM OF TWO SUBJECTS**/papers.

34.6 INCENTIVE MARKS

1. Incentive Marks may be awarded only for approved extracurricular, co-curricular, sports, cultural, social, or extension activities specified by the Institute.
2. Incentive Marks shall **not** be awarded for activities that form an integral part of the prescribed curriculum.
3. A student shall be eligible for Incentive Marks only for activities performed or achievements obtained during the respective semester.
4. Documentary evidence in the form of certificates issued by the competent authority shall be mandatory for claiming Incentive Marks.

34.7 ACTIVITIES ELIGIBLE FOR INCENTIVE MARKS

Sr. No.	Activity	Maximum Incentive Marks
1	Participation in **NSS / NCC** activities	5
2	Participation in **Inter-Collegiate (University Level) Sports Tournaments**	5
3	Participation in **Inter-University Sports Tournaments**	5
4	Participation in **Inter-Collegiate Cultural Activities** recognized by the University	5
5	Participation in **Inter-University Cultural Activities**	5
6	Blood Donation (each occasion)	2

Note: Submission of a valid certificate issued by the concerned competent authority shall be mandatory for claiming Incentive Marks.

34.8 RESTRICTIONS

1. Once a student has claimed Incentive Marks for a particular activity in a semester, the same activity shall not be considered again for awarding Incentive Marks in any subsequent semester.
2. Grace Marks or Incentive Marks awarded in one semester shall not be carried forward to any subsequent semester.
3. The decision of the Controller of Examinations (COE) regarding the application of Grace Marks and Incentive Marks, in accordance with the approved regulations, shall be final.

34.9 RESPONSIBILITY

The **Controller of Examinations (COE)** shall be responsible for verifying the eligibility of students, ensuring the correct application of Grace Marks and Incentive Marks, maintaining supporting records, and processing the revised results in accordance with the approved Examination Regulations and the provisions.

35. ELIGIBILITY CRITERIA FOR ADMISSION TO THE HIGHER CLASS FOR STUDENTS STUDYING IN AUTONOMOUS PROGRAMMES

The admission of a student to the next higher semester or academic year shall be governed by the credit-based progression policy of the Institute. Promotion shall be based on the credits earned in the previous academic years and fulfilment of all prescribed academic requirements.

35.1 GENERAL ELIGIBILITY CRITERIA

1. To be eligible for admission to the next higher academic year, a student shall:
    - earn **at least 50% of the credits** of the immediately preceding academic year (fractions, if any, shall be ignored); and
    - earn**100% of the credits** of the pre-preceding academic year.
2. A student who does not satisfy the above eligibility criteria shall **not** be permitted to take admission to the higher academic year and shall consequently lose one academic year, subject to the applicable academic regulations.

35.2 ELIGIBILITY FOR PROMOTION – UNDERGRADUATE (B.TECH.) PROGRAMMES

SEMESTER	ELIGIBILITY CONDITION
Semester II	The student shall have been granted the term for **Semester I** after satisfactory completion of the semester requirements.
Semester III	The student shall have earned **at least 50% (fraction ignored)** of the combined credits of **Semester I and Semester II**.
Semester IV	The student shall have been granted the term for **Semester III** after satisfactory completion of the semester requirements.
Semester V	(i) The student shall have earned **at least 50% (fraction ignored)** of the combined credits of **Semester III and Semester IV**. (ii) The student shall have successfully passed **Semester I and Semester II** examinations.
Semester VI	The student shall have been granted the term for **Semester V** after satisfactory completion of the semester requirements.
Semester VII	(i) The student shall have earned **at least 50% (fraction ignored)** of the combined credits of **Semester V and Semester VI**. (ii) The student shall have successfully passed **Semester III and Semester IV** examinations.
Semester VIII	The student shall have been granted the term for **Semester VII** after satisfactory completion of the semester requirements.

35.3 ELIGIBILITY FOR PROMOTION – POSTGRADUATE (MBA/MCA) PROGRAMMES

SEMESTER	ELIGIBILITY CONDITION
Semester II	The student shall have been granted the term for **Semester I** after satisfactory completion of the semester requirements.
Semester III	The student shall have earned **at least 50% (fraction ignored)** of the combined credits of **Semester I and Semester II**.
Semester IV	The student shall have been granted the term for **Semester III** after satisfactory completion of the semester requirements.

