

# **EXAMINATION MANUAL (R14)**



## **LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (Autonomous)**

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## 1. INTRODUCTION

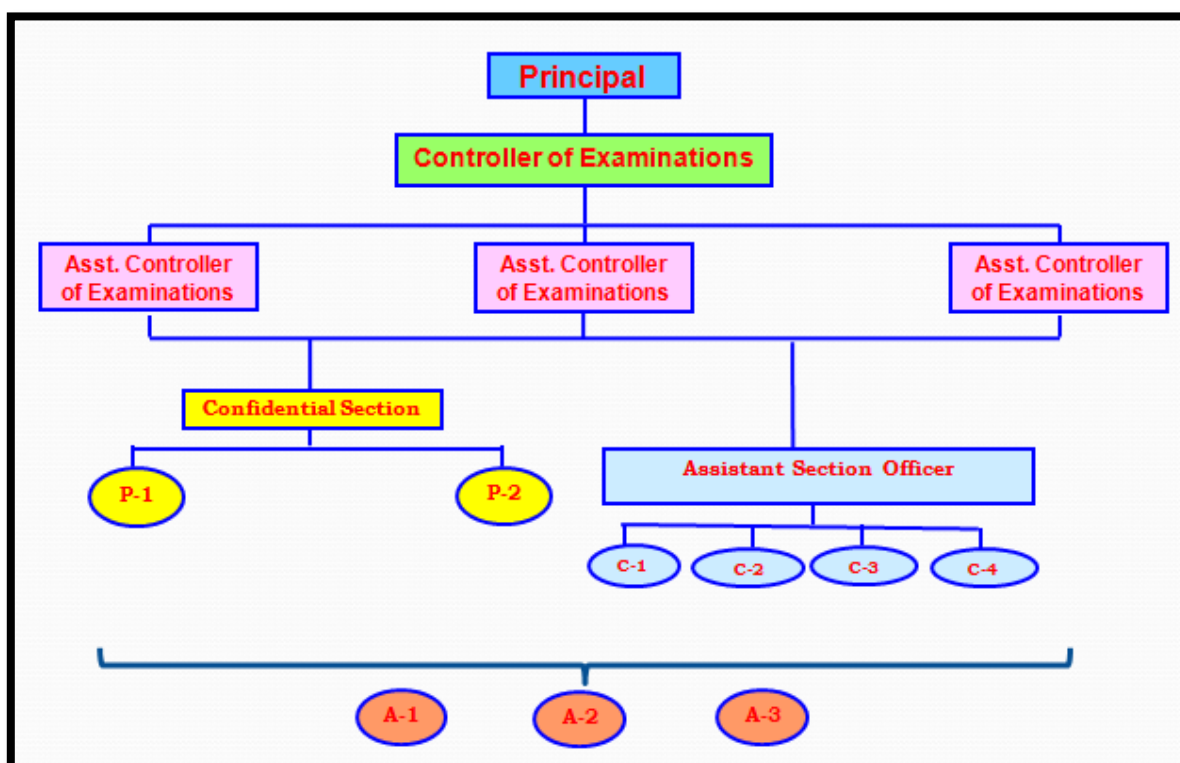
In the year 2010, Lakireddy Bali Reddy College of Engineering was granted autonomous status by the UGC under 2(f) and 12(B). In keeping with its avowed vision to develop into a Technical Institution of Excellence, it strives to maintain 'quality', both in teaching and the examination system. A hallmark of its examination system is the evaluation system, which is tech-savvy, transparent, and student-friendly. The main emphasis is to meticulously assess the knowledge gained by a student and motivate him/her to improve upon it. The Examination branch of LBRCE is entrusted with the responsibility for smooth conduct of examinations for all courses, publication of results, maintenance of student records etc. Over the years, the Examination branch has been successful in earning the confidence of students through its accurate and foolproof assessment system and timely publication of results. A continuous evaluation of performance of students have become a norm, wherein it is important to measure the degree of knowledge acquired by them during a course of study, without exerting much pressure. Our evaluation system comprises a strict and flawless examination system, uniformity and consistency in assessment among others. The salient features of our examination system are enumerated as following:

- Independence : A system that operates without fear, favour, pressure and prejudice.
- Systematic : A system that achieves its goals based sound principles, policies, and procedures.
- Flexibility : A system that continuously recalibrates the design, implementation and evaluation
- Adaptability : A system that adapts to changing dynamics of evaluation through latest tools/technologies
- Transparency : A system guided by open and transparent policies and procedures
- Quality Manpower : A system that is run by highly qualified, competent people with a high degree of integrity.

Innovative Practices : A system that employs state-of-the-art facilities for data processing with least human interaction.

## 2. ORGANIZATION

The examination section is headed by a Controller of Examinations, who works under active guidance of the Principal. The Controller of Examinations is assisted by Assistant Controllers of Examinations and other examination staff. The organization chart of the Examination section is as follows:



## 3. INFRASTRUCTURE

The examination section is well-equipped with Hardware, Reprographic and Software facilities as indicated below.

S. No.	Particulars	Quantity
1	Xerox Machines	03
2	Digital Copy Printer	01
3	Printers (Canon and HP)	04
4	Server	01
5	Computers	09
6	UPS (APC) 6KVA	01
7	Generator - 250 KVA Cummins Engine	02
	Generator - 125 KVA Cummins Engine	01

#### **4. QUESTION PAPERS**

Achievement Testing:

The Achievement testing of a student in a course is effectively done by using a good question paper as the principal tool, which necessitates that the question papers used for Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) must:

- Cover all sections of the course syllabus uniformly;
- Be unambiguous and free from any defect/error;
- Emphasize knowledge testing, problem solving & quantitative methods;
- Contain adequate data / other information on the problems ; and,
- Have clear and complete instructions for the candidates.

