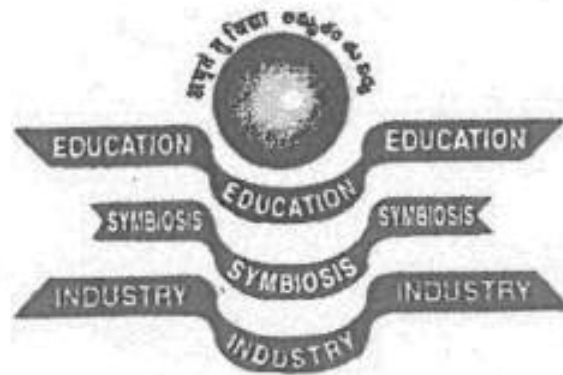


EXAMINATION PROCESS MANUAL



Devineni Venkata Ramana & Dr. Hima Sekhar
MIC College of Technology
(Autonomous)

(Approved by AICTE & Permanently Affiliated to JNTUK, Kakinada)
Kanchikacherla - 521180, Krishna Dist, A.P, India

CONTENTS

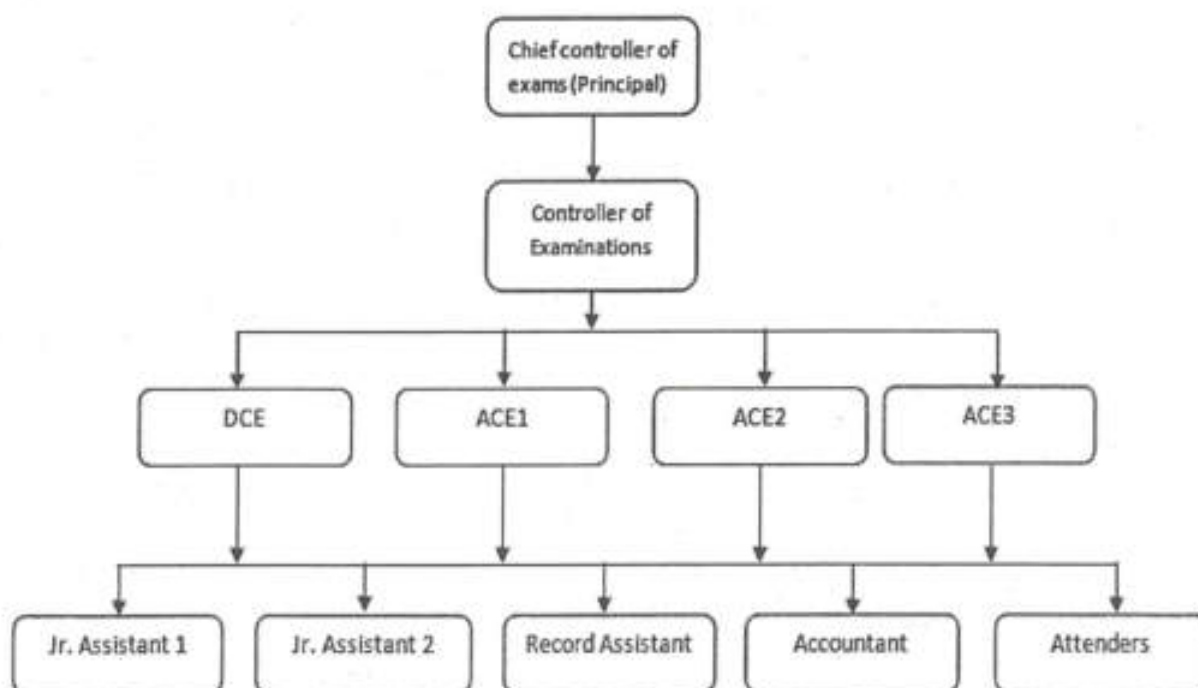
S.No.	Description	Page No.
1	Introduction	1
1.1	Organizational Structure	1
1.2	Infrastructure	3
1.3	Academic Calendar of the Semester	3
1.4	Timeframe	4
2	Examination Process	5
2.1	Conduct of Internal Examinations (UG)	5
2.1.1	Unit Tests	5
2.1.2	Mid-term Examinations	6
2.1.3	Verification of Final Marks Awarded in the Unit Tests and Mid-term Examinations	7
2.1.4	Laboratory Courses	7
2.2	Conduct of Internal Examinations (PG)	8
2.2.1	For MBA	8
2.2.2	For MCA & M. Tech	8
2.3	Syllabus/ Procurement of Question Papers for Sem-end Examinations	9
2.4	Question Paper Setting	9
2.5	Registration of the Students	10
2.6	Preparation of OMR Answer Scripts with Variable Data	11
2.7	Conduct of Semester-end Lab Examinations	11
2.8	Conduct of Supplementary Lab Examinations	12
2.9	Conduct of Semester-end Theory Examinations	12
3	Post Examination Process	13
3.1	Coding and Packing	13
3.2	Spot Valuation	14
3.3	Scrutinizer	15
3.4	Results Processing and Publishing	15
3.5	Procedure Pertaining to Recounting/Revaluation of UG/PG Examination	16
3.5 A	Recounting (PG)	16
3.6	Revaluation (UG & PG)	16
3.7	Supplementary Theory Examinations	17
3.8	Advanced Supplementary Examinations	17
3.9	Grading System for UG and PG Programmes	18
3.9. A	B. Tech	18
3.9. B	M.Tech/MCA/MBA	19
3.10	Tabulation and Declaration of Results	20
3.11	Printing and Issue of Grade Cards	21
3.12	Issuing Transcripts	21
4	Permission for Scribe to Appear for Examinations	22
5	Committees Formed for Examination Activities	22
6	Procurement of Stationery	22
7	Physical Security Measures	22
	Annexure	23

1. INTRODUCTION

DVR & Dr. HS MIC College of Technology, established in the year 2002 by Devineni Ramana and Praneetha Educational Society, was granted Autonomous Status by UGC and JNTUK, Kakinada from the A.Y. 2018-19 to 2027-28 for a period of 10 years. This facilitates an academic freedom to MIC College of Technology to formulate its own syllabus for all UG and PG courses, starting from the academic year 2018-19 and carry out various assessments processes accordingly.

Against this background, the Examination Cell of MIC College of Technology is restructured to carry out all the examination-related activities. The Examination Cell is a confidential section bestowed with the responsibility of conduct of examinations-both internal and external, evaluation, publication and display of results, maintenance of student records for all the courses offered.

1.1. ORGANIZATIONAL STRUCTURE



Chief Controller of Examinations (Principal) shall be the Chief Operating Officer for all the activities of the Examination Cell.


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Controller of Examinations:

The Controller of Examinations, under the direction of the Chief Controller of Examinations, shall issue all notices for convening various meetings of the committees like the Examination Committee, the Malpractice Enquiry Committee, and the Academic Calendar Committee and whichever Committee is constituted in connection with the examinations.

The Controller of Examinations shall conduct examinations and make all the other arrangements necessary for execution of the process connected with the examinations. The Deputy Controller and the Assistant Controllers of Examinations shall assist the Controller of Examinations for the smooth functioning of the Examination Cell.

These functions include:

- Setting and printing question papers,
- Preparing the schedule of examinations,
- Issue of hall tickets through the Heads of Departments,
- Seating arrangements,
- Appointment of invigilators,
- Conduct of regular and supplementary examinations,
- Organizing the Central Valuation Camp,
- Appointment of examiners for evaluation of answer scripts,
- Tabulating the internal marks,
- Convening the meetings of Malpractice Enquiry Committee,
- Convening the meetings of the Examination Committee to publish the results and
- Printing and issue of Certificates etc.

DCE:

The Deputy Controller of Examinations shall assist COE in various activities such as:

- Creation of student profiles,
- Online registration,
- Getting the OMR's (Theory and Lab etc.,) ready,
- Stitching of OMR with answer scripts,
- Hall tickets printing,
- Processing of results and preparation of Grade Sheets,
- Maintenance of hard copies and soft copies of each file etc,
- Collection of syllabus and question banks,


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Andhra Pradesh, India - Pin: 521180

- Evaluation Procedure – internal, external, labs etc,
- Identification of paper setters, course-wise, in consultation with HODs; sending request, collection and maintenance of stock,
- Preparation of remuneration bills to paper setters, moderators, and
- Arrangement of scheme of valuation etc.

ACE–Conduct of Examination:

ACE shall assist the COE in the following activities:

- Seating Plan; Absentees Statements; D-form,
- Answer scripts arrangement,
- Question paper printing and distribution,
- Assignment of invigilators,
- Answer scripts distribution and collection (proper logs to be maintained),
- Log tables distribution and collection,
- Packing and handing of collected answer scripts over to valuation section (Proper logs to be maintained) and
- Bills preparation for invigilators (proper logs to be maintained) etc.

ACE – Evaluation:

ACE shall assist the COE in the following activities:

- Collection of bundles for evaluation process of each subject and labs,
- Collection of D-forms and answer scripts from Examination Cell, verification, coding and bundling process,
- Identification of examiners in consultation with HODs; request, appointment, valuation, payment, relieving of examiners,
- Handing over of internal and external marks statements to ACE-Systems for processing of results,
- Preparation of bills and payment to evaluators, and
- Maintenance of keys, coding files etc.

ACE– Student registration, Services and Finance:

ACE shall assist the COE in the following activities:

- Estimation of Students' examination dues,


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 Kanchikacherla, N.T.R. Dt.
 Andhra Pradesh, India – Pin: 521180

- Estimation of expenditures,
- Annual and semester budget preparation,
- Students' exam and other fees collection,
- Issue of hall tickets,
- Collection of students' requests,
- Collection of students' grievances,
- Issue of various certificates,
- Maintenance of records, bills clearance, water etc.,
- Providing services to students who are writing examinations- ayahs, water etc., and
- Maintenance of examination stationery etc.,

Apart from the central examination system, every department has Departmental Examination Committee comprising HOD and two Department Examination Coordinators to conduct internal examinations.


Currently, CE shall undertake the responsibilities of ACE-Question Papers and Finance; DCE shall undertake responsibilities of Examination Conduction and ACE shall undertake responsibilities of Student Services.

I.3 INFRASTRUCTURE

Sl. No.	ITEM	N o.
1	Servers	2
2	Printer for OMR with BAR CODE and Variable Data	1
3	OMR Scanner	1
4	Stitching Machine for OMR Sheets	1
5	Barcode Readers	2
6	Xerox Machines	2
7	Systems	4
8	Printers	2
9	UPS	1
10	Surveillance Cameras	5

I.4. ACADEMIC CALENDAR OF THE SEMESTER

Principal in consultation with the other functionaries of the college prepares the academic calendar before commencement of the academic year and communicates to all the concerned to inform them about the academic programme and various examination schedules to be conducted in the semester. The Examination Cell, based


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on the approved academic calendar, will prepare a time-table for examinations to be conducted like internal and external theory and lab examinations, evaluation etc.