35.4 ELIGIBILITY FOR UNDERGRADUATE DEGREE WITH DOUBLE MINOR, HONOURS, AND RESEARCH

The eligibility for admission to specialized undergraduate pathways shall be governed by the applicable **UGC Guidelines**, as adopted by the Institute.

1. **Bachelor's Degree with Double Minor / Honours**
   A student shall be eligible for admission to the **Bachelor's Degree with Double Minor** or **Bachelor's Degree with Honours** upon securing:
   - a **minimum CGPA of 7.50**, **or**
   - **75% aggregate marks** after completion of the **Second Semester**.
2. **Bachelor's Degree with Research**
   A student shall be eligible for admission to the **Bachelor's Degree with Research** upon securing:
   - a **minimum CGPA of 7.50**, **or**
   - **75% aggregate marks** after completion of the **Sixth Semester**.

The admission to these pathways shall also be subject to the additional requirements, availability of seats, and regulations prescribed by the Institute and the applicable UGC Guidelines.

35.5 RESPONSIBILITY

The **Controller of Examinations (COE)**, in coordination with the **Heads of the Departments (HODs)** and the **Academic Section**, shall verify the academic eligibility of students before granting admission to the next higher semester or academic year. The Institute shall ensure that promotions are granted strictly in accordance with the approved Academic Regulations and the applicable credit-based progression policy.

36. GUIDELINES FOR EXIT POLICY

In accordance with the **National Education Policy (NEP) 2020**, the **UGC Guidelines on Multiple Entry and Multiple Exit (MEME)**, and the applicable Government Resolution (G.R.), the Institute shall provide eligible students with the option to exit the Undergraduate Programme after successful completion of the prescribed academic requirements. The Exit Award shall be granted only after fulfilment of all academic, credit, and procedural requirements specified by the Institute.

36.1 EXIT AWARDS

Eligible students may opt for the following Exit Awards:

EXIT LEVEL	AWARD
After successful completion of the **First Year**	**Undergraduate Certificate in Engineering**
After successful completion of the **Second Year**	**Undergraduate Diploma in Engineering**
After successful completion of the **Third Year**	**Bachelor's Degree in Vocation (B.Voc.) / B.Sc. (Technology) in Engineering**, as applicable under the approved curriculum and Government Resolution

36.2 ELIGIBILITY FOR EXIT

A student seeking an Exit Award shall satisfy all of the following conditions:

1. **Exit after First Year**
   The student shall submit the application for the **Undergraduate Certificate in Engineering** within **seven (7) days** from the date of declaration of the **First Year (Semester II)** EndSemester Examination result.
2. **Exit after Second Year**
   The student shall submit the application for the **Undergraduate Diploma in Engineering** within **seven (7) days** from the date of declaration of the **Second Year (Semester IV)** EndSemester Examination result.
3. **Exit after Third Year**
   The student shall submit the application for the **Bachelor's Degree in Vocation (B.Voc.) / B.Sc. (Technology) in Engineering**, as applicable, within **seven (7) days** from the date of declaration of the **Third Year (Semester VI)** End-Semester Examination result.
4. The student shall have **successfully passed all courses** prescribed in the respective First, Second, or Third-Year curriculum, including all requirements completed up to the **Summer EndSemester Examination** of the concerned academic year.

5. The student shall have earned the **minimum prescribed credits** applicable to the respective Exit Award, as specified in the approved curriculum of the programme.
6. The student shall successfully complete all **mandatory Exit Courses**, if any, within **forty-five (45) calendar days** from the date of approval of the Exit application by the Institute.
7. The student shall pay the prescribed **Programme Exit Fee** before submission of the Exit application.

36.3 ACADEMIC BANK OF CREDITS (ABC)

1. The credits earned by the student shall be deposited in the **Academic Bank of Credits (ABC)** in accordance with the applicable **UGC** and **Government** guidelines.
2. The deposited credits may be utilized for Multiple Entry and Multiple Exit (MEME), credit transfer, or award of qualifications, subject to the prevailing regulations of the Institute and statutory authorities.

36.4 PROCESSING OF EXIT APPLICATIONS

1. All Exit applications shall be scrutinized by the **Examination Cell** and verified by the concerned **Head of the Department (HOD)** before submission to the **Controller of Examinations (COE)** for approval.
2. The Exit Award shall be issued only after verification of:
    - Academic eligibility;
    - Required credits;
    - Completion of mandatory Exit Courses;
    - Payment of the prescribed Exit Fee; and
    - Compliance with all applicable academic regulations.

