



# HALDIA INSTITUTE OF TECHNOLOGY

(An Institute of Indian Centre for Advancement of Research and Education (ICARE), Haldia)

## AN AUTONOMOUS INSTITUTION

Approved by All India Council for Technical Education (AICTE)  
Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal  
NAAC Accredited Technical Institute with "A" Grade [CGPA-3.31 out of 4]  
B.Tech. Programs [AEIE, BT, CE, CHE, CSE, ECE, EE, FT, IT and ME] Accredited by  
National Board of Accreditation (NBA).

### Address

Knowledge City, ICARE Complex, HIT Campus, Haldia – 721657  
Dist. : Purba Medinipur, West Bengal, India

### Contacts :

Phone (03224) 252800 / 255655 / 252900/ 253061, 255615-17,  
Fax No. (03224) 253062  
Website : [www.hithaldia.ac.in](http://www.hithaldia.ac.in), Email : [admin@hithaldia.in](mailto:admin@hithaldia.in)

## EXAMINATIONS RULES AND REGULATIONS

---

# Table of Contents



CHAPTER	PARTICULARS	PAGE
<b>1</b>	<b>REGULATION, FUNCTIONS AND EXAMINATION RULES</b>	
	1. Subject to any Statues, Ordinances, Rules or Regulations	1
	2. Obligations of Officers and Staff	1
	3. Removal of Doubts	1
	4 Regulations regarding the conduct of Examinations	1
	4.1 Eligibility for appearing in Examinations	1
	4.2 Rules for Examinations	2
	4.3 Continuous Evaluation of Course Papers	3
	4.4 Make - up / Backlog / Supplementary Examination	7
	4.5 Explanation & Operational Guidelines	7
	5. Declaration of Results, Promotions and Grading System	7
	6. Grading System	8
	7. Post Publication Scrutiny and Re-evaluation	10
	8. Rules for Scrutiny /Re-evaluation	11
	9. Post Publication Amendment of Result	12
	10. Rules for Self Inspection of Answer Scripts	12
	11. Eligibility of a Member of Faculty to be involved in the Evaluation Process	13
	12. Guiding rules for conduct of Examinations	13
	13. Rules for Paper Setter, Moderator, Answer Script Evaluation and Head Examiners	14
	14. Instructions to Invigilators	14
	15. Misconduct/Malpractice	14

# EXAMINATION RULES & REGULATIONS

## REGULATION, FUNCTIONS AND EXAMINATION RULES

**1 Subject to any Statutes, Ordinances, Rules or Regulations** and General Guidance of the Academic Council, the BOE/Examination Committee shall have the following Powers and Functions:

- (i) to conduct the various examinations of the Institute
- (ii) to review the results of examinations before publication, and take appropriate measures, if considered necessary
- (iii) to report to the Academic Council the results of various examinations with necessary comments for approval and publication

**2 Obligations of Officers and Staff**

It shall be incumbent on the Controller of Examinations (COE), Dy. COE and any other Officer or member of staff of the Institute, directly or indirectly concerned with examination matters, to abide by the directions of BOE /Examination Committee, in respect of all such matters. Besides, the employees are to abide by the Institute's existing Service Rules and regulations.

**3 Removal of Doubts**

In case of any doubt or difficulty as to interpretations of these Regulations regarding conduct of examinations, the matter shall be referred to the Director/Principal/Registrar and his decision thereon shall be final.

**4.4 Regulations regarding the conduct of Examinations**

**4.1 Eligibility for appearing in Examinations**

A student is liable to be debarred from appearing in an examination if he/she has not attended at least 75% of theoretical, practical and sessional classes on an average, held during the semester. The attendance shall be considered from the date of admission of the candidate in the Institute in case of first semester and the date of commencement of semester classes for all other semesters.

A student shall be allowed to appear to any examination of the Institute only if he/she pays the prescribed fee by the date specified. A student may, however, deposit the examination fee with prescribed additional fee for late submission of application after the expiry of the specified date, but at least 3 (three) days before the commencement of that examination, provided that no such period of grace shall apply to a candidate for an examination for clearing his supplementary or special examinations, if any.

