

MANUAL FOR EXAMINATION CELL

(The regulations and norms given in the manual are approved)



**VAAGDEVICOLLEGE OF ENGINEERING
(AUTONOMOUS)**

(Approved by UGC, AICTE and Affiliated to JNTUH, Hyderabad)

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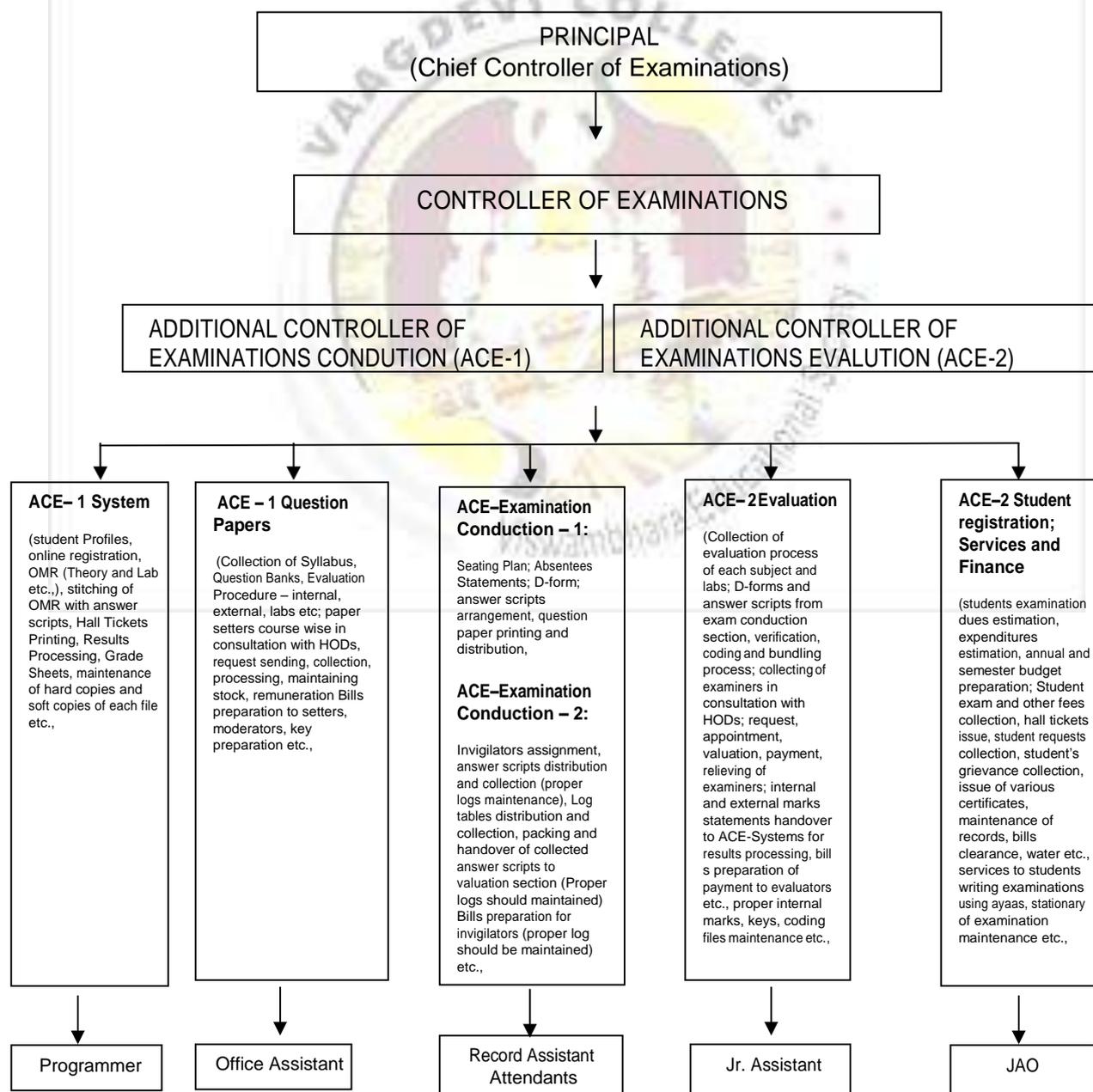
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I. INTRODUCTION

Vaagdevi College of Engineering, established in the year 1998 by VISHAMBHARA Educational Society, has been granted Autonomous status by UGC and JNTUH, Hyderabad w. e. f., 2014-15 to 2020-21 for a period of 6 years. This facilitates an academic freedom that VCE formulates its own syllabus for all UG and PG courses, starting from the academic year 2014-15 and carries out the assessments also.

The Examination Cell therefore, has been restructured to carry out all the examination activities. The Examination Cell of VCE is a confidential section with the responsibility of conduction of examinations both internal and external, Evaluation, publication and display of results, maintenance of student records for all courses offering by VCE.

1.1 EXAMINATION SECTION STRUCTURE



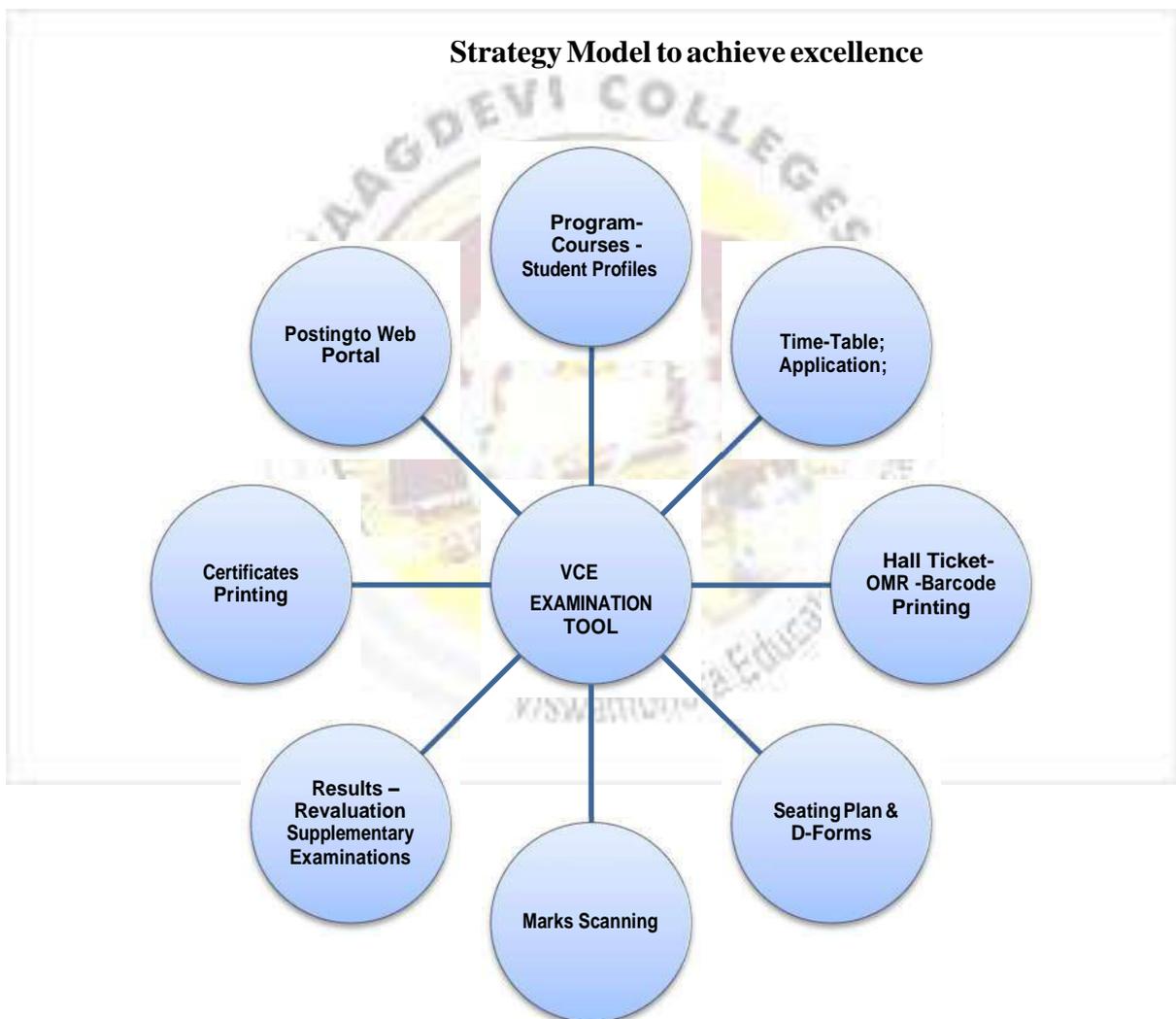
Apart from central examination system every department has departmental examination committee comprising HOD; Examination Coordinators for each year i.e., for B. Tech., first year examination coordinator, second, third, final year examination coordinator, M.Tech examination coordinator and MBA examination coordinator.