1.5. TIMEFRAME

S. No.	ITEM	TIME
1	Preparation of Academic Calendar	First week of June of that Academic Year
2	Quotations for Examination Materials	First week of June of that Academic Year
3	Examination Fee Notification	2 weeks before commencement of examinations
4	Requisition of Question Papers	8 weeks before commencement of examinations
5	Time-Tables	2 weeks before commencement of examinations
6	Finalizing Detained List	2 weeks before commencement of examinations
7	Invigilators' Notifications	1 week before commencement of examinations
8	Preparation of Exam Material	1 week before commencement of examinations
9	Results	4 weeks after completion of examinations
10	Recounting and Revaluation	Notification along with results


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Andhra Pradesh, India – Pin: 521180

2. EXAMINATION PROCESS

Continuous Internal Evaluation (CIE) and Semester End Evaluation(SEE) are done as per the norms prescribed in Academic Regulations of programmes concerned like B. Tech., M.Tech., MCA and MBA being offered by the College.

2.1 CONDUCT OF INTERNAL EXAMINATIONS (UG)

2.1.1. Unit Test/Mid-term Examinations

- 1) The Controller of Examinations notifies the schedule of Unit Test/Mid-term Examinations and sends the copies to the departments to circulate among the faculty concerned, arranges for reading out in the classrooms and displaying in the departmental notice boards.
- 2) The Departmental Examination Coordinator collects the required number of answer scripts for all subjects from the examination section two days before the commencement of Unit Tests/Mid-term Exams and maintains the record.
- 3) Subject teachers prepare **Unit Test/Mid-term Examination** question papers in their respective subjects as per the guidelines given in the Academic Regulations and gets the required number of copies printed in the examination section and pass on the sealed covers containing the required number of question papers to the Departmental Examination Coordinators of departments concerned two days before the schedule of each subject.
- 4) The Departmental Examination Coordinators makes arrangements for the conduct of **Unit Test/Mid-term Examinations** as per the schedule notified, under the supervision of the HoDs concerned by following the procedures in practice.
- 5) The invigilators collect the answer scripts hall-wise, 15 minutes before the scheduled time of exams along with the sealed covers of question papers and move to the examination halls and conduct the exam as per the timings and procedures in practice. The invigilators should open the question papers inside the examination hall just 5 minutes before the examination begins.
- 6) Subject teachers should collect the answer scripts from the respective Departmental Examination Coordinators soon after the completion of their examination or on the next day, evaluate the papers and post the marks in Exam Software within three days from the last scheduled date of the examination.
- 7) The Departmental Examination Coordinators should arrange for preparing the consolidated marks statement received from Exam Software for each **Unit Test/Mid-term Examinations** section-wise and display the same in the respective departmental notice boards after getting the signatures of the HoDs within five days from the last scheduled date of examinations.
- 8) The representations from the students with regard to discrepancies in the award of marks in the **Unit Test/Mid-term Examinations** in (a) subject(s) must be sorted out within two

days of display in the presence of the subject teacher(s) and necessary corrections be made in the Exam Software.

9) The Departmental Examination Coordinators should get the signature of the HoDs on the consolidated marks statements received from Exam Software after corrections and send the same to the Chief Controller of Examinations. The Chief Controller of Examinations submits all the statements of **Unit Test/Mid-term Examinations** of all the branches to the Controller of Examinations duly signed. In addition to this the Exam Software Coordinator shall mail the soft copy of the consolidated marks statement of **Unit Test/Mid-term Examinations** to the Controller of Examinations.

10) The Departmental Examination Coordinators after conducting all the examinations shall return all the un-used additional Booklets of Unit Tests and answer scripts of Mid-term Examinations to the Examination Cell.

Syllabus and Evaluation Procedures

Each course is evaluated for 30 marks (a + b + c)

- a) Two Unit Tests each for 20 marks and of 40 minutes duration will be conducted and they shall be reduced to 10 marks. The final Unit Test marks shall be awarded giving a weightage of 70% for the Unit Test in which the student scores more marks and 30 % for the Unit Test in which the student scores less marks.

A total of 10 to 20 short answer questions shall be answered by the student in each Unit Test.

- b) Two Mid-term (Mid - 1 and Mid - 2) Examinations, each for 15 marks and of 90 minutes duration, will be conducted. The final Mid-term marks shall be awarded giving a weightage of 70% for the Mid-term Examination in which the student scores more marks and 30% for the Mid-term Examination in which the student scores less marks.

The question paper shall contain three comprehensive questions each for 5 marks with internal choice from the units specified (Units 1, 2 and 3(First 50%) for I Mid and Units 3(Second 50%), 4 and 5 for II Mid). The student is required to answer all the questions.

- c) **Assignments (5 marks):** A weightage in internal marks up to a maximum of 5 marks will be given out of 30 marks towards Assignments.


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2.1.2. Verification of Final Marks Awarded in the Unit Tests and Mid-term Examinations:

1. The Controller of Examinations prepares the statement of internal marks based on the Exam Software data of marks awarded for each Unit Test and each Mid-term Exam, subject-wise and final marks awarded as internal marks in each subject and passes on to the HoDs concerned for verification of internal marks in coordination with the Departmental Examination Coordinators.
2. After verification in the departments, the corrections, if any, must be sorted out in the presence of the Chief Controller of Examinations by the Departmental Examination Coordinators and HoDs concerned.
3. Corrections, if any, shall be passed on to the Controller of Examinations by the Chief Controller of Examinations with his signature for incorporating necessary changes in the award of internal marks.
4. The Controller of Examinations incorporates all the changes passed on to him in the final statement of internal marks containing the marks awarded for each Unit Test and each Mid-term Exam, subject-wise and final marks awarded in each subject and arranges for display in the departmental notice boards and sends the circular to the students advising them to verify their internal marks and bring the discrepancy, if any, to the HoDs concerned in writing.
5. The HoDs verify the correctness of the claim of the student in his presence by showing the answer scripts and if the claim of the student is proved to be right, he should take up the matter with the Chief Controller of Examinations and sort the issue out. The corrections required must be passed on to the Controller of Examinations with the signature of HoD concerned and the Chief Controller of Examinations for final modifications in the soft copy of internal marks.
6. The Controller of Examinations arranges for final corrections and takes a printout of internal marks of that section where final correction is made and sends the copy to the HoD concerned with his signature to show to the student who has represented the discrepancy and also files the copy along with the earlier received internal marks statement copy.

2.1.3. Laboratory Courses

For Laboratory courses, there shall be continuous evaluation during the semester for 40 marks and Semester-end Evaluation for 60 marks. The distribution of marks for continuous evaluation is given in the Table:

S.No.	Criterion	Marks
1	Day to Day Work	15
2	Record	05
3	Internal Test	20

1. The Controller of Examinations notifies the schedule of laboratory internal tests and sends the copies to the departments to circulate among the faculty concerned; arranges for reading out in the classrooms and displays in the departmental notice boards.

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Andhra Pradesh, India - Pin: 521180

2. The Departmental Examination Coordinator collects the required number of answer scripts for all labs from the Examination Cell two days before the commencement of lab internal tests and maintains the record.

3. The lab internal teachers collect D-form (absent statement) and attendance sheet, a day before the schedule of their lab internal test from the Departmental Examination Coordinator and conduct the internal test as per the schedule given with the assistance of a second teacher.

4. The lab teacher should fill up the D-form and get the signatures of all the students attending that examination in the attendance sheet, while conducting the test.

5. The lab teacher should evaluate the test papers and post the marks in Exam Software after verification by the student and then submit the test papers, along with the D form, attendance sheet and unused additional sheets to the Departmental Examination Coordinators within three days after the internal test.

6. The Departmental Examination Coordinators should arrange for preparing the consolidated marks statement for each lab internal test, record and day to day work section-wise and display the same in the respective departmental notice boards after getting the signature of the HoD within a week from the last scheduled examination.

2.2 CONDUCT OF INTERNAL EXAMINATIONS (PG)

2.2.1 For MBA:

Two Internal Examinations of 40 marks each shall be conducted in semester and average marks will be taken for awarding the Internal Marks. The Internal Examination will have two components:


a) First 20 marks is Mid-tem Examination with a duration of 120 minutes. The student has to answer four questions out of four questions.

b) Remaining 20 marks is allotted for Mini Report (10 marks for preparation of Report and 10 marks for presentation in the class room) in the respective subject.

2.2.2 For MCA & M.Tech:

The Internal Test for 40 marks shall be awarded based on the internal evaluation. The average of the marks secured in the two Mid-term Examinations conducted, one in the middle of the semester and the other immediately after the completion of instruction, is taken. Each Mid-term Examination shall be conducted for a duration of 120 minutes with 4 questions to be answered out of 4 questions.

The procedure to conduct internal examination for MBA, MCA and M Tech is the same as that of internal Mid-term Examination of B. Tech.


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Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India - Pin: 521180

2.3. SYLLABUS/ PROCUREMENT OF QUESTION PAPERS FOR SEM-END EXAMINATIONS

The structure and syllabus for all courses of each department is prepared by the Board of Studies which is duly approved by the Academic Council. The model question papers and a panel consisting of not less than five subject experts from different universities / reputed institutions based on their experience should be received by the examination branch from Chairman, BOS at the beginning of the semester to procure question papers in time. On receipt of panel of question paper setters, the selection of examination question paper setters for both UG and PG would be done by the Controller of Examination. After receipt of the approved copy of the paper setters, the Assistant Controller of Examinations (Question Papers) concerned contacts the paper setters and arranges for setting of the question papers in a most confidential manner.

2.4. QUESTION PAPER SETTING

a. Two different sets of question papers should be prepared by the two subject experts identified for this purpose for both UG & PG programmes.

b. Semester-end Examinations question paper of B.Tech will have questions under Part-A and Part-B with three hours duration. Part-A is compulsory and it consists of five 2 marks questions for all theory courses. Part-B consists of five questions with internal choice, one question from each unit for 12 marks. The student shall answer all questions.

c. In B.Tech, for subjects like Machines Drawing, Building Planning and Drawing, and Aptitude etc., a separate question paper pattern will be followed specially prescribed and fit for the course evaluation by the Chairman, BOS.

d. Semester End Examination question paper of M.Tech and MCA will have 5 questions with internal choice, each for 12 marks. The student shall answer all the questions.

e. Semester End Examination question paper of MBA will have two parts. Part A consists of a compulsory case study question. Part B consists of 5 questions with internal choice, each for 10 marks. The student shall answer all the questions.