36.5 RESPONSIBILITY

The **Controller of Examinations (COE)**, in coordination with the **Heads of the Departments (HODs)** and the **Academic Section**, shall be responsible for verifying student eligibility, processing Exit applications, updating the **Academic Bank of Credits (ABC)**, and recommending the award of the appropriate Exit Qualification in accordance with **NEP-2020**, **UGC Guidelines**, Government Resolutions, and the Institute's Academic Regulations.

37. EXAMINATION VIGILANCE SQUAD

To ensure the fair, transparent, and malpractice-free conduct of examinations, the Institute shall constitute an **Examination Vigilance Squad**. The Vigilance Squad shall monitor examination activities, prevent unfair practices, and ensure compliance with the Examination Regulations.

37.1 CONSTITUTION OF THE VIGILANCE SQUAD

1. The **Chief Controller of Examinations (Chief COE)** shall constitute and appoint the **Examination Vigilance Squad** for each examination session.
2. The Vigilance Squad shall consist of senior faculty members of the Institute selected on the basis of experience, integrity, and impartiality.
3. The composition of the Vigilance Squad shall ensure **adequate representation of both male and female faculty members**, enabling appropriate handling of gender-specific situations during examinations.

37.2 DUTIES AND RESPONSIBILITIES

The Examination Vigilance Squad shall perform the following duties:

1. Conduct surprise inspections of examination halls and examination centres to ensure that all examinations are conducted strictly in accordance with the approved Examination Regulations.
2. Where considered necessary, carry out physical verification of students and their personal belongings, such as compass boxes and other permitted materials, to ensure that candidates are not carrying any prohibited items, including:
    - Mobile phones or cellular devices;
    - Smart watches, Bluetooth devices, or other electronic communication devices;
    - Books, notes, printed or handwritten papers;
    - Storage devices; or
    - Any other unauthorized or objectionable material.
3. Physical verification of a female student, whenever required, shall be conducted **only by a female faculty member** in a private and respectful manner, ensuring privacy and dignity.
4. Ensure that students do not write or display any unauthorized material on classroom walls, desks, furniture, question papers, or any other examination-related documents.
5. Maintain discipline and conduct all inspections with professionalism, courtesy, impartiality, and minimum disturbance to students appearing for the examination.
6. Avoid any form of harassment, intimidation, or unnecessary inconvenience to students, invigilators, or examination officials while performing vigilance duties.

7. Regularly inspect examination centres and conduct surprise visits to verify that adequate arrangements have been made for the smooth, secure, and fair conduct of examinations.
8. Detect, prevent, and report all forms of examination malpractice, including copying, possession or use of unauthorized material, impersonation, electronic cheating, or any other violation of the Examination Regulations.
9. Immediately report all suspected or confirmed cases of unfair means to the **Controller of Examinations (COE)** for necessary action in accordance with the Institute's disciplinary procedures.
10. Perform any additional duties assigned by the **Controller of Examinations (COE)** or the **Chief Controller of Examinations (Chief COE)** for the effective conduct of examinations.
11. Members of the Vigilance Squad shall maintain complete confidentiality regarding examination matters and shall **not issue any press statement, media communication, or public comment** relating to examination proceedings without prior authorization from the competent authority.

37.3 CODE OF CONDUCT

1. Members of the Vigilance Squad shall perform their duties with honesty, impartiality, confidentiality, and professional ethics.
2. They shall maintain the dignity of students and staff while enforcing examination rules and shall ensure that all actions are carried out in a fair and unbiased manner.
3. Any information relating to examination malpractice, investigations, or disciplinary proceedings shall be treated as **strictly confidential**.

37.4 RESPONSIBILITY

The **Chief Controller of Examinations (Chief COE)** shall be responsible for constituting the Examination Vigilance Squad. The **Controller of Examinations (COE)** shall supervise its functioning, ensure timely action on reported malpractice cases, and maintain records of inspections and vigilance reports for future reference and audit purposes.

38. DEALING WITH CASES OF UNFAIR MEANS

The Institute shall maintain the highest standards of integrity, transparency, and fairness in all examinations. Any student found using or attempting to use unfair means during any examination conducted by the Institute shall be dealt with in accordance with the provisions of this Examination Manual.

38.1 CONSTITUTION OF THE UNFAIR MEANS COMMITTEE (UMC)

1. The **Principal** shall constitute an **Unfair Means Committee (UMC)** at the beginning of every academic year to inquire into cases of alleged misconduct and use of unfair means during examinations conducted by the Institute.
2. The Committee shall consist of **three senior faculty members**, with appropriate representation of both male and female members.
3. One of the members shall be nominated as the **Chairperson** of the Committee.

