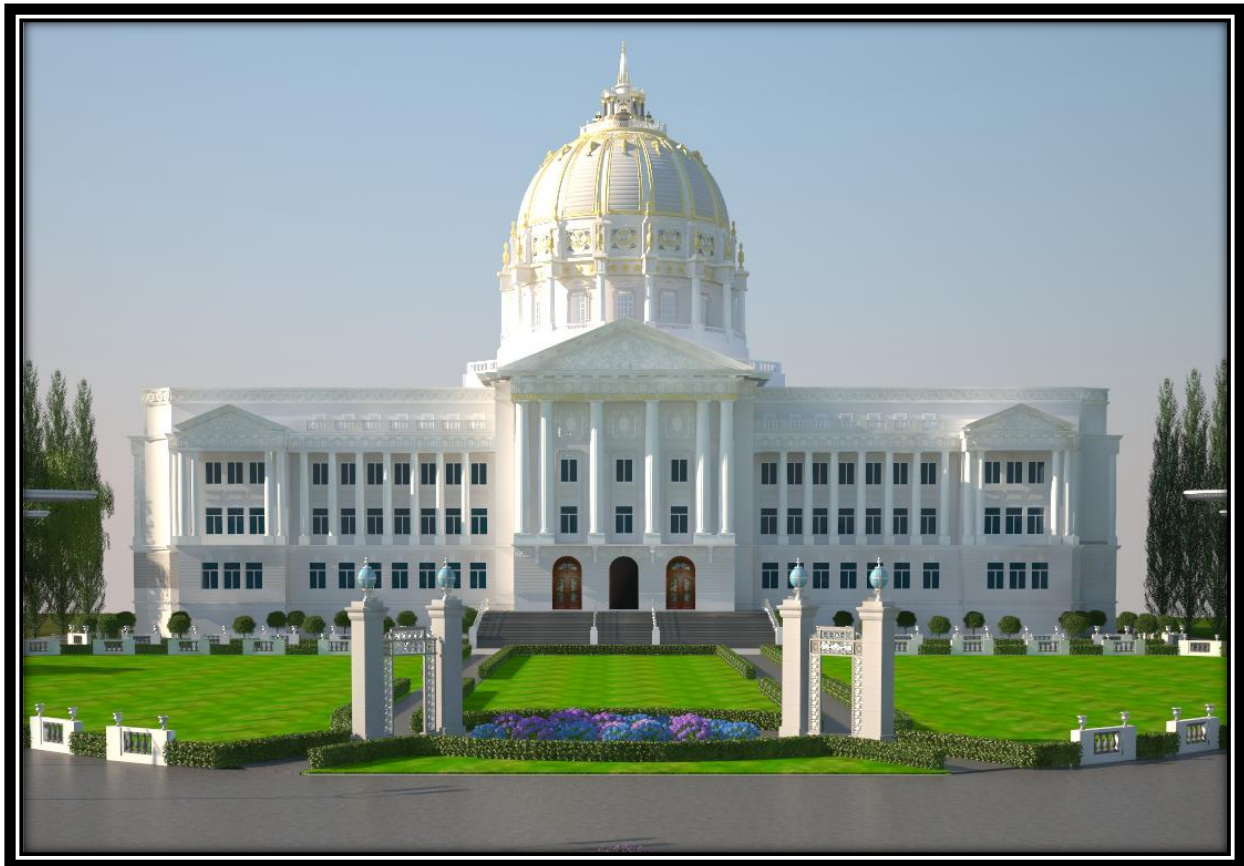


EXAMINATION MANUAL (R17)