2.5. REGISTRATION OF THE STUDENTS

The semester attendance has to be finalized by the HOD concerned before one week of the course of the semester as per the academic regulations:

- a. The student, who falls short of prescribed percentage of attendance (65% and above and below 75%) on medical grounds, has to apply to the Head of the Department concerned for condonation along with medical certificate and the prescribed fee. On the recommendation of the Head of the Department, the Principal may condone the student and such condoned list is to be sent to CE two weeks in advance before the issue of Hall Tickets. Students whose shortage of attendance is not condoned in any semester are not eligible to take their End Examination of that class and their registration shall be cancelled.


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Andhra Pradesh - 521180

- b. Shortage of attendance below 65% in aggregate shall in no case be condoned. The list of the detained candidates duly signed by the Principal shall be displayed on the notice board by the departments and a copy of the same is to be sent to the Examination Cell before two weeks of the course of the semester.
- c. The notification, calling for applications for registration to comprehensive examination at the end of the semester, is issued at least two weeks before the commencement of examinations. A clear one week time is to be given for payment of fees and submission of application. Another five days time is to be given for payment of fees with fine. If the last date is a Sunday/holiday, the next working day shall be considered as last date. The notification should also be displayed on college website.
- d. Students appearing for comprehensive examination will have to register their names for the examination in the prescribed application form by paying the prescribed fee. The application forms are to be kept available in the Examination Cell. Arrangement may be made on the college website for downloading the application form.
- e. The ACE (Student Registration) dealing with the examination application shall verify the candidate's name, parent's name, class, section, semester, subject(s), subject code(s) for which registration is sought and the amount of fees paid.
- f. A list of students, along with courses registered for the examination, have to be prepared. A copy of the list of students is to be sent to the Chief Controller of Examinations at least three days before the commencement of examinations for making appropriate arrangements through Controller of Examinations.
- g. Hall tickets are to be prepared in duplicate. In case any student loses his/her original hall-ticket, a copy of hall ticket will be issued on payment of prescribed fee of Rs. 100. Such hall tickets will be stamped as 'Duplicate'.
- h. The original hall tickets are to be sent to the departments at least five days before the commencements of examinations. Departments will arrange to issue the hall tickets to the students at least four days before the examinations.
- i. Application forms received from the students for registration are to be preserved for future reference.

2.6. PREPARATION OF OMR ANSWER SCRIPTS WITH VARIABLE DATA

- a. After receiving the finalized list of registration for final examinations from ACE (Registration), ACE (Systems)...
 - Generates /prints hall tickets and OMR sheets for final lab examinations and theory examinations with students' variable data and their photo,
 - Ensures stitching of printed OMR sheets, with students' variable data and their photos, with answer booklets, and
 - Gets stitched answer booklets packed and submits them to the ACE (Examination conduction).


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Andhra Pradesh, India - Pin: 521180

2.7. CONDUCT OF SEMESTER-END LAB EXAMINATIONS

- a. Semester- end Lab Examinations will be conducted after the last working day of the semester (as per the directions given by the Controller of the Examinations).
- b. The responsibility of the conduct of the Semester-end Lab Examination lies with the respective HOD under the supervision of Chief Controller of Examinations.
- c. Semester-end Lab Examinations will be conducted by the teacher concerned and lab external examiner. The Examination Cell will receive three names of external lab examiners to conduct end lab examinations duly approved by HOD and the Principal for both UG and PG programmes.
- d. The CE will select one of the three external examiners submitted by HOD and inform the concerned examiner the time and number of students appearing and obtain his/her consent to be the examiner. The Internal examiners will be appointed by the HODs concerned and the HOD shall inform to the Controller of the Examinations about the same.
- e. As per the strength of the students appearing for the lab examinations, the required stationery (OMR, answer booklet and D-form) is to be procured by the Department from Exam Cell.
- f. The Head of the Department concerned should prepare the time-table batch wise with respect to the equipment available in the department and forward the same to the Examination Cell.
- g. After the examination, the examiners should submit the marks awarded in OMR sheets and absentees statements in sealed covers in the Examination Cell for processing of results.
- h. Duly-signed remuneration bills should be submitted along with the marks awarded in OMR sheets.

2.8. CONDUCT OF SUPPLEMENTARY LAB EXAMINATIONS


Supplementary Lab Examinations will be conducted as per academic regulations of UG and PG.

2.9. CONDUCT OF SEMESTER-END THEORY EXAMINATIONS

Semester-end Examination shall be of three hours duration and having a weightage of 70% of the total marks for UG and 60% of total marks for PG programs.

The process of conducting the Semester-end Examinations is given below:

- a. The Controller of Examinations for the semester examinations concerned shall be responsible for the smooth conduct of the Semester-end Examinations with the support of Chief Controller of Examinations, Deputy Controller of Examinations, Assistant Controller of Examinations, Observers, Squad, office staff and faculty


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Kanchikacherla, N.T.R. Dt.
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521180

invigilators drawn from the various departments.

- b. As per the schedule of examinations, the Chief Controller of Examinations will select and open one of the sets (minimum Two question papers available in respect of B. Tech, MBA & MCA; Two question papers in respect of M. Tech) in the presence of an CE and record the same in certificate of opening in the packet containing question paper set that is signed by CE and DCE. The question paper should be opened taking into consideration the time required for validation, printing, and delivery of question paper to the invigilators in examination halls and distribution to students.
- c. A subject expert (scrutinizer) nominated by BOS Chairman based on experience/expertise in the course will be asked to validate the question paper and he/she will prepare the detailed key with scheme of evaluation.
- d. Validated question paper will be handed over to the DCE for printing the required copies and arranging for distribution to the examination halls.
- e. Observer should visit all the examination halls and ensure that the examinations are conducted as per the required code of conduct.
- f. Squad should make surprise visits to all the examination halls and ensure that the examinations are conducted as per the code of conduct.
- g. Malpractices, if any, identified by observer or squad or invigilators should be brought, in writing, to the notice of Controller of Examinations for proper action.
- h. Collect the answer scripts from the invigilators, examination hall wise, after completion of exam. Bundle the answer scripts subject wise.
- h. By the next day forenoon of the completion of examination, all the answer scripts bundles are to be handed over to the ACE (Valuation) by ACE (Examinations Conduction) along with question papers and D-forms duly signed by hierarchy.


PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India - Pin: 521180

3. P O S T E X A M I N A T I O N P R O C E S S

3.1. Coding and Packing

The ACE (Evaluation) should arrange to check the answer scripts received from the Chief Superintendent /ACE (Examinations Conduction) with the D-forms received and malpractice cases, if any.

After verification, ACE-Evaluation should prepare code serial for each course and branch to be printed on the answer books and bundle numbers and marks statement concerned; shuffle the answer books in bunches of about 05 to 10, and print code number serially, at four specified places on each answer booklet.

Once again ascertain that the same numbers are printed four times on each answer booklet, and enter the following in the coding Register: Name of the course code, Date of the examination, code number beginning and ending, number of candidates registered, number of candidates present, Regd. No. of students who were booked for resorting to Malpractice.

- A. Check for accuracy of the entries.
- B. Take out the perforated Part-I from the answer books.
- C. Pack answer books in bundles each containing 40 for spot valuation.
- D. Arrange the slips in the order of Script Code numbers.
- E. Pack the slips subject wise.
- F. Bundle slip format should be filled and should be pasted on the top of the pack.
- G. The Bunches of slips should be kept in the custody of ACE (Evaluation) concerned.


PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India - Pin: 521180

3.2. SPOT VALUATION

The institute adopts the system of Central Evaluation of the answer scripts by appointing the external examiners/valuators from reputed institutions. Coordinator for Central Evaluation will be nominated by the Controller of Examination.

The coordinator will be responsible for conduct of evaluation.

- a. At least fifteen days before the commencement of spot valuation, the ACE-Valuation concerned, should contact the examiners, from the panels of examiners recommended by the Board of Studies (BOS), which are approved by Chief Controller of Examinations.
- b. The Examiner shall have minimum of 3 years of teaching experience and he/she must have taught the subject of valuation at least once. However, teachers with 2 years experience may also be considered for scarce specializations.
- c. Spot valuation will be commenced only after preparation of a Detailed key (solutions cum scheme of valuation), which is prepared by the scrutinizer.
- d. Well in advance, arrange the question papers, detailed key award lists and other stationery required for the smooth conduct of spot valuation.
- e. On the day of valuation, the question papers and detailed key will be given to the valuers along with answer books.
- f. The Examiner can value a maximum of 80 answer scripts per day (i.e. 40 scripts in each session)
- g. The valuator should evaluate each answer in answer script and fill the boxes in part-II of OMR sheet representing the question numbers with the marks obtained for each question in the respective boxes.
- h. The valuator should not correct the marks by scratching and writing. In case of any correction, strike off previous figures by a line and write the new marks aside.
- i. Valuator should enter the total marks in the boxes provided for.
- j. Valuator should use ball point pen (Blue or Black) for writing alphabets & numerical numbers in boxes and circles.
- k. Valuator should not detach any part of the OMR sheet. If OMR is detached, that should be reported to the coordinator.
- l. The evaluated answer scripts along with marks sheets signed by the valuator should be handed over to the Scrutinizer/ ACE-Valuation. If there is any discrepancy in any valuated answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.,) that should be reported to the valuator and required corrections to be made by the valuator with counter signature.

3.3. SCRUTINIZER

- a. The work of the scrutinizer starts almost concurrent with the process of evaluation. He should verify and ascertain that all the required information entered by the examiner on award list of marks is correct.
- b. He should check all the questions answered by the students whether valued or not valued by the examiners. If any answer is not valued, it should be immediately brought to the notice of the examiner and get it valued.
- c. He should check whether the marks are awarded for all answers and posted in the marks table on the OMR sheet of the answer book. The marks posted should be checked for accuracy. Also, check the bubbling of total marks.
- d. He should also check whether same total marks on the answer book valued is carried to award list and entered the same in bubbling total. Marks mentioned in the figures on the OMR sheet and award list should tally with bubbling.
- e. If there is no discrepancy, the Scrutinizer should sign on Part-II, detach it and arrange in coding order, pack award list (detached OMR slips) in an envelope with superscription of details.
- g. He should put signature only on Part-II of OMR sheet.
- h. The Scrutinizer submits answer script bundles to the ACE-Evaluation.
- i. ACE-Evaluation should maintain all the details of valuers and scrutinizers in the registers.
- j. ACE-Evaluation should hand all the OMR award list over to the ACE-Systems for processing of results.