38.2 ACTION AT THE EXAMINATION CENTRE

Whenever a student is suspected of using unfair means during an examination, the following procedure shall be followed:

1. The **Invigilator** or any other authorized examination official shall immediately seize the student's answer book.
2. Any unauthorized material, including handwritten notes, printed material, photocopies, manuscripts, or similar documents found in the possession of the student, shall be:
    - signed by the student, the Invigilator, and the **Deputy Controller of Examinations (Deputy COE)**; and
    - attached to the seized answer book in the presence of the student.
3. If a mobile phone, smart watch, Bluetooth device, calculator (where prohibited), storage device, or any other unauthorized electronic gadget is found in the possession of the student, it shall be:
    - seized immediately;
    - placed in a sealed envelope; and
    - signed by the student, the Invigilator, and the Deputy COE.
4. The **Deputy COE** shall obtain a written statement from the student explaining the circumstances of the alleged misconduct.
5. If the student refuses to submit a written statement, such refusal shall be recorded by the Deputy COE and authenticated by at least one Invigilator present on duty.
6. In the case of **Practical Examinations, Project Evaluations, Laboratory Examinations, or Computer-Based Tests**, the Internal Examiner shall record the incident and preserve appropriate evidence, including soft copies, screenshots, printouts, photographs, system logs, or any other relevant material, together with the student's statement.

7. After completion of the above formalities, the student shall be issued a **fresh answer book** to continue the examination.
8. The student shall not be required to rewrite the answers already written in the seized answer book and shall continue answering only the remaining questions.

38.3 SUBMISSION OF RECORDS

1. After completion of the examination session, the seized answer books shall be clearly marked as **Answer Book–I** and **Answer Book–II** in red ink.
2. The seized electronic devices and all documentary evidence shall be separately sealed and forwarded to the **Controller of Examinations (COE)** together with:
    - the Invigilator's Report;
    - the Deputy COE's Report;
    - the student's written statement (if submitted); and
    - all supporting evidence.

38.4 INQUIRY BY THE UNFAIR MEANS COMMITTEE

1. After completion of the examinations, the **Unfair Means Committee (UMC)** shall inquire into all reported cases.
2. The Examination Cell shall notify the concerned student **at least two (2) days** before the scheduled meeting of the Committee through any one or more of the following:
    - SMS;
    - E-mail;
    - ERP Notification; or
    - Institute Website.
3. The Committee shall provide the student with an opportunity to present his or her explanation before arriving at any conclusion.
4. The Committee shall examine the available evidence, cross-examine the concerned student where necessary, and determine the nature and category of the offence in accordance with **Annexure-I** of the Examination Manual.
5. If the student fails to appear before the Committee on the specified date and time without a valid reason, the Committee may decide the matter **ex parte** on the basis of the available records and evidence.

38.5 RECOMMENDATIONS AND DECISION

1. After completion of the inquiry, the **Unfair Means Committee** shall submit its findings and recommendations to the **Examination Committee**.
2. The **Examination Committee** shall consider the recommendations of the Unfair Means Committee and shall take the final decision regarding the punishment or disciplinary action to be imposed.
3. The decision of the Examination Committee shall be communicated to the concerned student through the Examination Cell.

38.6 REFERENCE TO ANNEXURE

1. The categories of examination malpractice and the corresponding penalties applicable to students shall be as specified in **Annexure-I&II**of this Examination Manual.
2. In case of any ambiguity relating to the interpretation of examination offences or penalties, the relevant **Ordinances of RashtrasantTukadojiMaharaj Nagpur University (RTMNU), Nagpur**, wherever applicable, shall be referred to for guidance.
3. The categories of negligence, misconduct, or unfair practices committed by paper setters, examiners, moderators, evaluators, teachers, or any other persons associated with the conduct of examinations, together with the corresponding disciplinary actions, shall also be governed by the provisions specified in **Annexure-I&II.**

38.7 RESPONSIBILITY

The **Controller of Examinations (COE)** shall ensure that every reported case of unfair means is processed confidentially, fairly, and within a reasonable time. The **Unfair Means Committee** and the **Examination Committee** shall conduct inquiries impartially, uphold the principles of natural justice, and recommend or impose disciplinary action strictly in accordance with the provisions of this Examination Manual.