Currently as the numbers and options are less, CE shall be undertaken the responsibilities of ACE-1 Question Papers and ACE-2 Student Services and Finance; shall be undertaken responsibilities of Examination Conduction.

1.2 AUTOMATION – INHOUSE

The Examination process is automated by faculty of the college developing examination software. The examination cell has surveillance system for security.

TCO (Total Cost of Cost of Ownership for IT) and SI (Service Intelligence)



Infrastructure

SL. No	ITEM	NO
1	HP Server	1
2	Printer for OMR with BAR CODE and Variable Data	1
3	OMR Scanner	2
4	Stitching Machine for OMR Sheets	1
5	Barcode Readers	2
6	Xerox Machines	2
7	Systems	10
8	Printers	5
9	UPS	1
10	Surveillance Cameras	10

1.3 ACADEMIC CALENDAR OF THE SEMESTER

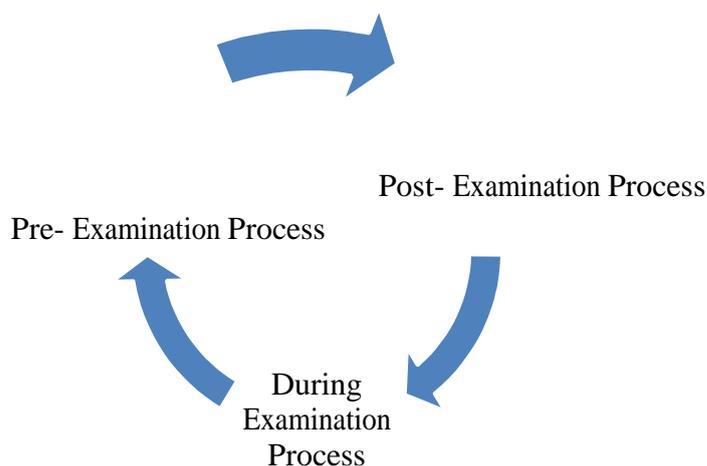
Dean academics in consultation with other functionaries of the college prepare the academic calendar before commencement of the academic year and communicate to all the concerned to inform the academic programme and various examinations schedule to be conducted in the semester. The examination cell, based on the approved academic calendar, will prepare a time-table for events to be conducted like internal and external theory and lab examinations, evaluation etc. Identification of subject experts is done in communication with respective HOD for Question paper setting and evaluation. Chief Superintendent of examination: The Principal acts as a Chief Superintendent of examination.

1.3.1 TIMEFRAME

SL. No	ITEM	TIME FRAME
1	Preparation of Academic Calendar	End of the semester May of next Academic Year
2	Quotations for Examination materials	First week of June of that Academic Year
3	Examination Fee Notification	8 weeks before commencement of examinations
4	Requisition of Question Papers	4 weeks before commencement of examinations
5	Time-Tables	3 weeks before commencement of examinations
6	Finalizing Detained List	1 weeks before commencement of examinations
7	Invigilators Notifications	1 week before commencement of examinations
8	Preparation of Exam Material	1 week before commencement of examinations
9	Results	4 weeks after completion of examinations
10	Recounting and Revaluation	Notification along with results

2. EXAMINATION PROCESS

Internal and External Assessment is done as per the norms prescribed in Academic Regulations of concerned programmes i.e., B. Tech., M. Tech, MBA, offering by the College.



2.1 PRE-EXAMINATION PROCESSES:

2.1.1 Mid- Examinations

- a. Controller of Examinations will prepare the schedule of Mid-Examinations and the same will be communicated to all HODs concerned, faculty and students through website, etc., HODs of the concerned Departments ensure circulation of Schedule of Mid-examinations the faculty concerned and arrange for reading out in the class rooms and display in the departmental notice boards.
- b. Two mid- examinations for each theory course will be conducted as per academic regulations.
- c. The departmental examination Coordinator gives the estimation of answer scripts to the Examination Cell (Autonomous) sufficient to conduct each Mid Exam and internal lab exam in all the subjects two weeks before the commencement of Mid Exams.
- d. Subject teachers prepare 3 sets of Mid question papers in their subjects as per the guidelines given in the Academic Regulations and pass on the sealed covers to the departmental examination coordinator(s) of concerned departments one week before the schedule of the Mid Exam in that subject. The department examination coordinator(s) submit the same to the Controller of Examination one week before the Mid-examination schedule.
- e. The examination cell makes ready the required material before the examination schedule.
- f. The examination cell prepares the duty chart of invigilators and sends to departments concerned.
- g. The Controller of examination will open one of the sets in the presence observer and record the same in certificate of opening the packet containing question paper set that is signed by CE, ACE-1 & Observer. Then the set will be handed over to the ACE-2 for printing the required copies and arranging for distribution to the examination halls.
- h. The invigilators collect the answer scripts hall-wise and other examination material 30 minutes before the scheduled time of Mid Exam.
- i. The examination cell (ACE-1 - examination conduct) hands over question papers to the

invigilators in the examination hall before 5 minutes beginning of the examination. The invigilators distribute the same to the candidates.

- j. The invigilators collect the answer scripts and submit the same and unused answer scripts to ACE-1.
- k. The answer scripts collected from invigilators to be packed according to their subject/class strength and handed over to the ACE-2 by ACE- 1 along with question paper and D-FORM/absentees statement.
- l. ACE-2 validate matching of answer scripts received with D-forms received and makes ready the answer scripts subject/class bundles, question papers and evaluation marks statements to provide to the subject teachers for valuation.
- m. Subject teachers should collect the answer scripts from the examination cell on the day of examination soon after its completion or on the next day; evaluate the mid answer scripts, distribute the scripts for personal verification of the students in the class and register the marks in their subject registers. The filled in marks statements signed by the subject teacher concerned and HOD as well as answer scripts should be submitted to the ACE-2 within three days from the scheduled date of examination.

2.1.2 Preparation of consolidate internal marks statement and Verification

- a. The ACE-2 will prepare the consolidated marks statements for each mid exam section-wise (subjective & objective). The same will be sent to the HODs concerned for verification by subject teachers. The verified consolidated mid marks statements signed by the subject teachers, departmental examination coordinator and HOD will be submitted to the ACE-2.
- b. Assignments marks will be submitted to the ACE –2 valuation.
- c. Subject teachers have to submit Lab internal answer scripts, question paper, absentees' statement and award list duly signed by the examiner and HOD, to ACE-2 after the conduct of internal lab examinations.
- d. The ACE-2 valuation prepares the consolidated statement of marks of internal examinations (I- Mid, II- Mid examinations, Assignments and lab Internals as per academic regulations) and the same will be send to the respective HODs to facilitate students and concerned faculty for verification purpose, if any discrepancy is found the same will be ratified.
- e. The HOD/ departmental examination coordinator will get the signature of the subject teacher concerned on the final consolidated marks statements of each section and submits all the statements of Mid Exams of all the branches to the ACE-1 with his signature. ACE -2 in turn submits the soft copy of the consolidated marks statement of Mid Exams to ACE-2 (Systems) through the Controller of Examinations.

- f. The distribution of weightage of marks will be as per the academic regulations of the programme.