3.4. RESULTS PROCESSING AND PUBLISHING

- a. ACE – Systems has to process results and submit completion letter to Controller of Examinations.
- b. Controller of Examination, on receiving results processing completion letter from ACE-Systems, should convene a meeting of Examination Committee with permission from Chief Controller of Exams (Principal) to validate results.
- c. The Committee will submit its recommendations for publishing results, to the Principal.
- e. Based on the recommendations of the Examination Committee and directions from the Principal, the Controller of Examinations shall arrange for publishing results through the website of the college.
- f. Along with publishing results, the Controller of Examinations will issue the Notification for Recounting and Revaluation.


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Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India - Pin: 521180

3.5 . PROCEDURE PERTAINING TO RECOUNTING/REVALUATION OF UG/PG EXAMINATION

- a. Revaluation of answer scripts is applicable for U G Semester-end Theory Examination only.
- b. Recounting/Revaluation of answer scripts is applicable for P G Semester-end Theory Examination only.
- c. Notification for Recounting / Revaluation will be notified by the Examination Cell on the day of declaration of results.
- d. For Recounting/Revaluation, prescribed application given in the notification is mandatory. The candidate has to apply for recounting or revaluation in prescribed application format as specified/notified.
- e. The application for recounting/revaluation after the last date will not be entertained.
- f. Answer scripts pertaining to the RC/RV applicants will have to be picked up for corresponding HT Nos. by tallying them with Bar code.
- g. Separate faculty may be identified by the CE for Revaluation and Recounting.

3.5.1. RECOUNTING (PG)

- a. Senior faculty other than subject expert may be nominated.
- b. The script may be verified to ascertain whether all questions are valued or not. If not, the same may be brought to the notice of the CE. The CE may act immediately to call the subject expert in consultation with respective HOD to get it evaluated.
- c. The marks posted by the valuator are counted and the same may be transferred to a defined place with different color other than blue/ black/ red.
- d. If there is any change in recounting and that is more than the previous marks, the recounting marks will be considered for award/grade in that subject.
- e. In Recounting, if the marks secured are less than the previous marks awarded then the previous marks awarded holds good and there is no change in the status.

3.5.2 REVALUATION (UG & PG)

- a. Revaluation will be carried out by an examiner other than the first one.
- b. In the revaluation, if the variation in the marks is less than or equal to 12 marks of external examination marks, previous marks secured by the candidate hold good.
- c. If the variation is more than 12 marks of the previous marks, it will be sent for the third valuation. The marks obtained in the third valuation will be compared with the first and the second valuation. The marks among these two which are closer to the third valuation are considered. If the marks obtained in third valuation is mid way of valuation one and valuation two, then the case on higher side is to be

- considered.
- d. In Revaluation, if the marks secured are less than the previous marks awarded, then the previous marks awarded hold good and there is no change in the status.

NOTE: ACE-Registration has to prepare a consolidated statement of applications received for recounting and revaluation separately for each branch, subject wise with corresponding HT Nos. and the same should be submitted to CE.


3.6. Supplementary Theory Examinations

- a. Supplementary examinations will be conducted twice in a year at the end of odd and even semesters.
- b. Semester end supplementary examinations shall be conducted till next regulation comes into force for that semester, after the conduct of the last set of regular examinations under the present regulation.
- c. Thereafter, supplementary examinations will be conducted in the equivalent courses as decided by the Board of Studies concerned.

3.7. Advanced Supplementary Examinations

Candidate(s), who failed in theory / seminar / project work courses in 4th B.Tech 2nd Semester (end semester in the programme) can appear for advanced supplementary examination which will be conducted within one month after declaration of the revaluation results.

However, those candidates who fail in these advanced supplementary examinations shall appear for subsequent examination along with regular candidates in the examinations which will be conducted at the end of the respective semester.


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3.8. GRADING SYSTEM FOR UG AND PG PROGRAMMES

3.8. A. B. Tech

Academic Performance (Theory/ Drawing)	Academic Performance (Laboratory/Project)	Letter grade	Grade points
90 to 100	90 to 100	O (Outstanding)	10
80 to < 90	80 to <90	S (Excellent)	9
70 to <80	70 to <80	A (Very Good)	8
60 to <70	60 to <70	B (Good)	7
50 to <60	50 to <60	C (Fair)	6
40 to <50	-	D (Satisfactory)	5
< 40	< 50	F (Fail)	0
		Ab (Absent)	0

Calculation of Semester Grade Point Average (SGPA)* for semester:

The following procedure is to be adopted to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

The SGPA is the ratio of sum of the product of the number of credits with the grade points by a student in all the courses taken by a student and the sum of the number of credits of all the courses undertaken by a student. i.e.,

$$SGPA (S_i) = \Sigma (C_i \times G_i) / \Sigma C_i$$

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

Calculation of Cumulative Grade Point Average (CGPA) for Entire Program:

The CGPA is also calculated in the same manner taking into account all the courses undertaken by a student over all the semesters of a programme i.e.,


$$CGPA = \Sigma (C_i \times S_i) / \Sigma C_i$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

The SGPA and CGPA is rounded off to 2 decimal points and reported in transcripts.

$$\text{Equivalent Percentage} = (CGPA - 0.75) \times 10$$

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


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From the CGPA secured
from 160 credits
(in case of LE's 120
credits)
 Ph: 521180

3.8. B. M. Tech/MCA/MBA

Academic Performance	Letter grade	Grade points
90 to 100	O (Outstanding)	10
80 to <90	S (Excellent)	9
70 to <80	A (Very Good)	8
60 to <70	B (Good)	7
50 to <60	C (Fair)	6
< 50	F (Fail)	0
	Ab (Absent)	0

Calculation of Semester Grade Point Average (SGPA)* for semester:

The following procedure is to be adopted to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The SGPA is the ratio of sum of the product of the number of credits with the grade points by a student in all the courses taken by a student and the sum of the number of credits of all the courses undertaken by a student i.e.,

$$SGPA (S_i) = \Sigma (C_i \times G_i) / \Sigma C_i$$

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

Calculation of Cumulative Grade Point Average (CGPA) for Entire Program:

The CGPA is also calculated in the same manner taking into account all the courses undertaken by a student over all the semesters of a programme i.e.,

$$CGPA = \Sigma (C_i \times S_i) / \Sigma C_i$$

Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

The SGPA and CGPA is rounded off to 2 decimal points and reported in transcripts.

$$\text{Equivalent Percentage} = (CGPA - 0.75) \times 10$$

Class Awarded	CGPA	JVR
First Class with Distinction	≥ 7.75	
First Class	6.75 to < 7.75	
Second Class	5.75 to < 6.75	
Pass Class	5.0 to < 5.75	

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 MBA-108 credits
 MCA-120 credits
 M.Tech-68 credits

3.9 Tabulation and Declaration of Results

The Assistant Controller of Examinations-Systems concerned is responsible for tabulation of results. As soon as the marks in different components of internal assessment are received from course coordinators, the Assistant Controller of Examinations-Systems should arrange for course wise data entry of their marks.

The following procedure for the declaration of the examinations results is followed:

After examinations, the answer booklets carrying unique barcode are collected and the first section of the answer booklets with personal details of the student is detached & stored separately. These personal details of the students are entered against the unique barcode on the answer sheet. Following this, the Answer booklets without any personal details of the students are sent for evaluation.

After evaluation, marks are entered in the second section of the cover page in the OMR sheet. The marks of individual answers as well as total marks obtained by the student are entered by the examiner.

The marks entered in the OMR sheet are directly read by the scanners and entered against the Barcode of the answer booklet. Thereafter, the system automatically matches and stores the results against the personal details of the students appearing for the Examination with the help of same barcodes.

The internal and comprehensive examination marks obtained in a particular course are clubbed and evaluated for a total of 100 according to academic regulations. Based on the course wise grades, results sheets are to be compiled for each student showing the grades for the course he/she has registered himself/herself for that semester. The Assistant Controller of Examinations should personally check the entries in the results sheets with the concerned staff, for the accuracy in the compilation of results.

The results should be published /announced with the approval of the Principal.

The Controller of Examinations should also arrange for displaying the results on the college Website.


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Andhra Pradesh, India – Pin: 521180


3.10. Printing and issue of Grade Cards

Grades in each subject should be printed on grade sheets of the concerned students with multiple security features, verified and issued to students.

- a. After the announcement of results and revaluation results, the Controller of Examinations should arrange for the printing of grade cards /sheets.
- b. The grades obtained by the student and the credits allocated to the course are to be entered into database using the software server installed in the examination branch.
- c. Once all the data are entered, the printing of the grade cards will commence.
- d. Before printing the grade cards, the data viewed on the screen should be compared and checked with the data on results sheets.
- e. A record for grade sheets printed must be maintained.
- f. While issuing the grade sheet to the student, the signature should be obtained as an acknowledgement.
- g. If any student loses the grade issued to him/her, a duplicate grade sheet may be issued on application and payment of prescribed fee.
- h. Such grade sheet may be oriented prominently as "DUPLICATE".

3.11. Issue of Transcripts

- a. A transcript is an official document containing the performance of a student, course taken by the student, the credits earned and the grades awarded.
- b. A student can obtain transcripts by submitting the application with prescribed fee.
- c. The application should be accompanied by photo copies of all the grade cards issued to the student by the examination branch.
- d. The staff concerned after checking the entries made in the application with the photo copies of the grade cards, will forward the application to the Assistant Controller of Examination concerned for further checking.
- e. The Assistant Controller of Examination concerned should check the entries made in the application with entries in the tabulation register.
- f. If the entries are found to be correct, the Assistant Controller concerned forwards the application to the Controller of Examinations.
- g. The Assistant Controller of Examination concerned will sign on the printed transcripts.
- h. The Assistant Controller of Examination concerned should authorize the office assistant to issue the transcript to the student after obtaining signature in "Transcript issue Register".
- i. The JNTUK, Kakinada, will issue PC, OD and Migration certificates of students.


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Andhra Pradesh, India - Pin: 521180

4. PERMISSION FOR SCRIBE TO APPEAR FOR EXAMINATIONS

1. Candidates in need of a Scribe should apply with the reason and following evidences:
 - (a) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
 - (b) Photo of the student / candidate highlighting the inability to appear for the examination.
 - (c) The particulars of proposed scribe i.e., name, address, qualifications, photo and present occupation. [The scribe should not exceed intermediate qualification].
 - (d) A letter from the scribe stating that he / she is willing to act as scribe.
 - (e) A copy of the certificate of scribe's qualification along with recent photograph duly attested by the Head of the Institution.

2. CE then approves that he /she personally verified qualification of the scribe as per norms and provide a separate room and invigilator for all examinations of the candidate.