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

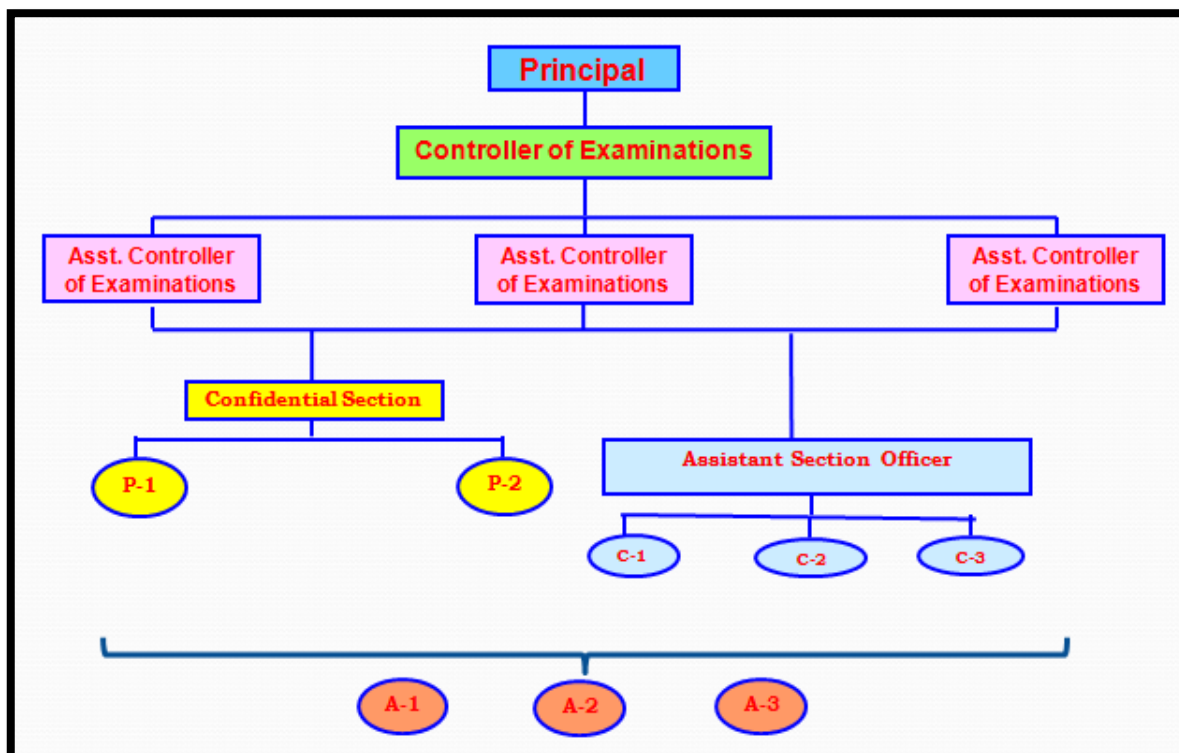
Transparency : A system guided by open and transparent policies and procedures

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	04
2	Digital Copy Printer (RICOH)	01
3	Printers (Canon and HP)	06
4	Server	01
5	Computers	14
6	OMR Scanners	02
7	Shredder machine	01
8	Sewing machines	02
9	CC cameras	11
10	UPS (APC) 6KVA	01
11	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 60 for B.Tech., M.Tech, MBA and MCA programmes.
- iv) A total of five questions, one from each unit with internal choices are to be set in each Question paper.
- 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.

REVISED Bloom's Taxonomy Action Verbs

Definitions Bloom's Definition	I. Remembering Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.	II. Understanding Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.	III. Applying Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	IV. Analyzing Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	V. Evaluating Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	VI. Creating Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.
Verbs	<ul style="list-style-type: none"> • Choose • Define • Find • How • Label • List • Match • Name • Omit • Recall • Relate • Select • Show • Spell • Tell • What • When • Where • Which • Who • Why 	<ul style="list-style-type: none"> • Classify • Compare • Contrast • Demonstrate • Explain • Extend • Illustrate • Infer • Interpret • Outline • Relate • Rephrase • Show • Summarize • Translate 	<ul style="list-style-type: none"> • Apply • Build • Choose • Construct • Develop Experiment with • Identify • Interview • Make use of • Model • Organize • Plan • Select • Solve • Utilize 	<ul style="list-style-type: none"> • Analyze • Assume • Categorize • Classify • Compare • Conclusion • Contrast • Discover • Dissect • Distinguish • Divide • Examine • Function • Inference • Inspect • List • Motive • Relationships • Simplify • Survey • Take part in • Test for • Theme 	<ul style="list-style-type: none"> • Agree • Appraise • Assess • Award • Choose • Compare • Conclude • Criteria • Criticize • Decide • Deduct • Defend • Determine • Disprove • Estimate • Evaluate • Explain • Importance • Influence • Interpret • Judge • Justify • Mark • Measure • Opinion • Perceive • Prioritize • Prove • Rate • Recommend • Rule on • Select • Support • Value 	<ul style="list-style-type: none"> • Adapt • Build • Change • Choose • Combine • Compile • Compose • Construct • Create • Delete • Design • Develop • Discuss • Elaborate • Estimate • Formulate • Happen • Imagine • Improve • Invent • Make up • Maximize • Minimize • Modify • Original • Originate • Plan • Predict • Propose • Solution • Solve • Suppose • Test • Theory