2.1.3 Syllabus/Procurement of Question Papers for Sem-end examinations

The structure and syllabus for all courses of each department is prepared by the Board of Studies which is duly approved by the Academic council. The model question papers and a panel consisting of not less than eight subject experts from different universities/reputed institutions based on their experience should be received by the examination branch from Chairman, BOS at the beginning of the semester to procure question papers in time. On receipt of panel of question paper setters, the selection of examination question paper setters for both UG and PG would be done by the Controller of Examination. After receipt of the approved copy of the paper setters, the concerned Additional Controller of Examinations ACE-1 (Question Papers) contacts the paper setters and arranges for setting of the question papers in a most confidential manner.

2.1.4 Question Paper setting

- a. Two different sets of question papers will be sort by the identified subject experts for both UG & PG programmes.
- b. Semester end examinations question paper of B.Tech will have questions under Part-A and Part-B and Part- C with three hours duration. Part-A is compulsory and consists of **five 2** marks questions. Part-B consists of **four 3** marks questions, two question from each unit, out of which five questions are to be answered. All questions carry equal marks of 10each.
- c. For B. Tech, the question papers like Engineering Drawing/Engineering Graphics, Machines drawing, separate question paper pattern will be followed specially prescribed and fit for the course evaluation by the Chairman, BOS .
- d. Semester End Examination of M.Tech and MBA will have questions under part-A and part-B with three hours duration. Part-A is compulsory and consists of **five 4** marks questions. Part-B consists of ten **10** marks questions, two question from each unit, out of which five questions are to be answered. All questions carry equal marks of 10each.

2.1.5 Registration of the students

The semester attendance will be finalized by the HOD concerned one week before the end of the semester as per the academic regulations.

- a. The student, who falls short of prescribed percentage of attendance (65% and above below 75%) on medical grounds, has to apply to the Head of the department concerned for condonation along with medical certificate and the prescribed fee. On the recommendation of the Head of the department, the Principal will forward the condonation of the attendance and such list to be sent two weeks in advance before the issue of Hall Tickets. Students whose

shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall be cancelled.

- b. Shortage of attendance below 65% in aggregate shall in no case be condoned. The list of the Detained candidates duly signed by the Principal shall be displayed on the notice board by the departments and a copy of the same to be sent to the examination cell before two weeks of the course of the semester.
- c. The notification, calling for applications for registration to comprehensive examination at the end of the semester, is issued at least two weeks before the commencement of examinations. A clear one week time will be given for payment of fees and submission of application. Another five days time is will be given for payment of fees with fine. If the last date is Sunday/holiday, the next working day shall be considered as last date. The notification should be also be displayed on college website.
- d. Students appearing for comprehensive examination will have to register their names for the examination in the prescribed application form by paying the prescribed fee. The application forms are kept available in the examination cell. Arrangement are made on the college website for downloading the application form.
- e. The ACE-2 (Student registration) dealing with the examination application shall verify the candidate's name, parent's name, class, section, semester, subject(s), subject code(s) for which registration is sought and the amount of fees paid.
- f. List of students, along with courses registered for the examination, have to be prepared. A copy of the list of students is to be sent to Chief Superintendent of the examinations at least three days before the commencement of examinations for making appropriate arrangements through Controller of Examinations.
- g. Hall tickets are to be prepared in duplicate. In case any student loses his/her original hall-ticket, a copy of hall-ticket will be issued on payment of prescribed fee of Rs. 100, such hall tickets will be stamped as "Duplicate".
- h. The original hall tickets are to be sent to the departments at least five days before the commencements of examinations. Departments will arrange to issue to the students at least four days before the examinations.
- i. Application forms received from the students for registration are to be preserved for future reference.

2.1.6 Preparation of OMR answer scripts with variable data – In House.

1. After receiving the finalized list of registration for final examinations from ACE-1(Registration), ACE-2 (Systems) generates /prints hall tickets and OMR sheets for final theory examinations with students' variable data and their photo.
2. Stitching of printed OMR sheets, with students' variable data and their photos, with answer

booklets.

3. Stitched answer booklets are packed and submitted to the ACE -1.

2.2 Process during Examination:

2.2.1 Conduct of Semester End Lab Examinations

- a. Semester end lab examinations will be conducted after the last working day of the semester (as per the directions given by the Controller of the Examinations).
- b. The responsibility of the Semester end lab examination conduct lies with the respective HOD and the supervision of Chief Superintendent of the examination.
- c. Semester end lab examinations will be conducted by the teacher concerned and lab external examiner. The examination cell will receive three names of external lab examiners to conduct end lab examinations duly approved by HOD and the Principal.
- d. The CE will select one of the three external examiners submitted by HOD and inform the concerned examiner the time and number of students appearing and obtain his/her consent to be the examiner. The Internal examiners will be appointed by the HODs concerned and inform to the Controller of the Examinations.
- e. As per the list of the students appearing for the lab examinations, the required stationary (answer booklet and D-form) is to be procured by the Department from Chief Superintendent.
- f. The concerned HOD of the Department should prepare the time-table batch wise with respect to the equipment available in the department and forward the same to the examination cell.
- g. After the examination, the examiners should submit the marks awarded in OMR sheets and absentees statements in sealed covers in the examination cell to the ACE-1 (Conduction of Examinations). ACE-1 (Conduction of Examinations) should in turn handover after posting in his register to ACE-2 (Evaluation). ACE -2 (Evaluation) submits the same to ACE -2 (Systems) for results processing.
- h. Duly signed Remuneration bills should be submitted along with the marks awarded in OMR sheets.

2.2.2 Conduct of Supplementary Lab Examinations

Supplementary Lab Examinations will be conducted as per academic regulations of UG and PG.

2.2.3 Conduct of Semester End Theory Examinations

Semester end examination shall be of three hours duration and having weightage of 60% of the total marks (For both UG and PG programs).

The process of conducting the semester end examinations is as follows:

- a. The controller of examinations for the concerned semester examinations shall be responsible for the smooth conduct of the semester end examinations with the support of Chief Superintendent of Examinations, Additional Controller of Examination-1, Additional controller of examination-2, Observers, Squad, office staff and faculty invigilators drawn from the various departments.
- b. As per the schedule of examinations, the Controller of examinations will select and open one of the sets (minimum four question papers available in respect of B.Tech; Two question papers in respect of M.Tech and MBA) in the presence of observer and record the same in certificate of

- opening in the packet containing question paper set that is signed by CE, Observer and ACE
- c. The question paper should be opened taking into consideration the time required for validation, printing, and delivery of question paper to the invigilators in examination halls and distribution to students.
 - d. A subject moderator nominated by BOS Chairman based on experience/expertise in the course will be asked to validate the question paper and he/she will prepare the detailed key with scheme of evaluation.
 - e. Validated question paper will be handed over to the ACE-1 for printing the required copies and arranging for distribution to the examination halls.
 - f. Observer should visit all the examination halls and ensures that the examinations are conducted as per the code of conduct.
 - g. Squad will make surprising visit to all the examination halls and ensures that the examinations are conducted as per the code of conduct.
 - h. Malpractices, if any, identified by observer or squad should bring in written to the notice of controller of examinations for proper action.
 - i. By the next day forenoon of the completion of examination all the answer scripts are packet and handover to the ACE-1 by ACE-2 along with question papers and D-forms duly signed by chief superintendent.

2.3 Post-Examination Process:

2.3.1 Coding and Packing

The ACE-2 should arrange to check the answer scripts received from the Chief Superintendent/ACE-1 with the D-forms received and malpractice cases if any.

After verification, ACE-2 Evaluation should prepare code serial for each course and branch to be printed on the answer books and bundle numbers and concerned mark statement.

Shuffle the answer books in bunches of about 05 to 10, and print code number serially, at four specified places on each answer booklet.

Once again ascertain that the same numbers are printed four times on each answer booklet.

Enter the following in the coding Register: Name of the course code, Date of the examination, code number beginning and ending, number of candidates registered, number of candidates present, Regd., no of students who were booked for resorting to Malpractice.

- A. Check for accuracy of the entries.
- B. Take out the perforated part-I from the answer books.
- C. Pack answer books in bundles each containing 50 for spot valuation.
- D. Arrange the Slips in the order of Script code numbers.
- E. Pack the Slips subject wise.
- F. Bundle slip format should be filled and should be paste on the top of the pack.
- G. The Bunches of slips will be kept be in the custody of ACE-2 concerned.