5. COMMITTEES FORMED FOR EXAMINATION ACTIVITIES

The following committees have been constituted by the CCE (Principal) to conduct examinations smoothly.

1. **Examination Committee:** It shall be constituted by the Principal to analyze the results and recommend moderation of results if required.
2. **Malpractice Committee:** It shall be constituted by the Principal to recommend to the Exam Cell about the issues related to malpractices.
3. **Finance Committee:** It shall be constituted by the Principal to discuss various expenses in conduct of the examinations and finalizing the examination fee for students.

6. PROCUREMENT OF STATIONERY

Controller of Examination estimates the stationery required for forthcoming academic year examinations. The requirement will be sent to the Principal for approval. The procured stationery will be maintained in the Examination Cell store room and its log needs to be maintained. The Examination Cell should maintain ensuing semester stationery requirement in buffer in the store room.

7. PHYSICAL SECURITY MEASURES

The Examination Cell is fully under the surveillance system. Any person other than Examination Cell staff will be allowed into Examination Cell only with prior permission and signature in visitor's register.


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Andhra Pradesh, India - Pin: 521180



Devineni Venkata Ramana & Dr. Hima Sekhar
MIC College of Technology
 (AUTONOMOUS)

(Approved by AICTE New Delhi; Affiliated to JNTUK, Kakinada; UGC – Recognized, Accredited by NBA; ISO 9001: 2008 Certified Institution)


Dear Sir/Madam

Sub: - Instructions and Guidelines to Question Paper Setters - I B Tech, I Semester (MIC 18), Regular, December-2018

The question Paper-setters are requested to comply with the following instructions and Guide lines while setting the Question papers:

1. The paper consists of Part – A (Compulsory) and Part – B.
 Part – A: Five questions, one from each unit are to be given covering all the 5 units. Each question carries 2 marks. (5X2=10 Marks).

 Part – B: 5 questions (one from each unit, with internal choice) are to be set. Students have to answer all the questions. Each question carries 12 marks. (5X12=60 Marks).
2. The questions must be framed within the scope of the syllabus from the prescribed text books only.
3. If the question paper contains any diagrams, they must be neatly presented and the dimensions must be clearly mentioned removing any ambiguity to the student.
4. The paper setter shall indicate clearly the marks allotted to each part of the question.
5. While setting the paper, the scope of answering the required number of questions within the time allotted must be borne in mind.
6. Every question set shall be clear and definite in language and meaning.
7. Usage/requirement of data books, codes, graphs etc., by/to the candidate for answering the questions must be indicated in the question paper itself.
8. The code number of the question paper should be written on each page.
9. The question paper must be given continuous page numbers.
10. The question papers must be sent through E-mail: coe@mictch.ac.in
11. The paper setter shall verify carefully all the questions and numerical problems before dispatching the question paper sets (Hard Copy).
12. Delete the Question paper's file after receiving conformation from the Controller of Examinations.
13. Strict confidentiality is to be maintained.
14. By any chance the Paper Setter is unable to accept the offer, the same must be intimated to us immediately.


 PRINCIPAL
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 Kanchikachilam, Kakinada, AP
 Andhra Pradesh, India – Pin: 521180

Yours sincerely,

Controller of Examinations



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(AUTONOMOUS)**

(Approved by AICTE New Delhi; Affiliated to JNTUK, Kakinada; UGC – Recognized,
Accredited by NBA; ISO 9001: 2008 Certified Institution)

Dear Sir/Madam,

**Sub: - Instructions and Guidelines to Question Paper Setters - I M.Tech . I Semester (MIC
18) , Regular, January-2019**

The question Paper-setters are requested to comply with the following instructions and Guide lines while setting the Question papers:

1. The Question Paper consists of 5 questions with internal choice from each of the five units. The student has to answer all the five questions. (5x12= 60 Marks)
2. The questions must be framed within the scope of the syllabus from the prescribed text books only.
3. The Question Paper must be set with appropriate weightages for parameters like skill-based, knowledge-based etc.
4. If the question paper contains any diagrams, they must be neatly presented and the dimensions must be clearly mentioned removing any ambiguity to the student.
5. The paper setter shall indicate clearly the marks allotted to each part of the question.
6. While setting the paper, the scope of answering the required number of questions within the time allotted must be borne in mind.
7. Every question set shall be clear and definite in language and meaning.
8. Usage/requirement of data books, codes, graphs etc. , by/to the candidate for answering the questions must be indicated in the question paper itself.
9. The code number of the question paper should be written on each page.
10. The question paper must be given continuous page numbers.
11. The question papers must be sent by E-mail: coe@mictech.ac.in
12. The paper setter shall verify carefully all the questions and numerical problems before dispatching the question paper sets (Hard Copy).
13. Delete the Question paper's file after receiving conformation from the Controller of Examinations.
14. Strict confidentiality is to be maintained.
15. By any chance the Paper Setter is unable to accept the offer, the same must be intimated to us immediately.

Yours sincerely,

Controller of Examinations


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Dear Sir/Madam,

**Sub: - Instructions and Guidelines to Question Paper Setters - I MBA., I Semester (MIC 18),
Regular, January-2018**

The question Paper-setters are requested to comply with the following instructions and Guide lines while setting the Question papers:

1. The Question Paper consists of two parts. Part A consists of a compulsory case study question for 10 marks. Part B consists of 5 questions with internal choice from each of the five units for 10 marks each. The student has to answer all the five questions.
2. The questions must be framed within the scope of the syllabus from the prescribed text books only.
3. The Question Paper must be set with appropriate weightages for parameters like skill-based, knowledge-based etc.
4. If the question paper contains any diagrams, they must be neatly presented and the dimensions must be clearly mentioned removing any ambiguity to the student.
5. The paper setter shall indicate clearly the marks allotted to each part of the question.
6. While setting the paper, the scope of answering the required number of questions within the time allotted must be kept in mind.
7. Every question set shall be clear and definite in language and meaning.
8. Usage/requirement of data books, codes, graphs etc., by/to the candidate for answering the questions must be indicated in the question paper itself.
9. The code number of the question paper should be written on each page.
10. The question paper must be given continuous page numbers.
11. The question papers must be sent by E-mail: coe@micttech.ac.in
12. The paper setter shall verify carefully all the questions and numerical problems before dispatching the question paper sets (Hard Copy).
13. Delete the Question paper's file after receiving conformation from the Controller of Examinations.
14. Strict confidentiality is to be maintained.
15. By any chance the Paper Setter is unable to accept the offer, the same must be intimated to us immediately.

Yours sincerely,

Controller of Examinations


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Dear Sir/Madam,

**Sub: - Instructions and Guidelines to Question Paper Setters - I MCA. I Semester (MIC 18),
Regular, January-2018**

The question Paper-setters are requested to comply with the following instructions and Guide lines while setting the Question papers:

1. The Question Paper consists of 5 questions with internal choice from each of the five units. The student has to answer all the five questions. (5x12= 60 Marks)
2. The questions must be framed within the scope of the syllabus from the prescribed text books only.
3. The Question Paper must be set with appropriate weightages for parameters like skill-based, knowledge-based etc.
4. If the question paper contains any diagrams, they must be neatly presented and the dimensions must be clearly mentioned removing any ambiguity to the student.
5. The paper setter shall indicate clearly the marks allotted to each part of the question.
6. While setting the paper, the scope of answering the required number of questions within the time allotted must be kept in mind.
7. Every question set shall be clear and definite in language and meaning.
8. Usage/requirement of data books, codes, graphs etc. , by/to the candidate for answering the questions must be indicated in the question paper itself.
9. The code number of the question paper should be written on each page.
10. The question paper must be given continuous page numbers.
11. The question papers must be sent by E-mail: coe@micttech.ac.in
12. The paper setter shall verify carefully all the questions and numerical problems before dispatching the question paper sets (Hard Copy).
13. Delete the Question paper's file after receiving conformation from the Controller of Examinations.
14. Strict confidentiality is to be maintained.
15. By any chance the Paper Setter is unable to accept the offer, the same must be intimated to us immediately.


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Yours sincerely,

Controller of Examinations



Annexure

**DVR & Dr. HS MIC College of Technology, Kanchikacherla
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SEATING PLAN

Name of Exam:

Date:

Subject:

Hall No.:

CSE	CE	CSE	CE
CE	CSE	CE	CSE
CSE	CE	CSE	CE
CE	CSE	CE	CSE
CSE	CE	CSE	CE
CE	CSE	CE	CSE
No. Registered:		No. Absent:	No. Present:


Note: Cross the box containing the Hall Ticket number when the candidate is absent.

* CE – Civil Engineering

CSE – Computer Science and Engineering

Signature of Invigilator

Signature of Chief Superintendent


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**DVR & Dr. HS MIC College of Technology, Kanchikacherla
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**HALL-WISE ATTENDANCE OF CANDIDATES & INFORMATION RELATING TO ANSWER
BOOKLETS**

Name of Exam:

Date:

Subject:


Hall No.:

S.No	Hall Ticket No.	Sl. No. of Answer Booklet	Signature of Candidate
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
No. Allotted:		No. Absent:	No. Present:

Note: Absentees should be rounded in RED ink

Signature of Invigilator

Signature of Chief Superintendent


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DVR & Dr. HS MIC COLLEGE OF TECHNOLOGY	H7
AUTONOMOUS	REGULATION:R18

'D' FORM

Name of Exam: I B. Tech I Sem Examinations, Dec-2018
 Branch: C E
 Date of Examination: 04-12-2018
 Session: A.N.
 Subject with Code No: ENGINEERING PHYSICS (18ME1T03)
 Hall Ticket Numbers of students registered: 60

No. of Students Registered	No. of Students Absent	No. of Malpractice Cases*	No. of Answer Scripts
60 Nos	Nil	Nil	60 Nos

NOTE: H.T. numbers of absentees are rounded in red ink

* this number must be deducted from number of students present in that particular set(s)

OBSERVER

CHIEF SUPERINTENDENT


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Summary Sheet for Booklet Usage

