

## EXAMINATIONS RULES AND PROCEDURES

The Examinations Control Office (ECO) has been established from the month of February 2021 since the conferment of Autonomous to the institution. All the examinations are conducted under the supervision of ECO headed by the Controller of Examinations (COE) and the results are declared after the approval of the concerned Examination and Results committee of the college.

The ECO focuses on strict and flawless examination system maintaining uniformity and consistency in assessment and evaluation.

The examinations rules and procedures are amended time to time based on the recommendations of the Academic council members and Examination Results Committee members for the smooth conduct of examinations.

### 1. Controller of Examinations

The Controller of Examinations (COE) is responsible for the announcement of academic calendar, preparation of question papers, conduction of continuous internal assessment (CIA) examinations and semester end examinations (SEE), valuations of answer scripts, announcement of results, printing and issuing of grade sheets to the students and sending the data to the University for the award of degrees.

For the smooth and proper conduct of examination in the college the COE shall

- i) Prepare the budget proposal at the beginning of the academic year and submit to the principal for approval.
- ii) Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing to the exam and classrooms available in each department.
- iii) Give the directions to all department examination coordinators for proper conduct of examinations.
- iv) Obtain the panel of examiners from concerned board of studies for the conduct of practical examinations and project viva-voce examinations.
- v) Procure question papers from external examiners and identify examiners from reputed institutions to carry out the evaluation process in consultation with principal.
- vi) Inquire the grievances received from the students in the discrepancies observed in the answer booklets and report the same to the grievances and redressal committee of the college.
- vii) Receive the cases of misbehaviour, malpractices, copy cases and forward the same to complaint redressal committee for further necessary action.

The staff at ECO are as follows:

Role	Category	Numbers
Controller of Examinations	Professor	01
Additional Controller of Examination	Professor / Associate professor / Assistant Professor /any competent person Appointed by Controller of Examination	03
DTP Operator	Any competent person appointed by Controller of Examination	03
Attender	Class-IV	01

## 2. Examination and Results Committee:

The examination and results committee shall consist of the following members. They look after the

➤ Principal	<b>Chairman</b>
➤ JNTUH Hyderabad Nominees	Member
➤ Controller of Examinations (COE)	Member Secretary
➤ Additional Controller of Examinations	Members

The Examinations and Results committee will pursue the results, as tabulated by the office of the COE, and decides upon the need to have special moderation in one or more theory subjects, under the following conditions.

- i. Question papers being set outside the prescribed syllabus, or with missing / insufficient / data based on comments submitted by the subject expert / Chief examiner of the concerned course.
- ii. Special moderation, if any, may be allowed both for regular and supplementary examinations if the pass percentage in any subject is less than 25%.
- iii. For any other reason, the results committee may feel

## 3. Standing Committee:

The standing committee of the Academic council was formed with the following members.

➤ Principal	<b>Chairman</b>
➤ Controller of Examinations (COE)	Member Secretary
➤ Additional Controller of Examinations	Members
➤ All Chairpersons of Boards of Studies	Members
➤ One Senior Faculty of the college	Member

The committee shall:

- i. Ensure proper organization of examinations of the college including evaluation, tabulation, and declaration of results.
- ii. Appoint chief examiners, paper-setters and examiners for evaluation from amongst the persons included in the panels prepared by the respective board of studies.
- iii. Prepare the time schedule of examinations and dates of declaration of the results at the beginning of the semester and notify the same.
- iv. Constitute a complaints and redressal committee consisting of three members of whom one shall be Chairman to investigate and take disciplinary action for malpractices and lapses on part of the candidates, paper setter, examiners, teachers or any other persons connected with the conduct of examinations.
- v. The recommendations of the committee shall be placed before the Principal, to take the disciplinary action in the matter as it deems fit.