39. EXAMINATION FEES AND REMUNERATION TO EXAMINERS FOR ENDSEMESTER EXAMINATION (ESE)

The examination fees payable by students and the remuneration payable to examiners and examination personnel shall be as approved by the Institute from time to time. The fee structure and honorarium applicable for the EndSemester Examination (ESE) and EndSemester Improvement Examination (ESRE) are as follows.

39.1 EXAMINATION FEES

A. END SEMESTER EXAMINATION (ESE)

PROGRAMME	EXAMINATION FEE
Undergraduate (UG) Programmes	₹2,500
Postgraduate (PG) Programmes	₹2,800

B. END SEMESTER RE-EXAMINATION (ESRE)

PROGRAMME	FEE
UG Programmes	₹500 per Theory Paper / Practical
PG Programmes	₹500 per Theory Paper / Practical

C. BACKLOG EXAMINATION

PROGRAMME	FEE
UG Programmes	₹500 + ₹500 per Theory Paper / Practical
PG Programmes	₹800 + ₹500 per Theory Paper / Practical

39.2 OTHER EXAMINATION FEES

PARTICULARS	FEE
Transcript	₹1,000 per copy
Duplicate Grade Report	₹500 per Semester
CGPA to Percentage Conversion Certificate	₹500 per copy
Reassessment of Answer Book	₹500 per Answer Book
Programme Exit Fee	₹1,000

39.3 REMUNERATION TO EXAMINERS

A. VALUATION OF ANSWER BOOKS (ESE/ESRE)

PROGRAMME	RATE
UG Programmes	₹30 per Answer Book (Minimum ₹500)
PG Programmes	₹50 per Answer Book (Minimum ₹1,000)

B. QUESTION PAPER SETTING (ESE)

PROGRAMME	RATE
UG Programmes	₹800 per Question Paper Set
PG Programmes	₹1,000 per Question Paper Set

C. MODERATION OF QUESTION PAPERS (ESE)

PROGRAMME	RATE
UG Programmes	₹200 per Question Paper Set
PG Programmes	₹200 per Question Paper Set

D. PRACTICAL EXAMINATION (ESE/ESRE)

PROGRAMME	RATE
UG Programmes	₹20 per Student (Minimum ₹400)
PG Programmes	₹50 per Student (Minimum ₹500)

E. EVALUATION OF FINAL YEAR PROJECT / DISSERTATION (ESE/ESRE)

PROGRAMME	RATE
UG Programmes	₹100 per Student (Minimum ₹500)
PG Programmes	₹200 per Student (Minimum ₹1,000)

F. TRAVELLING ALLOWANCE (TA) FOR EXTERNAL EXAMINERS

CATEGORY	RATE
External Examiner (Car)	₹10 per kilometre
External Examiner (Two-Wheeler)	₹5 per kilometre

G. LOCAL CONVEYANCE

DISTANCE	ALLOWANCE
Within 10 km	₹500
Above 10 km	₹1,000

Note: Payment of TA/DA shall be made in accordance with the Institute's approved financial rules and subject to submission of the prescribed claim forms and supporting documents, wherever applicable.

39.4 REMUNERATION TO EXAMINATION CELL PERSONNEL

DESIGNATION / ACTIVITY	RATE
Controller of Examinations (COE)	₹1,000 per day
Deputy Controller of Examinations (Deputy COE)	₹800 per day
Clerk / Data Entry Operator	₹500 per day
Peon	₹200 per day
Masking / De-masking of Answer Books/ Scanning of Answer book	₹2 per Answer Book
Scrutiny of Answer Books	₹3 per Answer Book

39.5 REMUNERATION TO CONTROL ROOM STAFF

Designation	Rate
Officer-in-Charge	₹800 per Shift
Supporting Staff (Teaching) Clerk (non-teaching)	₹500 per Shift ₹300 per Shift
Peon	₹200 per Shift
Waterman	₹200 per Shift
Sweeper	₹200 per Shift
Honorarium to Invigilator	₹250 per Shift

39.6 GENERAL PROVISIONS

1. The examination fees and remuneration specified in this section shall be applicable unless revised by the Competent Authority of the Institute.
2. All payments shall be processed in accordance with the Institute's financial rules, subject to verification and approval by the competent authority.
3. Any revision in examination fees, remuneration, honorarium, Travelling Allowance (TA), or Dearness Allowance (DA) shall be notified separately by the Institute and shall supersede the corresponding rates mentioned in this Manual.

