2.5.3.
IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in Examination Management System (EMS) of the Institution

CONTENTS

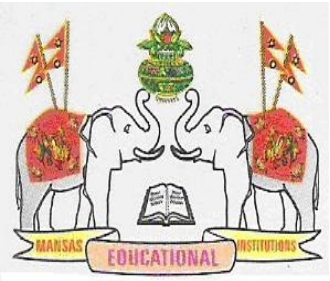
Additional Information:

1. IT integration and reforms in the examination procedure
2. A1-Academic Regulations
3. A2-Academic Regulations

S. No.	Description	Pages
1	IT integration and reforms in the examination procedure	01 to 43
2	A1-Academic Regulations	44 to 83
3	A2-Academic Regulations	84 to 126

IT integration and reforms in the examination procedures

EXAMINATION
AUTOMATION SYSTEM



MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING (A)
CHINTALAVALASA, VIZIANAGARAM – 535005
Andhra Pradesh

(EXAM MODULE) DESCRIPTION:

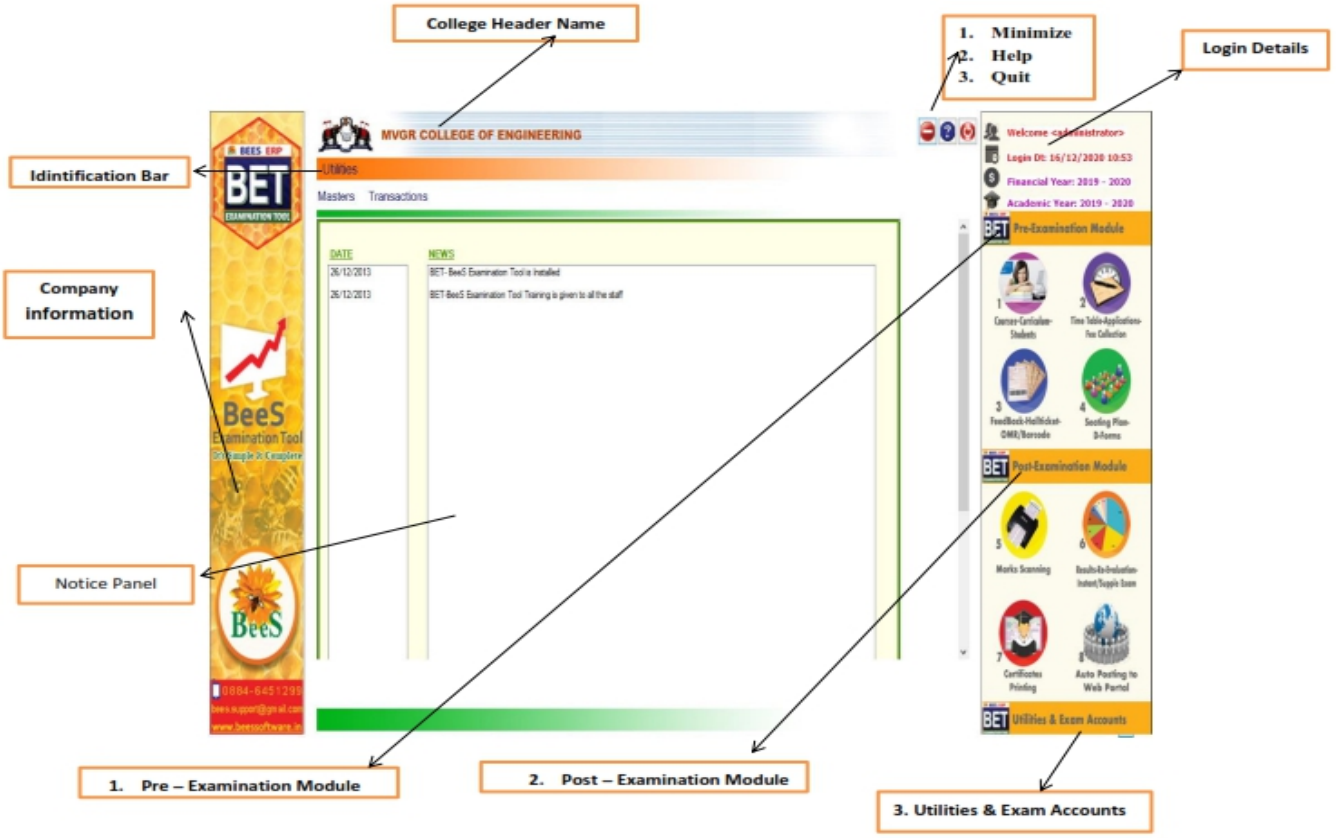
Exam Module is a complete and customized solution for Autonomous colleges to handle all the Examination related work. By going through the flow of application one can easily maintain its student details, Exams details, Exam wise fee details, subject details, Exam scheduling, and OMR Reorganization Details with hand writing also. This software includes the User-friendly menus which can easily generate all the reports.

Basic Structure of BEES EXAMINATION TOOL:

Mainly the BET consists of following Tools like

- College Header Name
- Buttons
- Login tool bar
- Modules
- Identification Bar
- Operation Modules

All the above Tool bars can be viewed in the below image.



College Header name: At the top of the page we can identify the name of the College with Header.

Buttons: At the right side top we can view the buttons like Minimize, Help, and Quit.

Login tool bar: At the right side of top we can view the login details.

Identification Bar: It indicates the current module operation.

Modules: There are three types of modules they are

- Pre- Examination Module → Masters → Transactions→Reports
- Post- Examination Module→ Transactions →Reports
- Utilities & Exam accounts → Transactions →Reports

Operation Modules: The operations to be done by each module.

Below image represents the basic view of Modules.

Pre Examination Module:

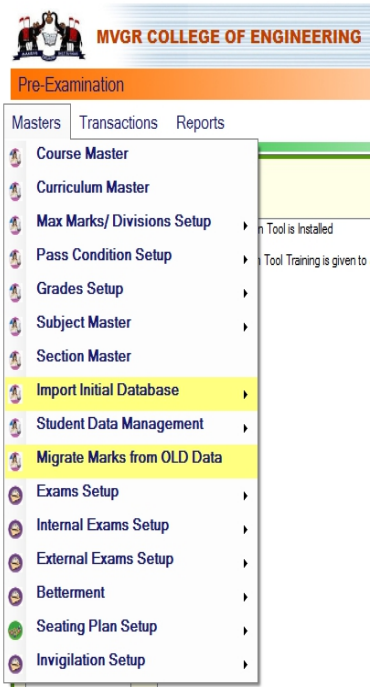
Prior to the conduct of examination the entries given to each setup of module is known as Pre - Examination Module.

Again the Pre Examination Module consists of three types of Modules like

1) Masters
2) Transactions
3) Reports

Masters: For Pre Examination the basic entries will be done first in Masters i.e., all the examination setups (Marks setup, Fee setup) will be exists here. After entering all the setup entries it will converts in to the Transactions automatically.

Again the Masters consists of following operations like.



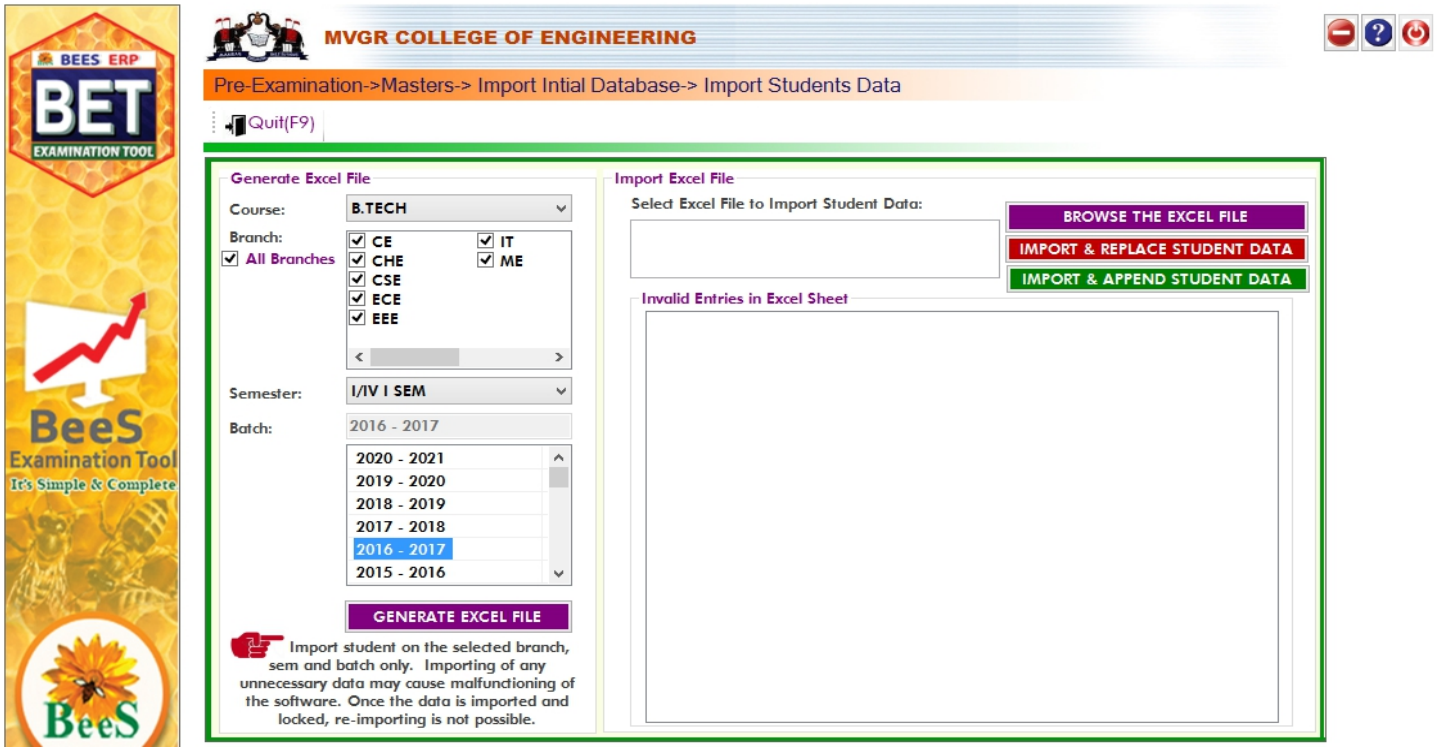
All the operations of the modules are having the common type of Sub options like

NEW (F4): to get a new page to enter the new data. MODIFY (F6): to modify (changes) already existing data. DELETE (F7): to erase an already existing data.
VIEW (F12): to see the existing data. QUIT (F9): to escape from existing page.
SAVE (F8): to save the data after entering the details.
CANCEL (F11): to clear the details of the page.

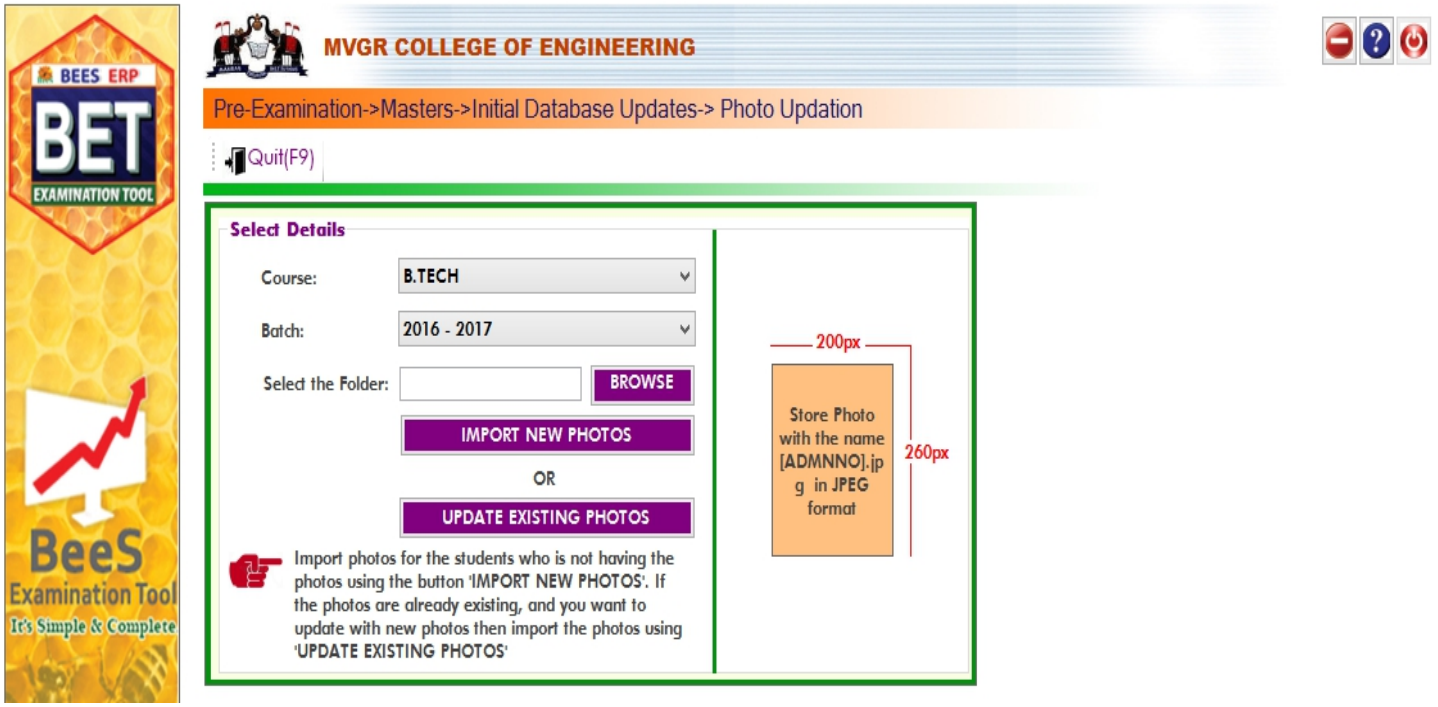
Import Initial Database:

After entering all details in Course Master next step is to import Student details like

1) Import Students: Here we enter the student's details of all branches in a system generated Excel File and then import the students details with that Excel file.



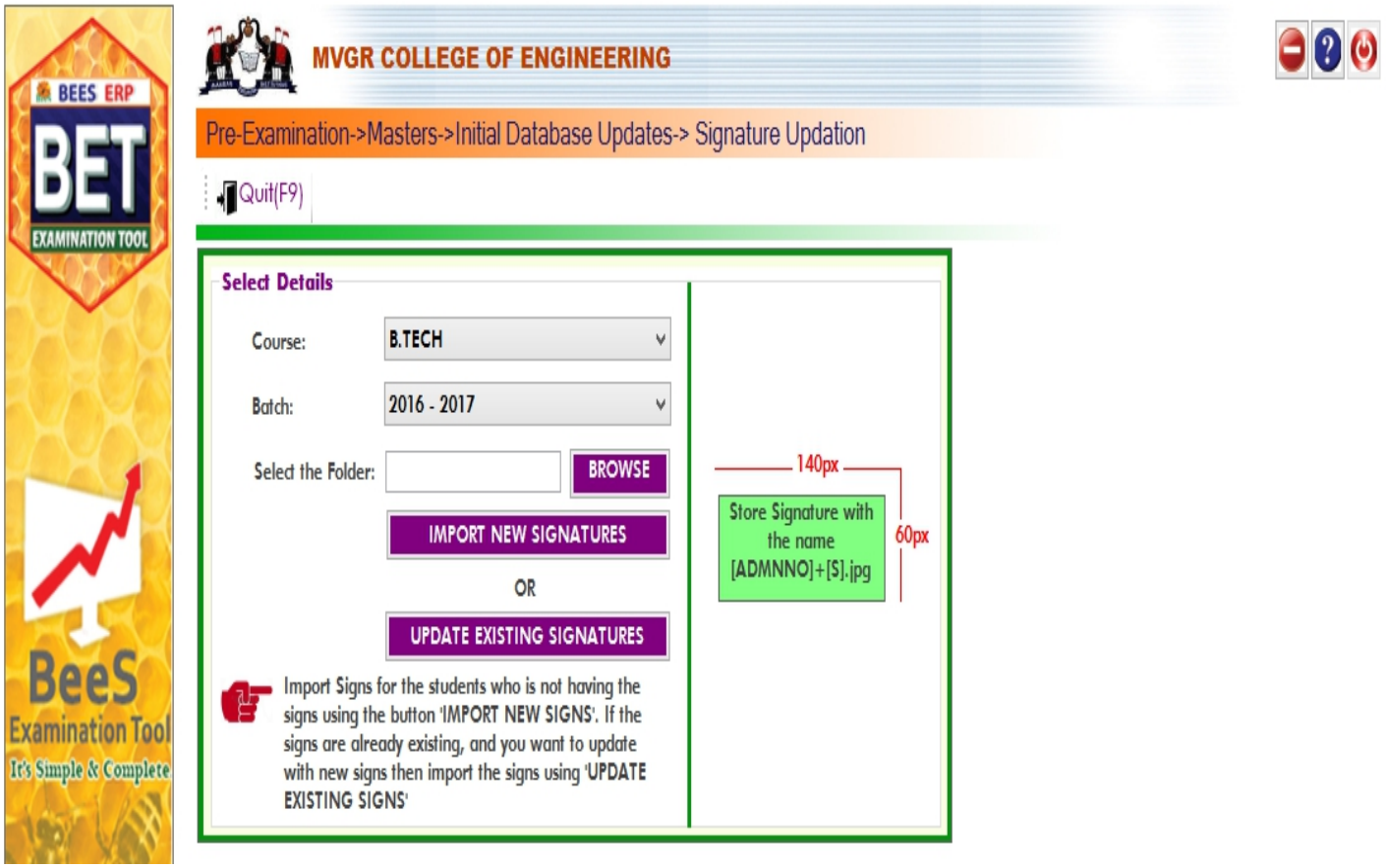
2) **Import Photos:** Here we import the student's photos by collecting all the branch student's photos in a folder of a particular course and batch and then import it.



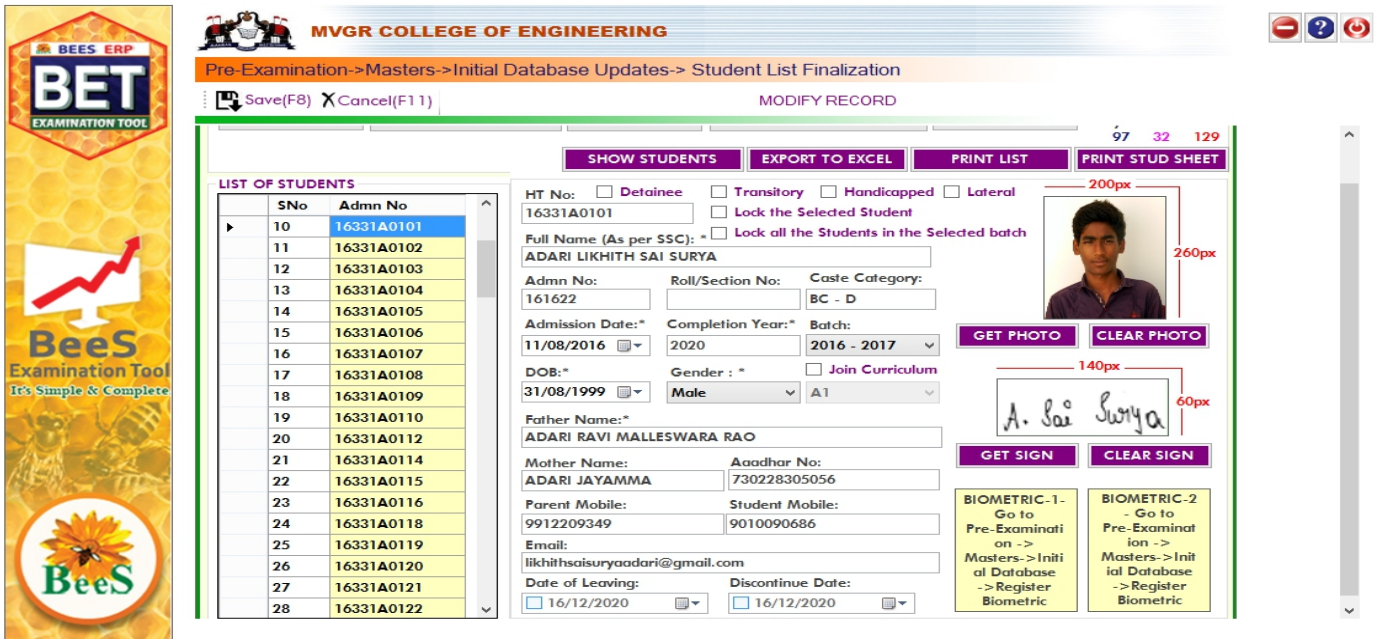
Note: Here the Basic size of the image is 200 * 260 pixels and the image file name to be save as (student Admission No) in JPEG format and updated photos will be imported by clicking the option UPDATED EXISTING PHOTOS.

3) Import Signatures: Here we import the student's signatures same as Import Photo's

Note: Here the Basic size of the image is 140 * 60 pixels and the image file name to be save as (student Admission No + [s]) in JPEG format.

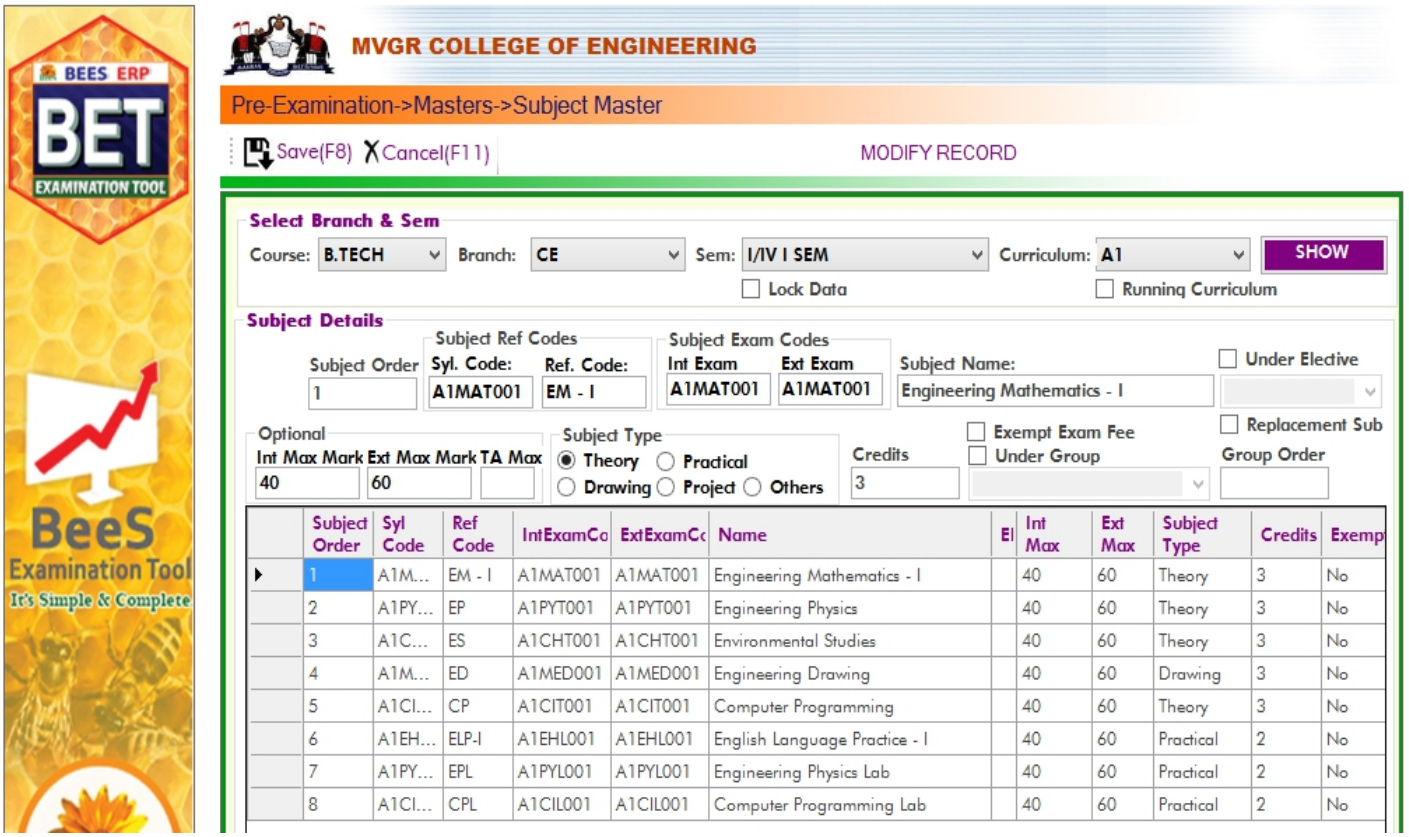


<u>Student Data Management</u>: After importing the initial database of the entire student's, the Finalized list will be displays on Student Data Management.



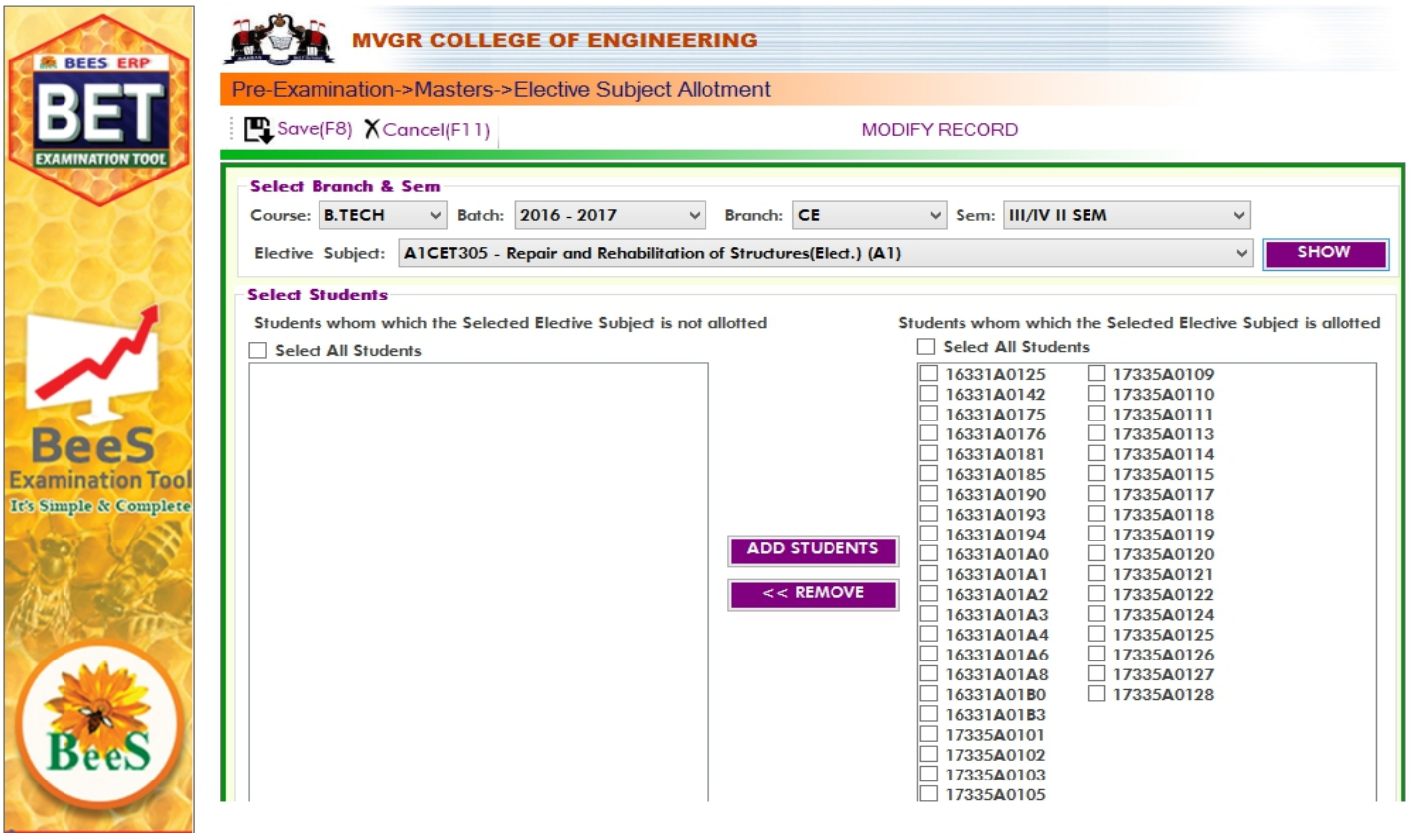
Subject Master:

It is used to enter the details of subjects of branch wise and semester wise.

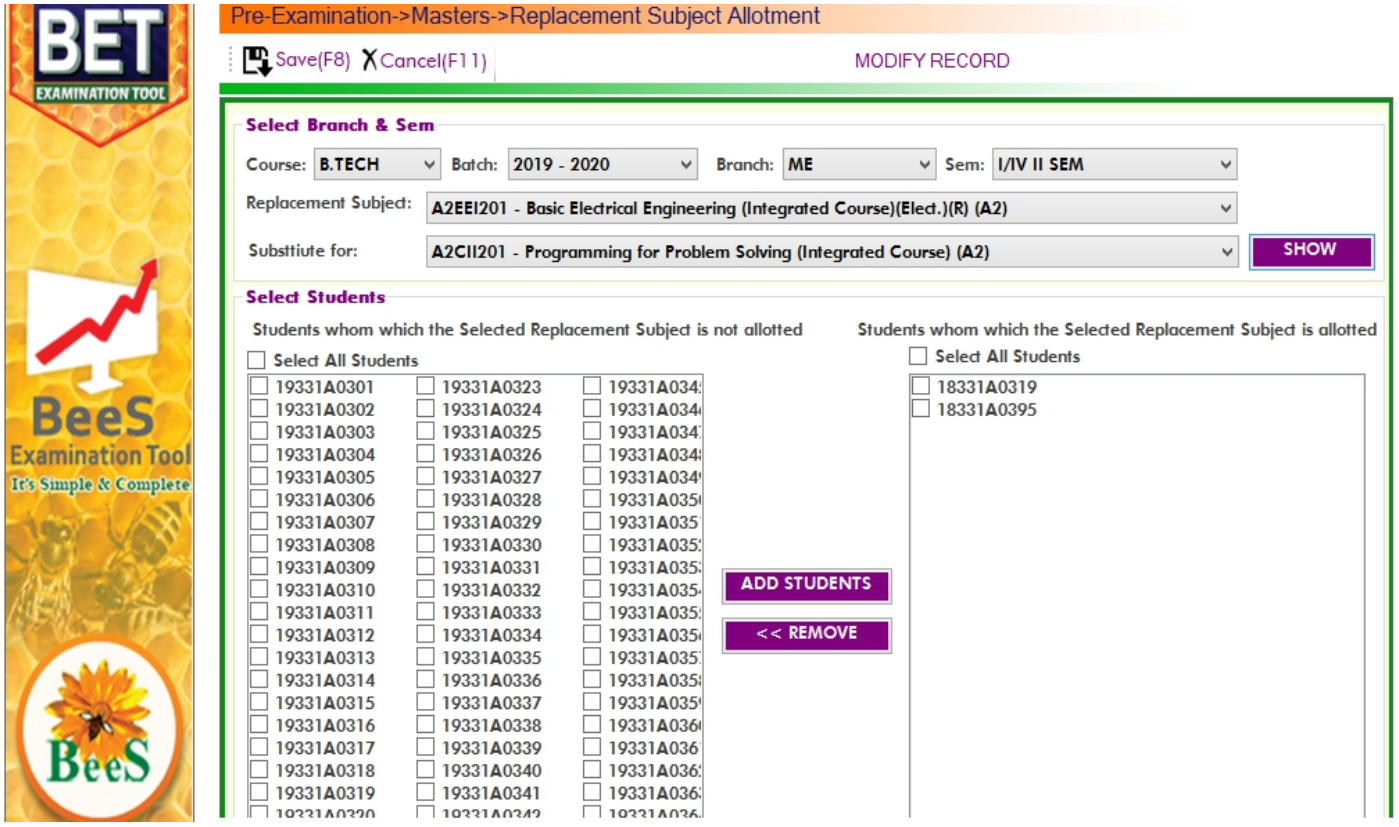


Elective Subject registration:

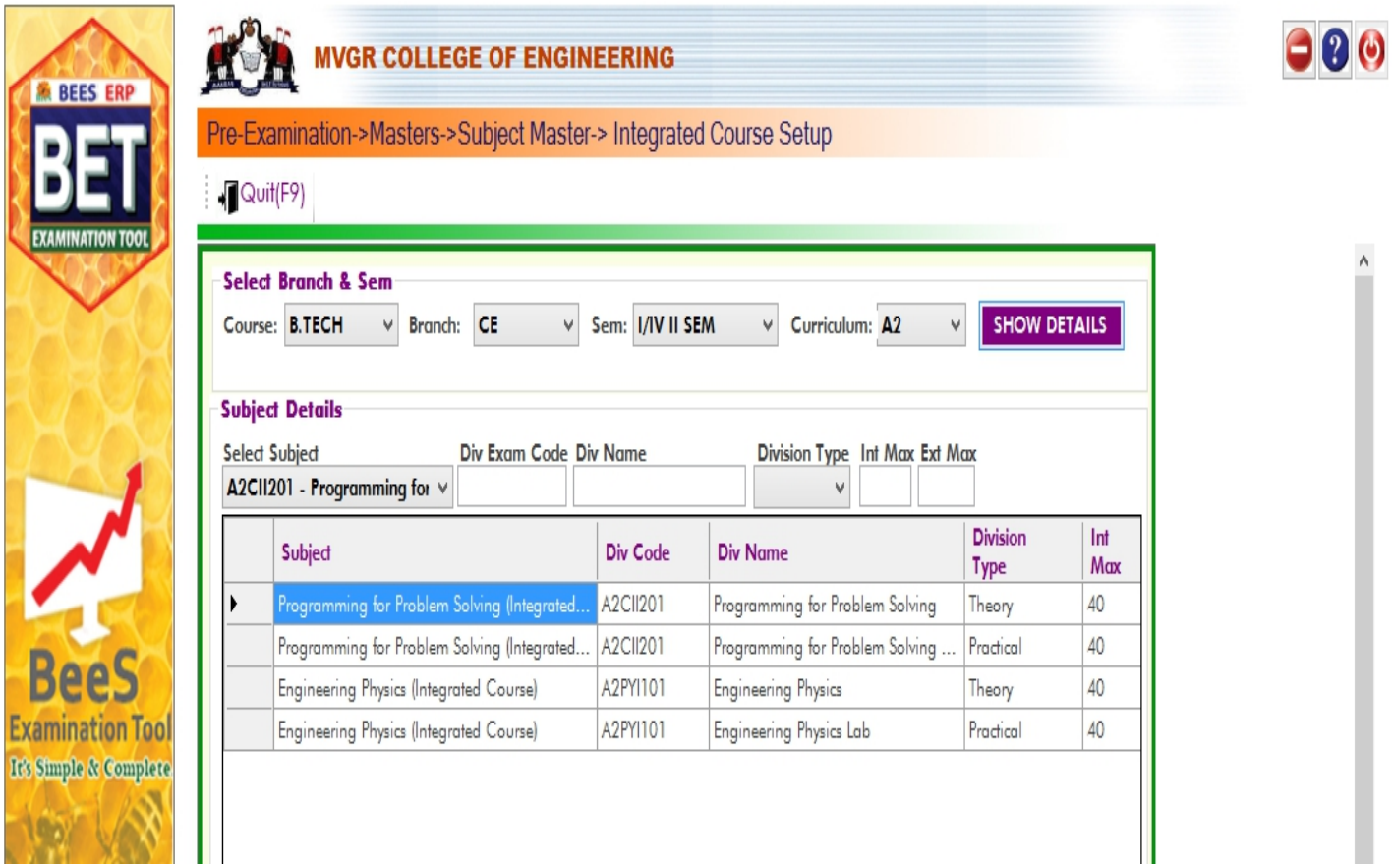
It is used to register the Elective subjects for the students.



Substitute Subject registration: It is used to register substitute subject to the readmitted students as per regulations.



INTEGRATED COURSE SETUP: It is used to setup the integrated courses, along with marks split for theory as well as lab, course wise & branch wise.



SAMPLE EXAMINTION NOTIFICTION (UG)

College Code: 33

MVGR College of Engineering (Autonomous)

Approved by AICTE, New Delhi and Permanently Affiliated to **JNTU, Kakinada**
Listed U/S 2(f) & 12(B) of the UGC Act 1956
Vijayaram Nagar Campus, Chintalavasala, VIZIANAGARAM-535 005

B.Tech. REGULAR EXAMINATIONS NOTIFICATION

FOR A1 REGULATION (AUTONOMOUS BATCHES)

B.Tech. II SEMESTER REGULAR/SUPPLEMENTARY EXAMINATIONS

(For 2015, 2016 & 2017Admitted Batches)

CANDIDATES APPEARING FOR THE ABOVE EXAMINATIONS COMMENCING FROM **30-04-2018** ARE INFORMED THAT THE APPLICATIONS WILL BE RECEIVED AS PER THE TIME SCHEDULE GIVEN BELOW.

Examination registration	Last date
Submission without late fee	13-04-2018
Submission with Rs. 500/- late fee	17-04-2018

**** Applications are also admissible up-to two days before the examination with a fine of Rs. 5000/-.***
(Applications to be submitted to autonomous examination section)

Students are required to remit the Regular fee through SB Collect Link which was provided in College website by selecting payment category as Exam Fee.

EXAMINATION FEE

(A) For whole semester examination (Regular: All subjects)	**Rs.1250/-**

The department shall remit the **Supplementary Fee** in the Account no: **3119201005031**
(Challan available at Autonomous Section)

(B) For One Subject	(Theory / Practical)	Rs. 500/-
For Two Subjects	(Theory / Practical)	Rs. 750/-
For Three Subjects	(Theory / Practical)	Rs. 900/-
For Four and above Subjects	(Theory / Practical)	Rs. 1,250/-
Detailed Time Table for theory Examinations will be sent to the departments and also notified in the College website **www.mvgrce.edu.in**		

Detailed Time Table for theory Examinations will be sent to the departments and also notified in the College website **www.mvgrce.edu.in**

Note:

1. The respective departments are informed to verify the eligibility of the candidates for registration for examination with respect to of attendance /malpractice/court cases/ credits.
2. Hall Tickets are to be issued by the Department only to the eligible candidates who fulfill the academic requirements of the College. **The Heads of the Departments are required to inform the students that mere payment of examination fee does not guarantee eligibility for appearing for examination.**
3. The students are required to submit the filled in applications along with fee paid to the department as per the above schedule.
4. Heads of the departments are requested to ensure that the **filled in applications along with fee paid is submitted to the Examination Section (Autonomous) as per the above schedule.**

DATE: 02-04-2018

PRINCIPAL
PRINCIPAL
MVGR College of Engineering
Chinthalavalasa (PO)
VIZIANAGARAM-535005

SAMPLE EXAMINTION NOTIFICTION (PG)

College Code: 33

MVGR College of Engineering (Autonomous)

Approved by AICTE, New Delhi and Permanently Affiliated to JNTU, Kakinada
Listed U/S 2(f) & 12(B) of the UGC Act 1956
Vijayaram Nagar Campus, Chintalavasala, VIZIANAGARAM-535 005

M.Tech. REGULAR EXAMINATION NOTIFICATION

FOR A1 REGULATIONS (AUTONOMOUS BATCHES)

M.Tech., I SEMESTER REGULAR/SUPPLELMENTARY EXAMINATIONS

(For 2015, 2016 & 2017 Admitted Batches)

CANDIDATES APPEARING FOR THE ABOVE EXAMINATIONS COMMENCING FROM **19-02-2018** ARE INFORMED THAT THE APPLICATIONS WILL BE RECEIVED AS PER THE TIME SCHEDULE GIVEN BELOW.