#### 4. Conduction of Continuous Internal Assessment

##### **NR20 Regulations**

Continuous Internal Assessment (CIA) is conducted for a total of 25 marks of which 10 marks are descriptive, 10 marks for objective and 5 marks for assignment. COE shall prepare institute level CIA timetable for all the programmes and display in the college website.

##### **NR21 Regulations**

Continuous Internal Assessment (CIA) is conducted for a total of 30 marks of which 15 marks are descriptive, 10 marks for objective and 5 marks for assignment. COE shall prepare institute level CIA timetable for all the programmes and display in the college website.

##### **NR23 Regulations**

Continuous Internal Assessment (CIA) is conducted for a total of 40 marks of which 20 marks are descriptive, 10 marks for objective, 5 marks for assignment and 5 marks for AAT. COE shall prepare institute level CIA timetable for all the programmes and display in the college website.

- i. Tutorial question bank is prepared for each theory course and made available in the learning management systems (LMS) (<https://www.nrcmec.org/>). CIE question papers which consists of both descriptive and problem solving / critical thinking questions.
- ii. CIE I and CIE II are conducted at the end of 8th and 16th week of the semester respectively. The duration of the exam is 1 hours 20 minutes (NR20 & NR21), 2 hours (NR21).
- iii. The evaluation of the CIE answer scripts is done by the internal faculty who taught the course, and the entire evaluation shall be completed within a week after the conduction of the examinations.
- iv. Alternative Assessment Tools (AAT) includes tech talk, seminars, assignments, term papers, open ended experiments, micro projects, concept video, partial reproduction of research work, oral presentation of research work, developing a generic toolbox for problem solving, report based on participation in create-a-thon, make-a-thon, hack-a-thon conducted by reputed organizations, METE (Modeling and Experimental Tools in Engineering), MOOCs.
- v. AAT topics are allowed to choose the topics of their choice. Topics are mostly research oriented and beyond the syllabus conducted, as per the schedule.
- vi. AAT are evaluated by the concerned course handling faculty.
- vii. CIA marks are published and made available in respective student logins (<https://nrcmerp.com/>).
- viii. Any discrepancy observed in the answer booklets shall be brought to the notice of COE. The grievances received shall be inquired by the grievances and redressal committee.

#### 5. Semester End Examination (SEE)

Semester End Examinations for all programmes shall commence on the same day as per the schedule approved by the examination committee. However, in case of any emergency the Chairman, examination committee is empowered to reschedule any examination.

##### **Question Paper Setting**

##### **Eligibility Criteria regarding Appointment of Paper setter / examiner**

- i. The paper setter / examiner for SEE shall be appointed by the COE in consultation with principal. The examiner appointed for undergraduate course / post graduate course shall have at least post graduate degree in concern / allied branch of engineering.

- ii. The paper setters shall have at least three years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made.
- iii. Paper setter / examiner is from outside the college. The paper setter / examiner shall communicate his/her acceptance immediately, however if it is not possible to accept the appointment due to his/her preoccupation he/she shall communicate the same to concern authority well in advance at least a week before the date of appointment. In case no communication is received from Paper setter / examiner within prescribed time limit it will be presumed that the appointment is accepted.
- iv. The paper setter shall follow all the directions given by COE from time to time in respect of pattern of question papers, setting of question papers, model question papers, scheme of evaluation etc.

