

SWARNANDHRA
COLLEGE OF ENGINEERING & TECHNOLOGY
AUTONOMOUS
EXAMINATION BRANCH

Rules and Regulations for Examinations and Evaluation System of U.G. and P.G. Programs

1. Preamble:

Swarnandhra College of Engineering & Technology, Narsapur is one of the few private engineering colleges in the state of Andhra Pradesh which got Autonomous status by UGC from the academic year 2014-15, which was established in 2001 under JNTU with initially three branches viz., Electronics and Communication Engineering, Computer Science and Engineering and Information Technology. Presently runs 6 UG and 5 PG programs in engineering leading to B. Tech. and M. Tech. degrees and also programs leading to MCA and MBA degrees. The Academic Council for this institute has been constituted as per the UGC guidelines and as per JNTUK, Kakinada to decide upon academic policies and academic activities from time to time. With the approval from Academic Council, the methodology for examination and evaluation of the programs run by this institute is as under.

Examination and Results Committee is constituted as follows:

a) Examination Committee:

- i) Principal (Chairman)
- ii) Senior Professor
- iii) Controller of Examination (COE)
- iv) Additional Controller of Examinations

b) Results Committee:

- i) Principal (Chairman)
- ii) Controller of Examination (COE)
- iii) Chair persons of the Board of Studies (BOS)

2. The Powers and Duties of Examination Committee (EC) :

- 2.1 The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.
- 2.2 The EC shall recommend examination reforms and shall implement them after approval of Academic council.
- 2.3 The EC shall prepare the detailed time table of examinations as per the schedule approved by Academic Council.
- 2.4 The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- 2.5 Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.
- 2.6 The recommendations of the CRC shall be approved by Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.
- 2.7 For any meeting of EC, one-third members shall constitute a quorum.
- 2.8 The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
- 2.9 The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
- 2.10 The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.
- 2.11 Controller of Examination (CE) shall be assisted by the Additional Controllers of Examination (ACE) for carrying out the examination activities.

2.11.1 B.Tech

Continuous Internal Examinations (CIE)

- a. CIEs of theory and laboratory are to be conducted by the course teacher all through the semester as per the rules and regulations mentioned in academic regulations.

- b. The marks obtained by the student in CIE will be displayed in the respective departments and the students are expected to affix their signatures during a prescribed period as a confirmation of their verification of the marks.

Semester End Examinations (SEE)

The external theory examination shall be conducted at the end of the semester for external marks as per academic regulations. The question paper shall be set by the external examiner (from the list of external examiners approved by BOS) as per the rules prescribed in academic regulations. Duration of Semester End Examination is 180 minutes. The external Laboratory examination shall be conducted at the end of the semester for external marks as per the rules prescribed in academic regulations.

2.11.2. M.Tech.

Continuous Internal Examinations (CIE)

- a. CIEs of theory and laboratory are to be conducted by the course teacher all through the semester as per the rules and regulations mentioned in academic regulations.
- b. The marks obtained by the student in CIE will be displayed in the respective departments and the students are expected to affix their signatures during a prescribed period as a confirmation of their verification of the marks.

Semester End Examinations (SEE)

The external theory examination shall be conducted at the end of the semester for external marks as per academic regulations. The question paper shall be set by the external examiner (from the list of external examiners approved by BOS) as per the rules prescribed in academic regulations. Duration of Semester End Examination is 180 minutes. The external Laboratory examination shall be conducted at the end of the semester for external marks as per the rules prescribed in academic regulations.

2.11.3. MCA and MBA

Continuous Internal Examinations (CIE)

- a. CIEs of theory and laboratory are to be conducted by the course teacher all through the semester as per the rules and regulations mentioned in academic regulations.

- b. The marks obtained by the student in CIE will be displayed in the respective departments and the students are expected to affix their signatures during a prescribed period as a confirmation of their verification of the marks.

Semester End Examinations (SEE)

The external theory examination shall be conducted at the end of the semester for external marks as per academic regulations. The question paper shall be set by the external examiner (from the list of external examiners approved by BOS) as per the rules prescribed in academic regulations. Duration of Semester End Examination is 180 minutes. The external Laboratory examination shall be conducted at the end of the semester for external marks as per the rules prescribed in academic regulations.

