



**VIGNAN's** INSTITUTE OF INFORMATION TECHNOLOGY  
(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUGV, Vizianagaram)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

## **2.5.3.(a) Examination Manual**



**VIGNAN's** **INSTITUTE OF INFORMATION TECHNOLOGY**  
(AUTONOMOUS)

(Approved by AICTE-New Delhi & Affiliated to JNTUK, Kakinada)  
Beside VSEZ, Duvvada, Vadlapudi Post, Gajuwaka, Visakhapatnam - 530 049.

# EXAMINATION MANUAL

## EXAMINATION MANUAL

### INDEX

S.No	Title	Page No
1	Objective	4
2	Controller of Examinations Responsibilities	4
3	Eligibility for semester examination	7
4	End Semester Examination Time Tables	7
5	Application and fee for examination	7
6	Hall Ticket/ Loss of Hall Ticket	8
7	Scheme of Continuous Evaluation (Internal)	8
8	Scheme of end Semester Examination (External)	8
9	Conducting examinations	8
10	Appointments and duties of different cadres	10
11	Examination and Evaluation Committee	16
12	Procurement of examination stationary	16
13	Special arrangements for physically challenged students	17
14	Preparation of question paper	17
15	Moderation	17
16	Encoding	19
17	Conducting Evaluation	19
18	Marks entry & Checking	21
19	Provision of grace marks	21
20	Announcement of Results	22
21	Re-Evaluation	22
22	Preservation of Examination Records	23
23	Preparation of Certificates	23
24	Remuneration Processing	26
25	Server backup	27
26	Equivalence marks for transferred students from other	27
27	Auditing of Evaluation	27
28	Credibility & Confidentiality	27
29	Unfair means in Examination by Candidates	28
30	Unfair means / Negligence of Examination Duty - Staff	29
31	Verification of student credentials	30

S.No	Title	Page No
<b>Annexures (Detailed Guidelines)</b>		
1	Norms to be followed by students	31
2	Guidelines for Invigilator	34
3	Guidelines for Squad Members	38
4	Guidelines for question paper setter	39
5	Guidelines for Evaluator	40
6	Guidelines for Chief Evaluator	42
7	Guidelines for Scrutinizer	43
8	Guidelines for Moderator	44
9	Guidelines to lab instructor / programmer	46
10	Guidelines for External Examiner - Lab Examination	47
11	Guidelines for Lab Observers	48
12	Guidelines for Internal Examiner - Lab Examination	49
13	Malpractice during examination – disciplinary actions	51



# **EXAMINATION MANUAL**

## **1) Objective**

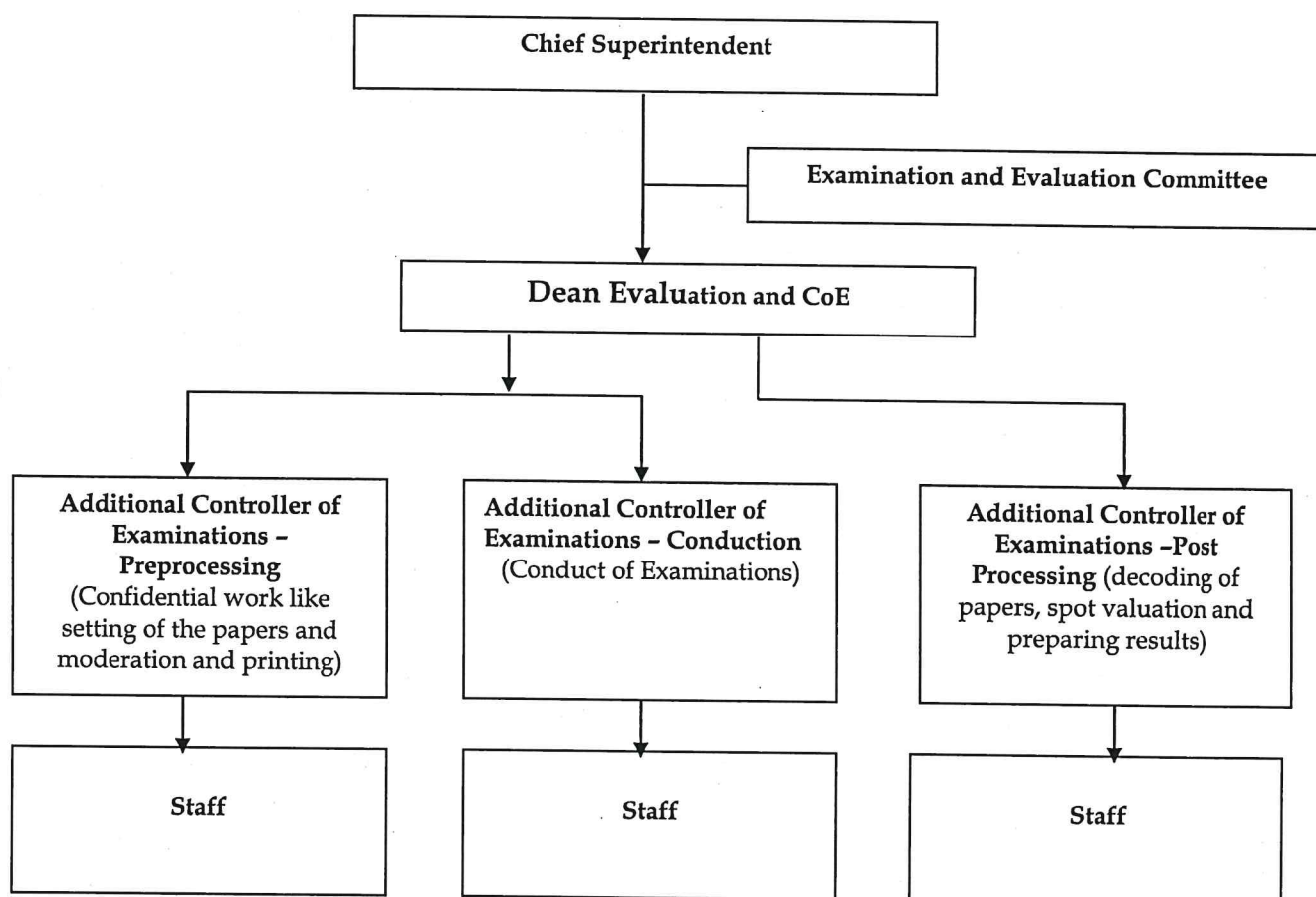
The institution strongly believes that honesty and integrity of the evaluation system direct the quality of teaching and inculcate the required seriousness among students towards academics. Examinations/student assessments play a very important role in deciding the quality of education and assessment drives learning. The examination process is executed by an administrative section, headed by a senior professor acting as Controller of Examinations. The overall execution of evaluation process is monitored by a committee known as 'Examination and Evaluation Committee' headed by the Principal. The Institute follows a continuous comprehensive evaluation system to enable the overall development of a student. The examinations blueprint follows the principles of outcome-based education. The question papers for theory subjects are set by examiners from reputed institutions and all lab, project and internship examinations are held in the presence of examiners appointed from other institutions. Utmost care is taken to conduct examinations in a secure environment. Several measures like encoding, jumbling, scrutiny, recounting, and revaluation are in practice for ensuring a transparent and reliable evaluation. Well-laid-out administrative procedures integrated with IT infrastructure are in place for discrimination of information, maintenance of transparency and ensuring necessary confidentiality. Several reforms are initiated over the last 4 years, to meet the overall objectives of the academic program while maintaining the transparency and confidentiality needed for a foolproof examination section.

This manual is an effort, to document all the procedures and guidelines that are in force. It defines the roles, responsibilities of the people involved, protocols, administrative procedures being followed and various steps that have to be taken at all the levels associated with the conduct of the examinations of the VIIT. All the Forms / Performa for use in the examination process / system and documentation have been drawn out in standardized formats. Measures to curb unfairness and malpractices have also been listed along with the penalty and punishments.

## **2) Controller of Examinations**

The Controller of Examinations is appointed by the Board of Management. The Controller of Examinations shall be the in-charge of the Examination Branch of the Institute. All other staff at examination branch is appointed as per the institute guidelines. There shall be three Additional Controllers of Examinations, who shall assist the Controller of Examinations in all matters. The Controller of Examinations will take guidelines from the examination regulations manual approved by

Academic Council for delivering the duties. The structure of the Office of Controller of Examinations is as follows:



### Structure of the office of controller of examination

#### 2.1 Responsibilities:

- i. To conduct end semester examinations for all courses of all years.
- ii. To fix the examination timetable in consultation with various directorates and take approval from the Dean – Evaluation as well as the principal.
- iii. To prepare budget for the conduct of examinations.
- iv. To firm up the panel of external examiners for setting papers, evaluation of papers, evaluation of lab experiments, project reviews, internship reviews, viva voce wherever necessary and propose the remuneration.

- v. To maintain confidentiality in the examination section and ensure that adequate steps are taken to maintain the same.
- vi. To prepare the results sheet at the end of the semester and get the approval of the Evaluations Standards Committee before announcing the results.
- vii. CoE is supported by Three Additional Controllers of Examinations who report to and help him in coordinating his work.
- viii. To take / initiate necessary steps to preserve the Evaluation records as per instruction practice.
- ix. To prepare a panel of invigilators for conducting the examinations.
- x. To ensure a fool-proof mechanism to eliminate malpractices.
- xi. All the orders / instructions of Controller of Examinations shall be in writing and a stock file shall be maintained for all the papers in chronological order.
- xii. To maintain the highest standards of integrity in the conduct of examinations, evaluation, and all actions related to finalizing and publication of results.
- xiii. To render the accounts for any money drawn by him as advance within a week of completion of the examinations, and within a week of completion of the evaluation.