39.7 RESPONSIBILITY

The **Controller of Examinations (COE)** shall be responsible for the implementation of the approved examination fee structure, verification of remuneration claims, maintenance of payment records, and submission of remuneration bills to the Accounts Section. The **Accounts Section** shall process the payments after due verification and approval by the competent authority.

ANNEXURE – I

BROAD CATEGORIES OF UNFAIR MEANS RESORTED TO BY STUDENTS DURING EXAMINATIONS AND THE CORRESPONDING PUNITIVE ACTIONS

This Annexure specifies the broad categories of examination malpractice (Unfair Means) and the corresponding disciplinary actions applicable to students appearing for examinations conducted by the Institute. The **Unfair Means Committee (UMC)** and the **Examination Committee** shall determine the appropriate punishment based on the nature, gravity, and evidence of each case.

CATEGORY A – MINOR EXAMINATION MISCONDUCT
PUNITIVE ACTION:
CANCELLATION OF THE CURRENT EXAMINATION OF THE CONCERNED COURSE ONLY.

SR. NO.	NATURE OF OFFENCE
1	Talking to another student during the examination despite warnings issued by the Invigilator.
2	Communicating with any person outside the examination hall after receiving the question paper and before submitting the answer book.
3	Writing the question paper on any paper other than the official answer book during the examination.
4	Changing the allotted seat without the permission of the Invigilator.

CATEGORY B – POSSESSION OF UNAUTHORIZED MATERIAL
PUNITIVE ACTION:
CANCELLATION OF THE CURRENT EXAMINATION OF THE CONCERNED COURSE, WHICH MAY BE EXTENDED UP TO CANCELLATION OF ONE ADDITIONAL EXAMINATION OF THE SAME COURSE.
OFFENCE:

Possession, during the examination, of any unauthorized material relevant to the examination, including:

- Handwritten notes;
- Printed or photocopied material;
- Notes written on any part of the body or clothing;
- Notes written on instruments such as calculators, scales, set-squares, drawing boards, or data books;
- Mobile phones, electronic gadgets, Bluetooth devices, or similar unauthorized devices.

CATEGORY C – COPYING DURING EXAMINATION

GENERAL PUNITIVE ACTION: CANCELLATION OF THE CURRENT EXAMINATION AND ONE ADDITIONAL EXAMINATION OF THE CONCERNED COURSE, WHICH MAY BE EXTENDED UP TO CANCELLATION OF THE CURRENT EXAMINATION OF ALL COURSES AND ONE ADDITIONAL EXAMINATION OF THE SAME COURSE.

SR. NO.	NATURE OF OFFENCE	PUNITIVE ACTION
1	Attempting to copy, copying, or having copied from unauthorized material.	General punishment under Category C.
2	Possession of another student's answer book.	Cancellation of the current examination of all courses, extendable to one additional examination of the same course (both students).
3	Possession of another student's answer book with evidence of copying.	Cancellation of the current examination of all courses, extendable to one additional examination of all courses (both students).

CATEGORY D – SERIOUS EXAMINATION MALPRACTICE

PUNITIVE ACTION: CANCELLATION OF THE CURRENT EXAMINATION OF ALL COURSES, EXTENDABLE UP TO CANCELLATION OF ONE ADDITIONAL EXAMINATION OF ALL COURSES.

SR. NO.	NATURE OF OFFENCE
1	Replacing an answer book or any part thereof during or after the examination.
2	Smuggling out or smuggling in an answer book for use as copying material.
3	Receiving assistance from or providing assistance to another candidate through written material relating to the examination.
4	Submission of an answer book written outside the examination hall. *(Punishment may extend to cancellation of one additional examination of all courses.)*

CATEGORY E – ELECTRONIC COMMUNICATION

PUNITIVE ACTION: CANCELLATION OF THE CURRENT EXAMINATION AND ONE ADDITIONAL EXAMINATION OF ALL COURSES, EXTENDABLE UP TO CANCELLATION OF ONE MORE EXAMINATION OF ALL COURSES.

OFFENCE:

Receiving or providing assistance through:

- Mobile phones;
- Electronic devices; or
- Any electronic communication media relating to the examination.