3. Appointment of Paper Setters and Examiners:

- 3.1 The paper setting of theory SEE shall be done by the external faculty having minimum 8/10 years of experience and will be minimum at Associate Professor level, who is teaching that course. A panel of subject experts from outside the college approved by EC shall be prepared for this purpose. The paper setter will be supplied by Model Question Paper, Syllabus Copy and the guideline framed by the EC. This step is necessary for gaining the confidence of the University and also of the society at large, on the fairness and transparency in the system.
- 3.2 Two sets of papers along with scheme of valuation to be possessed for each course.
- 3.3 The remuneration for paper setting is to be proposed by the Examination Committee and approved by Finance committee.

4.0. Responsibilities of CE

CE shall be responsible for smooth and proper conduct of examination in the Institute.
He/She shall –

- a. Give the directions to all Head of the Departments for smooth conduct of examination.
- b. Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.
- c. Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Departments.
- d. Receive the requirements of answer books, supplements, drawing sheets, graph papers and other material from HODs of various departments and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.
- e. Receive the cases of misbehavior, malpractices, copy cases from Examination Coordinators and forward the same to CRC for further necessary action.
- f. Receive the list of external examiners (for conducting practical examinations) for various courses from Heads of the Department for record purpose.
- g. Seating arrangement shall be made centrally as per the master plan for seating arrangement.
- h. CE shall appoint staff for examination as per requirement.
- i. On each day of examination, CCE and CE shall draw at random one of the sealed covers containing Question Papers and open the required number of packets of question papers at least one hour before the start of examination. Prior to opening, however, he/she shall sign on the opening certificate along with date and time of opening the packets. He/She shall then take out the required number of question papers from the packets and arrange moderator of respective paper to get rectified any discrepancies if found, before distributing them in required quantity to the invigilators.
- j. CE shall hand over the required material to the invigilators, at least 10 minutes before the start of the examination.
- k. The invigilators shall follow the “Guidelines/Instructions to the Invigilators” of the college.

- l. There shall be continuous monitoring by taking rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.
- m. ACE shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to CRC through CE.
- n. After receiving the answer books from invigilators, ACE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.
- o. ACE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question papers, copies of attendance sheet; record of supplements issued etc., and pack them. Thereafter, he/she shall handover all packets to the ACE looking after assessment on the same day or latest on the next day. He/sheshall maintain the record of all such packets of answer books.
- p. Office-clerk (examination) shall maintain the account of answers books consumed for the examination in a register. He/She shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to ACE for further action.
- q. ACE shall prepare the bill for remunerations of staff involved in SEE as per rules. Remuneration shall be paid to the staff involved in conduct of examination after the examination is over and account of payment shall be submitted to the office within a week.

5.0. Semester End Examination for Lab courses

- a. Semester End Examination for lab shall be conducted as per the examination schedule approved by EC. However in case of any emergency, the examination may be rescheduled with the prior approval of CE.
- b. HOD shall act as coordinator for conducting practical examinations. HOD of the concerned department shall be responsible for proper conduct of practical examinations and various examination related activities of the concerned department. He/She shall, however, take the services of staff of his/her Department for this purpose.

- c. HOD and CE shall prepare detailed timetable (batch-wise) for the lab examination of the concerned department.
- d. The HOD shall submit the schedule and final list of examiners for all lab examinations to exam cell. Based on the list of examiners received from HOD, CE shall issue the appointment orders.
- e. For external evaluation of UG project and PG project, external examiner outside the college is mandatory.
- f. HOD of concerned department shall send the required panels of external examiners for UG and PG projects to the exam cell through proper channel. The appointment orders of internal and external examiner shall be issued by CE.
- g. HOD of the concerned department shall appoint staff for lab examination and forward the copy of the same to the CE.
- h. Internal examiners shall make all the necessary arrangements of equipment/laboratory setup required for conducting lab examination of the courses for which their appointment is made.
- i. After the lab examination of the course is over, internal examiner along with the other examiner shall prepare the mark list, and submit it in sealed envelope to exam cell on the same day or latest by the next working day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.

**6.0. Assessment of Soft Skills/Employability skills, Seminars, Technical Paper Presentation
Mandatory Courses and Projects:**

These will be assessed as per academic regulations

7.0. Supplementary Examinations:

Supplementary examinations for B.Tech. will be conducted immediately after completion of regular semester examinations.