Examination registration	Last date
Submission without late fee	05-02-2018
Submission with Rs. 500/- late fee	08-02-2018

** Applications are also admissible up-to two days before the examination with a fine of Rs. 5000/-.*
(Applications to be submitted at autonomous examination section.)

Students are required to remit the fee through SB Collect Link which was provided in College website by selecting payment category as Exam Fee.

EXAMINATION FEE

Prescribed Fees	AMOUNT (Rs.)
For whole Semester Examination (All subjects)	1400
For One Subject (Theory / Practical)	600
For Two Subjects (Theory / Practical)	800
For Three Subjects (Theory / Practical)	1000
For Four and above Subjects (Theory / Practical)	1400

Detailed Time Table for theory Examinations will be sent to the departments and also notified in the College website **www.mvgrce.edu.in**

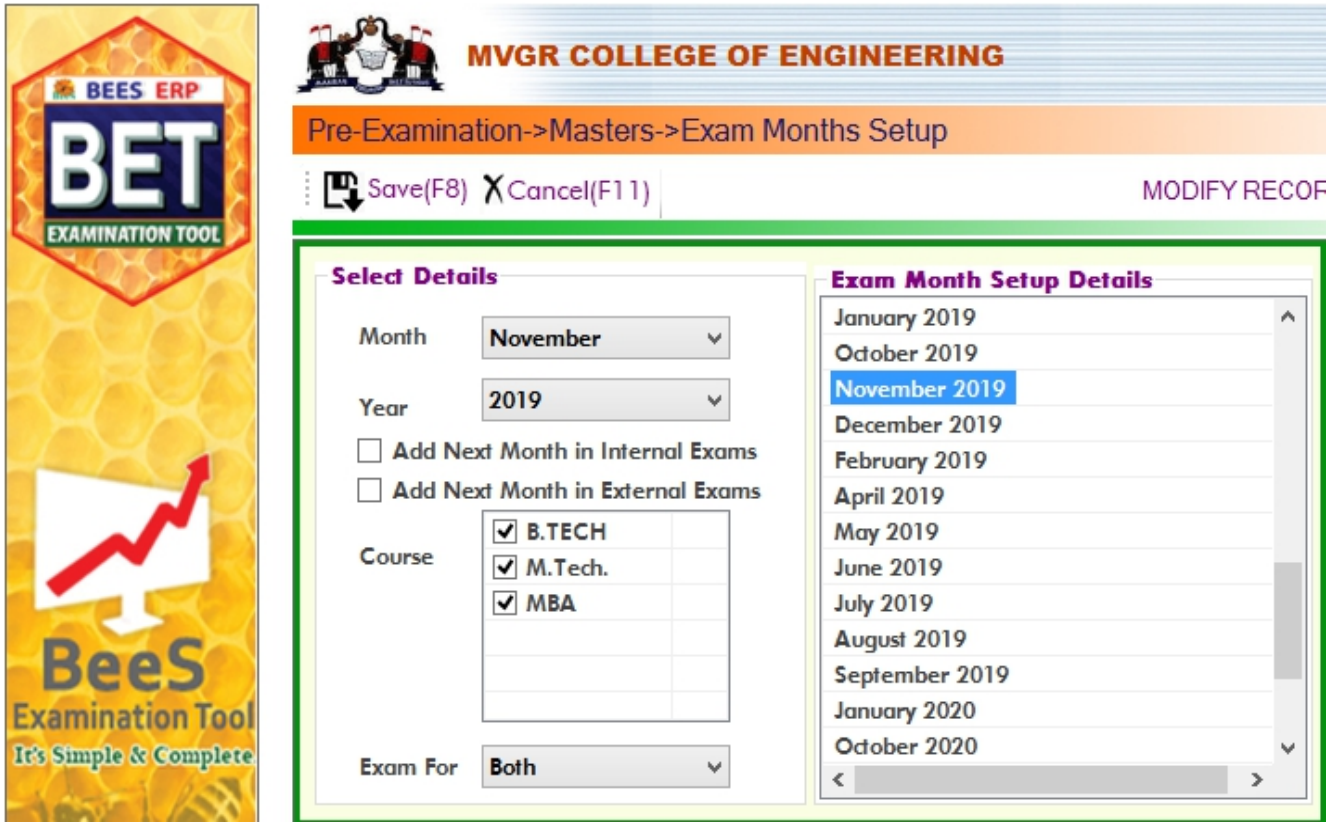
Note:

1. Heads of the Department are requested to verify the eligibility of the candidates for registration for examination with respect to of attendance /malpractice/court cases/ credits.
2. Hall Tickets are to be issued by the Department only to the eligible candidates who fulfill the academic requirements of the College. **The Heads of the Departments are requested to inform the students that mere payment of examination fee does not guarantee eligibility for appearing for examination.**
3. The students are required to submit the filled in applications along with fee paid to the department as per the above schedule.
4. Heads of the departments are requested to ensure that the filled in applications along with fee paid is submitted to the Examination (Autonomous Section) as per the above schedule.

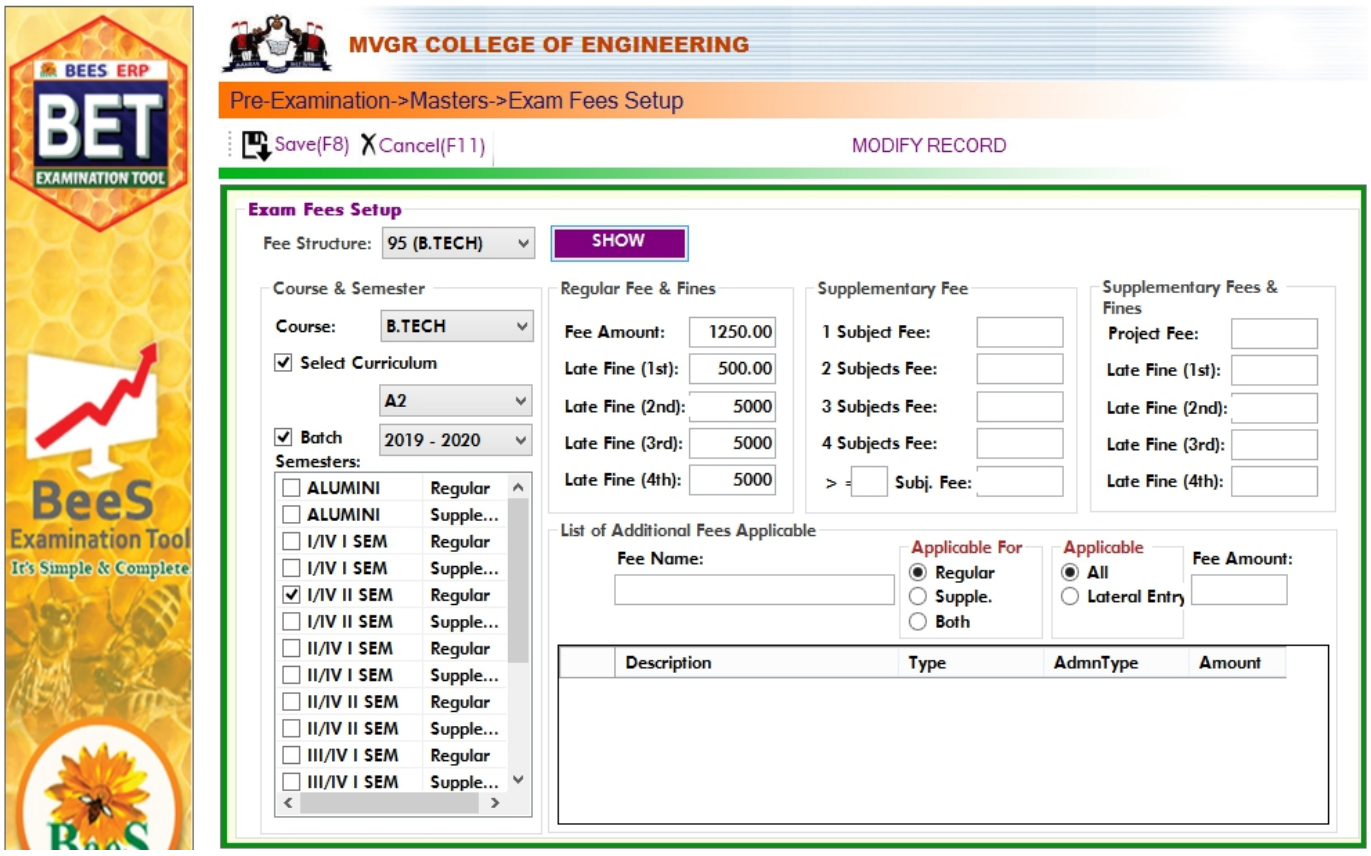
Dean-Examinations
DATE: 29-01-2018

PRINCIPAL
Principal
MVGR College of Engineering (A)
Vizianagaram - 535 005

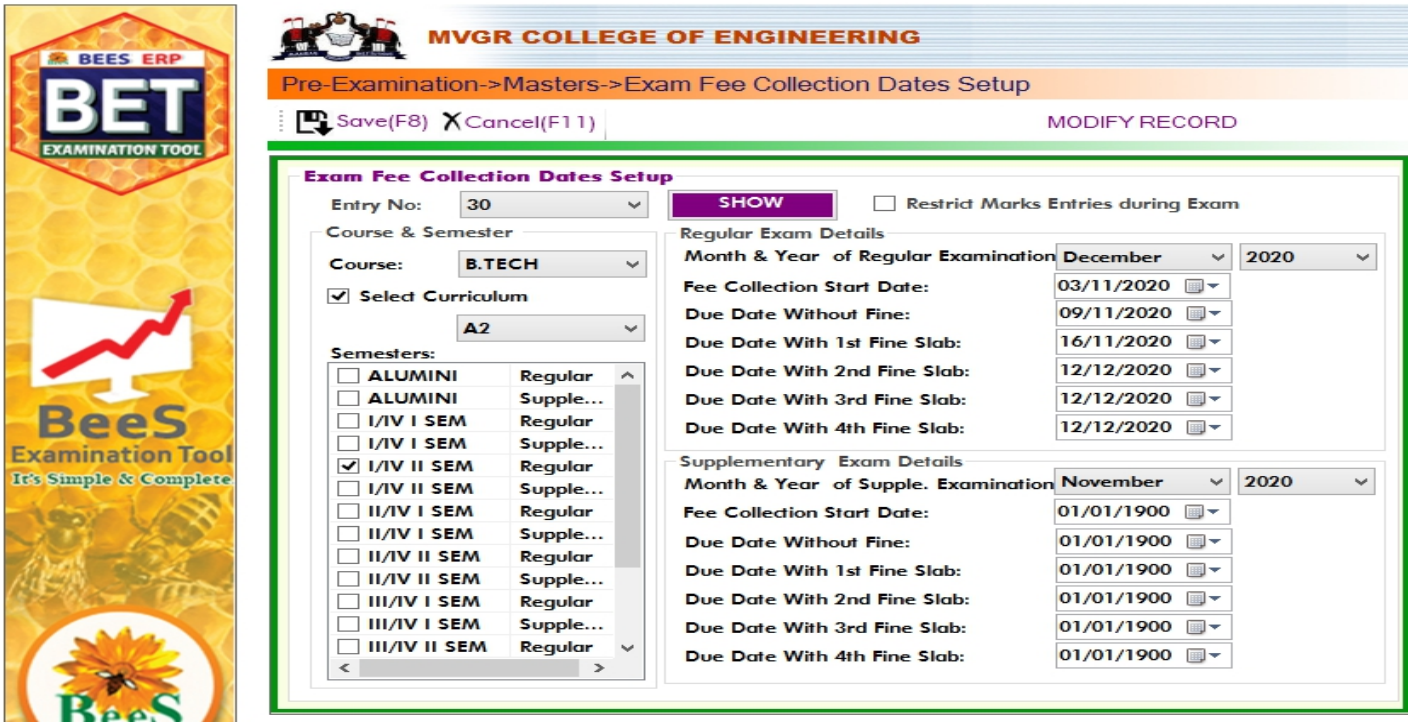
EXAMINATION MONTH & YEAR SETUP: It is used to setup Month and Year of examination program wise.



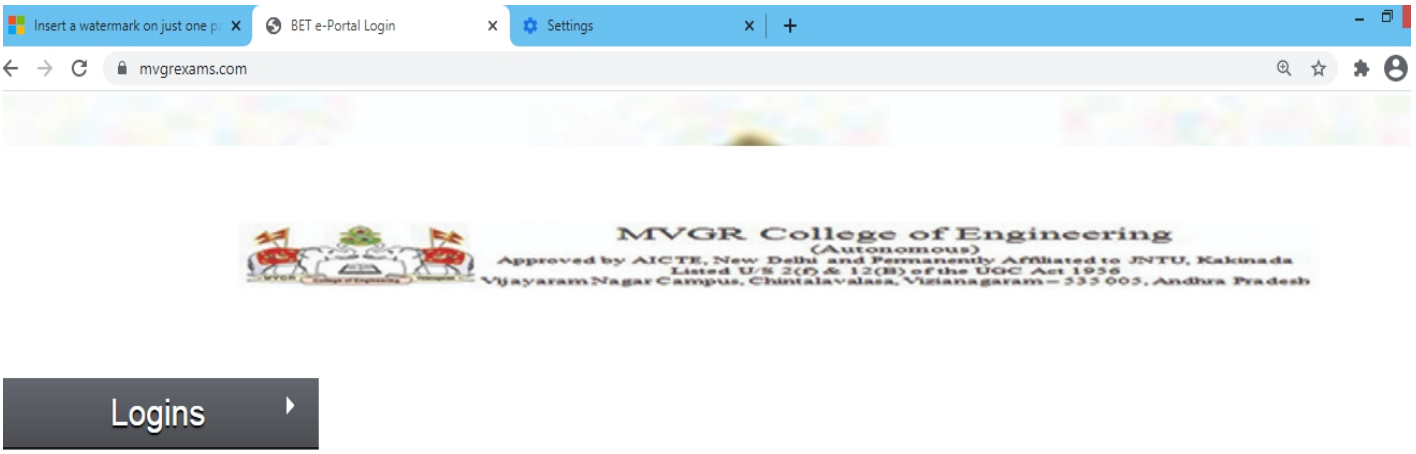
Exam Fee Setup: It is used to enter the fee amount in Rupees along with fine amounts(late fee) for Regular and Supply Exams.



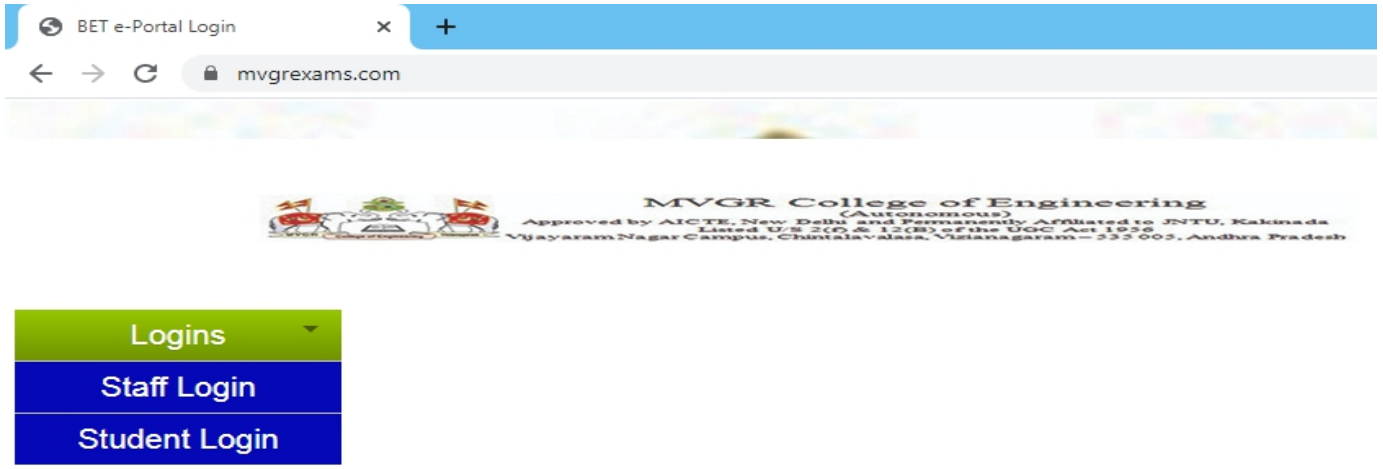
Date setup for Exam Fee Collection : It is used to set up dates for fee collection for Regular and Supply examination along with Fines.



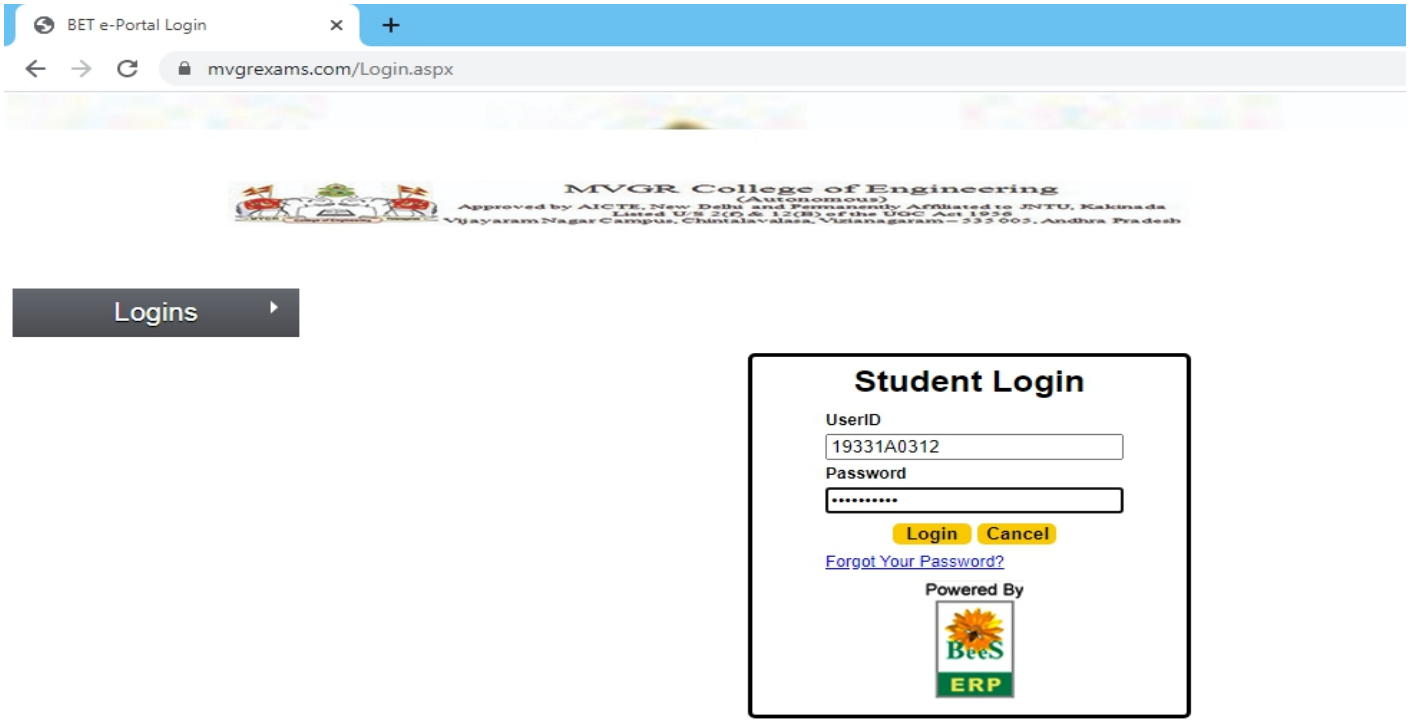
ONLINE EXAMINATION FEE MODUE :



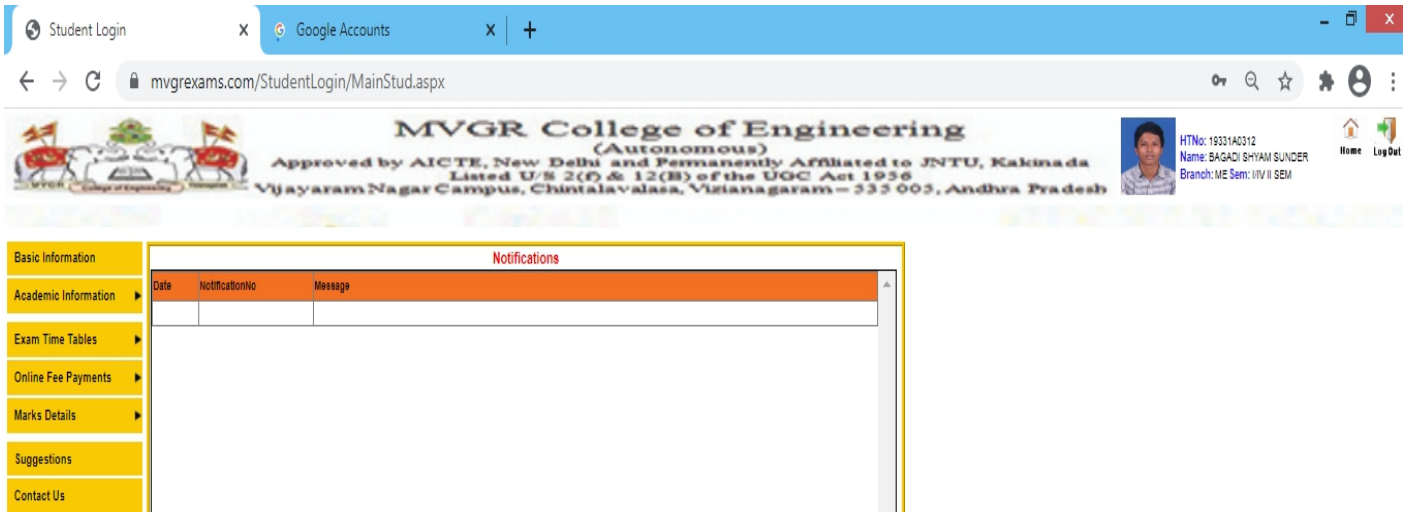
The student click on student login appearing on the left side.



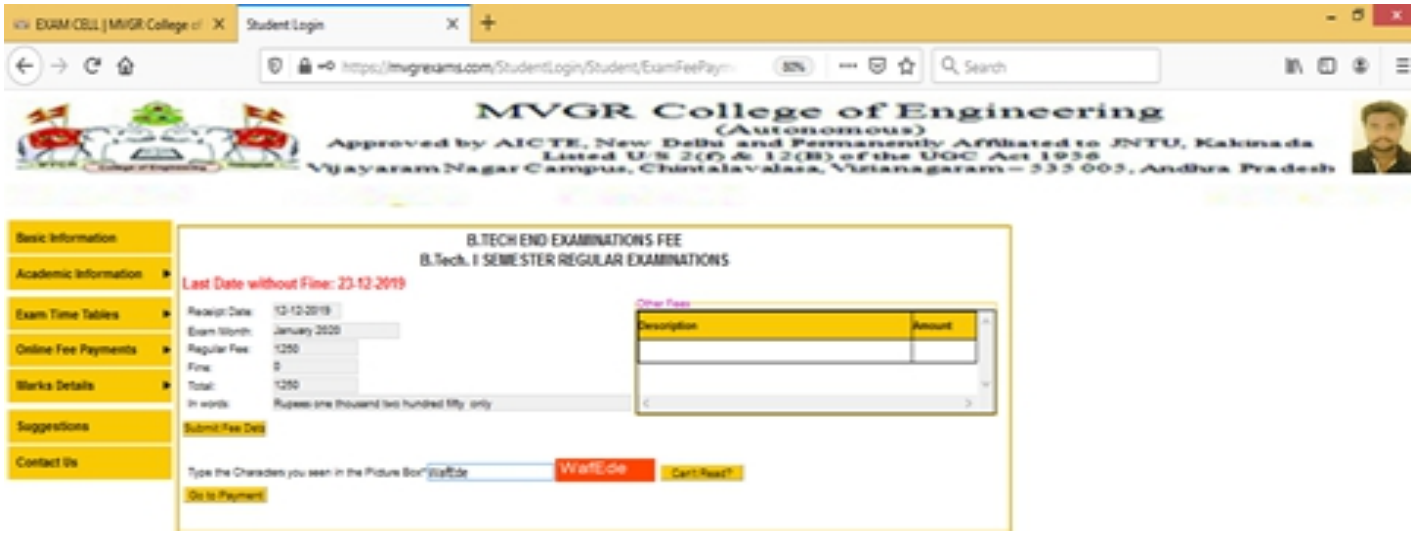
In this image the student enters user ID and password to login.



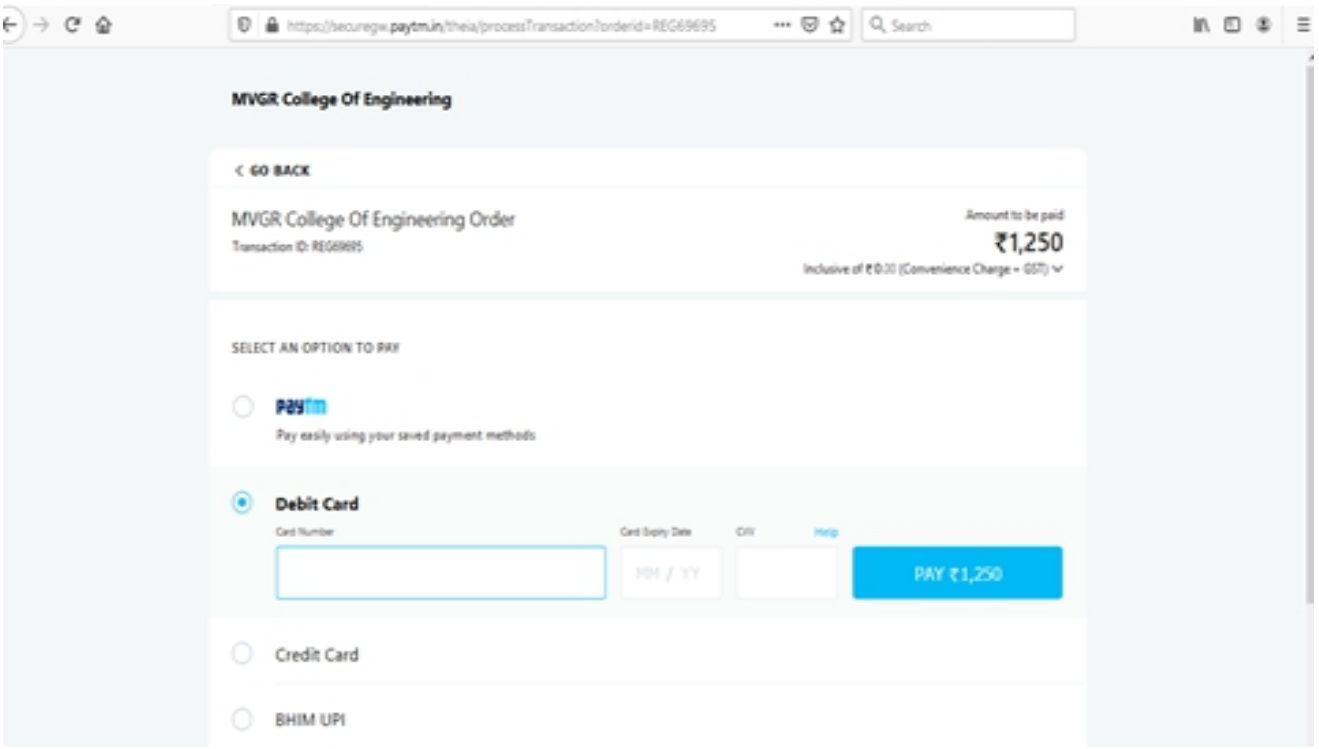
A window will be displayed after login.



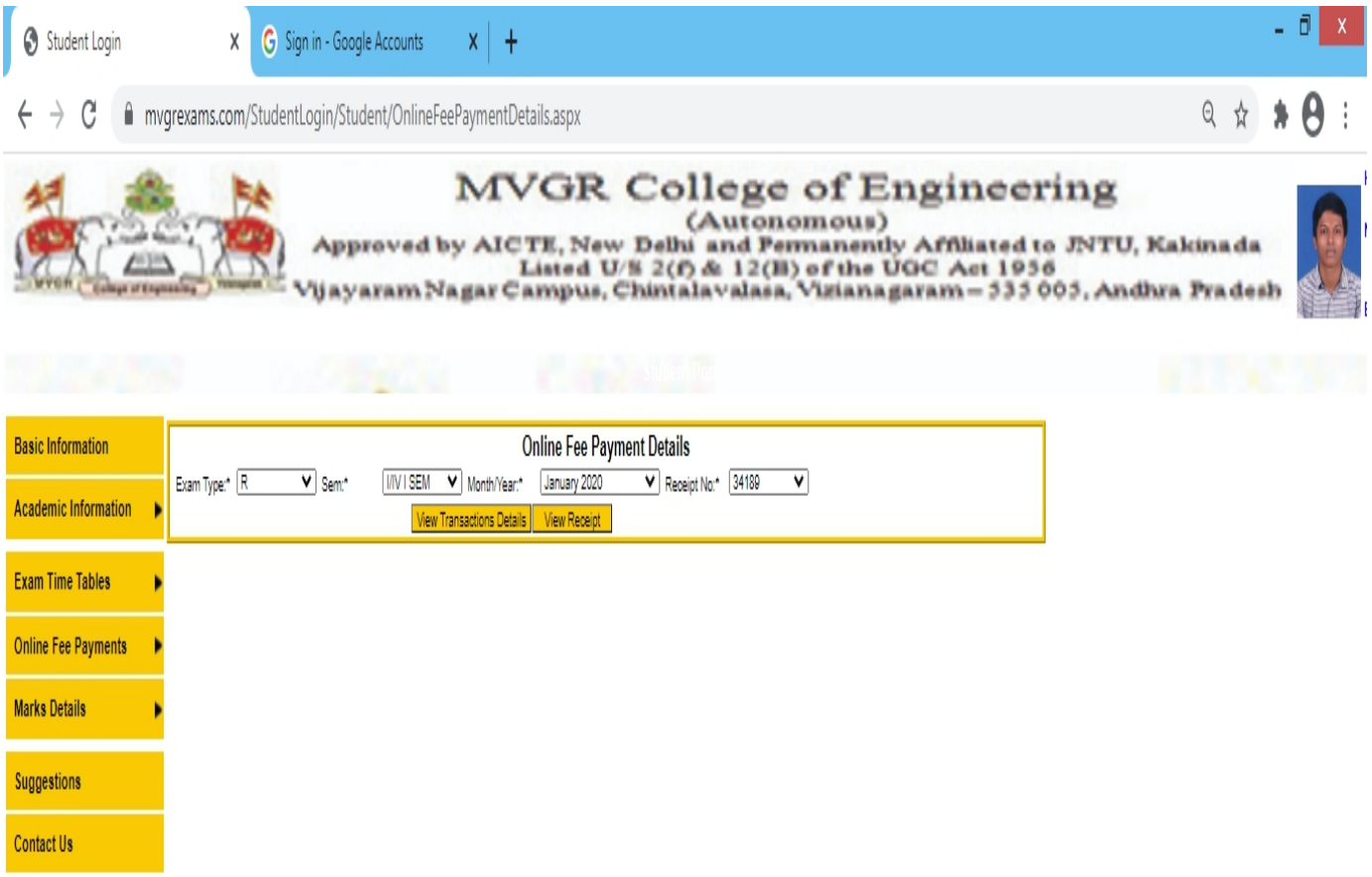
After clicking online fee payments a window will be displayed.



In this image, total examination fee to be paid & various available payment modes are displayed.



Online fee payment details.



Receipt / application generated after successful payment of fee.

MVGR COLLEGE OF ENGINEERING (Autonomous)

Vijayaram Nagar Campus, Chintalavalasa,Vizianagaram District, Andhra Pradesh 535005 Ph: 089222 41199

B.TECH. I SEMESTER REGULAR EXAMINATIONS JANUARY 2020

RECEIPT / APPLICATION

Rec No: **34189** Date: **12-12-2019**

Registered No: **19331A0312** Branch: B.TECH MECHANICAL ENGINEERING

Student: **BAGADI SHYAM SUNDER**

Parent: B S NAIDU

Fee Amount: 1250.00 INR

Fine: **0**

Total: **1250.00 INR**

In Words: **Rupees one thousand two hundred fifty only**

Subjects Registered:

Sub Code	Name of the Subject
A2MAT101	Mathematics - I
A2CYI101	Engineering Chemistry (Integrated Course)
A2EEI201	Basic Electrical Engineering (Integrated Course)
A2MEW201	Workshop

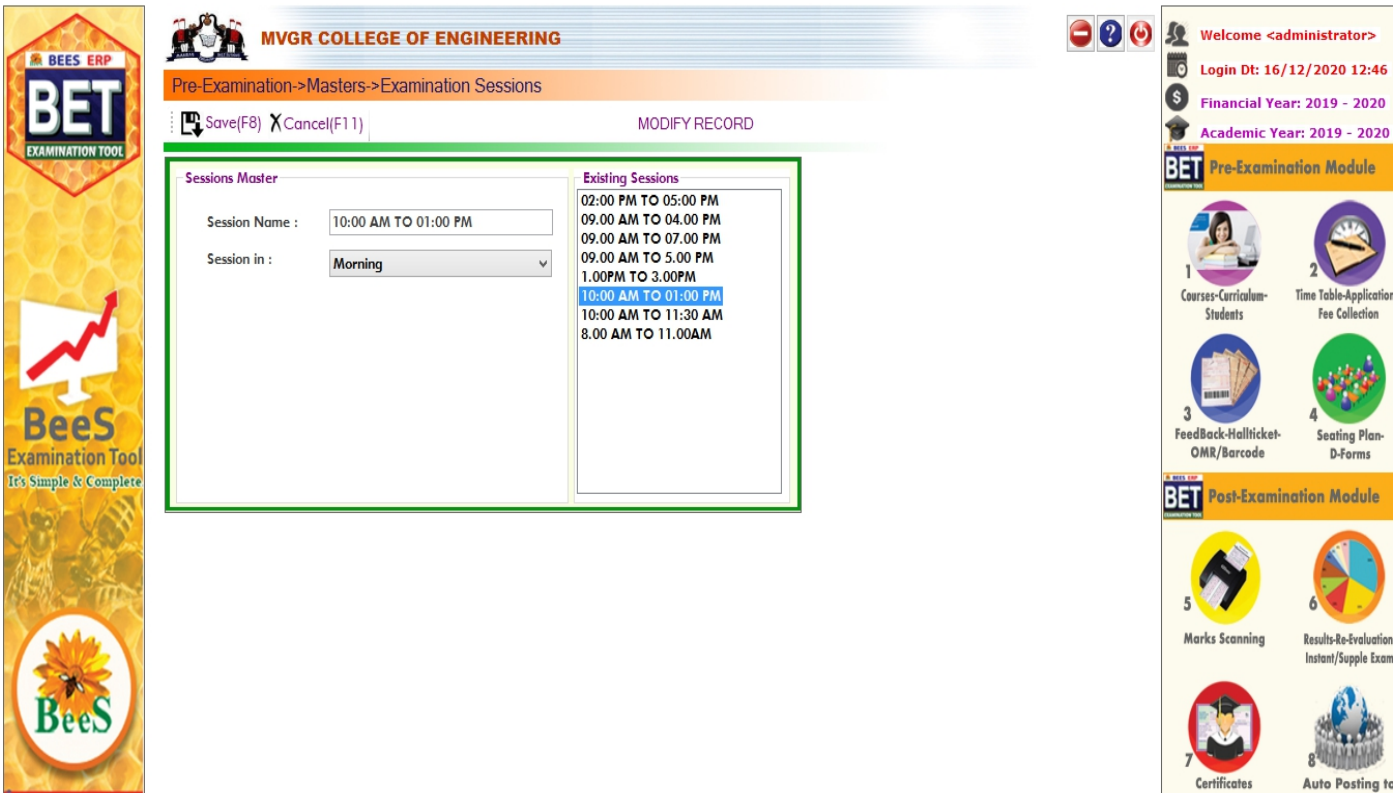
No. of Subjects: 4

Date: **Signature of the Candidate**

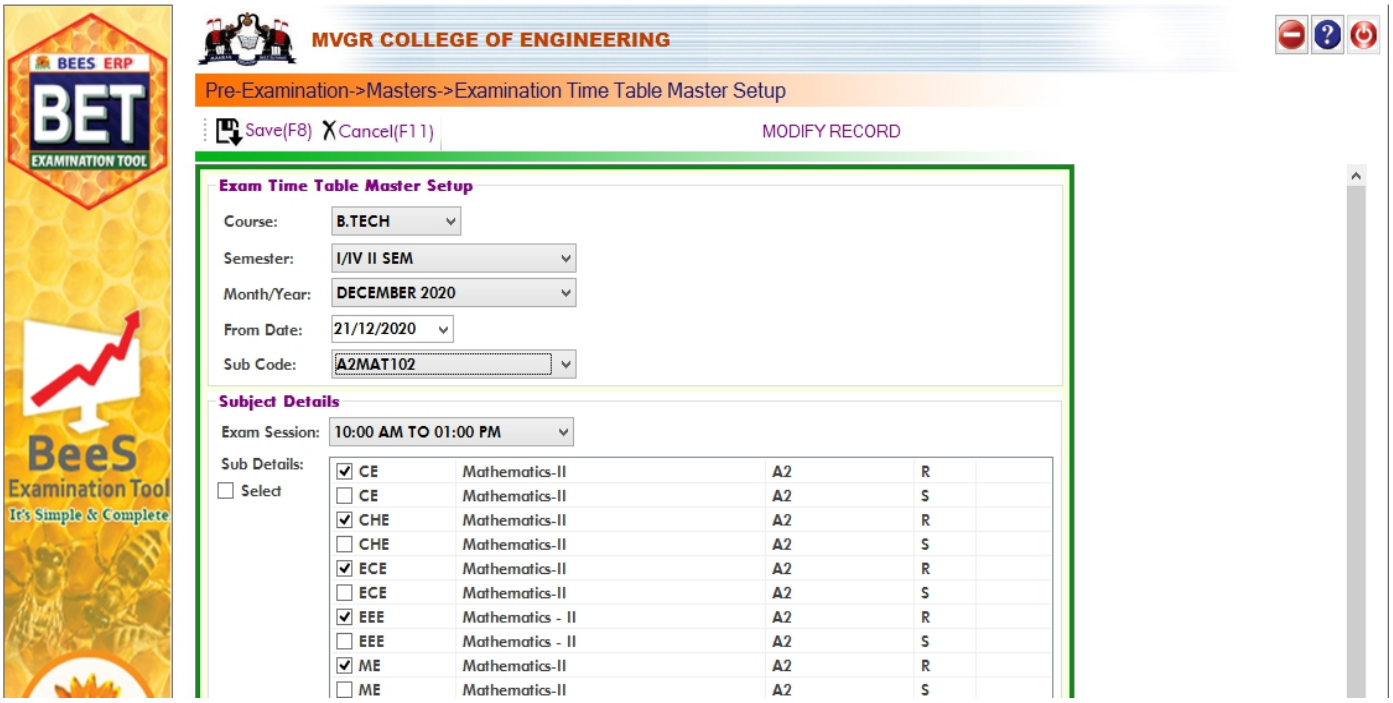
Notes & Instructions: 1) I am fully aware of the academic regulations that " A student shall be eligible to appear for End Examinations if acquires a minimum of 75% of attendance in aggregate of all the subjects". Further I know that mere payment of examination fee and regulations does not provide the eligibility for appearing End examinations.