2.3.2 SPOT VALUATION

The institute adopts the system of Central evaluation of the answer scripts by appointing the external examiners/valuators from reputed institutions. Coordinator for central evaluation will be nominated by the controller of Examination.

The coordinator will be responsible for conduct of evaluation.

- a. At least fifteen days before the commencement of spot valuation, the ACE-1 Valuation concerned, will contact the examiners, from the panels of examiners, which are approved by Controller of Examinations.
- b. The Examiner shall have minimum of 3 years of teaching experience and he/she must have taught the subject of valuation at least once. However, teachers with 2 years experience may also be considered for scarce specializations.
- c. Spot valuation will be commenced only after preparation of a Detailed key (solutions cum scheme of valuation), which is prepared by course coordinator/external expert.
- d. Well in advance arrange the question papers, detailed key award lists and other stationary required for the smooth conduct of spot valuation.
- e. On the day of valuation, the question papers and detailed key will be given to the valuers along with answer books.
- f. The Examiner can value a maximum of 100 answer scripts per day (i.e 50 scripts in each session)
- g. The valuator should evaluate each answer in answer script and fill the boxes in part-II of OMR sheet representing the question numbers with the marks obtained for each question in the respective boxes.
- h. The valuator should not correct the marks by scratching and writing. In case of any correction, strike of previous figures by a line and write the new marks aside.
- i. Valuator should enter the total marks in the boxes provided for.
- j. Valuator should use ball point pen (Blue or Black) for writing alphabets & numerical numbers in boxes and circles.
- k. Valuator should not detach any part of the OMR sheet. If detached, that should be reported to the coordinator/ACE-2.
- l. The valuated answer scripts along with marks sheets signed by the valuator will be hand over to the Scrutinizer/ ACE-2 Valuation. If there is any discrepancy in any valuated answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.) that will be reported to the valuator and required corrections will be made by the valuator with counter signature.

2.3.3 SCRUTINIZER

- a. The work of the scrutinizer starts almost concurrent with the process of evaluation. He should verify and ascertain that all the required information entered by the examiner on award list of marks is correct.
- b. He should check all the questions answered by the students whether valued or not valued by the examiners. If any answer is not valued, it should be immediately brought to the notice of the examiner and get it valued.
- c. He should check whether the marks awarded for all answers and posted in the marks table on the OMR sheet of the answer book. The marks posted should be checked for accuracy. Also, check the bubbling of total marks.
- d. He should also check whether same total marks on the answer book valued is carried to award list and entered the same in bubbling total. Marks mentioned in the figures on the OMR sheet and award list should tally with bubbling.
- e. The valuated answer scripts along with marks sheets signed by the valuator should hand over to the Scrutinizer/ ACE-2 Valuation. If there is any discrepancy in any valuated answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.) that should be reported to the valuator and required corrections to be made by the valuator with counter signature.
- f. If there is no discrepancy, the Scrutinizer should sign on Part-II, detach it and arrange in coding order, pack award list (detached OMR slips) in an envelope with superscription of details.
- g. He should put signature only on Part-II of OMR sheet.
- h. The Scrutinizer submits answer script bundles to the ACE-2 Evaluator.
- i. ACE-2 Evaluation should maintain all the details of valutors and scrutinizers in the registers.
- j. ACE-2 Evaluation should handover all the OMR award list to the ACE-1 Systems for results processing.

2.3.4 RESULTS PROCESSING and PUBLISHING

- a. ACE -1 Systems has to process results and submit completion letter to Controller of examinations.
- b. Controller of examination on receiving results processing completion letter from ACE-Systems should submit the request letter to send a validation team to the Principal.
- c. Principal form a team for validation of results processing and send for validation of results.
- d. The team will submit its recommendations for publishing results to the Principal.
- e. Based on the validation team recommendations and Principal directions the Controller of examinations will arrange for publishing results through e- cap/website of college.
- f. Along with publishing results the controller of examinations will issue notification for Recounting and Revaluation.

2.3.5 . PROCEDURE PERTAINING TO RECOUNTING/REVALUATION OF UG/PG EXAMINATION

- a. Recounting/Revaluation of answer scripts are applicable for semester end theory examination only.
- b. Notification for Recounting / Revaluation will be notified by Examination Cell on day of results declaration.
- c. For Recounting/Revaluation, prescribed application given in the notification is mandatory. The Candidate has to apply for recounting or revaluation in prescribed application format as specified/notified.
- d. The application for recounting/revaluation after the last date will not be entertained.
- e. Answer scripts pertaining to the RC/RV applicants will have to be picked up for corresponding HT Nos. by tallying with Bar code.
- f. Separate faculty may be identified by the CE for Revaluation and Recounting.

2.3.5 A.RECOUNTING

- a. Senior faculty other than subject expert may be nominated.
- b. The script may be verified to ascertain whether all questions are valued or not. If not the same may be brought to the notice of the CE. The CE may act immediately to call the subject expert in consultation with respective HOD to get it evaluated.
- c. The marks posted by the valuator are counted and the same may be transferred to a defined place with different color other than blue/ black/ red.
- d. If there is any change in recounting and that is more than the previous marks, the recounting marks will be considered for award/grade in that subject.
- e. In Recounting, if the marks secured are less than the previous marks awarded then the previous marks awarded holds good and there is no change in the status.

2.3.5 B. REVALUATION

- a. Revaluation will be carried out by other than the first examiner.
- b. In the revaluation, if the variation in the marks is less than or equal to 15% of external examination marks, (external examination marks - 60), then previous marks secured by the candidate holds good.
- c. If the variation is more than 30% of the external marks, then it will be sent to the re- valuation. The marks obtained in the third valuation will be compared with the first and the second valuation. The marks among these two which are closer to the third valuation are considered. If the marks obtained in third valuation in mid way of valuation one and valuation two then the case to be considered on lower Side.
- d. In Revaluation, if the marks Secured are less than the previous marks awarded then the previous

marks awarded holds good and there is no change in the status.

NOTE: ACE-1 Registration has to prepare a consolidated statement of application received for recounting and revaluation separately for each branch, subject wise with corresponding HT Nos. and the same should be submitted to CE.

2.3.6 Supplementary Theory Examinations

- a. Supplementary examinations will be conducted twice in a year at the end of odd and even semesters.
- b. Semester end supplementary examinations shall be conducted till next regulation comes into force for that semester, after the conduct of the last set of regular examinations under the present regulation.
- c. Thereafter, supplementary examinations will be conducted in the equivalent courses as decided by the Board of Studies concerned.

2.3.7 Advanced Supplementary Examinations

Candidate(s), who failed in theory / seminar / project work courses in 4th B.Tech 2nd Semester (end semester in the programme) can appear for advanced supplementary examination which will be conducted within one month after declaration of the revaluation results.

However, those candidates who fail in these advanced supplementary examinations shall appear for subsequent examination along with regular candidates in the examinations which will be conducted at the end of the respective semester.

3.1. GRADING SYSTEM FOR UG AND PG PROGRAMMES

3.1. A. B.Tech

Academic Performance (Theory/ Drawing)	Academic Performance (Laboratory/Project)	Letter grade	Grade points
90% to 100%	90% to 100%	O (Outstanding)	10
80% to <90%	80% to <90%	A+ (Excellent)	9
70% to <80%	70% to <80%	A (Very Good)	8
60% to <70%	60% to <70%	B+ (Good)	7
50% to <60%	50% to <60%	B (Above Average)	6
45% to <50%	-	C (Average)	5
40% to <45%	-	P (Pass)	4
Below 40%	Below 50%	F (Fail)	0
Absent	Absent	Ab (Absent)	0

Calculation of Semester Grade Point Average (SGPA)* for semester:

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as given below

$SGPA = \frac{\sum(CR \times GR)}{\sum CR}$ for each semester

CR = Credits of a course GR = Grade Points awarded for a course

* SGPA is calculated for a candidate who passed all the courses in that semester.

