

# **HALDIA INSTITUTE OF TECHNOLOGY**

## **AN AUTONOMOUS INSTITUTION**

**AFFILIATED TO MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY (MAKAUT), WEST BENGAL  
(FORMERLY KNOWN AS WEST BENGAL UNIVERSITY OF TECHNOLOGY)**

**APPROVED BY ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE), GOVT. OF INDIA**

**ICARE COMPLEX, HIT CAMPUS, HATIBERIA, HALDIA, PURBA MEDINIPUR, WEST BENGAL 721657**



**EXAMINATION RULES & REGULATIONS  
(EFFECTIVE FROM AY : 2024-25)**

# **-:Examination Rules and Regulations:-**

## **1. The Regulation relating to Constitution, Powers and Functions of the Board of Examinations / Examination Committee.**

## **2. 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

## **3 Obligations of Officers and Staff:**

It shall be incumbent on the Controller of Examinations 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 Leave rules, duly approved by the Board of Governors, related to day to day academic and administrative rules and guidelines, or would be in force from time to time.

## **4. 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 and the decision thereon shall be final.

## **5. Regulations Regarding the Conduct of Examinations:**

### **5.1. 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/her 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.

### **5.2. Rules for Examinations:**

**(i) Each discipline of the B.Tech./ MBA/ MCA / M.Tech. Programme consists of the following five components.**

- |                   |                      |                           |
|-------------------|----------------------|---------------------------|
| (a) Theory papers | (b) Practical papers | (c) Sessionals            |
| (d) Project       | (e) Grand Viva       | (f) Industrial Internship |

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 Requirements (MAR) for Earning B. Tech Degree:**

Mandatory Additional Requirement is compulsory for acquiring B.Tech./B.Tech. (Honours) degree for all the 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 ( 75 for 3 years B.Tech / 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 is failed 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 has unable to achieve total 100/75 (for 3 years B.Tech / Lateral Entry) points from MAR.

Certification and awarding on the activities of MAR for outstanding activities/special achievements in these areas would be considered.

Students may achieve more than maximum admissible points and total MAR points would be reflected in the final certificate.

**(iii) MOOCs for B. Tech. (Honours) Degree:**

The additional 20 (12 for 3 years B.Tech / Lateral Entry) credits (for obtaining B. Tech with Honours) are to be achieved through MOOCs. 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:**

- |  |   |
|--|---|
| <b>1<sup>st</sup> year: 4-8credits</b> | <b>2<sup>nd</sup> year: 4-8 credits</b> |
| <b>3<sup>rd</sup> year: 4-8credits</b> | <b>4<sup>th</sup> year: 4 credits</b>   |

**A student of first year has to cover courses from at least three skills:**

1. Computer Programming with Python / R
2. Soft skills
3. Values and Ethics

Students of all streams are to be equipped with Programming skill in the language that is in high demand worldwide in the first year itself so that they can apply this skill in the subsequent semesters in their different areas including their core area of study.

Soft skill is very essential for grooming of the student and student must be exposed to it in the very beginning of the 4 year long program.

Ethics is something that one should practice. Students are to be made aware of the ethics

right in the beginning of the 4 year long program so that they can practice at least some of the ethical norms as applicable to Institutional environment and society, and be prepared to practice ethics in their working life.

**All of the MOOCs courses are to be taken any MOOCs platform as per following scheme of credit points. There would not be any concept of fixed basket anymore. However, during choosing courses in the online platform students would essentially avoid the courses taught / offered through the curriculum in the offline / class room mode.**

**For NPTEL / Swayam platform: Credit points as specified in the platform**

**For other MOOCs platforms like Coursera, edX, Udemy, Simplilearn etc**

Courses of 4 weeks to 7 weeks: 1 credit point  
Courses of 8 weeks to 11 weeks: 2 credit point  
Courses of 12 weeks to 15 weeks: 3 credit point  
Courses of 16 weeks or more: 4 credit point

**Where duration of MOOCs courses are available in hours**

**For every 8 hours of course: 1 credit point**

However, for the courses with duration less than 8 hours, multiple courses could be taken together (preferably in the same area) to consider 1 credit point. But where duration is available in week, count of hours will not be applicable.

The above structure is indicative only. And BoS / DC concerned may propose credit points of the courses offered through MOOCs platform based on the content and level (beginner/ intermediate/ advanced) of the courses.

**Credit Transfer of MOOCs:**

University / Institute had already introduced provision of credit transfer through MOOCs courses. Therefore, different courses of curriculum could be taken from MOOCs platform and credits could be transferred, if offered through online and credits are earned. However, to offer courses of curriculum through MOOCs platform like NETEL / SWAYAM / Coursera / edX / Simplilearn etc, offering institute must get the course mapping (Mapping between the University / Institute course and that offered from the online platform) approved from the University for appropriate Credit Transfer Scheme.

