

AUTONOMY REGULATIONS

Regulations for Examination

2012-13

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GMR Institute of Technology

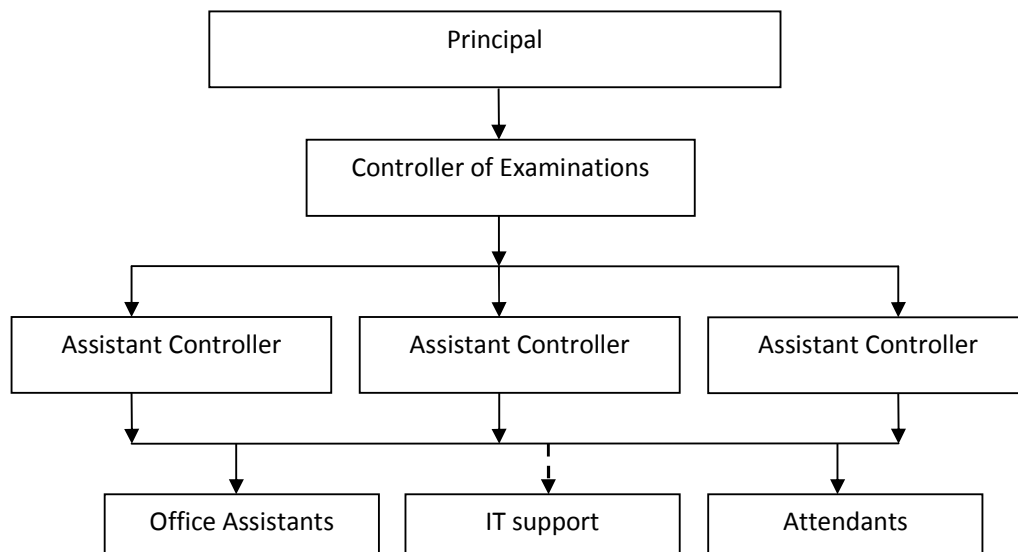
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Regulations for Examination

R 1.0 Organization Structure of Examination Section:



Apart from central examination system every department has departmental examination committee comprising HOD, Examination Coordinator and two faculty members.

R 2.0 Regular and Supplementary Examinations:

- a) Regular theory examinations will be conducted at the end of every semester with a minimum gap of 1 week for preparation.
- b) Semester end lab examinations will be conducted after the last working day of the semester.
- c) Supplementary examinations for the odd semester shall be conducted with the regular examinations of even semester and vice versa, for those who appeared and failed in regular examinations.
- d) External Examiners for lab, mini project and main project work will be nominated by the Principal.

R 3.0 Question paper setting

- a) A moderator nominated by Academic Council based on experience/expertise in the course will select/scrutinize the question paper from the question paper bank or generate a question paper from the question bank built-up by the external/internal subject experts for each theory course.
- b) Chief Examiners and examiners/evaluators for the subjects will be nominated by Chairman- BOS. The chief examiner of the subject will provide Scheme of Evaluation based on the key provided by the external paper setter.
- c) Question paper contains 2 sections (section I and II) having the questions distributed equally among all units.
- d) The distribution of marks for sections I and II will be 10 marks & 60 marks respectively for UG programs and 12 & 48 respectively for PG programs.
- d) Pattern of the question paper is as follows:
 - Section-I:
Contains 5 short answer questions (which are compulsory) of 2 marks each for UG programs and 6 short answer questions (which are compulsory) of 2 marks each for PG programs) covering entire syllabus.
 - Section-II:
Contains 4 questions which are compulsory and each full question carries 15 marks (For UG programs) and 12 marks (For PG programs) covering entire syllabus.

R 4.0 Procedure for Conducting and Evaluating the Examinations:

R 4.1 Conduct of Sessional Examination and its Evaluation

Sessional examination shall be of 90 minutes duration for 20 marks (For UG programs) and for 30 marks (For PG programs). Sessional examinations will be conducted thrice in a semester and the average of the best two sessional marks will be considered. Question paper for the

sessional examination shall contain five questions out of which the student has to answer any four.

Three sessional examinations shall be conducted at the end of the 5th, 11th and 17th week of the semester respectively containing the syllabus that will be covered in correspondings 5 weeks each.

