



**ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES**  
**UGC AUTONOMOUS**  
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# **Regulations for Examinations**

## **Under Autonomous System**

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## **R 1.0 ORGANIZATION OF THE EXAMINATION SECTION**

### **1.1      Examination Committee**

Examination Committee consists of the following:-

- a) Chief Controller of Examinations (Principal)
- b) Controller of examinations (COE)
- c) Assistant controller of exams(ACE)
- d) Central Exam coordinators(CEC)

Apart from central examination committee, every department has departmental examination committee comprising of HOD, Department Examination Coordinator (DEC) and one or two faculty members to be nominated by principal of the college.

### **1.2      The Duties of Examination Committee (EC):**

- a) The EC shall ensure proper conduct of the various stages in the examination system.
- b) The EC shall recommend examination reforms and shall implement them after approval of the academic council.
- c) The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic Council.
- d) The EC shall arrange for strict vigilance during the conduct of examinations to avoid use of unfair means by the students, faculty, and invigilators.
- e) For conduct of the meeting of EC, one-third members shall constitute a quorum.
- f) The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
- g) The various formats shall be prepared by EC for record purpose as well as for monitoring all examination related activities.
- h) The Controller of examinations shall be assisted by central exam coordinators for carrying out various activities.

### **1.3 Duties of COE**

COE shall be responsible for smooth and proper conduct of examinations in the Institute. He/ She shall

- i) Give the directions to all Examination Coordinators for smooth conduct of examinations.
- ii) Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department and DECs.
- iii) Receive the requirements for answer booklets, supplements, drawing sheets, graph papers and other material from DECs of various departments and keep them ready in the exam cell for distributing them among the students during the conduct of examinations. A record of the same shall be maintained in the examination cell.
- iv) Receive the cases of malpractices and appoint committee for necessary action.

v) Receive the list of external examiners for various courses from the Head of the Departments for paper setting, paper valuation, conduct of external labs etc.

The COE shall appoint invigilators for conduct examination as per the student strength in that particular examination.

i) There shall be one invigilator for a group of 20- 25 students.

ii) Reliever: one reliever per five class rooms subject to a maximum two members.

iii) Invigilators and relievers shall be appointed by COE choosing faculty from all departments.

## **R 2.0 QUESTION PAPER SETTING**

The paper setting of Semester End Examinations shall be done by the external faculty members concerned with the respective paper. A panel of subject experts from outside the college shall be prepared for this purpose on the recommendation of Board of Studies & approved by Academic council.

### **R 3.0 SEMESTER END EXAMINATIONS**

- a) Regular theory examinations will be conducted at the end of every semester with a minimum gap of one week for preparation.
- b) Semester end lab examinations will be conducted after the completion of theory exams.
- c) External Examiners for theory examinations, lab and main project work will be nominated by the principal from the panel of experts recommended by respective Head of the Department.
- d) There will be supplementary examination for the programme such that for odd semester courses the supplementary exams will be conducted during February/March and for the even semester courses the exams will be conducted during the August/September.

## **R 4.0 PROCEDURE FOR CONDUCT OF THE EXAMINATIONS:**

### **R 4.1 Conduct of Mid Examinations and Evaluation**

Mid examinations shall be conducted for duration of 120 minutes and carry 20 marks. Mid examinations will be conducted twice in a semester and the weighted average of the two sessional marks will be considered as the Final mark. Under any circumstances, no re-examination shall be conducted for the internal mid examinations.

The process of conduct of the sessional examinations is as follows:

- a) The concerned HOD shall be responsible for the smooth conduct of the sessional examinations with the support of the office staff and the faculty.

- b) As per the common schedule of sessional examinations, the entire concerned faculty shall submit the question papers to the HOD in a printed form for the required number of students.
- c) The valuation shall be completed and the marks shall be displayed within one week time after the conduct of every examination.
- d) Answer scripts will be shown to the students and any discrepancies/errors will be attended by the faculty before submission of the final marks to the department.