4.5 Typical Question Paper:

4.5.1 Typical Question Paper for B.Tech.

a) Mid-term Examinations (20 marks):

There shall be two mid-term examinations of 90 minutes each. The mid-term examinations shall be conducted with syllabi from units I & II for the first and units III, IV & V for the second. In each theory course, the question paper for the mid-term examination consists of three questions with 'either' / 'or' option. A student is required to answer all three questions for maximum 20 marks. In final assessment, 75% weightage for the better of the two mid-term examinations and 25% for the other shall be considered for awarding marks.

b) Online Quiz Examinations (10 marks):

Two online quiz examinations of 20 minutes each shall be conducted with syllabi from units I & II for the first and units III, IV & V for the second. The online quiz examination shall have 20 multiple choice questions. In final assessment, 75% weightage for the better of the two online examinations and 25% for the other shall be considered for awarding marks.

c) Assignments (5 marks):

Assignments shall be evaluated by the concerned faculty based on one assignment in each unit. The average of best four assignment marks shall be considered for awarding marks.

d) The semester end examinations for theory courses (including Engineering Graphics and Engineering Drawing) will be conducted for duration of 3 hours. In each course, the question paper shall consist of 5 questions, one from each unit with 'either' / 'or' option, carrying 12 marks. A student is required to answer all 5 questions for maximum 60 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. Each mid-term examination shall be conducted for 35 marks (25 marks for the descriptive test and 10 marks for quiz). Each student shall submit a report and deliver a seminar on the topic assigned in the corresponding syllabi, which shall be evaluated for 5 marks to be added to the CIE for 40 marks.

Each internal descriptive and quiz tests shall be conducted for duration of 120 minutes. The descriptive test shall consist of one compulsory question and two other questions having 'either' / 'or' option. 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 40% weightage for UG and 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 is required to check the particulars printed on PART – I of the OMR sheet and if any discrepancy found in the Name, Hall Ticket number, course name and course code must notify the invigilator for change of answer booklet.
- ii) The candidates are required to sign in the box specified in PART– I of the OMR sheet while affixing his/her initial with date.
- iii) The candidates are prohibited from writing anything in PART-II, PART-III and PART-IV of the OMR sheet.
- iv) The candidates are prohibited from writing or tampering the Barcodes & OMR sheets.
- v) 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.
- vi) The candidate must be present in the Examination Hall 15 minutes before the commencement of the examination.
- vii) The candidate must bring the Hall ticket and valid identity card issued by the college.
- viii) The candidate should ensure that the room invigilator has appended his/her signature at the specified space on the answer book.

- ix) 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.
- x) 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.
- xi) The left margin of the Answer booklet must contain the question number.
- xii) 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.
- xiii) This Answer booklet should be returned to the invigilator before leaving the examination hall.
- xiv) Students should stay in the examination hall at least for 90 minutes from the commencement of the examination.
- xv) No student is permitted to leave the examination hall without the consent of the invigilator.
- xvi) The candidates should not bring any text books or notes with them in the Examination Hall.
- xvii) 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

- i) During reporting at the Examination Section:
 - a) Invigilators must be present in the examination section, at least 30 minutes before the scheduled start of the examination
 - b) Invigilators must sign in the duty register.
 - c) Invigilators are required to check that the main answer scripts are in proper serial number, count and facsimile of the Controller of Examinations and are not torn, soiled or out of shape.
 - d) Invigilators must proceed to the examination hall immediately after receiving and verifying the answer scripts.