#### **Instructions to the Question Paper Setter**

- i. The questions are to be prepared from the entire scope of the enclosed syllabus
- ii. The question paper for UG and PG SEE shall be for 75 marks (NR20), 70 marks (NR21), 60 marks (NR23) and maximum duration shall be 3 hours.
- iii. The paper setter shall not disclose his/her appointment and shall not make any correspondence on post cards regarding any matter connected with the examination.
- iv. Paper setter shall submit his/her willingness/ unwillingness to the authority within ten days from the date of the letter of appointment as paper setter.
- v. All the questions are to be mapped to Bloom's Taxonomy levels and respective Course Outcomes (COs) in the mapping of the questions to the course outcomes document enclosed.
- vi. The syllabus for the course has 5 modules and the question paper comprises 10 short answer questions and 10 essay answer questions, with two questions from each module. The paper setter shall submit two paper sets as per appointment order.
- vii. Students are required to attempt one question each from each module in 3 hours. The stipulated time for the examination should be kept in mind while setting the question papers.
- viii. Diagrams or sketches, if any, should be drawn with the help of black pen or using software tools.
- ix. The Charts, Tables, IS Codes, Databook's etc. required for the examination should be mentioned specifically.
- x. TWO sets of soft copies of question papers and detailed solutions & scheme of evaluation for the given course should be set and mailed to [ce@nrcmec.org](mailto:ce@nrcmec.org).

#### **Chief Examiners**

Each course will be nominated with a chief examiner based on the seniority and the number of times the course being taught.

Chief examiners assigned for each course are responsible to check the overall quality of questions, syllabus coverage and for preparing the detailed solutions & scheme of evaluation.

## Conduct of Semester End Examinations

The COE shall appoint staff for SEE as per following structure:

- **Invigilators:** One for 24 students subjected to maximum of two per classroom
  - **Reliever:** One for 8-10 classrooms
  - **Examination Coordinators:** One or two faculty from each department
  - **Flying Squad:** One for 8-10 classrooms
  - **Confidential Invigilators:** One for 8-10 classrooms
  - **Frisking Staff:** One male and female non-teaching staff for 8-10 classrooms
  - **Exam Attender:** Two for examination
  - **Watermen:** One for 3-4 classrooms
- i. Invigilators and relievers shall be appointed from among the faculty of respective departments.
  - ii. Two examination coordinators are appointed for departments with 240 intake and one coordinator for departments with 120 intake.
  - iii. Examination coordinators shall distribute the question papers as per the seating plan and collect the attendance sheets, D-forms from the allotted classrooms.
  - iv. They receive the answer booklets from the invigilators after the completion of the examination and pack them securely.
  - v. Head of the departments are appointed as flying squad who shall take rounds in their allotted rooms/halls and check whether the discipline is being maintained during examination.
  - vi. Flying squad shall check whether the time schedule for examination related procedures is followed scrupulously.
  - vii. The flying squad shall make surprise visits to their assigned examination blocks and send the cases of misbehaviour, indiscipline, malpractices, attempt to copy to the COE.
  - viii. Senior Professors are appointed as confidential invigilators to confirm that invigilators are performing their duties well.
  - ix. Confidential invigilators shall ensure that relievers are sent to their allotted rooms to relieve the invigilators for not more than 10 minutes at a time.
  - x. Frisking staff will check the students' belongings and report to the invigilators in case of any material found.
  - xi. Biometric attendance staff shall take the biometric attendance of the students to avoid impersonation and report to the flying squad in case of any discrepancies.
  - xii. Flying squad, confidential invigilators and relievers will maintain the record of visits in prescribed format and at the end of SEE shall submit a comprehensive report to COE.
  - xiii. If any examinee is not in position to write at all, or write as fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate from the Civil Surgeon on this account, then a scribe shall be allowed to such examinee.

- xiv. Scribes identified shall not be a student of any programme of B. Tech / MBA of the college or any other technical diploma or degree course of other institutes.
- xv. The examinee shall, however, apply in a prescribed proforma to principal asking for permission to allow for scribe. Principal shall verify the medical certificate and give a permission letter to the examinee for the scribe after taking the undertaking in a prescribed proforma. The examinee shall produce the permission letter to the invigilator for examination of each course.
- xvi. In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, he/she may be allowed to write for 15 to 30 minutes extra for all the courses, provided he/she seeks permission from principal for extra writing time on account of his/her disability by producing medical certificate from Civil Surgeon to this effect.
- xvii. Supplementary examinations for the odd semester shall be conducted with the regular examinations of even semester and vice versa, for those who appeared and failed in regular examinations. Such of the candidates writing supplementary examinations may have to write more than one examination per day.