##### **4.1 Question Paper Planning**

A Question Paper covers the entire syllabus, with questions set on all sections/ topics that a student is expected to answer. Students are provided a choice of questions as contained in the Question Papers at SEE, in particular, with built-in choice under each unit of the syllabus.

Besides, it is also necessary to have a well-drafted, error-free course syllabi that is properly unitized (or modularized) for setting good question papers, covering the entire syllabus.

##### **4.2 Guidelines for question paper setters**

The Question Paper Setters are requested to comply with the following instructions and guidelines while setting the Question papers.

- i) The Paper Setters shall prepare different sets of Question papers for each subject as per the syllabus enclosed.
- ii) The Paper Setters shall strictly adhere to the model question paper enclosed.

- iii) The maximum marks for any paper is 75 for B.Tech and 60 for M.Tech, MBA and MCA Courses.
- iv) The questions are to be prepared from within and in the entire range of prescribed syllabus of the subject.
- v) The Paper Setter shall clearly indicate the marks allotted in each part of the question.
- vi) The Figures/Drawings/Circuit diagrams must be drawn by clearly indicating dimensions, etc., wherever necessary; and shall be adopted suitably in the question paper.
- vii) The question paper shall be submitted in soft format and not preserved in any form, either in part or full; and must be destroyed/deleted as the case may be, after the completion of setting.
- viii) The paper setter shall carefully verify all the questions and numerical problems before dispatching the question paper sets.
- ix) Usage of handbooks or data sheets by candidates while answering questions must be indicated in the question paper itself.
- x) The Paper Setters shall also provide schemes of valuation and solutions to numerical problems, wherever necessary and forward them along with the question paper(s).
- xi) The Paper Setters shall ensure confidentiality and security of the Question papers and its content.
- xii) The Paper Setters shall set numerical problems/data only in SI System of units.

#### 4.3 Mandatory instructions for Paper Setters:

- i) While setting the paper, the scope of answering the required number of questions within the time allotted must be kept in mind.
- ii) Each question set shall be clear and definitive in language and meaning.
- iii) The questions shall be fairly distributed over the entire course of study as prescribed in the enclosed Model Question paper.
- iv) Special care must be taken while writing mathematical signs and indexing figures.
- v) Abbreviations of all kinds must be avoided.
- vi) The code number of the question paper must be written on each page.
- vii) The question paper must be assigned continuous page numbers.

#### 4.4 Bloom's Taxonomy

The Question sets must adhere to the Bloom's taxonomy that distributes questions and marks according to their level of complexity.

#### Bloom's Taxonomy Action Verbs

<b>Definitions Bloom's Definition</b>	<b>I. Remembering</b>	<b>II. Understanding</b>	<b>III. Applying</b>	<b>IV. Analyzing</b>	<b>V. Evaluating</b>	<b>VI. Creating</b>
	Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.	Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.	Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.

<b>Verbs</b>						
	<ul style="list-style-type: none"> <li>• Choose</li> <li>• Define</li> <li>• Find</li> <li>• How</li> <li>• Label</li>   <li>• List</li> <li>• Match</li> <li>• Name</li> <li>• Omit</li> <li>• Recall</li> <li>• Relate</li> <li>• Select</li> <li>• Show</li> <li>• Spell</li> <li>• Tell</li> <li>• What</li> <li>• When</li> <li>• Where</li> <li>• Which</li> <li>• Who</li> <li>• Why</li> </ul>	<ul style="list-style-type: none"> <li>• Classify</li> <li>• Compare</li> <li>• Contrast</li> <li>• Demonstrate</li> <li>• Explain</li>   <li>• Extend</li> <li>• Illustrate</li> <li>• Infer</li> <li>• Interpret</li> <li>• Outline</li> <li>• Relate</li> <li>• Rephrase</li> <li>• Show</li> <li>• Summarize</li> <li>• Translate</li> </ul>	<ul style="list-style-type: none"> <li>• Apply</li> <li>• Build</li> <li>• Choose</li> <li>• Construct</li> <li>• Develop Experiment</li> <li>• with</li> <li>• Identify</li> <li>• Interview</li> <li>• Make use of</li> <li>• Model</li> <li>• Organize</li> <li>• Plan</li> <li>• Select</li> <li>• Solve</li> <li>• Utilize</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze</li> <li>• Assume</li> <li>• Categorize</li> <li>• Classify</li> <li>• Compare</li>   <li>• Conclusion</li> <li>• Contrast</li> <li>• Discover</li> <li>• Dissect</li> <li>• Distinguish</li> <li>• Divide</li> <li>• Examine</li> <li>• Function</li> <li>• Inference</li> <li>• Inspect</li> <li>• List</li> <li>• Motive</li> <li>• Relationships</li> <li>• Simplify</li> <li>• Survey</li> <li>• Take part in</li> <li>• Test for</li> <li>• Theme</li> </ul>	<ul style="list-style-type: none"> <li>• Agree</li> <li>• Appraise</li> <li>• Assess</li> <li>• Award</li> <li>• Choose</li>   <li>• Compare</li> <li>• Conclude</li> <li>• Criteria</li> <li>• Criticize</li> <li>• Decide</li> <li>• Deduct</li> <li>• Defend</li> <li>• Determine</li> <li>• Disprove</li> <li>• Estimate</li> <li>• Evaluate</li> <li>• Explain</li> <li>• Importance</li> <li>• Influence</li> <li>• Interpret</li> <li>• Judge</li> <li>• Justify</li> <li>• Mark</li> <li>• Measure</li> <li>• Opinion</li> <li>• Perceive</li> <li>• Prioritize</li> <li>• Prove</li> <li>• Rate</li> <li>• Recommend</li> <li>• Rule on</li> <li>• Select</li> <li>• Support</li> <li>• Value</li> </ul>	<ul style="list-style-type: none"> <li>• Adapt</li> <li>• Build</li> <li>• Change</li> <li>• Choose</li> <li>• Combine</li>   <li>• Compile</li> <li>• Compose</li> <li>• Construct</li> <li>• Create</li> <li>• Delete</li> <li>• Design</li> <li>• Develop</li> <li>• Discuss</li> <li>• Elaborate</li> <li>• Estimate</li> <li>• Formulate</li> <li>• Happen</li> <li>• Imagine</li> <li>• Improve</li> <li>• Invent</li> <li>• Make up</li> <li>• Maximize</li> <li>• Minimize</li> <li>• Modify</li> <li>• Original</li> <li>• Originate</li> <li>• Plan</li> <li>• Predict</li> <li>• Propose</li> <li>• Solution</li> <li>• Solve</li> <li>• Suppose</li> <li>• Test</li> <li>• Theory</li> </ul>



