



VIMAL JYOTHI
ENGINEERING COLLEGE (AUTONOMOUS)
Jyothi Nagar, Chemperi - 670632, Kannur D.T, Kerala



EXAMINATION MANUAL-2024

VIMAL JYOTHI ENGINEERING COLLEGE (AUTONOMOUS)
Jyothi Nagar, Chemperi, Kannur, Kerala 670632

Affiliated to

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
THIRUVANANTHAPURAM
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1.0 INTRODUCTION

Vimal Jyothi Engineering College is authorized to conduct examinations, evaluate answer scripts, and publish results for all programs offered under its autonomous status, as per UGC guidelines and the order from APJ Abdul Kalam Technological University (APJKTU). It is crucial that examinations are conducted with the highest level of precision, fairness, and objectivity to maintain public trust and credibility. To achieve this, all rules and procedures related to examinations must be clearly defined, leaving no room for uncertainty. This Examination Manual serves that purpose, outlining the roles and responsibilities of involved personnel, the protocols and procedures to be followed, and the steps to be taken at every level associated with the examination process. The College operates an Examination Management System (EMS) overseen by the Controller of Examinations (CoE).

1.1 OBJECTIVES

The objectives of the Examination Management System are:

- To conduct examinations in accordance with the college's Examination Calendar.
- To ensure a systematic, precise, and standardized procedure for conducting exams.
- To facilitate a prompt, smooth, and hassle-free process for examinations and evaluations.
- To complete the evaluation process and publish results as per the academic calendar.
- To maintain confidentiality, transparency, and accountability throughout the examination and evaluation processes.

1.2 EXAMINATION PROCEDURE

The examination procedure is divided into three sections to ensure smooth and efficient execution.

1.2.1 SECTION-I: PRE-EXAMINATION PHASE

This phase covers activities from the scheduling and publication of the examination calendar to the finalization of question papers, schemes, and answer keys. It includes the preparation of the eligibility list of candidates, and uploading all necessary exam-related data, including question papers, candidate lists, and other relevant information, to the Examination portal for centralized access.

1.2.2 SECTION-II: EXAMINATION PHASE

The focus of this phase is the actual conduct of the examination and related activities, such as preparing examination materials, arranging surveillance, seating, and assigning invigilators and squad. It also includes the collection, sorting, scanning and packing of answer scripts. All activities during this phase are overseen by the Controller of Examination and Deputy controller of Examination

1.2.3 SECTION-III: POST-EXAMINATION PHASE

This phase involves conducting online/offline valuation of answer scripts, tabulating marks, holding pass board meetings, publishing results, conducting revaluation, and publishing revaluation results. It also includes the review of answer scripts and the publication of review results. The verification and scrutiny of answer script bundles, assigning examiners, evaluating answer scripts, and uploading marks to the Examination portal are managed by CoE and Deputy CoE.

2.Examination Cell

The Examination Cell is a statutory body established in accordance with UGC guidelines for autonomous colleges. At Vimal Jyothi Engineering College (Autonomous), Chemperi , Kannur , the Examination Cell is headed by the Controller of Examinations (CoE). Faculty members from the college are nominated as members of the Examination Cell, while continuing their regular teaching duties as scheduled by their respective departments. The Examination Cell is supported by a team that includes office assistants, computer programmers, data entry operators, and other staff, depending on the workload. The structure of the Examination Cell is as follows:

- 1. Controller of Examinations (CoE)**
 - Oversees all examination-related activities.
- 2. Deputy Controller of Examinations**

- Reports directly to the CoE, assisting in the management and coordination of exam activities.
- 3. **Assistant Controller of Examinations (ACoE)**
 - Faculty members who contribute to exam management while continuing their teaching roles.
- 4. **Office Assistants**
 - Provide administrative support for the exam process.
- 5. **Computer Programmers**
 - Responsible for managing the technical aspects of the examination system, including exam data processing.
- 6. **Data Entry Operators**
 - Handle the entry of exam-related data into the system.
- 7. **Other Assistants**
 - Additional staff supporting various tasks related to examinations.

2.1 Controller of Examinations (CoE)

The Controller of Examinations (CoE) is responsible for overseeing the conduct of all semester examinations at the college. The CoE's primary duties involve the preparation, scheduling, and administration of examinations, along with handling related matters. The specific responsibilities include:

- Organizing the preparation of the examination schedule.
- Managing and maintaining a database of students admitted to the college.
- Admitting eligible candidates to various examinations as per the academic regulations prescribed by the Academic Council.
- Collecting examination fees and disbursing remunerations as approved by the Finance Committee and Governing Body.
- Keeping accounts of fees collected and expenses incurred for conducting examinations (e.g., paper setting, evaluation, practical/viva-voce exams, stationery, meetings, etc.).
- Ensuring the smooth conduct of examinations, evaluation processes, and result declaration.
- Arranging Result Pass Board (RPB) meetings, publishing results and forwarding the minutes to the university via the principal.
- Submitting reports to the university to obtain provisional and degree certificates for students and arranging their distribution after verification.

- Organizing the printing and issuance of Grade Sheets and provisional certificates in high securing paper for students.
- Enforcing disciplinary action against candidates who violate examination rules, in consultation with the principal.
- Handling matters related to examination reforms.
- Managing the recognition of degrees and examinations from other universities/institutions/boards.
- Making decisions on all examination-related matters in consultation with the principal.
- Ensuring the safe custody of examination files, documents, and certificates by supervising the officers in charge.
- Ensuring strict confidentiality and secrecy in all examination-related processes.
- Overseeing the payment of remuneration and travel allowances for examination-related work.
- Making quick decisions as needed, with or without advice from subordinate officers, and promptly informing the principal.
- Exercising control over the examination hall and centralized valuation spaces, ensuring proper maintenance of the CoE office and stores.
- Supervising the staff of the CoE office directly.

The CoE plays a crucial role in maintaining the integrity and smooth functioning of the college's examination system.

2.2 Duties of the Deputy Controller of Examinations (DCoE)

- **Examination Scheduling:** Assisting in the preparation of the examination calendar and detailed schedules, ensuring alignment with the academic calendar in consultation with the Controller of Examinations (CoE).
- **Coordination and Communication:** Managing communication between various stakeholders involved in examination planning, preparation, execution, evaluation, tabulation, and result processing, ensuring smooth workflow and timely updates.
- **Answer Booklets:** Overseeing the preparation, printing, and distribution of answer booklets and other examination materials required for both theory and practical examinations.
- **Question Paper Management:** Ensuring that question papers are securely prepared and available before scheduled exams, coordinating with question setters to maintain confidentiality and accuracy.

- Support to CoE: Assisting the CoE in various activities such as identifying and appointing question paper setters, examiners, invigilators, and organizing the smooth conduct of the examination system.
- Forms and Documentation: Ensuring timely preparation and distribution of examination-related forms, including applications, hall tickets, and seating arrangements.
- Remuneration Management: Preparing detailed lists of remuneration for examiners, invigilators, and other personnel involved in examination activities, ensuring financial planning is done in advance.
- Evaluation Oversight: Coordinating the evaluation process, both online and offline, ensuring smooth execution of centralized and decentralized evaluations.
- Result Processing: Supervising the tabulation of marks, ensuring accuracy in data entry, and overseeing the printing and distribution of mark sheets and grade cards.
- Compliance and Confidentiality: Ensuring adherence to examination policies and protocols and maintaining the confidentiality and integrity of the examination process.
- Problem-Solving: Taking immediate action to resolve issues that arise during the conduct of examinations, evaluations, and result processing, in collaboration with the CoE.
- Other Responsibilities: Performing any additional duties assigned by the CoE or institutional authorities related to the examination process.

2.3 Duties of the Assistant Controller of Examinations (ACoE)

The Head of Department (HoD) nominates one faculty member from each department to serve as the Assistant Controller of Examinations. These faculty members are part of the examination management committee.

- Support to CoE and DCoE: Assisting the Controller of Examinations (CoE) and Deputy Controller of Examinations (DCoE) in the smooth execution of all examination-related activities.
- Examination Logistics: Helping in the preparation and distribution of examination materials such as question papers, answer booklets, and stationery.