- ii) During invigilation in the Examination Hall:
- a) Invigilators are required to check PART-I of the OMR sheet for discrepancies in the name of the student, Hall Ticket number, Course name and Course code, if any, which then must be notified to the Controller of Examinations for change of answer booklet.
 - b) Invigilators are required to sign in the box specified in PART- I of the OMR sheet while affixing his/her initial with date on the hall ticket as well as on the seating plan.
 - c) Invigilators must instruct students not to write or tamper with the Barcode on the main script as well as the OMR sheet. Any answer script with tampered barcode & OMR sheet will not be valued at all.
 - d) Invigilators are required to instruct students to put their signature in the box specified in PART-I of the OMR sheet only and not to write anything else in PART-II, PART-III and PART-IV of the OMR sheet.
 - e) The invigilators must ask students to sign in the nominal rolls.
 - f) Invigilators are required to check the hall tickets before a student enters the examination hall. No student shall be allowed to enter the examination hall without the hall ticket.
 - g) Invigilators must not allow any student into the examination hall after half an hour from the commencement of the examination.
 - h) Invigilators must instruct students not to carry any printed or written material, programmable calculators or any other gadgets, including mobile phones.
 - i) Invigilators must instruct students not to write anything on the question paper or on the benches, which is liable to be considered as malpractice.
 - j) Invigilators must be vigilant in the examination hall to prevent occurrence of any malpractice as “Prevention is better than cure”.
 - k) No invigilator shall leave the examination hall until a reserve/replacement takes his/her place as per the instructions of the Controller of Examinations.
 - l) Invigilators shall not allow any student to leave the examination hall before the completion of at least half of the scheduled time.

- m) Invigilators are required to distribute and collect the answer scripts personally and not involve students in any manner for distribution or collection. The invigilator will be held responsible if answer scripts are found missing or lost.
- n) Invigilators must not to allow any other faculty/staff member into the examination hall or engage in any kind of interaction with others
- o) Invigilators must avoid bringing mobile phones into the examination hall. Mobile phone usage is strictly prohibited during the entire period of invigilation.
- p) Invigilators are advised to maintain silence in the examination hall, so as to provide an environment conducive for the smooth conduct of examination-
- q) Problems with Question Papers
Whenever, students raise points / queries requiring clarification on question paper which cannot be dealt with by the invigilator(s) in the Examination room, the Invigilator shall immediately notify the examinations office who will try to obtain and convey the necessary information to the student(s). Invigilators shall not advise on meaning or interpretation of questions.

iii) During submission of scripts at the Examination Section

All invigilators must be present in the examination section during submission of answer scripts after the completion of examination.

5. QUESTION PAPER SELECTION

The semester end examinations are conducted as per the academic calendar of the institution. Four 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 10.15 a.m. in the forenoon session and 02.15 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:

S.No	Nature of Malpractices/Improper Conduct	Punishment
1(a)	If a student possesses or tries to access 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 as 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 candidate in connection with the examination.	The candidate who has 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
4.	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 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. 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 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.	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 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.
7.	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.	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 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 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.	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. 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 evaluators (external and internal evaluators) and Chief examiners from internal only.
- b) The following officials will be appointed by the Chief co-ordinator (Principal) for central evaluation system.
 - i) Co-ordinator- Central Evaluation
Controller of Examinations shall be the Coordinator of the spot valuation and will be responsible for the conduct of the evaluation of the answer scripts.
 - ii) Chief Examiners- A senior faculty (Professor / Associate Professor with Ph.D. / Associate Professor with 10 years of teaching experience) shall be appointed as chief examiner for each course.
 - iii) Evaluators: Evaluators shall be appointed by the Principal from the panel of the experts, having at least five years of teaching experience as prepared by the Controller of Examinations.
 - iv) Scrutinizers: The Controller of Examinations shall nominate scrutinizers/tabulators to scrutiny and tabulate answer scripts. Junior faculty from various departments act as scrutinizers/tabulators.
- c) Working Model for Central Evaluation System
 - i) There shall be a Chief examiner for each course.