#### 4.5 Typical Question Paper:

##### 4.5.1 Typical Question Paper for B.Tech.

a) Mid-term Examinations (20 marks):

The question paper for internal examinations shall contain four questions. The question 1 (PART - A) is compulsory and consists of 6 sub questions (Short / Objective / Multiple choice type) each carry 1 mark, from 1<sup>st</sup> and 2<sup>nd</sup> units of syllabus for I-Mid and 3<sup>rd</sup> , 4<sup>th</sup> & 5<sup>th</sup> units of syllabus for II-Mid examinations. The remaining three questions (PART - B) be set from first two units for I-Mid and the remaining three units for II-Mid examinations (at least 1 question from each unit) and student is required to answer any 2 questions and each question carrying 7 marks.

b) The question paper for external examination contains 8 questions covering all the units. The question1 (PART - A) is compulsory and consists of 10/15 sub questions, at least one from each unit of the syllabus. The remaining 7 questions (PART - B) be set from all the units (at least 1 question from each unit) and the student is required to answer any 4 questions. All questions carry equal marks.

##### 4.5.2 Typical Question Paper for M.Tech. & MCA

Each theory course is evaluated for maximum 100 marks with distribution of 40 marks for Continuous Internal Evaluation (CIE) and 60 marks for Semester End Examination (SEE).

i) The CIE methodology for theory courses is based on two mid-term examinations, each for maximum 40 marks. Two mid-term examinations shall be conducted with syllabi from units I & II for the first and units III, IV & V for the second. The mid-term examination question paper shall be for 40 marks. Each mid-term examination shall be conducted for 120 minutes duration and students have to

answer all three questions with each question having 'either'/ 'or' option. However, 75% weightage for the better of the two and 25% for the other test shall be considered for awarding 40 marks.

- ii) The Semester End Examination (SEE) for theory courses requires evaluation for 60 marks. The question paper in each course for the semester end examination consists of 5 questions, one from each unit with 'either' / 'or' option, carrying 12 marks each. The students are required to answer all 5 questions for maximum 60 marks. The duration of SEE is 180 minutes.

#### 4.5.3 Typical Question Paper for MBA

Each theory course is evaluated for maximum 100 marks with distribution of 40 marks for Continuous Internal Evaluation (CIE) and 60 marks for Semester End Examination (SEE).

- i) The CIE for theory courses requires evaluation through two mid-term examinations and report writing for a total 40 marks. Two mid-term examinations shall be conducted with syllabi comprising units I & II for the first and units III, IV & V for the second. However, 75% weightage for the better and 25% for the other mid-term examination shall be considered for awarding of mid-term marks.
- ii) The SEE for theory course shall be conducted for 3 hours duration for a total 60 marks, covering the entire syllabus. Students have to answer one compulsory question and four other questions having 'either'/ 'or' option carrying 12 marks each.

#### 4.6 EXAMINATIONS

- i) Maintenance of Standards: The examinations (internal and external) are conducted as per the Academic calendar issued by the college before the commencement of the class work. The Examination Section seeks to ensure high standards in CIE and SEE, while meeting the expectations of the statute.
- ii) Continuous Internal Evaluation : The Continuous Internal Evaluation [CIE] shall be conducted exclusively by the faculty handling the course. The Course Faculty shall spell out the components of the CIE to students in advance, maintain transparency in its operation, declare the evaluation results in time; and then return the answer scripts and assignment sheets to them. Also, the faculty solves questions from these test papers in the class/tutorials for the benefit of students. The Continuous Internal Evaluation [CIE] for theory courses shall have 25% weightage for UG and 40% weightage for PG.
- iii) During every semester, there shall be two tests in each theory subject. The First Descriptive Test to be conducted by covering 1 & 2 units, while the second test is conducted by covering 3, 4 & 5 units. However, 75% weightage for the better of the two and 25% for the other test shall be considered for awarding sessional marks.

##### 4.6.1 SEMESTER END EXAMINATIONS

The attendance shall be considered from the date of commencement of classes as per academic calendar of the college. The schedule of classes shall be notified through a time table before the commencement of classes in the Semester.

A student is eligible to appear in the semester end examinations only if he/she acquires a minimum of 75% attendance in aggregate of all the courses. Condonation for shortage of attendance in aggregate up

to 10% on medical grounds (65% and above and below 75%) in each semester may be granted by the college academic committee. No student shall be allowed to appear at semester end examinations with an attendance below 65% in all the courses.