## 2.2 Powers:

- i. To propose the budget for the conduct of the examinations.
- ii. Endowed with the authority to select necessary invigilators from the faculty pool to oversee the examination proceedings.
- iii. To recommend disciplinary action against staff or students for any unfair practices.
- iv. All the Degree certificates shall carry the signature of the Principal. The Controller of Examinations is empowered to take necessary steps to issue these degrees.
- v. To recommend cancellation of an examination to the Examination Committee after an enquiry into the incident. However, a decision on this is to be taken within 48 hours of the incident.
- vi. To prepare an analysis of the examination results, the trends identifying the areas of improvement, variance analysis etc.,



- vii. Empowered to get the question papers and answer sheets printed once they are finalized.
- viii. To order for printing of all the stationary required for examination branch etc., after the approval of the Principal.
- ix. To propose revisions in examination fee and remuneration rates for different activities at examination section.

### **3) Eligibility for Semester Examination**

As provided in the regulations of respective courses approved by the academic council from time to time.

### **4) End Semester Examination Time Tables**

The End examination time table is a planned document and its careful plan will reduce the stress felt by students and enhance their performance in examinations. This is to be planned and circulated to students at least 30 days before the commencement of examinations. To the extent possible tough subjects are to be scheduled, immediately after a holiday. The examination timetable is prepared manually and later computerized. For detailed procedure of Time Table, refer to operation manual.

### **5) Application and fee for examination**

- i) A candidate appearing for any examination of the Institute shall apply in the prescribed form made available in the Institute website after payment of required examination fee through payment link.
- ii) The last date for receipt of application forms for admission to an examination of the Institute shall be as notified by the Institute.
- iii) A candidate who is unable to appear for an exam for whatever reason is not entitled to a refund of his exam fee. In case of the death of a candidate before the commencement of the examination, his fee may be refunded. The fee may also be refunded to candidates who are prevented by the institution from writing the examinations.
- iv) A candidate when applying for admission to one or more subsequent examinations shall pay the prescribed fee for such examination on each occasion on which he / she applies for admission.

- v) Fee for Provisional Certificate and Consolidated Marks Memos at the end of the course (to be deposited with the examination fee for the examination after which the degree is scheduled to be awarded) shall be as approved by the Examination Committee from time to time.

**6) Hall Ticket / Loss of Hall Ticket**

- i) On receipt of the prescribed fee from the candidate admitted, furnish the candidate with a hall ticket permitting him to appear for the examination.
- ii) Permission to appear at the Institute examination may be withdrawn by the candidate, which justifies the candidate's exclusion.
- iii) A candidate may not be admitted to the examination hall unless he produces to the officer conducting the examination his examination admission card or satisfies such officer that it will be produced.
- iv) If the Chief Superintendent satisfied that a hall ticket for an examination has been misplaced or damaged, they have the authority to issue a replacement hall ticket. This can be done upon the payment of an additional fee, the amount which is endorsed by the institute.

**7) Scheme of Continuous Evaluation (Internal)**

The norms given in the syllabus book are to be followed.

**8) Scheme of end Semester Examination (External)**

The norms given in the syllabus book are to be followed.

**9) Conducting Examinations**

**9.1 Pre - Examinations:**

The Controller of Examination should conduct a meeting with the Additional Controller of Examinations at least one month prior to the commencement of the examinations to finalize the following requirements and the schedule to complete the tasks required:

- a) Exam hall requirements
- b) Applied candidates' details
- c) Invigilator requirement
- d) Generator requirement

- e) Junior Assistants requirement
- f) Attenders requirement
- g) Bell requirement
- h) Security guard requirement
- i) Hall tickets issue
- j) Requirement of announcement and announcers
- k) Posters requirement
- l) Documentation requirements like instructions, formats etc.,
- m) Drinking water requirement
- n) Water boys
- o) Special squad staff
- p) Availability of CC TV monitoring system
- q) Transportation requirement

Information on actions taken to meet the above requirements and the timeline by which these requirements are to be met is to be clearly identified. Appropriate instructions have to reach all the concerned in the form of office orders, circulars, posters, notes... whichever are deemed to be fit. CoE has to conduct meetings as and when required to see that the requirements are met.

## **9.2 During Examinations:**

- i) The rooms are to be made for examination, well before the commencement of examination. Exam cell staff have to go around the examination halls to ensure that the rooms are ready (seating as per plan)
- ii) Question papers have to be dispatched on time.
- iii) Invigilators have to go to invigilation in time.
- iv) Students' entry into examination blocks are to be monitored to ensure that students will enter into exam halls only with permitted material and in time. Late permission should not be granted under normal conditions.
- v) Special invigilators should ensure that question papers reach all the students and announcements are duly made.



- vi) The list of absentees should be obtained within first 30 minutes of the commencement of the examinations for preparation of absentee statements.
- vii) Squads are to be constituted to identify malpractices, prevention of malpractices and for smooth conduct of examinations.
- viii) The Chief Superintendent of Examinations should ensure that the drinking water is available to the candidates at their seats, cleanliness of wash rooms and any other requirement to provide for a conducive environment for students writing the examination.
- ix) Receive the answer scripts and check against the attendance statement made.
- x) The bundles are to be sealed and sent to the office of Controller of Examinations.
- xi) All other material used for the examinations is to be verified, accounted and preserved for future reference.

#### **10) Appointment and Duties:**

##### **10.1 Appointment of a Paper Setter**

A Paper setter is a person who formulates the questions that are used to test the student in the learning outcomes of a specific subject. The question papers are to be set by external examiners appointed by the Dean-Evaluation from a panel of examiners, proposed by the Head of the Department of that discipline.

The model paper along with syllabus is to be provided to the paper setter for guidance wherever possible. The paper setter shall be a teacher from College/ Institute of national repute, such as NIT, IIT, IISc etc. The paper setter is to be provided with a set of detailed guidelines to help in paper setting. (Annexure - 4)

##### **10.2 Appointment of Evaluators**

Evaluator is a person who verifies the answers given by student for the questions given in the question paper. Evaluator will evaluate the answers with reference to the pre-decided scheme of valuation and will award marks.

Faculty at the level of Assistant Professor or above may be appointed as evaluator by Dean - Evaluation. He should have taught the subject at least

one time. The evaluator is to be provided with a set of detailed guidelines to help in evaluation. (Annexure – 5)

### **10.3 Appointment of a Chief Evaluator**

A Chief Evaluator is a person who ensures coordination among different evaluators of the same subject. He has to ensure uniform implementation of scheme of valuation by evaluators.

Senior faculty member shall be appointed as a Chief Evaluator for a subject where the number of scripts is more than 150 or when there is more than one evaluator. The chief evaluator is to be appointed by Dean – Evaluation from the panel prepared by the Additional controller of Examinations. The Chief Evaluator should have taught the subject at least two times. The chief evaluator is to be provided with a set of detailed guidelines to help in evaluation. (Annexure – 6)

### **10.4 Appointment of a Scrutinizer**

A Scrutinizer is a person who ensures award of marks for each question attempted by student, proper totaling of marks and proper posting of marks by evaluators against each question.

Staff at the level of Lab Technician/Teaching Assistant is to be appointed as Scrutinizers by the Dean-Evaluation. The scrutinizer is to be provided with a set of detailed guidelines to help in scrutinizing. (Annexure – 7).

### **10.5 Appointment of Moderators**

A senior faculty member is to be appointed as moderator, by the HoD of the concerned department to verify the question paper set by the external expert. The moderator is to be provided with a set of detailed guidelines to help in moderation. Refer to the description given under moderation.

### **10.6 Appointment of Chief Superintendent (of the cadre of Associate Prof.)**

The Chief Superintendent is a person who receives question papers, conduct examination for eligible candidates and hands over the answer scripts and other examination related records to Controller of Examinations.

In general, principal of the Institute is the chief superintend or the Dean Evaluation shall appoint the Chief Superintendent(s) based on principal advice and provide them the following guidelines for conduct of end

semester Institute examinations. These guidelines will have to be given each time, semester examinations are conducted. It cannot be presumed that the Chief Superintendents would know these instructions.

- i) The Chief Superintendent is the authorized representative of the Institute to conduct the examinations conforming to the clearly laid out procedure.
- ii) He/She shall take care of the examination in advance such as an adequate number of question papers, main answer books, additional sheets and any other stationery required for all the examinations as per the schedule. He/she should verify the material received and identify any discrepancies or omissions and instruct the concerned to rectify the deficiency.
- iii) He/She shall Identify and appoint appropriate staff members as invigilators and as other staff required for the conduct of examinations.
- iv) Only teaching staff shall be proposed as invigilators.
- v) He/She shall be the custodian of all the examination material supplied to him and accountable for the used and unused answer books.
- vi) He/She shall make necessary arrangements for distribution of Hall Tickets to the candidates.
- vii) He/She shall make seating arrangements for fair conduct of examinations as per the Institute norms.
- viii) Before and during the examination, the Chief Superintendent should visit each room or building as frequently as possible to ensure the smooth conduct of examinations.
- ix) The Chief Superintendent should collect the answer booklets from the invigilators verifying with attendance sheets and dispatch the same in a sealed cover to the Controller of Examinations along with all the statements prescribed for the purpose.
- x) The Chief Superintendent is required to make a return in the form supplied, of the amount of stationery and serviceable articles remaining at the close of the examination and to retain them for the subsequent examination(s).
- xi) Identifying the needs of infrastructure required as per the conduct of the examinations both in theory papers as well as labs.

- xii) Inform the invigilators about the actual place of posting in the Examination Hall, on the day of Examination.
- xiii) Separate instructions have to be prepared for use by the invigilators and a copy should be served to each invigilator and acknowledgment obtained.