- Database Management: Assisting in maintaining and updating the database of candidates, examination schedules, and results of concerned department
- Examination Hall Arrangements: Overseeing the setup of examination halls, ensuring proper seating arrangements, invigilator assignments, and exam hall readiness.
- Communication: Assisting in communicating examination-related information to students, faculty, and staff, such as examination dates, room allocations, and other instructions.
- Coordination with Examination Cell Members: Ensuring that the members of the exam cell are aligned and working cohesively for the conduct of exams, such as question paper printing, evaluation coordination, and student queries.
- Answer Script Management: Assisting in the collection, sorting, scanning and secure storage of answer scripts.
- Evaluation Process: Coordinating the evaluation process, including setting up valuation camps, assigning evaluators, and helping in the smooth execution of centralized and online evaluations.
- Record-Keeping: Assisting in maintaining examination records, such as attendance sheets, mark lists, and result-related documents.
- Issue Resolution: Handling issues that arise during examinations or evaluations, coordinating with the CoE/DCoE for prompt resolution.
- Remuneration: Helping in preparing and processing remuneration details for examiners, invigilators, and other personnel involved in the exam process.
- Result Declaration: Assisting in the final stages of result processing, including checking for errors, verifying tabulations, and ensuring results are published on time.
- Confidentiality: Upholding the confidentiality of sensitive examination materials such as question papers, student marks, and evaluation records.
- Student Services: Handling student queries related to exams, including grievances, result corrections, and revaluation requests.

2.4 Duties and Responsibilities of the Examination Management Committee

The Examination Management Committee (EMC) plays a crucial role in overseeing and facilitating the examination process. The members of the Examination Management Committee (EMC) of VJEC consist of the

- Principal,
- Controller of Examinations (COE),
- Deputy Controllers of Examinations (DyCOE),
- All HoD's
- All Programme coordinators
- Assistant Controllers of Examinations,
- ERP Coordinator, and
- the office staff of the examination cell.

Below are the primary duties and responsibilities of the committee:

- Develop and implement the examination calendar in alignment with the academic schedule.
- Coordinate with various departments to ensure timely preparation and dissemination of examination-related information.
- Ensure proper arrangements for examination halls, including seating arrangements, lighting, ventilation, and cleanliness.
- Prepare and maintain a database of registered candidates for each examination session.
- Oversee the preparation, printing, and distribution of question papers.
- Ensure the confidentiality and security of question papers throughout the examination process.
- Appoint and assign invigilators for each examination session, ensuring that they are well-informed of their duties and responsibilities.
- Monitor and evaluate the performance of invigilators to ensure adherence to examination protocols.
- Supervise the smooth conduct of examinations, ensuring compliance with UGC and KTU regulations and standards.
- Address any issues or discrepancies that arise during the examination process promptly and effectively.
- Coordinate the evaluation process, ensuring timely and accurate marking of answer scripts.
- Compile and tabulate results, preparing them for review and approval by the appropriate authorities.

- Maintain clear and effective communication with students, faculty, and university officials regarding examination policies, schedules, and any changes.
- Provide guidance and support to students concerning examination procedures and requirements.
- Monitor for any instances of malpractice or examination irregularities and take appropriate action in consultation with the CoE.
- Ensure that all necessary protocols are followed when addressing cases of misconduct
- Maintain comprehensive records of all examination-related activities, including attendance, invigilation duty rosters, and any incidents of malpractice.
- Prepare and submit reports on examination outcomes and processes to relevant authorities.
- Foster a culture of accountability and transparency within the examination process.

2.5 Responsibilities of Examination Assistants/ Data entry operators etc

Examination Assistants/ Data entry operators etc are tasked with executing all duties assigned to them by the senior officers of the examination cell. They must be familiar with the rules and regulations necessary for performing their responsibilities effectively. Their specific responsibilities include:

- Assistance in Examination Preparation: Aid in the preparation and printing of answer booklets for various examinations.
- Ensure that all examination rooms are cleaned and locked the day before the exam and opened on time on the day of the examination.
- The downloading, printing, and secure distribution of question papers and exam materials.
- Collect and submit attendance slips to the examination committee members after half an hour but before one hour from the start of the examination.
- Form and Register Management: Assist in preparing all relevant forms and registers related to applications, question paper setting, scrutiny, valuation, tabulation, and award lists, in consultation with the Deputy Controller of Examinations.
- Communication Records: Maintain registers for all inward and outward communications.

- Collect and return unused answer scripts, seating charts, and any leftover materials from the examination hall to the examination control room.
- Display the hall-wise seating plan in prominent locations for the candidates' reference and upload the same on the college website.
- Update examination-related matters in the examination portal, including entries for absentees, malpractice cases, spare barcode assignments, and valuation details.-
- Collect the answer scripts, verify them, count them, and ensure they match the attendance records.
- Data Entry Oversight: Oversee the typing/data entry section of the examination cell, ensuring all examination-related typing and data entry tasks are completed efficiently.
- Timely Completion of Tasks: Ensure the timely completion of typing and data entry work, verifying drafts and making necessary corrections while organizing files properly in consultation with senior officers.
- Registration Processing: Process applications for registration to examinations and prepare nominal rolls.
- Hall Ticket Management: Prepare and publish hall tickets for examinations.
- Question Paper Preparation: Ensure that question paper packets are ready prior to examinations.
- Board Meeting Arrangements: Organize Board meetings for examiners as needed, ensuring accurate recording of minutes.
- File and Communication Transit Support: Assist senior officers in the transit of files, communications, and stationery, while safeguarding examination-related records and maintaining their confidentiality.
- General Duties: Execute additional duties assigned by superior officers as necessary.
- Security Enforcement: Ensure that unauthorized individuals do not enter the examination section.

3. Examination system

The examination system at VJEC is designed to ensure a comprehensive evaluation of student performance through both internal assessments and end-semester examinations. Internal and external assessments are conducted in accordance with the guidelines outlined in the Academic Regulations and syllabus of the respective courses.

Internal Assessment:

Internal assessments consist of various evaluative methods such as quizzes, centralized internal written exams, assignments, and project work.

End-Semester Examinations:

End-semester examinations serve as a formal evaluation of students' knowledge and understanding of the course material covered during the semester.

3.1 Exam Calendar of the Semester

The Controller of Examinations will prepare the examination calendar for each academic semester, based on the approved academic calendar, well in advance. This calendar will be published on the college website. Based on the approved exam calendar, the Examination Cell will create a detailed timetable for events such as internal and external theory exams, lab examinations, evaluations, and other related activities.

3.2 Internal exam

In the internal assessment, the internal exam will be conducted centrally by the exam cell as per the following procedure, while all other assessments will be carried out by the respective course faculty in line with the assessment schedule published by the concerned department.

The procedure as follows

- a) The Controller of Examinations will develop the schedule for Internal Examinations based on the academic calendar approved by the Academic Council. This schedule will be communicated to all relevant Heads of Departments (HODs), faculty, and students via the website and other means. HODs are responsible for disseminating the schedule among faculty and students.
- b) The number of internal examinations for each theory course will be conducted as specified in the academic regulations and course syllabus.
- c) Faculty responsible for teaching specific courses will create a question bank for each module. This involves framing questions that align with the syllabus, course objectives, and expected learning outcomes, in line the contents on the prescribed text/reference books and following the guidelines provided in the Academic Regulations. The question bank must be submitted to the Internal Quality Assurance Cell (IQAC) of the respective department for review and approval.

- d) The Deputy Controller of Examinations will generate the question papers which in turn will be scrutinised by the scrutiny committee and approved by the HoD. The sealed question papers will be handed over to the CoE for safe custody.
- e) The Examination Cell will prepare all necessary materials ahead of the examination schedule.
- f) The Examination Cell will create the duty list for invigilators and distribute it to the relevant departments.
- g) Invigilators will pick up the required materials from the Examination Cell 20 minutes before the examination starts, verifying the correctness of question papers and answer sheets according to the seating arrangements.
- h) Invigilators are expected to enter the examination hall at least 10 minutes before the examination begins and distribute answer scripts 10 minutes prior to the start.
- i) Students should be instructed to place their books, notebooks, and all other prohibited materials (Mobile phones, wearable electronic devices etc.) at the front of the hall or outside. They should also be directed to sit in the designated seats as displayed for that particular examination.
- j) It is essential to check that each candidate possesses a valid college ID card; only those with proper identification will be admitted.
- k) Water bottles may be allowed in the examination hall, but invigilators must ensure that these bottles are not exchanged.
- l) Answer scripts should only be distributed to candidates seated in the examination hall, and they should not be placed on vacant seats.
- m) Question papers must be distributed to candidates seated in the examination hall at the start of the examination.
- n) Invigilators should maintain discipline in the examination hall by circulating frequently to prevent any form of malpractice or attempts at copying.