2) The students are required to submit Receipt / Application (duly signed) to the respective department on time

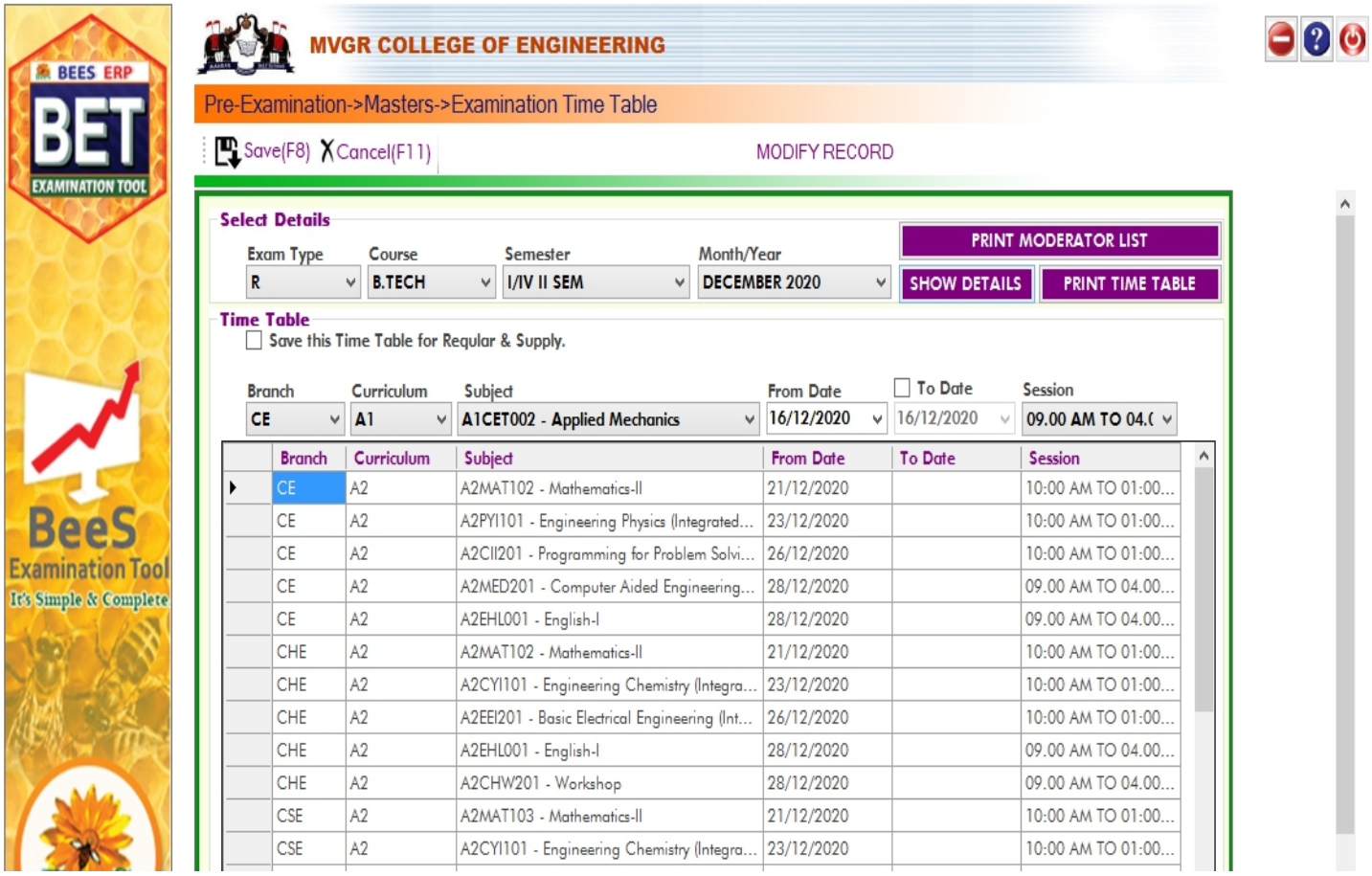
Exam Sessions Master: It is used to set up Timings of Morning and Afternoon session.



Exam Time table setup:
It is used to set up Examination time tables.

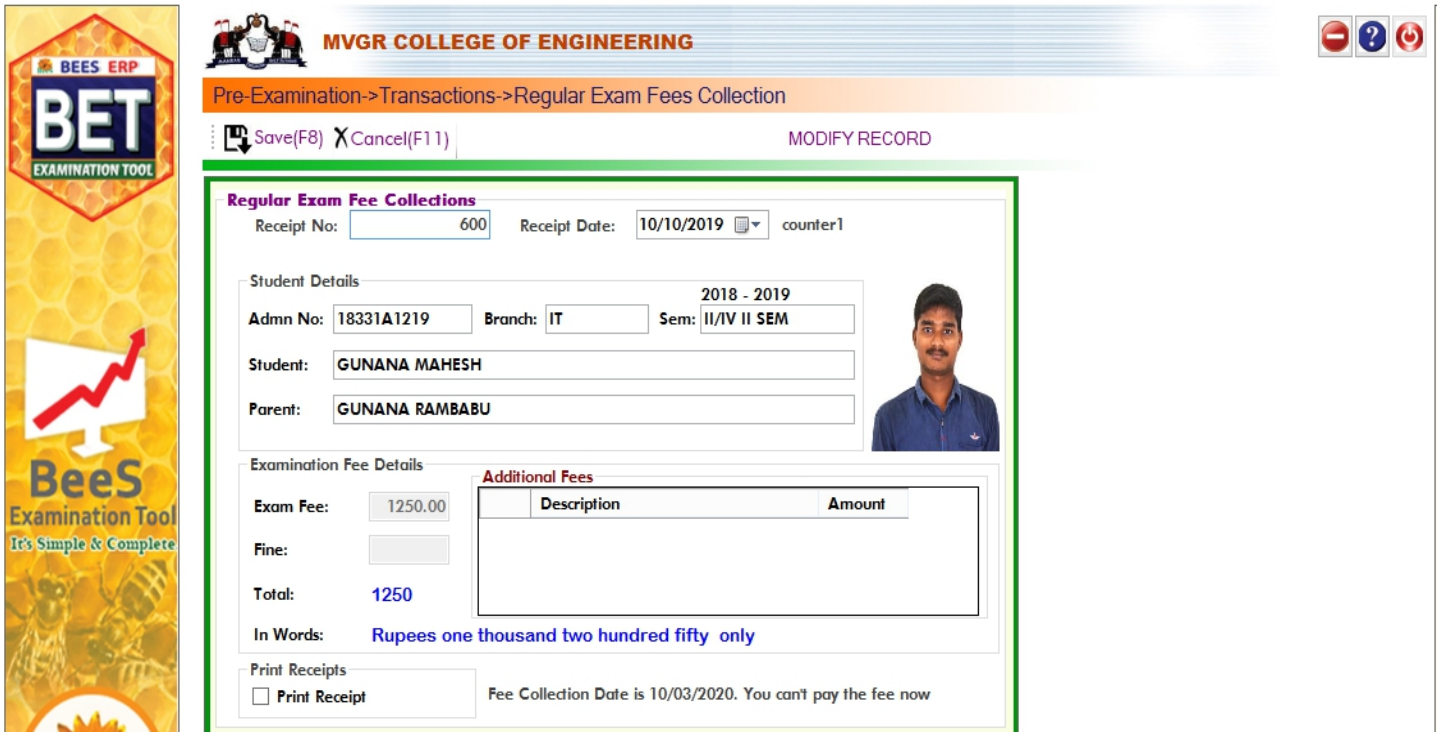


Examination Time table: It displays the Examination Timetable.



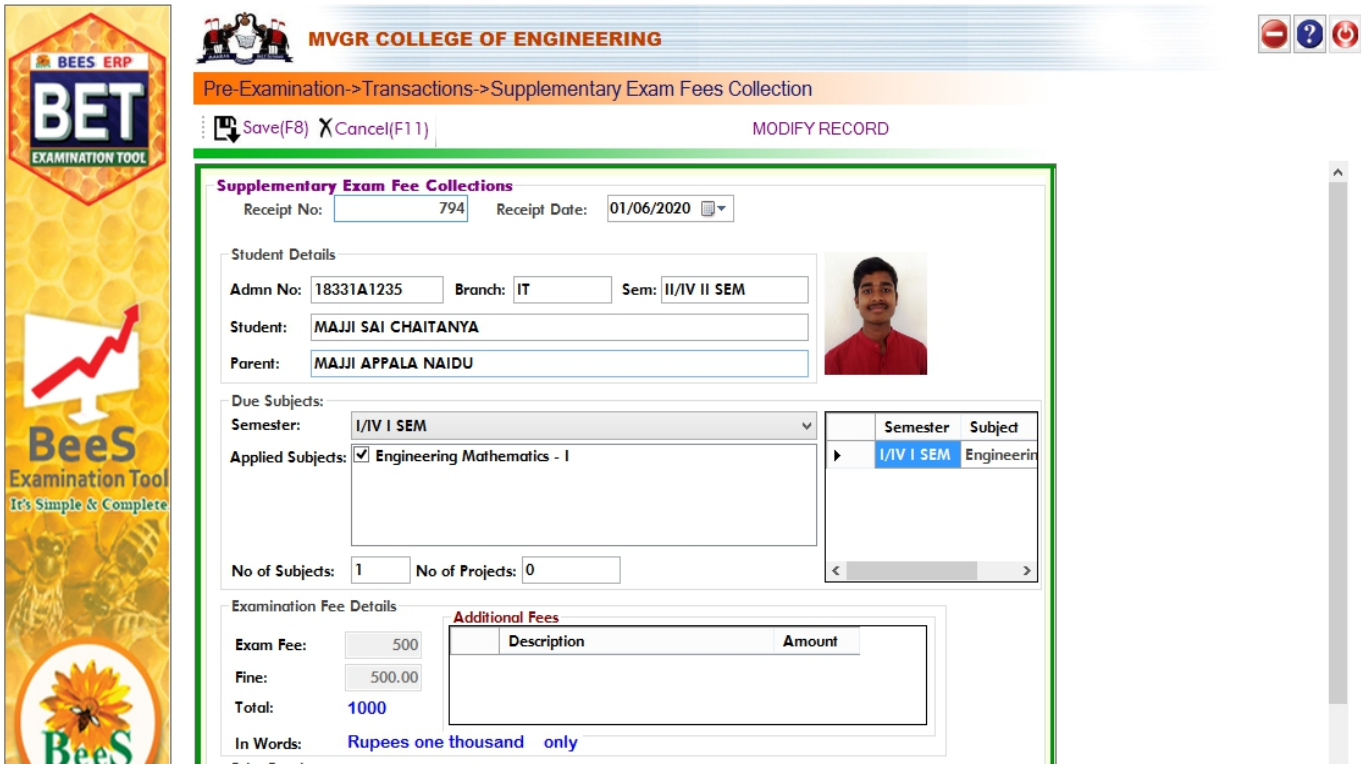
Mapping of details of examination fee paid by the student in offline mode into server:

1) **For regular Exam Fee Collection:**

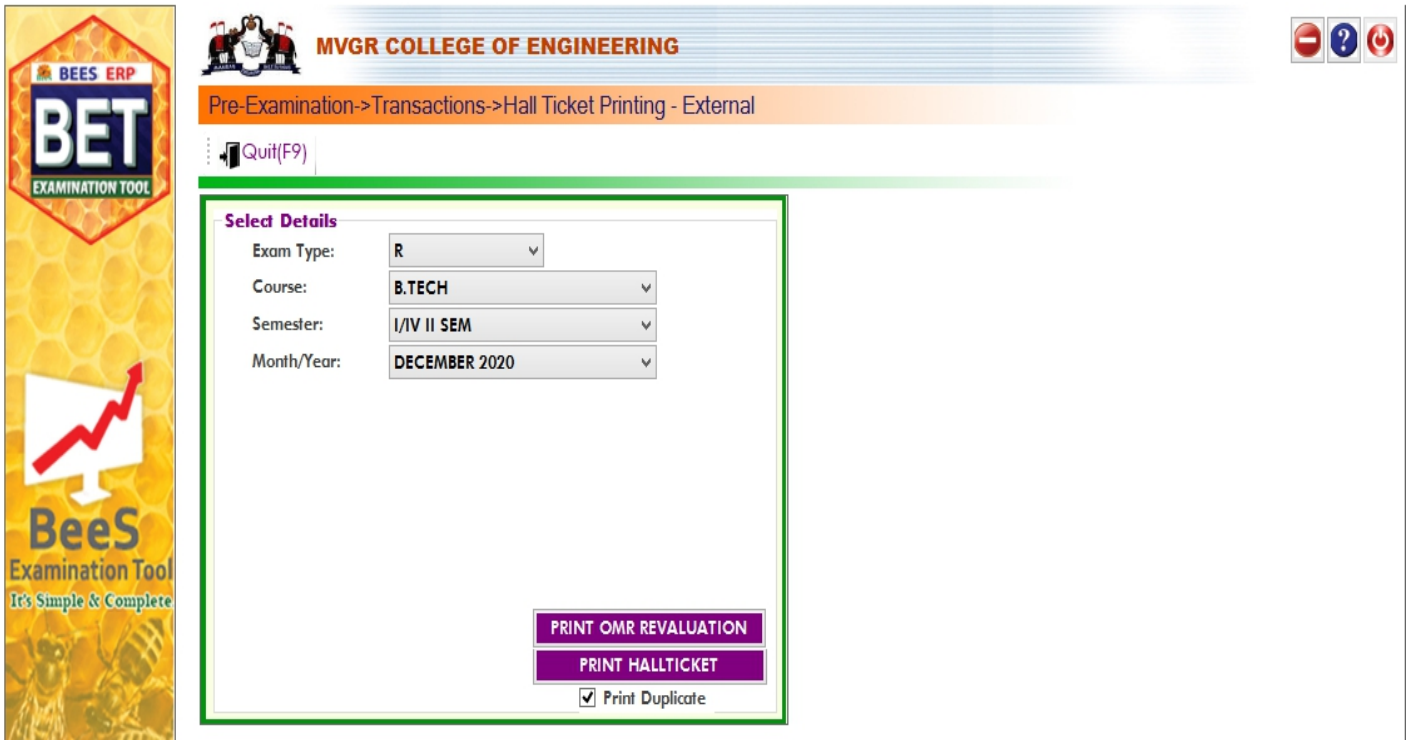


Note: In this the Receipt No.'s will be generated automatically.

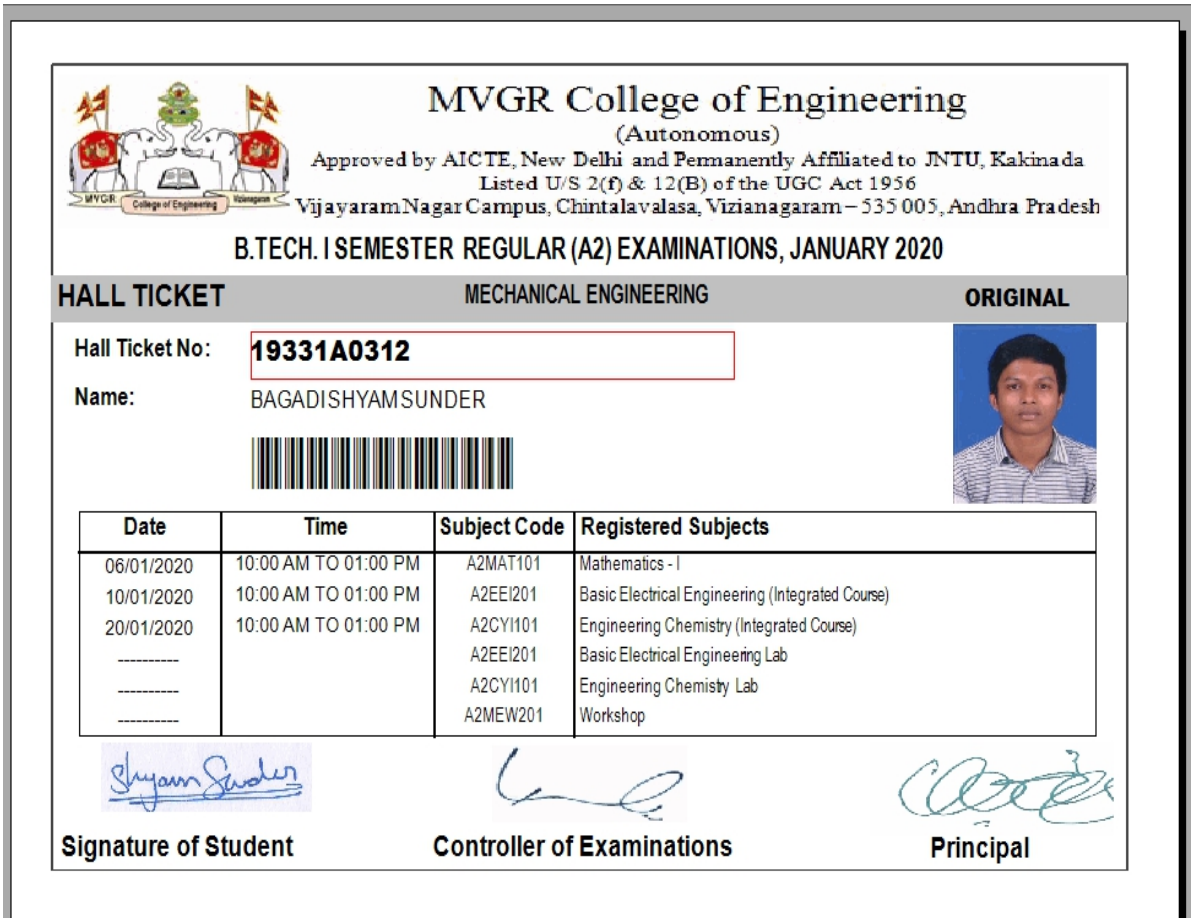
2) **Supply Exam Fee Collection:**



Hall Ticket Printing: Set up for printing of Hall tickets.



Hall Ticket generated for printing:



MVGR College of Engineering
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Listed U/S 2(f) & 12(B) of the UGC Act 1956
Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram – 535 005, Andhra Pradesh

B.TECH. I SEMESTER REGULAR (A2) EXAMINATIONS, JANUARY 2020

HALL TICKET — MECHANICAL ENGINEERING — ORIGINAL

Hall Ticket No: 19331A0312

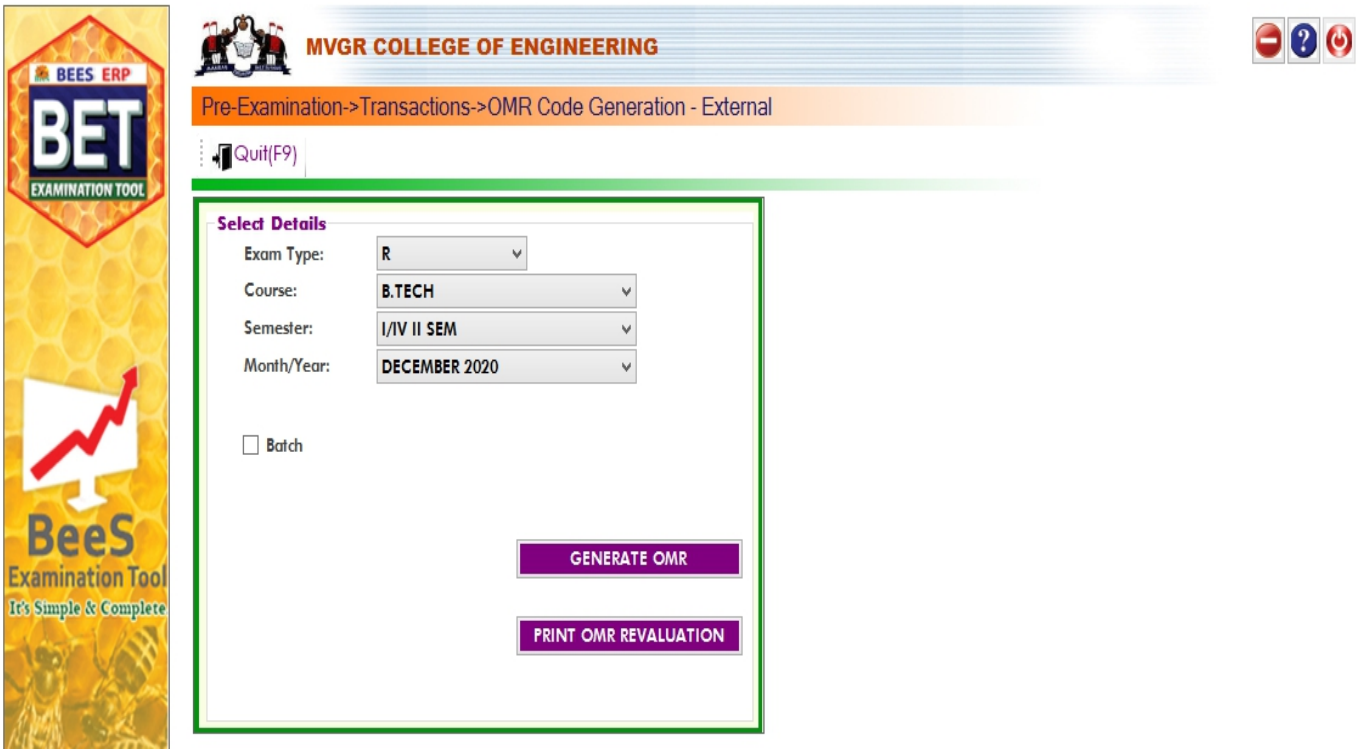
Name: BAGADI SHYAM SUNDER

Date	Time	Subject Code	Registered Subjects
06/01/2020	10:00 AM TO 01:00 PM	A2MAT101	Mathematics - I
10/01/2020	10:00 AM TO 01:00 PM	A2EEI201	Basic Electrical Engineering (Integrated Course)
20/01/2020	10:00 AM TO 01:00 PM	A2CYI101	Engineering Chemistry (Integrated Course)
----------		A2EEI201	Basic Electrical Engineering Lab
----------		A2CYI101	Engineering Chemistry Lab
----------		A2MEW201	Workshop

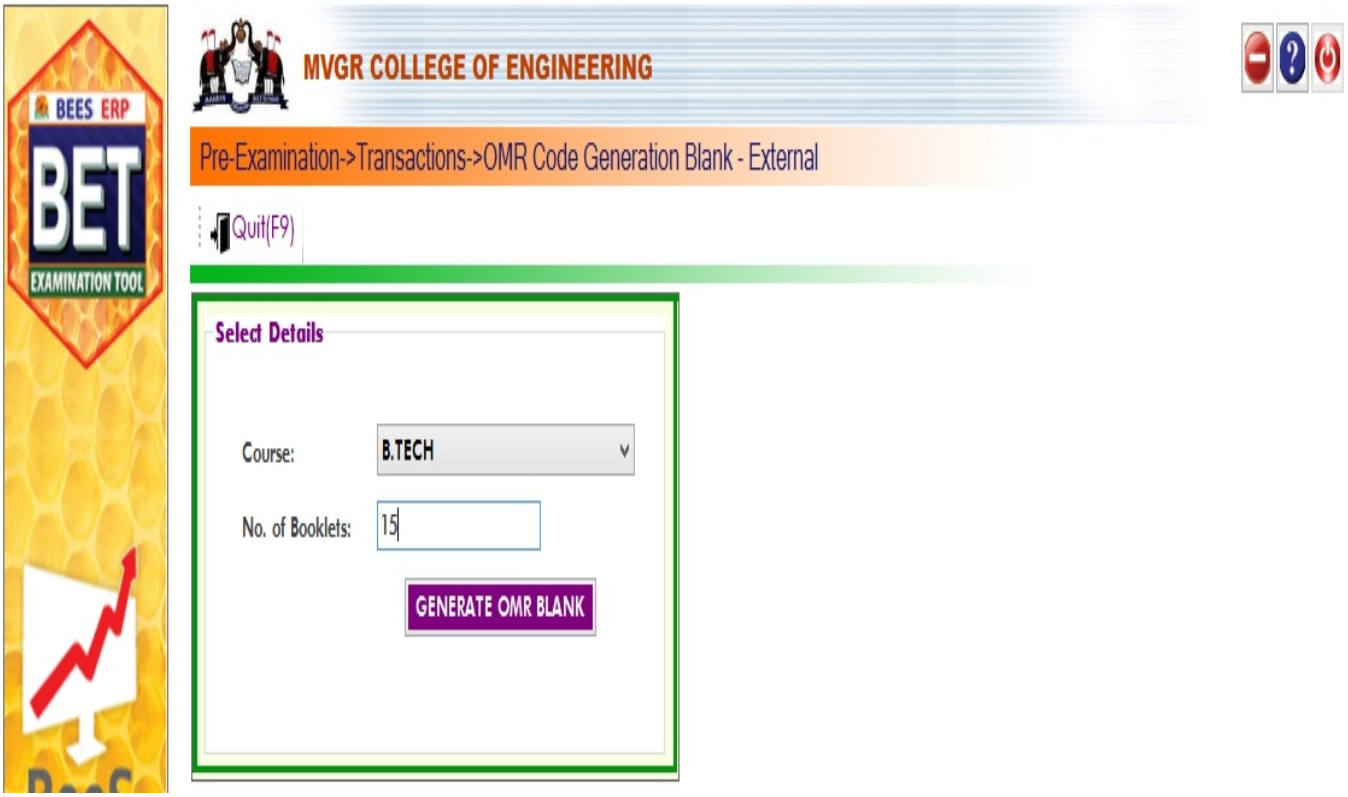
Signature of Student — Controller of Examinations — Principal

OMR CODES: Set up for generation of OMR codes (Normal OMR and Blank OMR)

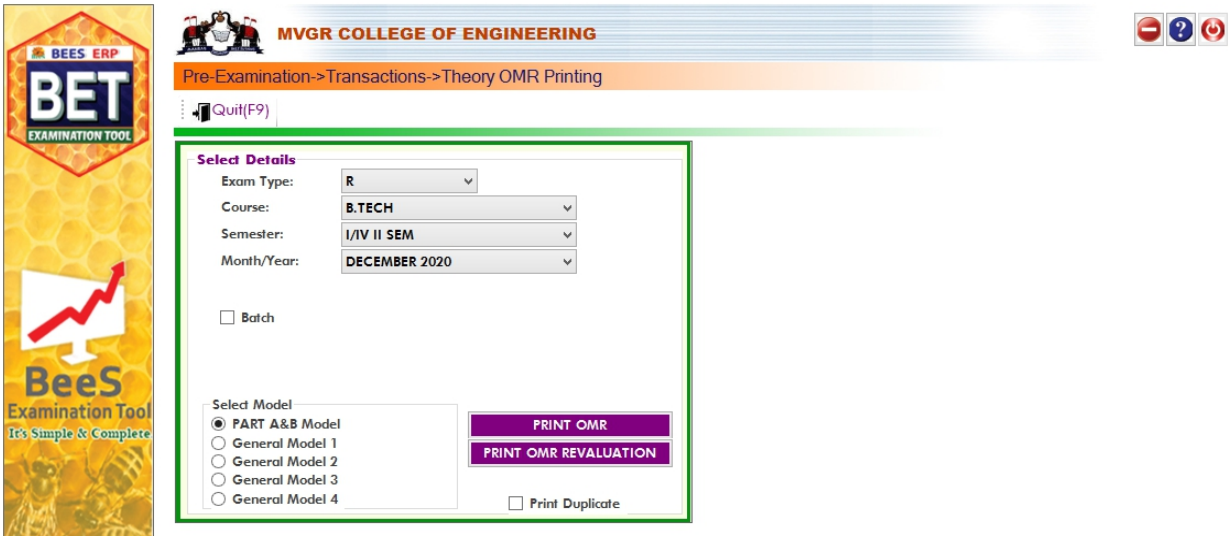
1. Normal OMR Code Generation:



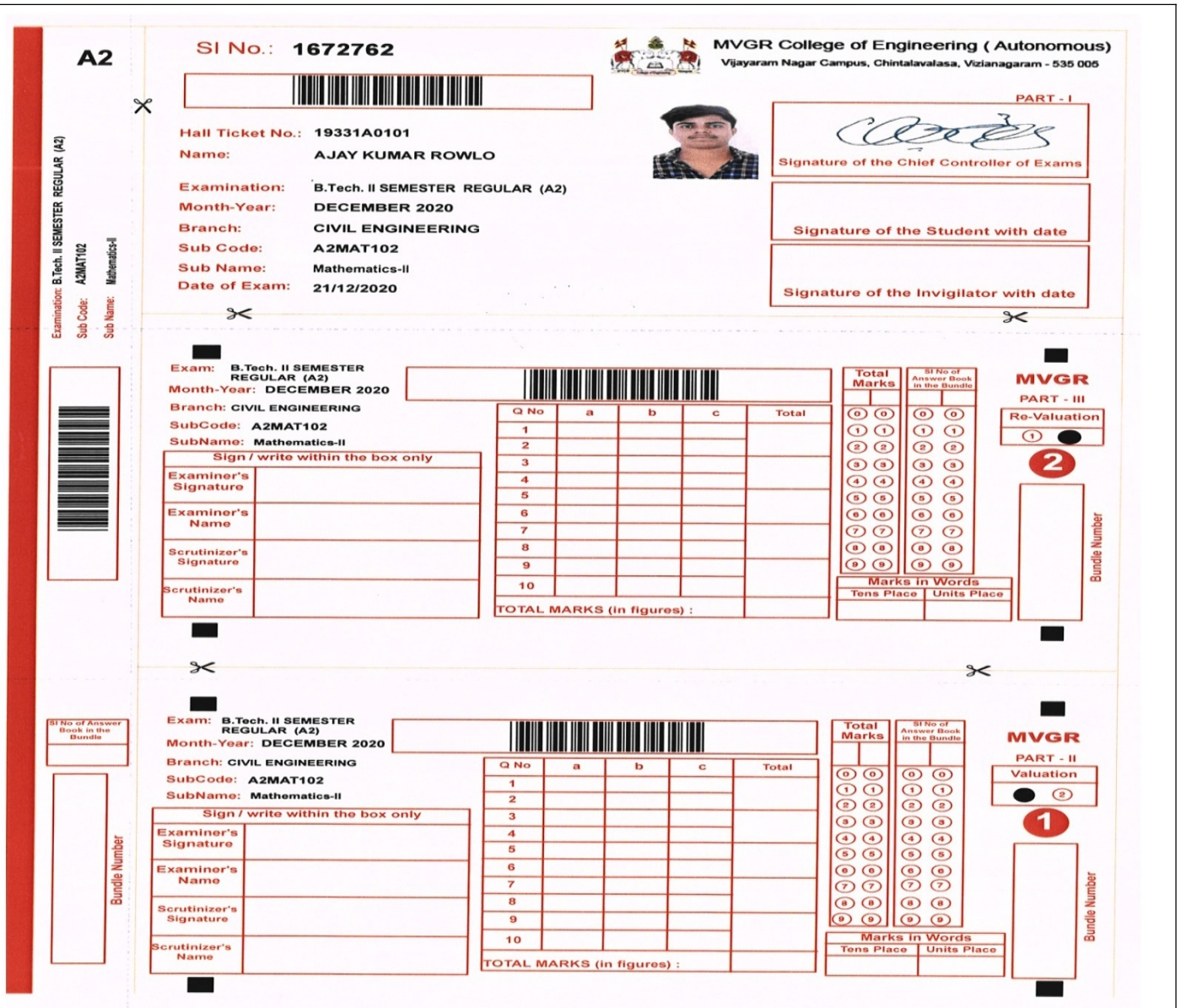
2. **Blank OMR Code Generation:**
3.



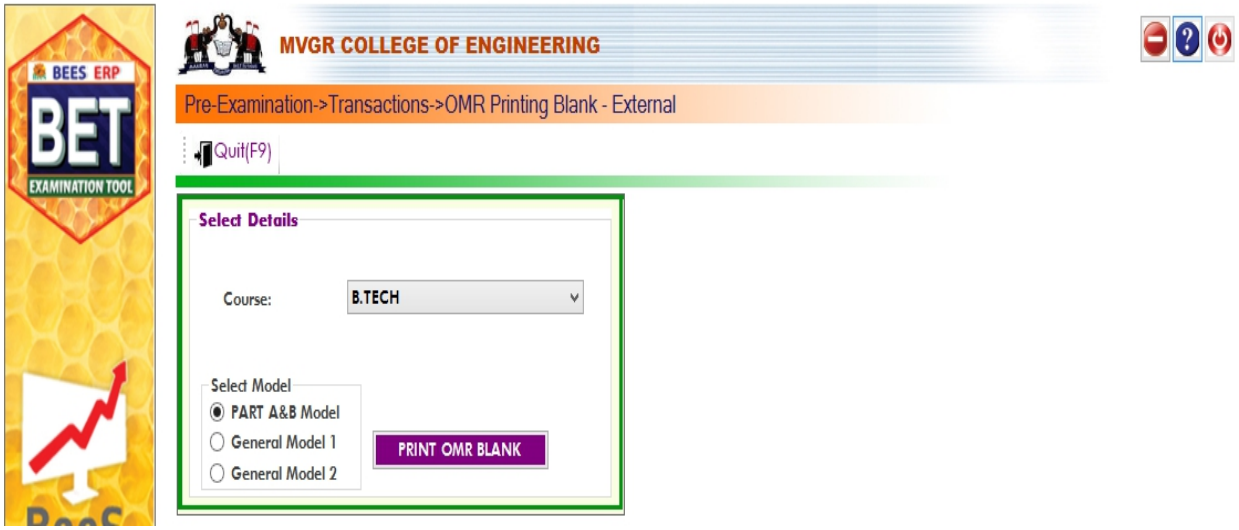
1. **<u>OMR Printing:</u>** Print setup for printing of OMR Sheet (Theory).



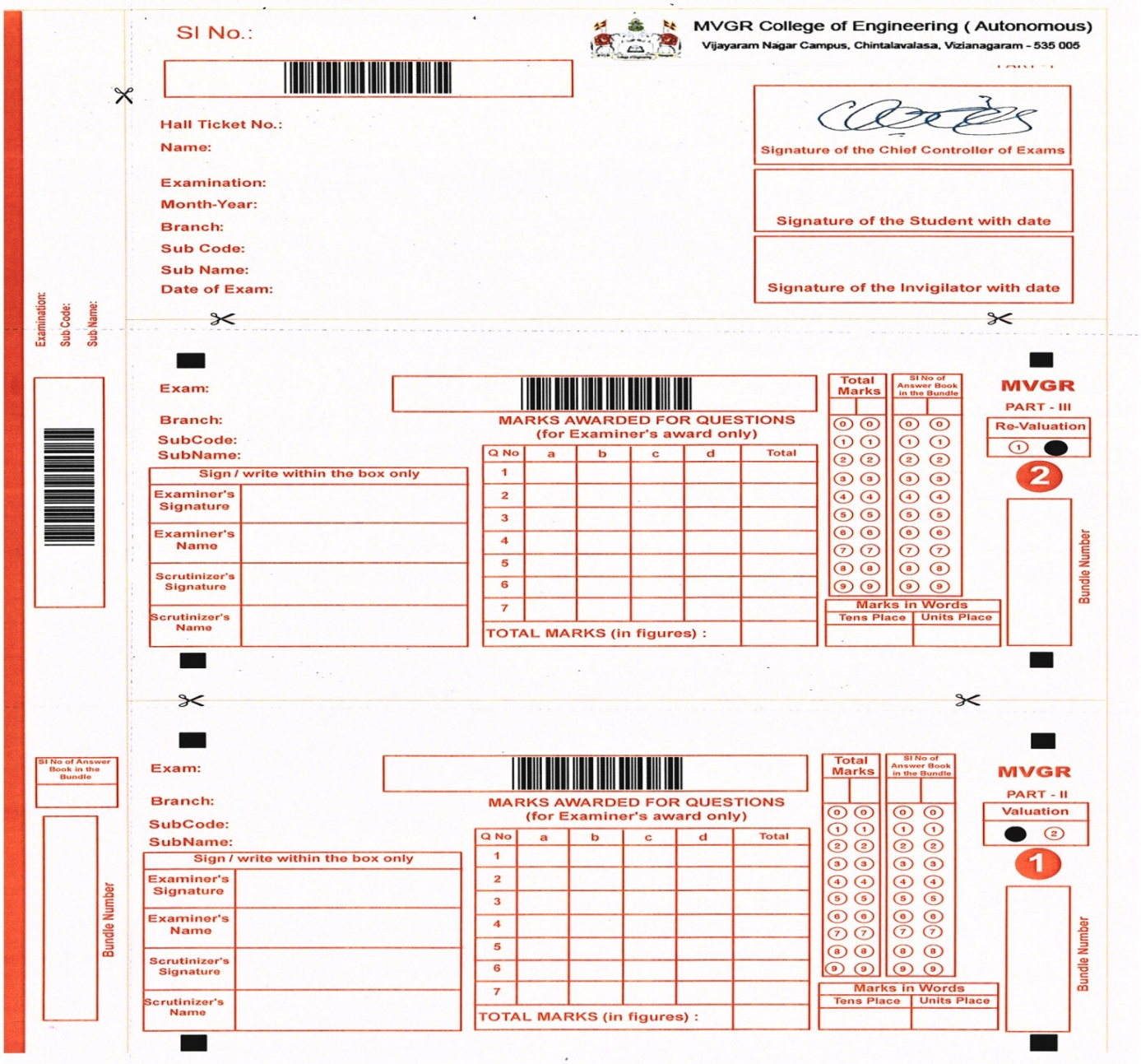
Sample Copy of OMR Sheet-Theory



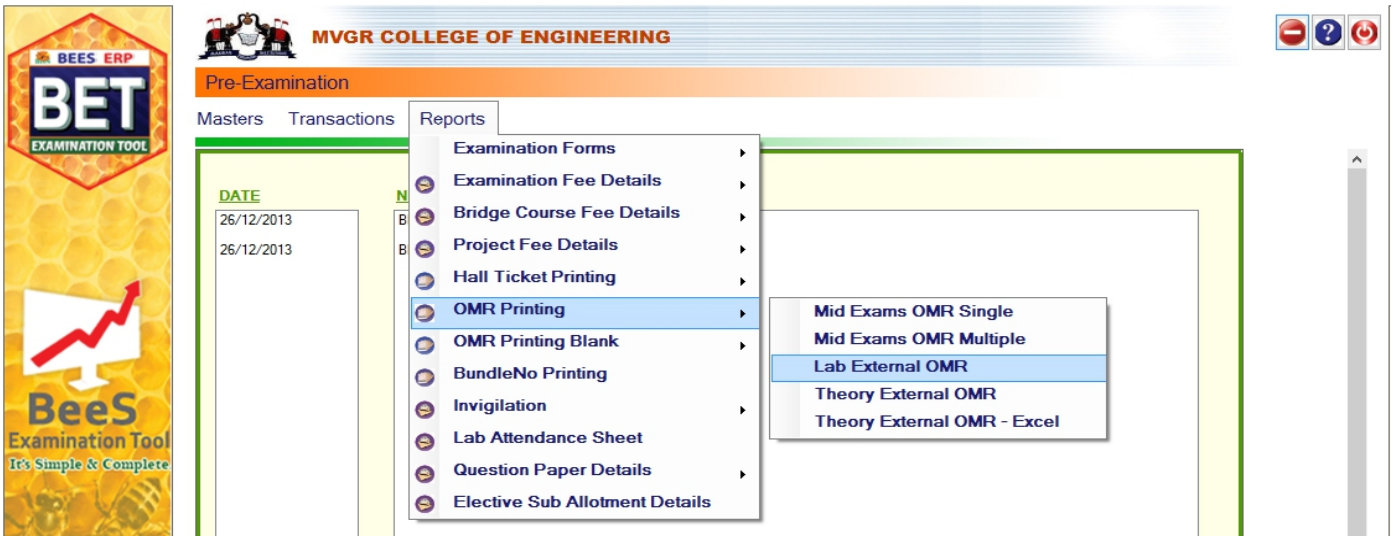
2. **OMR Printing:** Print setup for printing of Blank OMR Sheet.