### **10.7 Appointment of Squad Members**

The purpose of the squad is to maintain the seriousness of examinations by doing frequent checks of students, examination halls and other arrangements. The squads will report to the Controller of Examinations about negligence in invigilation, the seating of candidates etc. The malpractice cases found by the squad members are to be informed to the Chief Superintendent of Examinations. Specified formats are to be used by the squad member for reporting. Faculty members of the same institution or neighboring institutes may be appointed as squad members by the Controller of Examinations. They are to be acquainted with the guidelines to assist the CoE in the smooth and fair conduct of examinations. (Annexure - 3)

### **10.8 Appointment of an Invigilator**

An Invigilator is a person who conducts the examination in a given hall.

Faculty member of the institution or neighboring institutions may be appointed as invigilator by the Chief Superintendent of the examination(s).

The assessment of students and the integrity of examination process are of paramount importance to the Institute. Examination Invigilators play a central role in helping to ensure that security is maintained and examinations are conducted in a fair and appropriate manner and all students are able to take the examinations in a comfortable environment. They are provided with guidelines to assist in the functions. (Annexure - 2)

### **10.9 Appointment of other administrative staff**

Depending on the need, non-teaching or teaching staff may be appointed as other administrative staff. These staff members are to assist the functionaries of the examination/evaluation section in delivering the duties. The administrative staff can be categorized into two groups. The first group is the permanent employees of the examination section and the other group consists of those deputed to the examination section for a specified period of time /task and reverted to their parent departments after the completion of the task.

i) **Duties of the permanent administrative staff of the exam cell:**

- a) Correspondence with regard to the exam section.
- b) Maintain a stock file containing all the orders / instructions issued on the related area for ready reference.
- c) Shall use a computer for correspondence.
- d) Maintain files subject wise containing all the correspondence written on the related area, and the replies received thereof.
- e) He/She will not take out any papers from the exam section whether old or new.
- f) Provide acknowledgement to all petitions / appeals / representations received from students and give them to the Controller of Examinations concerned for necessary action.
- g) He/She will maintain utmost integrity / honesty and confidentiality in all matters being dealt with in the section.
- h) He / She will report to the Controller of Examinations and attend to any other work assigned by the Controller of Examinations or any other higher authority.

ii) **Staff deputed from other departments:**

Duties are to be specified based on the work assigned. Under any circumstances, the responsibility of confidential works or the maintenance of records should not be assigned to them.

**10.10 Appointment of Additional Controller of examinations – Question Papers**

A faculty member with more than five years of experience can be appointed as an Additional Controller of Examinations to monitor the process of procuring the question papers. Duties and responsibilities are as follows

- i) Maintain the database of faculty suitable for appointment as question paper setters.
- ii) Preparation of panel of question paper setters and moderators for each subject.
- iii) Receive the approved list of paper setters from the Controller of Examinations and release the necessary correspondence required for procuring the question paper.



- iv) Arrange the moderation activity i.e. planning the infrastructure, manpower, space & machines required for the moderation of question paper.
- v) Responsible for releasing question papers in time to the Chief Superintendent of Examinations.
- vi) Maintenance of records and giving updates to the Controller of Examinations regarding question papers procurement status.
- vii) Responsible for communicating the guidelines to paper setters and moderators.
- viii) Responsible for maintenance of syllabus & regulations.
- ix) Preparation of remuneration bills related to question paper setters and moderators.
- x) Conducting moderation.

#### **10.11 Appointment of Additional Controller of examinations - Evaluation**

Based on the need faculty at Associate Professor Level or above may be appointed as Spot Valuation Coordinator to monitor the spot valuation. Faculty already working as Coordinators/Additional Controller of Examinations may also be considered for the post of spot valuation coordinator. Duties and responsibilities are as follows.

- i) Maintaining the data-base of faculty & staff suitable for appointment as chief valuers / valuers / scrutinizers.
- ii) Preparation of panel for chief valuers, valuers & scrutinizers.
- iii) Receiving the approved list of chief valuers, valuers & scrutinizers from Controller of Examinations and releasing the related orders and further correspondence.
- iv) Arrangement for spot valuation i.e. planning the infrastructure and manpower requirement and arranging the same in consultation with Controller of Examinations.
- v) Ensuring sufficient number of question papers and schemes for spot valuation.
- vi) Maintaining the valuation records, such that the evaluation status may be reported, whenever required.
- vii) Pass instructions to evaluators/scrutinizers to ensure the evaluation of answer scripts as per norms.



- viii) Report the absence of Evaluator / Chief Evaluator / Scrutinizer to Controller of Examinations for necessary action.
- ix) Collect scripts, bills and log sheets after valuation and hand over to Controller of Examinations for further processing.
- x) Preparation of remuneration bills related to valuation.
- xi) Conduct spot valuation

#### **10.12 Lab / Project / Internship Examiners**

End semester Lab / Project / Internship examinations will be conducted by two examiners; one is from the VIIT and the other from other institutions. These examiners are appointed by Dean - Evaluation from the panel of examiners suggested by the respective Heads of the Department. Both examiners together will conduct the examinations as per guidelines given by Dean - Evaluation.

#### **11) Examination and Evaluation Committee**

Examination Committee is the body advising the Vice - Chancellor in evaluation and examination related issues. The composition of Evaluation Standards Committee is

- i. Principal
- ii. Vice Principal Academics/Dean - Academics
- iii. Controller of Examinations
- iv. One/Two senior staff members nominated by the principal

The Examination Committee discuss the pre-release analysis of results, details of: moderation, recounting, re-evaluation, graces, malpractices and any other special cases related to examinations. The frequency and need of the meetings will be decided by the Principal based on the information given by Dean - Evaluation. The minutes of the meetings are to be recorded.

#### **12) Procurement of Examination Stationary**

Procurement of examination stationery is to be always done from suppliers who have an established long-term relation with the Institute. The list of such suppliers is to be maintained by the office of Controller of Examinations for ready reference. Wherever possible the stationary is to be numbered and the issue and stock registers are to be maintained. Additional Controller of Examinations periodically reviews the stationary requirement and will initiate the actions for the

procurement as required for the smooth conduct of the examinations. The procurement procedures are to be in line with the practices of the Institute.

### **13) Special arrangements for Physically Challenged Students**

For physically challenged students special arrangements are to be made to write the examinations. These are:

- i) Allowing scribe/writer for blind or writing-impaired students. Compensatory time for completing the examination.
- ii) Special seating arrangements for candidates who cannot move to examination halls.

The above services are to be provided based on the request from the student in proper format. The students have to apply to the Controller of Examinations and their requests are to be recommended by respective Head of the Departments before sending them to the Controller of Examinations office. After verifying, Controller of Examinations issues necessary instructions. The records are to be maintained.

### **14) Preparation of Question Paper**

The question paper is to be prepared by following the given guidelines. The guidelines should consist of details like:

- i) Weightage to be given to various components like knowledge, application, skills etc., (in line with Blooms Taxonomy)
- ii) Expected time to answer the question paper, marks distribution and the number of pages in the answer script.
- iii) Expected difficulty level.
- iv) Requirement of data books.
- v) For other details refer to 'appointment of paper setter.

### **15) Moderation**

- i) The objectives of question paper moderation are to ensure that
  - a) Question paper is as per the specified syllabus and guidelines.
  - b) All questions are within the specified format.
  - c) The data is sufficient for answering questions.
  - d) The figures are visible.
  - e) The marks weightage distribution is as per blue print.

- f) To ascertain the need for other requirements like data table / graph sheets etc.
- ii) The moderation process will start with a collection of
  - a) The details of the subjects going for moderation including the number of question papers required.
  - b) The list of faculties eligible to be appointed as moderators.
  - c) Infrastructure requirements like space, furniture, snacks, breakfast, lunch, transportation, air-conditioning, drinking water, computers, printers, copiers, room, electrical fittings, security etc..
  - d) Manpower requirements to conduct moderation like typists, attenders and security guards.
- iii) The appointment letters related to various duties of moderation should reach the concerned well in advance, so that, if alternative arrangements are required, they can be planned.
- iv) The infrastructure requirements should be met in consultation with the Principal's office.
- v) Moderators and other staff are to be reminded 24 hours before the moderation activity, so that, they will not fail to attend the moderation.
- vi) Every day the infrastructure requirements are to be reviewed, so that, the moderation process will go smoothly.
- vii) Additional CoE will ensure that the moderators are properly briefed about the guidelines related to moderation (**Annexure -8**). The guidelines may be circulated along with the appointment letters. Key points are also to be displayed as posters in the moderation room.
- viii) Additional CoE should ensure the security of the room, so that, no un-authorized person / material will move in or out of the moderation room.
- ix) The moderation process is to be completed well in time so that; question papers reach the examination halls in time.
- x) The details of the moderation question wise are to be maintained with reasons for moderation.
- xi) Compiled list of moderation details is to be given to Dean – Evaluation, every day for scrutiny and subsequent actions.



- xii) Dean – Evaluation may seek principal opinion on the moderation process as an audit that helps to prevent bias in moderation.
- xiii) Sufficient number of question paper copies including the requirement of valuation, library is to be taken and sealed before releasing them for examinations.
- xiv) The scheme of valuations and question papers are to be kept in Institute website for the purpose of students and faculty scrutiny and comments.
- xv) The remuneration bills related to moderation are to be prepared and checked before obtaining the approval of CoE.
- xvi) After receiving the approval from Controller of Examinations, the consolidated statement should be sent to Principal's office for the release of the payment. The remuneration is to be distributed through online transfer. If online transfer is not possible, then other of payment mode may be used.

#### **16) Encoding**

Encoding is the process of replacing the student register number with another temporary number by make a use of in-house software so that the valuator, and data entry operators do not know the student whose papers they are dealing with. These temporary numbers will be generated by the office staff of Controller of Examinations as per the guidelines given by Controller of Examinations from time to time. Encoding activity will be done in a separate room identified by Controller of Examinations. All the records of encoding process are to be maintained in the same way like other records of the examinations. For a detailed procedure of encoding, refer operation manual.