- ii) The chief examiner and evaluators shall have a thorough discussion on the detailed scheme of evaluation provided to them by the Controller of Examinations and strictly adopt the detailed scheme of evaluation.
- iii) Each valuer is given 60 scripts on the first day and 90 scripts on the second and subsequent days.
- iv) To ensure compliance with the scheme of valuation, the chief examiner shall value 10% of scripts in each bundle randomly; and if the variation in marks is more than 15% of total marks, he/she shall discuss the same with the valuer concerned and may request the valuer to strictly adhere to the scheme of valuation and review the entire lot of answer scripts.
- v) No valuer shall leave the evaluation hall without completing the assigned work i.e. completion of evaluation and tabulation of all the answer scripts allotted.
- vi) After the completion of evaluation, the answer scripts along with the award list shall be handed over to the co-ordinator by the concerned course chief examiner.
- vii) The valuator and scrutinizer shall sign in the space provided on the award lists.

8.1 INSTRUCTIONS TO THE CHIEF EXAMINER

- i) The chief examiner shall report to the spot evaluation center on all days of the evaluation process. He/she must collect the detailed scheme of evaluation of the concerned course from the spot evaluation center.
- ii) He/she conducts an interactive meeting with valuers on the first day between 9.30 am and 10.00 am to discuss the detailed scheme of valuation supplied. Further, he/she provides the required guidance to the valuers to ensure the uniformity in the evaluation.
- iii) The Chief examiner shall value 10% of the valued scripts of each bundle randomly with different ink (green) and post the marks on a separate award list (Forms A).

After completing the 10% scripts in the bundle, he/she collects the OMR slips of the bundle from the center and fills the Form B.

- ✓ If the difference between the two valuations (valuer and chief examiner) is within 15% of total marks, the marks awarded by the chief examiner will be awarded to the student.
 - ✓ If the difference between the two valuations (valuer and chief examiner) is more than 15% of total marks, the chief examiner finalizes the marks in consultation of the valuer concerned by following the guidelines of scheme of valuation.
 - ✓ The chief examiner then transfers the marks awarded for the questions in the OMR slips (Part-II) and puts his name & signature below the marks awarded in the table. The chief examiner shall not fill the circles in the total marks column.
- iv) The valuer shall not write any comments about the answers and should not mark anything, including tick (✓) or cross (x) in the answer scripts. After completion of the evaluation work, the chief examiner submits the award lists of all the bundles in the proforma supplied to the spot valuation co-ordinator.
- v) As this is a confidential assignment, the chief examiner maintains strict confidentiality about the total task assigned.

8.2 INSTRUCTIONS TO THE VALUER

- a) The valuers are expected to reach the spot evaluation centre by 9.00 a.m. on each day of evaluation and report to the spot evaluation center on all days of evaluation and meet the chief examiner.
- b) He/she shall collect the detailed scheme of evaluation of the concerned course from the spot evaluation center and attend the interactive meeting with the chief examiner on the first day between 9.30 a.m. and 10.00 a.m. to discuss the scheme of valuation. The valuer shall strictly follow the scheme of valuation, in awarding marks.
- c) Each valuer shall evaluate 60 scripts on the first day and 80 scripts on the second and subsequent days.
- d) The valuer shall not write any comment about the questions/answers and must not mark anything, including tick (✓) or cross (x) in the answer scripts. All the questions answered by the students should be valued before entering marks.
- e) In the evaluated answers, the best marks must be finalized while awarding the total marks. The left off evaluated marks must be circled off by the valuer.

- f) The chief examiner shall value 10% of scripts valued by the examiners and actual marks finalized by him shall be posted in the OMR slips by the valuer only after the scrutiny is completed.

If the variation in marks is more than 15% of total marks, the chief examiner finalizes the marks with consultation of the valuer concerned by following the guidelines of the scheme of valuation.

- g) This is a confidential assignment and the valuer has to maintain strict confidentiality about the total assignment.

8.3 OMR instructions to the valuer to fill in Part – II

- a) The valuer should verify all answer booklets in the bundle before valuation and find whether all booklets belong to same course, regulation and semester or not. If any discrepancy is found, the matter must be brought to the notice of Coordinator.
- b) The valuer shall write the serial number of the booklet on the bundle in the box provided on the left side of the perforation of the OMR sheet. He / She shall write and bubble the same serial number of the booklet in the right side box of Part-II.
- c) Do not correct the marks by overwriting or by scratching and writing. In case of correction, the valuer must strike off the previous figures by a line and write the new marks aside.
- d) The valuer must enter the total marks in figures and words in the boxes provided for.
- e) The valuer shall fill the circles (bubbling) with black ball point pen in the total marks table after completion of the entire scrutiny process only.
- f) The valuer shall sign in the relevant space provided on the OMR slip (Part-II) of the booklet.
- g) The valuer shall not write or mark on the barcodes. He/She must handle the OMR sheet with care, without folding or smudging.