### **Duties of Invigilators:**

COE shall appoint the required number of invigilators and as per the examination schedule, from among the faculty of respective department. Invigilator shall observe the general discipline in the class/hall during the examination and report the cases of indiscipline, misbehaviour and copying cases to the COE for further necessary action. Invigilators shall enter their class/hall at least 15 minutes before the start of examination.

He / She shall

- i. Ask the students to keep their books, notebooks, and their written materials at the front of the room/ outside the room.
- ii. Check whether the students have occupied their seats as per the seating plan.
- iii. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books.
- iv. Distribute the question papers to the students at the beginning of the examination.
- v. Check the identity cards of the students and sign on their answer books, if all details are correct.
- vi. Take the signature of students on the attendance proforma, mark 'AB' for absent students and the attendance record of his/her room/hall.
- vii. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma.
- viii. Maintain general discipline in the classroom by frequently moving in the classroom/hall and preventing any malpractices, attempt of copying by the students.
- ix. Report cases of students' misbehaviour, indiscipline, malpractices and copying cases to the COE for further necessary action.
- x. Collect the answer booklets from the students at the end of examination and arrange them sequentially as per the exam.

- xi. Hand over the answer booklets to the examination coordinators.

Exam attenders appointed shall switch on the siren as per following timings:

<b>S No.</b>	<b>Type</b>	<b>Schedule of Siren for Morning /Afternoon Session</b>	<b>Remarks</b>
1	Long stroke	Fifteen minutes before the beginning of examination	To indicate that the students should occupy their seats in the class / hall
2	Two strokes	Beginning of examination	To indicate start of the examination
3	One stroke	One hour after beginning of examination	To indicate end of first hour of examination
4	One stroke	Two hours after beginning of examination	To indicate end of second hour of examination
5	Long stroke	Two and half hours after beginning of examination	To indicate last 30 minutes of exam duration
6	Two strokes	Ten minutes before the end of examination	To indicate last 10 minutes of exam duration
7	Long stroke	Three hours after beginning of examination	To indicate end of exam duration

## **6. Paper Printing**

The following procedures are followed for printing of question papers.

- i. The COE shall generate the question paper from the four sets question papers received from the two external paper setters (two sets each paper setter) at least one day before the schedule of the said examination by computerising process of randomly picking questions unit wise with unit wise choice.
- ii. Printing of the question paper shall be done two hours before the examination by CoE.
- iii. No part of the question paper shall be saved on the hard disk during the entire process of printing.
- iv. Setting up the format of the question paper if required, would be done and the printing command shall be given without creating any file on any of the storage device. However, care shall be taken to eliminate changes in the original paper due to setting up the format.
- v. Damaged question papers and extra copies of question paper shall be destroyed by putting them in the crushing machine after the printing work every day.
- vi. All USB ports, CD writers, LAN cards, modems, blue tooth, or any other accessory that can be used to transfer or save the data shall be disabled from the computer used for printing.
- vii. Paper seals duly signed with date and time are pasted on all the cupboards and doors in the printing section.
- viii. Person other than those deputed for printing would not be allowed to enter the printing section.
- ix. The person deputed for the printing will not leave the room until the work is completed.
- x. No member shall carry any communication or storage device, such as mobile, blue tooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from the computer.

## **7. Evaluation of SEE Answer Scripts:**

- i. Assessment of answer books for all examinations shall be done centrally. The SEE answer booklets are scanned on the day of examination and encoded with auto-generated codes.