#### **17) Conducting Evaluation**

The Controller of Examinations will identify one person from Additional Controller of Examinations / Professors as coordinator to monitor the valuation activities. Appointing the valutors, arranging infrastructure, conducting valuation and handing over the valuation records to the CoE office are the responsibilities of the coordinator.

##### **17.1 Pre-Evaluation**

- i) Controller of Examinations will conduct a meeting with the staff looking after valuation work, 15 days before the commencement of valuation. The following arrangements are to be reviewed:

- a) Availability of required software and hardware for digital valuation.
  - b) Valuers availability
  - c) Chief – valuers availability
  - d) Scrutinizers availability
  - e) Attenders availability
  - f) Security arrangements
  - g) Rooms & infrastructure arrangements
  - h) Stationary arrangements
  - i) Lighting arrangements
  - j) Water arrangements
  - k) Snacks arrangements
  - l) Posters arrangements
- ii) The communications related to the above requirements are to be sent to the concerned and approvals are to be obtained.
  - iii) Cross-check is to be carried out one week before the commencement of valuation to identify whether all the identified requirements are met or not.
  - iv) One day before the commencement of valuation Additional CoE will ensure that all arrangements are in place for the smooth conduct of valuation.
  - v) The instructions pertaining to digital valuation shall be shared with the valuers / Chief-valuers / scrutinizers through circulars / meetings etc.,

## **17.2 During Evaluation**

- i) The valuers and staff are to be received by Additional CoE at the valuation center. Additional CoE will ensure that valuers are prepared for valuation i.e. thoroughly aware of the instructions and equipped with relevant question papers and scheme of valuation.
- ii) The details of the valuers those who are not reported are to be informed to Controller of Examinations and appropriate measures are to be taken to continue the valuation activities as per schedule.

- iii) Additional CoE will ensure that administrative norms are followed as given in instructions.
- iv) Every day the details about valuation are to be reported to Controller of Examinations for review.
- v) After evaluation relevant records are to be submitted to the Controller of Examinations office immediately after completion of the valuation of concerned subject.
- vi) After completion of the valuation, the remuneration bills are to be prepared and sent to the Principal's office after getting approval from Controller of Examinations.

#### **18) Marks entry & Checking**

Marks entry will be done only by the office staff of Controller of Examinations. The printouts of bundle-wise marks report will be cross-checked with the award lists prepared by valuers and attestations to be made on the printouts by the staff, entered and verified. After verification and correction, the 'bundle' is to be locked so that there will not be any chance for changes. For a detailed procedure of marks entry, refer operation manual.

#### **19) Provision of Grace Marks**

Grace marks can be added in the following cases. The type of grace, amount of the grace and the subjects for which grace is to be added will be decided by the Evaluation Standards Committee.

##### **19.1 Tough subjects Grace**

The external examination paper may be tough for the students, and these subjects can be identified if the average marks in the end examination are less than 50%. The subjects are identified and the required grace marks are to be added to the end examination marks.

##### **19.2 General Grace**

There may be some students who have failed in some subjects with a margin of 5 marks; for such students, a general grace of a total of 10 marks for that student can be given in those subjects, subject to the condition, that in any of these subjects, grace marks not more than 5 should be added.



## **20) Announcement of Results**

The Controller of Examinations will process the results with the help of in-house software and prepare the result analysis as per the guidelines. Controller of Examinations has to inform the Principal about availability of results to convene the meetings of 'Examination Committee'. Controller of Examinations has to ensure different types of analysis to indicate overall performance of the students, the improvement there of, specific achievement if any is to be made ready to present before Examination Committee. The suggestions made by Examination Committee are to be incorporated in the results before release. The results are to be placed in the website of the institute and other internal servers. Re-Evaluation notifications are also to be released along with results. Based on the results, the Controller of Examinations will prepare a detailed analysis and place them before the Academic Council.

## **21) Re-Evaluation :-**

Even with the availability of a comprehensive scheme of valuation and presence of digital valuation system, there may be chances that the valuation may not have preceded as per the scheme. The purpose of re-valuation is to see that these mistakes are corrected and justice is done to the student.

- i) Office of the Controller of Examinations should release a notice announcing the details like last date for receipt of applications for re-valuation, application fee and dates of declaration of re-valuation results.
- ii) The applications shall be screened by the Additional CoE for identification of subjects and appointment of evaluators. The evaluators shall be other than the faculty who did the first valuation of that script.
- iii) Additional CoE is responsible for arranging the infrastructure and man-power required for re-valuation.
- iv) If the marks difference from the first valuation and the second valuation is more than 15%, the answer scripts should be sent for 3<sup>rd</sup> valuation.
- v) If the marks difference is less than 15%, the maximum marks out of two valuations will be awarded as the result.
- vi) In the cases where the script is sent for 3<sup>rd</sup> valuation the best of nearest two valuations will be considered as result.

- vii) The consolidated results of re-valuation will be scrutinized by the CoE and after getting approval from Dean – Evaluation will be released.

The details of re-evaluation like number of students, subjects applied and number of changes is to be presented in Examination Committee meetings for analysis.

## **22) Preservation of Examination Records**

All the examination applications and answer scripts except those, relating to suits which are pending in the courts, etc., shall be preserved as per the duration mentioned by the affiliated University from time to time. After the stipulated time, the examination applications, answer scripts and other records which are preserved shall be sold to the waste paper buyers with the approval of the Principal. The sale proceeds shall be remitted to the appropriate account of the Institute.

## **23) Preparation of Certificates:**

### **23.1 Marks Memo**

Marks Memo is a certificate that furnishes the detailed performance of a student in the examination taken over a specified time, generally one semester. Details like name of the examination, name of the subject, test marks, end examination marks, grades obtained, net result (Pass / Fail) and credits obtained are to be mentioned in the marks memo. Controller of Examinations has to identify the staff to be responsible for preparation and verification of the certificates. Same staff member should not do the preparation and verification work. The staff responsible for preparation of marks memos is trained in preparation of marks memos and advised to scrupulously follow the instructions. After checking and approval, the marks memos are released to the departments for distribution to students.

### **23.2 Provisional Certificate (PC)**

Students who have successfully passed all the examinations specified to meet a program requirement may be awarded with a Provisional (Temporary / Tentative) Degree certificate. This is very much essential, since the approval for the issue of final degree certificate is to be given by various bodies of Institute like Academic Council, BoM...., which takes a considerably long time like 6 to 12 months. The Provisional Certificate should clearly mention details like program, specialization, final grade / class obtained by student and month & year of qualification.



The Controller of Examinations has to identify the staff to be responsible for preparation and verification of the certificates. Same staff member should not do the preparation and verification work.

The staff responsible for preparing the Provisional Certificates is to be trained and made aware of the need to scrupulously follow the instructions outlined. The list of eligible candidates for the issue of Provisional Certificates is to be generated by the junior assistant by using the related links in the software. Details of the individual candidate in the list is to be cross checked with the data available in current status. Once PC is prepared, the details are to be cross checked in terms of percentage, total marks, and minor subjects. The cross-checking is to be done by a staff member other than the staff member assigned with the preparation. After checking, a consolidated statement is to be prepared, clearly giving the document number of PC, register number of student and documentary proof that checking has taken place. Controller of Examinations has to verify these details and has to put his signature on the report before issuing the Provisional Certificates for student distribution. For detailed procedure of Provisional Certificate, refer to operation manual.

### **23.3 Consolidated Marks Memo (CMM)**

Consolidated Marks Memo is a certificate issued to the student along with a Provisional Certificate and completion of his/her study. It contains details of the marks obtained by students in individual subjects, grade, class obtained and total percentage of marks.

Controller of Examinations shall identify the staff to be responsible for preparation and verification of the certificates. The same staff member will not do both the preparation and verification work

The staff is responsible for preparing the Consolidated Marks Memos are to be provided with instructions for preparing the CMMs and the instructions shall be scrupulously followed. Once CMM is prepared, the details are to be cross-checked in terms of percentage, total marks, and minor subjects. After checking, a consolidated statement is to be prepared, clearly giving the document number of CMM, register number of student and documentary proof that checking has taken place. The Controller of Examinations shall verify these details and put his signature on the report before issuing the CMMs for student distribution. For detailed procedure of Consolidated Marks Memo, refer to operation manual.

#### **23.4 Degree Certificate and Migration Certificate:**

Degree certificate is the final certification that a student will receive on the successful completion of the degree program from affiliated University. For seeking admission in other universities within the country or abroad, the student is required to obtain a migration certificate. Issuing a migration certificate means that Institute has no objection to the candidate to take admission in any other Institute or institution. For detailed procedure to obtain Original Degree certificate, refer to JNTU website.

#### **23.5 Transcripts**

The transcript is a copy of student academic record over a period of time, usually a semester, giving the details of subjects the student has taken the examinations, as well as the obtained marks, grades and result. It is different from marks memo that is unique and treated as permanent record. Transcripts are the official copy of marks memo issued to students for the purpose of applying for higher studies. There is no limit to the number of copies and it depends on the requirement of the student. For detailed procedure of Transcripts, refer to operation manual.

#### **23.6 Duplicate Marks Memo**

The Duplicate Marks Memo shall be issued based on application and necessary fee payment by student. Duplicate Marks Memos are to be generated by using the in-house software and are to be verified to find the correctness of data. The staff checking the marks memo has to be different from the staff that generated the memo. For detailed procedure of Duplicate Marks Memo, refer to operation manual.

#### **23.7 Duplicate Provisional Certificate**

Issue of duplicate provisional certificate is based on application and necessary fee payment by the student. Student must obtain a not traceable certificate from the police department and has to enclose the certificate with application. The certificate has to be issued with 'Duplicate' stamped on the certificate. The preparation, verification and issue process are same as given for Provisional Certificate. For detailed procedure of Duplicate Provisional Certificate, refer to operation manual.