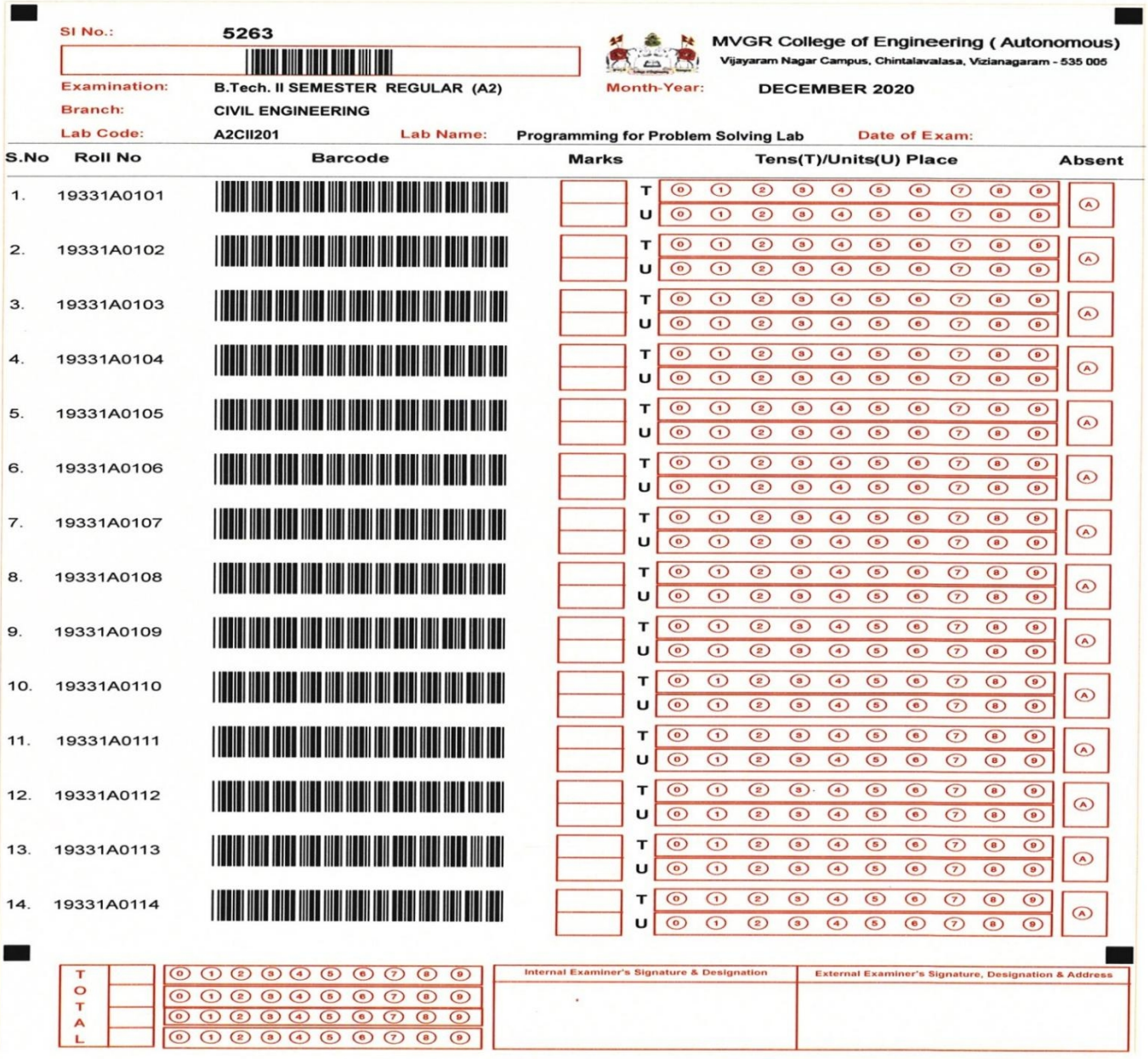
Sample Copy of blank OMR Sheet



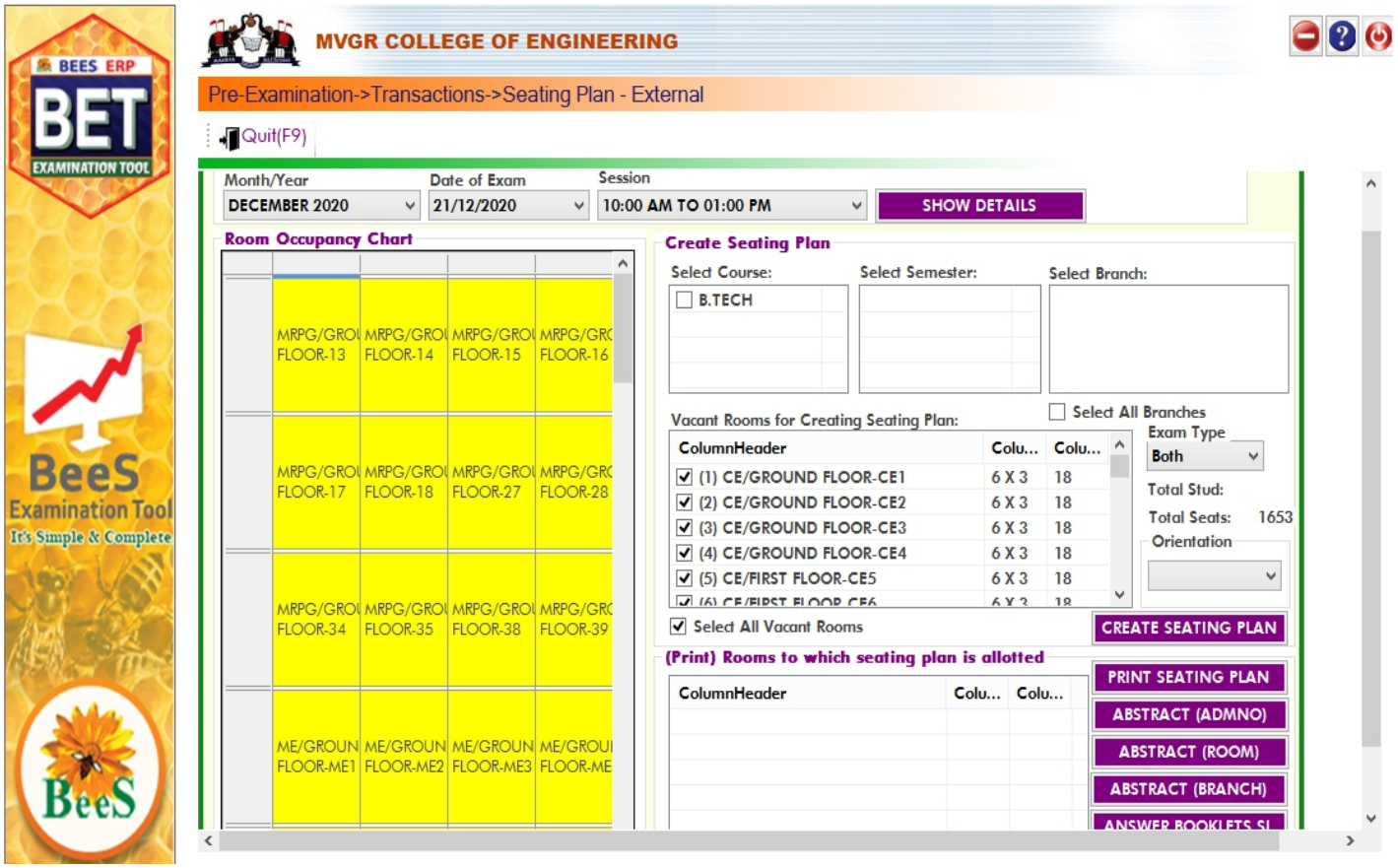
3. **Lab OMR**: Print setup for Lab OMR.



Sample Copy of OMR Sheet-Lab

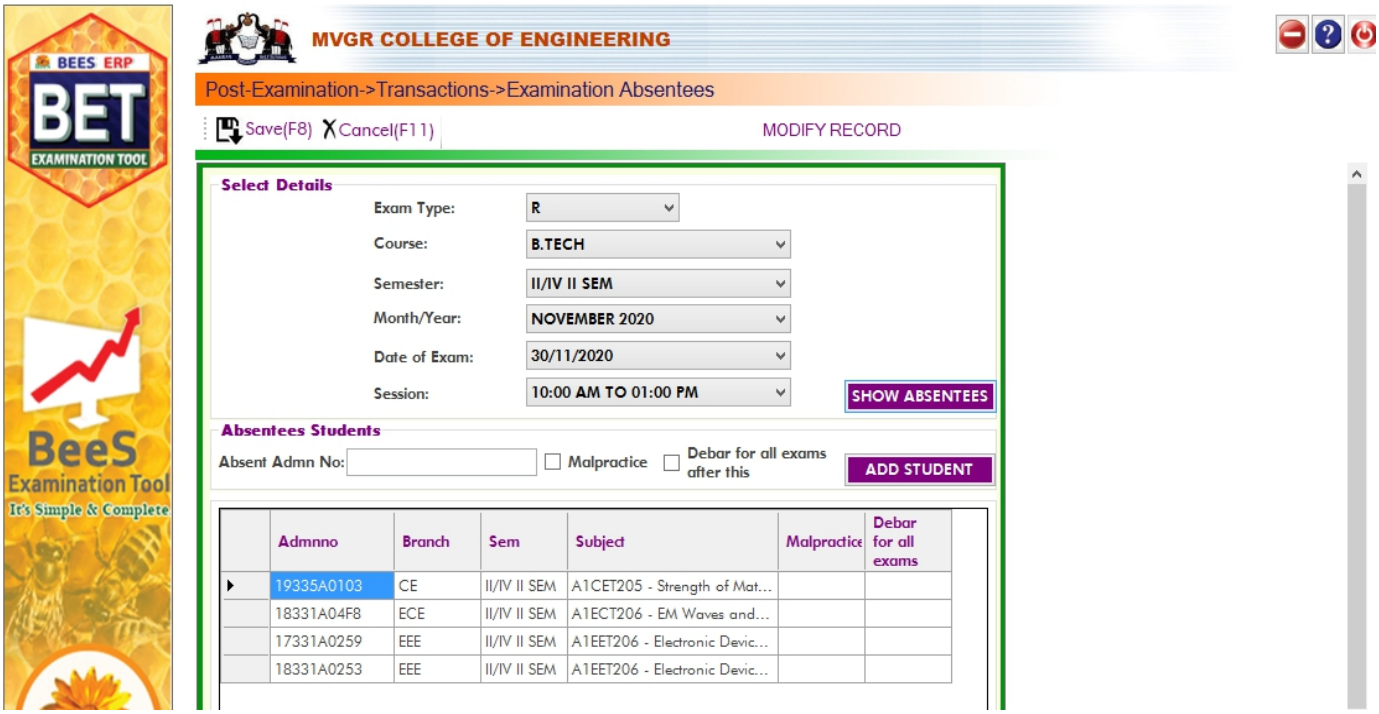


SEATING PLAN : Generation of Room wise seating plan.

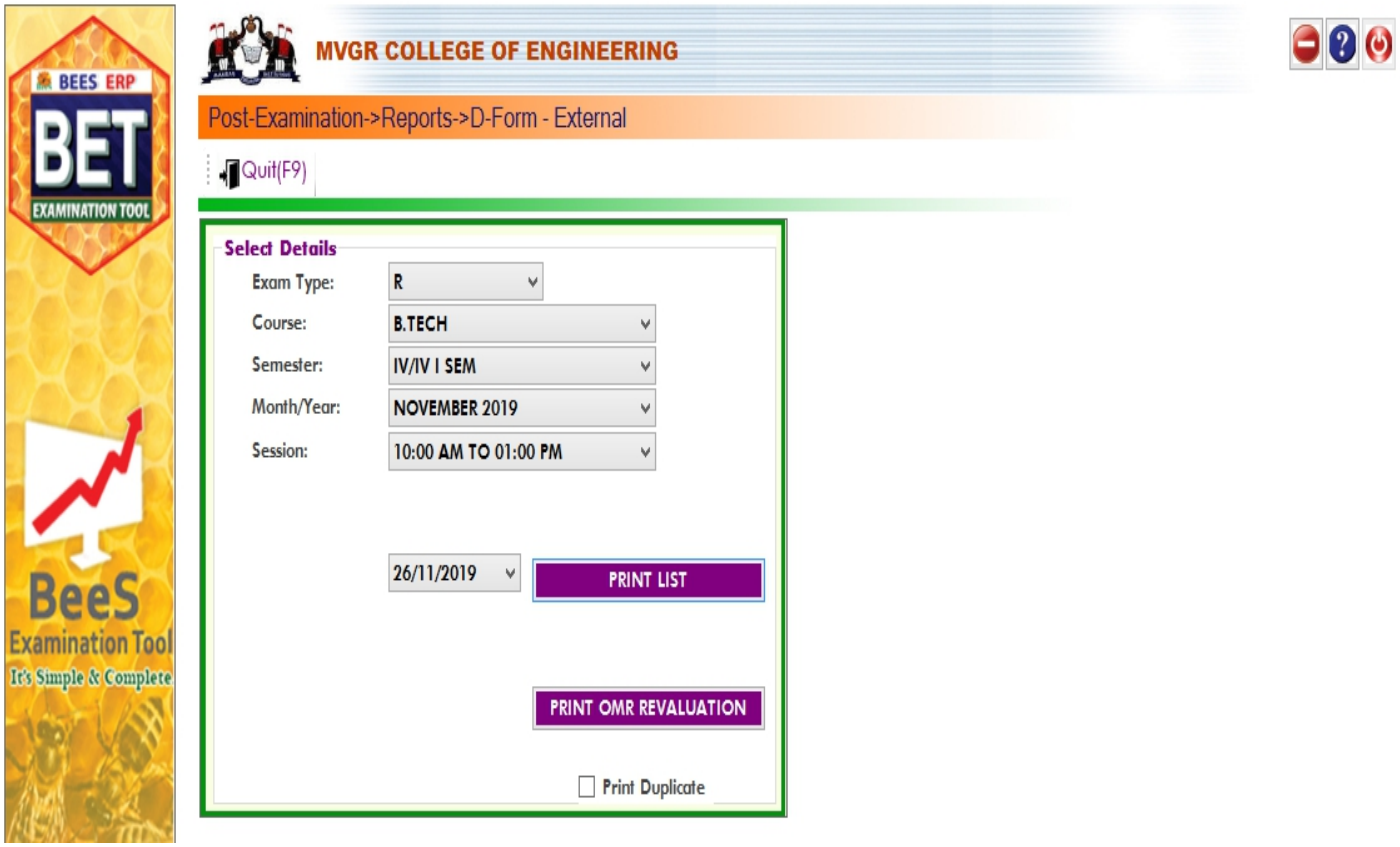


Post Examination Module:

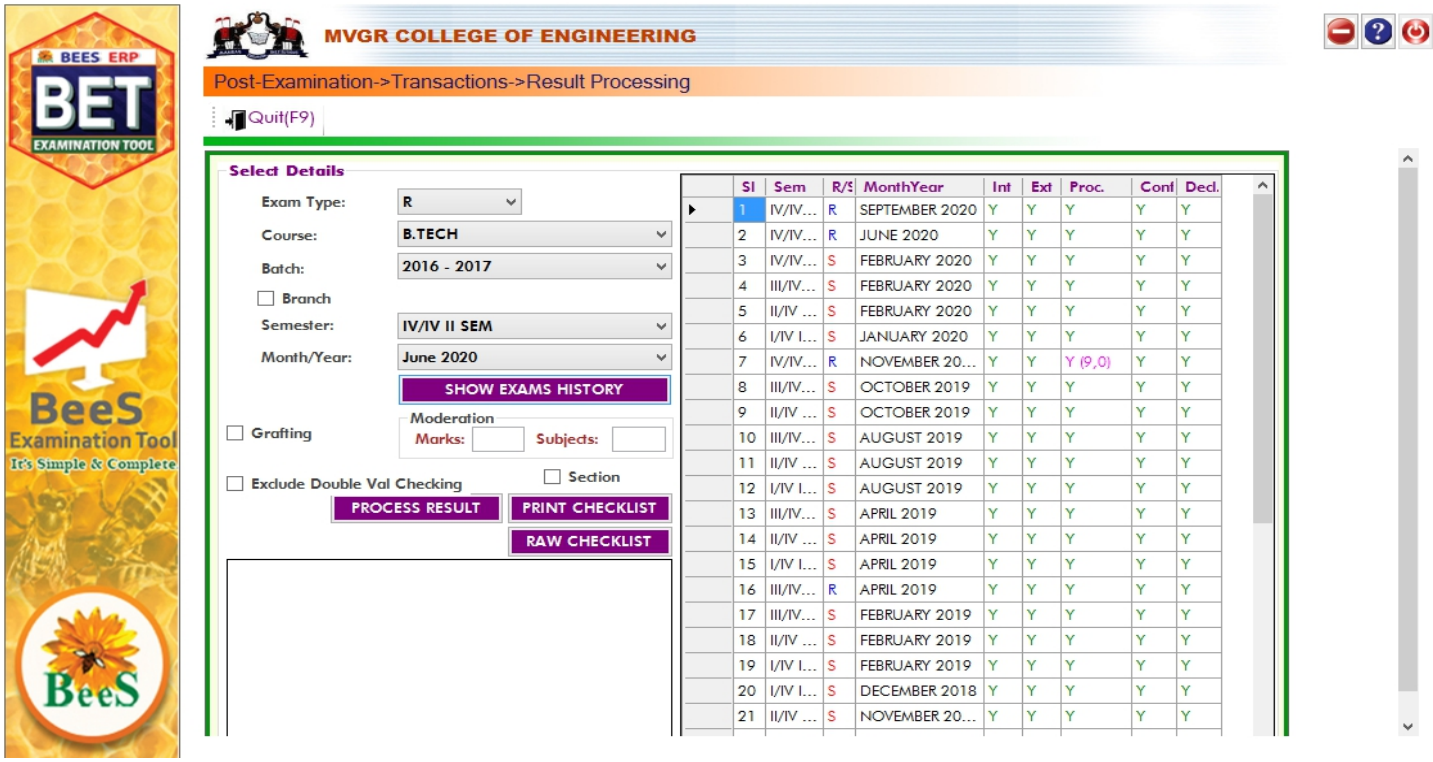
1) **Examination Absentees Entries:** Set up for entry of absentees in a particular examination.



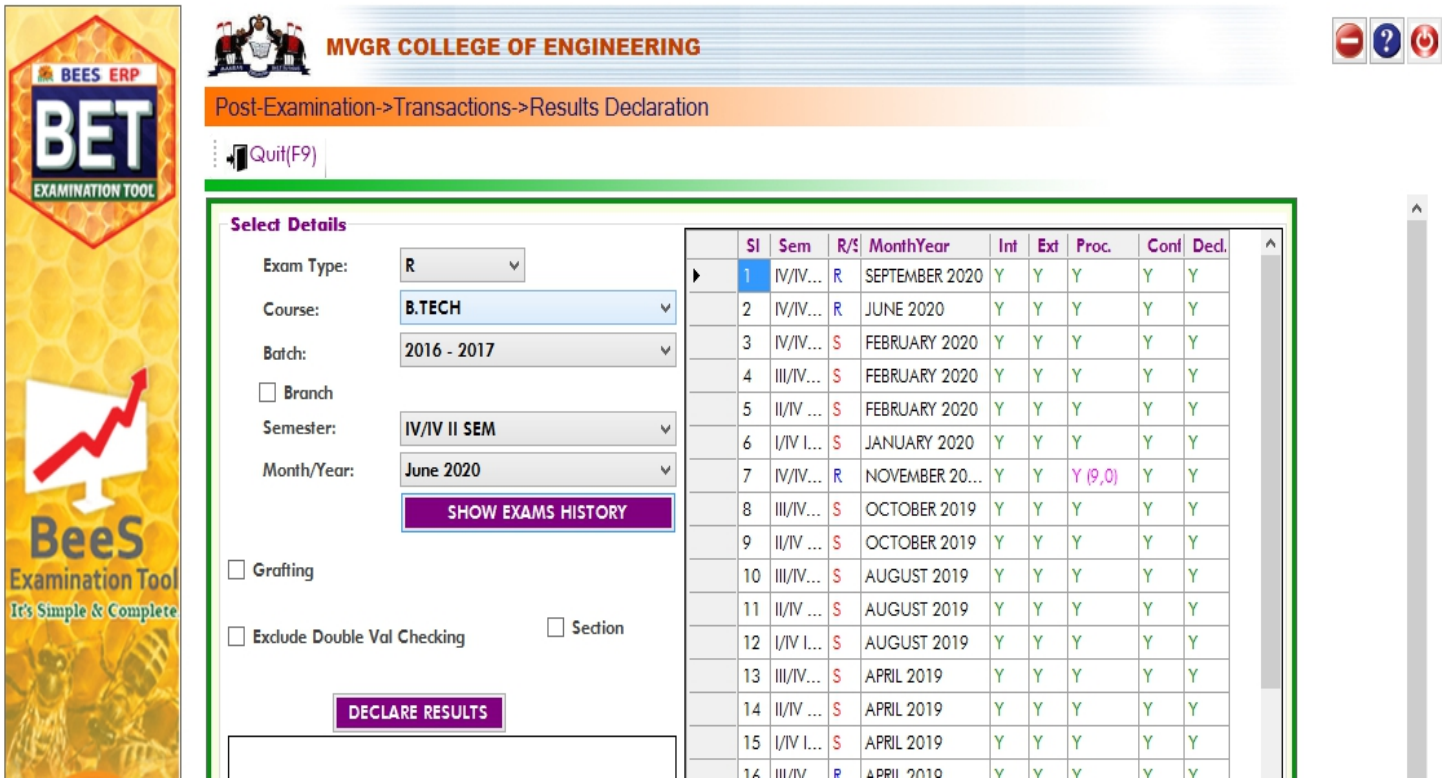
D- form: Set up for generation of D-form.



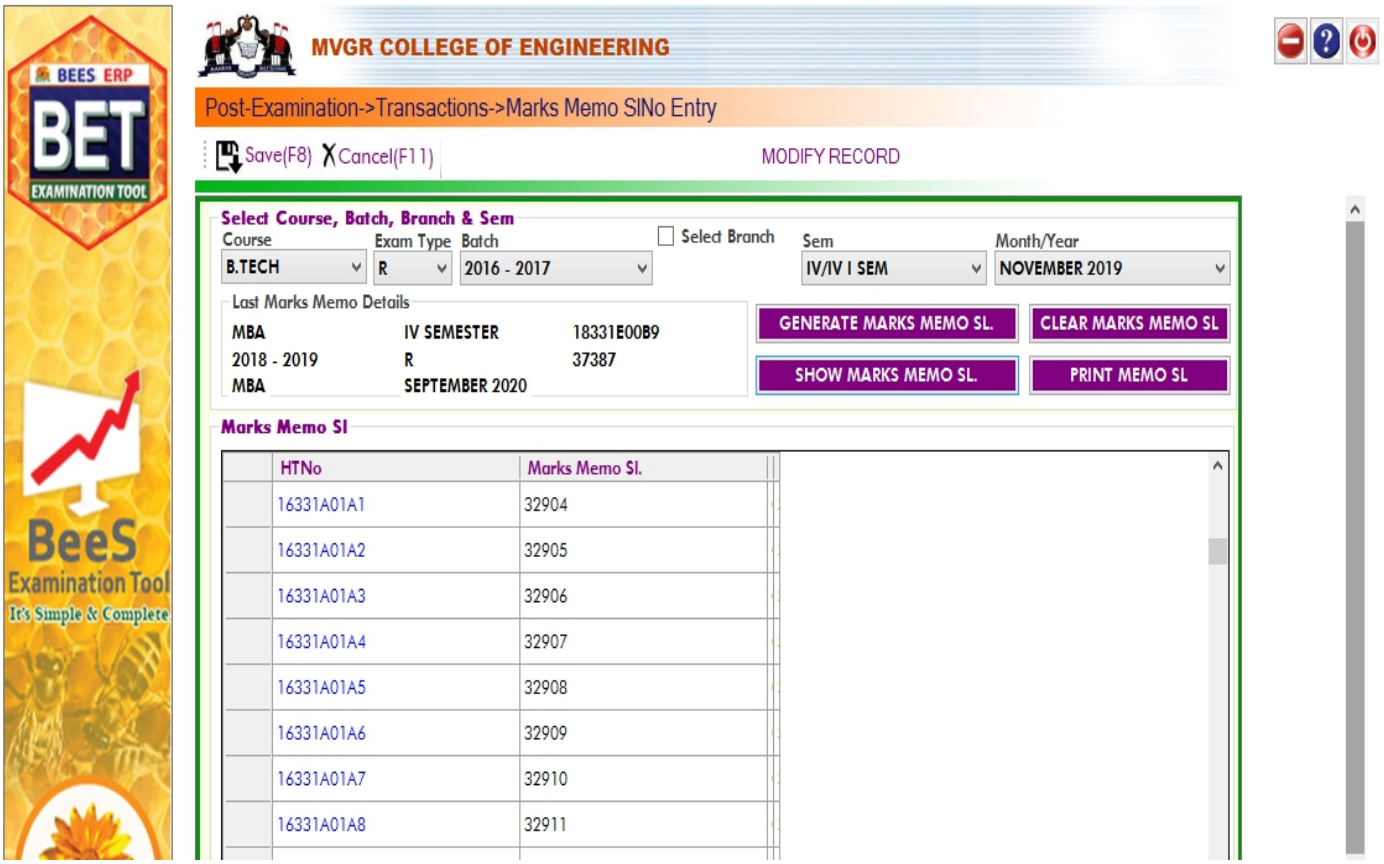
Results Processing: Set up for entry of course details for processing of results.



Declaration of Results: Set up for declaration of processed results.

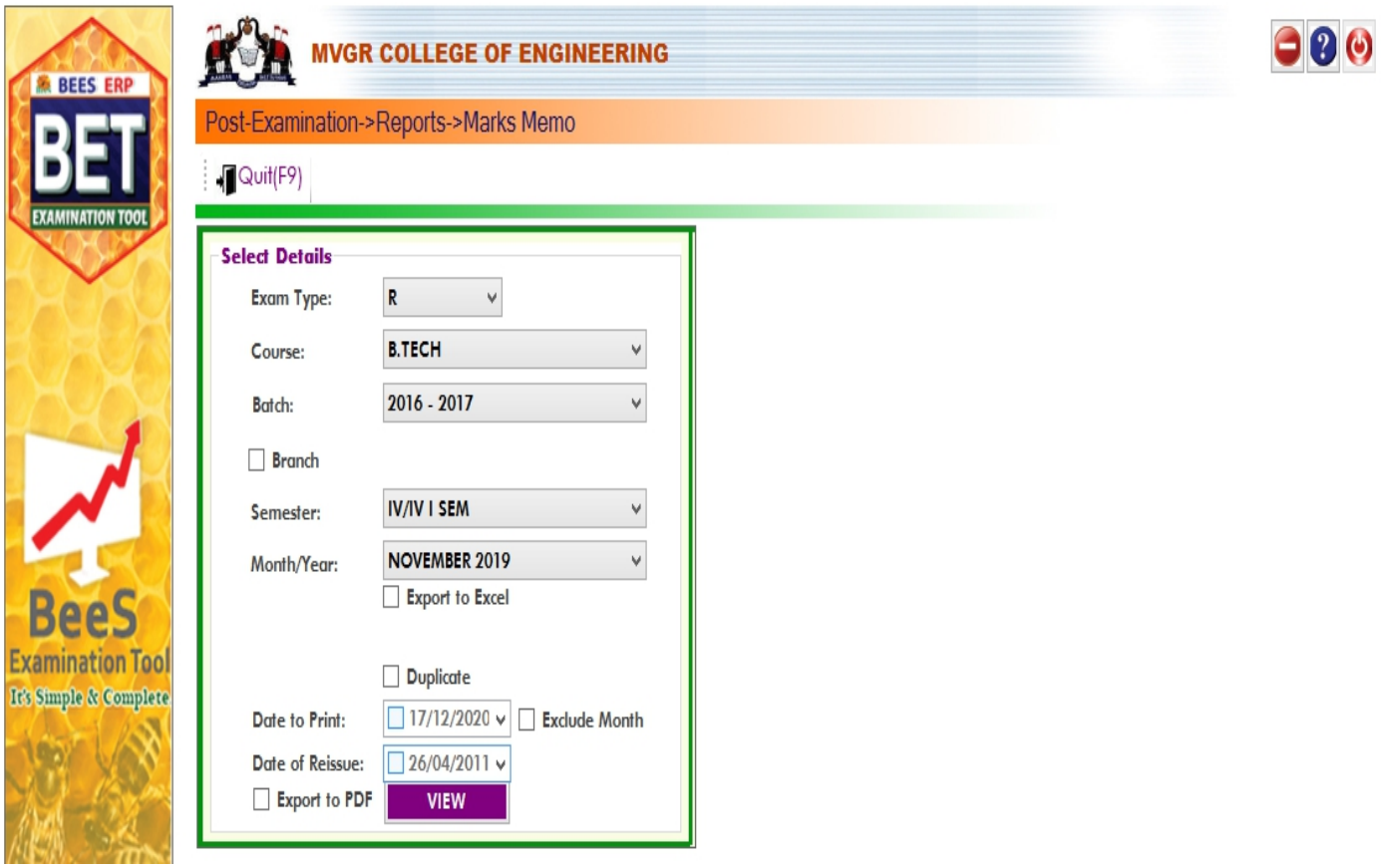


Marks Memo Serial No: Set up for generation of Marks Memo serial numbers.



QR Code Generation: Set up for generation of QR codes for printing on the grade Memos.

Grades Memo: Set up for generation Grades Memo.



Sample Grade Memo.

MAHARAJ VIJAYARAM GAJAPATHI RAJ
COLLEGE OF ENGINEERING
(Autonomous)
Approved by AICTE, New Delhi and Permanently Affiliated to JNTU, Kakinada
MVGR

MEMORANDUM OF GRADES MEMO NO. : 006516

HALL TICKET NO. 16335A0209

Name of the Student : KELLA SRINU PRASAD
Examination : B.Tech. IV SEMESTER Regular Examinations (A1)
Branch : ELECTRICAL AND ELECTRONICS ENGINEERING
Month & Year of Examination : May 2017

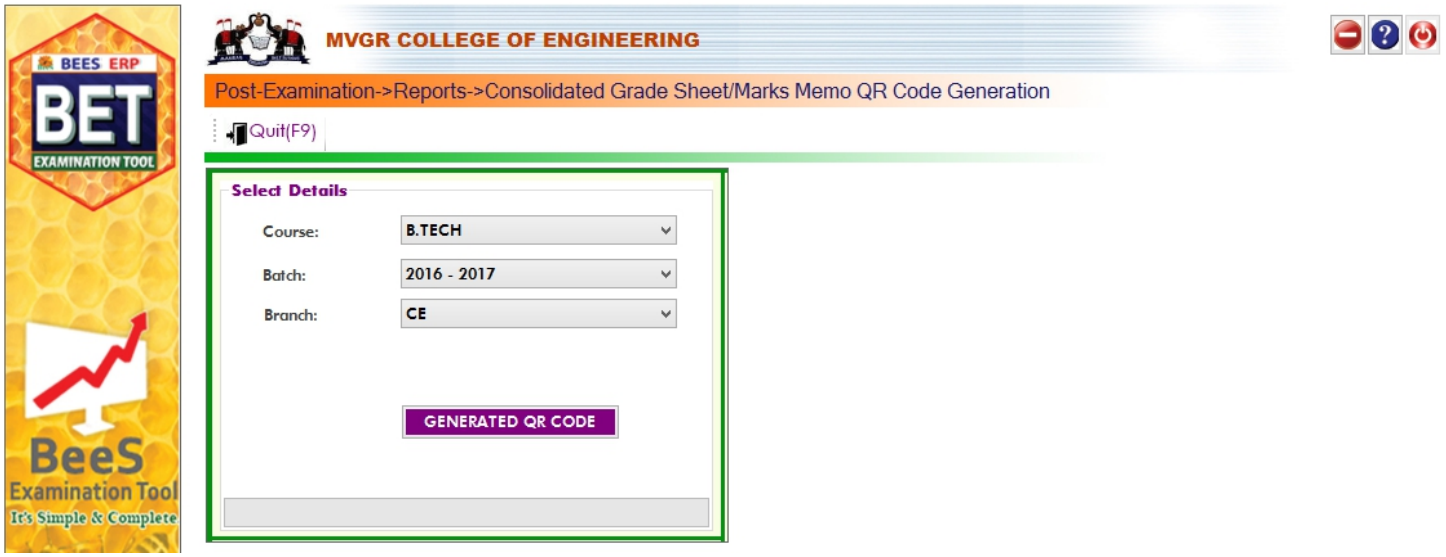
S.NO.	SUBJECT CODE	SUBJECT TITLE	GRADE	CREDITS
1	A1EET206	Electronic Devices and Circuits - 2	B+	4
2	A1EET207	Electrical Machines - 2	A	4
3	A1EET208	Power Generation and Control	B+	4
4	A1EET209	Digital Electronics	O	4
5	A1EET210	Control Systems	B	4
6	A1CIT372	Data Structures	B+	3
7	A1EEL203	Electronic Devices and Circuits Lab	A+	2
8	A1EEL204	Electrical Machines Lab - 2	A+	2
9	A1ACA510	Soft Skills - I (Audit Course -2)	S	--
Semester Grade Point Average (SGPA)			7.74	
Cumulative Grade Point Average (CGPA)				

GRADES : S - SATISFACTORY , N - NOT SATISFACTORY

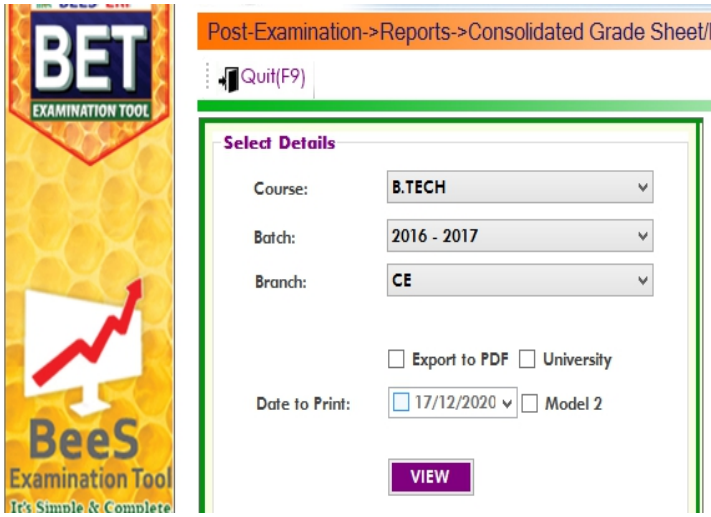
Date : 29/07/2017

CHIEF CONTROLLER OF EXAMINATIONS

<u>QR Code Generation:</u> Set up for generation of QR codes for printing on the Consolidated Grade Memos.



Consolidated grade sheet: Set up for generation CGM of student's branch wise.



Sample CGM of student.

MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Re- Accredited by NBA, Graded 'A' by NAAC Approved by AICTE, New Delhi and Permanently Affiliated to JNTU, Kakinada
Listed U/S 2(f) & 12(B) of the UGC Act 1956, Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram – 535 005

Sl.No. 0001281

CONSOLIDATED GRADES / CREDITS SHEET

Hall Ticket No : **15331A0239**
Name : **KAMESWARI SANDHYA VEDULA**
Course : **BACHELOR OF TECHNOLOGY**
Branch : **ELECTRICAL AND ELECTRONICS ENGINEERING**

CGCS No : **813**
Aadhaar No : **818726923166**
Year of Admission : **2015 - 2016**
Month & Year of Final Exam : **APRIL 2019**

S.No	Subject Title	Gr	GP	Cr	S.No	Subject Title	Gr	GP	Cr
I YEAR									
1	ENGINEERING MATHEMATICS - I	B	6	3	1	MATHEMATICAL METHODS	B+	7	3
2	ENGINEERING CHEMISTRY	P	4	3	2	APPLIED PHYSICS	C	5	3
3	BASICS OF CIVIL AND MECHANICAL ENGINEERING	B	6	3	3	ENVIRONMENTAL STUDIES	B	6	3
4	ENGINEERING DRAWING	P	4	3	4	ELECTRICAL CIRCUIT ANALYSIS – I	B	6	3
5	COMPUTER PROGRAMMING	B+	7	3	5	ENGINEERING MATHEMATICS – II	C	5	3
6	ENGLISH LANGUAGE PRACTICE - I	A	8	2	6	BASIC ENGINEERING WORKSHOP	A	8	2
7	ENGINEERING CHEMISTRY LAB	O	10	2	7	ENGLISH LANGUAGE PRACTICE – II	A	8	2
8	COMPUTER PROGRAMMING LAB	A+	9	2	8	APPLIED PHYSICS LAB	B+	7	2
Semester Grade Point Average (SGPA)			6.43		Semester Grade Point Average (SGPA)			6.33	
II YEAR									
1	ELECTRONIC DEVICES AND CIRCUITS - I	C	5	4	1	ELECTRONIC DEVICES AND CIRCUITS - 2	C	5	4
2	ELECTRICAL CIRCUIT ANALYSIS - II	P	4	4	2	ELECTRICAL MACHINES - 2	C	5	4
3	EMF THEORY	B+	7	4	3	POWER GENERATION AND CONTROL	P	4	4
4	SIGNALS AND SYSTEMS	P	4	4	4	DIGITAL ELECTRONICS	A	8	4
5	ELECTRICAL MACHINES - I	P	4	4	5	CONTROL SYSTEMS	P	4	4
6	COMPLEX VARIABLES AND STATISTICAL METHODS	B	6	3	6	DATA STRUCTURES	B+	7	3
7	ELECTRICAL CIRCUITS LAB	B+	7	2	7	ELECTRONIC DEVICES AND CIRCUITS LAB	A	8	2
8	ELECTRICAL MACHINES LAB - I	A+	9	2	8	ELECTRICAL MACHINES LAB - 2	B+	7	2
9	GENERAL APTITUDE (AUDIT COURSE - 1)	S	--	--	9	SOFT SKILLS - I (AUDIT COURSE - 2)	S	--	--
Semester Grade Point Average (SGPA)			5.41		Semester Grade Point Average (SGPA)			5.74	
III YEAR									
1	LINEAR AND DIGITAL IC APPLICATIONS	B+	7	4	1	POWER SEMICONDUCTOR DRIVES	B+	7	4
2	POWER ELECTRONICS	B+	7	4	2	COMPUTER METHODS IN POWER SYSTEMS AND PROTECTION	A+	9	4
3	POWER TRANSMISSION AND DISTRIBUTION	P	4	4	3	EMBEDDED PROCESSORS	B	6	4
4	ELECTRICAL MEASUREMENTS AND INSTRUMENTATION	B+	7	4	4	DIGITAL CONTROL SYSTEMS	B	6	3
5	SPECIAL ELECTRICAL MACHINES	B+	7	3	5	UTILIZATION OF ELECTRICAL ENERGY	B	6	3
6	ARTIFICIAL INTELLIGENCE TECHNIQUES	B+	7	3	6	OBJECT ORIENTED PROGRAMMING WITH JAVA	C	5	3
7	CONTROL SYSTEMS LAB	A	8	2	7	ELECTRICAL MEASUREMENTS LAB	A+	9	2
8	IC AND PDC LAB	B	6	2	8	POWER ELECTRONICS LAB	B+	7	2
9	SOFT SKILLS - II (AUDIT COURSE - 3)	S	--	--	9	ENTERPRENEURSHIP DEVELOPMENT (AUDIT COURSE - 4)	S	--	--
Semester Grade Point Average (SGPA)			6.54		Semester Grade Point Average (SGPA)			6.84	
IV YEAR									
1	PRINCIPLES OF COMMUNICATION SYSTEMS	C	5	4	1	DIRECTED STUDY AND PROJECT WORK	B	6	10
2	MANAGERIAL ECONOMICS AND FINANCIAL ANALYSIS	B+	7	3	2	SPORTS (AUDIT COURSE - 6)	S	--	--
3	POWER SYSTEM OPERATION AND CONTROL	C	5	3					
4	SWITCHGEAR AND PROTECTION	B	6	3					
5	POWER QUALITY	B	6	3					
6	ENVIRONMENTAL IMPACT ASSESSMENT	A	8	3					
7	POWER SYSTEMS LAB	A+	9	2					
8	EMBEDDED PROCESSORS LAB	B+	7	2					
9	PROFESSIONAL ETHICS AND IPR (AUDIT COURSE - 5)	S	--	--					
Semester Grade Point Average (SGPA)			6.43		Semester Grade Point Average (SGPA)			6.00	

(Gr - Grade, GP - Grade Points, Cr - Credits, S-Satisfactory, NS - Not Satisfactory)
(Audit Courses registered are not counted for calculation of SGPA)
Medium of Instruction : **English**

Number of Credits Registered **180**
Number of Credits Obtained **180**
CGPA : **6.21**
Class Obtained : **SECOND CLASS**

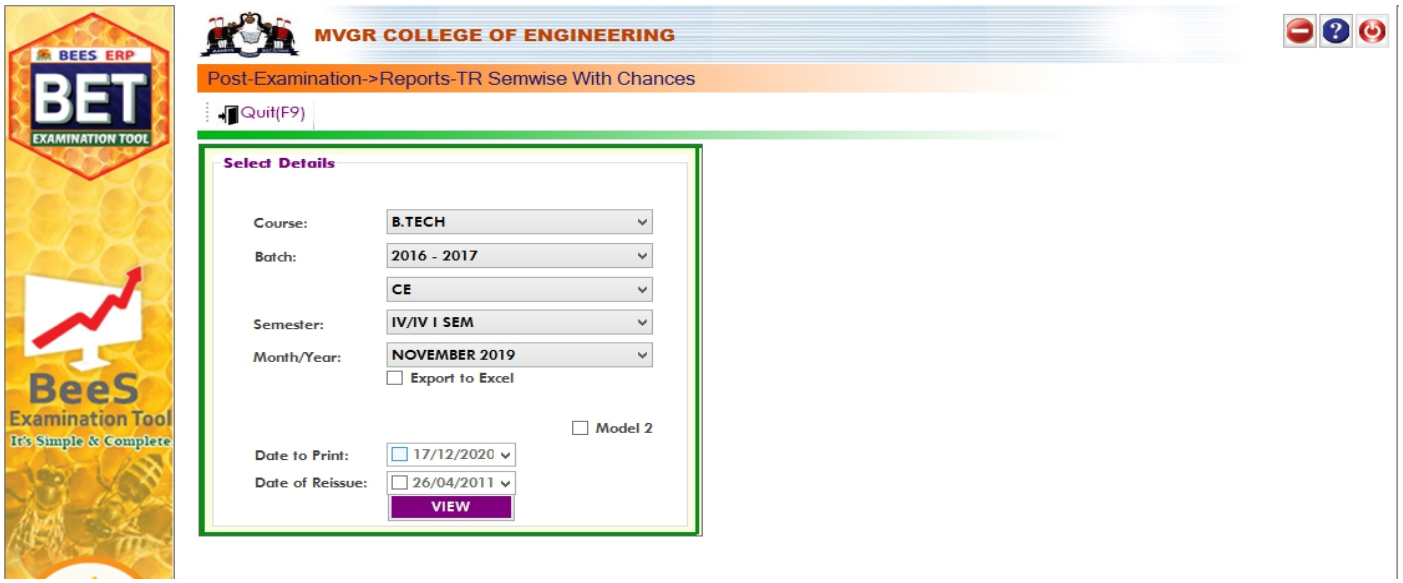
Date: **15/07/2019**

CONTROLLER OF EXAMINATIONS

CHIEF CONTROLLER OF EXAMINATIONS

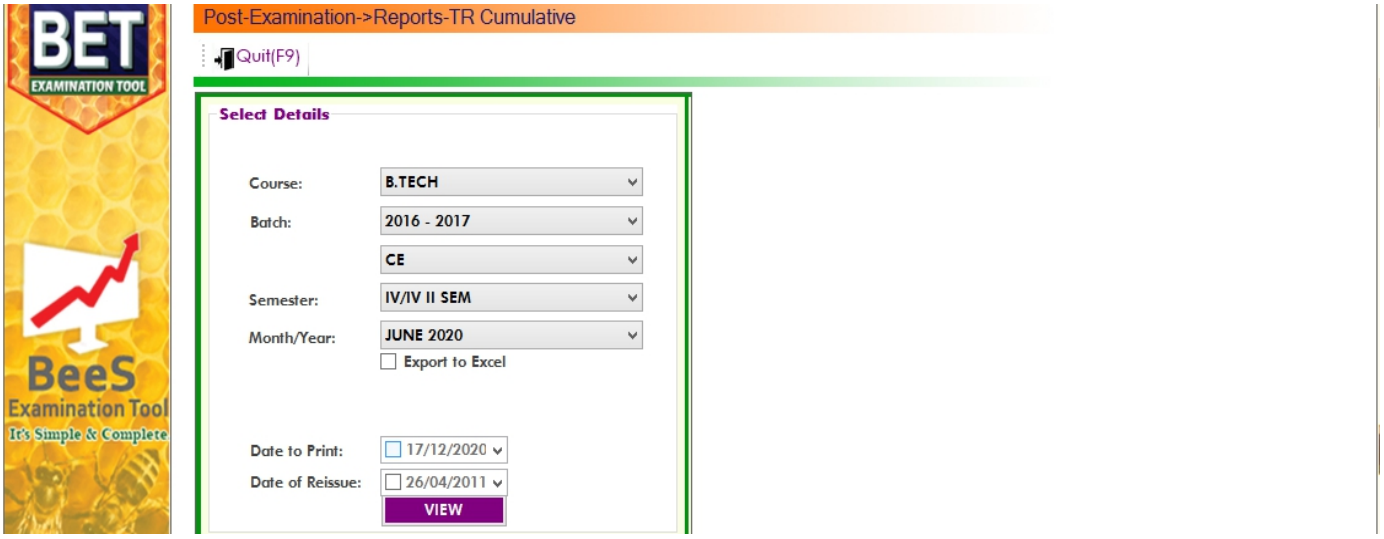
Set up for generation of University reports:

1. **TR – Sem Wise with Chances:**

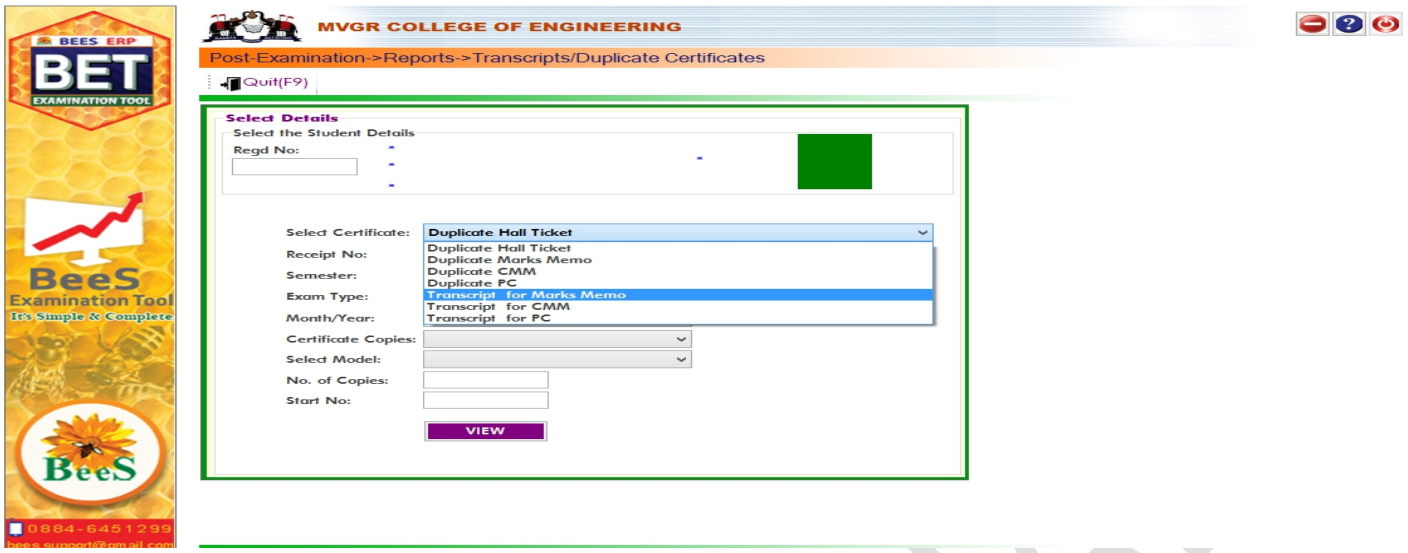


2. **TR – Sem wise Final:**

3. **TR – Cumulative:**



Transcripts and Duplicate Certificates: Set up for generation of Transcripts and Duplicate certificates of Grade Memo & CGM, hall ticket etc. .



Sample copy of duplicate grade memo

MAHARAJ VIJAYARAM GAJAPATHI RAJ
COLLEGE OF ENGINEERING
(Autonomous)
Approved by AICTE, New Delhi and Permanently Affiliated to JNTU, Kakinada

MVGR

MEMORANDUM OF GRADES MEMO NO. : 037555

DUPLICATE

HALL TICKET NO. 16331A0181

Name of the Student : POTUKUCHHI PHANI CHANDRA
Examination : B.Tech. IV SEMESTER Regular Examinations (A1)
Branch : CIVIL ENGINEERING
Month & Year of Examination : April 2018

S.NO.	SUBJECT CODE	SUBJECT TITLE	GRADE	CREDITS
1	A1CET205	Strength of Materials - II	B	4
2	A1CET206	Hydraulics and Hydraulic Machinery	B	4
3	A1CET207	Structural Analysis	B+	4
4	A1CED208	Building Planning and Civil Engineering Drawing	A	4
5	A1CET303	Engineering Geology	C	3
6	A1CEL203	Strength of Materials Lab	A	2
7	A1CEL204	Hydraulic Machinery Lab	A+	2
8	A1ACA510	Soft Skills - I (Audit Course -2)	S	--
Semester Grade Point Average (SGPA)				6.83
Cumulative Grade Point Average (CGPA)				7.02

GRADES : S - SATISFACTORY , N - NOT SATISFACTORY

M.V.G.R. College of Engg. (A) VIZIANAGARAM

Date : 28/09/2020

CHIEF CONTROLLER OF EXAMINATIONS

Sample copy of transcript- Grades memo

MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING (AUTONOMOUS)

Approved by AICTE, New Delhi and Permanently Affiliated to JNTU, Kakinada
Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram – 535 005

M V G R

Sl.No. 0000293

TRANSCRIPT

MEMORANDUM OF GRADES

HALL TICKET NO. **17331A0378**

Name of the Student : **KANCHARANA PADMA RAO**

Examination : **B.Tech. I SEMESTER Regular Examinations (A1)**

Branch : **MECHANICAL ENGINEERING**

Month & Year of Examination : **December 2017**

S.NO.	SUBJECT CODE	SUBJECT TITLE	GRADE	CREDITS
1	A1MAT001	Engineering Mathematics - I	O	3
2	A1PYT001	Engineering Physics	A+	3
3	A1CIT001	Computer Programming	A+	3
4	A1MED001	Engineering Drawing	A+	3
5	A1CHT001	Environmental Studies	A+	3
6	A1EHL001	English Language Practice - I	A+	2
7	A1PYL001	Engineering Physics Lab	O	2
8	A1CIL001	Computer Programming Lab	O	2
		Semester Grade Point Average (SGPA)		9.33
		Cumulative Grade Point Average (CGPA)		9.33

M.V.G.R. College of Engg VZM

Chief Controller of Examinations

Date: 26/12/2020

Sample copy of transcript- Consolidate Grades Memo

MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING (AUTONOMOUS)

Approved by AICTE, New Delhi and Permanently Affiliated to JNTU, Kakinada
Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram – 535 005

MVGR

TRANSCRIPT

Sl.No. 0000105

CONSOLIDATED GRADES / CREDITS SHEET

Hall Ticket No : **15331A05B5**
Name : **PEDADA RAVI RAJ**
Course : **BACHELOR OF TECHNOLOGY**
Branch : **COMPUTER SCIENCE AND ENGINEERING**

CGCS No : **1214**
Aadhaar No : **410613674186**
Year of Admission : **2015 - 2016**
Month & Year of Final Exam : **April 2019**

I YEAR

S.No	Subject Title	Gr	GP	Cr
1	ENGINEERING MATHEMATICS - I	O	10	3
2	ENGINEERING CHEMISTRY	B+	7	3
3	BASICS OF CIVIL AND MECHANICAL ENGINEERING	B+	7	3
4	ENVIRONMENTAL STUDIES	A+	9	3
5	FUNDAMENTALS OF ELECTRONIC CIRCUITS AND DEVICES	O	10	3
6	ENGLISH LANGUAGE PRACTICE - I	A+	9	2
7	ENGINEERING CHEMISTRY LAB	O	10	2
8	BASIC ENGINEERING WORKSHOP	A+	9	2
	Semester Grade Point Average (SGPA):		8.81	

S.No	Subject Title	Gr	GP	Cr
1	MATHEMATICAL METHODS	O	10	3
2	ENGINEERING DRAWING	O	10	3
3	APPLIED PHYSICS	A	8	3
4	PROFESSIONAL COMMUNICATION	B+	7	3
5	COMPUTER PROGRAMMING	O	10	3
6	ENGLISH LANGUAGE PRACTICE - II	O	10	2
7	COMPUTER PROGRAMMING LAB	O	10	2
8	APPLIED PHYSICS LAB	A+	9	2
	Semester Grade Point Average (SGPA):		9.19	

II YEAR

S.No	Subject Title	Gr	GP	Cr
1	DATA STRUCTURES	O	10	4
2	MATHEMATICAL FOUNDATIONS OF COMPUTER SCIENCE	A	8	4
3	DIGITAL LOGIC DESIGN	O	10	4
4	UNIX AND SHELL PROGRAMMING	B+	7	4
5	DATA COMMUNICATIONS	A	8	4
6	MANAGERIAL ECONOMICS AND FINANCIAL ANALYSIS	A+	9	3
7	DATA STRUCTURES LAB	O	10	2
8	UNIX AND SHELL PROGRAMMING LAB	O	10	2
9	SOFT SKILLS -I (AUDIT COURSE - 1)	S	--	--
	Semester Grade Point Average (SGPA):		8.85	

S.No	Subject Title	Gr	GP	Cr
1	OBJECT ORIENTED PROGRAMMING	A	8	4
2	OPERATING SYSTEMS	O	10	4
3	DATABASE MANAGEMENT SYSTEMS	A+	9	4
4	COMPUTER ARCHITECTURE	A+	9	4
5	FORMAL LANGUAGES AND AUTOMATA THEORY	A+	9	4
6	PROBABILITY AND STATISTICS	B+	7	3
7	OBJECT ORIENTED PROGRAMMING LAB	A+	9	2
8	DATABASE MANAGEMENT SYSTEMS LAB	O	10	2
9	GENERAL APTITUDE (AUDIT COURSE - 2)	S	--	--
	Semester Grade Point Average (SGPA):		8.85	

III YEAR

S.No	Subject Title	Gr	GP	Cr
1	COMPILER DESIGN	A+	9	4
2	COMPUTER NETWORKS	A+	9	4
3	MICRO-PROCESSORS AND INTERFACING	A	8	4
4	WEB TECHNOLOGIES	A	8	4
5	ROUTING AND SWITCHING CONCEPTS	A	8	3
6	INTERNET MARKETING	B+	7	3
7	COMPILER DESIGN AND COMPUTER NETWORKS LAB	O	10	2
8	WEB TECHNOLOGIES LAB	O	10	2
9	SOFT SKILLS - II (AUDIT COURSE - 3)	S	--	--
	Semester Grade Point Average (SGPA):		8.50	

S.No	Subject Title	Gr	GP	Cr
1	DESIGN AND ANALYSIS OF ALGORITHMS	A+	9	4
2	SOFTWARE ENGINEERING	A+	9	4
3	OOAD AND DESIGN PATTERNS	A	8	4
4	SERVICE ORIENTED ARCHITECTURE	A	8	3
5	FIREWALLS AND VPN	A+	9	3
6	DATA WAREHOUSING AND DATA MINING	B+	7	3
7	DESIGN AND ANALYSIS OF ALGORITHMS LAB	O	10	2
8	SOFTWARE ENGINEERING LAB	O	10	2
9	ENTREPRENUERSHIP DEVELOPMENT (AUDIT COURSE - 4)	S	--	--
	Semester Grade Point Average (SGPA):		8.64	

IV YEAR

S.No	Subject Title	Gr	GP	Cr
1	DESIGN OF UNIX OPERATING SYSTEM	A+	9	4
2	PYTHON PROGRAMMING	A	8	3
3	PENETRATION TESTING	A+	9	3
4	CRYPTOGRAPHY AND INFORMATION SECURITY	O	10	3
5	INFORMATION SECURITY AND MANAGEMENT STANDARDS	B+	7	3
6	MATHEMATICAL OPTIMIZATION	O	10	3
7	OOAD AND DESIGN PATTERNS LAB	O	10	2
8	OPERATING SYSTEMS LAB	O	10	2
9	PROFESSIONAL ETHICS AND IPR (AUDIT COURSE - 5)	S	--	--
	Semester Grade Point Average (SGPA):		9.04	

S.No	Subject Title	Gr	GP	Cr
1	DIRECTED STUDY AND PROJECT WORK	O	10	10
2	SPORTS (AUDIT COURSE - 6)	S	--	--
	Semester Grade Point Average (SGPA):		10.00	

(Gr - Grade, GP - Grade Points, Cr - Credits, S-Satisfactory, NS - Not Satisfactory)
(Audit Courses registered are not counted for calculation of SGPA)
Medium of Instruction : **English**

Number of Credits Registered : **180**
Number of Credits Obtained : **180**
CGPA : **8.89**
Class Obtained : **DISTINCTION**

Date: 27/01/2021

Controller of Examinations

Chief Controller of Examinations

MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING (AUTONOMOUS)

Approved by AICTE, New Delhi and Permanently Affiliated to JNTU, Kakinada
Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram – 535 005

M V G R

TRANSCRIPT

Sl.No. 0000093

CONSOLIDATED GRADES / CREDITS SHEET

Hall Ticket No : **16335A0807**
Name : **MOHAMMAD NYAMATULLA SHARIFF**
Course : **BACHELOR OF TECHNOLOGY**
Branch : **CHEMICAL ENGINEERING**

CGCS No : **1097**
Aadhaar No : **818610675872**
Year of Admission : **2016 - 2017**
Month & Year of Final Exam : **April 2019**

DIRECT ADMISSION INTO SECOND YEAR UNDER LATERAL ENTRY SCHEME

II YEAR

S.No	Subject Title	Gr	GP	Cr
1	MATERIAL SCIENCE FOR CHEMICAL ENGINEERS	A+	9	4
2	CHEMICAL PROCESS CALCULATIONS	B+	7	4
3	FLUID MECHANICS FOR CHEMICAL ENGINEERS	A+	9	4
4	CHEMICAL TECHNOLOGY	O	10	4
5	ORGANIC CHEMISTRY	A	8	4
6	COMPLEX VARIABLES AND STATISTICAL METHODS	B+	7	3
7	FLUID MECHANICS LAB FOR CHEMICAL ENGINEERS	O	10	2
8	CHEMICAL TECHNOLOGY LAB	O	10	2
9	SOFT SKILLS -I (AUDIT COURSE - 1)	S	--	--
	Semester Grade Point Average (SGPA):		8.63	

S.No	Subject Title	Gr	GP	Cr
1	PROCESS HEAT TRANSFER	A	8	4
2	CHEMICAL ENGINEERING THERMODYNAMICS - I	A+	9	4
3	MECHANICAL UNIT OPERATIONS	O	10	4
4	PETROLEUM REFINING	A+	9	3
5	ENGINEERING MATHEMATICS - II	A	8	3
6	PROCESS HEAT TRANSFER LAB	O	10	2
7	MECHANICAL UNIT OPERATIONS LAB	O	10	2
8	GENERAL APTITUDE (AUDIT COURSE - 2)	S	--	--
	Semester Grade Point Average (SGPA):		9.05	

III YEAR

S.No	Subject Title	Gr	GP	Cr
1	PROCESS INSTRUMENTATION	O	10	3
2	CHEMICAL ENGINEERING THERMODYNAMICS - II	B+	7	4
3	CHEMICAL REACTION ENGINEERING - I	A	8	4
4	MASS TRANSFER OPERATIONS - I	A+	9	4
5	INDUSTRIAL POLLUTION CONTROL AND ENGINEERING	A	8	3
6	NANO TECHNOLOGY	A	8	3
7	CHEMICAL REACTION ENGINEERING LAB	O	10	2
8	MASS TRANSFER OPERATIONS LAB	A	8	2
9	SOFT SKILLS-II (AUDIT COURSE - 3)	S	--	--
10	PROFESSIONAL ETHICS AND IPR (AUDIT COURSE - 4)	S	--	--
	Semester Grade Point Average (SGPA):		8.40	

S.No	Subject Title	Gr	GP	Cr
1	MASS TRANSFER OPERATIONS - II	A+	9	4
2	PROCESS DYNAMICS AND CONTROL	A	8	4
3	CHEMICAL REACTION ENGINEERING - II	A+	9	4
4	PROCESS MODELING AND SIMULATION	A+	9	4
5	FOOD TECHNOLOGY	O	10	3
6	ALTERNATIVE FUELS AND EMISSIONS	A	8	3
7	PROCESS DYNAMICS AND CONTROL LAB	O	10	2
8	PROCESS MODELING AND SIMULATION LAB USING MATLAB	O	10	2
9	ENTREPRENEURSHIP DEVELOPMENT (AUDIT COURSE - 5)	S	--	--
	Semester Grade Point Average (SGPA):		9.00	

IV YEAR

S.No	Subject Title	Gr	GP	Cr
1	MANAGERIAL ECONOMICS AND FINANCIAL ANALYSIS	A	8	3
2	TRANSPORT PHENOMENA	O	10	4
3	PLANT DESIGN AND ECONOMICS FOR CHEMICAL ENGINEERS	O	10	4
4	BIOCHEMICAL ENGINEERING	O	10	3
5	CORROSION AND ITS CONTROL	O	10	3
6	INDUSTRIAL SAFETY AND HAZARD MANAGEMENT	A+	9	3
7	AIR POLLUTION AND CONTROL	A+	9	3
8	PROCESS EQUIPMENT DESIGN AND DRAWING USING AUTOCAD	O	10	2
	Semester Grade Point Average (SGPA):		9.52	

S.No	Subject Title	Gr	GP	Cr
1	ORGANIC SOLAR CELLS	A+	9	3
2	DIRECTED STUDY AND PROJECT WORK	O	10	10
3	SPORTS (AUDIT COURSE - 6)	S	--	--
	Semester Grade Point Average (SGPA):		9.77	

(Gr - Grade, GP - Grade Points, Cr - Credits, S-Satisfactory, NS - Not Satisfactory)
(Audit Courses registered are not counted for calculation of SGPA)
Medium of Instruction : **English**

Number of Credits Registered : **138**
Number of Credits Obtained : **138**
CGPA : **8.99**
Class Obtained : **DISTINCTION**

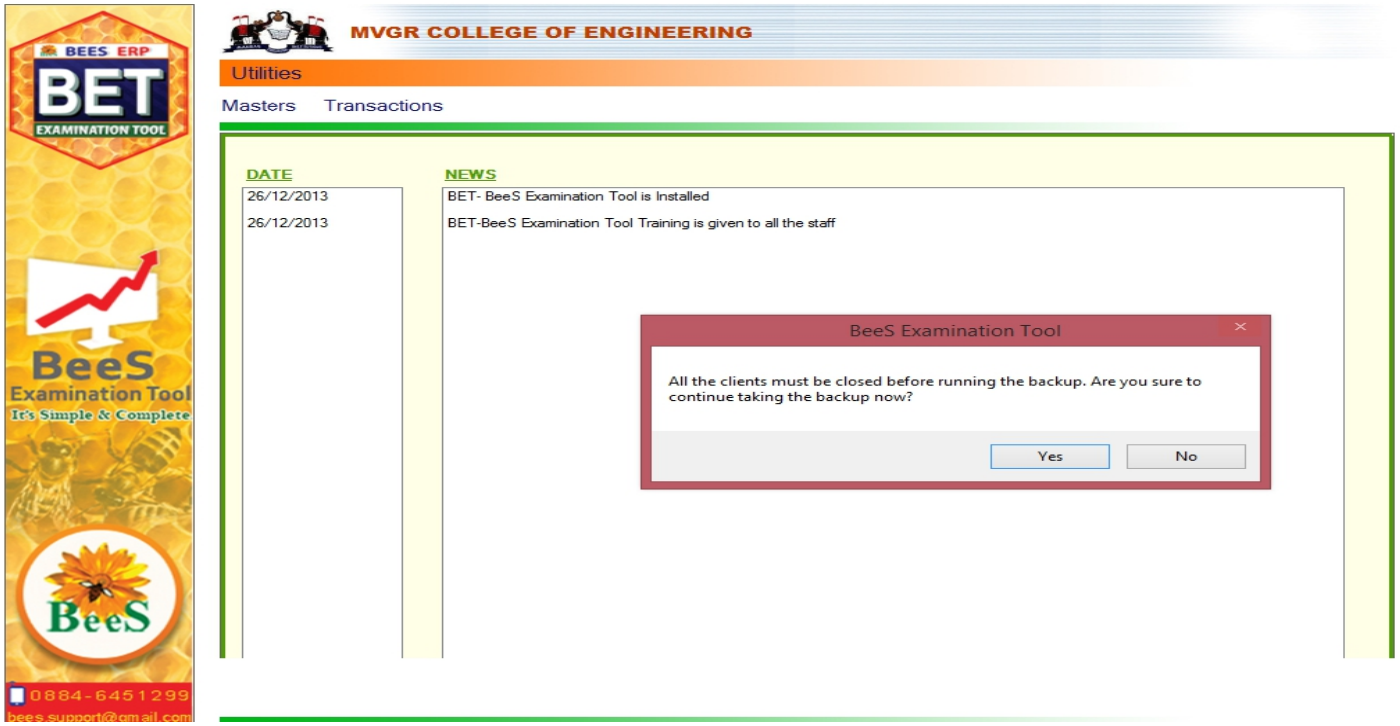
Date: 22/12/2020

Controller of Examinations

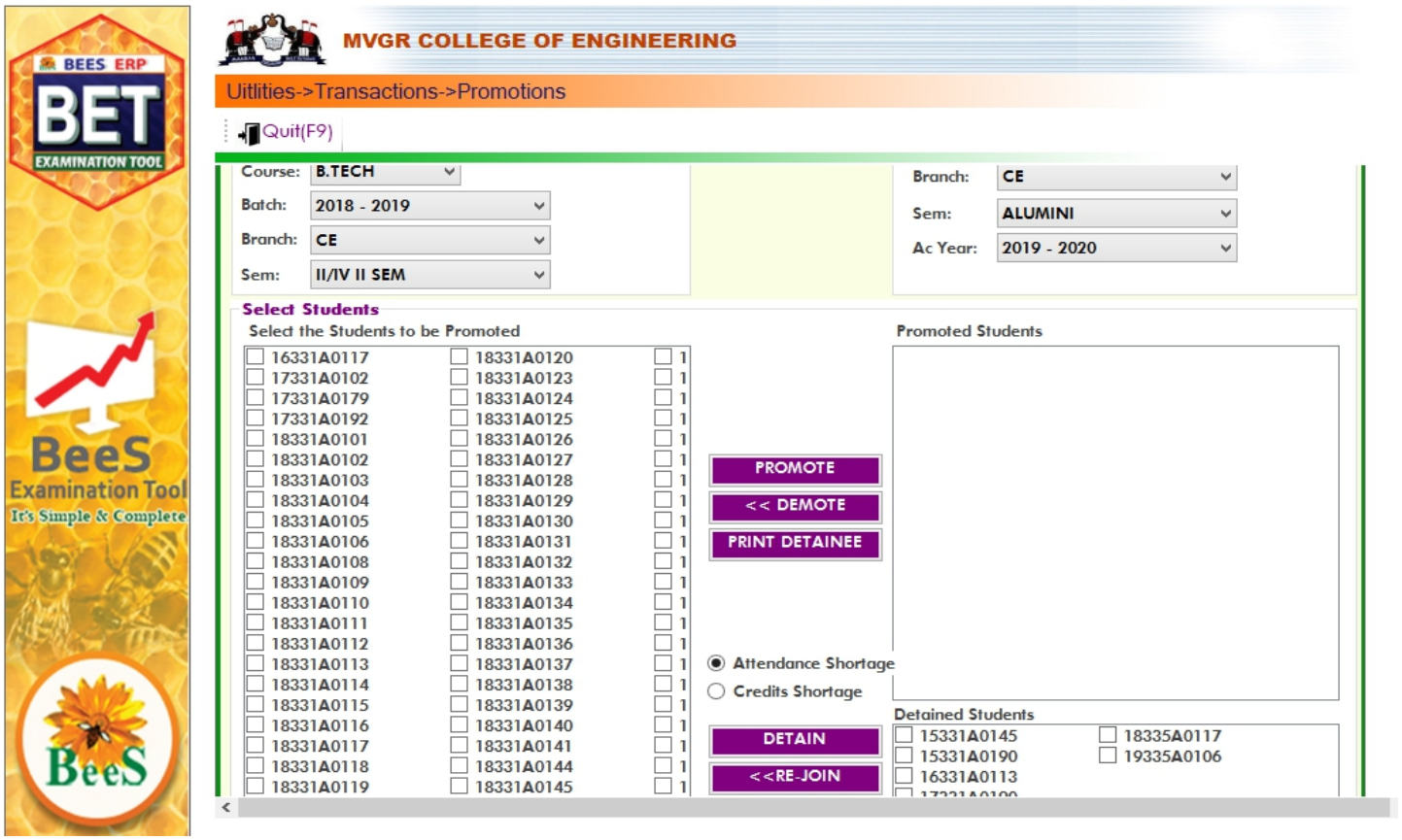
Chief Controller of Examinations

Utilities & Exam Accounts - Transactions:

Data Backup: Set up for taking Data backup on a daily basis / from time to time.



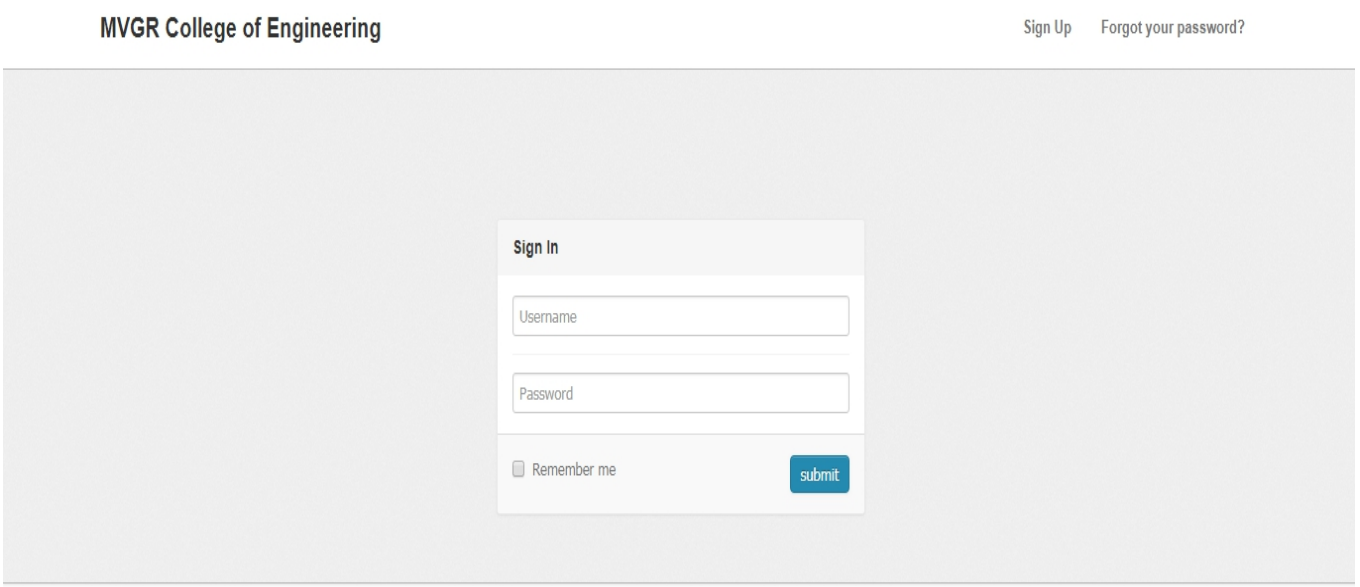
Promotions: Set up for promotion of students from current semester to next semester.



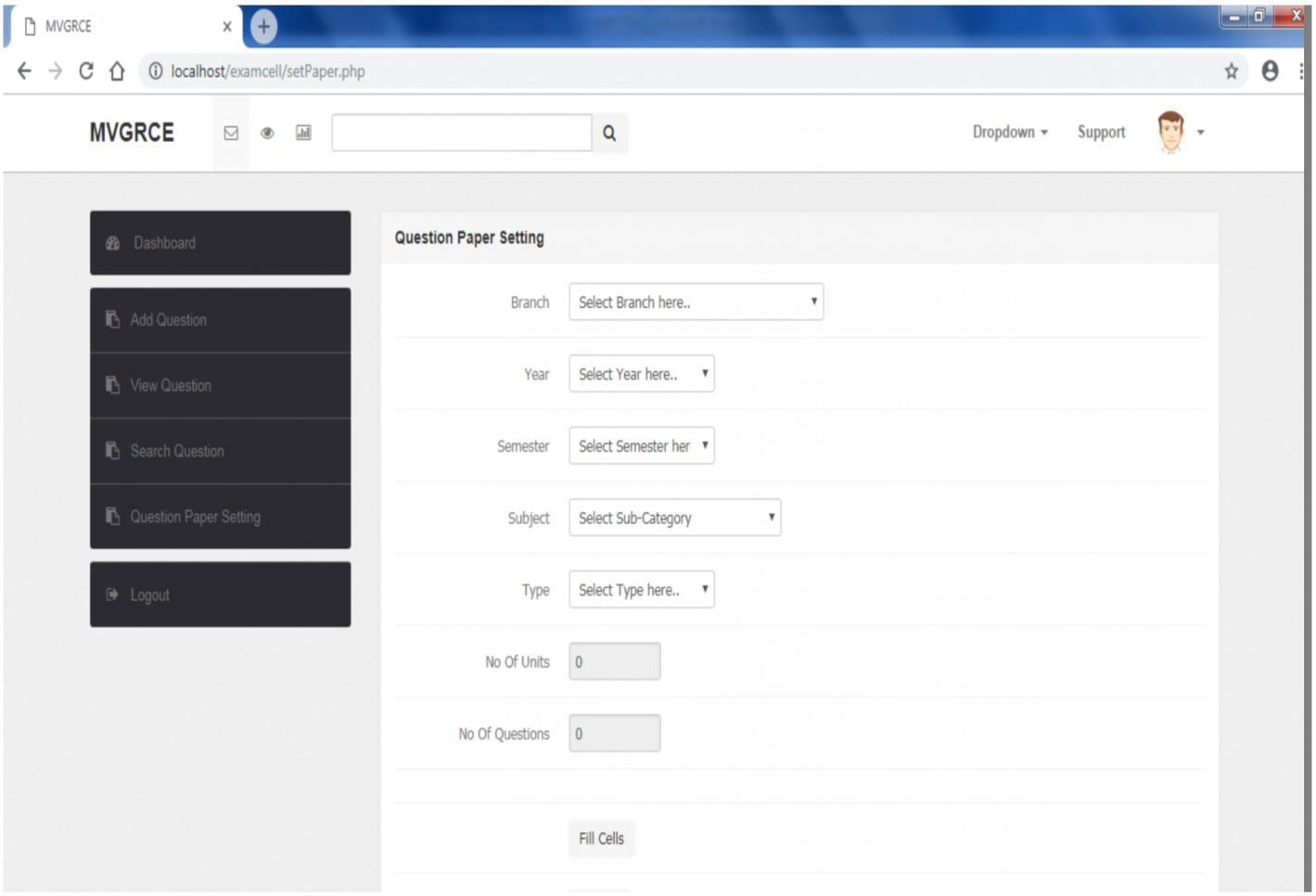
QP GENERATION TOOL:

Set up for generation of question paper:

Step - I



Step - II



Step - III: **Display of Generated Question Paper(Template only)**

QUESTION PAPER TEMPLATE – A1 REGULATION

1.
Subject code

B.Tech. I Semester Regular Examinations, MM,YYYY
MVGR College of Engineering(Autonomous)
Subject Name
(Common to all Branches)

Time: 3 Hours **Max. Marks: 60**

Answer any Five Questions
All Questions carry EQUAL Marks.

1.	
2.	
3.	
4.	
5.	
6.	
7.	

***

2.
Subject code

M.Tech. I Semester Regular Examinations, MM,YYYY
MVGR College of Engineering(Autonomous)

Subject Name
(Common to all Branches)

Time: 3 Hours **Max. Marks: 60**

Answer any Five Questions
All Questions carry EQUAL Marks.

1.	
2.	
3.	
4.	
5.	
6.	
7.	

***

3.
Subject code

A1

MBA I Semester Regular Examinations, MM,YYYY
MVGR College of Engineering(Autonomous)
Subject Name
(Common to all Branches)

Time: 3 Hours **Max. Marks: 60**

Answer any FOUR of the first six Questions
Question SEVEN is compulsory
All Questions carry EQUAL Marks.

1.	
2.	
3.	
4.	
5.	
6.	
7.	

***

QUESTION PAPER TEMPLATE – A2 REGULATION – B.TECH

1.
Subject code

A2

B.Tech I Semester Regular Examinations, MM, YYYY
MVGR College of Engineering (Autonomous)

Subject Name

Time: 3 Hours **Max. Marks: 60**

Answer any ONE out of TWO questions from each Unit
All questions carries equal marks.

UNIT-I

1. a)		7M
b)		3M
c)		2M
	(OR)	
2.a)		7M
b)		3M
c)		2M
	UNIT-II	
3.a)		7M
b)		3M
c)		2M
	(OR)	
4.a)		7M
b)		3M
c)		2M
	UNIT-III	
5.a)		7M
b)		3M
c)		2M
	(OR)	
6.a)		7M
b)		3M
c)		2M
	UNIT-IV	
7.a)		7M
b)		3M
c)		2M
	(OR)	
8.a)		7M
b)		3M
c)		2M
	UNIT-V	
9.a)		7M
b)		3M
c)		2M
10.a)		7M
b)		3M
c)		2M

QUESTION PAPER TEMPLATE – A2 REGULATION – M.TECH

2.

Subject code

M.Tech I Semester Regular Examinations, MM,YYYY
MVGR College of Engineering (Autonomous)

Subject Name

Time: 3 Hours **Max. Marks: 60**

Answer any ONE out of TWO questions from each Unit
All questions carries equal marks.

UNIT-I

1)

(OR)

2)

UNIT-II

3)

(OR)

4)

UNIT-III

5)

(OR)

6)

UNIT-IV

7)

(OR)

8)

UNIT-V

9)

(OR)

10)

***

QUESTION PAPER TEMPLATE – A2 REGULATION – MBA

3.
Subject Code (A2)

MBA I Semester Regular Examinations, MM, YYYY
MVGR College of Engineering (Autonomous)

Subject Name

Time: 3 Hours **Max. Marks: 60**

Part A : Answer any ONE out of TWO questions from each Unit
Part B: Case study is Compulsory.
All questions carry equal marks.