#### 4.7 Instructions to Candidates for Semester End Examinations

- i) The Candidate should write his/her Hall ticket number and give other information like examination, subject etc., in the space provided on the title page of the Answer Book.
- ii) Candidates are prohibited from:
  - (a) Writing their H.T. Nos. in any part of the Answer booklet.
  - (b) Writing their names in any part of the Answer booklet.
  - (c) Addressing the examiner in any manner whatsoever in the Answer booklet. If they do so, their answers will not be valued.
  - (d) Writing religious symbols.
  - (e) Bringing Mobile phones/Programmable calculators/Palm Computers/any kind of reference material into the examination hall.
- iii) The candidate must be present in the Examination Hall 15 minutes before the commencement of the examination.
- iv) The candidate must bring the Hall ticket and valid identity card issued by the college.
- v) The candidate should ensure that the room invigilator has appended his/her signature at the specified space on the answer book.
- vi) Before beginning to answer any question, the candidate should write the correct number of that question. They should complete the answer for a given question before answering the succeeding question. Any answer written at different places for the same question will not be valued.

- vii) Answer should be written on both sides of the paper. No supplementary answer books will be issued. Write on each ruled line. Please do not waste pages unnecessarily.
- viii) The left margin of the Answer booklet must contain the question number.
- ix) No loose sheets of paper will be allowed in the examination room and no paper must be detached from or attached to the Answer booklets.
- x) This Answer booklet should be returned to the invigilator before leaving the examination hall.
- xi) Students should stay in the examination hall at least for 90 minutes from the commencement of the examination.
- xii) No student is permitted to leave the examination hall without the consent of the invigilator.
- xiii) The candidates should not bring any text books or notes with them in the Examination Hall.
- xiv) Smoking and other intoxicants are strictly prohibited in the Examination Hall.

The faculty of the institution act as invigilators and must be present in the examination section, at least 30 minutes before the scheduled start of the examination.

#### 4.8 INSTRUCTIONS TO INVIGILATORS

During reporting at the Examination Section:

- i) The invigilators are required to be present in the examination section at least 30 minutes before the scheduled start of the examination and sign in the duty register.
- ii) The invigilators are required to count the main answer scripts and make sure that the serial number and Controller of Examinations facsimile on the main answer scripts are present/visible.
- iii) The invigilators must proceed to the examination hall immediately after receiving and verifying the answer scripts.

During invigilation in the Examination Hall:

- iv) One of the invigilators is required to check the hall tickets before a candidate enters the examination hall. *No candidate shall be allowed to enter the examination hall without the hall ticket.*
- v) The invigilators are required to instruct the candidates not to write their hall ticket number anywhere except in the space provided in the first page of main answer script and question paper.
- vi) The invigilators must instruct the students not to carry any printed or written material, programmable calculators or any other gadgets including mobile phones with them.
- vii) The invigilator is required to sign on the main answer script in the space provided and also put the initial with date on the hall ticket as well as the seating plan.
- viii) The invigilators must make the candidates sign in the prescribed attendance sheet.
- ix) The invigilators must instruct the students not to write anything on the question paper or on the benches that may be considered as malpractice.
- x) The invigilators are required to watch the proceedings in the examination hall vigilantly to prevent occurrence of any malpractice as *“Prevention is better than cure”*.
- xi) No invigilator shall leave the examination hall unless a reserve occupies his place on the instructions of the Controller of Examinations. A reserve will be allowed only in cases of nature call / or any other emergency as decided by the controller of examinations.
- xii) The invigilators are required not to allow any candidate into the examination hall after half an hour from the commencement of the examination.

- xiii) The invigilators should not allow the candidates to leave the examination hall before completion of half of the scheduled time.
- xiv) The invigilators should not put their signature on graph / drawing sheets.
- xv) The invigilator is required to distribute and collect the answer scripts personally and not involve the candidate in any manner for distribution or collection. The invigilator will be held responsible for any loss of the answer scripts.
- xvi) In case of any discrepancies, the matter may be brought to the notice of the Controller of Examinations immediately.
- xvii) Invigilators are advised to maintain silence in the examination hall, so as to provide an environment conducive for the smooth conduct of examination.
- xviii) The invigilator is required not to allow any other faculty/staff member into the examination hall or engage in any kind of interaction with anybody or use the mobile phones during the period of invigilation.
- xix) The invigilators are required to strictly follow the examination timings for the conduct of the examinations.

During submission of scripts at the Examination Section

- xx) All the invigilators must be present in the examination section during the submission of the answer scripts following the completion of the examination.
- xxi) The invigilators are required to properly count and submit the answer scripts of the candidates in the examination section.

## **5. QUESTION PAPER SELECTION**

The semester end examinations are conducted as per the academic calendar of the institution. Three sets of question papers are prepared for each course and placed in sealed covers before the commencement of examinations. On the day of examination, one hour prior to the examination, one set is picked at random for each course by the Head of the Institution and the examinations are conducted.

## **6. SQUAD MEMBER**

A senior faculty(s) of the institution is appointed as squad member by the Principal before the commencement of examinations. The squad member must be on duty during the entire period of the examination and report any cases of malpractices to the Controller of Examinations immediately. He/she shall submit the report on the conduct of examination for that session to Controller of Examinations immediately after the completion of examination.

### **6.1 Instructions to Squad members**

- i) The squad member shall report to the Examination Section by 10.00 a.m. in the forenoon session and 02.00 p.m. in the afternoon session sharp.
- ii) The squad member shall inspect all the arrangements made for the examination hall and its surroundings.
- iii) He/she shall ensure that the general instructions are prominently displayed on the notice boards of the examination section and in front of the examination hall as well for the information of the students.
- iv) He/she shall ensure proper distribution of correct question paper to students with correct question paper code.
- v) The squad must be on duty during the entire period of the examination.
- vi) He/she shall report cases of malpractices to the Controller of Examinations immediately.