- ii. External examiners are identified from the reputed institutions in the cadre of Professor / Associate Professor/Assistant Professor, who have taught the course at least three times to carry out the evaluation process.
- iii. SEE evaluations are time bound and completed within three days from the date of examination. Digital platform is provided for the valuation of answer booklets, which makes the evaluation process faster, easier, and accurate.
- iv. CoE shall check the evaluations done by the external examiners and in case of any inconsistencies observed in any course, another external examiner shall be appointed with the approval from principal for valuation.
- v. SEE results are published and made available in respective student logins (<https://nrcmerp.com/>).
- vi. Any discrepancy shall be brought to the notice of COE. The grievances received shall be inquired by the grievances and The redressal committee of the college.
- vii. Students not satisfied with the marks awarded in any of the theory papers may apply for revaluation in prescribed format by paying a requisite amount online within three working days from the date of declaration of result of the examination.

## 8. Practical Examination

Practical examination shall be conducted as per the examination schedule.

Faculty and staff are appointed for practical examination as per following structure:

- i. **External Examiner:** One for each practical course, as approved by examination committee
- ii. **Internal Examiner:** One for each practical course, preferably the course teacher, as approved by examination committee
- iii. **Skilled Assistant:** One faculty member for each practical course
- iv. **Laboratory assistant:** One laboratory assistant of the respective laboratory.
- v. **Laboratory Attender:** One for each course, preferably attender of the respective laboratory.

In case of common courses in the same semester of different programmes, different internal examiners and external examiners may be appointed for each programme.

The panel of external examiners consisting of 3 examiners, is to be prepared by the chairperson of the concerned BOS and send to the COE.

The COE has to appoint one examiner from the panel submitted, with the approval of the Principal and in case of refusal/no response, another examiner from the panel is to be appointed by the COE

The ECO staff shall send the appointment letters to the external/internal examiners and make suitable arrangement for the conduct of practical exams with the consent of COE.

Internal examiners along with skilled assistants and laboratory attenders shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for their respective courses.

Students perform the given practical, followed by the viva voce based on the practical content of the course. The performance of the students shall be judged by both internal and external examiner.

Internal examiner shall submit the answers books/drawing sheets/workshop sheets, D-form and marks sheet of the practical examination on the day of examination to the ECO.

After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks in award list, sign on the hard copy, seal it in a packet, write all details on the packet and hand over the same to ECO on the same day of examination, T.A., D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. Remuneration to internal examiners and other staff shall be paid after the practical examination and account of payment shall be submitted to the office within a week.

#### **9. Project work Allocation Procedure**

- In fifth semester, students are divided into groups of three based on their CGPAs. Among the group of three members, student with highest CGPA shall be the team leader.
- The team leaders have a provision to select one member of their choice and another member will be allotted by the Head of department.

#### **Project work Monitoring and Evaluation Procedure**

- Project work shall be spread over in VII semester and in VIII semester as project work phase I and project work phase-II respectively. Both are evaluated for 100 marks out of which 25 marks are for continuous internal assessment and 75 marks for semester end examination.
- The 25 marks for the CIA of project work phase I and project work phase II are evaluated from three reviews conducted by department review committee (DRC) for 10 marks each.
- The 75 marks for SEE shall be based on the project report submitted and a viva-voce exam conducted by a committee comprising the Head of the Department, the project supervisor and an external examiner nominated by the Principal. A minimum of 40% of maximum marks shall be obtained to earn the corresponding credits for the project work.

#### **10. Procedure to be followed at Assessment centre:**

During the assessment of answer book, if examiner suspects that there is prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, examiner shall forward his/her report along with the evidence and his/her opinion to the spot in charge. COE shall then forward the case in separate sealed envelope marked with "suspected unfair means case" to the complaint and redressal committee.

If any staff is found involved in any type of malpractice/unfair means, then the case shall be reported by COE to the complaint and redressal committee for further action.

#### **11. Procedure to be followed at Paper setting/printing**

If any student/staff/any person/s related with paper setting at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, COE shall report the case to complaint and redressal committee for further action.

COE will be the presenting officer of the case of malpractice which is originated through him before complaint and redressal committee, police authority, court of justice and shall deal with the case till it is finally disposed off.