A candidate is allowed to appear in an examination only after he /she is issued an Admit Card for the relevant examination by the COE, after obtaining the eligibility certificate from the Higher Authority.

## 4.2 Rules for Examinations

- i. Each discipline of the B.Tech./ MBA/ MCA / M.Tech. Programme consists of the following components.
  - (a) Theory papers
  - (b) Practical papers
  - (c) Sessionals
  - (d) Project
  - (e) Grand Viva

The schedule of these components along with their credit points for each semester is as per the curriculum and syllabus in force.

- ii. **Mandatory Additional Requirement (MAR)** for earning B. Tech degree:

Mandatory Additional Requirement is compulsory for acquiring B.Tech./B.Tech. (Honours) degree for all students, under Autonomy.

Total hundred (100) points are required in different fields mentioned in the MAR table in syllabus to achieve B.Tech./B.Tech. (Honours) degree in the four years of study. For lateral entry students the total MAR points will be 75.

These 100 (for general) /75 (for lateral entry) points are equally divided in four/three (for lateral entry) years of study, i.e., students have to acquire minimum 25 points in each and every year. If any candidate fails to achieve the minimum MAR points, it will be treated as backlog and he/she should clear it in the immediate next year. For final year students, no degree will be conferred if he/she is unable to achieve total 100 and 75 (for lateral entry) points from MAR. If any student acquires more than 100/75 (for lateral entry) points, it will show in the final semester grade card.

- iii. **Massive Open Online Courses (MOOCs)** for B. Tech. (Honours):

The additional 20 credits (for general) and 12 credits (for lateral entry students) for obtaining B. Tech. with Honours are to be attained through MOOCs/SWAYAM/NPTEL platform. The complete description of the MOOCs relevant for the first year to fourth year course is given in the respective syllabus.

Total 20 credits will be divided as under:-

- a) First Year: 8 credits
- b) Second Year to Fourth Year: 4 credits in each year.

At the end of each semester, there will be an examination (here-in-after called End-Semester Examination) conducted by the Institution as per programme announced by the Controller of Examinations with prior approval from the Examination Committee.

Supplementary examinations of each semester of all UG and PG programs shall be held within one month from the date of publication of results (under Autonomy). However, for other semesters (other than Autonomy), rules of the affiliating University will be followed.

If any student did his/her form fill up for the semester examination but was unable to give the semester examination for some unavoidable reason may clear all the incomplete examination (both theory & practical) at the time of supplementary examination by submitting an application stating proper reason with supporting documents. For such case he/she should fill up examination form as incomplete candidate with requisite examination fees. If any student gets supple, he/she may clear the supple paper(s) in the next subsequent semester for this category (e.g., if he/she gets supple in odd/even semester may appear in the next odd/even semester of next year).

If any student was fail to fill up semester examination form of the semester examination for some unavoidable reason (i.e., severe medical issues / natural calamity / disaster in his/her locality / network issue etc.) may clear all the incomplete examination (both theory & practical) at the time of supplementary examination by filling up examination form with requisite examination fees as regular candidate producing an application stating proper reason with supporting documents addressing to The Principal/Director, HIT, Haldia. For such case he/she should confirm the under mentioned criteria(s):

- (i) Candidate has minimum attendance of 75% in the semester
- (ii) Candidate must have appeared for all internal (both theory & practical) assessments.

If any student gets supple, he/she may clear the supple paper(s) in the next subsequent semester for this category (e.g., if he/she get supple in odd/even semester may appear in the next odd/even semester of next year).