CATEGORY F – TAMPERING WITH EXAMINATION MATERIAL

SR. NO.	NATURE OF OFFENCE	PUNITIVE ACTION
1	Leaving the examination hall without submitting the answer book.	Cancellation of the current examination of the concerned course, extendable to one additional examination of the same course.
2	Attempting to tear or destroy the answer book.	Cancellation of the current examination of the concerned course, extendable to one additional examination of the same course.
3	Swallowing, destroying, concealing, or attempting to destroy evidence of malpractice.	Cancellation of the current examination and one additional examination of the concerned course, extendable up to cancellation of the current examination of all courses and one additional examination of the same course.

CATEGORY G – FORGERY AND FRAUD

SR. NO.	NATURE OF OFFENCE	PUNITIVE ACTION
1	Forging the signature of the Invigilator or Examiner.	Cancellation of the current examination and one additional examination of the concerned course, extendable up to cancellation of the current examination of all courses and one additional examination of the same course.
2	Tampering with awarded marks or evaluated answer books.	Same as above.
3	Counterfeiting or interfering with the Institute seal or answer books.	Cancellation of the current examination plus **one to three additional examinations** of all courses, depending on the gravity of the offence.
4	Tampering with examination records.	Same as above.
5	Seeking admission to an examination by making false representations regarding eligibility.	Same as above (applicable to all involved students).
6	Impersonating another candidate or allowing impersonation.	Same as above (applicable to both students involved).

CATEGORY H – MISCONDUCT TOWARDS EXAMINATION OFFICIALS
PUNITIVE ACTION:
CANCELLATION OF THE CURRENT EXAMINATION OF ALL COURSES, EXTENDABLE UP TO CANCELLATION OF ONE OR TWO ADDITIONAL EXAMINATIONS OF ALL COURSES.
OFFENCE:

Using abusive or obscene language, intimidation, threats, force, or misconduct against:

- Invigilators;
- Co-Officers;
- Officer-in-Charge;
- Examination Officials; or
- Other students.

CATEGORY I – DISCLOSURE OF IDENTITY

NATURE OF OFFENCE	PUNITIVE ACTION
Revealing identity in the answer book or any part thereof.	Cancellation of the current examination of the concerned course, extendable to one additional examination of the same course.
Inserting currency notes or any unauthorized material inside the answer book.	Cancellation of the current examination of all courses, extendable to one additional examination of all courses.

CATEGORY J – MASS COPYING
PUNITIVE ACTION:
CANCELLATION OF THE CURRENT EXAMINATION PLUS ONE TO THREE ADDITIONAL EXAMINATIONS OF ALL COURSES, DEPENDING UPON THE GRAVITY OF THE INCIDENT AND THE NUMBER OF STUDENTS INVOLVED.

CATEGORY K – OTHER MALPRACTICES
PUNITIVE ACTION:

Any malpractice not specifically covered under Categories **A to J** shall be dealt with by the **Unfair Means Committee (UMC)**, which may recommend appropriate disciplinary action depending upon the nature and gravity of the offence.

GENERAL NOTES

1. If a student is found guilty of examination malpractice for a **second or subsequent occasion**, the punishment may be enhanced and may extend up to **double the punishment** prescribed for the corresponding category of offence.

2. Cases of malpractice committed during **Practical Examinations, Project Evaluations, Dissertation Evaluations, or Viva-Voce Examinations** shall ordinarily attract the same punishment as prescribed for the corresponding theory examination offences.
3. The term **"Cancellation of Examination"** shall include cancellation of the student's performance in the relevant **Theory** and **Practical Examinations**, but shall not include **Term Work**, **Project Work**, or **Dissertation** unless the malpractice relates specifically to those components.
4. The **Unfair Means Committee (UMC)** shall consider each case individually, following the principles of natural justice, before making recommendations to the **Examination Committee**, whose decision shall be final.

ANNEXURE – II

BROAD CATEGORIES OF NEGLIGENCE / UNFAIR MEANS RESORTED TO BY PAPER SETTERS, EXAMINERS, MODERATORS, VALUERS, TEACHERS, OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF EXAMINATIONS AND THE CORRESPONDING PUNITIVE ACTIONS

The Institute expects every person associated with the conduct of examinations to maintain the highest standards of integrity, confidentiality, professionalism, and accountability. Any negligence, misconduct, or unfair practice committed by examination personnel shall be dealt with in accordance with the provisions of this Annexure.