Calculation of Cumulative Grade Point Average (CGPA) for Entire Program:

The CGPA is calculated as given below:

$CGPA = \frac{\sum(CR \times GR)}{\sum CR}$ for entire program

where CR = Credits of a course and GR = Grade points awarded for a course

3.1. B. M.Tech/MBA

Academic Performance	Letter grade	Grade points
90% to 100%	O(Outstanding)	10
80% to <90%	A+ (Excellent)	9
70% to <80%	A (Very Good)	8
60% to <70%	B+ (Good)	7
50% to <60%	B (Above Average)	6
Below 50%	F (Fail)	0
Absent	Ab (Absent)	0

Calculation of Semester Grade Point Average (SGPA)* for semester:

The performance of each student at the end of the each semester is indicated in terms of SGPA.

The SGPA is calculated as given below

$$\text{SGPA} = \frac{\sum(\text{CR} \times \text{GR})}{\sum \text{CR}} \text{ for each semester}$$

CR = Credits of a course GP = Grade Points awarded for a course

* SGPA is calculated for a candidate who passed all the courses in that semester.

Calculation of Cumulative Grade Point Average (CGPA) for Entire Program:

The CGPA is calculated as given below:

$$\text{CGPA} = \frac{\sum(\text{CR} \times \text{GR})}{\sum \text{CR}} \text{ for entire program}$$

where CR = Credits of a course and GP = Grade points awarded for a course

3.2 Tabulation and Declaration of Results

The Additional Controller of Examinations-2 systems concerned is responsible for tabulation of results.

As soon as the marks in different components of internal assessment are received from course coordinators, the Additional Controller of Examinations-2 systems should arrange for course wise data entry of their marks.

The following procedure for the declaration of the examinations results is followed.

After examinations, the answer booklets carrying unique barcode are collected and the first section of the answer booklets with personal details of the student is detached & stored separately. These personal details of the students are entered against the unique barcode on the answer sheet.

Following this, the Answer booklets without any personal details of the students are sent for evaluation.

After evaluation, marks are entered in the second section of the cover page in the OMR sheet. The marks of individual answers as well as total marks obtained by the student are entered by the examiner.

The marks entered in the OMR sheet are directly read by the scanners and entered against the Barcode of the answer booklet. Thereafter, the system automatically matches and stores the results against the personal details of the students appearing for the Examination with help of same barcodes.

The internal and comprehensive examination marks obtained in a particular course are clubbed and evaluated for a total of 100 according to Academic regulations.

Based on the course wise grades, results sheets are to be compiled for each student showing the grades for the course he/she has registered himself/herself for that semester.

The Additional Controller of Examination-2 should personally check the entries in the results sheets with the concerned staff, for the accuracy in the compilation of results.

The results should be published /announced with the approval of the Principal.

The Controller of Examinations should also arrange for displaying the results on the college website <https://www.vaagdevi.edu.in/Results/>.

3.3 Printing and issue of Grade Cards

Grade sheets will be printed on grade sheets with multiple security features, verified and issued to students.

- a. After the announcement of results and revaluation results, the controller of Examinations should arrange for the printing of grade cards/sheets.
- b. The grades obtained by the student and the credits allocated to the course are to be entered into database using the software server installed in the examination branch.
- c. Once, all the data are entered, the printing of the grade cards will commence.
- d. Before printing the grade cards, the data viewed on the screen should be compared and checked with the data on results sheets.
- e. A record for grade sheets printed will be maintained.
- f. While issuing the grade sheet to the student, the signature is obtained as an acknowledgement.
- g. If any student loses the grade issued to him/her, a duplicate grade is issued on application and payment of prescribed fee.
- h. Such grade sheet may be oriented prominently as “DUPLICATE”.

3.4 Issuing transcripts

- a. A transcript is an official document containing the performance of a student, course taken by the student, the credits earned and the grades awarded.
- b. A student can obtain transcripts by submitting the application with prescribed fee.
- c. The application should be accompanied by photo copies of all the grade cards issued to the student by the examination branch.
- d. The staff concerned after checking the entries made in the application with the photo copies of the grade cards, will forward the application to the Additional controller of examination concerned for further checking.
- e. The ACE-2 concerned should check the entries made by in the application with entries in the tabulation register.
- f. If the entries are found to be correct, the ACE-2 concerned forwards the application to the Controller of Examinations.
- g. The ACE-1 concerned will sign on the printed transcripts.
- h. The ACE-1 concerned should authorize the office assistant to issue the transcript to the student after obtaining signature in “Transcript issue Register”. Issuing, PC, OD and Migration.
- i. The JNTUH, Hyderabad, PC, OD and Migration certificates.

4. PERMISSION FOR SCRIBE TO APPEAR FOR EXAMINATIONS

a. Candidates in need of Scribe should apply with the reason and following evidences.

- i. Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
- ii. Photo of the student / candidate highlighting the inability to appear for the examination.
- iii. The Particulars of proposed scribe i.e., name, address, qualifications, photo and present occupation. [The scribe should not exceed intermediate qualification].
- iv. A letter from the scribe stating that he / she is willing to act as scribe.
- v. A copy of the certificate of scribe's qualification along with recent photograph duly attested by the head of the institution.

b. CE then approves that he / she personally verify regarding qualification of the scribe as per norms and provide a separate room and invigilator for all examinations of the candidate.

5. Committees formed for Examination Activities

- a. Moderation Committee
- b. Malpractice Committee
- c. Examination Committee
- d. Discrepancy & Redreseal Committee

6. Procurement of Stationery

Controller of the examination estimates the required stationery for procurement for coming academic year examinations. The requirement will be sent to the Principal for approval. The procured stationery will be maintained in the Examination section store room and its log to be maintained. The examination section should maintain coming semester stationery requirement in buffer in the store room.

7. Physical Security Measures:

The examination cell is fully under the surveillance system. Any person other than examination cell staff will be allowed into examination cell with prior permission and signature in visitors register.



**VAAGDEVI COLLEGE OF ENGINEERING
(AUTONOMOUS)**

(Approved by AICTE New Delhi; Affiliated to JNTUH, Hyderabad; UGC – Recognized, Accredited by NBA; ISO 9001: 2008 Certified Institution)

Dear Sir/Madam

**Sub: -Instructions and Guidelines to Question Paper Setters-IB.Tech., I Semester (R15),
/Regular, November, 2015.**

The question Paper-setters are requested to comply with the following instructions and Guide lines while setting the Question papers.

1. The paper Consists of Part – A & Part-B (Compulsory) , and Part – C. Part – A: four questions are to answered, each question carriers 2 marks .Part-B: four question are to be answered, each question carries 3 marks. Part-C: 10 questions(two from each unit)are to be set. The Student has to answer any 5 questions. Each question carries 10 marks. (5X10=50 Marks).
2. The questions must be framed within the scope of the syllabus from the prescribed text books only.
3. If the question paper contains any diagrams they must be neatly presented and the dimensions must be clearly mentioned, removing any ambiguity to the student.
4. The paper setter shall indicate clearly the marks allotted to each part of the question.
5. While setting the paper, the scope of answering the required number of questions within the time allotted must be kept in mind.
6. Every question set shall be clear and definite in language and meaning.
7. Usage/requirement of data books, codes, graphs etc. by/to the candidate for answering the questions must be indicated in the question paper itself.
8. The code number of the question paper should be written on each page.
9. The question paper must be given continuous page numbers.
10. The question papers must be sent by E-mail: 64vaagdevi@gmail.com
11. The paper setter should verify carefully all the questions and numerical problems before dispatching the question paper sets (Hard Copy).
12. Delete the Question papers file after receiving conformation from the Controller of Examinations.
13. Strict confidentiality is to be maintained.
14. By any chance the Paper Setter is unable to accept the offer; the same must be intimated to us immediately.

Yours sincerely

Controller of Examinations



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Dear Sir/Madam

**Sub: -Instructions and Guidelines to Question Paper Setters-IM.Tech.I Semester (R15),
/Regular, February, 2016.**

The question Paper-setters are requested to comply with the following instructions and Guide lines while setting the Question papers.