### **4.3 Continuous Evaluation of Course Papers**

The evaluation of course papers will be done as per the following guidelines:

#### **Theory papers:**

Each item under this classification is evaluated on the basis of 100 percentage points, sub-divided into the following four categories:

#### **a) End-Semester Examination : 70 percentage points**

##### **Operational Guidelines**

- i. Based on the recommendations of the respective HOD and approved by the Director/Principal, the COE will appoint two paper setters for independently framing three sets of question paper and also at least one moderator for each course code. For Supplementary examinations, the same process would be followed.
- ii. The final question paper shall be prepared from amongst the three above sets by the moderator in presence of COE. The moderator will also have the right to change / modify / add questions; he/she should ensure that questions have been set from different modules of the syllabus, and have proper grading for students of high merit as well as students of average merit.
- iii. Faculty members of the Institute /other Institutes will be appointed as Examiner(s) by the COE for evaluation of the answer scripts, duly approved by the Examination Committee.

- iv. In case number of candidates in a course code exceeds 200, the COE may appoint a Head Examiner with the approval of the Director/Principal.
- v. The COE shall also appoint Scrutinizers, as required, with the approval of the Principal. In all the cases (mentioned above), the Dy. Controller of Examinations will assist the COE.
- vi. The results will be published normally within 30 days from date of completion of End Semester Examination.

**b) Continuous Assessment (Course tests/class tests): 15 percentage points**

Operational Guidelines

- i. At least two tests are to be conducted at near-identical intervals. The best performance is to be considered for the final reckoning.

It is advised to conduct more tests, if required. If a student does not do well in a test, the student has to be mentored for better performance and additional tests may be conducted, if required. Records of the tests (answer scripts and other relevant documents to be kept in the Department/COE, so that University can cross check.) For internal Tests, questions are to be Outcome Based. Avoid questions which involve only memory exercise like stating a law or theorem.

- ii. The COE, in consultation with BOE/Examination Committee, will set the test schedule and announce test dates as per Institution calendar with the prior approval of the Principal.
- iii. Test scripts are to be corrected / evaluated within ten days of actual conduct of test and the solutions are to be discussed in the class. During the discussions the students can have access to the corrected scripts. The final award of marks list for each test is to be put on the notice board within next two days and copies of the same along with evaluated answer scripts communicated to the Dy. COE/COE for record.
- iv. The process is repeated for each test.

**c) Continuous Assessment (Quizzes / assignments): 10 percentage points**

Operational Guidelines:

Assignments are to be given in all of the following forms (each form develops unique skills within the students):

- i. Problem Solving—Numeric and conceptual.
- ii. Term paper – A systematic report on a topic to be submitted under the guidance of a faculty member after doing necessary exploration of knowledge on the topic.



iii. The course teachers finalize the award (out of 40 marks) before the end – semester examination and communicate the same under sealed cover to the COE's/ Dy.COE's office.

- Total two (02) continuous assessment (PCA I & PCA II) will be held in each semester for the practical papers and out of two (02) continuous assessment, best will be considered for the end semester result.

### **b) End Semester Examination: 60 percentage points**

#### **Operational Guidelines:**

i. There shall be an End Semester Examination in each laboratory item. The evaluation may be done based on:

- Skill 20 marks
- Performance / Ability 20 marks
- Grand Viva 20 marks

ii. There shall be an End Semester Examination in each laboratory item. The evaluation may be done based on:

- Organization of the experiment
- Actual data generated and the actual conduct of the experiment assigned.
- Data analysis/Synthesis and Conclusions etc.
- A comprehensive Viva-Voce seeking general awareness of the lab subject.

The relative emphasis shall be left to the HOD and the course teacher.

ii. The award shall be finalized immediately by the course teacher and submitted in sealed cover to the COE / Dy. COE's office. All materials used by students during examination, is to be preserved for spot checking by HOD / COE, if desired.

### **c) Continuous Assesment of Laboratory: 40 percentages points**

#### **Operational Guidelines:**

The course teacher shall be the sole authority for finalizing award under this item.

i. He/She shall divide the points under the following guidelines:

- Attendance and regularity 05 points
- Preparedness for conduct of experiment 10 points
- Initiative to learn and interact 10 points
- Presentation of lab report, its regularity 15 points  
in submission and content

ii. The course teachers finalize the award (out of 40 points) before the end – semester examination and communicate the same under sealed cover to the COE/ Dy.COE's office.