- o) Students are not permitted to ask questions of any kind during the examination. Invigilators must refrain from answering any inquiries regarding the question papers, including clarifications or corrections of typographical errors. Students may only write their registration numbers and names on the question papers provided.
- p) Any incidents of misbehaviour, indiscipline, malpractice, or copying should be reported to the exam in-charge for necessary action in the prescribed form.
- q) Candidates are required to be seated at least 5 minutes before the examination begins. Latecomers will not be admitted without a written permission letter from the HOD or program coordinator, citing valid reasons.
- r) The invigilator must obtain the signature of each candidate on the attendance sheet and also sign in the space provided on the answer script, along with the name of the staff member with the department.
- s) An announcement should be made five minutes before the end of the examination, stating "last five minutes." By the invigilator
- t) Invigilators must collect the students' answer scripts before allowing them to leave the examination hall. Students shall not be permitted to leave the answer script on the desk and leave.
- u) At the end of the examination, invigilators should collect and organize the answer scripts returned by candidates in the correct order for each course and program, ensuring they tally with the attendance records.
- v) The answer scripts must be handed over to designated staff in the Examination Cell, along with any relevant materials from the examination session.
- w) Any answer scripts confiscated on account of malpractice should be kept separate from the regular answer scripts.
- x) If an invigilator notices that a candidate is copying or possesses unauthorized materials, they must immediately confiscate the candidate's answer script, question paper, and any materials used for copying. The invigilator should report this incident to the principal or examination cell members, provide the candidate with a new answer book, and allow them to continue the examination. Such incidents

should be documented in the appropriate form along with a statement from the candidate involved.

- y) Course handling faculty must collect the answer scripts from the Examination Cell immediately after completion of the exam or on the following day. They are responsible for evaluating the scripts, allowing students to verify their marks, address grievances if any and enter the marks in the ERP system.
- z) The results of the internal examinations will be published by the relevant department according to the academic calendar.
- aa) Resit examinations will be offered to students who have satisfactory attendance but were absent from any internal examinations due to genuine extenuating circumstances.
- bb) Other assessment marks, as per the course syllabus, will be submitted to the ERP by the respective course faculty according to the assessment schedule.
- cc) Continuous Internal Evaluation (CIE) marks for all subjects in a semester will be published at least 8 days prior to the commencement of the End Semester Examinations.
- dd) Internal Assessment marks must be submitted to the Controller of Examinations at the end of each academic session through the ERP, at least 6 days before the start of the Autonomous Examinations.
- ee) **There will be a grievance redressal mechanism at three levels for internal assessments:**
 - a. At the level of the concerned course teacher.
 - b. At the level of a departmental committee consisting of the Head of the Department (HOD), a coordinator of internal assessment nominated by the HOD, and the course teacher.
 - c. At the college level, a committee comprising the Principal, the Controller of Examinations, the Head of the department concerned, and one member of the College Council nominated by the principal each year.
 - ✓ Grievances related to continuous assessment should be filed at the first two levels within two working days of the publication of the consolidated results, with decisions made within the following two working days.

- ✓ For grievances that remain unresolved at the first two levels, complaints can be lodged at the third level within five working days after the publication of results, with decisions to be made within the subsequent five working days by the college-level committee.

4 End semester examination - PRE-EXAMINATION PHASE

- a. Regular theory examinations will take place at the end of each semester, allowing for a minimum preparation period of one week.
- b. Semester-end laboratory examinations will be held before the theory exams.
- c. Supplementary students can appear for supplementary papers along with regular students as per the examination calendar.
- d. Special supplementary exams will be conducted only during the summer vacation.

4.1 Setting of question papers for Theory Exam for UG Programme

- a) Faculty responsible for teaching specific courses will create a question bank for each module. This involves framing questions that align with the syllabus, course objectives, and expected learning outcomes, in line with the contents of the prescribed text/reference books and following the guidelines provided in the Academic Regulations. The question bank must be submitted to the Internal Quality Assurance Cell (IQAC) of the respective department for review and approval.
- b) The Deputy Controller of Examinations will generate three set of question papers for each course, which in turn will be scrutinised by the scrutiny board.
- c) The scrutiny board shall consist of
 - a) Chairman of the Board of Studies
 - b) Programme Coordinator
 - c) Course Leader
 - d) Subject Expert
 - e) Assistant Controller of Examinations

The objectives of the scrutiny are to ensure that the questions:

- f) Align with the prescribed syllabus and examination scheme
- g) Meet the required academic standards
- h) Are free of typographical and grammatical errors
- i) Have marks allocated according to the expected knowledge level of the questions.

- 2) The scrutiny board may make necessary modifications to the question papers to fulfil the objectives outlined above.
- 3) Each question paper must contain the name of the examination, the name of the course, the maximum marks assigned, the duration and special instructions, if any.
- 4) Information regarding permission to use data books, tables, charts, graphs etc. shall be mentioned in the question paper.
- 5) Following the scrutiny, the minutes of the board meeting will be recorded in a register, signed and dated, and added to the question bank for publication.
- 6) At least 50% of the question papers generated shall be sent to an external expert for scrutiny, with modifications allowed up to 50%.
- 7) A panel of external experts for scrutiny of each course will be submitted to the Controller of Examinations (CoE) at the beginning of the semester, as notified by the concerned Head of Department (HoD). The CoE will randomly select a member from this panel for the scrutiny process.
- 8) One question paper from the three generated will be randomly selected by the DyCoE for printing.

4.2 Setting of question papers for Theory Exam for PG/PhD Programme.

- 1) Minimum two sets of question paper shall be set for each course. One question paper shall be prepared by the faculty concerned who taught the course and the second by another faculty in the department entrusted by the Head of the Department.
- 2) The question paper shall be as per the pattern specified in the regulation/curriculum of the M Tech Programme.
- 3) The maximum duration of the examination will be 2 hours and 30 minutes.
- 4) The Department Level Academic Committee should scrutinise the question paper for its conformity to the format specified in the curriculum/regulation and for quality assurance. The question paper shall be kept under the safe custody of CoE.

- 5) One question paper out of two will be randomly selected by the DyCoE for printing and the sealed questions paper will be handed over to the CoE for safe custody.

4.3 Exam Registration and Hall Ticket

- 1) All students enrolled in a program (UG & PG) who have paid the prescribed fees are eligible to register for the upcoming semester examinations. Students must clear all financial obligations, including tuition, hostel, library, and other miscellaneous fees, prior to registration.
- 2) Students receiving scholarships, fee waivers, or partial payments approved by the management must ensure all necessary documentation is properly processed and approved to avoid any issues during exam registration.
- 3) The Controller of Examinations (CoE) will announce the opening of online registration for various End Semester Examinations. The deadlines for submission of applications to the CoE will also be communicated.
- 4) Applications submitted after the deadline will only be accepted if the applicable late submission penalty or fine is paid in addition to the exam fees.
- 5) Fee concessions will be provided to eligible candidates as per the existing government norms and regulations, as approved by the head of the institution.
- 6) Hall tickets will be issued to eligible candidates who meet the required minimum attendance, have no pending disciplinary actions, and have cleared all outstanding fees. Eligibility is also subject to verification of the required conditions as per the academic regulations.
- 7) The hall ticket will include the candidate's name, registration number, photograph, program of study, semester/year, department, and the subject codes for which the student is registered for the current examination.

- 8) Hall tickets for eligible candidates will be generated by the CoE's office at least 3 days before the commencement of examinations. Students are required to download their hall tickets from their login.
- 9) Any discrepancies or errors in the hall ticket must be reported to the examination section with the recommendation of the Head of Department.

5. End semester examination - -EXAMINATION PHASE

Smooth and fair conduct of examinations is the key responsibility of all departments at Vimal Jyothi Engineering College as an autonomous institution. The successful execution of examinations relies heavily on the integrity, alertness, and sincerity of all examination officials involved in the process. These guidelines are established to set uniform codes of conduct for each official engaged in connection with examinations held for various courses at Vimal Jyothi Engineering College.

This section outlines the standard operating procedure for the conduct of examinations at Vimal Jyothi Engineering College to ensure a smooth, transparent, and efficient examination process.

5.1 Seating Plan:

- The COE (Controller of Examinations) office should prepare the seating plan for the allotted halls well in advance of the examination date.
- A different seating arrangement must be made for each day of the examination to avoid assigning the same seat to a candidate for multiple examinations.
- The maximum number of candidates allowed in a 66m² classroom should not exceed 40.
- A display notice indicating hall allotment for each session must be posted 30 minutes before the start of the examination in a central location where candidates can easily check their assigned halls. This information may also be published on the college website. The seating plan should be displayed inside the examination hall by the invigilator.
- One hall, preferably near the examination control room, should be designated for managing any discrepancies in seating arrangements.

The Assistant Controller of Examinations must ensure that any issues are handled swiftly and without causing any disturbance or delay for the candidates.

- Sufficient space should be maintained between candidates of the same course to prevent any possibility of malpractice during the examination.
- The college must prepare attendance sheets for each day of the examination.
- Absentee statements should be kept securely in the college for future reference, and the absentee data must be uploaded to the web portal.

5.2 Printing of Question Papers

The question papers will be made available for printing two hours before the commencement of the examination. The sealed cover of question paper shall be opened by an exam committee member authorized by the CoE in the presence of at least two faculty members.

While printing the question papers, at least two members of the examination committee must be present. Under no circumstances should the electronic version of the question paper be sent over the internet, Bluetooth, or copied to external devices like hard drives, pen drives, or cloud services. Taking photographs of the printed question papers is strictly prohibited.