## **Procedure to be followed by Complaint and Redressal Committee.**

### **Examinee/Person involved in Unfair means**

- i. For the purpose of investigating unfair means resorted to by examinee at the examination, the Academic Council shall appoint complaint and redressal committee which will function as a body which will investigate into the matter and decide the punishment on the basis of facts and findings of the case after ensuring that reasonable opportunity has been given to the concerned implicated student/examinee/person in his/her defence.
- ii. The complaint and redressal committee will then issue final order/s with regard to the penal action to be taken against the implicated examinee/person/s.
- iii. The complaint and redressal committee shall inquire; decide the punishment by following the Guidelines for imposing punishment on examinee/s/others involved. in unfair means prescribed in Appendix-B & Appendix-C, in respect of cases of unfair means referred to it. However, depending on the situation committee may quantify the severity of the punishment.
- iv. As the examinee is asked to appear physically before the committee, he/she shall give written reply/explanation to the charges levelled on him/her. Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence. The committee shall also consider the reply/explanation given by the examinee before making the final decision.
- v. After issuing show cause notice if the implicated examinee fail to appear before committee on the day, time and the place fixed for the meeting, the committee shall take decision in his/her case in absentia, on the basis of available evidence/documents, which shall be binding on the examinee concerned.
- vi. In disciplinary action against concerned implicated student/ examinee/ person, committee can also cancel Institution scholarship/s or awards or prize or medal etc. awarded to him/her in that examination.
- vii. The committee shall dispose off the case within three days from the last date of examination and in no case latter than the award of Grade points to the student/s. The decision and/or order of penal action imposed on the implicated examinee shall be issued to the respective examinee and same shall be informed to the COE, concerned officer through which the case is reported.
- viii. Complaint redress committee shall recommend punishment to examination committee. The examination committee shall approve the recommendations and shall forward it to the academic Council for final noting.

### **For Paper setter/examiner/evaluator/teacher/other person involved in unfair means:**

- i. In case of paper setter, examiner, moderator, evaluator, teacher or any other person related with conduct of examination, after receiving the report of malpractice case along with primary documents shall investigate into the matter and submit the report along with the recommendations to Academic Council.
- ii. Concerned officer through which the case is originated shall be the presenting officer before the Complaint Redress Committee, police authorities, and court of justice and shall be dealt with case till it is finally disposed off.
- iii. The implicated person shall be informed in writing of the act of malpractices used and/or lapses committed by him at the examination and to ask him/her to be present before the committee on particular day, date, time and place.

- iv. The documents pertaining to malpractices, for which the person is implicated, shall be shown to him/her and reasonable opportunity including oral hearing shall be given to the concerned person in his/her defense before the committee. The reply/ explanation given by the concerned person shall also be considered by the committee before making final report/ recommendation.
- v. The committee shall follow the procedure in the spirit of natural justice.
- vi. If the concerned person fails to appear before the committee, on the day, date, time, and place fixed for meeting, the committee shall take the decision in his/her case in absentia on the basis of whatever evidence/ documents which are available before it and same shall be binding on concerned implicated person.
- vii. The committee shall submit its report to the Academic Council along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise after taking in to consideration the categories prescribed in Appendix-C.
- viii. After receiving the report along with the recommendations from Complaint Redress Committee regarding punishment the Academic Council will pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning, or exonerating him/her from charges and shall impose any one or more of punishment taking in to consideration the categories mentioned in Appendix-C.