## **Sessional / Project / Grand Viva (100 percentage points) :**

### **4.4. Make - up / Backlog / Supplementary Examination**

Students, who fail to attend all the end semester examination (Theory & Practical) due to justifiable reasons, have a provision to take 'The Make - up / Backlog / Supplementary Examination' within 02 months (two months) of the publication of consequent semester result. For such case, student must appear at least one examination (Theory or Practical) during regular examination. Student must fill up backlog / supplementary examination form with requisite fees as backlog / supplementary candidate for 'Make-up / Backlog / Supplementary Examination'.

If any student was fail to fill up semester examination form of the semester examination for some unavoidable reason (i.e., severe medical issues / natural calamity / disaster in his/her locality / network issue etc.) may clear all the incomplete examination (both theory & practical) at the time of next consecutive semester examination (Odd or Even) by filling up examination form with requisite examination fees as regular candidate producing an application stating proper reason with supporting documents addressing to The Principal/Director, HIT, Haldia. For such case he/she should confirm the under mentioned criteria(s):

- (i) Candidate has minimum attendance of 75% in the semester
- (ii) Candidate must have appeared for all internal (both theory & practical) assessments.

### **4.5 Explanation & Operational Guidelines**

Sessionals are those where, either the formal institutional contact hours are not specified, (viz., Practical Training, Extra/Co-curricular participation), or there are no formal End Semester examination of the written kind, (viz., Comprehensive Viva-Voce, Seminar, Industrial Training, etc.). For all items under these categories, the evaluation will be done internally through a Departmental Committee, appointed by the Departmental Head and duly endorsed by the Director/Principal.

The norms for assessment may vary from item to item. A broad guideline is suggested below:

- i. For items which are conducted outside the Institution viz., Industrial training, Curricular/Extra-curricular participation etc. – assessment may be made on the basis of Supervisor's assessment, report submitted by the student, if any, participation & attendance, and Viva-Voce conducted by a Departmental Committee, constituted by the Departmental Head and duly ratified by the Principal.
- ii. Items conducted in the Department / Institution viz., Seminar, Comprehensive Viva-Voce – are evaluated by the Departmental Academic Committee(s) constituted by the Department(s) and ratified by the Director/Principal, based on participation and attendance in this course, comprehension of seminars by fellow students, presentation and content of seminar presented, capability to address to questions by participants.
- iii. The award list for this paper is finalized by all the members of the Departmental Academic Committee before the starting of the end-semester theory/practical examinations, and shall be communicated to the COE / Dy. COE's office under sealed cover.

## **5 Declaration of Result, Promotions and Grading System:**

In order to pass the B.Tech. / M.Tech./MBA/ MCA course a candidate must obtain at least D grade in each of the theory, practical and sessional papers and a DGPA of 6.0

The promotional status in respect of B.Tech. / M.Tech./MBA/MCA course is indicated on the even semester credit card/sheet (year wise) as per details below:

- a) A student shall be eligible for promotion to the next higher level / year with backlogs but those backlogs are to be cleared within the time limit specified for the completion of the course as per guidelines of the Institute/University, from time to time.
- b) A student shall be eligible for promotion only if he/she has not been involved in any breach of discipline or has not been time barred due to non-completion of the course within the time limit fixed for the purpose.

## 6 Grading system:

A seven point grading system on a base of 10 shall be followed in the Institute. Categorization of these grades and their correlation shall be as under:

<i>Qualification</i>	<i>Grade Score</i>	<i>Score on 100 percentage points</i>	<i>Point</i>
Outstanding	'O'	100 to 90	10
Excellent	'E'	89 to 80	9
Very good	'A'	79 to 70	8
Good	'B'	69 to 60	7
Fair	'C'	59 to 50	6
Below average	'D'	49 to 40	5
Failed 'F'	'F'	Below 40	2

A transitory letter grade 'I' (carrying points 2) shall be introduced for cases where the candidate fails to appear in End Semester Examination(s) and where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when results are complete.