8.0. Central Assessment / Evaluation:

- a. Assessment of answer books of semester end examination shall be done by external evaluators.

- b. Evaluation shall be done as per scheme of valuation prepared by paper by paper setter. Award step-wise marks for each solved question.
- c. The evaluator shall neither put any comment nor any markings in the answer script. He/she shall place the marks for answers in specified spaces provided on the cover page.
- d. He/she shall put signature with his/her name in the space provided on the cover page of the answer book.
- e. He/she, who handled the answer book later, should hand over valued answer books to concerned officials.

9.0 Preservation of assessed answer books:

All valued answer books shall be preserved for two consecutive semesters in strong room of Examination cell.

10. Semester End Examination Result:

Results will usually be declared after three weeks from the date of the last examination. After all grievances are addressed, the final result will be declared.

11. Revaluation of Answer books:

A Candidate can apply for revaluation of the answer scripts after announcement of circular by the CE's office time to time. Revaluation can be done only for Theory subjects. The applications for revaluation in the prescribed forms are to be submitted in the CE's office by paying prescribed fee. After the receipt of the applications for revaluation in the Controller of Examination's office shall pull out answer scripts of the candidates who have applied revaluation. The examiner will be supplied with the original scheme of valuation for the course and all the marks shall be entered in to a separate marks list for all the revalued scripts. If the revaluation marks are less than the original marks, then the original grade shall be retained. Revaluation result will be announced, if Grade change only.

12. Guidelines/Instructions to the Invigilators:

The invigilators shall enter the examination hall at least 15 minutes before the start of examination.

He/She shall,

- a. Ask the students to keep their books, note books, mobile phones and their written materials at the front of the hall/outside the hall. Enter correct seat numbers.
- b. Check whether the students have occupied their seats as per the seating arrangement.
- c. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer book.
- d. Distribute the question papers to the students at the beginning of the examination.
- e. Check the identity cards of the students and sign on their answer books, if all details are correct.
- f. Take the signature of students on the attendance proforma, mark “AB” for absent students and maintain the attendance record of his/her examination hall.
- g. Distribute the required supplements and graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma.
- h. Maintain general discipline in the exam hall by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
- i. Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the CE for further necessary action.
- j. Give warning to the students to tie their supplements, 10 minutes before the end of Examination.
- k. Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately.
- l. Hand over the answer books and filled in pro-forma to CE office.

13. Guidelines/Instructions to the Students :

a.	Students should carry identity card for sessional exam and Hall ticket & Identity Card for end examinations.
b.	There is no grace period for entering into the exam hall after the commencement of exam both for End examinations and the Sessional examinations. A short caution bell 5 minutes before the commencement of exam will be given and after a long bell at the scheduled commencement of exam no candidate will be allowed to enter into the exam hall.
c.	Students should fill in all the particulars on the main answer books. Students are required to write their permanent registered number in the space provided on the main answer sheet and in the space provided on the question paper only and nowhere else.
d.	No additional answer books shall be supplied during sessional/end exams. For sessional a 12 page answer book and for end exams 32 page answer book will only be issued.
e.	In the attendance and answer book distribution sheet, the candidate has to mention the serial number of the answer book issued to him and affix his signature.
f.	Students are strictly prohibited from writing their registered number on the drawing sheet, failing which their answer sheet shall not be valued.
g.	Carrying mobile phones during examinations is strictly prohibited. Any mobile phone found in possession of the student will be confiscated and also a malpractice case will be booked.
h.	Any malpractice noticed in the exam halls will be viewed seriously. The performance of the students will be cancelled and they will be awarded zero marks in all the subjects. Students are strongly advised not to resort to malpractice in their own interest.
i.	Students should not move in the corridors of the examination halls before the commencement and after completion of exam.
j.	Students are required to go through the instructions on the main answer book.
k.	However, the student will be allowed to enter into the exam hall 15 minutes before the commencement of exam.

14. Disciplinary Action for Malpractices Rules :

	Nature of Malpractices / Improper Conduct	Punishment
	<i>If the candidate:</i>	
1	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.
(a)		
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of performance all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all End (University) examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.

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

Note: Whenever the performance of a student is cancelled in any subject/subjects due to malpractice, he has to register for End Examinations in that subject/subjects consequently and has to fulfill all the norms required for the award of Degree.