CATEGORY A – NEGLIGENCE AND ADMINISTRATIVE LAPSES
PUNITIVE ACTION:

For repeated negligence or administrative lapses by the same faculty member, the following disciplinary action shall ordinarily be taken:

OCCURRENCE	ACTION
First Occasion	Verbal warning by the Principal, depending upon the gravity of the lapse.
Second Occasion	Written warning issued by the Principal.
Third Occasion	Show Cause Notice issued by the Principal, with the entry recorded in the Service Book of the concerned faculty member.
Subsequent Occasions	Appropriate disciplinary action as decided by the Competent Authority.

Illustrative Cases

A. NEGLIGENCE BY PAPER SETTER / MODERATOR

1. Incorrect total of marks allotted in the question paper.
2. Incomplete question paper.
3. Repetition of questions or parts of questions.
4. Incomplete or ambiguous questions.
5. Failure to specify the instructions or requirements expected from students.
6. Missing or incomplete figures, diagrams, tables, or data.
7. Questions set outside the prescribed syllabus.
8. Any other negligence in question paper setting or moderation affecting the quality of the examination.

B. NEGLIGENCE BY FACULTY MEMBERS

1. Failure to perform examination duties assigned by the Institute.
2. Showing negligence, carelessness, or apathy while discharging examination-related responsibilities.

C. NEGLIGENCE BY INVIGILATORS

1. Use of mobile phones or other electronic devices during invigilation for:
    - Voice calls;
    - Messaging;
    - Internet browsing;
    - Reading;
    - Typing;
    - Watching videos; or
    - Playing games.
2. Failure to prevent examination malpractice.
3. Failure to report cases of unfair means.
4. Neglect of invigilation duties resulting in compromise of examination discipline.

D. NEGLIGENCE BY VALUERS / EXAMINERS

1. Delay in completion of answer book evaluation.
2. Delay in Spot Valuation activities.
3. Delay resulting in postponement of declaration of examination results.

E. NEGLIGENCE RESULTING IN POSTPONEMENT OF EXAMINATION

Any negligence on the part of the Paper Setter, Moderator, or any other examination functionary that directly results in postponement or disruption of the scheduled examination.

CATEGORY B – FAVOURITISM OR VICTIMIZATION CASES COVERED

Any act of favouritism, bias, discrimination, victimization, or intentional unfair treatment of students during any stage of the examination process.

PUNITIVE ACTION:

An **Enquiry Committee** shall be constituted. The findings of the Committee shall be placed before the **Examination Committee**, which shall decide the appropriate disciplinary action based on the facts and evidence.

CATEGORY C – CASES OF MALPRACTICE

CASES COVERED

1. Leakage of a question paper or any part thereof.
2. Shielding, concealing, or suppressing cases of examination malpractice committed by students or other persons.
3. Assisting or facilitating copying or mass copying during examinations.

PUNITIVE ACTION:
An **Enquiry Committee** shall investigate the matter, and the **Examination Committee** shall determine the disciplinary action based on the findings of the enquiry and the gravity of the offence.

CATEGORY D – OTHER CASES COVERED
Any negligence, misconduct, or malpractice not specifically covered under Categories **A**, **B**, or **C**.

PUNITIVE ACTION:
An **Enquiry Committee** shall investigate the matter, and the **Examination Committee** shall recommend and impose appropriate disciplinary action depending upon the nature and seriousness of the case.

GENERAL PROVISIONS

1. Every allegation of negligence, misconduct, or unfair practice shall be examined impartially by the competent authority after providing the concerned person with a reasonable opportunity to present his or her explanation, in accordance with the principles of natural justice.
2. The **Examination Committee** may recommend disciplinary action proportionate to the seriousness of the misconduct, based on the findings of the Enquiry Committee.
3. Depending upon the gravity of the offence, disciplinary action may include, but shall not be limited to:
    - Verbal warning;
    - Written warning;
    - Show Cause Notice;
    - Entry in the Service Book;
    - Suspension from examination duties;
    - Debarment from examination-related assignments for a specified period;
    - Stoppage of annual increments for a period of **one (1) to five (5) years**; or
    - Any other disciplinary action permitted under the Institute's Service Rules and applicable statutory regulations.
4. The decision of the **Examination Committee**, as approved by the Competent Authority, shall be final and binding.

RESPONSIBILITY

The **Principal**, **Chief Controller of Examinations (Chief COE)**, **Controller of Examinations (COE)**, and the **Examination Committee** shall ensure that all cases of negligence, misconduct, or unfair practices committed by examination personnel are investigated fairly, confidentially, and expeditiously. Appropriate disciplinary action shall be taken strictly in accordance with the provisions of this Annexure, the Institute's Service Rules, and applicable statutory regulations.