A physical attendance register must be maintained in the examination control room, where all individuals present during the opening and printing process must sign. The CoE/DyCoE should countersign the register each day. If an external observer is present, they must also sign the register. After printing, the examination committee members must pack the required question papers for each hall into a cover.

5.3 General Instruction to Invigilators

The sanctity of the examination process relies heavily on the conduct of invigilators. Any negligence in invigilation can lead to unfavourable outcomes, potentially damaging the reputation of the college. The key duties and responsibilities of invigilators are outlined below. These instructions **MUST** be followed by all faculty and staff members assigned invigilation duties for the End Semester Examinations (ESE), and other examinations:

- Faculty and staff members must perform their assigned invigilation duties with utmost sincerity.
- In case of a genuine emergency, such as a medical issue or an urgent official assignment, the concerned person must arrange a substitute and inform the examination office at least one working day in advance.
- The exam office will NOT arrange substitutes for any faculty or staff member for their assigned invigilation duty.
- Invigilators should wear their college ID before entering the exam cell and continue to wear it until the examination process is completed.
- Invigilators must collect the necessary materials from the examination cell 30 minutes before the exam begins and verify the number of question papers and answer booklets as per the seating arrangements.
- Invigilators should enter the examination hall at least 10 minutes before the examination starts and distribute answer books 10 minutes prior to the scheduled start.
- Students should be instructed to place their books, notebooks, and written materials outside the hall or at the front. Ensure that students are seated according to the assigned seat numbers displayed for the exam.
- Ensure that each candidate has a valid college ID card and admit card. Only students with valid documents should be allowed to enter.
- Water bottles are permitted in the exam hall, but invigilators must ensure that bottles are not exchanged.
- Distribute answer scripts only to those candidates seated in the exam hall with valid hall tickets and IDs. Do not place answer scripts on vacant seats.
- Distribute question papers to candidates at the beginning of the exam.
- Maintain discipline in the exam hall by regularly moving around and preventing any malpractice or cheating attempts.

- Students are not allowed to ask questions during the exam. Invigilators should not answer any queries about the question paper, including typographical errors.
- Report any instances of misbehaviour, indiscipline, malpractice, or cheating to the exam in charge for further action.
- Ensure candidates take their seats 5 minutes before the exam begins. Latecomers must present a permission letter from their department's HOD with a valid reason.
- Obtain the candidate's signature on the attendance sheet and sign the answer script in the designated area, including your name and department.
- Announce the "last five minutes" before the exam ends.
- Invigilators must collect all answer books before allowing students to leave the examination hall. Students are not permitted to leave with their answer books.
- Return attendance sheets, unused answer books, and unused question papers to the exam cell and mark absentees accordingly.
- Arrange the collected answer scripts in the proper order for each course or subject and cross-check them with the attendance sheet.
- Hand over the answer scripts to the designated staff in the examination cell and return any other materials from the examination session.
- Answer scripts confiscated due to unfair practices must be submitted separately, without mixing them with regular answer scripts.
- If a candidate is caught copying or possessing unauthorized materials (manuscripts, other students' answer scripts, written material on a calculator/scale, etc.), the invigilator must immediately confiscate the candidate's answer script, question paper, and any suspicious materials. The incident must be reported to the CoE/exam cell. The invigilator should then issue a new answer book and allow the student to continue the exam. Under no circumstances should the candidate be allowed to leave the hall until the exam is over.

- All instances of malpractice must be recorded on the appropriate form, accompanied by a statement from the candidate (not mandatory)

5.4 Exam Vigilance Squad

The Exam Vigilance Squad is a special team formed by the principal which includes all heads of department, deans to ensure the smooth and fair conduct of examinations. This squad acts as an independent inspection unit, tasked with maintaining discipline, detecting malpractices, and ensuring compliance with examination rules. The role and responsibilities of the Exam Vigilance Squad

- 1) **Random Visits:** The Exam Vigilance Squad conducts unannounced visits to examination halls to ensure that exams are being conducted as per the prescribed guidelines.
- 2) **Covering Multiple Locations:** The squad is responsible for checking multiple examination halls, labs,
- 3) **Preventing Malpractices:** The Exam Vigilance Squad monitors for any suspicious activities or misconduct by students, invigilators, or staff, ensuring a fair examination environment.
- 4) **Checking for Unauthorised Materials:** During surprise visits, the squad checks for unauthorised materials like mobile phones, cheat sheets, or any other prohibited items with students.
- 5) **Supervising Invigilators:** The squad also ensures that invigilators are performing their duties properly and are not involved in any unfair practices like helping students or negligence.
- 6) **Handling Complaints:** If there are complaints or reports of exam malpractices, the Exam Vigilance Squad investigates these issues on the spot. They have the authority to question students, invigilators, or staff members.
- 7) **Seizing Evidence:** In cases of malpractice, the squad is responsible for confiscating any incriminating material and preparing a report on the incident.
- 8) **Checking ID Cards:** The squad verifies whether proper identification procedures, such as checking student ID cards and attendance, are being followed by invigilators.
- 9) **Ensuring Proper Conduct:** They ensure that examination hall rules are being strictly followed, including seating arrangements, maintaining silence, and exam timings.
- 10) **Documenting Incidents:** The Exam Vigilance Squad prepares detailed reports on any irregularities or malpractice cases observed during their inspections.

- 11) Reporting to Examination Authority: The squad submits its findings to the Examination Controller or the Examination Committee for further investigation or disciplinary action.
- 12) Recommending Action: In case of serious violations, the Exam Vigilance Squad can recommend immediate corrective measures,
- 13) Collaboration with Exam Staff: The Exam Vigilance Squad works in coordination with the invigilators, Examination Controller, and supervision committees to ensure compliance with rules and regulations.
- 14) Immediate Response: The squad is expected to act swiftly and efficiently if any irregularities are found, to prevent disruption or escalation of issues during the exam.

5.5 GENERAL INSTRUCTIONS TO THE CANDIDATES

- All candidates must bring the hall ticket issued by Vimal Jyothi Engineering College (Autonomous) and a valid ID card issued by the college.
- The candidates must present the hall ticket upon request for inspection by the Observer, members of the squad, or any other officer authorized by the college.
- Under no circumstances will candidates be permitted to write an examination without a valid hall ticket issued by the college and a valid ID card. However, the Chief/Deputy CEO may grant provisional admission to a candidate for an examination, provided the candidate's name is listed as registered and eligible to take the exam per regulations. In such cases, the candidate must submit an application for provisional admission. Please note that provisional admission is a one-time option, and the candidate will not be allowed to attend any further examinations.
- All candidates should enter the examination hall at least ten minutes before the scheduled start of the exam.
- Candidates suffering from infectious diseases will not be allowed to sit for the examination.
- During the examination, candidates must follow all instructions issued by the institution. Under no circumstances will additional answer scripts be provided (unless otherwise specified by the college), and candidates must limit their responses to the answer scripts supplied by the institution.
- If a candidate disobeys the instructions given by the official appointed by the college, or behaves insolently toward the invigilator or other

examination officials, they will not be allowed to write the exam, and the matter will be reported to the respective authorities.

- Any action that disrupts the smooth conduct of the examination, such as obstruction, intimidation, tampering with examination records, or laying siege in front of the control room, will be dealt with seriously. The principal has the authority to take legal action, and students engaging in such activities are liable to be suspended or expelled from the institution.
- Candidates are permitted to carry the following items to the examination hall:
 - a. Hall ticket
 - b. College ID card or another valid ID card
 - c. Drawing equipment and writing accessories
 - d. Non-programmable calculator, if permitted for the particular examination
 - e. Materials such as IS codes, data books, tables, handbooks, etc., permitted by the college
- Candidates must occupy their assigned seats in the examination hall at least ten minutes before the examination begins.
- Candidates arriving more than 30 minutes after the start of the examination will not be admitted.
- Candidates suffering from infectious diseases will not be allowed to enter the examination hall.
- Candidates must bring their hall ticket to the examination hall every day. They must also bring a photo-affixed ID card, such as their college ID or another valid ID, to confirm their identity.
- Candidates must carefully read and follow the instructions on the hall ticket and answer book.
- Candidates are prohibited from writing on their hall tickets or question papers. They are also prohibited from revealing their identity or making requests for favourable consideration in their answer scripts.
- No electronic gadgets are allowed in the exam hall, including mobile phones, tablets, iPads, electronic watches, programmable calculators, headsets, or earphones.
- Candidates are prohibited from bringing any books, portions of books, printed or manuscript materials, and from communicating with others inside or outside the exam hall.
- Candidates must bring their own IS codes, data books, tables, or handbooks permitted by the college. These materials must not contain any written notes or additional sheets.