*No student shall be allowed to receive/ complete the final degree with any 'I' or 'F' grade.*

*A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:*

*SGPA - Semester Grade Point Average*

*YGPA -Yearly Grade Point Average*

*DGPA - Degree Grade Point Average*

*CGPA – Cumulative Grade Point Average*

*Definition of terms:*

- a. *POINT: Integer (s) qualifying each letter grade(s) in the seven point system, earned in each item in a semester by a candidate.*
- b. *CREDIT: Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and syllabus.*
- c. *CREDIT POINT : (b) X (a) for each course item*
- d. *CREDIT INDEX :  $\sum$  CREDIT POINT of course items in a semester*
- e. *GRADE POINT AVERAGE, in general items, is defined as*

$$= \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS}}$$

but it is always qualified by the specified period reference, as detailed below.

*Semester Grade Point Average (SGPA)*

$$= \frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}} \text{ for a Semester}$$

*Yearly Grade Point Average (YGPA)*

$$= \frac{\text{CREDIT INDEX of Odd Sem} + \text{CREDIT INDEX of Even Sem}}{\sum \text{CREDIT of Odd Sem} + \sum \text{CREDIT of Even Sem}}$$

*for an academic year*

*Degree Grade Point Average (DGPA) for 4-year B.Tech Programme*

$$= \frac{1X \text{ YGPA I Yr} + 1X \text{ YGPA II Yr} + 1.5 X \text{ YGPA III Yr} + 1.5 X \text{ YGPA IV Yr}}{5}$$

*Degree Grade Point Average (DGPA) for 3-year MCA Programme*

$$= \frac{1}{3} \sum_{\text{Year1}}^{\text{Year3}} \text{YGPA}$$

*Degree Grade Point Average (DGPA) for 2-year M.Tech./MBA/MCA Programme*

$$= \frac{1}{2} \sum_{\text{Year1}}^{\text{Year2}} \text{YGPA}$$

*Degree Grade Point Average (DGPA) (Certificate Course)*

$$= \text{YGPA 1}$$

f. *Cumulative Grade Point Average (CGPA)*

$$= \frac{\sum_{K=1}^n \text{Credit Index of K}^{\text{th}} \text{ Semester}}{\sum_{K=1}^n \text{Credit of K}^{\text{th}} \text{ Semester}}$$

(Where, n = 4 for 2 years programme, n = 6 for 3 years programme, n = 8 for 4 years programme, n = 10 for 5 years programme)

X : Not Eligible for Degree

XP : Eligible for Promotion with Backlog(s)

P : Passed and Promoted

g. Percentage of Marks = (SGPA/YGPA/DGPA/CGPA – 0.75)\*10%

h. No Class / Percentage is awarded

i. For percentage equivalence, the following table, as notified by the AICTE, may be referred to:

DGPA / CGPA (x)	PERCENTAGE OF MARKS (y)	DGPA / CGPA (x)	PERCENTAGE OF MARKS (y)
6.25	55	7.75	70
6.75	60	8.25	75
7.25	65	9.25	85

N.B.:  $y = (x - 0.75) * 10$

## 7 Post Publication Scrutiny & Re-evaluation

### Preamble

- i. The Institute shall have provision for scrutiny of answer scripts, re-evaluation following declaration of results, for students not convinced that proper justice has been done in subjective evaluation of their answer scripts in just concluded end-semester examination.
- ii. Re-examination of the scripts shall be of two categories only :
  - a) Scrutiny -the activity under this category shall ordinarily be confined to checking :-
    - i. correctness of the total marks awarded and its conversion into appropriate letter grading.
    - ii. whether any part/ whole of a question(s) has / have been left uncorrected / unevaluated inadvertently.
    - iii. correctness of transcription of marks in respect of the course item under scrutiny
  - b) Re-evaluation / re-examination of the script by independent experts in the concerned subject(s).