#### **23.8 Duplicate Consolidated Marks Memo**

The issue of duplicate consolidated marks memo is based on application and necessary fee payment by the student. Student must

obtain a 'not traceable' certificate from police department and has to enclose the certificate with application. The certificate has to be issued with 'Duplicate' stamped on the certificate. The preparation, verification and issue process are the same as given for Consolidated Marks Memo. For detailed procedure of Duplicate Consolidated Marks Memo, refer to operation manual.

### **23.9 Name Correction on Marks Memo**

The name correction in Marks Memo will be done based on application and necessary fee payment by the student. After receiving the application, the name is to be corrected by taking the reference of the S.S.C certificate / name proof document.

Physical signature of the CoE is required on the corrected marks memo. For detailed procedure of Name Correction on Marks Memo, refer to operation manual.

### **23.10 T - Sheets**

T- Sheets are the official tabulated result printouts of all the students, of a particular examination prepared and maintained by examination section for records. These reports shall be prepared after incorporation of recounting and revaluation results. Any manual verification of results, if claimed by student is to be done with reference to the T-Sheet. These are the permanent records that will be maintained at examination section. Printouts of these from the examination software are to be taken by regular staff of the section. For detailed procedure of T-Sheets, refer operation manual.

## **24) Remuneration Processing**

The remuneration related to various activities during examinations is to be processed as per the rate of remunerations approved and circulated by the Principal office. Staff wise statements, clearly indicating the nature of duty, number of duties and remuneration to be prepared by the junior / senior assistants of the examination section. These are to be verified by the Additional CoE before forwarding it to the Controller of Examinations for approval. After getting approval from CoE the consolidated statement shall be sent to Principal's office for the release of the payment. The remunerations are to be distributed through online transfers. If online transfer is not possible, only then the other mode of payment may be made.



#### **25) Server Backup :**

Backup is the process where the software and data in the evaluation server are copied on to the external memory storage (Hard disk) as a safety precaution towards any data corruption or data loss. The backup of the examination server which contains all the software and data is to be taken once at least every week. During the processing of results, this duration may be reduced to every two days or one day, based on the need. The hard disk in which the backup is being taken is to be in the custody of Controller of Examinations. One of the senior additional controller of Examinations should be made responsible for taking this backup and is to be provided with required guidelines (Annexure - 13). The backup activity like the date of backup taken is to be entered into a register by the person taking the backup and is to be countersigned by the Controller of Examinations.

#### **26) Equivalence marks for transferred students from other Universities**

The equivalence of credits i.e., need of additional course work for equivalence is decided by the committee recommending the transfer cases. However, only the students' performance in the exams given by VIIT would be considered for class awarding.

#### **27) Auditing of Evaluation**

To ensure the system conformance with the established process, regular audits have been incorporated in to evaluation system. Some of the steps taken in this regard are.

- i) Question paper moderation will be analyzed and opinion of other faculty will be taken on the moderation done.
- ii) Evaluated answer scripts on a sample basis shall be sent for 2<sup>nd</sup> valuation to outside experts

The audited results are to be compiled and brought before Evaluation Standards Committee for necessary action.

#### **28) Credibility & Confidentiality**

Procedures of the evaluation section should be able to demonstrate the system's credibility since conduct of examination and confidentiality in question paper preparation and answer script valuation. The procedures may need frequent updating. Some of the steps taken in this regard are:



- i) The question paper moderation rooms, examination halls and valuation rooms shall be designated as 'no entry zone' for unauthorized persons.
- ii) All the staff who involved shall be made aware of the steps taken to ensure confidentiality in their respective areas and consequences due to lapses if any.
- iii) Multiple numbers of question papers shall be procured in advance and the question paper to be used in any particular day is to be selected by Controller of Examinations on the day of examination only.
- iv) Dummy numbering will be given to answer scripts, before evaluation.
- v) Marks entry and results processing is to be done on the dummy numbering only.
- vi) Question paper covers shall be opened in the examination hall in the presence of the students by the invigilators concerned.
- vii) By conducting spot valuation.

#### **29) Unfair means in Examinations by Candidates**

Adoption of any kind of unfair means during the examinations shall be considered as malpractice and dealt with appropriate disciplinary action. The activities that are not conducive to the peaceful conduct of examinations like possessing a cell phone or leaving the examination hall during the examinations shall also come under this category. All the activities that are considered under this category are to be listed along with the disciplinary actions to be taken for each type of activity and the list is to be circulated to staff and students before commencement of examinations (**Annexure - 9**). The list is to be made available on the Institute website and institute portal. The malpractices can be reported by any student or staff and are to be in writing. Any case reported anonymously may be enquired based on the details provided. The following procedures may be followed during enquiry of all types of malpractice cases.

- a) When evidence like a slip used for malpractice is readily available and student admits to the possession of the slip: The Additional Controller of Examinations will seek the opinion of the subject expert to identify whether the content in the slip was used to answer the question. Based on the opinion, the penalty will be awarded as per norms.
- b) When student refuses to admit to the act of malpractice: Controller of Examinations shall appoint a committee consisting of HoD of the department, subject expert and Additional Controller of Examinations. The committee

may call the invigilators or any other staff/student to enquire. Based on the committee report appropriate actions are to be initiated.

The disciplinary action taken is to be informed to the HoD, through circular, who intern has to inform the student and parent about the action.

Summary of malpractices reports and action taken are to be presented by Controller of Examinations to Examination Committee during its meetings.

**30) Unfair means / Negligence of Examination Duty - Staff**

The following are listed as unfair activities in the evaluation process:

- i) Informing the question paper contents to outsiders.
- ii) Informing the question paper setter details to outsiders.
- iii) Negligence of examination duty, such as late reporting, not reporting, negligence in invigilation, valuation, not completing the formats required to conduct the examination.
- iv) Leaking of the information related to the relation between dummy coding and the original registered number.
- v) Not following the scheme of valuation and giving the marks either more liberally or too stringently.
- vi) Issuing certificates to ineligible persons.

**Disciplinary Action:**

- i) Whenever a practice of unfair means is noticed or comes to the notice of the management of the Institute in its different layers, a preliminary enquiry is to be ordered by the Dean - Evaluation which shall be conducted by one of the Additional Controller of Examinations working under him.
- ii) Based on the preliminary enquiry, if a prima-facie case exists, the matter is transferred to the Principal to order a detailed enquiry.
- iii) The punishments based on the nature of unfair means adopted can be divided into
  - a) Warning
  - b) Minor punishment
  - c) Major Punishment
- iv) Warning is given for minor deficiencies found in any of the employees associated with either conduct of examinations, evaluation or any of the process thereof is given a warning.

**Ex:** Not keeping certain office documentation ready, not adhering to certain seating arrangements properly etc...



- v) Delays in the dispatch of papers, notifications, schedules, not obtaining the data from other departments in time etc., could constitute examples to result in minor punishment. The minor punishment could be cut in increments, lowering the designation or transferring out of examination section.
- vi) Any delinquency / unfair practice resulting in distortion of the result of whatever degree shall result in imposing major punishment namely removal from service. Based on the situation, the Institute may also prosecute the individuals for criminal breach of trust under the laws of the land.
- vii) Before any major punishment is imposed, an opportunity shall be provided to the individual to present his explanation before the enquiry committee.
- viii) The Dean - Evaluation will be the authority to impose warning and minor punishments where as the Principal will order the dismissal or prosecution of employees.
- ix) An annual report on all actions taken shall be collated and placed by the Principal before the Board of Management on establishment / service matters.
- x) The whole atmosphere in the administration of the examination and evaluation should reflect the premium that is laid with integrity, intellectual honesty and clear commitment of the individuals.

### **31) Verification of student credentials**

It is the practice of many employers to verify the certificates produced by their employees with the institution for their genuineness. Two types of approaches are usually followed by employers. One is sending requests for verification through mail and the other is through post. The institution as far as possible encourages verification through mail in view of possibility of quick response and authenticity. The mail address to which the employers have to send their request is to be displayed on the website and indicated on important certificates like Degree and Consolidated Marks Memo. The verification requests should have an attachment of a copy of either Degree Certificate, Consolidated Marks Memo, or Provisional Certificate. The Controller of Examinations has to take steps so that all verification requests are to be addressed within one or two working days to be done by a senior staff member of the examination section. The year-wise consolidated data is to be brought to the notice of the Evaluation Standards Committee.

## ANNEXURES

### **ANNEXURE - 1 (A)**

#### **NORMS TO BE FOLLOWED BY STUDENT DURING SEMESTER END EXAMINATION**

These norms are to be displayed on examination notice boards before and during the examinations. Relevant points may be printed on hall tickets, answer booklets and also may be announced during examinations. They are

- 1) Read the instructions printed on hall ticket
- 2) Do not enter into the examination hall without proper ID card, hall ticket (end exam) issued to him/her. If not, obtain duplicate ID card, hall ticket by paying the necessary fee.
- 3) Bring your own writing materials such as pens, pencils, erasers, calculators (wherever permitted) geometrical instruments etc. The exchange of instruments during the exam is not permitted.
- 4) Enter into examination hall after the entry of invigilator and **15 min before the commencement of examinations**. Students will not be permitted into examination halls once examination started.
- 5) Read the instructions printed on back side of the cover page of main answer booklet.
- 6) Fill the relevant data on the cover page of main answer booklet.
- 7) Students are permitted to leave examination hall, only 90 minutes after commencement of the examination.
- 8) Do not resort to malpractices in the course of the examinations in any manner whatsoever.
- 9) Write your register number, only at designated places on question paper and cover page of answer sheet if not given. Writing at any other place will be considered as malpractice.
- 10) Do not give / receive assistance or guidance to / from any other candidate orally or by any other body language methods.
- 11) Do not use the question paper for rough or any other work.
- 12) Do not carry any material that may be useful to copy in the examination. Remove such material from your surroundings also.
- 13) Any corrections in register number on answer script / question paper have to be counter-signed by invigilator.