- The candidate shall fill out the required details on the cover page of the answer scripts.
- Candidates must NOT write their register numbers anywhere else in the answer scripts.
- Candidates should not tear out any page or part of the answer scripts.
- Candidates must strike through any answers they do not wish to be evaluated by the examiner.
- Both sides sheets in the answer scripts other than first and second pages can be used for answering. The candidate should cancel any unused portions or pages of the answer scripts by drawing cross lines.
- Candidates will not be allowed to leave the examination hall within one hour of the exam's commencement, nor will they be allowed to re-enter once they have left.
- Any candidate found violating exam rules will be immediately removed from the hall.
- Malpractice will result in disciplinary action as per college regulations.
- Candidates must hand over their answer books to the invigilator at the end of the exam and must not leave them behind in their seats.

5.6 CONDUCT OF END SEMESTER PRACTICAL EXAMINATIONS

Vimal Jyothi Engineering College shall conduct End Semester Examinations (ESE) every semester for all laboratory courses as prescribed under the respective curriculum. The End Semester Examinations for the lab courses will be conducted prior to the ESE for theory courses. The college will group its programs such that each group comprises colleges offering a particular program.

- The CoE will prepare the list of all mapped faculty members (during course selection/mapping, two different faculty members will be assigned to each batch for all labs/workshops) for the applicable laboratory/workshop courses.
- The Head of department preparing a panel of Second examiners (Both internal and external) and Submitted to CoE.
- The CoE will allocate the one faculty from the mapped as internal examiner and randomly selected one member from the panel of three as second examiner with at least 50% of the second examiners from outside the college.
- The department shall prepare the practical examination schedule and will be communicated to the CoE by the internal examiner.

- If two practical courses are offered for a program in a semester, the End Semester Examination will be scheduled to occur simultaneously. The assigned examiners are required to fulfill their duties according to the established schedule, which cannot be altered under any circumstances.
- The evaluation for the practical courses will be carried out with equal responsibility by both examiners. The second examiner will upload the marks for the end semester on the examination portal on the final day of the examination, in the presence of the internal examiner.
- There will be no scrutiny or reevaluation for the End Semester Practical Examinations.
- All records related to the examinations, including question papers and answer books, must be submitted to the examination cell and securely stored for a minimum duration of six months.

5.7 Malpractice

Every student is expected to maintain discipline and proper conduct in the examination hall. Any act of indiscipline, misconduct, or involvement in unfair practices during examinations will be subject to penalties based on the severity of the offense. The consolidated list of punishments corresponding to various types of malpractice is attached as Annexure 1.

5.7.1 Procedure for Reporting of Malpractice

- 1) When a case of malpractice is detected at an examination hall by any invigilator, teacher, or squad member, they shall immediately confiscate all relevant documents and materials suspected to be evidence of the malpractice. The candidate should be detained, and a statement from the invigilator of that examination hall and the candidate's written statement.
- 2) If the candidate refuses to hand over the incriminating material, destroys it, or attempts to flee with it, the facts should be promptly reported to the principal. This matter should be documented and witnessed by one member of the supervisory staff.
- 3) If the candidate refuses to do even that, the facts should be recorded and signed by a squad member or the exam in charge, witnessed by the invigilator.

- 4) In the event of an alleged malpractice, the student will be issued a new answer book to continue the examination. Both the answer scripts and any materials, including electronic devices used for malpractice, will be securely held by the office of the COE.
- 5) The details of the malpractice will be uploaded with the relevant information on the portal on the same day.
- 6) All malpractice cases reported will be reviewed by an inquiry committee (with not less than three faculty members) constituted by the convener of the college Disciplinary Action Committee (DAC). The committee will conduct a hearing with the students involved and provide appropriate recommendations to the DAC regarding the matter.
- 7) DAC shall deliberate the recommendations of the inquiry committee and decide on the penalties for the malpractice in line with the established rules.
- 8) The hearing report along with the decisions from the Disciplinary Action Committee (DAC), details of any penalties imposed, scanned copies of the answer scripts, and photographs of the materials used in the malpractice shall be uploaded to the portal within 45 days of the incident reported.

5.7.2 Disposal/Return of Evidence

All evidence related to malpractice cases stored in the College examination cell may be disposed of or returned to the concerned party (such as electronic gadgets) after 14 days from when the decision is uploaded onto the portal. If a student files an appeal regarding the decision, evidence can only be disposed of or returned 14 days after the appeal decision has been uploaded.

5.7.3 Withholding of Results Until a Decision is Made

If a student is reported for alleged malpractice, their results for the concerned examination will be withheld. The withheld results will be released based on the final decision regarding the reported malpractice case.

5.7.4 Provision to Appeal

A student may file an appeal within 10 days following the decision of the Disciplinary Action Committee (DAC) of the College to the Grievance committee of the college. The Grievance Committee will acknowledge the receipt of the appeal and inform the student about the process and timeline for review. The Grievance Committee will review the submitted appeal. This may involve:

- Interviewing the student and relevant parties.
- Reviewing the documents and evidence submitted.
- Revisiting the findings of the DAC.
- Gathering any additional information or evidence deemed necessary.
- If required, the Grievance Committee may conduct a formal hearing where the student can present their case in person. The DAC may also be asked to justify their decision.
- After reviewing all materials and conducting necessary hearings, the Grievance Committee will deliberate and make a decision based on the facts and fairness. The committee will issue a written decision, either upholding, modifying, or overturning the DAC's decision.
- The decision of the Grievance Committee is final.
- The decision is communicated to the student within a specified time frame and to CoE through principal.

5.8 GUIDELINES FOR CONDUCTING WRITTEN EXAMINATIONS FOR PERSONS WITH BENCHMARK DISABILITIES

For individuals with benchmark disabilities, including blindness, locomotor disability (both arms affected-BA), and cerebral palsy, the facility of a scribe will be provided upon request. For other categories of persons with benchmark disabilities, the provision of a scribe may be allowed upon submission of a certificate stating that the individual has a physical limitation that prevents them from writing, and that the assistance of a scribe is essential. This certificate must be obtained from the Chief Medical Officer, Civil Surgeon, or Medical Superintendent of a Government healthcare institution, as per the format provided in ANNEXURE-2

5.8.1 Granting Compensatory Time

Type-1 Diabetic students /Candidates with benchmark disabilities who do not avail the facility of a scribe may be granted additional time. For an examination duration of 3 hours, a minimum of one extra hour (i.e., 20 minutes per hour) shall be allowed. The Principal/ Controller of

Examinations based on the recommendations of a government medical officer not below the rank of a Civil Surgeon, has the authority to grant additional time to differently-abled candidates for writing examinations. If the duration of the examination is less than one hour, the additional time should be provided on a pro-rata basis, with no less than 5 minutes of extra time, and in multiples of 5.

5.8.2 Use of Scribes

for candidates with benchmark disabilities appearing in end-semester examinations the following guidelines apply for the appointment of scribes:

- **Eligibility for Scribe:**

Candidates with disabilities such as blindness, locomotor disability (both arms affected), cerebral palsy, or any other condition that limits their ability to write the examination are eligible for the assistance of a scribe. Candidates from other disability categories may also avail of a scribe if they provide a medical certificate from a Chief Medical Officer, Civil Surgeon, or Medical Superintendent of a Government healthcare institution stating that they are physically unable to write.

- **Approval Process:**

If candidates wish to opt for the service of scribe, they must submit the details in advance to the CoE. The College reserves the right to verify and approve the appointment of scribes to ensure compliance with its rules. The Controller of Examinations (CoE), based on the recommendation of a government medical officer (not below the rank of a Civil Surgeon), shall approve the appointment of scribes for eligible candidates. The candidate must submit a request in advance, along with the required medical certificates and supporting documents.

- **Guidelines for Scribes:**

The scribe should have an educational qualification lower than the candidate appearing for the examination. Candidates are allowed to choose their own scribe. However, the details of the scribe must be submitted in the prescribed format before the examination.

- **Examination Arrangements:**

Candidates using scribes shall be seated in a separate room to ensure a conducive environment for writing the exam. The ratio of invigilators to

students shall not exceed 1:5, meaning one invigilator for every five students utilizing scribes.

- Compensatory Time:

Candidates who are allowed to use a scribe will be granted additional time for completing the examination. This additional time shall be at least 20 minutes per hour of examination duration.

In cases where the examination duration is less than one hour, the compensatory time will be calculated on a pro-rata basis, ensuring fairness in the time allocation.

6. VALUATION

6.1. Preparation of Scheme and Answer Key

- 1) The Controller of Examinations in consultation with the Head of Department (HoD) shall nominate a senior faculty member who handled the course/a subject expert as the chief of valuation for each course.
- 2) The chief of valuation of each course shall convene a meeting with faculty members and course experts to review the question paper and develop a scheme for evaluating the answer scripts.
- 3) If only one faculty member has taught the course, the Head of the Department (HoD) shall nominate two additional experts for the preparation of the scheme of valuation.
- 4) The evaluation scheme and answer key, once approved by the respective chief of valuation, will be final and must be adhered to by all examiners during the evaluation process. These documents will be uploaded to the examination portal by the chief examiner.