**12. Guidelines for imposing punishment on the examinees who caught coping/ involved in any type of misconduct during internal examinations**

The Controller of Examinations will be the competent authority to take action on the student who caught in copying /involved in malpractices in class test to his/her best judgment. Obtain the statement of the student and statement of the invigilator with forwarding remark of Head of concerned Department. In cases such as violence/ other matter where it is felt necessary to take severe action he/she may refer the case to the complaint redress committee

**Procedure for dealing with Unfair means.**

In case of unfair means, COE shall follow the following procedure

- i. The student shall be called upon to surrender to the COE unfair means material found in his /her possession, if any, and his/her answer book.
- ii. Signature of the concerned examinee shall be obtained on the relevant material and list thereon. Concerned invigilator shall also sign on all relevant material and documents and countersigned by COE.
- iii. Confiscate his /her answer book along with unfair means material; mark it as “suspected Unfair means Case”.
- iv. Obtain his /her undertaking to the effect that decision of the concerned competent authority in his /her case shall be final.
- v. Statement of the concerned invigilator shall be obtained by the COE and he/she shall make forwarding remark in the same format. If examinee refuses to make statement or to give undertaking to the concerned invigilator and Head of Department shall record accordingly under their signature.
- vi. Issue show-cause notice to the examinee instructing to appear before complaint redress committee.

- vii. In the case of impersonation or violence, expel the concerned examinee from the examination and not allow him/her to appear for remaining examination and report the action taken to the **COE**.
- viii. Case may be reported to the concerned Police station, as per the provision of Act for preventing malpractices at University and it should be informed to **COE**.
- ix. All the materials, undertaking of examinee and statement of invigilator along with the forwarding remarks shall be forwarded by to the **COE** in separate and confidential sealed envelope marked with "Unfair means case".
- x. In case of unfair means of oral type invigilator and/or concerned authorized person shall record the facts in writing and report the same to the **COE**.
- xi. **COE** after finding the prima-facie of the case of malpractice received shall send it to Complaint Redress Committee. **COE** /concerned officer shall be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

### **Procedure to be followed at Paper setting/printing**

If any student/staff/any person/s related with paper setting/person at printing is found involved in any type of malpractice/unfair means related to paper setting/paper printing, **COE** shall report the case to Complaint Redress Committee for further action.

**COE** will be the presenting officer of the case of malpractice which is originated through him before Complaint Redress Committee, police authority, court of Justice and shall deal with the case till it is finally disposed off.

### **13. Moderation of Marks, Grades and Preparation of Final Grades:**

Results Committee shall take up special moderation, general moderation and adjustment of marks at the time of results finalization and grace marks to students at the time of award of final degree for change of class / securing pass class.

#### **Adjustment of Marks:**

If a student fails in a maximum of two subjects but secures not less than 75% of required minimum marks in the end examination in those subjects, moderation will be considered to an extent of 1% of marks secured in all passed subjects of that examination.

Adjustment of marks to a maximum of two subjects, having highest surplus marks, in that order (surplus marks are marks, in excess of pass marks, the pass marks for each subject at 35% of maximum marks, are 26) and adding the same to one or two subjects.

Adjustment of marks will be allowed for only regular examinations, irrespective of the number of subjects attempted by the student. This is allowed whether or not the student passes all the subjects attempted during that particular examination.

### **14. Unfair means / Malpractice at ECO**

#### **General**

Under the section of the act use of unfair means of any kind by an examinee/ any person/person related to examination during the conduct of examination is a cognizable and non-bailable offence. For implementation of the act following procedure shall be adopted.

## **Competent Authority**

On receipt of a report regarding use of unfair means by any student/person at examination, including breach of any rules laid down by institute authorities, for proper conduct of examination, the Academic Board shall be the competent authority to institute complaint and redressal committee. The complaint and redressal committee shall be the competent authority to investigate, recommend and take appropriate disciplinary action against the student /person/s using, attempting to use, aiding, abating, instigating or allowing to use unfair means at ECO.

In case of teaching staff/ other staff related with conduct of examination involved in unfair means at examination, complaint and redressal committee shall investigate into the matter and forward the facts and finding of inquiry to Principal along with recommendation Principal will take appropriate disciplinary action against the staff.

## ANNEXURE – A

Guidelines for imposing punishment on the examinees caught copying / involved in any type of misconduct during or after Examination

S.No	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	<p>Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.</p> <p>Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.</p>



10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment.	