- 14) Handover the answer script to the invigilator, before leaving the exam hall.

#### **ANNEXURE - 1 (B)**

#### **NORMS TO BE FOLLOWED BY STUDENT DURING INTERNAL EXAMINATION**

These norms shall be displayed on the examination notice boards before and during the examinations. Relevant points may be printed on answer booklets and also may be announced during examinations.

- 1) The student should enter into examination hall after the entry of invigilator.
- 2) Student will not be permitted into the examination hall after commencement of the examination.
- 3) Students should bring their own writing materials such as pens, pencils, erasers, calculators (wherever permitted) geometrical instruments etc. Exchange of instruments during the exam is not permitted.
- 4) No student will enter into the examination hall without identity card issued by the Institute.
- 5) Students are not allowed to carry any material that may be useful to copy in the examination. Remove such material from your surroundings also.
- 6) Students are strictly advised not to resort to any malpractices in the course of the examinations in any manner what so ever.
- 7) Students should write their Register number, only at designated places on question paper and answer sheet.
- 8) Students should not use the question paper for rough or any other work.
- 9) Any corrections in Register number on the answer script / question paper is to be counter signed by invigilator.
- 10) Students are permitted to leave examination hall, only after completion of half of the duration of the examination.

## **ANNEXURE - 1 (C)**

### **OTHER IMPORTANT INSTRUCTIONS**

#### **(To be displayed along with seating arrangement)**

These norms are to be displayed on examination notice boards before and during the examinations. Relevant points may be printed on answer booklets and also may be announced during examinations.

- Updated Internal Marks are available on Institute website.
- Malpractices in examinations attract punishments available at Institute website.
- For old semester-end examinations question papers contact librarian.
- Check the seating arrangement carefully for your registered number, before entering into the exam hall.
- Special squads will make rounds during the examination to check and prevent malpractice cases.
- Student names printed on marks memo should be as per the Date of Birth Certificate (SSC certificate). If not, student should apply for name correction immediately in examination section
- Problems in question paper are to be informed to concerned subject teacher.
- Any difficulties during examination process are to be informed to Controller of Examinations.
- The procedure to obtain different certificates related to examinations is available on Institute website. Refer also normative schedules.

#### **Malpractice norms (abstract)**

<b>Malpractice</b>	<b>Punishment</b>
Copying	Cancellation of performance in one subject or all subjects (based on severity)
Impersonation (writing examination in place of another candidate)	Cancellation of all subjects and disciplinary action.
Writing register number in the answer script other than the place mentioned	Cancellation of performance in that subject
Writing internal marks/ request for marks on answer script	Cancellation of performance in all subjects.

## **ANNEXURE - 2**

### **GUIDELINES FOR INVIGILATOR**

#### **General :**

The assessment of students and the integrity of our examination process is of paramount importance to the Institute. Examination Invigilators play a central role in ensuring the security during examinations, conduct of examinations in a fair and appropriate manner. They are instrumental in verifying the student authenticity and maintenance of a conducive environment. The following guidelines are formed to bring awareness among invigilators about the procedure to perform invigilation

#### **Detailed Guidelines :**

1. Report at the examination hall at least 30 minutes before the time of commencement of Examination. Collect the seating arrangement, examination stationary and be present at the respective hall to which you are allotted at least 15 minutes prior to the commencement of examination
2. Once entering the examination hall, the invigilators should not step out of the examination hall till the examination is over.
3. It is to be ensured that the black board in exam hall is clean.
4. Allow the candidate into the examination hall after verifying the hall ticket & ID card. Guide the students to their respective places as per the seating arrangement.
5. Laptops, Programmable Calculators, Cell Phones and Pagers etc., are not allowed for the examinations.
6. Distribute the main answer books.
7. Make the necessary announcements at the starting of examination. The Candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the examination. The Invigilators should ensure that they would not carry any material except hall tickets, identity cards, and non-programmable calculator into the examination halls.
8. Do not permit other faculty / outsider into the examination hall unless permitted by the CoE.
9. Any correction in the hall ticket number on the first page of "Main Answer Book", should brought to the notice of the Examination section.
10. Invigilators have to sign on the main page of main answer booklet after verifying (1) student Hall Ticket with master data sheet provided with



examination pad. (2) The student, ID card and Hall Ticket. (3) The Hall Ticket number on question paper and answer booklet. Also, initials are to be placed on the hall ticket at the subject in which the examination is being conducted.

11. The invigilator should not stay at one place for long time. He should keep patrolling throughout the duration of the examination inside the examination hall, while maintaining vigilance on the students as a measure, to prevent malpractice.
12. Fill all the relevant columns on the attendance sheet: Name of the examination, subject, date, Hall number. They should get the signatures of all the students present in the hall. For absentee candidates, the hall ticket numbers are to be rounded in BLUE ink. At the end of the examination fill the number of additional taken by each candidate and all other columns if applicable. All the invigilators allotted to the hall must sign the attendance sheet.
13. Ensure that the candidates have entered the serial number of answer book they have received in the attendance sheet supplied and put their signatures.
14. Candidates are to stay in the examination hall at least for one and a half hour from the commencement of the examination, but are not normally permitted to leave during the last fifteen minutes. This restriction is designed to prevent the general disturbance that may be caused by the number of candidates who might otherwise leave, particularly during the last five minutes. When fewer than ten candidates are present, the restriction is not necessary.
15. Please ensure to collect the answer book from the candidates before they leave the examination hall.
16. The answer scripts collected are to be arranged in order and to be handed over to the designated staff in the examination cell.
17. Drawing sheets should be folded to the size of main answer book and the stamp showing the Hall Ticket number should be visible on the top after folding.
18. All the invigilators assigned to an examination shall leave the examination hall at once, after the end of examination.



**Announcements - during the commencement of examination, before the distribution of question paper**

1. Students are advised to fill all the details on title page of main answer book.
2. Students are advised to remove any written or printed material on their person, whether pertaining to the subject or not.
3. Erase any material written on your body. Detection of any material during examination will be treated as malpractice.
4. Writing of hall-ticket numbers on the additional answer sheets is strictly forbidden and will lead to cancellation of the performance.
5. Writing any kind of messages or symbols not related to the examination on the answer sheets shall automatically lead to cancellation of examination(s).
6. Write your registered number on question paper.
7. Question paper should not be used for rough work. Any written text on question paper will be considered as malpractice.

**Announcements - immediately after distributing the question papers**

1. Check whether you have received the correct question paper or not.
2. Put your registered number on question paper.

**Other announcements**

1. Fifteen minutes before the end of an examination, invigilators should warn candidates that only “ **fifteen minutes of the examination period is left** ” and that candidates must remain in their places until the examination is over. In case of additional concepts during internal examinations no additional booklets would be given. Tie the additional and fill the number of additional booklet columns on main page. Invigilators must alert the candidates when only **five minutes are left**.
2. Ask the students at the end of examinations, to remain seated until the invigilators collect all the answer scripts. Check the number of additional marked on answer script with that drawn.
3. Tally the answer scripts, with the number of candidates assigned and after tallying, and if found in order, allow the student to leave the examination hall.

**Malpractice Cases**

1. On finding a malpractice ask the student to stop writing the examination, complete the malpractice report (available with examination pad) and hand

over all the material along with the report to the Addl. Controller of Examinations at the end of the examination. The student should not be allowed to continue the exam and has to leave the examination hall after signing on malpractice report.

2. When dealing with a candidate doing malpractice, the invigilator should involve another invigilator as soon as possible to assist and act as a witness.
3. The invigilator, himself should **NOT** take any action in this regard except reporting the case to the Addl. Controller of Examinations.
4. The invigilator should ask the student to meet the Addl. Controller of Examinations immediately to attend an enquiry on malpractice.
5. The CoE will take appropriate action after conducting an enquiry.
6. The Addl. Controller of Examination will inform the invigilator about the action taken on his report.
7. The action taken will be informed to the student through Head of the Department.

#### **Toilet Breaks**

1. Candidates must be escorted as far as is reasonable by an invigilator (of same sex) should they need to go to the toilet. Candidates should be warned that if they are found with unauthorized materials in their possession they will be reported and disciplinary action will be taken.
2. Invigilators should bear in mind that examinations can be very stressful for students and can occasionally provoke unreasonable or extreme behavior. Situations should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other candidates and maintains security of the examination.
3. With this in mind, invigilators should not cause any unnecessary disturbance in the examination hall. Any discussions between invigilators or invigilators and students should be conducted in a whisper and kept to a minimum. Invigilators should not read (other than if directly related to the examination), smoke, eat or otherwise engage in activities which may distract from carrying out their duties or disturb the candidates.

### **ANNEXURE - 3**

#### **GUIDELINES FOR SQUAD MEMBER** **(for internal & semester end examinations)**

1. Select minimum five examination halls (for internal examinations), ten halls (for semester end examinations). Ensure that they cover all the blocks where the examinations are being held.
2. On entering the examination hall, thoroughly check the student, to find out if any material that is useful for malpractice (some guidelines are given below). If found, use the report available with invigilator to register malpractice.
3. Complete the squad report (refer formats) and hand it over to the CoE, immediately after the inspection.
4. You are also authorized to inspect any other parameter related to examination halls, invigilation and incorporate the comments in your report.
5. Follow the guidelines in the checklist (refer formats) which is enclosed for reference.

#### **Guidelines for checking the student:**

1. Ask the student to stand and come out of his / her place.
2. Verify:
  - a) Pockets.
  - b) Answer sheet, question paper, hall ticket.
  - c) Table, rack, chair, chair handle.
  - d) Handkerchief, purse, duppatta.
  - e) Pants, sleeves, forearms (ask the student to move sleeves up) legs below knees (ask the student to move pants up) waist (by touch), and collar (by touch).
  - f) Ask him to remove his shoes (slips may be inside the shoes).
3. Only female faculty members are allowed to verify girl students 'by touch'.