6.2. Valuation of Answer Scripts.

The evaluation of answer scripts for theory examinations will be conducted either in centralized valuation camps or through online valuation. UG answer scripts will undergo single valuation, while PG scripts will require double valuation

- (i) The criteria for appointing examiners are as follows:
 - a. If the number of scripts is fewer than 100, the chief examiner shall value all the papers.

- b. If the number of scripts is more than 100, there shall be an additional examiner for every additional 100 papers.
 - c. The examiner can evaluate a maximum of 50 answer scripts per day (i.e., 25 scripts in each session)
 - d. 20% of the total number of answer scripts randomly selected for every course shall be subjected to second valuation.
 - e. The papers for which second valuation is done, the average of first and second valuation marks shall be taken as the final mark. 50% of the second valuers shall be from outside the college.
 - f. The above process of valuation can be done either in offline or online mode as decided by the CoE.
- (ii) Valuation for PG and PhD answer scripts will be conducted by faculty members. Each script will undergo two evaluations: the first by the faculty member who taught the course and the second by another faculty member designated by the Head of the Department to prepare the question paper. This process will align with the college's existing guidelines for End Semester Examinations.
- (iii) The Controller of Examinations, in consultation with the Head of the relevant discipline, may select an external examiner for that discipline from the panel submitted by the head of the department.

6.3 Storage of Answer Scripts After Valuation

- Answer scripts, after valuation, shall be securely stored for a specified period as determined by the College regulations.
- Upon the expiration of this retention period, the answer scripts will be disposed of in an environmentally responsible manner, typically through shredding or other secure methods, ensuring the confidentiality of student information. The disposal process will be supervised by designated officials to ensure compliance with institutional policies.

7. Pass Criteria for Courses

- i. To pass a course, a student must achieve a minimum of 40% in the End Semester Examination (ESE) and 50% in the combined score of Continuous Internal Evaluation (CIE) and the End Semester Examination (ESE) for UG
- ii. To pass a course, a student must achieve a minimum of 45% in the End Semester Examination (ESE) and 50% in the combined score

of Continuous Internal Evaluation (CIE) and the End Semester Examination (ESE) for PG and PhD.

- iii. Courses Assessed Solely through CIE: For courses evaluated entirely through CIE, the minimum passing requirement is 50%.
- iv. Failing Grade: A letter grade 'F' will be assigned to any student whose overall score (CIE + ESE) is below 50%.
- v. Students who do not achieve a passing grade or minimum attendance eligibility in CIE-only courses shall be awarded an "FE" grade instead of an "F" grade.

7.1 Procedure for Conducting Pass Board Meetings

The procedure for holding Pass Board meetings is as follows:

1. Pass Board meetings for each program are convened to finalize examination results. These meetings are scheduled after the completion of all course evaluations under the program.
2. There will be a separate Pass Board for each subject at the UG and PG levels per semester. The board will comprise the BoS Chairman/Course leader and the two senior most Examiners for the subject. The meeting will be held to finalize the results of UG and PG examinations.
3. The meeting proceedings must be documented in the prescribed format, and the minutes, duly completed and signed by the Pass Board members, must be submitted to the Controller of Examinations (CoE) for approval.
4. The Pass Board minutes will be submitted for the CoE's approval. Any changes suggested by the CoE will be incorporated into the final results.
5. Pass Board members must exercise strict confidentiality regarding result projections, meeting minutes, and other proceedings.

7.2 Norms for Awarding Moderation in End semester Examinations

- (i) Moderation of marks is a process to review and refine the evaluation scheme for courses, ensuring consistency and alignment with expected standards and outcomes across all programs offered by the College. This procedure ensures that the awarded marks/grades

reflect these standards, promoting fairness and consistency in the evaluation process. Moderation is employed to verify that the evaluation outcomes are legitimate, reasonable, and consistent across all students and courses.

- (ii) Moderation of marks is not an entitlement for students.
- (iii) Marks moderation shall be granted based on the recommendations of the respective Pass Board appointed by the college, subject to approval by the relevant statutory officers.
- (iv) To facilitate moderation, the Controller of Examinations (CoE) shall present detailed statistics on marks, including data such as the number of students who would pass if given moderation ranging from 0 to 5% of the total maximum marks for the end-semester theory examinations. The modified semester pass percentage will also be presented to the Pass Board.
- (v) Moderation shall only be granted to allow a student to pass **theory courses** in which they are registered. The total marks recommended by the Pass Board will be distributed across all theory courses to help the student pass. If a student receives an "FE" grade for any course in a semester, they are not eligible for moderation in that semester. There will be no moderation for B.Tech Honours, B.Tech Minor, Contact courses, or Ph.D. coursework.
- (vi) If a student does not pass all registered theory courses after distributing the total moderation across these courses, no moderation shall be applied to any course. Moderation can only be applied if the student clears all registered failed courses through the awarded moderation.
- (vii) For students eligible for grace marks under the arts/sports category, moderation will be applied after awarding grace marks.
- (viii) If a student applies for reevaluation or review and their marks are altered, the moderation process will be applied afresh for that semester.
- (ix) The limits for awarding moderation are as follows:
 - a. A maximum of 5% of the total marks for the End Semester Examinations of all registered theory courses can be awarded as moderation.
 - b. If a student has not registered for all theory courses in a semester, the moderation limit will be proportional to the number of registered courses. For example, if the Pass Board awards 24 marks for a semester with six theory courses, a student registered for only two courses can receive a maximum of $24 \times \frac{2}{6} = 8$ marks.

- c. The maximum moderation for any course is limited to 10% of the course's total marks.
- d. If a student fails a single theory course but passes all others, including practical's, the moderation limit can be increased to 15% for that course. This clause applies only to students registered for all theory courses and does not apply to supplementary exams.
- (x) All information regarding moderation is confidential.
- (xi) Course moderation will be considered only if the current results fall more than 10% below the average results of the same course over the past three years.
- (xii) The moderated result should not exceed more than 5% above the average result of the course over the past three years.

7.3 Grading and Grade Card Information

- a) Letter Grades: At the end of each semester, a student will receive a 'Letter Grade' for every course they have registered for during that semester. These letter grades will reflect the student's performance in each course.
- b) Grading Criteria: Grading shall be based on the percentage of marks obtained by the student in a course.
- c) Semester Grade Card: The semester grade card will include the grade for each course, along with the Semester Grade Point Average (SGPA) for that semester.
- d) The Cumulative Grade Point Average (CGPA) will be included in the semester grade card only if the student has cleared all courses and has no backlogs at the time of the declaration of that semester's results.
- e) Passing Grades: A student will be considered to have successfully completed or passed a course if any of the following grades are earned-S, A+, A, B+, B, C+, C, D, or P.
- f) Credit Earned: The credits for the courses in which a student has obtained a 'P' (minimum passing grade for a course) grade or higher shall be counted as credits earned by the student.
- g) Classification of Degree

First Class with Distinction	CGPA 8.0 and above
First Class:	CGPA 6.5 and above Equivalent
Equivalent Percentage Mark shall be = 10 * CGPA	

Grade and Grade Points		
Grade	Grade Point (GP)	% of Total Marks Obtained in the Course
S	10	90% and above
A+	9.00	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8.00	75% and above but less than 80%
B	7.50	70% and above but less than 75%
C+	7.00	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6.00	55% and above but less than 60%
P	5.50	50% and above but less than 55%
F (Fail)	0.00	Below 50% overall (CIE + ESE) Or Below 40 % for ESE for UG / Below 45 % for ESE for PG and PhD Or Absent for Honours/Minor ESE
FE (Failed due to Eligibility)	0.00	Failed due to lack of eligibility criteria. Or failed in CIE only courses.
Ab (Absent)	0.00	Assigned to a student who deferred the regular ESE or was absent, but still meets the eligibility criteria.

7.4 Calculation of SGPA/CGPA

a. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows:

$$i. \text{ SGPA} = \frac{\sum(C_i \times \text{GP}_i)}{\sum C_i}$$

Where 'Ci' is the credit assigned to course i, and 'GPI' is the grade point for that course. The summation is performed for all courses registered by the student in that semester, including failed and incomplete courses having zero grade points

- b. Cumulative Grade Point Average (CGPA): The CGPA indicates the overall performance of a student from the time of joining the programme to a specific semester. It is calculated by taking the weighted average of the grade points obtained in all the courses registered by the student since the first semester.

$$CGPA = \frac{\sum(C_i \times G_{P_i})}{\sum C_i}$$

Here, 'Ci' represents the credit assigned to course i, and 'GPI' is the grade point for that course. The summation includes all courses specified in the curriculum up to that semester for which CGPA is being calculated, and failed courses are also considered. CGPA is calculated based on all required course credits and their respective grade points, with failed and incomplete courses counted as having zero grade points.