- vii) The squad member shall submit his report on the conduct of examination for that session to Controller of Examinations immediately after the completion of examination.
- viii) He/she shall submit the report on the conduct of examination for that session to Controller of Examinations immediately after the completion of examination.
- ix) In case of leave of absence/non availability under unavoidable conditions, they are required to intimate the Controller of Examinations in advance for smooth conduct of the examinations.

Students found indulging in malpractice at examination will be punished in that subject as per the malpractice rules of the examination section approved by the college academic council. The college may take any additional disciplinary action at its discretion. Such candidates will be allowed to appear only in the subsequent examinations based on the decision of the malpractice committee of the examination section.

## 7. MALPRACTICE RULES

The Principal shall refer the cases of malpractices in internal assessment tests and semester end examinations to a malpractice enquiry committee constituted by him for the purpose. Such committee shall examine the case and submit a report to the Principal. The Principal shall take necessary action against the erring students based on the recommendations of the committee. The following table indicates the disciplinary action for malpractice/ improper conduct in examinations:

<b>S.No</b>	<b>Nature of Malpractices/Improper Conduct</b>	<b>Punishment</b>
1(a)	If a student possesses or tries to access any paper, note book, programmable calculators, Cell phones, pager, palm computers	Expulsion from the examination hall and cancellation of the performance in that subject only.

	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)	
(b)	If a student gives assistance or guidance or receives any such help from any other candidate orally or through gestures, communicates through cell phones with any candidate or persons in or outside the exam hall.	Expulsion of all candidates involved from the examination hall and cancellation of the performance in that subject. In case of an outsider, he will be handed over to the police and a case will be registered against him.
2.	If a student is found to have 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 he/she is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject as well as all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear in the remaining examinations of that Semester. The Hall Ticket of the candidate will be cancelled and sent to the University.
3.	Impersonates any other	The candidate who has

	<p>candidate in connection with the examination.</p>	<p>impersonated shall be expelled from examination hall. The candidate is also debarred from the college and forfeits his 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 in examinations of the remaining subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him</p>
<p>4.</p>	<p>If a student smuggles an Answer book or additional sheet inside the exam hall or takes out or arranges to send out the question paper, or</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects, the candidate has</p>

	answer book or additional sheet during or after the examination.	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 from class work for two consecutive semesters and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	If a student uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting/threatening him/her to award pass marks.	Cancellation of the performance in that subject.
6.	If a student refuses to obey the orders of the Chief Superintendent / CoE / 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	Such a student(s) shall be expelled from the examination hall along with 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 candidate(s) will be debarred

	<p>examination hall, causes injury to his person or to any other persons 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 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.</p>	<p>from the college and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.</p>
<p>7.</p>	<p>If a student leaves the exam hall taking away answer script or intentionally tears/mutilates/deforms the script or any part thereof inside or outside the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared, including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred</p>

		from class work and University examinations for two consecutive semesters. The continuation of the course by the candidate is subject to the academic regulations.
8.	If a student is in possession of 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. 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 6to 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.	If a student comes to the examination hall in a drunken condition	Expulsion from the examination hall and cancellation of the performance in that subject as well as other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of that semester.
11.	If copying is 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 examinations.
12.	Any other malpractice not covered in the above clauses i.e. from 1 to 11 shall be reported to the University for further action/ suitable punishment.	

#### **8. EXTERNAL REVIEW OF SEMESTER END EXAMINATIONS**

The Examination Committee of the College shall review the SEE operations by covering such steps as, question paper review, checking random samples of answer scripts, analysis of

results/grades awarded, etc.. This step is necessary for gaining the confidence of the college and also of the society at large, on the fairness and transparency in the system.

**9. PASSING STANDARDS**

A student shall be deemed to have satisfied the minimum academic requirements, if he has earned the credits allotted to each theory/practical design/drawing subject/project; and secures not less than a minimum of 40% of marks exclusively at the end semester examinations in each of the subjects in which candidate had appeared. However, the candidate must secure a minimum of 40% marks in both external and internal components put together for UG & 50% marks in both external and internal components put together for PG to be eligible for passing the subject.

**10. PROJECT WORK EVALUATION**

The internal evaluation shall be on the basis of two seminars delivered by a student on the topic of his project, which is evaluated by a committee consisting of HoD, supervisor of the project and a senior faculty. The end semester (VIII Semester) examination (viva-voce) shall be conducted by a committee consisting of external examiner, HoD and supervisor of the project.

**11. COMPREHENSIVE VIVA-VOCE**

The Comprehensive Viva-Voce shall be conducted to evaluate a student on all the subjects he/she has undergone in an entire course. The comprehensive viva-voce shall be evaluated by a committee consisting of HoD and two senior faculty members of the department.

**12. MINI PROJECT**

The mini project shall be evaluated, both internally and externally by a committee. The internal committee consists of the HoD, the



supervisor of mini project and a senior faculty member of the department. The external committee consists of head of the department, the supervisor of mini project and a duly appointed external examiner.

### **13. INTERNSHIP**

Students shall undertake internship for duration 4 weeks in vacation after VI semester of the course and shall be evaluated at the end of the VII semester. The internship shall be evaluated by a committee consisting of the HoD and two senior faculty members of the department.

### **14. SEMINAR**

There shall be a seminar for which the student shall collect information on a specialized topic and prepare a technical report, indicating his/her understanding of the topic, and submit to the department, which shall be evaluated by a committee consisting of HoD, seminar supervisor and a senior faculty member. There shall be no external examination for seminar.