OR

### Application for Scrutiny/ Re-evaluation

- i. A candidate may apply for scrutiny or re-evaluation within 7 (seven) days from (but excluding) the date of publication of result, for one or more subject items of the just concluded end-semester examination on payment of a prescribed fee (Rs. 300/- per paper) to the Institute as per details indicated from time to time through notification. The prescribed application form for the purpose shall be collected from the office of the Controller of Examinations or downloaded, if so instructed.
- ii. The Institute may extend the date of submission of application, if any.
- iii. Incomplete and erroneous applications shall be rejected and no further correspondence in respect of such applications shall be entertained.
- iv. A student applying for scrutiny/re-evaluation shall expressly state on the application form, whether the application made is for scrutiny or for re-evaluation. Only one option shall be permitted

- v. Candidate shall enclose a bank draft for the requisite amount of application fees, payable to the “Haldia Institute of Technology” at any nationalized bank, and make appropriate entry on the application form. An application not accompanied by the application fee or accompanied by inadequate application fee shall be rejected and no further correspondence shall be entertained.
- vi. All applications for scrutiny/re-evaluation must be routed through the COE’s office of the Institute.

## **8 Rules for Scrutiny/Re-Evaluation**

- i. It shall be obligatory on the part of a candidate applying for post-publication scrutiny/revaluation to accept the alternation in marks/grade, if any, after scrutiny/re-evaluation.
- ii. He/She shall enclose the original grade sheet issued to him/her, along with the application.
- iii. Scrutiny shall confine itself to re-totalling of credits, checking for missed out corrections of questions and correctness of transcription of award and its final conversion into letter grades and consequent evaluation of SGPA/ YGPA/ DGPA, as the case may be.
- iv. “Re-evaluation” shall entail re-examination of the answer script(s), for which re-evaluation is applied for, by an acknowledged external subject expert.
- v. Neither the candidate nor any one on his/her behalf shall be entitled to be present during scrutiny/re-evaluation, nor shall he/she or his/her representative will have any right to inspect the answer script(s) after publication of scrutiny/re-evaluation results.
- vi. After the result of post-publication scrutiny/re-evaluation is declared, a fresh grade sheet shall be issued to the candidate incorporating changes. In such a case the original grade sheet submitted by the student along with the application shall be cancelled by the Institute and use of copies of the same in future shall amount to concealment of facts, punishable by law. The new grades shall replace the grades declared earlier, whether the grade(s) and/or result indicate improvement or otherwise. Requests for ignoring deterioration of performance, if any, including failure in course items, consequent upon scrutiny/re-evaluation, shall not be possible under any circumstance. In case there are no changes, the original grade sheet shall be returned to the student.
- vii. Post publication scrutiny/re-evaluation shall be allowed for the theory course-items only, and shall not be possible for practical and sessional items.
- viii. The result of scrutiny/re-evaluation shall be intimated to the candidate(s) by the Institute.
- ix. Application for scrutiny/re-evaluation shall not ensure that the result for such scrutiny/re-evaluation shall be declared before the date fixed for submitting

application for next examination. Failed candidates shall, in their own interest, submit applications for enrolment for appearing in the next examination of concerned items when the same is held, within the dates specified.

- x. If the result of scrutiny/re-evaluation is not available at the time when a failed candidate (who applied for scrutiny/re-evaluation) appears in the examinations of his/her arrear items subsequently he/she shall have the option to choose between the result of scrutiny/re-evaluation and the result of the exam as his/her final grade in arrear items. In such an event, if the candidate chooses to opt for the result of the subsequent examination in respect of the arrear item(s), his/her original grade sheet, kept with the Institute shall be returned.
- xi. A script which has been scrutinized once or revaluated once shall not be scrutinized /revaluated again.
- xii. The interpretation of the Director/Principal in respect of the rules, including any issues not specifically mentioned shall be final.