## **R 4.2 Conduct of Semester End Examination**

### **R 4.2.1 Theory course**

Semester end examination shall be for duration of three hours and have a weightage of 60% of the total marks

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

- (i) As per the schedule of examinations, the COE will select one set of question papers of the subject concerned from four sets of question papers available, at least one hour before the commencement of that particular examination.
- (ii) The COE with the help of the coordinator will arrange for printing of all the selected question papers of the concerned courses in the required numbers. The question papers will be distributed only 10 minutes before the commencement of any examination.
- (iii) An inspection squad consisting of HOD's constituted specifically for overseeing the examinations on a particular day by the Chief Controller of Examinations will visit all the examination halls and ensures that the examinations are conducted as per the examination regulations.
- (iv) The coding of the answer scripts of any particular examination shall be completed on the succeeding day of the respective examination. The coded answer scripts are transferred to the spot valuation coordinator.
- (v) The Examiners for the respective subjects shall be nominated by the Chief Controller of Examinations from the panel of experts recommended by the respective HOD.
- (vi) The spot valuation process is completed within twenty days after the conduct of every examination.
- (vii) Results are announced within ten days after the completion of the spot valuation.



### **R 4.2.2 Laboratory Course**

Semester end examination shall be of three hours duration for a maximum of 50 marks.

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

- a) The common schedule for the semester end lab examination will be notified in the academic calendar.
- b) The External Examiner shall be nominated by the Chief Controller of Examinations from the panel of experts recommended by HOD.
- c) The Evaluation will be done by both internal and external examiners together for a maximum of 50 marks.
- d) The Results shall be submitted to the examination section in a sealed cover immediately after the completion of the laboratory examination.

### **R5.0 INSTRUCTIONS TO EXAMINERS (VALUATORS)**

1. This is a confidential assignment and the concerned Examiner has to maintain strict confidentiality.
2. The Examiner shall have minimum of three years of teaching experience.
3. The Examiner shall not have any near relative appeared for the examination in the same subject.
4. The Examiner shall value a maximum of 60 answer scripts per day i.e 30 scripts in each session and devote at least 3 to 4 hours time during each session.
5. The Examiners should follow scrupulously the scheme of valuation, in the award of marks, and is required to evaluate the answer scripts in a uniform manner. The marks awarded should be presented in the CM form. The marks shall be awarded separately for each part [(a), (b), (c)] of the question in the

evaluation sheet.

6. It is mandatory that all the blank pages and blank portions of the pages of the answer booklets are to be cancelled by the Examiners using red ball point pen.

## **R6.0 EVALUATION PROCEDURE FOR THEORY COURSES**

The evaluation procedure shall be as follows:

- (a) The Institute shall adopt the system of ‘Spot evaluation’ of the answer scripts by appointing the external examiners from reputed institutions.
- (b) The following officials shall be appointed for spot valuation work by the Chief Controller of Examinations.

- (i) Coordinator (Spot Valuation)

Any faculty member with a minimum 10 of years of experience shall be nominated as in-charge of spot valuation on the basis of rotation and will be responsible for conduct of the evaluation of the answers scripts of semester

end examinations.

(ii) External Examiners: Any faculty member from other autonomous college having at least 5 years of total teaching experience and taught the subject concerned at least for three times shall be appointed as External Examiner.

(iii) Internal Examiners: The Examiners shall be appointed by the HOD who are having at least three years of teaching experience.

(iv) Scrutinizers/Tabulators: The Controller of Examinations shall nominate Scrutinizers/Tabulators to scrutinize the answer scripts and tabulate the marks lists.

(c) Working Model for Spot Valuation System

(i) Moderator will prepare scheme of valuation.

(ii) The average of the two valuations will be taken for award of marks. In case, the difference of the marks obtained in the two valuations is more than 20% then a third examiner shall value the script. Out of the three valuations, the average of marks obtained in third valuation and the marks obtained nearer to third valuation out of first two valuations shall be considered.