### **15. ATTENDANCE REQUIREMENTS**

- i) A student is eligible to write end semester examinations if he/she acquires a minimum of 75% attendance in aggregate of all the subjects.
- ii) Condonation for shortage of attendance in aggregate up to 10% on medical grounds (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 shall not be condoned.
- iv) A student who is short of attendance in a semester may seek re-admission into the same semester when offered next within 4 weeks from the date of the commencement of class work.

- v) Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.
- vi) A stipulated fee shall be payable towards condonation of shortage of attendance.
- vii) A student will be promoted to the next semester if he/she satisfies the (a) attendance requirement of the present semester and (b) credits.
- viii) If any candidate fulfils the attendance requirement in the present semester, he/she shall not be eligible for readmission into the same class.

#### **16. MINIMUM ACADEMIC REQUIREMENTS**

- i) A student shall be deemed to have satisfied the minimum academic requirements, if he has earned the credits allotted to each theory/practical design/drawing subject/project and secures not less than a minimum of 40% of marks exclusively at the end semester examinations in each of the subjects appeared. However, the candidate should have secured minimum of 40% marks in both external and internal components put together to be eligible for passing in the subject.
- ii) A student shall be promoted to next semester, if he satisfies the minimum attendance requirement.
- iii) A student shall be promoted to B.Tech. (V semester) if he/she fulfils the academic requirement of 40% of the credits (27credits) up to III semester from all the examinations. A student shall be promoted to M.C.A (V semester), if he/she clears all the subjects of semester-I and semester-II from all the examinations.

- iv) A student shall be promoted to B.Tech (VII semester), if he/she fulfils the academic requirement of 40% of the credits (45 credits) up to V semester from all the examinations.

#### **17. PROCEDURES FOR SEMESTER END EXAMINATIONS**

- i) Supplementary examinations : There shall be supplementary examinations for B.Tech. along with regular semester end examinations for a student to reappear in the course(s) failed or, not attempted.
- ii) Advanced supplementary examinations: Students who fail in the courses in VIII semester (theory/project work/CVV) can reappear in advanced supplementary examinations within one month after the declaration of the revaluation results. However, the students who fail in advanced supplementary examinations shall reappear when offered next, along with regular students.
- iii) Recounting: A student, who wishes to verify the total marks obtained by him/her in any theory course in SEE, can apply for recounting in response to the notification. The outcome of the recounting gets reflected in the results sheet and grade card.
- iv) Revaluation: A student who wishes to apply for revaluation of a theory course in SEE can submit an application, along with the prescribed fee as per the notification issued. If a student secures a higher grade in the revaluation, it will be declared as the final grade, otherwise, the original grade will remain valid.

#### **18. GRADING**

The college follows as grading system while evaluating a student's performance in a course. The result processing and award of class is carried out on a 10-point scale grading system.

## 19. CONVERSION OF MARKS TO LETTER GRADES& GRADE POINTS

### i) AWARD OF LETTER GRADES (B.Tech.)

A letter grade and grade points shall be awarded to a student in each course based on his/her performance as per the 10-point grading system given below.

<b>Absolute Marks</b>	<b>Grade</b>	<b>Grade Points</b>
90 and above	S	10
80 – 89	A	9
70 – 79	B	8
60 – 69	C	7
50 – 59	D	6
40 – 49	E	5
Less than 40	F	Fails, 0

### ii) AWARD OF LETTER GRADES (M.Tech./MBA/MCA)

A letter grade and grade points shall be awarded to a student in each course based on his/her performance as per the grading system given below.

<b>Absolute Marks</b>	<b>Grade</b>	<b>Grade Points</b>
90 and above	S	10
80 – 89	A	9
70 – 79	B	8
60 – 69	C	7
50 – 59	D	6
Less than 50	F	Fails, 0

## 20. COMPUTATION OF SGPA & CGPA

The performance of every student at the end of each semester is indicated by Semester Grade Point Average (SGPA) and is calculated for the candidates who pass all the courses in that semester.

$$SGPA = \frac{\sum(CR \times GP)}{\sum CR}$$

The Cumulative Grade Point Average (CGPA) for entire programme is

$$CGPA = \frac{\sum(CR \times GP)}{\sum CR}$$

Where CR = Credits assigned to a course

GP = Grade points awarded to each course

## 21. AWARD OF CLASS

- i) For B.Tech.: After a student has satisfied the minimum requirements prescribed for the completion of a programme and is eligible for the award of B.Tech degree, he/she shall be placed in one of the following four classes on a 10 point scale.

Range	Class awarded
7.75 and above	First Class with Distinction
6.75 to < 7.75	First Class
5.75 to < 6.75	Second Class
4.75 to < 5.75	Pass Class
Below 4.75	Fails

- ii) For PG (M.Tech./MBA/MCA): After a student has satisfied the minimum requirements prescribed for completion of the programme and is eligible for the award of M.Tech degree, he/she shall be placed in one of the following three classes on a 10 point scale.

Range	Class awarded
7.75 and above	First Class with Distinction
6.75 to < 7.75	First Class
5.75 to < 6.75	Pass Class
Below 5.75	Fail

## 22. ISSUE OF GRADE CARDS

There is a provision of issue of grade cards after the completion of every semester without paying any fee to the examination section.

## 23. ISSUE OF CONSOLIDATED GRADE CARD

There is a provision to issue consolidated grade card (CGC) immediately after the completion of graduation. The consolidated grade card consists of the grades secured by the student in all the courses in the each semester, overall CGPA, equivalent percentage

of the programme and class awarded for the student in the programme.

**24. CORRECTION OF NAME IN GRADE CARDS**

There is a provision to make corrections in grade cards, if any discrepancy is reported by a student. The name correction will be incorporated in original grade card.