If student of the university is unable to attend a theory course due to attending internship or any other justified reason, the student may be allowed with special permission of the University / Institute to pursue equivalent MOOCs for against the theory course. However, content mapping to be completed preferably by BoS or appropriate authority is essential before opting the courses in MOOCs platform. More than one MOOCs courses may be necessary to be mapped to cover the syllabus of the theory course and the student has to complete all the MOOCs to cover the course. Credits earned in total in all the courses will be considered for equivalence and credit transfer.

### **Evaluation of the MOOCs courses:**

Evaluation of the MOOCs courses would be done by the organization by whom it is being offered. In extraordinary circumstances, the modality of evaluation through certified personnel, online or offline will be decided by the appropriate authority.

### **Uploading of MOOCs Data:**

Every UG Department has to upload the details of MOOCs data in respect of each student time to time in Institute's examinations portal and / or hard / soft copy as per instruction of the Controller of Examinations of the Institute.

### **MOOCs for Mandatory Additional Requirements (MAR):**

MOOCs in MAR is provided for encouraging every student to enter in Digital Content form of Education from well-known Universities or organizations.

Students can choose any MOOCs course as per their interest area. There is no credit system for MOOCs in MAR as points could be earned as specified in the scheme and the MOOCs courses which are taken for earning credits for Honours degree will not be considered in MAR purpose.

The validity of uploaded certificates in the University portal is subject to acceptance of appropriate committee/expert review.

Colleges interested to deliver any course(s) online through MOOCs platform, should get vetted from the University regarding mapping of course for credit transfer / assessment process.

### **5.3. 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.

Supplementary (Backlog) examinations of each semester of all UG and PG programs shall be held within two months from the date of publication of results (under Autonomy). If any student again gets supple again (resupply), he/she may clear the supple paper(s) in the next

subsequent semester (e.g., if he/she get resupply in odd/even semester may appear in the next odd/even semester of next year). However, rules of the affiliating University will be followed for the students those are admitted under University (MAKAUT).

## **6. 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:

#### **Internal Assessments:**

##### **(a) Course tests/class tests: 15 marks**

#### **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/Director.

(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 COE for record.

(iv) The process is repeated for each test.

##### **(b) Quizzes/Assignments/Group Discussions etc.: 10 marks**

#### **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) Mini project – A small project on the topic or problem assigned by the teacher and covered by the course being taught. The duration of the project must not be more than one month.

(iv) Presentation & Seminar – The student will prepare a PPT on a topic relevant to the course and present with PPT for 10 minutes under the guidance of the faculty teaching the course.

Quiz is to be conducted at regular intervals on the syllabus covered at that point of time. Tutorial or Continuous evaluation slots as described in the course structure are to be utilized for discussion of topics covered, Numerical and conceptual problem solving and conduct of Quiz.

The course teachers will conduct at least 2 unannounced quizzes during the lecture/tutorial class and suitable number of home assignments is to be cleared by the student within stipulated time. The course teacher is solely responsible for final award under this category.

### **(c) Portfolio: Regularity and Participation in the Class: 5 marks**

#### **Operational Guidelines:**

The award under this category is the sole prerogative of the course teacher. Whereas attendance/regularity in a class is factual, assessment about participation is subjective.

The idea is to encourage teacher/student interaction in conduct of courses and discourage one-way communication.

The course teacher, in consultation with respective HOD / TIC, shall finalize the award of a student [out of 30, comprising b), c) and d)] and communicate the award list to the COE/Dy. COE's office under sealed cover.

- Total three (03) continuous assessment (CA I, CA II & CA III) will be held in each semester for the theory papers and out of three (03) continuous assessment, best will be considered for the end semester result.

#### **External Assessments:**

### **(a) End-Semester Examination: 70 marks**

#### **Operational Guidelines:**

(i) Based on the recommendations of the respective HOD / TIC and approved by the Principal/Director, 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 merits 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 recommended by the respective BOS and approved by the Academic Council.

(iv) In case number of candidates in a course code exceeds 200, the COE may appoint a Head Examiner with the approval of the Principal/Director.

(v) The COE shall also appoint Scrutinizers, as required, with the approval of the Principal/Director. 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.

## **Practical Papers**

Every paper in this category shall be evaluated out of 100 percentage points, divided under two broad categories as detailed below:

### **Internal Assessments:**

#### **(a) Laboratory Internal Assessments: 40 marks**

##### **Operational Guidelines:**

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

(ii) He/She shall divide the points under the following guidelines:

- |   |          |
|---|----------|
| • Portfolio: Regularity & Participation | 05 marks |
| • Skill                                 | 20 marks |
| • Interaction                           | 15 marks |

(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.