ACCOUNT OF ANSWER BOOKLETS

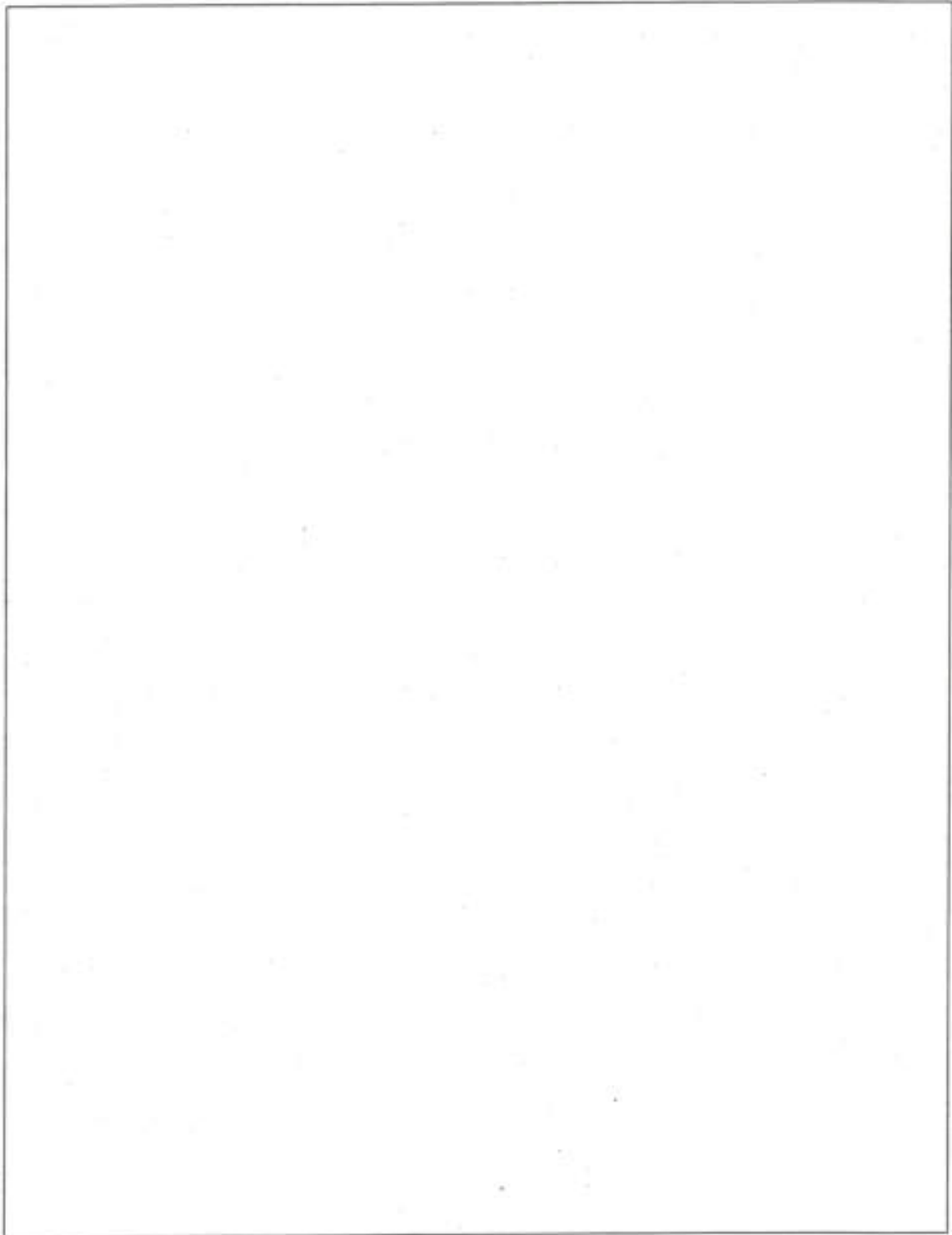
Name of the Examination	Answer Booklets			Remarks
	Received	Used	Returned	
TOTAL				


Total number of Blank Answer Booklets used:


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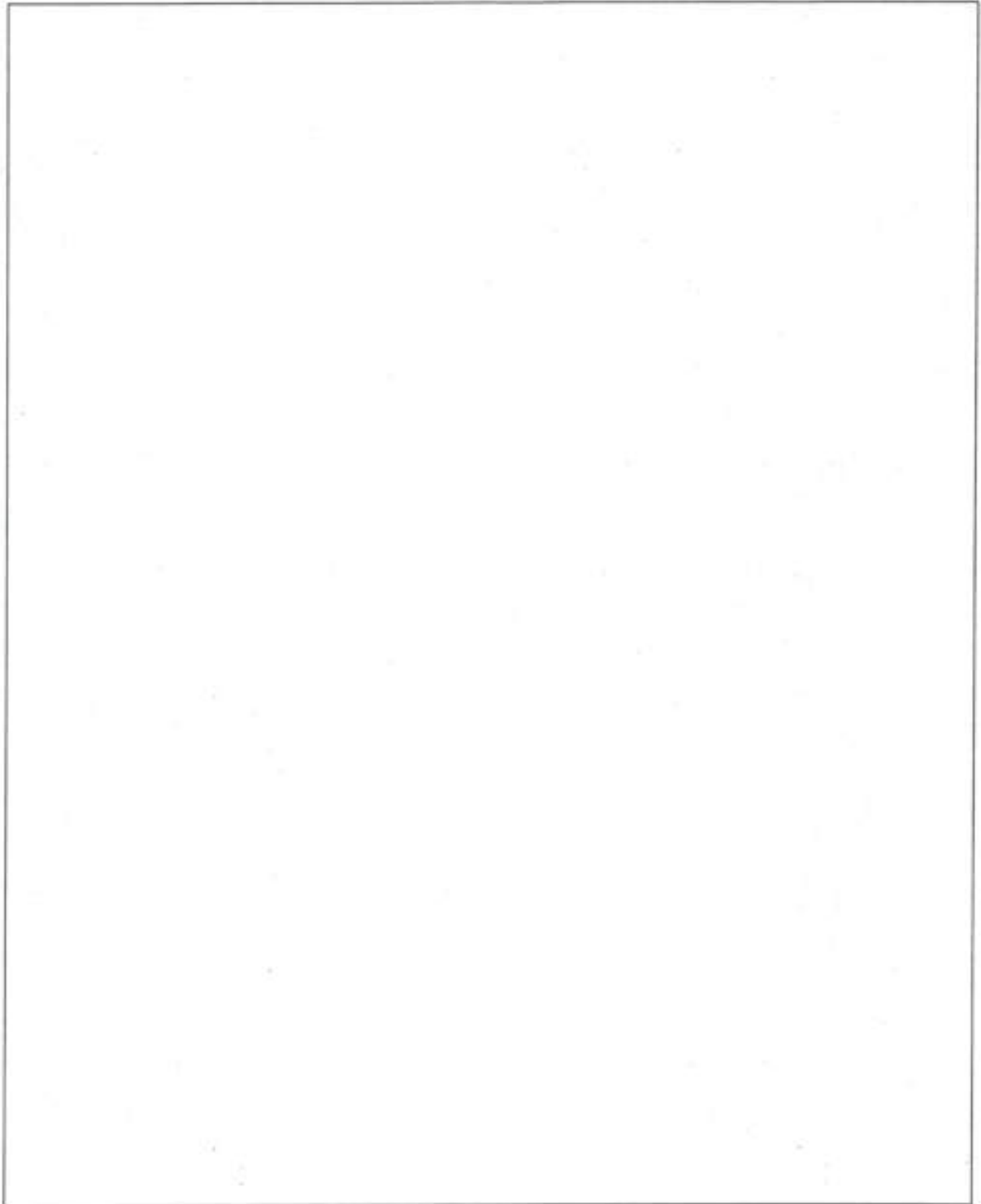
Annexure

Answer Booklet OMR (Top Page)




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Answer Booklet OMR TOP PAGE WITH VARIABLE DATA




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INSTRUCTIONS (BACK OF OMR)

INSTRUCTIONS TO THE CANDIDATES

1. Please check your particulars printed on the PART I of the OMR Sheet and if any discrepancy is found in Name, Hall Ticket Number and subject Code, please bring it to the notice of the Invigilator.
2. You have to sign in the box specified in Part I.
3. You are prohibited from writing on or tampering the Barcode & OMR sheets as they may affect marks allotted to you.
4. Answer scripts with tampered barcodes & OMR sheets will not be valued.
5. Do not use sketch pen while answering questions as it may inadvertently tamper the Barcode/OMR Sheets.

INSTRUCTIONS TO THE EXAMINERS TO FILL PART - II


1. Fill in the boxes representing the Question numbers with the marks obtained for each question in the respective boxes.
2. Do not correct the marks by scratching and writing. In case of any correction, strike off the previous figure by a line and write the new marks aside.
3. Enter the Total Marks in the boxes provided for.
4. Use Ball point pen (blue or black) for writing alphabets & numerals in boxes and circles.
5. Please carefully study the instructions before you start bubbling.
6. As shown in the example, fill in the circles completely. For Example, the shading of circles for 51 marks is shown in figure.
7. Use this OMR sheet with care. Do not fold or smudge.
8. Do not write or mark on the Barcode.
9. Do not detach any part of the OMR sheet. If detached, report the matter to the coordinator.

Question No.	Mark
1	5
2	1
3	0
4	0
5	0
6	0
7	0
8	0
9	0
10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	0
19	0
20	0
21	0
22	0
23	0
24	0
25	0
26	0
27	0
28	0
29	0
30	0
31	0
32	0
33	0
34	0
35	0
36	0
37	0
38	0
39	0
40	0
41	0
42	0
43	0
44	0
45	0
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47	0
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87	0
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93	0
94	0
95	0
96	0
97	0
98	0
99	0
100	0