**25. CORRECTION OF NAME IN CONSOLIDATED GRADE CARDS**

There is a provision of issue of correction in consolidated grade card for the students. The name correction will be incorporated in original consolidated grade card.

**26. ISSUE OF DUPLICATE GRADE CARDS**

There is a provision of issuing duplicate Grade cards, in cases where the Grade cards are lost or mutilated. The candidate has to lodge a complaint to local police station of the area where it was lost and submit the original copy of acknowledgement of complaint. Then, the candidate shall forward the application, along with the relevant documents through the office of the Principal, to the office of the Controller of Examinations.

**27. ISSUE OF TRANSCRIPTS**

The students shall be issued transcripts after submitting duly filled-in prescribed application to the Principal, along with the required number of photo-copies of the document(s) and a nominal fee for each semester of regular and supplementary examinations.

**28. ANSWER PAPER SAFE CUSTODY**

The coded answer books are to be stacked in racks with proper ventilation, free from termites/ pests. Information about each answer-book in a bundle is kept for ease of retrieval at a later stage as per requirement. The answer book storage area is required to be

fumigated and aired periodically for preservation without any damage. The Examination section in-charge shall be responsible for accounting and proper storage of answer books till destruction.

### **29. DESTRUCTION OF ANSWER BOOK**

The answer booklets will be preserved for a minimum a period of eight years. Once clear instructions are issued by the Principal, all evaluated answer books will be destroyed by shredding after 8 years from the date of admission in to the programme. A certificate is issued by the Controller of Examinations, indicating details of answer books that have been shredded.

### **30. SCRIBE GUIDELINES**

Scribes may be appointed in cases of severe writing disability or physical disability of a student. The role of the scribe is to record, in handwriting, the verbal responses as dictated by the candidate. The following documents shall be submitted for the appointment of scribe by the student:

- i) A letter from the Principal stating that he/she personally verified and is satisfied with the qualification of the scribe as per norms;
- ii) Medical Certificate issued by a Civil Surgeon.
- iii) Photo of the student, highlighting the disability.
- iv) Photo copy of Identity card of the student
- v) Photo copy of the Hall Ticket for the Examination
- vi) The particulars of the proposed scribe i.e., name, address, qualifications and present occupation. Ex: ID card of present study etc.

(The scribe should be of intermediate/degree qualification with Arts subjects and must be younger than the candidate)

- vii) Aadhar card of the scribe.
- viii) A letter from the scribe stating that he /she is willing to act as scribe.

- ix) A copy of the certificate of scribe's qualification.
- x) Colour pass port photo of the scribe.

### **31. TRANSITORY REGULATIONS**

As recommended by the different Boards of Studies and as approved by the academic council, the following regulations govern the cases of students for re-admission in to another scheme of course in the college.

A student in one scheme (Say R10, R11 & JNTUK), detained due to lack of required no of credits or percentage of attendance at the end of any year/semester is permitted to take re-admission at appropriate level in any other scheme prevailing in the college subject to the following rules and regulations.

- i) He shall pass his backlog subjects if any by appearing for supplementary examinations conducted by the college/JNTUK from time to time.
- ii) After readmission, the student is required to study the subjects (theory, practical, seminar, internship, mini project, etc...) as prescribed for the re-admitted course at that level and thereafter.
- iii) However if the student has already passed any subjects (theory, practical/ others) of readmitted course in the previous scheme, such subjects are exempted.
- iv) If the student has not studied any subjects (theory, practical/ others) of readmitted course of previous years/ semesters in R10/ R11/JNTUK scheme till the stage of readmission, such subjects will be included as additional subjects in the readmitted course in place of exempted subjects.
- v) In general, after transition, there shall be balance in course composition and no of credits/semester.



### 32. D-FORM

LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)  
L.B. Reddy Nagar:: Mylavaram – 521 230 :: Krishna Dist.

#### 'D' FORM

Name of Exam. : A.Y. :  
Branch :  
Date of Examination : Session:  
Course code & Name :

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Hall Ticket Numbers of students registered:

Total No. of students Registered	Total No. of Students Absent	No. of Malpractice Cases	No. of Answer Scripts

*Note: H.T. Numbers of absentees are rounded in red ink*

**Asst. CoE**

CONTROLLER OF EXAMINATIONS

### 33. NOMINAL ROLLS

LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)

HALL-WISE ATTENDANCE OF CANDIDATES AND INFORMATION RELATING TO ANSWER BOOKS

Name of Exam : Date :

Subject : Hall No. :

S. No	Hall Ticket No	Main Answer Book	S. No.	Signature of Candidate
Branch :				

No. Allotted:	No. Absent:	No. Present:
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*Note: Absentees are rounded in RED ink*

**SIGNATURE OF THE INVIGILATOR**

## 34. SQUAD DUTY REPORT



**LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)**  
L.B. Reddy Nagar :: Mylavaram-521 230 :: Krishna Dist. :: A.P  
Approved by AICTE, New Delhi. Affiliated to JNTUK, Kakinada  
Accredited by NBA, Accredited by NAAC with "A" Grade & ISO 9001: 2008 Certified  
**EXAMINATION SECTION**

Phone & Fax.:08659-223498

examcell@lbrce.ac.in

### SQUAD DUTY REPORT

1. Name of the Squad member :
2. Designation :
3. Department :
4. Name of the Examination : B.Tech/M.Tech/MBA/MCA \_\_\_\_ Sem. (Regular)  
B.Tech/M.Tech/MBA/MCA \_\_\_\_ Sem. (Supplementary)
5. Date of Examination :
6. General conditions in the Examination Halls : Satisfactory / Unsatisfactory
7. Examination Halls visited :
8. No. of Malpractice cases reported by the Squad :
  - Roll Numbers of the Malpractice cases :
9. Misbehavior of candidates, if any :
10. Whether the invigilators performing duties properly: Yes / No  
If No, mention the details of the Invigilator and observations.