PART-A

UNIT-I

1. a)		7M
b)		3M
	(OR)	
2.a)		7M
b)		3M

UNIT-II

3.a)		7M
b)		3M
	(OR)	
4.a)		7M
b)		3M

UNIT-III

5.a)		7M
b)		3M
	(OR)	
6.a)		7M
b)		3M

UNIT-IV

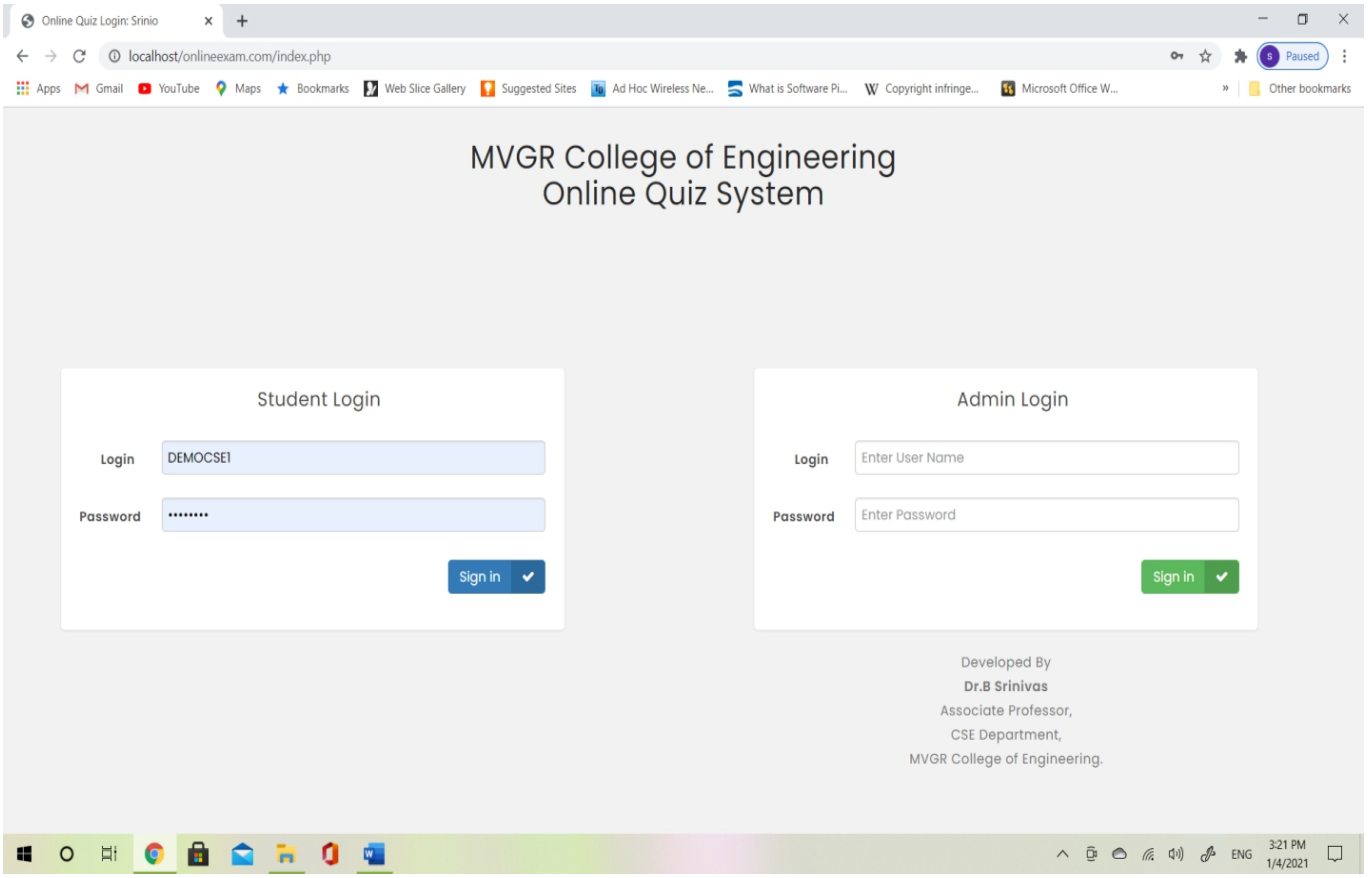
7.a)		7M
b)		3M
	(OR)	
8.a)		7M
b)		3M
9.a)		7M
b)		3M
10.a)		7M
b)		3M

PART-B

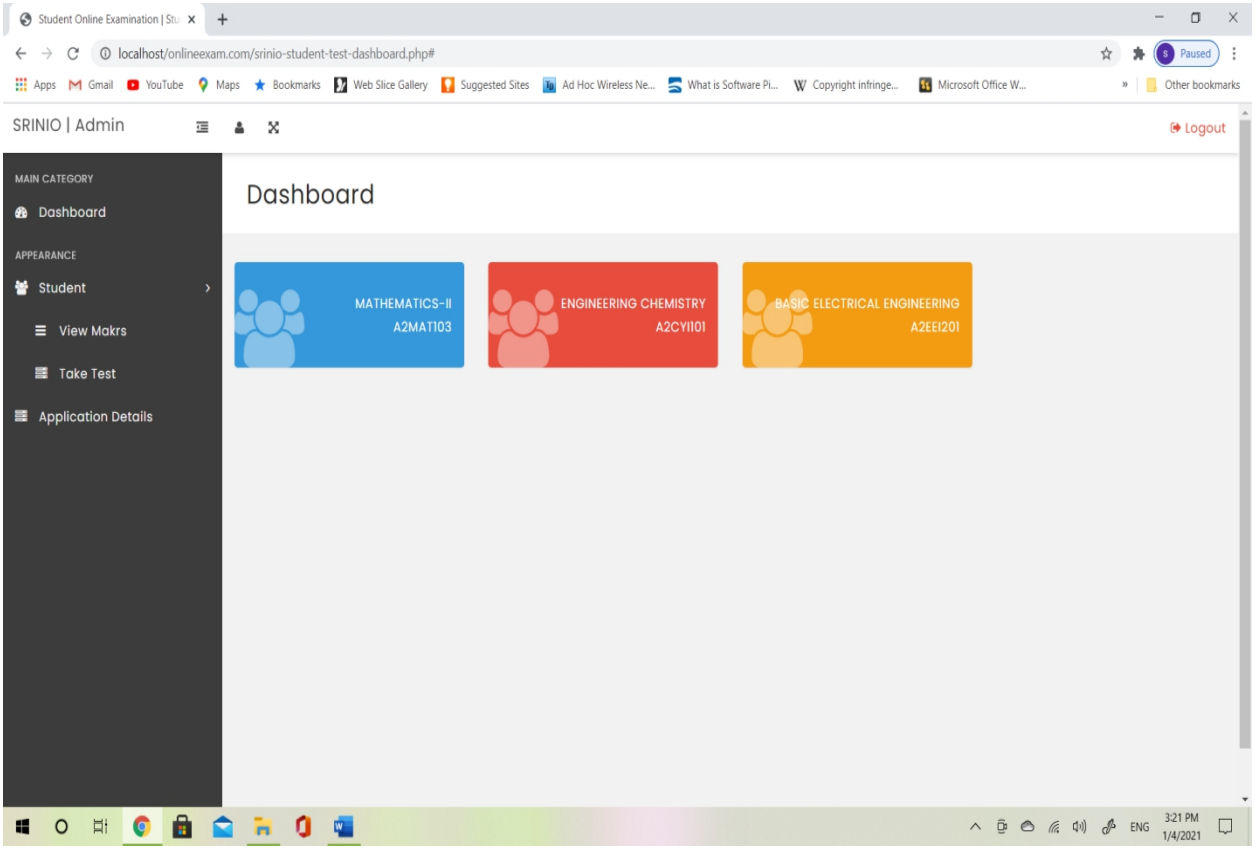
11. a) **Case Study:** 10M

***

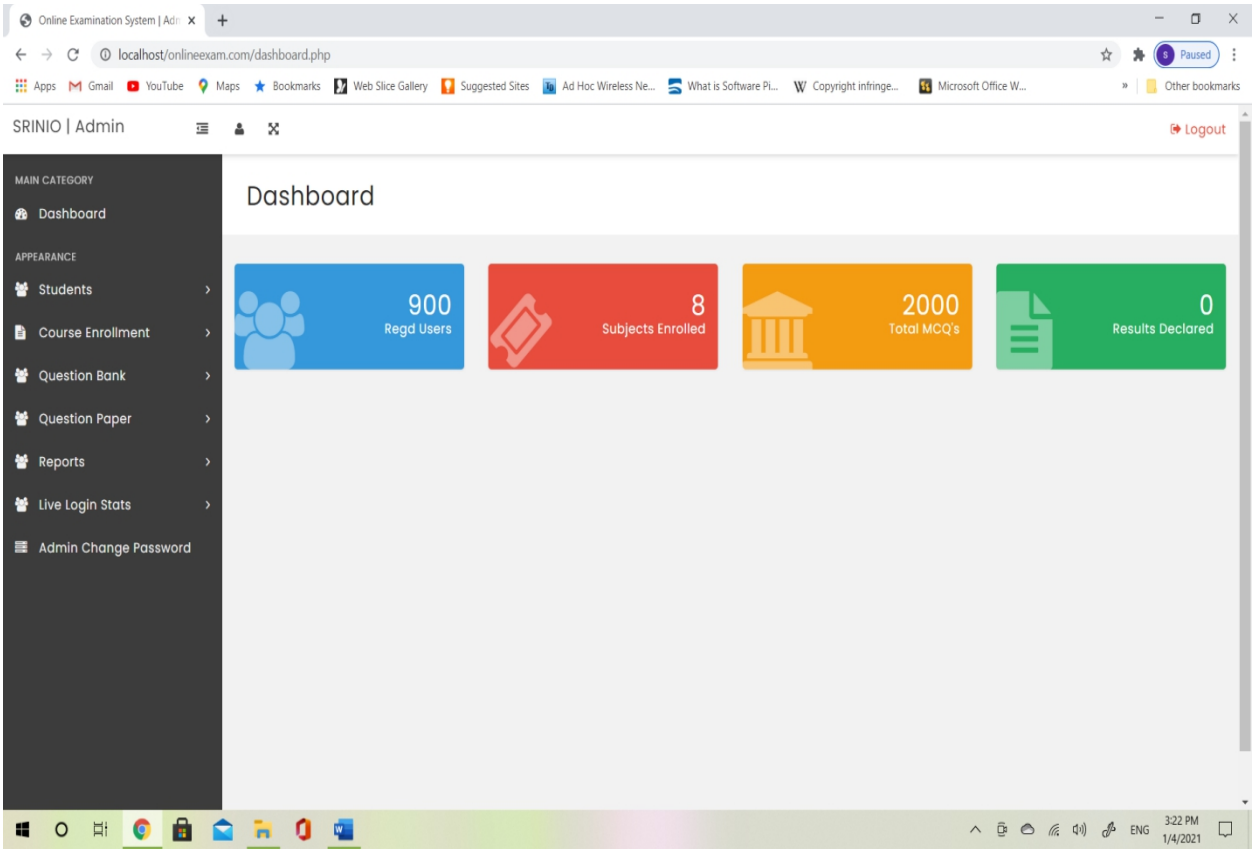
Online Quiz System:



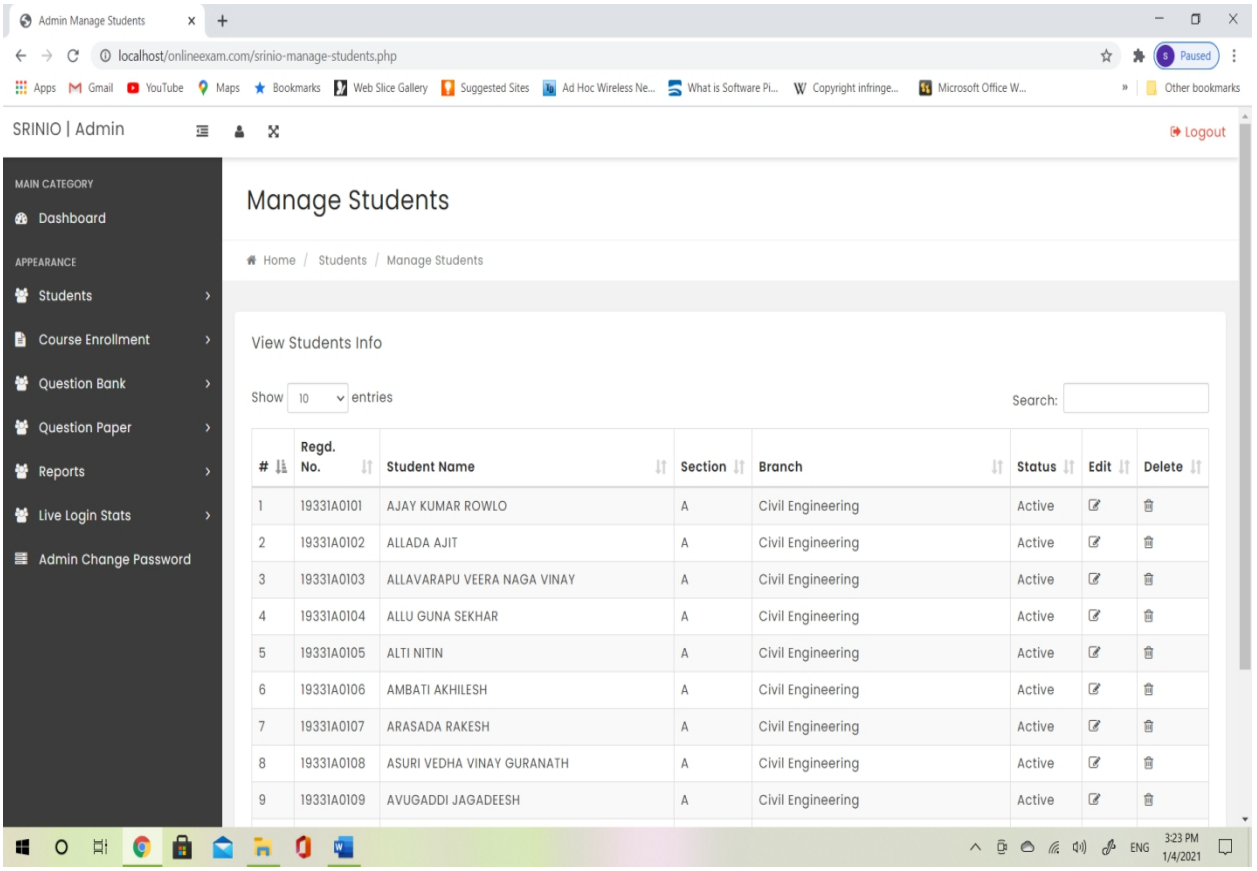
DEMO Student Account



Admin Account



Manage Student List



A1- Academic Regulations

EXAMINATION MANUAL

(A1 REGULATIONS)

MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING
(Autonomous)

(Approved by AICTE, New Delhi, and permanently affiliated to JNTUK, Kakinada)
Listed u/s 2(f) & 12(B) of UGC Act 1956.
Vijayaram Nagar Campus, Chintalavalasa,Vizianagaram-535005, Andhra Pradesh

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CHAPTER – 1

1.1. ABOUT THE INSTITUTION

Maharajah Alak Narayan Society of Arts and Science (MANSAS) is an Educational Trust founded by Dr. (late) P.V.G Raju, Raja Saheb of Vizianagaram in the hallowed memory of his father Maharajah Alak Narayan Gajapathi with a view to confound socio-academic inequalities in the Vizianagaram principality executing a trust deed on 12-11-1958 duly established Maharajah's College and other educational institutions in and around Vizianagaram. The Trust is a charitable one published under Section 6 a (1) of A.P Charitable and Hindu Religious Institutions and Endowment Act 30 of 1987.

The object of the Trust is to manage the properties of educational institutions under it and to promote and advance the cause of education in general, besides awarding scholarships to deserving students enabling them to undergo special training in science and industries in and out of India. The Trust has made an uncompromising contribution to the nation by presenting the stalwarts like Sri V.V. Giri, former President of India, Prof. Swami Gnanananda, a renowned nuclear scientist, Major K. V. Krishna Rao and many more.

Trust offers KG to PG level education in Arts, Sciences, Law, Pharmacy, Humanities Education, Engineering and Management and presently houses 12 Educational Institutions. MVGR College of Engineering is one of the 12 institutes.

Maharaj Vijayaram Gajapathi Raj (MVGR) College of Engineering was established in the year 1997 by MaharajAlak Narayan Society for Arts and Sciences (MANSAS) to impart quality technical education in north coastal Andhra Pradesh. MVGR College of Engineering is located in lush green, serene and pollution free environment spread over 60 acres of land in Chintalavalasa village situated in the outskirts of Vizianagaram, a fort city in the north coastal region of Andhra Pradesh. MVGR College of Engineering

- Established in 1997
- Re-Accredited for all eligible UG Programs by NBA
- Re-accredited with 'A' grade by NAAC of UGC
- Permanently affiliated to J N Technological University-Kakinada, KAKINADA

MVGR College of Engineering is rated as one among the best self-financing colleges in the state of Andhra Pradesh as it sets up highest standards in all areas of curricular, co-curricular and extra-curricular activities and in students' placements. Based on industry and expert's feedback, the college is updating the curriculum from time to time. The college offers many value added add-on courses students and conducts training programs to meet the industries' requirements.

1.2. EXAMINATION MANUAL – A VISION DOCUMENT

The role of higher education in nation building and facing the challenges of globalization is being discussed world over. As far as the developed nations are concerned, they have a well-developed system of higher education, capable of taking care of the twin problem of quantities and qualities of higher education. This vision of imparting higher education for our youth, if not implemented with a missionary seal we may not succeed in our endeavor of transforming our country to a developed economy.

It is under this global and national context that M V G R tries to gear up the process of Learning, Teaching and Assessing strictly adhering to the four pillars of learning as designed by UNESCO Paris Convention (1998 as one motto—Learning to Know, Learning to Do, Learning to Live Together, and Learning to Be). MVGR is committed for quantitative and qualitative growth of higher education built around the principle of equity and social justice. It is also committed to maintain its identity and keep up the cultural values and at the same time efforts are on to lift it to the status of a **University with Potential for Excellence.**

Based on extent of providing quality education and research output among the engineering colleges in the country in the area of Engineering, Science and Technology, MVGR is quick in its vision and Mission to attain the best among the many in next couple of years. The above mentioned can be achieved only by enhancing the quality of Learning, Teaching, Assessing and Research.

Learning, Teaching and Assessing are integral parts of the process imparting education and they are to be interwoven and failure in any segment will be reflected in other segments too. If one attempts to improve the system, it is to be attempted in its totality. A reform here and a reform there will not serve the purpose. There is no substitute for a holistic approach to educational reforms, if the desired results are to be made.

It is in this context that our system of teaching, learning, assessing is to be redesigned to meet the challenges of the changing times. Our old system of teaching, learning and assessing based on role memorization and other related objectivities still dominate over cognitively more complex objectives like creativity. The need of the hour is to produce an academic community with more creativity and that is the only way to convert our economy to a knowledge based economy.

Need for paradigm shift in Teaching, Learning and Assessing: An outstanding education system empowers adults to be lifelong learners and problem solvers and imparts values that support good citizenship. However, most of the Universities in India design their pedagogy around an examination system which tests more the rote memory than the ability of students to apply, analyze, evaluate and create knowledge. Three major steps can be taken up to enhance the effectiveness of the education system:

a. Teachers training

In the context of the proliferation of professional colleges in the self-financing sector, acute shortage of faculty is felt which in turn affect the quality of teaching, learning and assessing. These fresh graduates do not receive any formal training before facing the students. Consequently, they are not aware of even the fundamentals of pedagogy and depend on the obsolete examination system to prove their worth. They set question papers without having the objectives in mind. The differentiating human factors in cognitive, affective, and psychomotor skills of the students are ignored, and they venture out to test them in areas where they were tested as students—memory and ability to work out standard problems with no relevance to reality. In this process objectives of the examination are forgotten.

b. Need for making the pedagogy student centered

Any education system should have a feedback process inbuilt for asserting that it is student, centered. Instructional methods should not be confined to lecturing, but learning by doing and learning by insight should be encouraged. Again, the teachers should be given professional training to ensure that they are exposed to various innovative methods of teaching, other than the autocratic style such as—lecture, demonstration, tutorial style, project strategies, review, group discussion, discovery etc.

c. Exposure to Industry

This aspect of the education system is neglected so much that students coming out of engineering colleges are semi-finished products—they are overloaded with theories, but do not possess the ability to deliver to the industry. Projects and industry exposure are extremely important in this aspect. The projects generated by the student community are often unimaginative and repetitive, having no creative content. Again the remedy lies in teachers getting training in industries of their specialization, say at least one week in three years. The students should have minimum hours of industry visit. Guest faculty from industry should interact with the students periodically.

M V G R is committed to incorporate the above value additions for our Academic Programs. It will serve the nation by moulding students as nation builders, Also we will continue to churn out engineers graduates in large numbers, who will consume the scarce resources of the society, without giving back anything, and continue to be educated.

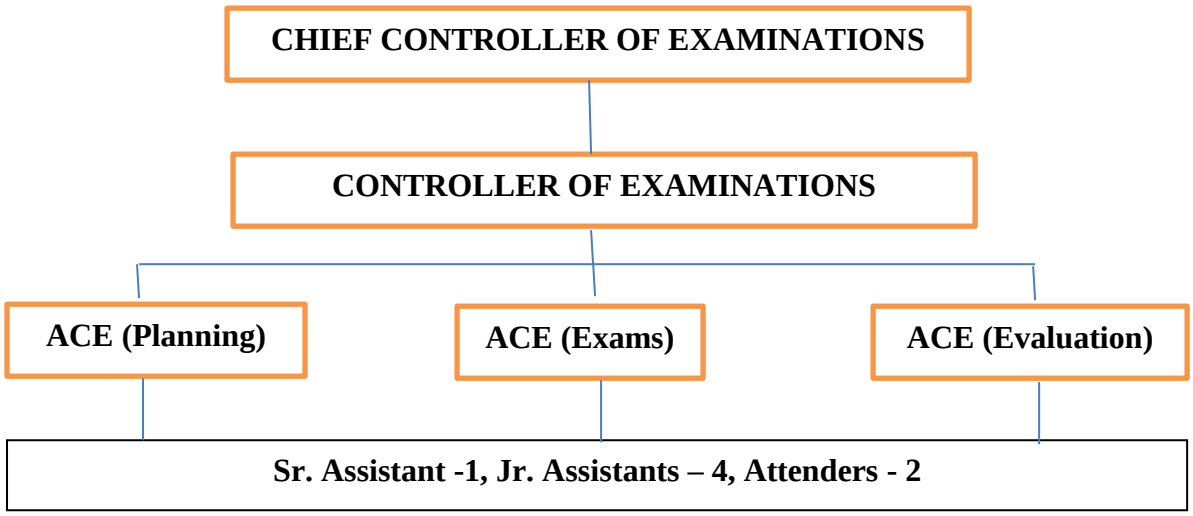
M V G R proudly presents the Examination Manual which is not a set of rules and regulations to be followed by the examination wing. It is more a vision document prepared and presented by a distinguished team of academics and administrative teams. The experiences gathered over a period of more than 15

years in M V G R were instrumental in preparing this document. The necessity for a written document for the conduct of examination was appreciated in the Committee and hence an Examination Manual Committee was appointed. The committee had several levels of discussions with Academics, Head of the Departments, Teaching staff etc. The contributions from the part of the employees in the Examination cell are very specially appreciated. The committee owes a lot to Deans, Heads of the departments, faculty and staff of Examination cell for their contributions and hard work put in. Finally I thank each and every one concerned in bringing out this vision related Examination Manual and proudly present it before the academic community.

Principal

1.3. ORGANIZATIONAL STRUCTURE OF EXAMINATION SECTION:

The Examination section is a confidential section responsible for the conduct of Internal and External Examinations, Evaluation, publication of results, maintenance of student data. The examinations are conducted strictly adhering to academic calendar of the institution. The organization structure of examination section is as follows.



1.4. BEES EXAMINATION TOOL

The examination process is one of the key areas for any educational institution or university. Examinations section prepares, schedules strictly adhering to academic calendar of the institution. All the tasks related to the examination section have been integrated with IT tools using Bees Examination Software, which is exhaustive and completely automated in carrying out end to end tasks. Pre examination module consists 1) Master setup 2) Transactions 3) Reports. Master setup feature include set up of courses, student data base management, registrations, exams setup, grade setup etc. Transaction feature include attendance, exam fee collection, exam OMR codes, seating plan etc. Reports feature includes examination forms, fee details, Hall ticket printing, OMR printing etc. Post Examination Module consists of Scanning and import of OMR Scanned marks, Marks verification, Results processing, confirmation and declaration of results, Reports of result analysis and Printing of grades Memos with security features like QR code etc. Utilities feature includes data backup from time to time.

1.5. INFRASTRUCTURE:

1	Examination Software	1
2	Xerox machines	3 B/W
		2 Colour
3	Desk top computers including Clients	10
4	Laptops	1
5	Stitching machine	2
6	Scanner	1
7	Bar code reader	2
8	Printers	6
9	Phones	3
10	UPS (02 KVA)	1
11	UPS (06 KVA)	1
12	AC's	2

CHAPTER – 2

2.1. ACADEMIC REGULATIONS FOR B.TECH. PROGRAM

Applicable to the students admitted from the Academic year 2015-2016 onwards.

2.1.1. Course Pattern:

B.Tech. : The program is 8 Semesters over 4 academic years.

B.Tech. : (Lateral Entry): The program is 6 Semesters over 3 academic years.

2.1.2 Award of Degree:

A student will be declared eligible for the award of degree on fulfilling the following academic regulations.

a) Shall complete program course work within 8 years (6 years in case of lateral entry admission) from the year of admission else shall forfeit admission.

b) Shall register for 180 credits (138 in case of lateral entry admission)and secure all.

c) Shall also register and successfully complete audit programs (Non-credit) offered by the Program Department.

d) On completing one year of class work may, opt for a break of 1 year which shall be deemed as GAP year, as recommended by APSCHE, for undertaking successful entrepreneurial ventures.

2.1.3. Distribution and Weightage of Marks:

B.Tech:

a) Theory courses are assessed for 100 marks with a split of 40 marks for internal assessment and 60 marks for semester end external examination.

- Two internal assessments tests (90 min each), for each theory course are conducted over the period of the semester, one in the middle and the other at the end and the performances are averaged for 30 marks.
- Internal assessment test shall have 3 questions each for 10 marks, all questions to be answered.
- Shall also be assessed for two assignments/surprise test/quiz or a combination each for 5 marks and for a total of 10 marks.
- External examination is for 60 marks (180 min). Question paper contains 7 questions at least 1 question from each unit. Each question carries 12 marks. A student is expected to answer any 5 questions.

b) **Laboratory/Practice:**

Laboratory/Practice courses are assessed for 100 marks with a split of 40 marks for internal assessment and 60 marks for semester end external examination.

- Continuous assessment for 20 marks for each experimental session finally averaged to 20 marks.
- Internal assessment test (180 min) conducted at the end of the semester shall be assessed for another 20 marks where a student is expected to perform at least one laboratory test/experiment. Appropriate weightage shall be given to the performance in viva-voce.
- External examination is for 60 marks (180 min) - conducted and assessed by an external and internal examiners.
- Both internal and external examination shall include assessment of the student on

  a) Knowledge of principles/concepts involved
  b) Experimental design
  c) Result interpretation and analysis
  d) Experimental report

c) **Drawing/Design/Estimation:**

These courses are assessed for 100 marks with a split of 40 marks for internal assessment and 60 marks for semester end external examination.

- Continuous assessment is for 20 marks for each session / unit finally averaged to 20 marks.
- Two internal assessment tests are conducted during the semester and assessed for the remaining 20 marks by taking the average.

d) **Project Evaluation**:

- A student shall take a project during the eighth semester.
- Project is evaluated for 200 marks.
- A student shall report to the guide/external supervisor and work under his supervision at least 10 hours per week.
- Also, a student shall engage a minimum of 10 hours per week in the directed study/learning a modern tool/self-learning (referencing etc.,)/periodic report writing/conduct of experiments/tests/fabrication together.
- Evaluation shall comprise of internal and external assessment.
  Internal: 80

  External: 120

- A project committee comprising of HOD, department Academic Coordinator, R&D member of the department, one senior faculty and guide shall review the progress once in four weeks.
- Vice-Principal (Academic) / one of the ADMIN team members shall be an invitee for the review.
- Internal evaluation shall be done by HOD, department Academic Coordinator, R&D member of the department, one senior faculty and guide for 80 marks.
- External evaluation shall be done by HOD, Guide/Internal Examiner and External Examiner for 120 marks.
- Assessment shall be on:
    a) Problem definition
    b) Literature review
    c) Review on fundamental knowledge involved
    d) Inter disciplinary aspect
    e) Experimental/metHODology design
    f) Result analysis and interpretations
    g) Report writing
    h) Team work
    i) Presentation
    j) Viva-voce

2.1.4. Attendance Regulations:

I. A student shall be eligible to appear for end semester examinations, if a minimum of 75% of attendance in aggregate of all the subjects (Theory & Lab.) for the semester is secured.
II. A Student shall be promoted to the next semester on fulfillment of a minimum of 75% attendance in the current semester.
III. A student detained may seek re- admission for that semester when offered.

IV. To appear for end laboratory examination a candidate shall put up a minimum of 75% attendance for regular lab sessions and should have completed all the laboratory experiments/tests along with submission of record complete in all respects.

2.1.5. Minimum Academic Requirements:

i. A student is deemed to have satisfied the minimum academic requirements if he

has earned the credits allotted and secures at least 24 marks out of 60 marks at semester end examination and overall 40 marks out of 100 marks both internal and semester end examinations put together.

ii. A student shall be promoted from IV semester to V semester if he fulfills the academic requirement of 50% of credits up to IV semester from the following examinations irrespective of whether the candidate takes the examination or not.
   a) Two regular and Two supplementary examinations of I semester
   b) Two regular and One supplementary examinations of II semester
   c) One regular examination and One supplementary examination of III semester
   d) One regular examination of IV semester.

iii. A student shall be promoted from VI semester to VII semester subject to fulfillment of the academic requirement of 50% of credits up to VI semester from the following examinations irrespective of whether the candidate takes the examination or not.
   a) Three regular and Three supplementary examinations of I semester
   b) Three regular and Two supplementary examinations of II semester
   c) Two regular and Two supplementary examinations of III semester
   d) Two regular and One supplementary examinations of IV semester
   e) One regular and One supplementary examination of V semester
   f) One regular examination of VI semester.

B.Tech. (Lateral Entry):

i) A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted and secures at least 24 marks out of 60 marks at semester end examination and overall 40 marks out of 100 marks both internal and semester end examinations put together.

ii) A student shall be promoted from VI semester to VII semester if he fulfills the academic requirement of 50% of credits up to VI semester from the following examinations irrespective of whether the candidate takes the examination or not.
   a) Two regular and Two supplementary examinations of III semester
   b) Two regular and one supplementary examinations of IV semester
   c) One regular and One supplementary examinations of V semester
   d) One regular examination of VI semester.

2.1.6. Grading System:

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

Semester Grade Point Average (SGPA) is calculated on the basis of grade points obtained in all courses, except audit courses and courses in which satisfactory or course continuation has been awarded.

The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

SGPA (Si) = Σ(Ci x Gi) / ΣCi

Where Ci is the number of credits of the ith course and Gi is the grade point scored by the student in the ith course.

The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

CGPA = Σ(Ci x Si) / Σ Ci

Where Si is the SGPA of the i^{th} semester and Ci is the total number of credits in that semester.

The UGC recommends a 10-point grading system with the following letter grades as given below:

O	(Outstanding)	10
A+	(Excellent)	9
A	(Very Good)	8
B+	(Good)	7
B	(Above Average)	6
C	(Average)	5
P	(Pass)	4
F	(Fail)	0
Ab	(Absent)	0

- A student with Grade F is required to reappear for the examination.

Illustration for Computation of SGPA

Course	Credit	Grade Letter	Grade point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10= 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			**139**

Thus, **SGPA** =139/20 = 6.95

Illustration for Computation of CGPA

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit : 20	Credit : 22	Credit : 25	Credit : 26	Credit : 26	Credit : 25
SGPA : 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA: 8.0

Semester 7	Semester 8
Credits : 23	Credits : 13
SGPA : 8.2	SGPA : 8.5

Thus, **CGPA**=$\frac{20x6.9+22x7.8+25x5.6+26x6.0+26x6.3+25x8.0+23x8.2+13x8.5}{180}$=**7.05**

2.1.7. Eligibility for Award of Degree:

A student shall be eligible for award of the degree if he/she fulfills the following conditions:

1) Successfully completes all the courses prescribed for the Program.
2) CGPA greater than or equal to 4.0(Minimum requirement for Pass),
3) Should have cleared all dues.
4) Complied with all the rules and regulations during the period of study governing satisfactory conduct.

2.1.8. Award of Class:

Candidates who are eligible for the award of B.Tech. Degree shall be placed in one of the following Classes based on CGPA.

Class	CGPA
Distinction	≥ 7.5
First Class	≥ 6.5
Second Class	≥ 5.5
Pass class	≥ 4.0

2.1.9. Supplementary Examinations:

Supplementary examinations shall be conducted in addition to regular examinations for every semester.

2.1.10. Withholding of Results: The result of the student will be withheld

- If any case of pending of disciplinary action against him,
- Involving in any sort of malpractices etc.

2.2. ACADEMIC REGULATIONS FOR M.TECH. PROGRAMMES

Applicable to the students admitted from the Academic year 2015-2016 onwards.

2.2.1. Course Pattern:

- The program is for 2 academic years with 4 semesters.

2.2.2. Award of Degree:

A student will be declared eligible for the award of degree if he/she fulfills the following academic regulations.

a) A student shall be declared eligible for the award of the degree, if he/she pursues a course of study for not less than Two academic years and not more than Four academic years.

b) The student shall register for 80 credits and secure all 80 credits.

c) Students who fail to complete their Two Years Course of study within Four years shall forfeit their seat and their admission shall stand cancelled.

2.2.3. Distribution and Weightage of Marks:

a) All Theory courses are assessed for 100 marks with a split of 40 marks for internal assessment and 60 marks for semester end external examination.

- Two internal assessments tests (90 min each), for each theory course are conducted over the period of the semester, one in the middle and the other at the end and the performances are averaged for 30 marks.
- An internal assessment test shall have 3 questions each for 10 marks, all questions to be answered.
- A student shall be assessed for two assignments/seminars or a combination each for 5 marks and for a total of 10 marks.
- External examination is for 60 marks (180 min). Question paper contains 7 questions at least 1 question from each unit. Each question carries 12 marks. A student is expected to answer any 5 questions.

b) **Laboratory/Practice:**

All Laboratory/Practice courses are assessed for 100 marks with a split of 40 marks for internal assessment and 60 marks for semester end external examination.

- Continuous assessment for 20 marks for each experimental session finally averaged to 20 marks.
- An internal assessment test conducted at the end of the semester shall be assessed for another 20 marks where a student is expected to perform at least one laboratory test/experiment over duration of 3 hours or project based assessment.

- External examination is for 60 marks (180 min) conducted and assessed by an external and internal examiners.
- Both internal and external examination shall include assessment of the student on

  a) Knowledge of principles/concepts involved
  b) Experimental design
  c) Result interpretation and analysis
  d) Experimental report

c) Drawing/Design/Estimation:

These courses are assessed for 100 marks with a split of 40 marks for internal assessment and 60 marks for semester end external examination.

- Continuous assessment for 20 marks for each unit finally averaged to 20 marks.
- Two internal assessment tests are conducted during the semester which shall be assessed for another 20 marks by taking the average.

d) Project Evaluation:

Duration is TWO semesters -40 weeks are mandatory to submit.

- PRC includes HOD and two other senior faculties, one being the guide.
- To register for project work, a student shall complete all the course work requirements of I and II semesters.
- The progress of the work shall be periodically reviewed by PRC.
- The PRC shall authorise /approve change of guide/topic/title as deemed fit.
- A student shall submit Status Report in line with the recommended project calendar as approved by PRC.
- Student has to submit draft copy of thesis/dissertation to PRC, and also shall make an oral presentation. He/she shall publish the work in journal or international conference of repute and relevance.
- A student shall make 5 copies of PRC approved draft copy of the work and submit.
- Candidates who have successfully passed all the I and II semester courses shall be eligible for submitting the thesis.
- The thesis shall be adjudicated by the internal and external examiners in the presence of Head of the department.
- Student shall be examined for his contributions, knowledge along with the quality of the work through presentations and Viva-voce.
- The assessment of work shall be done on the following lines:

- Directed study/self study (Pre-requisite) shall be evaluated internally for 50 marks by PRC at the end of III semester

- Research MetHODology shall be evaluated internally for 50 marks by PRC at the end of III semester
- Comprehensive Viva-Voce shall be evaluated internally for 50 marks by PRC in the III semester
- Seminar shall be evaluated internally for 50 marks by PRC in the III semester
- Project phase I which includes Problem definition, Literature survey, tool specific knowledge shall be evaluated internally for 100 marks by PRC at the end of III semester
- Project phase II shall be evaluated for 300 marks at the end of IV semester. Out of 300 marks, 150 marks shall be evaluated internally by PRC and remaining 150 marks shall be evaluated externally by the internal and external examiner.
- The evaluation of Project phase II shall be made on the following aspects.

  i) Experimental/methodology design
  ii) Result analysis and interpretations
  iii) Report writing
  iv) Presentation
  v) Viva-voce

2.2.4. Attendance Regulations:

I. A student shall be eligible to appear for end semester examinations, if he or she acquires a minimum of 75% of attendance in aggregate of all the subjects (Theory & Lab.) for the semester.
II. A Student shall not be promoted to the next semester unless he/she fulfills the attendance requirement of the current semester.
III. A student may seek re- admission for that semester when offered a least one week ahead of the commencement of class work.
IV. To appear for end laboratory examination a candidate shall put up a minimum of 75% attendance for regular lab sessions and should have completed all the laboratory experiments/tests along with submission of record complete in all respects.

2.2.5. Minimum Academic Requirements:

A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted and secures at least 24 marks out of 60 marks at semester end examination and overall 50 marks out of 100 marks put together both internal and semester end examinations.

2.2.6. About Grading System:

Performance of a student is evaluated in terms of earned credit weighed marking system Earned credits are defined as the sum of course credits in which grade points above a certain cut off have been obtained for declaring student pass in that course

• Points earned in a semester:

Σ (course credits earned x Grade points)

Semester Grade Point Average (SGPA) for the current semester which is calculated on the basis of grade points obtained in all courses, except audit courses and courses in which satisfactory or course continuation has been awarded,

SGPA= Σ(course credits earned x Grade points) /
Σ(Total course credits in the semester.

Cumulative Grade Point Average (CGPA) is calculated on the basis of all pass grades obtained in all courses, except audit courses, obtained in all completed semesters

CGPA= Σ (course credits earned x Grade points) over all semesters /
Σ (Total course credits in all the semesters.

The UGC recommends a 10-point grading system with the following letter grades as given below:

O	(Outstanding)	10
A+	(Excellent)	9
A	(Very Good)	8
B+	(Good)	7
B	(Above Average)	6
C	(Average)	5
P	(Pass)	4
F	(Fail)	0
Ab	(Absent)	0

- iii. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30

Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			**139**

Thus, **SGPA** =139/20 = 6.95

Illustration for CGPA

Semester 1	**Semester 2**	**Semester 3**	**Semester 4**
Credit: 20	Credit: 22	Credit: 25	Credit: 26
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0

Thus, **CGPA** = $\frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0}{80}$ = **7.57**

2.2.7. Eligibility for Award of Degree:

A student shall be eligible for award of the degree if he/she fulfills the following conditions:

1) Success fully completes all the courses prescribed for the Program.
2) CGPA greater than or equal to 5.5(Minimum requirement for Pass),
3) Should have cleared all dues.
4) Complied with all the rules and regulations during the period of study governing satisfactory conduct.

2.2.8. Award of Class:

The candidates who are eligible for the award of M.Tech./MBA Degree shall be placed in one of the following Classes based on CGPA.

Class	CGPA
Distinction	≥ 7.5
First Class	≥ 6.5
Pass Class	≥ 5.5

2.2.9. Supplementary Examinations:

Supplementary examinations shall be conducted along with regular examinations for every semester.

2.2.10. Withholding of Results: The result of the student will be withheld

- If the student has not paid the dues, if any, to the institution
- If any case of pending of disciplinary action against him,
- Involving in any sort of malpractices etc.

2.3. ACADEMIC REGULATIONS FOR MBA PROGRAM

Applicable to the students admitted from the Academic year 2015-16 onwards.

2.3.1. Course Pattern:

The program is for 2 academic years with 4 semesters.