8.4 INSTRUCTIONS TO SCRUTINIZERS/TABULATORS

- a) After finalization of marks by the Chief Examiner, the scrutinizer / tabulator receives the bundle of answer scripts along with the award list from the Chief Examiner.

- b) Verification of the award lists are done through;
 - i) the entries of code numbers,
 - ii) checking meticulously, whether the marks for every sub-question in each question has been awarded or not,
 - iii) the totalling of marks
 - iv) whether total marks of 5 answers are considered or not
 - v) verifies the signatures of the examiners and Chief examiner.

For any deviation, the matter must be brought to the notice of the Chief Examiner. Finally, the examiner hands over the bundle of answer scripts along with the award lists to the Coordinator.

8.5 EXTERNAL REVIEW OF SEMESTER END EXAMINATIONS

The Examination Executive 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.

8.6 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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 (III semester) , if he/she fulfils the academic requirement of 40% of the credits (17credits) up to II semester from all the examinations.
- iv) 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 fulfils the academic requirement of 50% of the credits up to IV semester (44 credits) from all the examinations.
- v) 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.
- vi) There shall be supplementary examinations along with the regular semester examinations to give a fair chance to the student to appear in a failed subject.

16. PROCEDURES FOR SEMESTER END EXAMINATIONS

- i) OMR booklets: The examination section uses the OMR (Optical Mark Recognition) booklets for the conduct of semester end examinations. The details of the student and examination are printed on the OMR sheet. OMR is a scanning technology used to digitize marks by detecting the presence of dots filled in by a user. Special top sheets are used which would contain small circles referred to as bubbles, that are filled in by the user. OMR software is used to capture data from OMR sheets. OMR software interprets the output from the scanner, and translates it into the desired output. OMR reads marks written by ballpoint pen in the pre-defined positions on the sheet and a mark has to be positioned correctly on the sheet.
- ii) 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.
- iii) 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.
- iv) 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.
- v) 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.
 - a) If the variation in marks of the first valuation and revaluation is $\leq 15\%$ of the total marks, then the better of the two evaluations shall be considered as the final marks.
 - b) If the variation in marks of the first valuation and revaluation is $>15\%$ of the total marks, then there shall be a third evaluation by another examiner. The average marks of two nearer evaluations shall be taken into consideration. In case of any fractional value of marks, it can be rounded off to the next integer value.

- c) 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.
- vi) Revaluation by Challenge: Challenge evaluation of any theory course in SEE shall be performed as per the following procedure:
- An application for 'revaluation by challenge' needs to be submitted in the prescribed format along with the fee as per the notification issued.
 - The 'revaluation by challenge' will be carried out by a three-member committee comprising an external subject expert, internal subject expert and a senior faculty appointed by the head of the institution.
 - After the challenge evaluation, in case of an improvement in grade or a change in status i.e., fail to pass, the improved grade shall be awarded, otherwise, the previous grade will remain valid.
 - If the betterment in grades is more than two, the entire fee will be refunded.

17. 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.

18. 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.

Marks	Letter Grade	Grade Points	Level
≥90	O	10	Outstanding
80 to <90	A+	9	Excellent
70 to <80	A	8	Very Good
60 to <70	B+	7	Good
50 to <60	B	6	Above average
45 to <50	C	5	Average
40 to <45	P	4	Pass
<40	F	0	Fail
	Ab	0	Absent
Non-credit courses			
≥40	SA	--	Satisfactory
<40	US	--	Unsatisfactory
	Ab	--	Absent

- A student who secures 'F' grade in any course shall be considered 'Failed' and is be required to reappear as 'Supplementary student' in SEE, as and when offered. In such cases, his/her CIE marks in those courses will remain same as obtained earlier.
- A student, who is absent for any examination shall be treated as 'Failed'.
- In general, a student shall not be permitted to repeat any course (s) for the sake of 'Grade improvement' or 'SGPA/CGPA improvement'.