Signature of the Squad member

Mobile No. :

### 35. APPLICATION FOR NAME CORRECTION



**LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)**  
 L.B. Reddy Nagar :: Mylavaram-521 230 :: Krishna Dist. :: A.P  
 Approved by AICTE, New Delhi. Affiliated to JNTUK, Kakinada  
 Accredited by NBA, Accredited by NAAC with "A" Grade & ISO 9001: 2008 Certified

Phone & Fax.:08659-223498

examcell@lbrce.ac.in

**EXAMINATION SECTION**

Date:

#### APPLICATION FOR NAME CORRECTION IN GRADE CARDS / CGC

Hall Ticket Number	
Name of the Candidate <b>(In block letters as per SSC)</b>	
Father's Name <b>(In block letters as per SSC)</b>	
Course & Branch	
Phone / Mobile Number	
Fee Particulars (if any)	

**(i) For Name Correction in Grade Card / Consolidated Grade Card**

Semesters	Month & Year (Regular)	Month & Year (Supplementary)	Month & Year (Supplementary)	Month & Year (Supplementary)	Month & Year (Supplementary)
I Semester					
II Semester					
III Semester					
IV Semester					
V Semester					
VI Semester					
VII Semester					
VIII Semester					
CGC					

**(ii) Details of Changes**

Mistake in Name	Correct Name (As per SSC)

SIGNATURE OF THE CANDIDATE

**Encls.:**

- (i) Approved letter from the Principal
- (ii) Attested copy of SSC marks memo
- (iii) Original Grade Cards/CGC

### 36. CGC APPLICATION

**LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)**  
**CONSOLIDATED GRADE CARD / CREDIT SHEET**

Student Name : Hall Ticket No. :  
 Year of Admission : Month & Year of  
 final Exam. :  
 Branch : College & Code :

**FIRST YEAR**

Code	Subject Name	Gr.	Cr.

Code	Subject Name	Gr.	Cr.

**SECOND YEAR**



**THIRD YEAR**



**FOURTH YEAR**



Number of Credits Registered :  
 Over all CGPA :

Number of Credits Obtained:

Signature of the Candidate

Signature of the Principal with office seal

37. PC APPLICATION

H.T.No.									
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College Code		
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APPLICATION FOR PROVISIONAL CERTIFICATE



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY**

**KAKINADA – 533003, A.P.**

NAME OF THE CANDIDATE  
\*(IN BLOCK LETTERS AS PER S.S.C.)

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FATHER'S NAME  
(IN BLOCK LETTERS)

--

COURSE AND BRANCH

Degree / P.G.	
Branch	

MONTH & YEAR OF PASSING EXAM  
(To be filled by the candidate, who Completed the Course)

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PERMANENT ADDRESS


FEE PARTICULARS: (200/-)

Bank: \_\_\_\_\_ DD. No. \_\_\_\_\_ Date: \_\_\_\_\_

NOTE:

1. The consolidated Demand Draft should be drawn in favour of the REGISTRAR, JNT UNIVERSITY, KAKINADA, Payable at Kakinada.
2. For TATKAL Provisional Certificate Rs. 3,000/- Demand Draft should be drawn in favour of the REGISTRAR, JNT UNIVERSITY, KAKINADA, Payable at Kakinada.
3. Xerox Copy of SSC Certificate should be enclosed.
4. The filled in application along with D.D. should be sent to the Director of Evaluation, JNT University, Kakinada – 533 003.

Date: \_\_\_\_\_

SIGNATURE OF THE CANDIDATE

For College Office Use  
Certificate of Identification

I certify that Mr. / Mrs. / Miss. \_\_\_\_\_  
S/o / D/o of \_\_\_\_\_ is a Bonafied Student of this College

College Code: \_\_\_\_\_ during \_\_\_\_\_ to \_\_\_\_\_ with H.T.No. \_\_\_\_\_  
and he/she secured \_\_\_\_\_ eligible credits out of 224 credits and obtained \_\_\_\_\_ Percentage of marks. He/She is eligible to obtain Provisional Certificate as per the regulation under which he/she is admitted.

Date: \_\_\_\_\_

Signature of the Principal  
With Office Seal

### 38. DUPLICATE GRADE CARD & CONSOLIDATED GRADE CARD



#### LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)

L.B. Reddy Nagar :: Mylavaram-521 230 :: Krishna Dist. :: A.P  
 Approved by AICTE, New Delhi. Affiliated to JNTUK, Kakinada  
 Accredited by NAAC with "A" Grade & ISO 9001: 2008 Certified

#### EXAMINATION SECTION

#### APPLICATION FOR DUPLICATE GRADE CARD / CGC

Hall Ticket Number	
Name of the Candidate <b>(In block letters as per SSC)</b>	
Father's Name <b>(In block letters as per SSC)</b>	
Course & Branch	
Phone / Mobile Number	
Fee Particulars (if any)	

Duplicate Grade card applied for the Semesters

Semesters	Month & Year (Regular)	Month & Year (Supplementary)	Month & Year (Supplementary)	Month & Year (Supplementary)	Month & Year (Supplementary)
I Semester					
II Semester					
III Semester					
IV Semester					
V Semester					
VI Semester					
VII Semester					
VIII Semester					
CGC					

**SIGNATURE OF THE CANDIDATE**

**Encls.:**

- (i) Approved letter from the Principal**
- (ii) Police Complaint**
- (iii) Xerox Copies of Grade Card / CGC**