## **ANNEXURE - 4**

### **GUIDELINES FOR QUESTION PAPER SETTER**

#### **INSTRUCTIONS AND GUIDELINES TO QUESTION PAPER SETTERS (VR 20)**

(For Regulation to regulation these guidelines may slightly vary)

The question paper setters are requested to comply with the following instructions and guidelines while setting the question paper.

1. Confidentiality must be strictly maintained.
2. Strictly adhere to the template and prepare one/two sets of question papers (based on the request) from prescribed syllabus so that the questions in the paper shall be fairly distributed over the whole syllabus of study. Clearly indicate the allotment of marks to each part of the questions.
3. Follow the Bloom's taxonomy action verbs while setting the questions and weightage for each parameter should be: Understanding-50%, **Application and Analysis -30%**, Creativity – 20%.
4. Question paper consists of 5 questions and must have internal choice from the same unit (Q1- Unit1, Q2- Unit2, Q3- Unit3, Q4- Unit 4, and Q5 – Unit 5). Each question shall carry 14 marks (where ever possible each question may have 2 sub questions). The maximum marks for the paper are 70.
5. Questions of different levels are to be set. i.e., Easy Questions (25%), Average Questions (50%) and Difficult Questions (25%)
6. Draw the figures / drawing / circuit diagram wherever necessary and label the diagrams indicating dimensions, etc., clearly and properly. Ambiguity and repetition of questions to be avoided.
7. Indicate clearly on the question paper, the need of any handbook or data-sheet if required to answer the questions.
8. Paper should be typed as per the given format: Paper size: A4; Font Style: Times New Roman; Font size: 12; Line spacing: 1.5
9. Abbreviations of all kinds should be avoided.
10. Prepared question paper(s) and duly filled remuneration bill send to:  
doeviit@gmail.com

(Note: Paste your scanned sign at signature place –need not to make PDF)

**NOTE:** The template of the question papers is password protected. Please check your mobile for the SMS of the password.

For any clarification contact the Dean Evaluations on mobile.



## ANNEXURE - 5

### GUIDELINES FOR EVALUATOR

Faculty at level of Assistant Professor or above may be appointed as an evaluator. He/She should have taught the subject at least one time.

1. After receiving the question paper and scheme of valuation prepare detailed solutions for the questions in question paper.
2. Review the scheme with reference to the solutions prepared. If the scheme is to be modified, consult Chief Valuator / Dean Evaluation for modifications and approval.
3. If the scheme is not available, prepare the scheme and get the approval from Dean Evaluation.
4. While preparing the scheme of valuation, stepwise marks to be given. The maximum marks should be decided and given for various steps starting from step 1, step 2, step 3 ...up to last step. Maximum marks for a step are expected as 2 marks. Prepare Scheme of marking such that, if revaluated by other examiners the marks difference should not come more than 3 in a script.
5. If Chief Valuator is available for your subject, it is the responsibility of Chief Valuator to get the approval for scheme.
6. Report to the spot valuation Coordinator at 9.30 a.m., on the day of commencement of spot valuation.
7. If more than one valuator is appointed discuss the scheme of valuation and freeze the scheme.
8. The frozen scheme signed by all the valutors is to be submitted to the coordinator before the commencement of the spot valuation.
9. Ensure that the number of answer booklets should match with the number on the bundle sheet.
10. If the Answer script is un-encoded, report immediately to spot valuation coordinator.
11. The scheme of evaluation, frozen by the Chief valuator, should be strictly adhered to.
12. In case of a doubt, if any, consult the Chief valuator / Coordinator.
13. Fractional marks in the total are to be rounded off to the nearest number.
14. Marks are to be entered question wise with **Red Pen** on the cover page of the answer book. Marks should not be posted anywhere inside the answer script.
15. Valuator should not mark any sign (✓, X) inside the booklet.

16. After evaluation of all the answer booklets, the marks obtained by each student should be entered in the award list with **Blue Pen**.
17. Over writing of marks on the answer booklets and on the award sheet, should be avoided. Corrections must be made by the side of the erroneous entry and the same should be endorsed by the examiner with signature.
18. After evaluation, examiner must put his signature in the space provided to this purpose.
19. Maintain confidentiality during evaluation.
20. Any material related to spot valuation should not be taken out of the spot center.
21. In matters related to evaluation, the decision of the Chief valuator of the subject concerned is final.
22. Before leaving the spot valuation room, inform to the spot valuation coordinator about the number of scripts evaluated.
23. Valuers are expected to evaluate 40 to 60 scripts per day (8 hours)
24. No score should be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the spot valuation coordinator for further necessary action.
25. Complete the details in remuneration form (refer format) and handover the bill to spot valuation coordinator.
26. Last but not the least, please remember that you are evaluating these answer scripts at a time when RTI is already in operation. Copy of any evaluated answer script could be demanded by the student immediately after the declaration of the result. Any compromise with the instructions mentioned above can seriously discount your honor and integrity on the one hand and name and fame of our institution on the other. To survive public scrutiny, we request you to ensure that: no question escapes evaluation particularly where the answer is attempted at two places. In certain cases, a student leaves a few blank pages and then writes the answer of a fresh question. Please take care of that.

**Student malpractices that are to be reported during evaluation:**

27. Writing requests for marks on answer scripts, or indicates internal marks.
28. Register number on answer scripts or additional booklet.
29. Any new page(s) inserted or any handwritten chit pasted on any page of the answer script.

30. Double handwriting in any answer script.

**Unfair means in evaluation**

31. Inflation of marks to pass more number of students.

32. Ignoring the scheme of valuation.

33. Not reporting malpractices.

**ANNEXURE - 6**

**GUIDELINES FOR CHIEF EVALUATOR**

Senior faculty member shall be appointed as Chief Evaluator for a subject where the number of scripts is more than 150 or when there is more than one evaluator. The chief evaluator should have taught the subject at least two times.

After receiving the question paper and scheme of valuation, prepare detailed solutions for the questions in question paper.

1. Review the scheme with reference to the solutions prepared. If the scheme is to be modified consult Dean Evaluation for modifications and approval.
2. If the scheme is not available, prepare the scheme and get the approval from Dean Evaluation.
3. While preparing the scheme of valuation, stepwise marks to be given. The maximum marks should be decided and given for various steps starting from step 1, step 2, step 3. up to last step. Maximum marks for any step in the scheme are expected as 2 mark.
4. Conduct a meeting / discussion with all the examiners and freeze and finalize the scheme of evaluation.
5. Get the signature of all the examiners on the frozen scheme of evaluation.
6. First distribute 5 answer books to the examiners and get them valued.
7. These booklets are to be revaluated by other valuers (exchange). Analyze the marks difference. If major difference is found revise the scheme, so that, the difference in such cases is within limit (15% of sum of attempted questions marks / or 3 marks for a script, whichever is minimum).

8. Reevaluate 10% of the scripts / answer booklets which are evaluated by the examiners to find any deviations with scheme. If found get it corrected by evaluator and see that this will not repeat for other scripts.
9. Allot the bundles to the scrutinizers.
10. Chief evaluator should be present in the evaluation room during evaluation in that subject and scrutiny the answer script bundle immediately after valuation. Valuation by the Chief is to be done in the presence of the evaluator.
11. Before leaving the spot valuation room, inform to the spot valuation coordinator about the number of scripts evaluated by the examiners in your subject.
12. At the end of the evaluation, collect the bills of the evaluators / scrutinizers and submit it to the Spot valuation Coordinator. (Refer format)
13. Sometimes the Chief Evaluator may also be asked to do valuation. Separate guidelines may be given by the Controller of Examinations, when case arises.
14. In the matters related to evaluation, the decision of the Chief Evaluator of the subject concerned in final.

#### **ANNEXURE - 7**

#### **GUIDELINES FOR SCRUTINIZER**

Staff at the level of Lab Technician/Teaching Assistant are to be appointed as Scrutinizers.

1. The bundles are to be taken for scrutiny only after evaluation by the Chief examiner and preparation of award list.
2. The scrutiny has to be done at the evaluation venue itself.
3. Collect a copy of question paper from evaluator/ Chief examiner with details of choice, allotment of marks to each question / sub question (marks distribution sheet).
4. Work with pencil only.
5. Verify the sequence of answer booklets. They must be arranged in sequence and same as that given in award list.



6. Check each answer booklet and verify whether the marks are posted for all the answers written in the booklet or not.
7. The allocated marks should not be greater than that given in the 'marks distribution sheet.'
8. Check the totaling of marks on the main page of the answer book.
9. The discrepancies, if any are to be brought to the notice of the valuator / Chief valuator.
10. The corrections are to be done by valuator / Chief valuator only.
11. After scrutinizing the answer booklets, check the marks posted against each serial number in the award list.
12. Sign on the answer booklet and award list after verification and corrections. Submit the bundle to the valuation coordinators.
13. Maintain confidentiality during scrutiny.

#### **ANNEXURE - 8**

#### **GUIDELINES FOR MODERATOR**

Attend in time, to avoid delay in Question Paper distribution.

1. The objectives of Question Paper Moderation are to see that
  - a) Question paper model is as per the specified format.
  - b) All the questions are within the syllabus.
  - c) The data is sufficient for answering questions.
  - d) The figures are visible.
  - e) The marks weightage distribution is as per the blue print.
  - f) To find the requirement of data table / graph sheets etc.,
2. The out of syllabus questions shall be replaced by the questions that are within the scope of the syllabus. For any other clarifications, contact Dean of Evaluation.
3. The moderators shall not be permitted to leave the moderation room till the commencement of examination.
4. Use of cell phones is prohibited during moderation time.