## ANNEXURE – B

Guidelines for imposing punishment for Malpractices and lapses on the part of the paper Setter, Examiner, faculty or any other person connected with the conduct of the examination.

S No.	Nature of Malpractice /Lapses	Punishment
1.	Paper-setter found responsible for leakage of the question set in the end semester examination whether intentionally or due to the negligence before the time of examination	Disqualification from any examination work + disciplinary action by the competent authorities as per the rules applicable
2.	Leakage of the question/question paper set of the end semester examination before the time of examination by any person /s connected with the conducts of examination	Disciplinary action by the competent authorities against the guilty/ responsible person/s as per the prevailing rules/code applicable
3.	Favoring a student (examinee) by examiner, moderator, referee in assessment of answer books / dissertation / project report /thesis by assigning the examinee marks to which the examinee is not entitled at the examination	Disqualification from any examination work + disciplinary action by the competent authorities
4.	Examiner/ moderator/ referee intentionally/ negligently not assigning the student in assessment of his /her answer books/ dissertation /project work, the marks to which the student is entitled to at the end semester examination	Disqualification from any examination work + disciplinary action by the concerned competent authorities
5.	Paper-setter omitting question at the time of finalization of question paper set at examination	Disqualification from any examination work for a period of three years.
6.	Paper-setter repeating question in same/different section/s	Disqualification from any examination work for a period of three years.
7.	Paper-setter setting question outside the scope of the syllabus	Disqualification from any examination work for a period of three years.
8.	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s	As decided by the concerned competent authorities of the institute.
9.	Guiding teacher showing negligence in supervision of dissertation /project work (e.g. use of manipulated data by a student)	As decided by the concerned competent authorities of the institute.
10.	Coordinator Examination (departmental) showing apathy in carrying out duties related to examination s(e.g. not taking rounds to the examination halls during examination period or opening the packet of question paper before prescribed time)	As decided by the concerned competent authorities of the institute.
11.	Invigilator helping student in copying answers while in the examination or showing negligence in reporting cases of copying by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by concerned competent authority as per the rule if he/she is a University/college/ institution employee.
12.	Invigilator /teacher helping student (examinee) in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned competent authorities as per the rule if he/she is a University/college/ institution employee.

## Discrepancies in the question papers

S No	Nature of Complaint	Correction
1	<p>General complaint regarding “question is out of syllabus.”</p> <p>i) If said question is compulsory</p> <p>ii) If said question is optional</p>	<p>As per the inquiry and recommendations from HOD, chief examiner and subject expert /experts, it is to be get confirmed that question is out of syllabus.</p> <p>Question is to be removed from the question paper and valuation is done for the remaining marks and obtained marks are to be converted to maximum marks of that examination.</p> <p>Question is to be removed from the question paper and remaining sub questions are to be made compulsory. The valuation is to be done for the maximum marks of that examination</p>
2	<p>Printing mistake in question</p> <p>i) Meaning of the question is understandable</p> <p>ii) Meaning of the question is not understandable</p>	<p>The chief examiner shall remain present during the examination. He should clarify the meaning of question to the students.</p> <p>a) As per the inquiry and recommendations from HOD, chief examiner and subject expert /experts, it is to be get confirmed that question is vague.</p> <p>b) Question is to be removed from the question paper and action is to be taken.</p>
3	<p>Question paper is set for less / more marks than prescribed in examination scheme</p>	<p>Paper shall be assessed for marks given in the question paper and marks obtained by the examinees are then converted to out of marks allotted in examination scheme for that course.</p>
4	<p>Insufficient data is given in question paper for particular question</p> <p>i) Standard data is missing</p> <p>ii) Major data is missing</p>	<p>The chief examiner shall remain present during the examination. He should do the necessary correction and tell the students during the examination</p> <p>a) As per the inquiry and recommendations from HOD , course coordinator and subject expert /experts, it is to be get confirmed that major data is missing</p> <p>b) Question is to be removed from the question paper and action is to be taken.</p>