INSTRUCTIONS TO THE EXAMINERS TO FILL PART - II

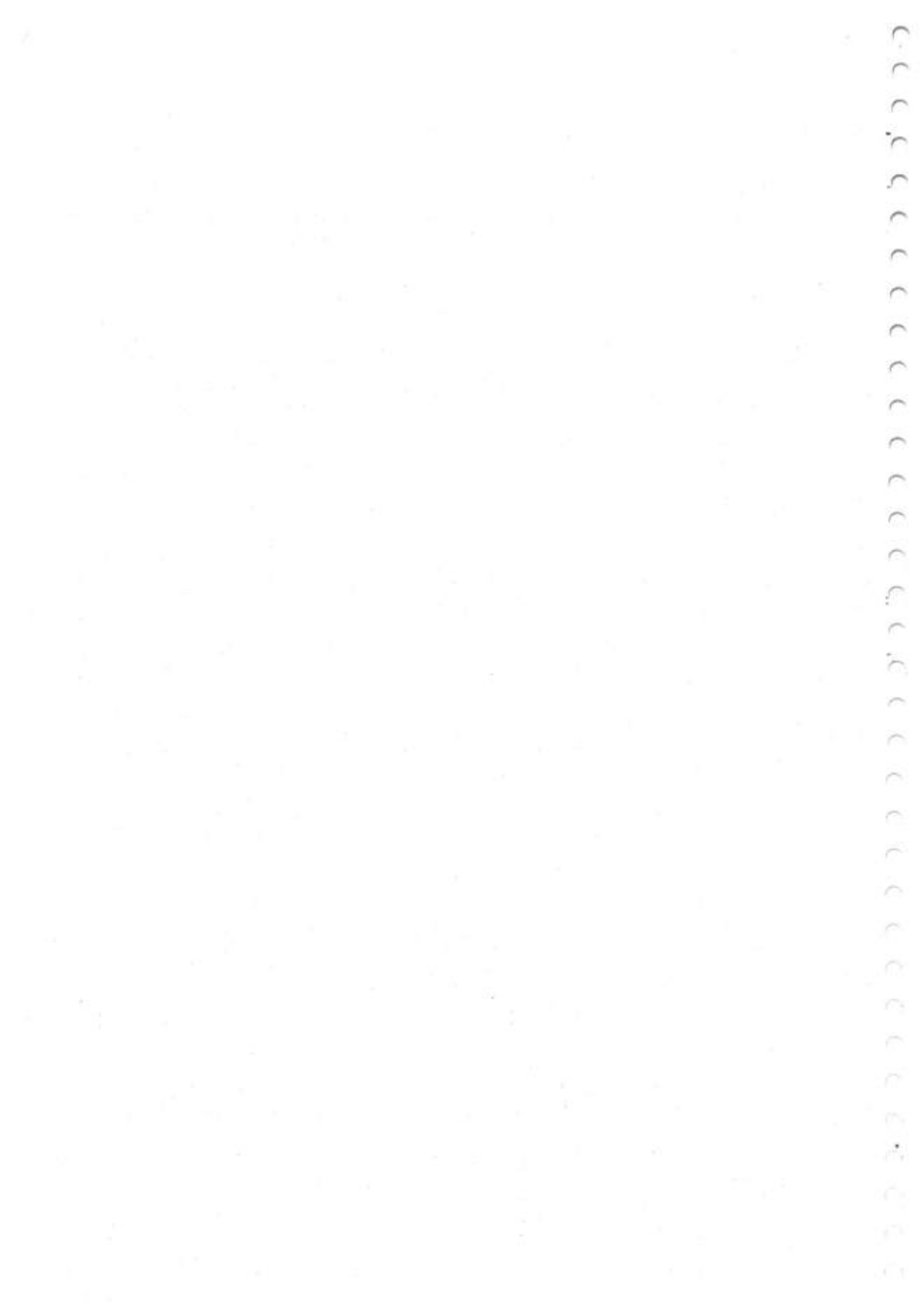
1. Fill in the boxes representing the Question numbers with the marks obtained for each question in the respective boxes.
2. Do not correct the marks by scratching and writing. In case of any correction, strike off the previous figure by a line and write the new marks aside.
3. Enter the Total Marks in the boxes provided for.
4. Use Ball point pen (blue or black) for writing alphabets & numerals in boxes and circles.
5. Please carefully study the instructions before you start bubbling.
6. As shown in the example, fill in the circles completely. For Example, the shading of circles for 51 marks is shown in figure.
7. Use this OMR sheet with care. Do not fold or smudge.
8. Do not write or mark on the Barcode.
9. Do not detach any part of the OMR sheet. If detached, report the matter to the coordinator.

Question No.	Mark
1	5
2	1
3	0
4	0
5	0
6	0
7	0
8	0
9	0
10	0
11	0
12	0
13	0
14	0
15	0
16	0
17	0
18	0
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89	0
90	0
91	0
92	0
93	0
94	0
95	0
96	0
97	0
98	0
99	0
100	0


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Andhra Pradesh, India - Pin: 521180

Instructions to students


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Andhra Pradesh, India - Pin: 521180




GUIDELINES FOR THE CHIEF SUPERINTENDENT FOR CONDUCTING END EXAMINATIONS

- a) Principal should act as the Chief Superintendent, who should be thorough with Examination System.
- b) Only teaching staff are to be drafted as invigilators.
- c) Subject teachers should not be posted as invigilators in the examination halls where the students are writing/ write the examination in that subject.
- d) "No Relation Certificate" must be obtained from the staff drafted as invigilators stating that none of their relatives are appearing in that Examination Hall.
- e) Seating arrangement is to be made in such way that two or more number of different branches are to be accommodated in each room and ensure that there should not be the same subject/branch student in all sides(i.e., in front, backside, both left and right sides).
- f) The Chief Superintendent should verify bar coded OMR pre-printed answer booklets well before the commencement of Examinations. No blank answer booklet shall be issued to the students unless permitted by Controller of Examinations.
- g) Any discrepancy in OMR Answer Booklets/Hall Tickets/Name/Photo on Hall Tickets must be brought to the notice of CE before commencement of those Examinations.
- h) Proper account of both answer booklets shall be maintained with due care.
- i) The Answer Booklets must be packed branch wise subject wise in separate bundles along with D-Form and to be handed over to the ACE concerned on day to day basis.
- j) A team of HODs/Senior Professors/Squad may make a surprise visit to the examination halls during the conduct of Examinations.


PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

INSTRUCTIONS TO OBSERVERS

1. An Observer is appointed by the Controller of Examinations.
2. The Observer must be present at the examination center at least 1½ Hours before the commencement of the examination to ensure smooth conduct of Examinations.
3. The Observer should sign a certificate stating that he/she is present at the time of selecting the question paper set, taking copies of the question papers and at the time of sealing the bundles of the Answer Scripts at the end of the Examination.
4. The Chief Superintendent has to arrange to prepare the required number of copies of question papers using high speed printers/photocopying machines in the presence of the Observer.
5. The Observer must ensure that separate seating arrangements are made as per regulations.
6. A certificate giving the details of question paper printed and number of question papers issued to the candidates and balance available should be signed by the Observer and Chief Superintendent for each day of Examination.
7. The Observer should ensure that the candidates enter the examination halls before the commencement of the examination and no candidate is allowed after commencement of the Examination.
8. Candidates shall be permitted to leave the examination hall only after two hours from the commencement of the Examination.
9. The Observer should ensure that Invigilators are appointed only from the teaching faculty.
10. The Observer should ensure that subject teachers are not posted as invigilators in the examination halls where the students write the examination in that subject.
11. The Observer should ensure that the answer scripts are sealed immediately after the completion of the examination and sent to the Spot valuation Center.
12. The answer scripts should be packed separately regulation wise and the packets should be distinctly labeled.
13. The answer scripts should be packed subject-wise and set-wise in separate covers superscribing on each cover the Name of the Examination, Regulation, Branch, Subject, Question Paper Code Number and Number of Scripts packed. All the packets are bundled in a cloth-bag along with two copies of D-form and two copies of Question Papers. The Observer and the Chief-Superintendent should sign on the cloth bundle, after sealing it.
14. All such bundles of the day of the examination with a separate covering letter giving the details of the answer scripts, should be sent to the Spot centre on the same day/next day, without fail. There should not be any delay in dispatching of answer scripts to the spot centre, which will delay the subsequent processes of coding & valuation of the answer scripts etc.
15. Malpractice cases, if any, should be taken up immediately after the examination in the presence of the Observer as per the guidelines of the academic regulations.
16. The Observer is requested to follow the above mentioned guidelines scrupulously and cooperate for smooth and fair conduct of the End Semester examinations.
17. The Observer submits his observation report daily to the Controller of the Examination. The CE initiates necessary corrections.


PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

Annexure

INSTRUCTIONS TO INVIGILATORS FOR CONDUCTING END EXAMINATIONS

1. Report at the Examinations Cell at least 30 minutes before the time of commencement of Examination.
2. Collect the Seating Plan, Hall-wise Statement (attendance) and other examination stationery. Count and check the answer booklets to make sure the hall ticket numbers on the booklets are matching with the seating plan as well as Hall-Wise Statement and the Controller of Examination's facsimile on the main answer script.
3. Be present at the respective hall to which you are allotted at least 20 minutes prior to the commencement of examination.
4. The candidates should be present in the examination halls before the commencement of examination. No candidate should be allowed after the commencement of the Examination.
5. The invigilators should ensure that students would not carry any material except hall ticket and ID Card into the examination halls. Students without ID Card and hall ticket should not be allowed to enter the examination hall.
6. Invigilator should distribute and collect the answer scripts personally. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table. The invigilator will be held responsible for any loss of the answer scripts.
7. Candidates have to put their signature in the Hall-wise Statement (attendance) supplied. Invigilators should fill up the entries at the bottom of Hall-wise Statement (attendance) and do their signature.
8. The invigilators are required to instruct the candidates not to write their hall ticket number anywhere except in the space provided in the first page of the answer booklet.
9. The candidates/invigilators should not put their signature on graph / drawing sheets.
10. Invigilators have to sign on the main page of the answer booklet after checking the Hall Ticket Number and other details.
11. There will be a single common question paper for each subject. Ensure that you receive the correct question papers of the subjects of examination for the candidates allotted to your hall. Invigilator should distribute the question paper scripts personally.
12. If the candidate is absent, put a cross mark across the Hall Ticket Number in the seating plan.
13. Carrying programmable calculators, cell phones, pagers and wallets into the examination hall is totally prohibited.
14. The code books / data books and other books necessary for the examination will be sent to the examination halls. The invigilators are required to count and return the same at the end of the examination to the Examination Cell.
15. Drawing sheets should be folded to the size of main answer book and the stamp showing the Hall Ticket Number should be visible on the top after folding.
16. If any candidate strikes off all answers in his/her main answer books, ask the candidate to write "Struck off by me" on each page.

PRINCIPAL

NSIC College of Technology
N.T.R. Dt.
Andhra Pradesh, India - Pin: 521180

17. Candidates should be asked to strike off all blank pages at the end of the answer scripts before leaving the examination hall.
18. The invigilators should not allow the candidates to leave the examination hall during examination.
19. Invigilators are not permitted to take their cell phones to the exam hall. They need to either keep the cell phones in their office or hand them over to Examination Cell.
20. No invigilator shall leave the examination hall unless a reserve occupies his place on the instructions of the Examination Cell. A reserve will be sent only for attending some important work.
21. In case of any discrepancies, the matter may be brought to the notice of the Examinations Cell.
22. The invigilators are required to check thoroughly and watch carefully in the examination hall to prevent malpractice.
23. Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination.
24. Invigilators should make sure that staff members who don't have examination duties should not enter into the examination halls.
25. At the end of examination, invigilator should collect, arrange the answer scripts of the candidates in the increasing order of Hall Ticket numbers for each subject/exam and submit the same to the Examination Cell without separating any part of the booklet including OMR (without tearing any). The invigilator will be held responsible for any loss of the answer scripts.

Important Note:


Please note the following regarding **the answer booklet**.