The process of conducting the sessional examinations is as follows:

- a) The coordinator of examinations nominated by the HoD shall be responsible for the smooth conduct of the sessional examinations with the support of the office staff and faculty invigilators.
- b) As per the common schedule of sessional examinations, all the concerned faculty shall submit the question papers printed in the required numbers one day before the examination.
- c) Key/ Scheme for the concerned subject shall be displayed in the respective department notice boards/ LAN immediately after the conduct of the examination.
- d) The valuation shall be completed and the marks shall be displayed within four days after the conduct of every examination.
- e) Answer scripts will be shown to the students and any discrepancies/ errors will be attended by the faculty before submitting the final marks to the department.

R 4.2 Conduct of Semester End Examination

R 4.2.1 Theory course

Semester end examination shall be of three hours duration and having weightage of 70% of the total marks (For UG programs) and 60% of the total marks (For PG programs).

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

- (i) The controller of examinations for the concerned semester examinations shall be responsible for the smooth conduct of the semester end examinations with the support of the office staff and faculty invigilators drawn from the various departments.

- (ii) As per the schedule of examinations, the Controller of examinations in the presence of Principal will select one question paper of the subject concerned from four question papers available and duly certified by the subject moderator at least one hour before the conduct of examination.
- (iii) Controller of examinations with the help of the special invigilators will get all the selected question papers of the concerned courses printed in the required numbers and will be distributed 10 minutes before the commencement of examinations.
- (iv) An internal inspection squad comprising of three members constituted for the day of examinations by the Principal will visit all the examination halls and ensures that the examinations are conducted as per the code of conduct.
- (v) By the next day of the completion of examination of the course concerned, all the answer scripts are coded with random number generation and transferred to the spot valuation coordinator.
- (vi) The spot valuation is completed within four days after the conduct of every examination.
- (vii) Examiners/Evaluators for the respective subjects are identified and nominated by the chairman of the respective BOS.
- (viii) Results are announced within one week after the completion of the spot valuation.

R 4.2.2 Laboratory Course

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

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

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

R 4.3 Evaluation Procedure for Theory Courses

The evaluation procedure shall be as follows:

(a) The Institute shall adopt the system of Central evaluation of the answer scripts by appointing the external examiners/evaluator from reputed institutions.

(b) The following officials for central evaluation system will be appointed by the Principal.

(i) **Coordinator- Central Evaluation**

Any faculty member at Professor/Associate Professor level with minimum 10 years of experience shall be nominated as the in-charge of the spot valuation on rotation basis and will be responsible for conduct of the evaluation of the semester end answer scripts.

(ii) **Chief Examiners- Subject wise:** Any faculty having at least 5 years of total teaching experience and taught the subject concerned at least for three times shall be appointed as Chief Examiner by the Principal.

(iii) **Evaluators:** Evaluators shall be appointed by the Principal from the panel of the experts recommended by Controller of Examinations who are having at least three years of teaching experience and he/she must have taught the concerned subject at least once.

(iv) **Scrutinizers/Tabulators:** The Controller of Examinations shall nominate Scrutinizers/Tabulators to scrutiny the answer scripts and tabulation of award list. Scrutinizers/Tabulators may be the faculty from other disciplines to ensure the proper correction and tabulation of marks.

(c) **Working Model for Central Evaluation System**

(i) The concerned Chief Examiner of each subject shall convene a pre-evaluation meeting of all the examiners/ evaluators associated and provide the scheme, solutions and discuss in details the various aspects of the evaluation process.

(ii) No examiner/ evaluator shall leave the evaluation hall without completing the assigned work i.e. completion of evaluation and tabulation of all the answer scripts allotted.

- (iii) The spot coordinator shall issue to an examiner/ evaluator two bundles of answer books in a day each containing 30 scripts.
- (iv) To ensure uniformity in marking, a given question (or a set of questions) shall be evaluated by a single examiner for all the students registered in the course.
- (v) After evaluation of each bundle the answer books along with the award list shall be handed over to the Scrutinizer/Tabulator by the concerned subject Chief Examiner.
- (vi) To ensure the compliance with the scheme of valuation Chief examiners of the concerned subject shall evaluate any four answer scripts selected randomly.
- (vii) In case the variation of marks awarded by the chief examiner is more than 15% of the evaluator, then Evaluator will be asked to re-evaluate.
- (viii) The chief examiner, examiner/ evaluator and scrutinizer shall sign on the marks gally of answer books which they have checked/evaluated and scrutinized in the space provided on the answer books.