5. Preparation of detailed scheme of valuation is also the responsibility of moderators. In this regard the following guidelines are to be followed.
  - a) If the key is already available, verify its sufficiency
  - b) For problems, detailed solutions including the answers are to be given.
  - c) While preparing the scheme of valuation, stepwise marks are to be given. The maximum marks should be decided and given for various steps starting from step1, step2, step3 .... Up to last step. Maximum mark for a step is expected as 2 marks. Prepare Scheme of marking such that, if revaluated by other examiners the marks difference should not come more than 3 in a script.
6. The abstract details of the moderation are to be entered into the datasheet available with the coordinator of moderation room.
7. The scanned copies of detailed scheme of valuation will be kept in Institute website for comments by students and another faculty. The comments, if any, received in time, will be informed to moderator by Controller of Examinations, for possibilities of incorporation in the scheme.
8. Moderators have to keep in mind that without moderation, examination cannot be conducted for that subject. So, utmost priority is to be given for moderation work. Due to unavoidable circumstances, if a moderator is not able to attend moderation, it should be immediately informed to Dean Evaluation and concerned Head of the Department.
9. The moderators have to bring their own materials (Textbooks, Calculators etc.) that are required for the moderation of question paper.

**Note:** It is mandatory to submit a scheme before the commencement of exam, if you could not complete in time, you have to seek permission from Dean-Evaluation to submit it a little later on the same day.

## **ANNEXURE – 9**

### **GUIDELINES TO LAB INSTRUCTOR / PROGRAMMER**

#### **A) Before commencement of semester:**

1. Along with lab teacher perform all the experiments offered for students in that laboratory.
2. Familiarize yourself about purpose of the experiment, outcomes, result analysis, probable sources of errors in readings etc...
3. Collect the following information
  - a) List of experiments
  - b) Batch formation
  - c) Instructions related to that lab
  - d) Lab manual – 3 hard copies and one softcopy
  - e) Sample lab record – 3 hard copies and one softcopy
  - f) Log book / File
  - g) Format of stamp to be printed on record sheets
4. Make the stamp and stamp pad ready for experiments. Before commencement of lab session check the stamp and stamp pad ready for the use by lab teachers.

#### **B) One or two days before the lab session:**

1. Check the functioning of instruments and take necessary action if found defective.
2. Maintain cleanliness in the laboratory

#### **C) During lab session:**

1. Allow students having appropriate dress code and ID cards into lab.
2. Make all consumables, instruments ready for issuing to students.
3. Ask the student to make entry into the log book. Verify with reference to the batch wise planning of experiments. Deviations if any inform to faculty.
4. Make rounds in the laboratory, help the students to perform the experiment and clarify their doubts.
5. While helping the students, please remember that the students should be able to do the experiment on their own.



6. After class work, clean the instruments and make the lab ready for next session.

**D) During examination:**

1. Obtain the student wise experiment schedules from the lab teacher and make the lab ready for examination.
2. Collect necessary stationary from the examination section.
3. Follow the instructions given by lab teacher during examinations.
4. After evaluation, return the examination records to examination section.

**E) Records to be maintained by lab instructor:**

1. Log sheet for each lab
2. Stock register

**ANNEXURE - 10**

**GUIDELINES FOR EXTERNAL EXAMINER - LAB EXAMINATION**

- 1) Attend the interaction session with Controller of Examinations. If Controller of Examinations is not available, meet HoD of the concern department and receive guidelines.
- 2) Reach the laboratory in time and collect the following information from internal examiner.
  - a) List of experiments (copy of the lab syllabus in curriculum book)
  - b) Information about activities to be conducted and skills to be achieved by student (VR -regulation specified in syllabus)
  - c) Scheme of Evaluation to be followed for the end lab examination.
- 3) Take the help of internal examiner in completing the remuneration form.
- 4) Number of students to be examined per day should be around 60. So that all of them can go through the individual Viva Voce session, that generally ranges from 5 to 6 minutes.
- 5) The following records are to be examined (records will be provided by internal examiner)
  - a) Lab record of the student (originality of record, experiments, proper representation of results, regularity in recording the experiments)
  - b) Continuous evaluation results – section wise
  - c) Internal lab assessment marks.

- 6) Ensure that every student knows the scheme of evaluation. It is to be printed on answer sheet or displayed at lab notice board.
- 7) Conduct examination: (a) visit the place of experiment and ask few questions related to the experiment (b) conduct viva at your seat (c) verify records as given in point (d) Evaluate as per scheme.
- 8) Record your marks against each item in scheme of evaluation. Your marks are to be entered, after the entry of marks by internal examiner. Never leave your marks allotment for internal examiner.
- 9) Sign on the answer sheet and also on award list after entry of marks.
- 10) Sign on this guidelines sheet as a proof for following the guidelines.
- 11) Complete the details in external examiner feedback form. Enclose your signed guidelines sheet with feedback form and seal them in an envelope and handover them to internal examiner.

#### **ANNEXURE - 11**

##### **GUIDELINES TO LAB OBSERVERS**

- 1) Attend introduction meeting with Controller of Examinations and collect the lab schedules.
- 2) Visit the laboratories. Introduce yourself to both the examiners and interact about the examination procedures and performance of student.
- 3)
  - a) Verify marks allotment sheets of the examiner
  - b) Continuous evaluation marks sheet
  - c) 2 & 3 student records (random)
  - d) Consolidated internal evaluation marks sheet
  - e) Lab examination log book
- 4) Complete the lab examination observers report and show it to the internal lab examiner and get his signature.
- 5) Request the internal lab examiner, to take a photo copy of the report for reference and to inform HoD.
- 6) Handover the report to CoE, highlight the important observations.

## **NNEXURE - 12**

### **GUIDELINES FOR INTERNAL EXAMINER - LAB EXAMINATION**

Performing duties as internal examiner is very important and needs a good amount of planning and organization. You are aware that lapse in conduct of examination and also liberal evaluation in laboratory will brought disrepute to the teaching & learning process and de-motivate the student from making attempts to learn during lab sessions. The guidelines given below may help you in delivering your responsibility with required amount of transparency and also help you in maintaining the standards of evaluation.

1. The internal examiners are selected by Dean-Evaluation from the panel of examiners submitted by the HoD for a given laboratory.
2. Once appointed the internal examiner has to collect the following information from the teacher handling the lab course.
  - a) List of experiments (copy of the lab syllabus in curriculum book)
  - b) Information about activities to be conducted and skills to be achieved by student (VR regulation specified in syllabus)
  - c) Scheme of Evaluation to be followed for the end lab examination.
  - d) Lab examination schedules.
  - e) External examiner contacts details.
  - f) Examination stationary.
3. Visit the lab and ensure that all equipments are ready to conduct the test.
4. Prepare a batch wise schedule so that at any time only one student can perform a test on any given machine.
5. Ensure lab instructor is ready to conduct the examination.
6. Ensure uninterrupted power supply/ generator support to conduct the examination.
7. Contact the external examiner to ensure his presence during the examination. If the external examiner could not attend due to any unforeseen circumstances arrange for alternate examiner in consultation with HoD & Dean-Evaluation.
8. Receive the external examiner on the day of examination and accompany him for interaction session with Controller of Examinations.
9. Help the external examiner by providing the information as given in external examiner guidelines.



10. Ensure that all students know about scheme of evaluation by
  - a) Printing it on answer script.
  - b) Announcing it for every batch.
  - c) Displaying it on lab notice board.
11. Help the external examiner in completing the remuneration form and decide for payment.
12. Ensure that there will not be any malpractice during the examination.
13. Collect lab records of all students in that batch and make them available for external examiner scrutiny.
14. Evaluate as per scheme and record marks in the appropriate award sheets.
15. Consolidate the marks after collecting the evaluation results by external examiner and prepare final award list.
16. After the examination collect all examination records and handover them to examination section.
17. Collect the feedback form, envelop sealed by external examiner and handover it to the Controller of Examinations.

**ANNEXURE - 13**

**MALPRACTICE NORMS / PUNISHMENTS - STUDENTS**

**Malpractices during examinations – Disciplinary actions**

The following acts are considered as malpractices during examinations and attract punishments from the institute.

	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
1(a)	If the candidate possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material. (Including 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)	If the candidate 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.	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 to be registered against him.
2.	If the candidate 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.
3.	If the candidate 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 Institute 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.	If the candidate 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 classwork and all Institute examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	If the candidate uses objectionable, abusive or offensive language in the answer paper.	Cancellation of the performance in that subject.
6.	If the candidate 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	In case of students of the Institute, 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




	<p>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 Institute 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.</p>	<p>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.</p>
7.	<p>If the candidate leaves the exam hall taking away the answer script or intentionally tears off the script or any part thereof inside or outside the examination hall.</p>	<p>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 classwork and all Institute examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>
8.	<p>If the candidate possesses any lethal weapon or firearm in the examination hall.</p>	<p>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</p>

		examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the Institute, 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 Institute: 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 Institute will be handed over to police and, a police case will be registered against them.</p>
10.	If the candidate 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 evaluation 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 the candidate has mentioned the register number in any other than the place specified.	Cancellation of the performance in that particular examination.
13.	If the candidate writes any 'matter, symbols or notes' that may be treated as information to request the evaluator to award defined level of marks, so that the	Cancellation of the performance in all examinations including lab examinations in that particular

	candidate pass in the examination.	series.
14.	If any malpractice is detected which is not covered in the above clauses 1 to 13 shall be reported to the Dean - Evaluation for further action to award suitable punishment.	

**Appeals:** Appeals against the punishments can be made in writing to the principal, within one week after receiving the information from examination section.

  
**Controller of Examinations**



  
**Principal**

**PRINCIPAL**  
**VIGNAN'S INSTITUTE OF**  
**Information Technology (A)**  
 Beside: VSEZ, Duvvada, Visakhapatnam