## **9 Post-Publication Amendment of Result**

If any result found guilty due to insufficient/wrong marks entry by the examiner, he/she should come the matter in to the notice of Controller of Examinations immediately. After that he/she should take the responsibility for the possible correction of the result personally by making an affidavit from the judicial magistrate of Haldia Sub-Divisional Court on a court stamp paper (minimum of Rs. 100/-) within seven (07) working days from the publication of result.

## **10 Rules for Self Inspection of Answer Scripts**

If any examinee is not satisfied after re-evaluation of answer scripts in the mode of PPR/PPS, he/she may apply for self-inspection of evaluated answer scripts. The rules for such cases are as under-

- i. Photocopy of evaluated answer scripts may be obtained by an examinee concerned once only for self-inspection on submission of application to the Controller of Examinations of the Institute in prescribed format available in the examination cell and on payment of requisite fees (Rs. 1000/- per paper) only.
- ii. Application for photocopy of evaluated answer script(s) for the purpose of self-inspection is to be submitted within one week from the date of publication of PPR/PPS result of the concerned examination.
- iii. Photocopy of the evaluated answer script(s) will be handed over to the concerned examinee generally within fifteen days from the date of application on submission of original admit card for the concerned examination and to acknowledge receipt of the same.
- iv. After self-inspection [answer script(s) self-inspection must be in the examination cell] , the concerned examinee must have to return the self-inspected answer script within one hour to the hand of the Controller of Examinations personally.

v. The Institute shall not entertain any claim for redressal of grievance of the concerned examinee arising out of self-inspection relating to evaluation of answer script(s).

## **11 Eligibility of a Member of Faculty to be involved in the Evaluation Process**

Any member of faculty having his/her ward or near relation in his/her subject(s) must declare in writing to the respective HOD at the beginning of the semester indicating conflict of interest. Such a member of faculty shall not be allowed to get involved in the evaluation process for that particular subject.

## **12 Guiding rules for Conduct of Examinations**

**12.1 The Controller of Examinations/Dy. Controller of Examinations** shall be responsible for strict supervision and efficient conduct of the examinations in accordance with the rules laid down for the purpose.

**12.2 A candidate who fails to produce the Registration Certificate** and / or Admit Card may be provisionally permitted to sit for the examination for the day provided he/she submits an undertaking in writing to produce the same on the very next day, failing which he/she shall be debarred from appearing in the following examinations. Such cases should be reported to the Controller of Examinations. However, in case any of the above is lost, the matter should be reported to Police and a copy of GD has to be submitted to the COE/Dy. COE, besides carrying the same for appearing at the remaining examinations.

**12.3 No candidate will be admitted after the expiry** of half an hour from the commencement of the examination.

**12.4 If circumstances so demand**, the Controller of Examinations may expel a candidate from the Examination Hall and debar him/her for appearing at the examination for the paper, in consultation with the Examination Committee. He/she shall submit a report to the Director/Principal forthwith.

**12.5 Candidates suffering from any form of contagious** or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted into or allowed to remain in the Examination Hall.

Special arrangements may, however, be made for candidates who are suffering from certain categories of diseases, if application is made to the Controller of Examinations well in advance. Such a candidate shall have to bring necessary materials such as bed, pillow etc.

**12.6 After the completion of the examination**, the Controller of Examinations shall arrange to keep the records of following documents for future purpose, if necessary:

- (i) Attendance sheets with signature of candidates appearing in each paper
- (ii) Absentee statement.

### **13 Rules for Paper Setter, Moderator, Answer Script Evaluation and Head Examiners**

**13.1 Paper Setter:** Faculty members of the Institute are liable to set question papers for end semester examination as per the appointment by the Controller of Examinations. Rs. 100/- per paper will be the honorarium for question paper setting.

**13.2 Moderator:** Faculty members may be appointed as question paper moderator by the Controller of Examinations after consultation with competent authority. Minimum of Rs. 2000/- (Rs. 500/- per paper for additional question paper moderation) will be the honorarium for a moderator.