### **External Assessments:**

#### **(b) End Semester Examination: 60 marks**

##### **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 |

The relative emphasis shall be left to the HOD/TIC 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 / TIC / COE, if desired.

#### **Sessional/Project/Grand Viva / Industrial Internship: 100 marks**

## 7. 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 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 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 the 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.

## 8. 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/CGPA of 6.0 (for AICTE Courses). For Non-AICTE Courses it has been relaxed to 5.4.

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 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.

## 9. 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

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

**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

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

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

= YGPA 1

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

**(f) Cumulative Grade Point Average (CGPA)**

= -----

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

(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.: Formula of % of Marks Calculation: Y = (X -0.75)\*10**

### 10. Post Publication Amendment of Result:

If any result found guilty due to insufficient/wrong marks entry by the examiner, he/she should come 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 non judicial stamp paper (minimum of Rs. 100/-) within seven (07) working days from the publication of result.

### 11. Post Publication Scrutiny (PPS) & Re-evaluation (Post Publication Review – PPR):

#### 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-evaluation 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) have / have been left uncorrected / unevaluated inadvertently.

(iii) Correctness of transcription of marks in respect of the course item under scrutiny

**OR**

**(b) Re-evaluation (PPR) of the script by independent experts in the concerned subject(s).**

**Application for Scrutiny (PPS)/ Re-evaluation (PPR):**

(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 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.

**12. Rules for Scrutiny (PPS)/Re-Evaluation (PPR):**

(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 papers** only, and shall not be possible for **practical** and **sessional papers**.

(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 Principal/Director in respect of the rules, including any issues not specifically mentioned shall be final.

### **13. Rules for Self Inspection (Post Publication View - PPV) 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 only, as per norms.

(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).

#### **14. Eligibility of Faculty Members to be Involved in the Evaluation Process:**

Any member of faculty having his/her ward / near relation in his/her subject(s) must declare in writing to the respective HOD/TIC 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.

#### **15. Guiding Rules for Conduct of Examinations:**

15.1. The 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.

15.2. An examinee 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.

15.3. No examinee will be admitted after the expiry of half an hour from the commencement of the examination.

15.4. If circumstances so demand, the Controller of Examinations may expel a examinee from the Examination Hall and debar him/her for appearing at the examination for the paper, in consultation with the Officer in-Charge (Examination), Supervisors (Examination), Dy. Controller of Examinations and Examination Committee. COE shall submit a report to the Academic Council.

15.5. Examinee suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of examinees, will not be admitted into or allowed to remain in the Examination Hall.

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

15.6. 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.

## **16. Misconduct / Malpractices in the Examination Hall**

16.1. Exchange of instruments or any other articles, stationeries between the examinees within the examination hall is strictly prohibited.

16.2. Any examinee found copying or found doing any malpractice / unfair means will be subject to disciplinary action.

16.3. Any type of misconduct with the invigilators in the examination hall / inside the campus will be subject to disciplinary action.

**For all the above cases, the invigilators may detain the particular student maximum of one hour from the examination / may debar from the examination for that day (depending on the gravity of the incidence). For severe cases, the invigilators should report to the Officer in-Charge / Supervisors (Examination) / COE / Dy. COE immediately.**

16.4. Tampering of digital answer script (scratching of QR code, BAR code, displace any page etc.) is a severe punishable offence.

**For such cases, the particular answer script will be cancelled out and Officer in-Charge (Examination) may take the decision of Report Against (RA) for the particular examinee with consultation with the COE & Dy. COE.**

## **17. Service Rule Regarding Examination**

**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.

**Moderator:** Faculty members may be appointed as question paper moderator by the Controller of Examinations after consultation with competent authority.

**Answer Scripts Evaluator:** Faculty members of the Institute are liable to evaluate end semester examination answer scripts as per the appointment by the Controller of Examinations.

**Scrutinizer:** Faculty members of the Institute are liable to scrutinize end semester examination answer scripts as per the appointment by the Controller of Examinations.

**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.

**Post Publication Amendment of Result:** If any result found guilty due to insufficient/wrong marks entry by the examiner/evaluator, 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 non judicial stamp paper (minimum of Rs. 100/-) within seven (07) working days from the publication of result.

After all, the matter should go to the Examination Committee as well as to the Academic Council for further action.

**Charges for Duplicate Grade Card/Certificate/Transcript:** As per norms. All the charges to be deposited to the Institute's cash counter with application forwarded by the Controller of Examinations.