7.5 Non-Computable Courses for SGPA and CGPA:

- (i) Courses that are not considered for the computation of SGPA and CGPA shall be explicitly listed in the curriculum.
- (ii) Exclusion of Minor, Honours, and Challenge Examinations.
- (iii) Courses pursued towards a 'Minor' or 'Honours' specialization, as well as credits earned through challenge examinations, shall not be included in the calculation of SGPA or CGPA for the main B. Tech. programme.

6.8.2 CGPA Calculation for Students Admitted under the Lateral Entry Scheme:

- (i) For students admitted under the lateral entry scheme, credits for the first and second semester courses shall not be included in the calculation of CGPA.
- (ii) The Consolidated Grade Card and Official Transcript for B. Tech. lateral entry students shall include the statement: "A total of 44 credits have been awarded based on the credits earned from the qualifying Diploma/Degree Programme."

7.6 Result Finalization and Publication

- (i) The results of the respective examinations shall generally be declared within 30 days of the final exam, and the College will make the grade card and statement of marks available to the concerned individuals

within 40 days. The results will also be published on the College website.

- (ii) Any modifications recommended by the Board will be incorporated into the tabulated marks.
- (iii) The Exam section will verify the moderation applied to the marks of eligible candidates.
- (iv) A final check of the revised marks will be conducted, and a list of successful candidates, grouped by grades, will be prepared for publication. Candidates who have passed a part of the examination will also have their Register Numbers included under the appropriate headings.
- (v) Register Numbers of candidates whose results are withheld for various reasons will be published, along with the specific reasons for withholding the results.
- (xiii) The results will be published on the college website. Students can log in to the portal to download their grade cards, and the Department can download consolidated results using their login credentials.

7.7 Inclusion of Honours and Minor Credits in Consolidated Grade Card/Official Transcripts:

- a. The Consolidated Grade Card (CGC) and Official Transcript (OT) will separately list the credits earned for Honours and Minor courses, where applicable, to highlight the student's achievements beyond the core curriculum.
- b. If a student does not qualify for the Honours or Minor degree, the credits earned for these courses will be recorded as "Additional Credits Earned" on the CGC and OT.
- c. Separate Grade Sheets: Separate grade sheets for honors and minor courses will be accessible through the student's login, providing a clear overview of their performance in each category.
- d. For minor and honors programmes, the title of each successfully completed course, along with the corresponding number of credits and grades (if applicable) earned by the student in that particular semester, will be included in the Examination Grade Sheet.

7.8 Grade Improvement and promotion

- a) Students are not permitted to improve the grades of a passed or successfully completed courses.

- b) Students must meet the minimum cumulative credit requirements to be eligible for registration in higher semesters as per the respective regulation.
- c) A student who fails to complete Exam Registration for all the courses listed in the curriculum for a given semester will not be eligible to enrol in the next higher semester

8. Grievances of Published Result

8.1 Revaluation of Answer Scripts [For Undergraduate Examinations Only]

- 1) Revaluation is applicable only to theory courses and does not cover other assessments such as Practical, Seminar, Thesis, or Dissertation. Candidates who are dissatisfied with their marks may apply for the revaluation of the answer script for a specific course, subject to the following conditions:
 - a. Applications for revaluation must be submitted via the student portal by paying the revaluation fee online.
 - b. Applications must be submitted within the specified timeframe as indicated in the notification announcing the subject's results.
 - c. 50% of the application fee will be refunded if the marks obtained after revaluation exceed 25% of the total end-semester marks for the subject. If the revaluation marks are equal to or less than 25% of the total end-semester marks, the fee will be forfeited.
- 2) Revaluation will be carried out by a designated faculty member of the subject, known as the "revaluer," as notified by the college on the portal. If the answer script requires revaluation based on the Regulations, a different faculty member, distinct from the original examiner, Chief Examiner, or revaluer, will conduct the revaluation. This individual will be termed the "2nd revaluer."
- 3) Final Marks After Revaluation
The method for determining final marks after revaluation is as follows: If the difference between the marks awarded by the revaluer and the first valuation is 15% or less of the maximum end-semester marks, the final marks after revaluation will be
 - If the revaluation marks are higher, the final marks will be the revaluation marks.

- If the revaluation marks are lower or similar to the original marks, the final marks may remain as the original.
- If the difference between the revaluation and the first valuation exceeds 15% of the maximum end-semester marks the script will be revalued by another examiner. The final marks after revaluation will be determined as the final marks will be the average of the two marks in revaluation.
- If the marks from the first valuation are higher than those from the revaluation, the original marks will be retained as final.

8.2. ANSWER SCRIPT COPY REQUEST/SCRUTINY

- After the publication of results, candidates may apply for a copy of their answer script by registering on the portal and paying the prescribed fee. Applications must be submitted through the student login, with payment made via the online payment gateway.
- Late requests for an answer script, received after the original deadline, will not be accepted.
- Students who have obtained a copy of their answer script through the portal after registering and paying the required fee can perform a scrutiny of their answer script with the assistance of faculty members. After scrutiny, only the following types of complaints will be considered for necessary action:
 - (i) If certain answers were not evaluated by the examiner(s).
 - (ii) If there is an error in totalling the marks on the tabulation sheet.
 - (iii) If there is a discrepancy between the marks entered in the portal and the marks written on the answer script (i.e., a higher mark on the script but a lower mark entered in the portal).

Complaints regarding these issues, as recommended by the faculty members of the student's Department, can be submitted to the CoE. In all the above-mentioned cases, the CoE office will Verify the same and provide a revised mark or tabulation sheet. If the marks are revised, the College will update the student's marks and republish the results.

If a student is dissatisfied with the marks awarded by the examiner for any question, those marks cannot be altered through scrutiny. In such cases, students can apply for revaluation if they are not satisfied with their marks.

8.3 Review of Answer Scripts

Answer scripts for various courses in undergraduate, postgraduate, and doctoral programs conducted by Vimal Jyothi Engineering College (Autonomous) can be reviewed at the request of the student who wrote the respective examination. The review process allows for the potential improvement of both marks and grades.

8.3.1 Eligibility for Review of Answer Scripts

Any student may apply for a review of their answer script, subject to the following conditions:

- a. The application for review must be submitted by paying the required fee through the student portal.
- b. The application must include a copy of the answer script, along with a recommendation from the faculty of the department responsible for the subject.
- c. For undergraduate programs, the application for review must be submitted within 10 days of the revaluation result if the student already has a copy of the answer script from the portal, or within 10 days of obtaining the answer script after revaluation. Students applying for a copy of their answer script through the portal after revaluation must do so within 10 days of the revaluation result. For postgraduate and Ph.D. programs, students must apply for review within 10 days of obtaining the scanned copy of the answer script from the portal.
- d. If the review results in a grade change, 60% of the application fee will be refunded. If there is no grade change after the review, the fee will be forfeited.

8.3.2 Review Process

- 1) The review will be conducted by external faculty member appointed by the Controller of Examinations of Vimal Jyothi Engineering College (Autonomous).
- 2) This faculty member, referred to as the "reviewer," must have a minimum of 5 years of teaching experience in the relevant subject and be recognized by the College.

- 3) The reviewer must be a faculty member who was not involved in the initial valuation, revaluation, or as the 2nd re Valeur.
- 4) if the marks obtained in the 1st valuation, after revaluation, and after review are different, the average of the two marks with the lesser difference will be considered as the final marks after the review.
 - a. For example, if the 1st valuation mark is 10, the revaluation mark is 26, and the review mark is 20, the final marks after review will be the average of the two marks with the lesser difference. In this case, 20 and 26 are closer, so the final marks will be the average of 20 and 26, which is 23.
 - b. If the 1st valuation mark is 10, the revaluation mark is 30, and the review mark is 20, and the difference between any two marks is the same (in this case, 10), the final marks after review will be the average of the two higher marks. In this example, the average of 30 and 20 will be taken, resulting in a final mark of 25
 - c. For postgraduate programs, there is no revaluation. Instead, there is a 1st, 2nd, and potentially a 3rd valuation. The final mark is determined as per the Regulations, referred to as the student's "Regular mark." The final mark after review will be the average of the Regular mark and the Review mark. The same procedure applies to Ph.D. programs.
- 5) If the marks obtained in the 1st valuation or after revaluation are higher than the marks arrived at after review, the higher of these marks will be considered as the final mark.
- 6) The result after the review will be considered final, and no further appeal will be entertained.
- 7) Late requests for review, after the deadline, will not be accepted.

9. The Examination Account System

The Examination Account System of Vimal Jyothi Engineering College (Autonomous) is a crucial component that manages financial transactions related to the college's examination processes. This system ensures transparency, accountability, and proper record-keeping of all financial activities associated with examinations. Below is an overview of the system:

a. Collection of Fees:

- (i) The examination account system is responsible for the collection of various types of fees from students. The collection of fees is done through an online portal, linked to the college's financial system.