R 4.4 Hybrid grading system

In a hybrid grading system, we use a combination of both absolute and relative grading systems.

- The two highest grades and the lowest grade are earned and the grades in between are awarded.
- To earn A grade, student has to secure ≥ 85 aggregate marks.
- To earn A+ grade, student has to secure ≥ 90 aggregate marks.
- Once highest and lowest grades are identified, the remaining grades are then awarded by plotting the histogram of number of students (Y axis) and marks (X axis) and identifying the cluster of students. These clusters of students are identified based on gaps and dips in the histogram.

The list of letter grades and its connotation are shown in table 1.

Table 1 Letter grades and its connotation

For the students admitted from 2012-13 onwards:

Grade	Qualitative Meaning	Grade Point attached
A+	Outstanding	10
A	Excellent	9
B	Very Good	8
C	Average	6
D	Satisfactory	4
F	Fail	0

For the students admitted from 2015-16 onwards:

Grading Pattern		
Grade	Qualitative Meaning	Grade Point
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Average	6
C	Satisfactory	5
D	Pass	4
F	Fail	0

- A student getting < 40 marks will be treated as failed and earn 'F' grade.
- The grade points awarded shall be whole numbers as per the grade notified.

R4.4.1 Award of the equivalent grades:

Following is the equivalent grading pattern for the marks secured enabling the award of equivalent grade memos for the re-joined students from other regulations:.

% of marks/ course	Grade Point attached	Grade	Qualitative Meaning
≥90	10	A+	Outstanding
≥80 and < 90	9	A	Excellent
≥60and <80	8	B	Very Good
≥50 and < 60	6	C	Average
≥40 and < 50	4	D	Satisfactory
< 40	0	F	Fail

R 4.5 Revaluation:

There is a provision for revaluation of failed or passed subjects provided s/he fulfils the following norms for revaluation. Revaluation process will be done in absentia of the student consolidating all the answer scripts.

- a) Applications for revaluation for semester end examination are to be submitted within one week from the date of notification of the results/issue of marks card.
- b) The candidate should have attended the internal examination(s) as well as semester end examination for the course applied for revaluation.
- c) The request for revaluation must be made in the prescribed format along with the revaluation fee prescribed.
- d) If a student secures more marks than the earlier marks, new marks will be considered, otherwise, the previous marks will remain the same.

R 4.6 Challenge Valuation:

The challenge valuation is a facility given to the student where the valuation is done in the presence of the student. Challenge valuation of failed or passed subjects shall be performed as per the following norms.

- a) Applications for revaluation by challenge for semester end examination are submitted within one week from the date of notification of the results/issue of marks card.

- b) The candidate should have attended the internal examination(s) as well as semester end examination for the courses applied for revaluation.
- c) The request for revaluation by challenge must be made in the format prescribed along with the challenging fee prescribed.
- d) The revaluation by challenge will be carried out by a three member committee comprising an external subject expert nominated by the Principal, the faculty member chosen by the student and the third member is the BOS Chairman.
- e) After the challenge valuation, if the grade is improved or there is a change in the status i.e., fail to pass, the improved grade shall be notified, otherwise, the previous grade will remain.
- f) Challenge valuation fee will be refunded, if the difference in the grade obtained has two jumps when compared with the grade secured earlier otherwise the fee paid will be forfeited.

R 5.0 Disciplinary Action for Malpractices / Improper Conduct in Examinations:

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

	Nature of Malpractices/Improper conduct	Punishment
3.	Impersonates any other candidate in connection with the examination.	The candidate/Person who has impersonated shall be expelled from examination hall. The candidate will also be debarred and forfeits the course. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course of such candidate is subject to the academic regulations in connection with forfeiture of seat.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

	Nature of Malpractices/Improper conduct	Punishment
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Principal / Controller of Examinations any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	Expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.

	Nature of Malpractices/Improper conduct	Punishment
7.	Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also be debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.

	Nature of Malpractices/Improper conduct	Punishment
9.	If the student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	<p>Student of the college: Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit the course.</p> <p>Person(s) who do not belong to the College will be handed over to police and a police case will be registered against them.</p>
10.	Comes in a drunken/intoxicated condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses	In such cases the Principal will impose suitable punishment.