**13.3 Answer Scripts Evaluation:** Faculty members of the Institute are liable to evaluate end semester examination answer scripts as per the appointment by the Controller of Examinations. Rs. 15/- per script will be the honorarium for that purpose.

**13.4 Head Examiner:** Controller of Examinations may issue appointment to any faculty member of the Institute to act as Head Examiner for end semester examination after consultation with Competent Authority. Minimum of Rs. 100/- & maximum of Rs. 5000/- will be the honorarium for that purpose.

**13.5 Scrutinizer:** Faculty members of the Institute are liable to scrutinize end semester examination answer scripts as per the appointment by the Controller of Examinations. Rs. 5/- per script will be the honorarium for that purpose.

### **14 Instructions to Invigilators**

**14.1 For every 20 students** or part thereof, there shall be one invigilator in a room. The invigilator(s) who is senior in position, shall be overall in-charge of the room assigned to him/her/them.

**14.2 All invigilators shall report to the** Controller of Examinations/Dy. Controller of Examinations at least half an hour before the commencement of examination for collecting question papers and other examination materials after which they shall directly go to the halls allotted to them. The distribution of question papers to candidates may start 10 minutes before the time for commencement of the examination.

**14.3 Invigilators should examine the Admit Cards** and Registration Certificates of all the candidates to see that their admission to the examination hall is regular. If a candidate fails to bring his Admit Card and / or Registration Certificate, he/she may be permitted with prior permission of the OIC/COE.

### **15 Misconduct / Malpractice**

An invigilator is required to be alert at every moment so that no student can adopt malpractice during the examination.



## 15.1 Nature of malpractices

### Category I:

- (a) Writing erratic / irrelevant matters
- (b) Writing obscene language / sketches
- (c) Disclosing the identity in the answer script and / or requesting for specific marks
- (d) Writing wrong Roll No.
- (e) Leaving the examination hall without permission / not signing in the attendance sheet

### Category II:

- (a) Possessing printed / handwritten notes
- (b) Copying or helping in copying
- (c) Manual / group copying
- (d) Possessing text book / sizeable handwritten / printed text
- (e) Attempting to bribing / writing letter hinting at illegal gratification
- (f) Mutilating the answer book issued

### Category III:

- (a) Misbehaving / threatening examination official or other examinees / smuggling out question paper
- (b) Receiving outside help
- (c) Assaulting examination officials
- (d) Indulging in / inciting anything other than normal
- (e) Smuggling in / out answer script or attempting to do so
- (f) Tampering with answer book issued and replacement of pages
- (g) Impersonation or helping others to impersonate

N.B.: The Controller of Examinations shall use his/her discretion in respect of the steps to be taken in case of any other type of malpractice not mentioned above, with prior approval of the Authority.

## 15.2 Highest punishment recommended for consideration of the Examination Committee/BOE.

- Category I – Cancellation of Paper/s.
- Category II – Cancellation of Paper in case of (a) to (d)

Cancellation of entire examination of the semester in case of (e) and (f)

- Category III – Cancellation of entire semester examination with debarment from appearing in any examination for one year or two years excluding the current examination

## 15.3 Steps to be followed for a student who is detected while indulging in malpractice

- The answer script, together with support material(s) used in the act of malpractice, if any, be ceased by the invigilator / supervisor
- The student should be asked to fill in the unfair practice form and sign the same before the invigilator / supervisor. No verbal argument etc., shall be entered into.
- A fresh answer script be issued to the student after writing on the first inside page, the time of issuance of the said answer scripts by the

invigilator(s). No signature on the page shall be made. The student shall be allowed to continue with the examination.

- The first answer book, along with the answer practice form duly completed by the invigilator / supervisor and the offending material(s) seized at the centre, be packed in sealed envelope and conveyed to the Controller's Office separately.

Note: Unless otherwise specified, any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice-versa if the context so requires.