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.

Marks	Letter Grade	Grade Points	Level
≥90	O	10	Outstanding
80 to <90	A+	9	Excellent
70 to <80	A	8	Very Good
60 to <70	B+	7	Good
55 to <60	B	6	Average
50 to <55	P	5	Pass
<50	F	0	Fail
	Ab	0	Absent

- A student who secures 'F' grade in any course shall be considered 'Failed' and is be required to reappear as 'Supplementary student' in SEE, as and when offered. In such cases, his/her CIE marks in those subjects will remain same as obtained earlier.
- A student, who is absent for any examination shall be treated as 'Failed'.

19. COMPUTATION OF SGPA & CGPA

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

The SGPA is the ratio of sum of the product of the number of credits and the grade points scored by a student in all the courses to the sum of the number of credits of all the courses.

$$\text{SGPA (S}_i\text{)} = \Sigma (\text{C}_i \times \text{G}_i) / \Sigma \text{C}_i$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

Cumulative Grade Point Average (CGPA): The CGPA is a measure of the overall cumulative performance of a student. The CGPA is calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme.

$$\text{CGPA} = \Sigma (C_i \times S_i) / \Sigma C_i$$

Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester. The SGPA and CGPA is rounded off to 2 decimal points and reported in grade cards.

20. 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.

Class awarded	CGPA
First Class with Distinction	≥ 7.75
First Class	6.75 to < 7.75
Second Class	5.75 to < 6.75
Pass Class	4.0 to < 5.75

- A student shall be awarded 'First Class with Distinction', when he/she secures 176 credits only within 4 consecutive academic years (in case of lateral entry students 132 credits within 3 consecutive academic years).
- Equivalent percentage = $(\text{CGPA} - 0.75) \times 10$

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.

Class Awarded	CGPA to be secured
First Class with Distinction	≥ 7.75
First Class	6.75 to < 7.75
Second Class	5.0 to < 6.75

- A student shall be awarded 'First Class with Distinction' only, when he/she secures the required number of credits within 2 consecutive academic years for M.Tech. & MBA and 3 consecutive academic years for MCA.
- Equivalent Percentage = $(\text{CGPA} - 0.75) \times 10$

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

29. SECURITY MEASURES

A closed-circuit television (CCTV) comprising of cameras are used for video surveillance and security purposes. A closed-circuit television helps to monitor the activity of examination centre in real time. In this surveillance system, video cameras are installed at prominent and most crucial spots to ensure that the whole area in and around the examination centre.

The examination section uses Radio Frequency Identification (RFID) technology to identify the entry of the faculty and staff to the examination section and the confidential areas of the section.

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. GAP YEAR FACILITY

- i) A student is permitted to make use of the gap year facility at the beginning of B.Tech. V / VII semester of the programme and undergo training programs at premier institutions / research laboratories/ industries for a maximum period of one year (two consecutive semesters of academic year), if he/she secures a CGPA of 7.5 and above with no backlog of courses.
- ii) A student is permitted to avail the gap year facility only once during the entire course of study.
- iii) The students are permitted to re-join the programme after availing gap year facility. However, their re-joining is subject to the regulations prevailing at that time.
- iv) The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period in order that the student eligible for the award of the degree.
- v) If a student fails to report to the department after the expiry of 2 semesters, his/her readmission will be subject to the decision of competent authority.
- vi) A student seeking a gap year needs to apply in the prescribed format before the last working day of the present semester. The application submitted by the student shall be evaluated by DAC and forwarded to the head of the institution for approval.
- vii) The duration of the gap year shall be reflected in the consolidated grade card.

32. ACADEMIC FLEXIBILITY

- i) A student can opt for 1 / 2 / all 3 add-on courses offered in B.Tech. V, VI and VII semesters and M.Tech. I & II Semesters.
- ii) The student registering for add-on courses shall be permitted to seek exemption from as many electives that are offered in the B.Tech. VIII semester and M.Tech. (III Semester).
- iii) A student shall be permitted to take up only project work either within the college or at any premier institutions/ research laboratories/industries, when he/she registers all add-on-courses.
- iv) A student is permitted to register for one online course / self-study course in lieu of open electives offered in the VII/VIII semesters.
- v) Scope is provided to the students for choosing the programme electives of their choice and to enhance their knowledge subsequently.
- vi) Scope is provided to the students for choosing the open electives of their choice and to enhance their knowledge in inter-disciplinary areas.
- vii) Scope is provided for the students to opt for on-line/self-study course of their choice to enhance their self learning capabilities.
- viii) Gap year facility is provided to merit students to undergo training programs at premier institutions/ research laboratories/industries.