1. The Question Paper consists of Part-A and Part-B with 3 hours duration . The part-B is Compulsory and consists of 5 four marks question. The Part-B consists of 10 questions, 2 question from each unit, Out of which five question are to be answered. All Question carry equal marks of 10 each.
2. The questions must be framed within the scope of the syllabus from the prescribed text books only.
3. The Question Paper must be set with appropriate weightages for parameters like skill based knowledge etc.
4. If the question paper contains any diagrams they must be neatly presented and the dimensions must be clearly mentioned, removing any ambiguity to the student.
5. The paper setter shall indicate clearly the marks allotted to each part of the question.
6. While setting the paper, the scope of answering the required number of questions within the time allotted must be kept in mind.
7. Every question set should be clear and definite in language and meaning.
8. Usage/requirement of data books, codes, graphs etc. by/to the candidate for answering the questions must be indicated in the question paper itself.
9. The code number of the question paper should be written on each page.
10. The question paper must be given continuous page numbers.
11. The question papers must be sent by E-mail: 64vaagdevi@gmail.com
12. The paper setter shall verify carefully all the questions and numerical problems before dispatching the question paper sets (Hard Copy).
13. Delete the Question papers file after receiving conformation from the Controller of Examinations.
14. Strict confidentiality is to be maintained.
15. By any chance the Paper Setter is unable to accept the offer; the same must be intimated to us immediately.

Yours sincerely

Controller of Examinations



**VAAGDEVI COLLEGE OF ENGINEERING
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(Approved by AICTE New Delhi; Affiliated to JNTUH, Hyderabad; UGC – Recognized, Accredited by NBA; ISO 9001: 2008 Certified Institution)

Dear Sir/Madam

**Sub: - Instructions and Guidelines to Question Paper Setters - I MBA. I Semester (R15),
/Regular, February, 2016.**

The question Paper-setters are requested to comply with the following instructions and Guide lines while setting the Question papers.

16. The Question Paper consists of Part-A and Part-B with 3 hours duration. The part-B is Compulsory and consists of 5 four marks question. The Part-B consists of 10 questions, 2 question from each unit, Out of which five question are to be answered. All Question carry equal marks of 10 each.
17. The questions must be framed within the scope of the syllabus from the prescribed text books only.
18. The Question Paper must be set with appropriate weightages for parameters like skill based knowledge etc.
19. If the question paper contains any diagrams they must be neatly presented and the dimensions must be clearly mentioned, removing any ambiguity to the student.
20. The paper setter shall indicate clearly the marks allotted to each part of the question.
21. While setting the paper, the scope of answering the required number of questions within the time allotted must be kept in mind.
22. Every question set should be clear and definite in language and meaning.
23. Usage/requirement of data books, codes, graphs etc. by/to the candidate for answering the questions must be indicated in the question paper itself.
24. The code number of the question paper should be written on each page.
25. The question paper must be given continuous page numbers.
26. The question papers must be sent by E-mail: 64vaagdevi@gmail.com
27. The paper setter shall verify carefully all the questions and numerical problems before dispatching the question paper sets (Hard Copy).
28. Delete the Question papers file after receiving conformation from the Controller of Examinations.
29. Strict confidentiality is to be maintained.
30. By any chance the Paper Setter is unable to accept the offer; the same must be intimated to us immediately.

Yours sincerely

Controller of Examinations

VAAGDEVI COLLEGE OF ENGINEERING

P.O.BOLLIKUNTA , WARANGAL - 506 005

A U T O N O M O U S**HALL-WISE ATTENDANCE OF CANDIDATES AND INFORMATION
RELATING TO ANSWER BOOKS**

Name of the Exam: .

Date:

Subject: .

Hall No.:

S.No	Hall Ticket No	Name of the Candidate	Main Answer Book S.No.	Signature of Candidate
1	.	.		
2	.	.		
3	.	.		
4	.	.		
5	.	.		
6	.	.		
7	.	.		
8	.	.		
9	.	.		
10	.	.		
11	.	.		
12	.	.		
13	.	.		
14	.	.		
15	.	.		
16	.	.		
17	.	.		
18	.	.		
19	.	.		
20	.	.		
21	.	.		
22	.	.		
23	.	.		
24	.	.		
No.Allotted:		No. Absent:	No.Present:	

*Note: Absentees are rounded in
RED ink*

Signature of Invigilator

Signature of Chief Superintendent



VAAGDEVI COLLEGE OF ENGINEERING

P.O. BOLLIKUNTA, WARANGAL - 506005

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Dform Details Report

B.Tech Examinations Supplementary June 2015

A91001-MATHEMATICS-I (SUPPLEMENTARY SERIES)

R14 - ELECTRONICS AND COMMUNICATIONS ENGINEERING Date : 18/Jun/2015

1 Year - 1 Semester

Summary details :

Total Students	Present Students	Absent Students	Malpractice Cases	Court Cases
61	59	2	0	0

Absent	14641A0418	14641A04L5						
Present	14641A0401	14641A0403	14641A0406	14641A0407	14641A0408	14641A0410	14641A0413	14641A0414
	14641A0415	14641A0420	14641A0421	14641A0422	14641A0423	14641A0425	14641A0426	14641A0427
	14641A0428	14641A0429	14641A0431	14641A0432	14641A0434	14641A0438	14641A0440	14641A0443
	14641A0447	14641A0448	14641A0449	14641A0450	14641A0452	14641A0453	14641A0454	14641A0455
	14641A0456	14641A0458	14641A0459	14641A0460	14641A0461	14641A0462	14641A0463	14641A0464
	14641A0466	14641A0468	14641A0469	14641A0470	14641A04C5	14641A04C6	14641A04C7	14641A04H9
	14641A04I0	14641A04I1	14641A04I2	14641A04I3	14641A04J0	14641A04J2	14641A04J9	14641A04K0
	14641A04M7	14641A04M8	14641A04M9					

Additional Controller of Examinations

Signature of the Principal/Chief Superintendent

INSTRUCTIONS (BACK OF OMR)

INSTRUCTIONS TO THE CANDIDATES

1. Please check your particulars printed on the PART I of the OMR Sheet and if any discrepancies are found in Name, Hall Ticket Number, Subject Code, please notify to the Chief Superintendent or Invigilator.
2. You have to sign in the box specified in PART I, after ensuring the booklet has 36 pages intact and no discrepancies are found. Student has to verify the subject code printed on OMR, Hall ticket and Question paper before starting of the examination. If any discrepancy found inform to invigilator/Observer.
3. You are prohibited from writing or tampering the Barcodes & OMR Sheets as they may affect marks allotted to you.
4. Answer script with tampered barcode & OMR sheets will not be valued.
5. Do not use sketch pen while answering questions as it may inadvertently tamper the Barcodes / OMR sheets.
6. Candidates are prohibited from i) Writing H.T. No. In any part of answer booklet ii) Bringing electronic gadgets and writing any material on hall ticket. If they do so, their answer booklet will not be valued.
7. Last Page may be used for rough work by duly indicating on the top of the page as "ROUGH"

INSTRUCTIONS TO THE EXAMINER TO FILL IN PART - II

1. The First Valuer shall write the serial number of the booklet in the bundle of the box provided on the left side of OMR sheet and also bubble the same serial number of the booklet in the right side box of part - II
2. Fill in the boxes representing the Question Numbers with the marks obtained for each question in the respective boxes.
3. Do not correct the marks by overwriting or by scratching and writing. In case of correction, strike off the previous figures by a line and write the new marks aside.
4. Enter the Total Marks in figures & words in the boxes provided for.
5. Use ball point pen (blue or black) for writing numerical in boxes and for bubbling in circles.
6. Please carefully study the instructions before you start bubbling with ball point pen only.
7. As shown in the example, fill in the circles completely (with ball point pen). For example, the shading of circles for 61 marks is shown in figure.
8. Use this OMR sheet with care. Do not fold or smudge.
9. Do not write or mark on the Barcodes.
10. Do not detach any part of the OMR Sheet. If detached, report to the coordinator.
11. Write the control Bundle No. in the box provided for easy location and to ensure proper matching.