2.3.2. Award of Degree:

A student will be declared eligible for the award of degree if he/she fulfills the following academic regulations.

a) A student shall be declared eligible for the award of the degree, if he/she pursues a course of study for not less than Two academic years and not more than Four academic years.

b) The student shall register for 80 credits and secure all 80 credits.

c) Students who fail to complete their Two Years Course of study within Four years shall forfeit their seat and their admission shall stand cancelled.

2.3.3. Distribution and Weightage of Marks:

a) All Theory courses are assessed for 100 marks with a split of 40 marks for internal assessment and 60 marks for semester end external examination.

- Two internal assessments tests (120 min each), for each theory course are conducted over the period of the semester, one in the middle and the other at the end and the performances are averaged for 20 marks.
- An internal assessment test shall have 4 questions each for 5 marks, all questions to be answered.
- 20 marks is allotted for Mini Report (10marks for preparation of Report and 10 marks for presentation in the class room) in the respective subject.
- External examination is for 60 marks (180 min). Question paper contains 7 questions at least 1 question from each unit. Each question carries 12 marks. A student is expected to answer any 5 questions.

b) **Laboratory/Practice:**

All Laboratory/Practice courses are internally assessed for 50 marks.
The assessment shall be done on the following aspects.

a) Knowledge of principles/concepts involved
b) Experimental design
c) Result interpretation and analysis
d) Experimental report

c) **Project Evaluation**:

- A student shall take a project at the end of II semester.
- A Project Review Committee (PRC) is constituted at the end of the second semester.
- PRC includes HOD and two other senior faculties, one being the guide.
- To register for project work, a student shall complete all the course work requirements of I and II semesters.
- The progress of the work shall be periodically reviewed by PRC.
- The PRC shall authorise /approve change of guide/topic/title as deemed fit.
- A student shall submit Status Report in line with the recommended project calendar as approved by PRC.
- Project is evaluated for 200 marks at the end of IV semester.
- A student shall report to the guide/external supervisor and work under his supervision at least 30 hours per week for 6 weeks at the end of second semester.
- Also, a student shall engage a minimum of 2 hours per week in III and IV semester in consolidating the data, report writing, results & analysis, conclusions etc. Evaluation shall comprise of internal and external assessment.

  Internal: 80

  External: 120

- A project committee comprising of HOD, department Academic Coordinator, R&D member of the department, One senior faculty and guide shall review the progress once in four weeks.
- Internal evaluation shall be done by HOD, department Academic Coordinator, R&D member of the department, One senior faculty and guide for 80 marks.
- External evaluation shall be done by HOD, Guide/Internal Examiner and External Examiner for 120 marks.
- Assessment shall be on:

  a. Problem definition
  b. Literature review
  c. Review on fundamental knowledge involved
  d. Inter disciplinary aspect
  e. Experimental/metHODology design
  f. Result analysis and interpretations
  g. Report writing
  h. Presentation
  i. Viva-voce

d. **Comprehensive Viva-Voce:**

Comprehensive Viva-Voce shall be evaluated for 50 marks by PRC in the II semester.

2.3.4. Attendance Regulations:

I. A student shall be eligible to appear for end semester examinations, if he or she acquires a minimum of 75% of attendance in aggregate of all the subjects (Theory & Lab.) for the semester.
II. A Student shall not be promoted to the next semester unless he/she fulfills the attendance requirement of the current semester.
III. A student may seek re- admission for that semester when offered a least one week ahead of the commencement of class work.
IV. To appear for end laboratory examination a candidate shall put up a minimum of 75% attendance for regular lab sessions and should have completed all the laboratory experiments/tests along with submission of record complete in all respects.

2.3.5. Minimum Academic Requirements:

A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted and secures at least 24 marks out of 60 marks at semester end examination and overall 50 marks out of 100 marks put together both internal and semester end examinations.

2.3.6. About Grading System:

Performance of a student is evaluated in terms of earned credit weighed marking system Earned credits are defined as the sum of course credits in which grade points above a certain cut off have been obtained for declaring student pass in that course Points earned in a semester:

Σ (course credits earned x Grade points)

Semester Grade Point Average (SGPA) for the current semester which is calculated on the basis of grade points obtained in all courses, except audit courses and courses in which satisfactory or course continuation has been awarded,

SGPA= Σ(course credits earned x Grade points) /
Σ(Total course credits in the semester.

Cumulative Grade Point Average (CGPA) is calculated on the basis of all pass grades obtained in all courses, except audit courses, obtained in all completed semesters

CGPA= Σ(course credits earned x Grade points) over all semesters /
Σ(Total course credits in all the semesters.

The UGC recommends a 10-point grading system with the following letter grades as given below:

O	(Outstanding)	10
A+	(Excellent)	9
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B	(Above Average)	6
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P	(Pass)	4
F	(Fail)	0
Ab	(Absent)	0

- iii. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

Illustration of Computation of SGPA and CGPA and Format for Transcripts
Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade point	Credit Point (Credit x Grade)
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Course 4	3	O	10	3 X 10= 30
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Course 6	4	B	6	4 X 6 = 24
	20			**139**

Thus, **SGPA** =139/20 = 6.95

Illustration for CGPA

Semester 1	**Semester 2**	**Semester 3**	**Semester 4**
Credit : 20	Credit : 22	Credit : 25	Credit : 26
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0

Thus, **CGPA** = 20 x 6.9 + 22 x 7.8 + 25 x 5.6 + 26 x 6.0
_____ = **7.57**
80

2.3.7. Eligibility for Award of Degree:

A student shall be eligible for award of the degree if he/she fulfills the following conditions:

1) Success fully completes all the courses prescribed for the Program.
2) CGPA greater than or equal to 5.5(Minimum requirement for Pass),
3) Should have cleared all dues.
4) Complied with all the rules and regulations during the period of study governing satisfactory conduct.

2.3.8. Award of Class:

The candidates who are eligible for the award of M.Tech./MBA Degree shall be placed in one of the following Classes based on CGPA.

Class	CGPA
Distinction	≥ 7.5
First Class	≥ 6.5
Pass Class	≥ 5.5

2.3.9. Supplementary Examinations:

Supplementary examinations shall be conducted along with regular examinations for every semester.

2.3.10. Withholding of Results: The result of the student will be withheld

- If the student has not paid the dues, if any, to the institution
- If any case of pending disciplinary action against him,
- Involving in any sort of malpractices etc.

CHAPTER – 3

3.1. PRE-EXAMINATION PROCESSES:

3.1.1. Mid- Examinations

a. Examination Section shall prepare the schedule of Mid-Examinations as per academic calendar.
b. HOD's of the concerned Departments ensure circulation of Schedule of Mid-examinations to all the faculty concerned and arrange for reading out in the class rooms and display in the departmental notice boards.
c. Two mid examinations (max marks 30) for each theory course and two assignments/surprise tests/quiz / or a combination of each 5 marks are conducted as per academic regulations (A1).
d. The departmental examination in-charge gives the estimation of answer scripts to the Examination Cell sufficient to conduct each Mid Exam and internal lab exam in all the subjects two weeks before the commencement of Mid Exams.
e. Subject teachers prepare mid question papers in their subjects as per the guidelines given in the Academic Regulations , take print out of the required number of copies and hand over them in a sealed cover to the concerned department examination in charges one week before the schedule of the Mid Exam in that subject.
f. The department examination in-charges cell prepares the duty chart of invigilators
g. On the day of the examination HOD will open sealed cover in the presence examination in charge and invigilators and record the same in certificate of opening the packet containing question papers that is signed by in charge, invigilators and HOD.
h. The department examination in-charges arrange for distribution of question paper to the examination halls.
i. The invigilators collect the answer scripts hall-wise, question papers and other examination material 10 minutes before the scheduled time of Mid Exam.
j. The invigilators distribute the question paper to the candidates 5 minutes before commencement of the examination. The duration of examination is 90 min.
k. The invigilators collect the answer scripts and submit the same and unused answer scripts to department in charges.
l. The answer scripts collected from the invigilators are handed over to the subject teachers by taking acknowledgement.
m. The subject teacher 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.
n. The award list signed by the subject teacher concerned is handed over to the department examination in-charge. He/she in turn shall prepare a consolidated marks statement with the support of junior assistance. A soft copy as well as a hard copy of consolidated marks statement signed by HOD shall be submitted to

the examination section within seven days from the date of completion of mid examinations.

o. The valued answer scripts are handed over to the department examination in-charge who in turn shall preserve and maintain in the department for subsequent verification.

p. At end of the course mid - II examinations and internal lab examinations are conducted and the concerned teachers after valuation hand over the mid - II marks, assignment marks and internal lab marks along with continuous assessment marks to the concerned department in charge who in turn submit to the central examination section signed by HOD.

3.1.2. Preparation of final internal marks statement and Verification

a. The Examination Section prepares the final internal marks statements as per academic regulations, using examination tool, after receiving two mid examination marks, assignment marks, internal lab marks and continuous lab assessment marks from the departments. The same will be sent to the HODs concerned for verification by subject teachers.

b. The representations from the students with regard to discrepancies in the final internal marks must be sorted by the subject teachers in next two days and necessary corrections are made in the final marks statement and send the same to the examination section.

3.1.3. Question Bank Preparation and Generation of Question Paper:

a. Question Banks are prepared for all the courses offered in UG & PG programs of A1 regulation by involving subject experts from Universities, Autonomous institutions & MVGR.

b. The question banks are prepared keeping in view of covering the entire syllabus, mapping to the CO's and following Bloom Taxonomy level.

c. All the question banks are thoroughly vetted by BOS chairman of the respective programs. These question banks are in encrypted form.

d. A unique question paper is randomly generated using software tool, one hour before the commencement of examination, in the presence of Controller of Examination, Chief Superintendent and Observer.

3.1.4. Question Paper pattern:

a. Semester end examinations question paper of B.Tech and M.Tech consists of seven questions covering all the units of which the student shall answer any five questions. All questions carry equal marks of 12 each. The duration is 180 min with max marks 60.

b. For B. Tech, the question papers for subjects like Drawing/Design/Estimation, separate question paper pattern is followed specially as recommended by the Chairman, BoS.
c. Semester End Examination of MBA shall be conducted for a duration of 180 min with max marks of 60 and question paper consists of seven questions. The student is required to answer any 4 of the first 6 questions and question no. 7 is compulsory (case study). All questions carry equal marks of 12 each.

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3.1.5. Registration of the students

The semester attendance is finalized by the concerned HOD as per the academic regulations.

a. The student who has prescribed percentage of attendance (≥ 75%) are eligible to write the exam. The student who fall shortage of attendance (below 60%) are not eligible to take their end examination of that semester. The student having attendance with ≥ 60 and < 75 % are eligible to write the exam on medical grounds, has to apply to the Head of the department concerned for Condonation along with medical certificate and the prescribed fee.
b. On the recommendation of the Head of the department, the Principal forward the condonation of the attendance and such list is sent two weeks in advance before the issue of Hall Tickets. The list of the Detained candidates duly signed by the Principal is displayed on the notice board by the departments and a copy of the same is sent to the examination section.
c. The notification, calling for applications for registration to semester end examinations, shall be issued at least two weeks before the commencement of examinations. The notification is displayed on college website.
d. The students pay the examination fee on line through college portal and download receipt cum application. A print out of this signed by the students is to be submitted to the respective HOD's office who in turn submit to the examination section one week before the commencement of the examinations.
e. The Examination Section consolidates list of students paid, along with courses registered, for the examination and the same is sent to the controller of the examination.
f. Hall tickets are generated and downloaded from the examination software tool and The hard copies of original hall tickets are sent to the departments at least three days before the commencement of examinations. Departments will arrange to issue to the students at least two days before the examinations
g. In case any student loses his/her original hall-ticket, a copy of hall-ticket is issued on payment prescribed fee of Rs. 100, such hall tickets are stamped as "Duplicate".
h. Application forms received from the students for registration are preserved for future reference.

3.1.6. In House Preparation of OMR answer scripts:

a. The Examination Section after receiving the finalized list of registration, for semester end Examinations, generates OMR sheets for theory examinations, with student's variable data and their photo, and final lab examinations.
b. Stitching of OMR answer booklets, as per the list of candidates registered
c. Stitched answer booklets are packed and later used for conduct of examinations as per time table.

3.2. PROCESS DURING EXAMINATION:

3.2.1. 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 shall be responsible for the smooth conduct of the semester end examinations with the support of Chief Superintendent of Examinations, Assistant controller of examinations, Observers and office staff and faculty invigilators drawn from the various departments.
b. The chief controller of examinations appoints Chief Superintendent of Examinations, and Observer for the spell of examinations.
c. As per the schedule of examinations, the Controller of examinations generate question papers for the day from question bank one hour(taking into consideration the time required for validation, printing, and delivery of question paper to the invigilators in examination halls and distribution to students) before the commencement of the examinations in the presence of Chief Superintendent of Examinations and observer.
d. The question papers generated are sealed in a cover and are signed by the Chief Superintendent of Examinations and observer.
e. The Examination Section prints the required copies and arranges for distribution to the examination halls.
f. The Chief Superintendent, Observer along with ACE's visits all the examination halls and ensures that the examinations are conducted as per the code of conduct.
g. Malpractices, if any, identified by invigilator should bring in written to the notice of controller of examinations for proper action.
h. After the examination is completed, the invigilators hand over the answer scripts after detaching the first section of the answer booklets with personal details of the student.
i. The detached part is stored separately.
j. All the answer scripts are packet and handover to the Examinations Section for spot valuation

3.2.2. Conduct of Semester End Lab Examinations

a. Semester end lab examinations are conducted as per the academic calendar..
b. The lab examinations are conducted and assessed by the course coordinator (internal examiner) and an external examiner.
c. The controller of examinations requests reputed colleges through mail to depute faculty for lab examiner two weeks before the commencement of the lab exams.
d. As per the galley of the students appearing for the lab examinations, the required stationary (OMR, answer booklet and D-form) is to be obtained by the Department from Examination section.
e. The Examinations Section conduct meeting with department examinations in-charges and finalizes the time-table batch wise with respect to the equipment/infrastructure available in the department
f. After the examination, the internal examiner submits the marks awarded in OMR sheets and D form in sealed covers to the Examinations Section.
g. Examinations Section process the results.
h. Duly signed Remuneration bills are submitted along with the marks awarded in OMR sheets.

3.2.3. Conduct of Projects:

For B.Tech., Program the maximum marks for project is 200 of which 80 marks is for internal and 120 marks is for external. Internal project assessment is done by PRC as per academic regulation. The Examination Section request HOD's to provide panel of external examiners for project evaluation. The Chief Controller of Examinations appoints the external examiners from the panel received. The external project assessment is done by HOD, Guide along with the external examiner for 120 marks as per academic regulations.

For M.Tech., Program the maximum marks for project is 400. The project is carried out in Two pages. The maximum marks for phase I project work is 100 marks and assessment is carried out by PRC of the department at the end 3rd Semester. The maximum marks for Phase II project work is 300 of which 150 marks is for internal and is assessed by PRC of the department. The remaining 150 marks is for external and assessed by internal examiner and external examiner as per academic regulations at the end of 4th Semester. The external examiner is appointed by Chief Controller of Examinations for the panel submitted by concerned HOD's.

For MBA, Program the maximum marks for project is 200 of which 80 marks is for internal and 120 marks is for external. Internal project assessment is then by PRC as per academic regulation. The Examination Section request HOD's to provide panel of external examiners for project evaluation. The Chief Controller of Examinations appoints the external examiners from the panel received. The external project assessment is done by HOD, Guide along with the external examiner for 120 marks as per academic regulations

3.2.4. Conduct of Supplementary Theory and Lab Examinations:

Supplementary Theory and Lab Examinations are conducted as per academic regulations of B.Tech. in similar lines.

3.2.5. Regulations for malpractices during the conduct of examinations:

	Nature of Malpractices/Improper conduct	Punishment
1 (a)	If the candidate possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material 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)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language metHODs or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and

		forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all 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/candidate not on rolls, he will be handed over to the police and a case is registered against him.
4	If the candidate mishandles 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. Also if the answer script is mutilated / damaged disturbing the shape, of the script, answers, the bar code intentionally.	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. He shall be debarred from class work and all examinations and be allowed to reregistered for the next subsequent odd or even semester only. 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.	The same should be brought to the notice of CE who in turn in consultation with malpractice committee makes decision for 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. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic

		regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	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. The candidate is also debarred and forfeits the seat. 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 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.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special	Cancellation of the performance in that subject and all other

	scrutiny.	subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.

3.3. POST EXAMINATION PROCESS:

3.3.1. Coding and Packing:

The Examination Section arranges to check the answer scripts received with the D-forms and malpractice cases if any. After verification, the Examination Section prepares code serial for each course and branch to be printed on the answer books and bundle numbers and concerned mark statement. The answer books are Shuffled and pack bundles of size 40/20 for each course. The bundle number (code serial) is printed on the answer scripts in each bundle, marks award list and the bundle number is labeled on the bundle along with name of examination, subject code.

3.3.2. Spot valuation:

a) The institute adopts the system of Central evaluation of the answer scripts by appointing the external examiners/valuers from university, autonomous institutions. For B.Tech program the valuation (done by the external examiner) is single and is monitored by a chief examiner (Faculty of MVGR) of the concerned subject appointed by the chief controller of examinations. For PG courses double valuation is employed, one valuation is done by the faculty of MVGR and another valuation by other autonomous institutions /university faculty.

b) At least fifteen days before the commencement of spot valuation, the controller of examinations requests Board of Studies (BOS) to provide panel of experts of examiners for all the subjects listed in the examination timetable.

c) From this panel the chief controller of examination appoints the chief valuers for the subjects who in turn prepare and submit detailed scheme of valuation to the Examination Section. The controller of examinations requests the universities / reputed colleges to depute examiner for valuation of subjects.

d) Well in advance, the question papers, detailed key , award lists, Remuneration and TA &DA bills and other stationary required are arranged for the smooth conduct of spot valuation.

e) The spot coordinator and assistant coordinators are appointed by chief controller of examination who will take care of smooth conduct of spot valuation.

f) On the day of valuation, the question papers and detailed scheme of evaluation is given to the valuers along with answer books. The chief valuer of the concerned subject discusses the scheme with the examiner before he/she starts the valuation.

The chief examiner evaluates 10% of the scripts in the bundle to ensure that the examiner evaluates as per the scheme.

g) The Examiner can value a maximum of 80 answer scripts per day (i.e 40 scripts in each session)
h) The valuer 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.
i) In case of any correction, strike of previous figures by a line and write the new marks aside and attest with initial.
j) Valuer should enter the total marks in the boxes provided for.
k) Valuer should use ball point pen (Black) for writing alphabets & numerical numbers in boxes and circles.
l) The valued answer scripts along with marks sheets signed by the valuer are handed over to the Scrutinizer. If there is any discrepancy in any valued 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.
m) The scrutinizer will hand over the bundles to the chief valuer of the concerned subject who in turn submit same to the spot coordinators.

3.3.3. Duties of scrutinizer:

a. The work of the scrutinizer starts almost concurrent with the process of evaluation. He / She verify and ascertain that all the required information entered by the examiner on award list of marks is correct.
b. He / She 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 / She checks whether the marks are awarded for all answers and posted in the marks table on the OMR sheet of the answer book. The marks posted are checked for accuracy. Also, shall verify bubbling of total marks is made or not.
d. He/She 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. If there is any discrepancy in any valued answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.,) that should be reported to the valuer and required corrections to be made by the valuer with counter signature.
f. If there is no discrepancy, the Scrutinizer should sign on Part-II , detach it and arrange in coding order .

3.3.4. Results Processing and Publishing:

For B.Tech :

a. The Examination Section process and verify results and the results analysis generated is submitted to the controller of examinations.

b. Controller of examinations prepares minutes of meeting based on results analysis and present before the examination committee consisting of vice Principal, Dean-Strategic Planning, Dean-R&D, Controller of Examinations headed by the Chief Controller of Examinations. After receiving approval from the examination committee, the Controller of examinations will arrange for publishing of results through website of college.

c. Notification for revaluation is issued along with publishing of result by the controller of examinations.

For PG courses:

a) The marks obtained in the first and the second valuations are compared. If the variation in marks is more than 20% of the maximum external marks, then it will be sent to the third valuation. (Any deviations from above, as per the recommendations of examination committee, the entire subject shall be sent for third valuation.

b) 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 higher side.

c) The Examination Section process and verify results and the results analysis generated is submitted to the controller of examinations.

d) Controller of examinations prepares minutes of meeting based on results analysis and present before the examination committee consisting of vice principal, Dean-Strategic Planning, Dean-R&D, controller of examinations headed by the Principal. After receiving approval from the examination committee, the Controller of examinations will arrange for publishing of results through website of college.

3.3.5. Procedure Pertaining to Revaluation of B.Tech. Examination:

a. Revaluation of answer scripts is applicable for semester end theory examination only.

b. Notification for Revaluation will be notified by Examination Cell on the day of results declaration.

c. The Candidate has to apply for revaluation in prescribed application format as specified/notified.

d. The application for revaluation after the last date will not entertained.

e. Answer scripts pertaining to the RV applicants are picked up for corresponding HT Nos. by tallying with Bar code.

Note: There is no revaluation as per policy for all M.Tech and MBA Courses.

3.3.6. Revaluation:

a. Revaluation will be carried out by examiner other than the first examiner from the panel submitted by the BOS.
b. In Revaluation, For B.Tech courses, 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.
c. The Examination Section prepares a consolidated statement of application received for revaluation separately for each branch, subject wise with corresponding HT Nos. and the same should be submitted to CE.

3.3.7. Supplementary Theory Examinations:

a. Notification for Supplementary examinations will be issued after declaration of revaluation results at the end of odd and even semesters.
b. Supplementary examinations are conducted as per the schedule to the registered students. The results are declared as per the procedures mentioned above.

3.3.8. Tabulation and Declaration of Results:

As soon as the marks in two mid examinations and assignment marks are received from HOD's, The Examination Section arrange for course wise data entry of their marks in examination tool. The final marks are evaluated by the tool as per settings made according to the academic regulation. These marks are sent to departments for verification.

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

a) 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.
b) These personal details of the students are entered against the unique barcode on the answer sheet.
c) Following this, the Answer booklets without any personal details of the students are sent for evaluation.
d) 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.
e) 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.
f) The internal and external examination marks obtained in a particular course are clubbed and evaluated for a total of 100 according to Academic regulations.

g) 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.
h) The Examination Section verify the entries in the results sheets for the accuracy in the compilation of results.
i) The results are published /announced with the approval of the Principal.
j) The Controller of Examinations arrange for displaying the results on the college website.

3.3.9. Printing and issue of Grade Memo's:

Grade memo's should be printed on grade sheets with multiple security features, verified and issued to students.

a. After the announcement of Regular/Supplementary results and revaluation results, the controller of Examinations arrange for the printing of grade memos.
b. Before printing the grade memos, the data viewed on the screen should be compared and checked with the data on results sheets.
c. A record for grade sheets printed must be maintained.
d. The printed Grade memos are sent to concerned department for issue of the same to students. While issuing the grade sheet to the student, the signature should be obtained as an acknowledgement.
e. If any student loses the grade issued to him/her, a duplicate grade sheet may be issued on application and payment of prescribed fee.
f. Such grade memos may be oriented prominently as "DUPLICATE".
g. A consolidated grade memo will be issued to the students who have obtained the required credits for award of degree.

3.3.10. 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 section.
d. The Examination Section verifies the photo copies of the grade cards with entries in the tabulation register.
e. If the entries are found to be correct, the transcripts are printed and are signed by the controller of examinations and Chief controller of examinations.
f. The Examination Section issue the transcript to the student after obtaining signature in "Transcript issue Register".
g. The PC applications along with prescribed fee received from the students shall be submitted to the JNTUK, Kakinada for issue of the same.

A2- Academic Regulations

EXAMINATION MANUAL

(A2 REGULATIONS)

MAHARAJ VIJAYARAM GAJAPATHI RAJ COLLEGE OF ENGINEERING
(Autonomous)

(Approved by AICTE, New Delhi, and permanently affiliated to JNTUK, Kakinada)
Listed u/s 2(f) & 12(B) of UGC Act 1956.
Vijayaram Nagar Campus, Chintalavalasa,Vizianagaram-535005, Andhra Pradesh

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CHAPTER – 1

1.1. ABOUT THE INSTITUTION

Maharajah Alak Narayan Society of Arts and Science (MANSAS) is an Educational Trust founded by Dr. (late) P.V.G Raju, Raja Saheb of Vizianagaram in the hallowed memory of his father Maharajah Alak Narayan Gajapathi with a view to confound socio-academic inequalities in the Vizianagaram principality executing a trust deed on 12-11-1958 duly established Maharajah's College and other educational institutions in and around Vizianagaram. The Trust is a charitable one published under Section 6 a (1) of A.P Charitable and Hindu Religious Institutions and Endowment Act 30 of 1987.

The object of the Trust is to manage the properties of educational institutions under it and to promote and advance the cause of education in general, besides awarding scholarships to deserving students enabling them to undergo special training in science and industries in and out of India. The Trust has made an uncompromising contribution to the nation by presenting the stalwarts like Sri V.V. Giri, former President of India, Prof. Swami Gnanananda, a renowned nuclear scientist, Major K. V. Krishna Rao and many more.

Trust offers KG to PG level education in Arts, Sciences, Law, Pharmacy, Humanities Education, Engineering and Management and presently houses 12 Educational Institutions. MVGR College of Engineering is one of the 12 institutes.

Maharaj Vijayaram Gajapathi Raj (MVGR) College of Engineering was established in the year 1997 by MaharajAlak Narayan Society for Arts and Sciences (MANSAS) to impart quality technical education in north coastal Andhra Pradesh. MVGR College of Engineering is located in lush green, serene and pollution free environment spread over 60 acres of land in Chintalavalasa village situated in the outskirts of Vizianagaram, a fort city in the north coastal region of Andhra Pradesh. MVGR College of Engineering

- Established in 1997
- Re-Accredited for all eligible UG Programs by NBA
- Also Re-accredited with 'A' grade by NAAC of UGC
- Permanently affiliated to JN Technological University-Kakinada, KAKINADA

MVGR College of Engineering is rated as one among the best self-financing colleges in the state of Andhra Pradesh as it sets up highest standards in all areas of curricular, co-curricular and extra-curricular activities and in students' placements. Based on industry and expert's feedback, the college is updating the curriculum from time to time. The college offers many value added add-on courses students and conducts training programs to meet the industries' requirements.

1.2. EXAMINATION MANUAL – A VISION DOCUMENT

The role of higher education in nation building and facing the challenges of globalization is being discussed world over. As far as the developed nations are concerned, they have a well-developed system of higher education, capable of taking care of the twin problem of quantities and qualities of higher education. This vision of imparting higher education for our youth, if not implemented with a missionary seal we may not succeed in our endeavor of transforming our country to a developed economy.

It is under this global and national context that M V G R tries to gear up the process of Learning, Teaching and Assessing strictly adhering to the four pillars of learning as designed by UNESCO Paris Convention (1998 as one motto—Learning to Know, Learning to Do, Learning to Live Together, and Learning to Be). MVGR is committed for quantitative and qualitative growth of higher education built around the principle of equity and social justice. It is also committed to maintain its identity and keep up the cultural values and at the same time efforts are on to lift it to the status of a **University with Potential for Excellence.**

Based on extent of providing quality education and research output among the engineering colleges in the country in the area of Engineering, Science and Technology, MVGR is quick in its vision and Mission to attain the best among the many in next couple of years. The above mentioned can be achieved only by enhancing the quality of Learning, Teaching, Assessing and Research.

Learning, Teaching and Assessing are integral parts of the process imparting education and they are to be interwoven and failure in any segment will be reflected in other segments too. If one attempts to improve the system, it is to be attempted in its totality. A reform here and a reform there will not serve the purpose. There is no substitute for a holistic approach to educational reforms, if the desired results are to be made.

It is in this context that our system of teaching, learning, assessing is to be redesigned to meet the challenges of the changing times. Our old system of teaching, learning and assessing based on role memorization and other related objectivities still dominate over cognitively more complex objectives like creativity. The need of the hour is to produce an academic community with more creativity and that is the only way to convert our economy to a knowledge based economy.

Need for paradigm shift in Teaching, Learning and Assessing: An outstanding education system empowers adults to be lifelong learners and problem solvers and imparts values that support good citizenship. However, most of the Universities in India design their pedagogy around an examination system which tests more the rote memory than the ability of students to apply, analyze, evaluate and create knowledge. Three major steps can be taken up to enhance the effectiveness of the education system:

a. Teachers training

In the context of the proliferation of professional colleges in the self-financing sector, acute shortage of faculty is felt which in turn affect the quality of teaching, learning and assessing. These fresh graduates do not receive any formal training before facing the students. Consequently, they are not aware of even the fundamentals of pedagogy and depend on the obsolete examination system to prove their worth. They set question papers without having the objectives in mind. The differentiating human factors in cognitive, affective, and psychomotor skills of the students are ignored, and they venture out to test them in areas where they were tested as students—memory and ability to work out standard problems with no relevance to reality. In this process objectives of the examination are forgotten.

b. Need for making the pedagogy student centered

Any education system should have a feedback process inbuilt for asserting that it is student, centered. Instructional methods should not be confined to lecturing, but learning by doing and learning by insight should be encouraged. Again, the teachers should be given professional training to ensure that they are exposed to various innovative methods of teaching, other than the autocratic style such as—lecture, demonstration, tutorial style, project strategies, review, group discussion, discovery etc.

c. Exposure to Industry

This aspect of the education system is neglected so much that students coming out of engineering colleges are semi-finished products—they are overloaded with theories, but do not possess the ability to deliver to the industry. Projects and industry exposure are extremely important in this aspect. The projects generated by the student community are often unimaginative and repetitive, having no creative content. Again the remedy lies in teachers getting training in industries of their specialization, say at least one week in three years. The students should have minimum hours of industry visit. Guest faculty from industry should interact with the students periodically.

M V G R is committed to incorporate the above value additions for our Academic Programs. It will serve the nation by moulding students as nation builders, Also we will continue to churn out engineers graduates in large numbers, who will consume the scarce resources of the society, without giving back anything, and continue to be educated.

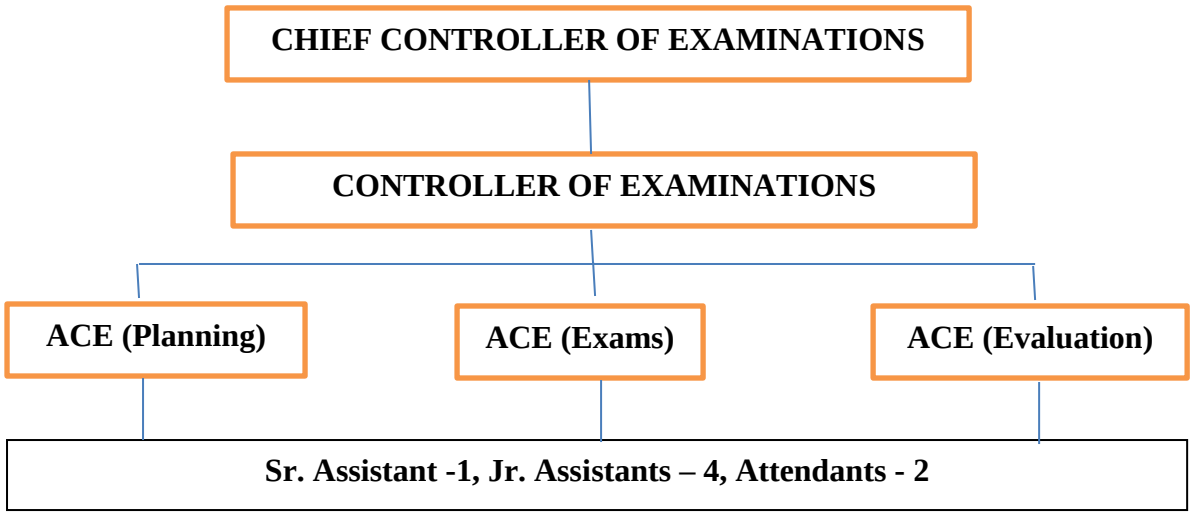
M V G R proudly presents the Examination Manual which is not a set of rules and regulations to be followed by the examination wing. It is more a vision document prepared and presented by a distinguished team of academics and administrative teams. The experiences gathered over a period of more than 15

years in M V G R were instrumental in preparing this document. The necessity for a written document for the conduct of examination was appreciated in the Committee and hence an Examination Manual Committee was appointed. The committee had several levels of discussions with Academics, Head of the Departments, Teaching staff etc. The contributions from the part of the employees in the Examination cell are very specially appreciated. The committee owes a lot to Deans, Heads of the departments, faculty and staff of Examination cell for their contributions and hard work put in. Finally I thank each and every one concerned in bringing out this vision related Examination Manual and proudly present it before the academic community.

Principal

1.3. ORGANIZATIONAL STRUCTURE OF EXAMINATION SECTION:

The Examination section 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 offered by MVGR. The examinations are conducted strictly adhering to academic calendar. The organization structure of examination section is as follows.



1.4. BEES EXAMINATION TOOL

The examination process is one of the key areas for any educational institution or university. Examinations section prepares, schedules strictly adhering to academic calendar of the institution. All the tasks related to the examination section have been integrated with IT tools using Bees Examination Software, which is exhaustive and completely automated in carrying out end to end tasks. Pre examination module consists 1) Master setup 2) Transactions 3) Reports. Master setup feature include set up of courses, student data base management, registrations, exams setup, grade setup etc. Transaction feature include attendance, exam fee collection, exam OMR codes, seating plan etc. Reports feature includes examination forms, fee details, Hall ticket printing, OMR printing etc. Post Examination Module consists of Scanning and import of OMR Scanned marks, Marks verification, Results processing, confirmation and declaration of results, Reports of result analysis and Printing of grades Memos with security features like QR code etc. Utilities feature includes data backup from time to time.

1.5. INFRASTRUCTURE:

1	Examination Software	1
2	Xerox machines	3 B/W
		2 Colour
3	Desk top computers including Clients	10
4	Laptops	1
5	Stitching machine	2
6	Scanner	1
7	Bar code reader	2
8	Printers	6
9	Phones	3
10	UPS (02 KVA)	1
11	UPS (06 KVA)	1
12	AC's	2

CHAPTER – 2

2.1 ACADEMIC REGULATIONS FOR B.TECH., PROGRAM

Applicable to the students admitted from the Academic year 2019-2020 onwards.

2.1.1. Course Pattern:

B.Tech.: The program is for 4 academic years / 8 semesters.
B.Tech. (Lateral Entry): The program is for 3 academic years / 6 semesters.

2.1.2. Award of Degree:

B.Tech.:
A student will be declared eligible for the award of degree if he/she fulfills the following academic regulations.

a) A student shall be declared eligible for the award of degree, if he/she pursues a course of study for not less than four academic years and not more than eight academic years from the date of admission.
b) The student shall register for **160** credits and secure all **160** credits.
c) A student shall also register and successfully complete audit programs (Non-credit) as recommended by Academic Council.
d) A student on completing 1st year class work may opt for a break of 1 year which shall be deemed as GAP year, as recommended by APSCHE, for undertaking successful entrepreneurial ventures.
e) Students who fail to complete Four Years Course of study within 8 years shall forfeit their seat and their admission shall stand cancelled.

B.Tech. (Lateral Entry):
A student will be declared eligible for the award of degree on fulfilling the following academic requirements.

a) A student shall be declared eligible for the award of the degree, if he/she pursues a course of study for not less than three academic years and not more than six academic years.
b) The student shall register for **126** credits and secure all **126** credits.
c) A student shall also register and successfully complete audit programs (Non-credit) as recommended by Academic Council.
d) Students who fail to complete their three Years Course of study within 6 years shall forfeit their seat and their admission shall stand cancelled.
e) Student shall register for bridge programs, if any, as administered by the respective departments at the beginning of 2nd year and successfully complete as per the guidelines of the Institution.

2.1.3. Distribution and Weightage of Marks:

B.Tech.:

a). All Theory courses will have 5 units and assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end external examination.

Internal Assessment:

Subjective tests	- 20 Marks
Objective tests	- 10 Marks
Assignments	- 10 Marks

- Two subjective tests shall be conducted.
- Each subjective test shall be conducted for 90 Minutes and have 3 questions each for 7 marks (No choice) and the same shall be scaled down to 20 Marks.
- Average of two subjective tests shall be considered.
- Two objective tests (online) shall be conducted each for 20 marks.
- Each objective test shall be conducted for 20 minutes and have 20 Multiple Choice Questions each for 1 mark and the same shall be scaled down to 10 Marks.
- Average of two objective tests shall be considered.
- Assignments shall be assessed for 10 marks.

External Assessment:

- External examination is for 60 marks (180 min). Question paper contains 10 questions (2 questions from each unit) and each question carries 12 marks. Student shall answer 5 questions (1 question from each unit).

b). **Laboratory/Practice:**

All Laboratory/Practice courses are assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end external examination.

Internal Assessment : (40 Marks)

Continuous assessment	: 15 Marks
Project based learning	: 15 Marks
Internal test	: 10 Marks

- Continuous assessment for 15 marks for each experimental session finally averaged to 15 marks.
- Project based learning shall be assessed for 15 Marks.
- In Project based learning, a student has to identify a problem such that at least 3 or 4 modular learning of experiments shall be integrated and submit comprehensive report with solution at the end of the semester.
- An internal assessment test conducted at the end of the semester shall be assessed for 10 marks.

Semester End Assessment:

- Semester end examination is for 60 marks (180 min) conducted and assessed by both external and internal examiners.
- Both internal and external examination shall include assessment of the student

on

a) Knowledge of principles/concepts involved
b) Experimental design
c) Result interpretation and analysis
d) Experimental report

c). **Drawing/Design/Estimation:**

i) Computer Aided Engineering Graphics:

Evaluation Procedure:

The course will have 5 units and assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end external examination.

Internal Assessment : (40 Marks)

Continuous assessment	: 15 Marks
Project based learning	: 15 Marks
Internal test	: 10 Marks

Semester End Assessment:

- Semester end examination is for 60 marks (180 min) conducted and assessed by both external and internal examiners.
- Question paper contains 3 questions (with internal choice). **E**ach question carries 20 marks (5 marks for free hand drawing and list of commands & 15 marks for final drawing prepared in AUTOCAD). A Student shall answer all questions.

ii) Modeling and Assembly of Mechanical Elements:

Evaluation Procedure:

The course will have 5 units and assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end external examination.

Internal Assessment : (40 Marks)

Continuous assessment	: 15 Marks
Project based learning	: 15 Marks
Internal test	: 10 Marks

Semester End Assessment:

- Semester end examination is for 60 marks (180 min) conducted and assessed by both external and internal examiners.
- Semester End Examination shall include assessment of the student on Final drawings like modeling, assembly and drafting.
- Student is expected to execute one exercise.
- Final drawings like modeling, assembly and drafting hard copies shall be evaluated by both internal and external examiners

Integrated Course (Theory + Lab):

Theory and Lab shall be assessed for 200 Marks (Each 100 marks)

- For Integrated course, the theory shall be assessed for 100 marks, of which 40 marks for internal assessment and 60 marks for semester end external examination.
- The Lab shall be assessed for 100 marks , of which, 40 marks for internal assessment and 60 marks for semester end external examination

Socially Relevant Project:

- A student shall identify and provide a solution to the problem relevant to society/Profession/Industry.
- A student shall engage at least 15 hours on socially relevant project. Socially relevant project shall be evaluated internally for 50 marks by Project Review Committee (PRC). PRC comprising of HoD, department Academic Coordinator, R&D member of the department, one senior faculty and guide shall review the progress.

Mini Project:

- A student shall undergo internship for a period of 4 weeks/provide solution to the problem relevant to Industry/ Modern tool during the vacation after VI semester and submit comprehensive report.
- Mini project shall be evaluated internally for 50 marks by Project Review Committee (PRC).
- PRC shall prepare rubrics for assessment.