The answer booklet consists of 36 pages with bar coded OMR Sheet stitched to the Answer booklet. No additional blank sheets will be provided to the student. The OMR Sheet is divided into three parts (Part-I, Part-II & Part-III). Part-I contains details of student and subject of the exam. The student has to sign in the box specified in Part-I of the OMR sheet. The invigilator shall sign in the box specified in Part-I of the OMR Sheet, after verifying the answer booklet with the Hall Ticket Number and the subject of examination of the student. The student should not write anything else in Part – II & Part – III of the OMR Sheet. Students should be asked to check particulars on the PART I of the OMR sheet and if any discrepancy is found in the Name Hall Ticket Number, Subject Code, it should be notified to the invigilator and in turn to the Examination Cell for change of Answer Booklet. Candidates are prohibited from writing on or tampering the Barcodes and OMR sheets as they may affect marks allotted to them. Answer Scripts with tampered barcodes and OMR sheets will not be valued. Last page may be used for Rough work by duly indicating on top of the page as "ROUGH WORK". Invigilators should provide proper instructions to students regarding the filling up of OMR Sheet before the start of the exam.


PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

INSTRUCTIONS TO EXAMINERS (VALUERS)

1. Valuators should keep their appointment strictly confidential.
2. An OMR sheet is stitched to every Answer Booklet and it is divided into three parts. The Part-I (top portion) contains complete details of the examinee relating to the examination. This Part-I will be detached from the answer booklet before sending it for valuation. The Part-II (bottom portion) of OMR is for first valuation purpose. The Examiner/scrutinizer should not handle Part-III (middle portion) of OMR under any circumstances.
3. This is a confidential assignment and the Examiner has to maintain strict confidentiality about the examinership for valuation.
4. The valuator shall have a minimum of 3 years of teaching experience and he/she must have taught the subject of valuation at least once. However, teachers with 2 years experience may also be considered for scarce specializations.
5. The valuator shall not have any near relative appearing for the examination in the same subject.
6. The valuator shall value a maximum of 80 answer scripts per day-40 scripts in each session by spending at least 3 to 4 hours per session. The Examiners should follow scrupulously the (Detailed Key) scheme of valuation, in awarding marks, and have to evaluate the answer scripts uniformly.
7. The valuator should evaluate all the questions answered by the student up to the last page of the booklet and fill the boxes in part-II of OMR sheet representing the question numbers with the marks obtained for each question in the respective boxes.
8. Valuators are requested not to make any type of markings like (✓), cross(x), underline (___) or any comments inside the answer scripts while valuating the answer scripts.
9. The valuator should not correct the marks by scratching and writing. In case of any correction, strike off previous figures by a line and write the new marks beside.
10. The marks for each question are to be awarded in the respective box given in the part-II of the OMR sheet only. The evaluator should round off excess answers in the respective box given in the part-II of the OMR sheet only, which carries the lowest marks and then carefully total the marks on the title page and put the signature. Bubbling should be done with black/blue pen.
11. Valuator should use ball point pen (Blue or Black) for writing alphabets & numerical numbers in boxes. Bubbling should be done with black/blue pen. All corrections of marks in OMR should be duly attested by the valuator concerned. No erasers such as correcting fluids should be used.
12. No valuator shall interfere in the valuation of other valutors.
13. Examiners should ensure that no question is awarded marks more than once. If any question is answered more than once.
14. If any valuator suspects the answer scripts for any reason (i.e. suspected case of


PRINCIPAL
DVR & Dr. HS MIC College of Technology
Ranchi, Jharkhand
Andhra Pradesh, India - Pin: 521180

malpractice etc.), that should be brought to the notice of the Controller of Examinations.

15. If any valuator notices that all answers in any answer book let have been struck off, the valuator may award only zero for such answer book and that should be brought to the notice of the Controller of Examinations.


16. Avoid erratic valuation such as allotting zero marks where the candidate deserves more marks and / or not valuing some questions.

17. Valuator should not detach any part of the OMR sheet. If it is detached, that should be reported to the coordinator.

18. The valuated answer scripts along with marks sheets signed by the valuator should be handed over to the Scrutinizer/ ACE-Valuation. If there is any discrepancy in any valuated answer scripts identified by the scrutinizer (i.e., non-valuated answers, wrong total etc.,) that should be reported to the valuator and required corrections are to be made by the valuator with counter signature. All corrections of marks in OMR should be duly attested by the valuator concerned. No erasers such as correcting fluids should be used.

19. All the valutors are requested to submit their filled in remuneration form to the ACE-valuation and collect the remuneration from Examination Cell office.

20. All the valutors should follow the above mentioned instructions strictly and cooperate for perfect and smooth valuation.


PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India – Pin: 521180

DISCIPLINARY ACTION FOR MALPRACTICES/IMPROPER CONDUCT IN XAMINATIONS

	Nature of Malpractices/Improper	Punishment
1(a)	If a student possesses or tries to access any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination(theory or practical) in which he is appearing but has not made use of(material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)...	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If a student gives assistance or guidance or receives any such help from any other candidate orally or through gestures, communicates through cell phones with any candidate or persons in or outside the exam hall...	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject. In case of an outsider, he shall be handed over to the police and a case will be registered against him.
2.	If a student is found to have copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which he/she is appearing...	Expulsion from the examination hall and cancellation of the performance in that subject as well as all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear in the remaining examinations of that Semester. The Hall Ticket of the candidate shall be cancelled and sent to the Principal.



PRINCIPAL
 DVR & Dr. HS MIC College of Technology
 Kanchikacherla, N.T.R. Dt.
 Andhra Pradesh, India - Pin: 521180

3.	If a student impersonates any other candidate in connection with the examination...	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred from the college and he forfeits his seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear in examinations of the remaining subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with the forfeiture of his seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	If a student smuggles inside the exam hall an answer book or additional sheet or takes out or arranges to send out the question paper, or answer book or additional sheet during or after the examination...	Expulsion from the examination hall and cancellation of performance in that subject and the other subjects, the candidate has already appeared including practical examinations and project work; and shall not be permitted for the remaining examinations of the subjects of that semester. The candidate is also debarred from class work for two consecutive semesters and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	If a student uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting/threatening him/her to award pass marks...	Cancellation of the performance in that subject.


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DVR & Dr. HS MiC College of Technology
 Kanchikacherla, N.T.R. Dt.
 Andhra Pradesh, India - Pin: 521180

6.	<p>If a student refuses to obey the orders of the Chief Superintendent / CoE / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall, causes injury to his person or to any other persons whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or indulges in any other act of misconduct or mischief, which result in damage to or destruction of property in the examination hall or any part of the college campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination...</p>	<p>Such a student shall be expelled from examination hall along with cancellation of performance in that subject and all other subject candidate has already appeared and shall not permitted to appear for the remaining examination of the subjects of that semester.</p> <p>The candidate shall be debarred from college and he forfeits his seat. In case outsiders, they will be handed over to the police a police case shall be registered against them.</p>
7.	<p>If a student leaves the exam hall taking away answer script or intentionally tears/mutilates/deforms the script or any part thereof inside or outside the examination hall...</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all other subjects the candidate has already appeared including practical examinations and project v and shall not be permitted for the remaining examinations of the subjects of that semester, candidate is also debarred from class work and examinations for two consecutive semesters, continuation of the course by the candidate subject to the academic regulations.</p>

8.	If a student is in possession of any lethal weapon or firearm in the examination hall...	Expulsion from the examination hall cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8...	Expulsion from the examination hall cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and a police case will be registered against them.
10.	If a student comes to the examination hall in a drunken condition...	Expulsion from the examination hall cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for remaining examinations of that semester.
11.	If copying is detected on the basis of internal evidence, such as, during valuation or during special scrutiny...	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester examinations.
12.	Any other malpractice not covered in the above clauses i.e. from 1 to 11 shall be reported to the Principal for further action/ suitable punishment.	


PRINCIPAL
 DVR & Dr. HS MIC College of Technology
 Kanchikacherla, N.T.R. Dt.
 Andhra Pradesh, India - Pin: 521180

Malpractice identified at Spot Center during valuation

The following procedure is to be followed in the case of malpractice cases detected during valuation, scrutiny etc. at spot center:

- I. A notice is to be served to the candidate(s) involved (i) through the Principal, (ii) to the candidate(s) to the college address and (iii) to the candidate(s) to his permanent address regarding the malpractice.
- II. A committee shall be constituted at spot center by the Principal to process such malpractice cases and the recommendations of the malpractice committee are to be sent to the Controller of Examinations.


PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India - Pin: 521180



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(AUTONOMOUS)**

(Approved by AICTE New Delhi; Affiliated to JNTUK, Kakinada; UGC Recognized,
Accredited by NBA; ISO 9001: 2008 Certified Institution)

Examination Section

PARTICULARS OF MALPRACTICE CASE

1. Name of the course:
2. Hall Ticket number of the student:
3. Name of the student:
4. Name of the examination in which Malpractice committed:
5. Name of the subject (Theory/Lab)
6. Subject Code
7. Regulation:
8. Date of Examination

Signature of the Studer

Punishment recommended by the Malpractice Committee in accordance with the guide lines of Examination Branch.

Name & Signatures of Malpractice Committee:

- 1.
- 2.
- 3.
- 4.


PRINCIPAL
DVR & Dr. HS MIC College of Technology
Kanchikacherla, N.T.R. Dt.
Andhra Pradesh, India - Pin: 521180

Signature of Chief Superintendent

COURT CASES

- The students who were permitted to write the Examinations as per the court orders should not be allowed to study the next semester until the court gives necessary order.
- Any Court Case should be clearly indicated in the D form by encircling the Hall Ticket number in red ink and indicating as CC(Court Case).
- The Answer scripts of such students should be sent along with a copy of D-form and the question paper concerned to ACE.
- Even the student who is permitted to write the Examination by the Court order is absent for a particular examination, the copy of D-form marked as absent and CC should be sent to ACE.

POWER TO MODIFY

1. The college reserves the right for addition, deletion or modification on any of the classes mentioned in the manual.
2. Notwithstanding anything contained in this manual, the Principal can take an appropriate decision in emergency situations.

Examination Committee

Sl.No.	Name	Position
1	Dr. Y. Sudheer Babu, Principal	Chairman
2	Dr G Kalyani	Member
3	Dr G Rajesh	Member
4	Dr. A.Anupama	Member
5	Dr. S. Sateesh, Controller of Examinations	Member Secretary


PRINCIPAL
 DVR & Dr. HS MIC College of Technology
 Kanchikacherla, N.T.R. Dt.
 Andhra Pradesh, India – Pin: 521180