Total Marks	
6	1
0	0
1	●
2	○
3	○
4	○
5	○
6	●
7	○
8	○
9	○

INSTRUCTIONS TO THE EXAMINER TO FILL IN PART - III

1. The Second Valuer shall countercheck the serial number of the booklet in the bundle entered by the first valuer. He/She shall bubble the same serial number of the booklet in the right-side box of Part-III
2. Fill in the boxes representing the Question Numbers with the marks obtained for each question in the respective boxes.
3. Do not correct the marks by overwriting or by scratching and writing. In case of correction, strike off the previous figures by a line and write the new marks aside.
4. Enter the Total Marks in figures & words in the boxes provided for.
5. Use ball point pen (blue or black) for writing numerical in boxes and for bubbling in circles.
6. Please carefully study the instructions before you start bubbling.
7. As shown in the example, fill in the circles completely (with ball point pen). For example, the shading of circles for 61 marks is shown in figure.
8. Use this OMR sheet with care. Do not fold or smudge.
9. Do not write or mark on the Barcodes.
10. Do not detach any part of the OMR Sheet. If detached, report to the coordinator.
11. Write the control Bundle No. in the box provided for easy location and to ensure proper matching.

Total Marks	
6	1
0	○
1	●
2	○
3	○
4	○
5	○
6	●
7	○
8	○
9	○

Booklet top view after bar code page

VAAGDEVI COLLEGE OF ENGINEERING



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S.No. **03624**

EXTERNAL EXAMINATION ANSWER BOOK

EXAMINATION: B.Tech / M.Tech/ MBA _____ Year _____ Semester (Regular/ Supplementary)

Hall Ticket No.											
-----------------	--	--	--	--	--	--	--	--	--	--	--

Name :
Branch/ Specialization :
Subject Name :
Subject Code:
Month & Year :
Date of Examination: _____ Regulation: _____

Facsimile of the Principal /Controller of Examinations
Signature of the student with date
Signature of the invigilator with date
For office use only



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EXAMINATION: B.Tech / M.Tech/ MBA _____ Year _____ Semester (Regular/ Supplementary)

Branch/ Specialization :
Subject Name :
Subject Code:
Month & Year :
Date of Examination: _____ Regulation: _____

For office use only	
Serial Number of Last Page Written:	Subject Code as printed on top of left corner of question paper

This part should be used by the valuer during valuation of this answer script
MARKS AWARDED FOR QUESTIONS
(for Examiner's award only)

Part - A								
Q. No.	a	b	c	d	e	Total		
1								
Part - B								
Q. No.	f	g	h	i	j	Total		
2								
Part - C								
Q. No.	a	b	c	Q. No.	a	b	c	Best Marks
3				4				
5				6				
7				8				
9				10				
11				12				
Grand Total								

MARKS IN WORDS	
First Digit	Second Digit
Signature of the Examiner with date	
Signature of the Scrutinizer with date	

GUIDELINES FOR THE CHIEF SUPERINTENDENT FOR CONDUCTING END EXAMINATIONS

- a. Principal should act as the Chief Superintendent, who should be thorough with Examination System.
- b. Only teaching staff are to be drafted as invigilators.
- c. Subject teachers should not be posted as invigilators in the examination halls where the students are writing/ write the examination in that subject.
- d. “No Relation Certificate” must be obtained from the staff drafted as invigilators stating that none of their relatives are appearing in that Examination Hall.
- e. Seating arrangement is to be made in such way that two or more number of different branches are to be accommodated in each room and ensure that there should not be the same subject/branch student in all sides(i.e., in front, backside, both left and right sides).
- f. The Chief Superintendent should verify bar coded OMR pre-printed answer booklets well before the commencement of Examinations. No blank answer booklet shall be issued to the students unless permitted by controller of Examinations.
- g. Any discrepancy in OMR Answer Booklets/Hall Tickets/Name/Photo on Hall Tickets must be brought to the notice of CE before commencement of those Examinations.
- h. Proper account of both answer booklets shall be maintained with due care.
- i. The Answer Booklets must be packed branch wise subject wise in separate bundles along with D-Form and to be handed over to the concerned ACE-1 on day to day basis.
- j. A Team of HODs/Senior Professors/Squad may make a surprise visit to the examination Halls during the conduct of Examinations.

INSTRUCTIONS TO OBSERVERS

- a. Observer is appointed by the Controller of Examinations.
- b. Observer must be present at the examination center at least 1½ Hours before the commencement of the examination to ensure smooth conduct of Examinations.
- c. The Observer should sign a certificate stating that he/she is present at the time of selecting the question paper set, taking copies of the question papers and at the time of sealing the bundles of the Answer Scripts at the end of the Examination.
- d. The Chief Superintendent has to arrange to prepare the required number of copies of question papers using High Speed Printers/Photocopying Machines in the presence of the observer.
- e. The Observer must ensure that separate seating arrangements are made as per regulations.
- f. A certificate giving the details of question paper printed and number of question papers issued to the candidates and balance available should be signed by the Observer and Chief Superintendent for each day of examination.
- g. Observer should ensure that the candidates enter the examination halls before the commencement of the examination and no candidate is allowed after commencement of the examination.
- h. Candidates shall be permitted to leave the Examination Hall only after two hours from the commencement of the Examination.
- i. The Observer should ensure that Invigilators are appointed only from the Teaching Faculty.
- j. The Observer should ensure that subject teachers are not posted as invigilators in the Examination Halls where the students write the examination in that subject.
- k. The Observer should ensure that the answer scripts are sealed immediately after the completion of the examination and sent to the Spot valuation Center.
- l. The answer scripts should be packed separately regulation wise and the packets should be distinctly labeled.
- m. The answer scripts should be packed subject-wise and set-wise in separate covers super scribing on each cover the Name of the Examination, Regulation, Branch, Subject, Question Paper Code Number and Number of Scripts packed. All the packets are bundled in a cloth-bag along with two copies of D-form and two copies of Question Paper. The observer and the Chief-Superintendent should sign on the cloth bundle, after sealing it.
- n. All such Bundles of the day of the examination with a separate covering letter giving the details of the answer scripts, should be sent to the Spot centre on the same day/next day, without fail. There should not be any delay in dispatching of answer scripts to the spot centre, which will delay the subsequent processes of coding & valuation of the answer scripts etc.
- o. Malpractice cases, if any, should be taken up immediately after the examination in the presence

of the observer as per the guidelines of the academic regulations.

- p. The observers are requested to follow the above guidelines scrupulously and cooperate in smooth and fair conduct of the end semester examinations.
- q. Observer should submits his observation report daily to the controller of the Examination. The CE initiates for necessary corrections.



INSTRUCTIONS TO INVIGILATORS FOR CONDUCTING END EXAMINATIONS.

- a. Report at the Examinations Cell at least 30 minutes before the time of commencement of Examination.
- b. Collect the Seating Plan, Hall wise statement (attendance) and other examination stationery. Count and check the answer booklets to make sure the hall ticket numbers on the booklets are quite match with the seating plan as well as hall wise statement and the chief superintendent facsimile on the main answer script.
- c. To be present at the respective hall to which you are allotted at least 20 minutes prior to the commencement of examination.
- d. The candidates should be present in the examination halls before the commencement of examination. No candidate should be allowed after the commencement of the Examination.
- e. The invigilators should ensure that students will not carry any material except Hall Ticket and ID Card into the examination halls. Students without ID Card and Hall Ticket should not be allowed to enter the Examination Hall.
- f. Invigilator should distribute and collect the answer scripts personally. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table. The invigilator will be held responsible for any loss of the answer scripts.
- g. Candidates have to put their signature in the Hall wise statement (attendance) supplied. Invigilators should fill up the entries at the bottom of Hall wise statement (attendance) and do their signature.
- h. The candidate/invigilators should not put their signature on graph / drawing sheets.
- i. Invigilators have to sign on the main page of the answer booklet after checking the Hall Ticket Number and other details.
- j. There will be a single common question paper for each subject. Ensure that you receive the correct question papers of the subjects of examination for the candidates allotted to your hall. Invigilator should distribute the question papers personally.
- k. If the candidate is absent, put a cross mark across the Hall Ticket Number in the seating plan.
- l. Carrying Programmable Calculators, Cell Phones, Pagers and Wallets into the examination hall is strictly prohibited.
- m. The code books / data books and other books necessary for the examination will be sent to the examination halls. The invigilators are required to count and return the same at the end of the examination to the examination cell.
- n. 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.