Project Evaluation:

Project is divided into 2 phases – Phase I & Phase II

- Evaluation shall comprise of internal and external assessment.
  Internal : 110 (Phase I 50 marks, Phase II 60 Marks)
  External : 90
- A project Review committee (PRC) comprising of HoD, department Academic Coordinator, R&D member of the department, one senior faculty and guide shall review the progress once in four weeks.

Project Phase I:

- Project Phase I shall be evaluated internally by PRC for 50 Marks.
- A student shall undertake project phase I during the VII semester.
- A student shall report to the guide/external supervisor and work under his supervision at least 2 hours per week.
- Assessment shall be on
  - Literature review

- Identification and statement of the Problem

Project Phase II:

- A student shall undertake project phase II during the VIII semester.
- A student shall report to the guide/external supervisor and work under his supervision at least 8 hours per week.
- Internal evaluation shall be done by HoD, department Academic Coordinator, R&D member of the department, one senior faculty and guide for 60 marks.
- External evaluation shall be done by HoD, Guide/Internal Examiner and External Examiner for 90 marks.
- Assessment shall be on
  a) Review on fundamental knowledge involved
  b) Inter disciplinary aspect
  c) Experimental/methodology design
  d) Result analysis and interpretations
  e) Report writing
  f) Team work
  g) Presentation
  h) Viva-voce

B.Tech. (Lateral Entry):

The rules and regulations for candidates admitted under lateral entry category for 2nd, 3rd and 4th years of study shall be same as applicable to regular B.Tech students.

2.1.4. Attendance Regulations:

B.Tech.:

I. A student shall be eligible to appear for end semester examinations, if he or she acquires a minimum of 75% of attendance in aggregate of all the subjects (Theory & Lab.) for the semester.
II. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the college academic committee.
III. Shortage of attendance below 65% in aggregate of all the subjects (Theory & Lab) for the semester shall not be Condoned.
IV. Detained student shall seek re- admission for that semester when offered within 4 weeks from the date of commencement of class work.

Promotion Rule (Based on attendance):

- A Student shall be promoted to the next semester on fulfillment of minimum attendance requirement (75%) of current semester.

Promotion Rule (Based on credits):

- A student shall be promoted from IV semester to V semester if he fulfills the minimum attendance requirement (75%) and academic requirement of 40% of credits up to IV semester from the following examinations irrespective of whether the candidate takes the examination or not.
  - Two regular and Two supplementary examinations of I semester
  - Two regular and One supplementary examinations of II semester
  - One regular examination and One supplementary examination of III semester
  - One regular examination of IV semester.

- A student shall be promoted from VI semester to VII semester if he fulfills the minimum attendance requirement (75%) and academic requirement of 40% of credits up to IV semester from the following examinations irrespective of whether the candidate takes the examination or not.
  - Three regular and Three supplementary examinations of I semester
  - Three regular and Two supplementary examinations of II semester
  - Two regular and Two supplementary examinations of III semester
  - Two regular and One supplementary examinations of IV semester
  - One regular and One supplementary examination of V semester
  - One regular examination of VI semester.

B.TECH (Lateral Entry):

Promotion Rule (Based on attendance):

A Student shall be promoted to the next semester on fulfillment of minimum attendance requirement of current semester.

Promotion Rule (Based on credits):

A student shall be promoted from VI semester to VII semester if he fulfills the minimum attendance requirement (75%) and academic requirement of 40% of credits up to VI semester from the following examinations irrespective of whether the candidate takes the examination or not.

- Two regular and Two supplementary examinations of III semester
- Two regular and one supplementary examinations of IV semester
- One regular and One supplementary examinations of V semester
- One regular examination of VI semester.

B.Tech. (Lateral Entry):

The rules and regulations for candidates admitted under lateral entry category for 2nd, 3rd and 4th years of study shall be same as applicable to regular B.Tech students.

2.1.5. Minimum Academic Requirements:

B.Tech.: (Theory/Lab)

i. A student is deemed to have satisfied the minimum academic requirements for a course on securing at least 24 marks out of 60 marks at semester end examination and overall minimum of 40 marks out of 100 marks including internal assessment.

ii. **Integrated Course (Theory + Lab):**

- The student shall secure minimum 24 marks out of 60 marks at semester end examination and overall 40 marks out of 100 marks for Theory and Laboratory courses independently. In case of failure in either theory or Laboratory course, the student should re-appear for both theory and laboratory.
- The assessment shall be done independently for both theory and laboratory courses and final marks shall be calculated on weighted average method for converting marks into grade points.

Sample calculation:

Integrated course-5 credits. Theory is for 3 credits and laboratory is for 2 credits.

Total Marks obtained in theory: 70 out of 100 (3 Credits)

Total Marks obtained in Lab : 90 out of 100 (2 Credits)

Final marks of the integrated course is

(70X3 + 90X2) / 5 = 78 Marks

B.Tech. (Lateral Entry):

The rules and regulations for candidates admitted under lateral entry category for 2nd, 3rd and 4th years of study shall be same as applicable to regular B.Tech students.

2.1.6. Grading System:

B.Tech. / B.Tech. (Lateral Entry)

Semester Grade Point Average (SGPA) for the current semester which is calculated on the basis of grade points obtained in all courses, except audit courses and courses in which satisfactory or course continuation has been awarded,

SGPA = Σ (course credits earned x Grade points) /
Σ (Total course credits in the semester.

CGPA= Σ (course credits earned x Grade points) up to successfully completed semesters / Σ (Total course credits up to successfully completed.

The UGC recommends a 10-point grading system with the following letter grades as given below:

O	(Outstanding)	10
A+	(Excellent)	9
A	(Very Good)	8
B+	(Good)	7
B	(Above Average)	6
C	(Average)	5
P	(Pass)	4
F	(Fail)	0
Ab	(Absent)	0

- iii. A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

Illustration of Computation of SGPA and CGPA and Format for Transcripts
Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			**139**

Thus, **SGPA** =139/20 = 6.95

Illustration for CGPA

Semester 1	**Semester 2**	**Semester 3**	**Semester 4**	**Semester 5**	**Semester 6**
Credits: 16	Credits: 18	Credits: 25	Credits: 21	Credits: 23	Credits: 22
SGPA: 7.9	SGPA: 7.8	SGPA: 7.6	SGPA: 8.0	SGPA: 8.3	SGPA: 8.6

Semester 7	**Semester 8**
Credits: 21	Credits:14
SGPA: 8.2	SGPA: 8.5

Thus,

CGPA=16x7.9+18x7.8+25x7.6+21x8.0+23x8.3+22x8.6+21x8.2+14x8.5=**8.1**

160

2.1.7. Eligibility for Award of Degree:

B.Tech:

A student shall be eligible for award of the degree if he/she fulfills the following conditions:

1) Successfully completes all the courses prescribed for the Program.
2) CGPA greater than or equal to 4.5(Minimum requirement for Pass),

2.1.8. Award of Class:

B.Tech:

Eligible Candidates for the award of B.Tech., Degree shall be placed in one of the following Classes based on CGPA.

Class	CGPA
Distinction	≥ 7.5
First Class	≥ 6.5
Second Class	≥ 5.5
Pass class	≥ 4.5

2.1.9. Supplementary Examinations:

Supplementary examinations shall be conducted within 4 weeks from the date of announcement of results of regular examinations.

2.1.10. Withholding of Results: The result of a student shall be withheld

- If the student has not paid the dues, if any, to the institution
- If any case of pending disciplinary action ,
- Involvement in any sort of malpractices etc.
- Involvement in ragging.

2.2. ACADEMIC REGULATIONS FOR M.TECH. PROGRAM

Applicable to the students admitted from the Academic year 2019-20 onwards.

2.2.1. Course Pattern:

The program is for 2 academic years - 4 semesters.

2.2.2. Award of Degree:

A student will be declared eligible for the award of degree if he/she fulfills the following academic regulations.

- A student shall be declared eligible for the award of the degree, if he/she pursues a course of study for not less than two academic years and not more than four academic years.
- A student shall register for **68** credits and secure all **68** credits.
- Students who fail to complete Two Years Course of study within Four years shall forfeit their seat and their admission stand cancelled.

2.2.3. Distribution and Weightage of Marks:

All Theory courses will have 5 units and assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end external examination.

Internal Assessment:

- **Subjective tests – 30 Marks**
- **Assignments - 10 Marks**
- Two subjective tests shall be conducted each for 30 Marks.
- Each subjective test shall be conducted for 90 Minutes and have 3 questions each for 10 marks (No choice).
- Average of the two subjective tests shall be considered as performance in internals.
- Assignments shall be assessed for 10 marks.

Semester End Assessment:

- Semester End examination is for 60 marks (180 min). Question paper contains 5 questions (one from each unit with internal choice). Each question carries 12 marks. A student shall answer all 5 questions.

a) LABORATORY/PRACTICE:

All Laboratory/Practice courses are assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for Semester End Examination.

Internal assessment: (40 Marks)

- Continuous assessment: :20 Marks
- Internal test: :20 Marks

Semester End Assessment: (60 Marks)

- Semester End Examination is for 60 marks (180 min) conducted and assessed by both external and internal examiners.
- Both internal and semester end examination shall include assessment of the student on
  - ❑ Knowledge of principles/concepts involved
  - ❑ Experimental design
  - ❑ Result interpretation and analysis
  - ❑ Experimental report

b) DRAWING/DESIGN/ESTIMATION:

These courses are assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end examination.

- Continuous assessment for 20 marks for each unit finally averaged to 20 marks.
- Two internal assessment tests are conducted during the semester which shall be assessed for another 20 marks by taking the average.

c) Research Methodology & IPR shall be evaluated internally for 50 marks by PRC at the end of I semester

d) Mini Project with Seminar shall be evaluated internally for 50 marks by PRC in the II semester

e) For **audit course** a student is deemed to satisfy the minimum contact hours, as prescribed by the department and shall also comply with the requirements for submission of assignments/projects. A student shall also opt for MOOCs and submit the certificate after completion of the course.

f) PROJECT EVALUATION:

Duration is TWO semesters –Minimum of 40 weeks period is mandatory to submit.

- PRC includes HOD and two other senior faculties, one being the guide.
- To register for project work, a student shall complete all the course work requirements of I and II semesters.
- The progress of the work shall be periodically reviewed by PRC.
- The PRC shall authorize /approve change of guide/topic/title as deemed fit.
- A student shall submit Status Report in line with the recommended project calendar as approved by PRC.
- Student has to submit draft copy of thesis/dissertation to PRC, and also shall make an oral presentation. He/she shall publish the work in journal or international conference of repute and relevance.
- A student shall make 5 copies of PRC approved work and submit.
- Candidates who have successfully passed all theory and lab courses shall be eligible for submitting the thesis.
- The thesis shall be adjudicated by the internal & external examiners and Head of the department.
- Student shall be examined for his contributions, knowledge along with the quality of the work through presentations and Viva-voce.

- The assessment of work shall be done on the following lines:
  - **Project phase-I** which includes Problem definition, Literature survey, tool specific knowledge shall be evaluated internally for 100 marks by PRC at the end of III semester.
  - **Project phase-II** shall be evaluated for 300 marks at the end of IV semester. Out of 300 marks, 120 marks shall be evaluated internally by PRC and remaining 180 marks shall be evaluated externally by the internal and external examiner.
- The evaluation of Project phase II shall be made on the following aspects.
- Experimental/methodology design
- Result analysis and interpretations
- Report writing
- Presentation
- Viva-voce

2.2.4. Attendance Regulations:

- A student shall be eligible to appear for end semester examinations, if he or she acquires a minimum of 75% of attendance in aggregate of all the subjects (Theory & Lab.) for the semester.
- Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the college academic committee.
- Shortage of attendance below 65% in aggregate of all the subjects (Theory & Lab) for the semester shall not be condoned.
- Detained student shall seek re- admission for that semester when offered within 4 weeks from the date of commencement of class work.

2.2.5. Minimum Academic Requirements:

A student is deemed to have satisfied the minimum academic requirements for a course on securing at least 24 marks out of 60 marks at semester end examination and overall minimum of 50 marks out of 100 marks including internal assessment.

2.2.6. Grading System:

Semester Grade Point Average (SGPA) for the current semester which is calculated on the basis of grade points obtained in all courses, except audit courses and courses in which satisfactory or course continuation has been awarded,

SGPA= Σ(course credits earned x Grade points)/Σ(Total course credits in the semester).

CGPA= Σ (course credits earned x Grade points) up to successfully completed semesters /
Σ (Total course credits up to successfully completed semesters)

The UGC recommends a 10-point grading system with the following letter grades as given below:

O	(Outstanding)	10
A+	(Excellent)	9
A	(Very Good)	8
B+	(Good)	7
B	(Above Average)	6
P	(Pass)	5
F	(Fail)	0
Ab	(Absent)	0

- A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10= 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			**139**

Thus, **SGPA** =139/20 = 6.95

Illustration for CGPA

Semester 1	**Semester 2**	**Semester 3**	**Semester 4**
Credit : 18	Credit : 18	Credit : 16	Credit : 16
SGPA:7.9	SGPA: 7.8	SGPA: 7.6	SGPA: 8.0

Thus, **CGPA** = 18 x 7.9 + 18 x 7.8 + 16 x 7.6 + 16 x 8.0

$$\frac{142.2+140.4+121.6+128}{68} = \mathbf{7.83}$$

2.2.7. Eligibility for Award of Degree:

M.Tech.:

A student shall be eligible for award of the degree if he/she fulfills the following conditions:

1) Successfully completes all the courses prescribed for the Program.
2) CGPA greater than or equal to 5.5(Minimum requirement for Pass),

2.2.8. Award of Class:

Eligible candidates for the award of M.Tech. Degree shall be placed in one of the following Classes based on CGPA.

Class	CGPA
Distinction	≥ 7.5
First Class	≥ 6.5
Pass Class	≥ 5.5

2.2.9. Supplementary Examinations

Supplementary examinations shall be conducted along with regular examinations.

2.2.10. WITHHOLDING OF RESULTS

The result of a student shall be withheld

- If the student has not paid the dues, if any, to the institution.
- If any case of pending disciplinary action
- Involvement in any sort of malpractices etc.
- Involvement in ragging.

2.3 ACADEMIC REGULATIONS FOR MBA PROGRAM

Applicable to the students admitted from the Academic year 2019-20 onwards.

2.3.1. Course Pattern:

The program is for 2 academic years - 4 semesters.

2.3.2. Award of Degree:

A student will be declared eligible for the award of degree if he/she fulfills the following academic regulations.

- A student shall be declared eligible for the award of the degree, if he/she pursues a course of study for not less than Two academic years and not more than Four academic years.
- The student shall register for **102** credits and secure all **102** credits.
- Students who fail to complete Two Years Course of study within Four years shall forfeit their seat and their admission shall stand cancelled.

2.3.3. Distribution and Weightage of Marks:

All Theory courses will have 5 units and assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end external examination.

Internal Assessment:

- **Subjective tests - 20 Marks**
- **Assignments/Mini Reports/Quiz - 20 Marks**
- Two subjective tests shall be conducted.
- Each subjective test shall be conducted for 90 Minutes and have 3 questions each for 7 marks (No choice) and the same shall be scaled down to 20 Marks.
- Average of two subjective tests shall be considered.
- Assignments/Mini reports/Quiz shall be assessed for 20 marks.

Semester End Assessment:

- External examination is for 60 marks (180 min). Question paper contains Part-A & Part-B. Part-A consists of 10 questions (2 questions from each unit) and each question carries 10 marks. Part-B consists of 1 question - Case study for 10 marks.
- Student shall answer 6 questions out of which 5 questions (1 question from each unit) from part - A and compulsory question (Case Study) from Part – B.

a) LABORATORY/PRACTICE:

All Laboratory/Practice courses are assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for Semester End Examination.

Internal assessment: (40 Marks)

- Continuous assessment: :20 Marks
- Internal test: :20 Marks

Semester End Assessment: (60 Marks)

- Semester End Examination is for 60 marks (180 min) conducted and assessed by both external and internal examiners.
- Both internal and semester end examination shall include assessment of the student on
  - ❑ Knowledge of principles/concepts involved
  - ❑ Experimental design
  - ❑ Result interpretation and analysis
  - ❑ Experimental report

b) Drawing/Design/Estimation:

These courses are assessed for 100 marks, of which, 40 marks for internal assessment and 60 marks for semester end examination.

- Continuous assessment for 20 marks for each unit finally averaged to 20 marks.
- Two internal assessment tests are conducted during the semester which shall be assessed for another 20 marks by taking the average.

Project Evaluation:

- A student shall take a project at the end of II semester.
- A Project Review Committee (PRC) is constituted at the end of the second semester.
- PRC includes HOD and two other senior faculties, one being the guide.
- To register for project work, a student shall complete all the course work requirements of I and II semesters.
- The progress of the work shall be periodically reviewed by PRC.
- The PRC shall authorize /approve change of guide/topic/title as deemed fit.
- A student shall submit Status Report in line with the recommended project calendar as approved by PRC.
- Project is evaluated for 200 marks at the end of IV semester.
- A student shall report to the guide/external supervisor and work under his supervision at least 30 hours per week for 6 weeks at the end of second semester.

Also, a student shall engage a minimum of 2 hours per week in III and IV semester in consolidating the data, report writing, results & analysis, conclusions etc. Evaluation shall comprise of internal and Semester End assessment.

Internal: 80
External: 120

- A project committee comprising of HOD, department Academic Coordinator, R&D member of the department, One senior faculty and guide shall review the progress once in four weeks.
- Internal evaluation shall be done by HOD, department Academic Coordinator, R&D member of the department, one senior faculty and guide for 80 marks.
- External evaluation shall be done by HOD, Guide/Internal Examiner and External Examiner for 120 marks.

- Assessment shall be on:
- Problem definition
- Literature review
- Review on fundamental knowledge involved
- Inter disciplinary aspect
- Experimental/methodology design
- Result analysis and interpretations
- Report writing
- Presentation
- Viva-voce

2.3.4. Attendance Regulations:

- A student shall be eligible to appear for end semester examinations, if he or she acquires a minimum of 75% of attendance in aggregate of all the subjects (Theory & Lab.) for the semester.
- Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the college academic committee.
- Shortage of attendance below 65% in aggregate of all the subjects (Theory & Lab) for the semester shall not be condoned.
- Detained student shall seek re- admission for that semester when offered within 4 weeks from the date of commencement of class work.

2.3.5. Minimum Academic Requirements:

A student is deemed to have satisfied the minimum academic requirements for a course on securing at least 24 marks out of 60 marks at semester end examination and overall minimum of 50 marks out of 100 marks including internal assessment.

2.3.6. Grading System:

Semester Grade Point Average (SGPA) for the current semester which is calculated on the basis of grade points obtained in all courses, except audit courses and courses in which satisfactory or course continuation has been awarded,

SGPA=Σ(course credits earned x Grade points)/Σ(Total course credits in the semester.

CGPA=Σ (course credits earned x Grade points) up to successfully completed semesters / Σ(Total course credits up to successfully completed semesters)

The UGC recommends a 10-point grading system with the following letter grades as given below:

O	(Outstanding)	10
A+	(Excellent)	9
A	(Very Good)	8
B+	(Good)	7
B	(Above Average)	6
P	(Pass)	5
F	(Fail)	0
Ab	(Absent)	0

- A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade Letter	Grade point	Credit Point (Credit x Grade)
Course 1	4	A	8	4 X 8 = 32
Course 2	4	B+	7	4 X 7 = 28
Course 3	4	B	6	4 X 6 = 24
Course 4	4	O	10	4 X 10 = 40
Course 5	4	A+	9	4 X 9 = 36
Course 6	4	B	6	4 X 6 = 24
Course 7	3	O	10	3 X 10 = 30
	27			**214**

Thus, **SGPA** =214/27 = 7.93

Illustration for CGPA

Semester 1	**Semester 2**	**Semester 3**	**Semester 4**
Credit : 27	Credit : 27	Credit : 21	Credit : 27
SGPA: 7.9	SGPA: 7.8	SGPA: 7.6	SGPA: 8.0

Thus, **CGPA** = $\frac{27 \times 7.9 + 27 \times 7.8 + 21 \times 7.6 + 27 \times 8.0}{\mathbf{102}}$ = **7.84**

2.3.7. Eligibility for Award of Degree:

MBA:

A student shall be eligible for award of the degree if he/she fulfills the following conditions:

1) Successfully completes all the courses prescribed for the Program.
2) CGPA greater than or equal to 5.5(Minimum requirement for Pass),

2.3.8. Award of Class:

Candidates who are eligible for the award of MBA Degree shall be placed in one of the following Classes based on CGPA.

Class	CGPA
Distinction	≥ 7.5
First Class	≥ 6.5
Pass Class	≥ 5.5

2.3.9. Supplementary Examinations:

Supplementary examinations shall be conducted along with regular examinations.

2.3.10. Withholding of Results:

The result of a student shall be withheld

- If the student has not paid the dues, if any, to the institution.
- If any case of pending disciplinary action
- Involvement in any sort of malpractices etc.
- Involvement in ragging.

CHAPTER – 3

3.1. PRE-EXAMINATION PROCESSES:

3.1.1. Subjective test (Mid- Examinations) and Objective Tests

a. Examination Section shall prepare the schedule of Mid and (objective tests) online quiz Examinations as per academic calendar.
b. HODs of the concerned Departments ensure circulation of Schedule of Mid and quiz examinations to all the faculty concerned and arrange for reading out in the class rooms and display in the departmental notice boards.
c. Two mid examinations and two online quiz examinations for each theory course and assignments are conducted as per academic regulations (A2) .
d. The departmental examination in-charge gives the estimation of answer scripts to the Examination Cell sufficient to conduct each Mid Exam and internal lab exam in all the subjects two weeks before the commencement of Mid Exams.
e. The mid question papers are generated by the controller of examinations from the question bank 30 minutes before commencement of exam in their subjects as per the guidelines given in the Academic Regulations. This generated question paper with password protected is sent to concerned HOD's mail. The department examination in charges in the presence of HOD shall take print out of the required number of copies and arrange for distribution of question papers to the examination halls.
f. The invigilators collect the answer scripts hall-wise, question papers and other examination material 10 minutes before the scheduled time of Mid Exams.
g. The invigilators distribute the question paper to the candidates 5 minutes before commencement of the examination. The duration of examination is 90 min.
h. The invigilators collect the answer scripts and submit the same and unused answer scripts to department in charges.
i. The answer scripts collected from the invigilators are handed over to the subject teachers by taking acknowledgement.
j. The subject teacher 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.
k. The award list signed by the subject teacher concerned is handed over to the department examination in-charge. He/she in turn shall prepare a consolidated marks statement with the support of junior assistance. A soft copy as well as a hard copy of consolidated marks statement signed by HOD shall be submitted to the examination section within seven days from the date of completion of mid examinations.
l. The valued answer scripts shall be handed over to the department examination in-charge who in turn shall preserve and maintain in the department for subsequent verification.
m. Online quiz examinations shall be conducted as per the schedule provided. Quiz question paper is generated from the quiz question bank. The quiz marks report is generated after the completion of the exam and the same is sent to the examination section.
n. At end of the course, mid - II examinations and internal lab examinations are conducted and the concerned teachers after valuation hand over the mid - II

marks, assignment marks and internal lab marks, project based learning along with continuous assessment marks to the concerned department in charge who in turn submit to the central examination section signed by HOD.

3.1.2. Preparation of final internal marks statement and Verification

a. The Examination Section prepares the final internal marks statements as per academic regulations, using examination tool, after receiving two mid examination marks, two quiz examination marks, assignment marks, internal lab marks, project based learning and continuous lab assessment marks from the departments. The same will be sent to the concerned HOD's for verification by subject teachers.

b. The representations from the students with regard to discrepancies in the final internal marks must be sorted by the subject teachers in next two days and necessary corrections are made in the final marks statement and send the same to the examination section.

3.1.3. Question Bank Preparation and Generation of Question Paper:

a. Question Banks for both descriptive and objective type are prepared for all the courses offered in UG & PG programs of A2 regulation by involving subject experts from Universities, Autonomous institutions & MVGR.
b. The question banks are prepared keeping in view of covering the entire syllabus, mapping to the CO's and following Bloom Taxonomy level.
c. All the question banks are thoroughly vetted by BOS chairman of the respective programs. These question banks are in encrypted form.
d. For mid examinations, the question paper is randomly generated, by Controller of Examination, using software tool and is sent to HOD's mail with pass word protected 30 min before the commencement of examination.
e. For semester end examinations a unique question paper is randomly generated as per A2 regulations using software tool, one hour before the commencement of examination, in the presence of Controller of Examination, Chief Superintendent and Observer.
f. Quiz question bank are prepared for all the subjects by the subject experts. 50 objective type questions with 1 mark each are prepared from each cluster/unit for all the subjects.

3.1.4. Question Paper pattern:

a. For B.Tech, the subjective test shall be conducted for 90 Minutes and have 3 questions each for 7 marks (No choice) and the same shall be scaled down to 20 Marks. Average of two subjective tests shall be considered. Two objective tests (online) shall be conducted each for 20 marks. Each objective test shall be conducted for 20 minutes and have 20 Multiple Choice Questions each for 1 mark and the same shall be scaled down to 10 Marks. Average of two objective tests shall be considered. Assignments shall be assessed for 10 marks.
b. For B.Tech., The semester end examination is for 60 marks (180 min). Question paper contains 10 questions (2 questions from each unit) and each question carries 12 marks. Student shall answer 5 questions (1 question from each unit).

c. For M.Tech, the subjective test shall be conducted for 90 Minutes and have 3 questions each for 10 marks (No choice). Average of the two subjective tests shall be considered as performance in internals. Assignments shall be assessed for 10 marks.
For M.Tech, the semester End examination is for 60 marks (180 min). Question paper contains 5 questions (one from each unit with internal choice). Each question carries 12 marks. A student shall answer all 5 questions.

d. For MBA, the subjective test shall be conducted for 90 Minutes and have 3 questions each for 7 marks (No choice) and the same shall be scaled down to 20 Marks. Average of two subjective tests shall be considered. Assignments/Mini reports/Quiz shall be assessed for 20 marks.

e. For MBA, the external examination is for 60 marks (180 min). Question paper contains Part-A & Part-B. Part-A consists of 10 questions (2 questions from each unit) and each question carries 10 marks. Part-B consists of 1 question - Case study for 10 marks. Student shall answer 6 questions out of which 5 questions (1 question from each unit) from part - A and compulsory question (Case Study) from Part – B.

3.1.5. Registration of the students

The semester attendance is finalized by the concerned HOD as per the academic regulations.

a. The student who has prescribed percentage of attendance (≥ 75%) are eligible to write the exam. The student who fall shortage of attendance (below 60%) are not eligible to take their end examination of that semester. The student having attendance with ≥ 60 and < 75 % are eligible to write the exam on medical grounds, has to apply to the Head of the department concerned for Condonation along with medical certificate and the prescribed fee.
b. On the recommendation of the Head of the department, the Principal forward the condonation of the attendance and such list is sent two weeks in advance before the issue of Hall Tickets. The list of the Detained candidates duly signed by the Principal is displayed on the notice board by the departments and a copy of the same is sent to the examination section.
c. The notification, calling for applications for registration to semester end examinations, shall be issued at least two weeks before the commencement of examinations. The notification is displayed on college website.
d. The students pay the examination fee on line through college portal and download receipt cum application. A print out of this signed by the students is to be submitted to the respective HOD's office who in turn submit to the examination section one week before the commencement of the examinations.
e. The Examination Section consolidates list of students paid, along with courses registered, for the examination and the same is sent to the controller of the examination.
f. Hall tickets are generated and downloaded from the examination software tool and The hard copies of original hall tickets are sent to the departments at least three

days before the commencement of examinations. Departments will arrange to issue to the students at least two days before the examinations

g. In case any student loses his/her original hall-ticket, a copy of hall-ticket is issued on payment prescribed fee of Rs. 100, such hall tickets are stamped as "Duplicate".
h. Application forms received from the students for registration are preserved for future reference.

3.1.6. In House Preparation of OMR answer scripts:

a. Examination Section with his team, after receiving the finalized list of registration for semester end examinations, generates OMR sheets for theory examinations, with students variable data and their photo, and final lab examinations.
b. Stitching of OMR answer booklets, as per the list of candidates registered
c. Stitched answer booklets are packed and later used for conduct of examinations as per time table.

3.2. PROCESS DURING EXAMINATION:

3.2.1. 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 shall be responsible for the smooth conduct of the semester end examinations with the support of Chief Superintendent of Examinations, Assistant controller of examinations, Observers and office staff and faculty invigilators drawn from the various departments.
b. The chief controller of examinations appoints Chief Superintendent of Examinations, and Observer for the spell of examinations.
c. As per the schedule of examinations, the Controller of examinations generate question papers for the day from question bank one hour (taking into consideration the time required for validation, printing, and delivery of question paper to the invigilators in examination halls and distribution to students) before the commencement of the examinations in the presence of Chief Superintendent of Examinations and observer.
d. The question papers generated are sealed in a cover and are signed by the Chief Superintendent of Examinations and observer.
e. The Examination Section prints the required copies and arranges for distribution to the examination halls
f. The Chief Superintendent, Observer along with ACE's visits all the examination halls and ensures that the examinations are conducted as per the code of conduct.
g. Malpractices, if any, identified by invigilator should bring in written to the notice of controller of examinations for proper action.
h. After the examination is completed, the invigilators hand over the answer scripts after detaching the first section of the answer booklets with personal details of the student.
i. The detached part is stored separately.

j. All the answer scripts are packet and handover to the examination section for spot valuation.

3.2.2. Conduct of Semester End Lab Examinations

a. Semester end lab examinations are conducted as per the academic calendar..
b. The lab examinations are conducted and assessed by the course coordinator (internal examiner) and an external examiner.
c. The controller of examinations requests reputed colleges through mail to depute faculty for lab examiner two weeks before the commencement of the lab exams.
d. As per the galley of the students appearing for the lab examinations, the required stationary (OMR, answer booklet and D-form) is to be obtained by the Department from Examination section.
e. The ACE (exams) conduct meeting with department examinations in charges and finalizes the time-table batch wise with respect to the equipment/infrastructure available in the department
f. After the examination, the internal examiner submits the marks awarded in OMR sheets and D form in sealed covers to the ACE (exams).
g. ACE (exams) in turn handover to ACE (Evaluation) for results processing.
h. Duly signed Remuneration bills are submitted along with the marks awarded in OMR sheets.

3.2.3. Conduct of Projects:

B.Tech. Project is carried out in 2 phases – Phase I & Phase II. The maximum marks for the project is 200. Project Phase I shall be evaluated internally by Project Review Committee (PRC) for 50 Marks during the VII semester. Project phase II shall be evaluated internally for 60 Marks and externally for 90 marks at the end of the VIII semester. Internal valuation shall be carried out by PRC. External evaluation shall be done by HoD, Guide/Internal Examiner and External Examiner as per academic regulations. The external examiner is appointed by Chief Controller of Examinations for the panel submitted by concerned HOD's.

M.Tech. Project is carried out in 2 phases – Phase I & Phase II. The maximum marks for the project is 400. Project Phase I shall be evaluated internally by Project Review Committee (PRC) for 100 Marks at the end of III semester. Project phase II shall be for 300 marks of which 120 Marks is for internal and 180 marks is for external. Internal valuation shall be carried out by PRC. External evaluation shall be done by Internal Examiner and External Examiner as per academic regulations. The external examiner is appointed by Chief Controller of Examinations for the panel submitted by concerned HOD's.

For MBA, Program the maximum marks for project is 200 of which 80 marks is for internal and 120 marks is for external. Internal project assessment is then by PRC as per academic regulation. The Examination Section request HOD's to provide panel of external examiners for project evaluation. The Chief Controller of Examinations appoints the external examiners from the panel received. The external project

assessment is done by HOD, Guide along with the external examiner for 120 marks as per academic regulations

3.2.4. Conduct of Supplementary Lab Examinations

Supplementary Lab Examinations are conducted as per academic regulations of UG and PG in similar lines.

3.2.5. Regulations for malpractices during the conduct of examinations:

	Nature of Malpractices/Improper conduct	Punishment
1 (a)	If the candidate possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material 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)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language metHODs or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled

		from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all 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/candidate not on rolls, he will be handed over to the police and a case is registered against him.
4	If the candidate mishandles 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. Also if the answer script is mutilated / damaged disturbing the shape, of the script, answers, the bar code intentionally.	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. He shall be debarred from class work and all examinations and be allowed to reregistered for the next subsequent odd or even semester only. 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.	The same should be brought to the notice of CE who in turn in consultation with malpractice committee makes decision for 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. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation

		of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	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. The candidate is also debarred and forfeits the seat. 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 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.

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.

3.3. POST EXAMINATION PROCESS:

3.3.1. Coding and Packing:

The Examination Section arranges to check the answer scripts received with the D-forms and malpractice cases if any. After verification, the Examination Section prepares code serial for each course and branch to be printed on the answer books and bundle numbers and concerned mark statement. The answer books are Shuffled and pack bundles of size 40/20 for each course. The bundle number (code serial) is printed on the answer scripts in each bundle, marks award list and the bundle number is labeled on the bundle along with name of examination, subject code.

3.3.2. Spot valuation:

a) The institute adopts the system of Central evaluation of the answer scripts by appointing the external examiners/valuers from university, autonomous institutions. For B.Tech program the valuation (done by the external examiner) is single and is monitored by a chief examiner (Faculty of MVGR) of the concerned subject appointed by the chief controller of examinations. For PG courses double valuation is employed, one valuation is done by the faculty of MVGR and another valuation by other autonomous institutions /university faculty.

b) At least fifteen days before the commencement of spot valuation, the controller of examinations requests Board of Studies (BOS) to provide panel of experts of examiners for all the subjects listed in the examination timetable.

c) From this panel the chief controller of examination appoints the chief valuers for the subjects who in turn prepare and submit detailed scheme of valuation to the ACE (evaluation). The controller of examinations requests the universities / reputed colleges to depute examiner for valuation of subjects.

d) Well in advance, the question papers, detailed key , award lists, Remuneration and TA &DA bills and other stationary required are arranged for the smooth conduct of spot valuation.

e) The spot coordinator and assistant coordinators are appointed by chief controller of examination who will take care of smooth conduct of spot valuation.

f) On the day of valuation, the question papers and detailed scheme of evaluation is given to the valuers along with answer books. The chief valuer of the concerned subject discusses the scheme with the examiner before he/she starts the valuation. The chief examiner evaluates 10% of the scripts in the bundle to ensure that the examiner evaluates as per the scheme.

g) The Examiner can value a maximum of 80 answer scripts per day (i.e 40 scripts in each session)

h) The valuer 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.
i) In case of any correction, strike of previous figures by a line and write the new marks aside and attest with initial.
j) Valuer should enter the total marks in the boxes provided for.
k) Valuer should use ball point pen (Black) for writing alphabets & numerical numbers in boxes and circles.
l) The valued answer scripts along with marks sheets signed by the valuer are handed over to the Scrutinizer. If there is any discrepancy in any valued 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.
m) The scrutinizer will hand over the bundles to the chief valuer of the concerned subject who in turn submit same to the spot coordinators.

3.3.3. Duties of Scrutinizer:

a. The work of the scrutinizer starts almost concurrent with the process of evaluation. He / She verify and ascertain that all the required information entered by the examiner on award list of marks is correct.
b. He / She 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 / She checks whether the marks are awarded for all answers and posted in the marks table on the OMR sheet of the answer book. The marks posted are checked for accuracy. Also, shall verify bubbling of total marks is made or not.
d. He/She 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. If there is any discrepancy in any valued answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.,) that should be reported to the valuer and required corrections to be made by the valuer with counter signature.
f. If there is no discrepancy, the Scrutinizer should sign on Part-II , detach it and arrange in coding order .

3.3.4. Results Processing and Publishing:

For BTech :

a. The Examination Section process and verify results and the results analysis generated is submitted to the controller of examinations.
b. Controller of examinations prepares minutes of meeting based on results analysis and present before the examination committee consisting of vice Principal, Dean-Strategic Planning, Dean-R&D, Controller of Examinations headed by the Chief Controller of Examinations. After receiving approval from the examination committee, the Controller of examinations will arrange through ACE Evaluation for publishing of results through website of college.

c. Notification for revaluation is issued along with publishing of result by the controller of examinations

For PG courses:

a) The marks obtained in the first and the second valuation is compared. If the variation in marks is more than 20% of the maximum external marks, then it will be sent to the third valuation. (Any deviations from above, as per the recommendations of examination committee, the entire subject shall be sent for third valuation.
b) 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 higher side.
c) The examination section process and verify results and the results analysis generated is submitted to the controller of examinations.
d) Controller of examinations prepares minutes of meeting based on results analysis and present before the examination committee consisting of vice principal, Dean-Strategic Planning, Dean-R&D, controller of examinations headed by the Principal. After receiving approval from the examination committee, the Controller of examinations will arrange for publishing of results through website of college.

3.3.5. Procedure Pertaining to Revaluation of B.Tech Examination

a. Revaluation of answer scripts is applicable for semester end theory examination only.
b. Notification for Revaluation will be notified by Examination Cell on the day of results declaration.
c. The Candidate has to apply for revaluation in prescribed application format as specified/notified.
d. The application for revaluation after the last date will not entertained.
e. Answer scripts pertaining to the RV applicants are picked up for corresponding HT Nos. by tallying with Bar code.

Note: There is no revaluation as per policy for all M.Tech and MBA Courses.

3.3.6. Revaluation:

a. Revaluation will be carried out by examiner other than the first examiner from the panel submitted by the BoS.
b. In Revaluation, For B.Tech courses, 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.
c. The Examination Section prepares a consolidated statement of application received for revaluation separately for each branch, subject wise with corresponding HT Nos. and the same should be submitted to CE.

3.3.7. Supplementary Theory Examinations:

a. Notification for Supplementary examinations will be issued after declaration of revaluation results at the end of odd and even semesters.
b. Supplementary examinations are conducted as per the schedule to the registered students. The results are declared as per the procedures mentioned above.

3.3.8. Tabulation and Declaration of Results:

As soon as the marks in two mid examinations, two quiz examinations, assignments marks , Lab internal marks, project based learning and continuous assessment are received from HOD's , the Examination Section arrange for course wise data entry of their marks in examination tool. The final marks are evaluated by the tool as per settings made according to the academic regulation. These marks are sent to departments for verification. .

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

a) 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.
b) These personal details of the students are entered against the unique barcode on the answer sheet.
c) Following this, the Answer booklets without any personal details of the students are sent for evaluation.
d) 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.
e) 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.
f) The internal and external examination marks obtained in a particular course are clubbed and evaluated for a total of 100 according to academic regulations. For integrated courses, theory and lab marks are clubbed based on weighted average method as mentioned in academic regulations.
g) 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.
h) The Assistant Controller of Examinations (Evaluation) should personally check the entries in the results sheets with the concerned staff, for the accuracy in the compilation of results.
i) The results are published /announced with the approval of the Principal.
j) The Controller of Examinations arrange for displaying the results on the college website.

3.3.9. Printing and issue of Grade Memo's:

Grade memo's should be printed on grade sheets with multiple security features, verified and issued to students.

a. After the announcement of Regular/Supplementary results and revaluation results, the controller of Examinations arrange for the printing of grade memos.
b. Before printing the grade memos, the data viewed on the screen should be compared and checked with the data on results sheets.
c. A record for grade sheets printed must be maintained.
d. The printed Grade memos are sent to concerned department for issue of the same to students. While issuing the grade sheet to the student, the signature should be obtained as an acknowledgement.
e. If any student loses the grade issued to him/her, a duplicate grade sheet may be issued on application and payment of prescribed fee.
f. Such grade memos may be oriented prominently as "DUPLICATE".
g. A consolidated grade memo will be issued to the students who have obtained the required credits for award of degree.

3.3.10. 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 section.
d. The Examination Section verifies the photo copies of the grade cards with entries in the tabulation register.
e. If the entries are found to be correct, the transcripts are printed and are signed by the controller of examinations and Chief controller of examinations.
f. The Examination Section issue the transcript to the student after obtaining signature in "Transcript issue Register".
g. The PC applications along with prescribed fee received from the students shall be submitted to the JNTUK, Kakinada for issue of the same.