33. TRANSITORY REGULATIONS

- i) A student, who is detained or discontinued in the semester, on readmission shall be required to do all the courses in the curriculum prescribed for the batch of students in which the student joins subsequently. However, exemption will be given to those students who have already passed courses in the earlier semester(s) he/she was originally admitted into and substitute courses are offered in place of them as approved by the Board of Studies.
- ii) In general, after transition, there will be a fitment formula approved by the competent authority in order to balance course composition and the number of credits.
- iii) Students admitted by transfer from other institutions shall follow transitory regulations with suitable fitment formulae approved by the competent authority.

- iv) A student who is seeking readmission shall apply in the prescribed format within one week after the commencement of the class work. However, the readmission of a student shall be approved by the competent authority.

34. CITIZEN CHARTER

Citizen Charter is a document which represents a systematic effort to focus on the commitment of the examination section towards the students in respects of Standard of Services, Information, Grievance Redress, Courtesy and Value for Money. The following is the citizen charter for various services as detailed here below.

S. No.	Certificate/Service	Fee Amount Rs/-	Max. Time of Delivery	Remarks
1	Grade Card – Name Correction	200/-	6 working days	From the date of receipt of application
2	Duplicate Grade Card	300/-	6 working days	From the date of receipt of application
3	CGC - Regular	500/-	6 working days	From the date of receipt of application
4	CGC – Name Correction	200/-	6 working days	From the date of receipt of application
5	Duplicate CGC	300/-	6 working days	From the date of receipt of application
6	Transcripts	150/- per set	1 working day	On the day of applying
7	Medium of Instruction	Free of cost	1 working day	On the day of applying
8	Duplicate Hall Ticket	100/-	1 working day	On the day of applying
9	Duplicate Identity Card (for damage)	100/-	2 working days	From the date of receipt of application
10	Duplicate Identity Card (for missing)	200/-	2 working days	From the date of receipt of application
11	Equivalent Percentage	Free of cost	1 working day	On the day of applying
12	Any Discrepancy	--	14 working days	From the date of receipt of application

Note: If any certificates are not issued in time, 08659-223498 may be contacted.

35. 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 :

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

36. NOMINAL ROLLS



LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING (AUTONOMOUS)

L.B.REDDY NAGAR, MYLAVARAM-521230 :: KRISHNA DT.: A.P.

STATEMENT OF ATTENDANCE (HALL WISE) FOR EXAMINATIONS Nov-2017

Name of Exam :

Date :

Branch :

Room :

Course Code & Name :

Hall Ticket No.	Student Name	Sl.No. of Booklet	Student Signature	Photo
1				

Allotted :	Absent :	Present :
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Signature of the invigilator(s) :

37. 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: 2015 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. :

38. 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: 2015 Certified

EXAMINATION SECTION

Phone & Fax.:08659-223498

examcell@lbrce.ac.in

APPLICATION FOR NAME CORRECTION IN GRADE CARDS / CGC

Hall Ticket Number	
Name of the Candidate (In block letters as per SSC)	
Father's Name (In block letters as per SSC)	
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

39. 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
 Branch : final Exam. :
 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

40. PC APPLICATION

H.T.No.									
---------	--	--	--	--	--	--	--	--	--

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.)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

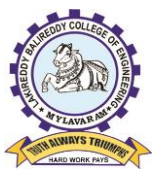
I certify that Mr. / Mrs. / Miss. _____
S/o / D/o of _____ is a Bonafied Student of this College

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

41. 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: 2015 Certified

EXAMINATION SECTION

APPLICATION FOR DUPLICATE GRADE CARD / CGC

Hall Ticket Number	
Name of the Candidate (In block letters as per SSC)	
Father's Name (In block letters as per SSC)	
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