- (ii) Digital Receipts: Issued to students after fee payments
- b. Remuneration, honorarium, and allowances for exam-related activities: Remuneration, honorarium, and allowances for exam-related activities shall be provided to personnel involved in the conduct of examinations, evaluation, and related tasks. The rates of these payments will be determined periodically by the College authorities and will be disbursed following the completion of assigned duties and submission of required documentation.
- c. Disbursement of Payments: The Automated Processing Of disbursement of funds, including:
 - (i) Payments to Examiners: For paper-setting, valuation, and revaluation.
 - (ii) Honorarium to Invigilators and Staff: For their roles in conducting exams.
 - (iii) External Examiner Fees: For paying external faculty involved in practical exams, viva voce, or reviews.
 - (iv) Miscellaneous Expenses: Related to stationery, printing of question papers, and administrative costs associated with exams.
- d. Refunds and Adjustments: The system manages refunds and adjustments, including:
 - (i) Fee Refunds: For cases where students are eligible for a refund due to exam cancellations, changes in marks after revaluation, or withdrawal from exams.
 - (ii) Partial Refunds for Revaluation: If there is a significant change in the student's marks after revaluation, a percentage of the revaluation fee may be refunded.
 - (iii) Automated Refund Processing: For eligible students
- e. Budgeting and Financial Planning: The examination office prepares an annual budget for the examination activities, which may include:
 - (i) Estimated Expenses: For the upcoming examination cycles, including the cost of exam administration, honorariums, and external faculty.
 - (ii) Revenue Forecasting: Based on expected student enrolment, revaluation applications, and other examination-related activities.
- f. Auditing and Financial Reporting: The examination account system ensures that all financial activities are recorded accurately and audited regularly. This includes:

- (i) Internal Audits: Regular audits by the college's internal audit team to ensure compliance with financial regulations.
- (ii) External Audits: If required, external auditors review the financial statements related to examination accounts.
- (iii) Financial Reporting: The examination office prepares periodic financial reports for submission to the college's finance committee, governing council, and other stakeholders.

g. Role of Examination Account Officer

The Examination Account Officer or Finance Officer in charge is responsible for managing the finances of the examination department. Their duties include:

- (i) Fee Collection and Management: Ensuring timely collection of all fees.
- (ii) Budgeting: Preparing financial estimates for exam-related expenses.
- (iii) Record Maintenance: Keeping detailed records of all transactions.
- (iv) Compliance: Ensuring the examination account complies with the college's financial policies and regulations.
- (v) Financial Dashboards: To monitor the inflow and outflow of exam-related funds.
- (vi) ERP Integration: The examination account system is part of the college's ERP (Enterprise Resource Planning) system, integrating with student management, academic records, and financial modules for seamless operation

10. THE POWER TO MODIFY THE EXAMINATION MANUAL

- a) The college retains the authority to add, remove, or amend any of the provisions outlined in the manual.
- b) Regardless of the contents of this manual, the CoE may make appropriate decisions in consultation with the principal in emergency situations.
- c) The modification of the exam manual based on the Proposal Submission by relevant committees or faculty members based on identified needs or gaps in the current manual.
- d) Review by Examination Management Committee (EMC): The proposed modifications are reviewed by the Examination Management Committee to ensure they align with the institution's academic policies and objectives, the broader

- regulations set by the APJ Abdul Kalam Technological University (KTU) and University Grants Commission (UGC)
- e) Approval from Academic Council: The changes are then forwarded to the Academic Council, where they are discussed and either approved or sent back for revisions. This council ensures the modifications meet academic standards.
 - f) Implementation and Communication: After approval, the modifications are incorporated into the manual, and all stakeholders are informed of the changes



ANNEXURE-1
Recommended Punishment for Malpractices

Clause	Nature of malpractice	Recommended Punishment
1	<ul style="list-style-type: none"> ● Bringing or possessing any non-permissible material relevant to the examination inside the hall, including but not limited to bits of paper, hall tickets with scribbled notes, written content on calculators, handkerchiefs, data books/handbooks, instrument boxes, identity cards, rulers, clothing, footwear (chappals, socks), masks, or any part of the body, as well as similar forms of malpractice. ● Writing on the question paper and passing it to other students in the examination hall. ● Copying from a neighbour's answer script with mutual consent or by peeping into another's answer script. ● Deliberately sitting in an incorrect seat with the intention of cheating during the examination. ● Threatening or requesting a neighbouring student to show their answer script. ● Assisting neighbouring students in answering questions. ● Writing the register number, name, college name, or any other identifying marks inside the answer book. ● Including personal appeals to the examiner within the answer scripts. ● Refusing to return the question paper when leaving the examination hall during the exam. ● Using inappropriate or offensive language in the answer scripts. ● Receiving answers from outside the examination hall. ● Disobeying invigilators or other officials, or resisting instructions from the examination authorities. 	<p>Debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-</p>
2	<ul style="list-style-type: none"> ● Possessing two hall tickets, with one containing written matter. ● Adding unauthorized printed pages or materials to the code or data book. 	

	<ul style="list-style-type: none"> ● Copying text verbatim from textbooks into the answer sheets, or answering multiple questions with content obtained from Google searches. ● Carrying a large quantity of unauthorized materials (more than five bits or sheets). ● Possessing unauthorized materials in the form of reduced photocopies. ● Refusing to surrender unauthorized materials to the invigilator upon request. ● Copying from any unauthorized material and resisting instructions or warnings from the invigilator. ● Intentionally tampering with or overwriting barcodes and alphanumeric codes on answer sheets. ● Deliberately altering or replacing register numbers. ● Tampering with answer books, including removing pages. ● Being in possession of Xerox copies of textbooks, printed materials, Xeroxed notes, or notebooks. ● Possessing mobile phones, tablets, pen cameras, smartwatches, Bluetooth or wired headsets, or any other electronic communication or storage devices. ● Copying from a neighbor's answer script with mutual consent, or exchanging or handing over answer sheets to a neighbor. ● Destroying evidence of malpractice, such as tearing, mutilating answer scripts, refusing to hand over the answer scripts, or fleeing with the answer scripts from the examination hall. 	<p>Debar for two chances for the course concerned and also debar all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.</p>
3	<ul style="list-style-type: none"> ● Repeating malpractice - second time. One time earlier, any type of malpractice. 	<p>Debar all registered courses in that semester including supplementary and also, imposition of a penalty of Rs. 10,000/-</p>
4	<ul style="list-style-type: none"> ● Repeating malpractice – Third time. two time earlier, any type of malpractice 	<p>Debar all registered courses in that semester including supplementary and</p>

		also, imposition of a penalty of Rs. 20,000/-
5	<ul style="list-style-type: none"> ● Disturbing the candidates from outside the examination hall ● Stealing answer books ● Breaking open the closed examination halls. ● Purposefully tampering arrangements for conduct of examinations 	shall be debarment for 2 chances for the course concerned and also debarment of all registered courses in that examination definition and also imposition of a penalty of Rs. 2,000/-.
6	<ul style="list-style-type: none"> ● Communicating answers from outside or sending ● question papers to outside through electronic media. ● Using any form of electronic or cyber media for cheating in examinations. ● Smuggling question papers or other examination ● Impersonation ● Manhandling or threatening the invigilator/ officer or any authority of the University. College ● Tampering with the answer books of other candidates materials 	Permanent debarring, with the case referred to the police

ANNEXURE-2

APPLICATION FORM TO AVAIL THE SERVICE OF SCRIBE

1. **Name of the Candidate** (in capital letters):
2. **Register Number:**
3. **Programme:**
4. **Semester:**
5. **Branch:**
6. **Course(s)/Subject(s) for which the service of scribe is needed:**
 - (i) _____
 - (ii) _____
 - (iii) _____
 - (iv) _____
 - (v) _____
 - (vi) _____

*Affix recent
passport
size/stamp size
photo here*

DECLARATION

I hereby declare that the information furnished above is true and correct.

Place: _____

Date: _____

Signature of Candidate: _____

Countersigned by SFA: _____

HOD concerned

DECLARATION FORM FOR SCRIBES

1. **Name and Address of the Scribe** (in capital letters):

*Affix recent
passport
size/stamp size
photo here*

2. **Date of Birth** : _____

3. **Details of Educational Qualifications/Examinations Appeared:**

4. **Name and Register No. of the Student for Whom the Scribe is Appearing:**

5. **Specimen Signature of the Scribe:** _____

DECLARATION

I hereby declare that the information furnished above is true, and that I have not qualified for or appeared in any examinations other than those mentioned in the **Appointment of Scribes** of the Examination Manual.

Place: _____

Date: _____

Signature of Scribe: _____

Countersigned by the SFA: _____

HoD concerned

Principal