- o. If any candidate strikes off all answers in his/her main answer books, ask the candidate to write “Struck off by me” on each page.
- p. Candidates should be asked to strike of all blank pages at the end of the answer scripts before leaving the examination hall.
- q. The invigilators should not allow the candidates to leave the examination hall during examination.
- r. Invigilators are not permitted to take their cell phones to the Exam Hall. They need to either keep the cell phones in their office or hand over to Examination cell.
- s. No invigilator shall leave the examination hall unless a reserve occupies his place on the instructions of the Examination Cell. A reserve will be sent only for attending some important work.
- t. In case of any discrepancies, the matter may be brought to the notice of the Examinations Cell.
- u. The invigilators are required to check thoroughly watch carefully and be vigilant in the examination hall to prevent malpractice.
- v. Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination.
- w. Invigilators should make sure that staff members who don't have examination duties should not enter into the examination halls.
- x. At the end of examination, invigilator should collect, arrange the answer scripts of the candidates in the increasing order of Hall Ticket numbers for each subject/exam and submit the same to the examination cell without separating the any part of the booklet including OMR (without tearing any). The invigilator will be held responsible for any loss of the answer scripts.

Important Note:

Please note the following regarding **the answer booklet**.

The answer booklet consists of 36 pages with bar coded OMR Sheet stitched to the Answer booklet No additional blank sheets will be provided to the student. The OMR Sheet is divided into three parts (Part-I, Part-II & Part-III). Part-I contains details of student and subject of the Exam. The student has to sign in the box specified in Part-I of the OMR sheet. The invigilator shall sign in the box specified in Part-I of the OMR Sheet, after verifying the answer booklet with the Hall Ticket Number and the subject of examination of the student.

The student should not write anything in Part – II & Part – III of the OMR Sheet. Students should be asked to check particulars on the PART I of the OMR sheet and if any discrepancy found in the Name, Hall Ticket Number, Subject Code should be notified to the invigilator and in turn to

the Examinations Cell for change of Answer Booklet. Candidates are prohibited from writing on or tampering the Barcodes and OMR sheets as they may affect marks allotted to them. Answer Scripts with tampered barcodes and OMR sheets will not be valued. Last page may be used for Rough work by duly indicating on top of the page as “ROUGH WORK”. Invigilators should provide proper instructions to students regarding the filling up of OMR Sheet before the start of the exam.



INSTRUCTIONS TO EXAMINERS (VALUERS)

1. Valuers should keep their appointment strictly confidential.
2. An OMR sheet is stitched to every Answer Booklet and it is divided into three parts. The Part-I (top portion) contains complete details of the examinee relating to the examination. This Part-I is detached from the answer booklet. The Part- II (bottom portion) of OMR is for first valuation purpose. The Examiner/scrutinizer should not handle Part-III (middle portion) of OMR under any circumstances.
3. This is a confidential assignment and the Examiner has to maintain strict confidentiality about the examinership for valuation.
4. The valuator shall have minimum of 3 years of teaching experience and he/she must have taught the subject of valuation at least once. However, teachers with 2 years experience may also be considered for scarce specializations.
5. The valuator shall not have any near relative appeared for the examination in the same subject.
6. The valuator shall value a maximum of 100 answer scripts per day-50 scripts in each session by spending at least 3 to 4 hours per session. The Examiners should follow scrupulously the (Detailed Key) scheme of valuation, in awarding marks, and have to evaluate the answer scripts uniformly.
7. The valuator should evaluate all the questions answered by the student up to the last page of the booklet and fill the boxes in part-II of OMR sheet representing the question numbers with the marks obtained for each question in the respective boxes.
8. Valuers are requested not to make any type of markings like (□), cross(x), underline () or any comments inside the answer scripts while valuating the answer scripts.
9. The valuator should not correct the marks by scratching and writing. In case of any correction, strike of previous figures by a line and write the new marks aside.
10. The marks for each question should be awarded in the respective box given in the part-II of the OMR sheet only. If the student attempts more than required. The evaluator should round off excess answers in the respective box given in the part-II of the OMR sheet only, which carries the lowest marks and then carefully total the marks on the title page and put the

signature. Bubbling should be done with black sketch pen.

11. Valuator should use ball point pen (Blue or Black) for writing alphabets & numerical numbers in boxes. Bubbling should be done with black sketch pen. All corrections of marks in OMR should be duly attested by the valuator concerned. No erasers and correcting fluids should be used. Marks for each answer should be and posted at the end of the answer.
12. No valuator should interfere in the valuation of other valutors
13. Examiners should ensure that no question is awarded marks more than once, if any question is answered more than once.
14. If any valuator suspects the answer scripts for any reason (i.e. suspected case of malpractice etc.), that should be brought to the notice of the controller of examinations.
15. If any valuator notices that all answers in any answer book let have been struck off, the valuator may award only zero for such answer book and that should be brought to the notice of the controller of examinations.
16. Avoid erratic valuation such as allotting zero marks where the candidate deserves more marks and / or not valuing some questions.
17. Valuator should not detach any part of the OMR sheet. If detached, that should be reported to the coordinator.
18. The valuated answer scripts along with marks sheets signed by the valuator should hand over to the Scrutinizer/ ACE-2 Valuation. If there is any discrepancy in any valuated answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.,) that should be reported to the valuator and required corrections to be made by the valuator with counter signature. All corrections of marks in OMR should be duly attested by the valuator concerned. No erasers such as correcting fluids should be used.
19. All the valutors are requested to submit their filled in remuneration form to the ACE-valuation and collect the remuneration from examination cell office.
20. All the valutors should follow the above instructions strictly and cooperate for perfect and smooth valuation.

DISCIPLINARY ACTION FOR MALPRACTICES/IMPROPER CONDUCT IN XAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
	If the candidate:	
1.(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the Exam Branch.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of

		the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat . If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or write as to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant Superintendent/any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer - in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates are also debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and police case is registered against them.

	in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	If the student belongs to the college, expulsion from the examination hall and cancellation of the performance in that subject and all other subject the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the

		<p>subjects of that semester/year. The candidate is also debarred and forfeits the seat.</p> <p>Person(s) who do not belong to the college will be handed over to police and, a police case will be registered against them.</p>
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of the semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Exam Branch for further action to award suitable punishment.	

Malpractice identified at Spot Center during valuation

The following procedure is to be followed in the case of malpractice cases detected during valuation, scrutiny etc. at spot center.

- i. A notice is to be served to the candidate(s) involved through the Principal and (iii) to the candidate(s) to his permanent address regarding the malpractice.
- ii. Committee members at spot center to process such malpractice cases and the recommendations of the malpractice committee are to be sent to the Controller of Examinations.

PARTICULARS OF MALPRACTICE CASE

1. Name of the course:
2. Hall Ticket number of the student:
3. Name of the student:
4. Name of the examination in which Malpractice committed:
5. Name of the subject (Theory/Lab)
6. Subject Code
7. Regulation:
8. Date of Examination

Punishment recommended by the Malpractice Committee in accordance with the guide lines of Examination Branch.

Signature of Chief Superintendent



COURT CASES

- The students who were permitted to write the Examinations as per the court orders should not be allowed to study the next semester until the court gives necessary order.
- Any Court Case should be clearly indicated in the D form by encircle the Hall Ticket number in red ink and indicating as CC(Court Case).
- The Answer scripts of such students should be sent along with a copy of D-form and the concerned question paper to ACE.
- Even the student who is permitted to write the Examination by the Court order is absent for a particular examination the copy of D-form marked as absent and CC should be sent to ACE.



POWER TO MODIFY

1. The college reserves the right for addition, deletion or modification on any of the classes mentioned in the manual.
2. Not with standing anything contained in this manual, principal can take an appropriate desiccation in emergency situation.

Examination Committee

Sl. No	Name	Position	Signature
1	Dr. K.Prakash, Principal	Chairman	
2	Dr. S.S.V.N Sarma Dean Academics	Member	
3	Dr.M.Vidyasagar, Controller of Examinations	Member	