## **R 7.0 AWARD OF MARKS BY GRAFTING :**

The application of grafting will be extended only to the candidate who secures a required pass after affecting the rule of graft. Grafting will be done from Theory and Practical Examination Papers. Grafting may be applicable for Theory and Lab papers in the semester end examinations.



## **R 8.0 DECLARATION OF RESULTS**

The representations if any from the students and faculty regarding the setting of questions from out of syllabus or any other mistakes crept in the question paper will be examined and appropriate action in this matter shall be taken by the moderation committee. The results along with the recommendations of the moderation committee are sent to Academic programme evaluation committee (to be nominated by principal) for final approval. Then, the results will be declared and displayed in the notice boards and college website.

## **R 9.0 CHALLENGE VALUATION:**

No revaluation for any subject/course shall be entertained as already double valuation system is in existence. However, recounting is allowed on the request of the candidate on payment of specified fee.

Challenge valuation shall also be entertained on payment of specified fee. The challenge valuation is a facility given to the student where the revaluation is done in the presence of the student. 'Challenge valuation' of failed or passed subjects shall be performed as per the following norms.

- a) Applications for challenge valuation for semester end examinations can be submitted to the examination cell within one week from the date of notification of the results/issue of marks card.
- b) The request for challenge valuation must be made in the prescribed format along with the prescribed fees.
- c) After the completion of challenge valuation, if the grade is improved or when there is a change in the status i.e., fail to pass or vice versa the grade obtained in the challenge valuation shall be notified as final .
- d) The fees paid for Challenge valuation will be refunded, if the difference in the grade obtained in the challenge valuation has two jumps when compared with the grade secured in the first valuation and otherwise, the fee paid will be forfeited.

## **R 10.0 MALPRACTICE**

The COE shall refer the cases of suspected malpractices in mid examinations and semester-end examinations to Malpractice Enquiry Committee constituted by the Institute. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action against the erring students based on the recommendations of the committee.

**R 11.0 PERMISSION FOR ASSISTANCE WITH SCRIBE TO  
APPEAR FOR THE EXAMINATIONS**

1. Candidates in need of a Scribe should apply in writing showing the reason and with the necessary evidence for additional assistance with scribe.
  - a) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
  - b) The Particulars of the proposed scribe i.e., name, address, qualifications, photo and present occupation. [The scribe should not exceed intermediate qualification].
  - c) A letter from the scribe stating that he / she is willing to act as scribe.
  - d) A copy of the certificate showing the qualifications of the scribe.
2. The Principal then permits the use of scribe after verification of the evidence Provided by the candidate.



## **R12.0 AWARD OF GRADES**

### **a)B.Tech**

The absolute grading system is adopted as follows:

S.No.	Range of Marks {%}	Grade	Grade Points	Description
1	> 90 ≤ 100	O	10	Out Standing
2	> 80 ≤ 90	A+	9	Excellent
3	> 70 ≤ 80	A	8	Very Good
4	> 60 ≤ 70	B+	7	Good
5	> 55 ≤ 60	B	6	Above Average
6	≥ 50 ≤ 55	C	5	Average
7	≥ 40 < 50	P	4	Pass
8	< 40	F	0	Fail
9			0	Ab (Absent)

**Note: Minimum grade to pass in a laboratory course is 'C'.**

The performance of a student at the end of the each semester is indicated in terms of Semester Grade Point Average (SGPA). The SGPA is calculated as below:

$$\text{SGPA} = \frac{\Sigma (\text{Credits of a course} \times \text{Grade points awarded for a course})}{\Sigma (\text{Credits of a course})}$$

SGPA is calculated for the candidates who have passed who have passed in all the courses in that semester.

Cumulative Grade Point Average (CGPA) will be calculated from II semester onwards up to the final semester and its calculation is similar to that of SGPA, considering all the courses offered from the first semester onwards.

CGPA is calculated for those who clear all the courses in all the previous semesters.

### **b)M.Tech**

The absolute grading system is adopted as follows:

S.No.	Range of Marks {%	Grade	Grade Points	Description
1	> 90 ≤ 100	O	10	Out Standing
2	> 80 ≤ 90	A+	9	Excellent
3	> 70 ≤ 80	A	8	Very Good
4	> 60 ≤ 70	B+	7	Good
5	> 55 ≤ 60	B	6	Above Average
6	≥ 50 ≤ 55	C	5	Average
	> 40 ≤ 50	D	4	

**Note: Minimum grade to pass in theory & laboratory course is 'C'.**

The performance of a student at the end of the each semester is indicated in terms of Semester Grade Point Average (SGPA). The SGPA is calculated as below:

$$\text{SGPA} = \frac{\Sigma (\text{Credits of a course} \times \text{Grade points awarded for a course})}{\Sigma (\text{Credits of a course})}$$

SGPA is calculated for the candidates who have passed in all the courses in that semester.

Cumulative Grade Point Average (CGPA) will be calculated from II semester onwards up to the final semester and its calculation is similar to that of SGPA, considering all the courses offered from the first semester onwards.

CGPA is calculated for those who clear all the courses in all the previous semesters.

## **R13.0 AWARD OF CLASS:**

### **a)B.Tech**

For award of class, a total of best 180 credits are considered in case of four year programme and best 137 credits in case of lateral entry admitted students. A candidate, who becomes eligible for the award of B.Tech. Degree, shall be placed in one of the following classes.

S.No.	Class	CGPA
1	First Class with Distinction	7.0 or more*
2	First Class	6.0 or more but less than 7.0
3	Second Class/Pass	5.0 or more but less than 6.0

**\*First class with Distinction will be awarded only to those students who clear all the subjects of the program in first attempt of regular examinations.**

The CGPA can be converted to aggregate percentage by multiplying CGPA with 10, in case of requirement by any other university or for any other purpose.

### **b)M.Tech**

For the award of class, a total of best 74 credits are considered. A candidate, who becomes eligible for the award of M.Tech. Degree, shall be placed in one of the following classes.

S No	Class	CGPA
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**\*First class with Distinction will be awarded only to those students who clear all the subjects of the program in first attempt of regular examinations.**

The CGPA can be converted to aggregate percentage by multiplying CGPA with 10, in case of requirement by any other university or for any other purpose.

	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
	<b>If the candidate:</b>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of. (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject only. In case of an outsider, he will be handed over to the police and a case will be 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 will be seized and cancelled.

	Nature of Malpractices/Improper conduct	Punishment
3.	Impersonates any other candidate in connection with the examination.	<p>The candidate/Person who has impersonated shall be expelled from examination hall. The candidate will also be debarred and forfeits the course. 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 semester end examinations. The continuation of the course of such candidate is subject to the academic regulations in connection with forfeiture of seat.</p>
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	<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 class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>

	Nature of Malpractices/Improper conduct	Punishment
5.	<p>Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.</p>	<p>Cancellation of the performance in that subject.</p>
6.	<p>Refuses to obey the orders of the Principal / Controller of Examinations/HOD any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results 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.</p>	<p>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 candidate will also forfeit his/her course.</p>



	Nature of Malpractices/Improper conduct	Punishment
7.	Leaves the examination 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 will also be debarred for two consecutive semesters from class work and all semester end 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 will also forfeit his/her course.

	Nature of Malpractices/Improper conduct	Punishment
9.	If the 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.	Student of the college: 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 will also forfeit the course.  Person(s) who do not belong to the College will be handed over to police and a police case will be registered against them.
10.	Comes in a drunken/intoxicated condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is	In such cases the Principal will impose

	not covered in the above clauses	suitable punishment.
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