

Government College of Engineering & Ceramic Technology

73, A. C. Banerjee Lane, Kolkata – 700010

An Autonomous Govt. College Affiliated to
WBUT

Norms and Regulations regarding Evaluation System to be followed by the Autonomous Institute Government College of Engineering & Ceramic Technology, 73, A. C. Banerjee Lane, Beliaghata, Kolkata – 700010.

1. Course Planning / Academic Calendar:

1.1. UG Course:

Semester	Commencement of course	Unit Test I	Unit Test II	End Sem. Exam.	Tentative Publication of Results
1.	1 st wk. of August	2 nd wk. of Sept.	1 st wk. of Nov. (May vary due to Puja & Id Fest)	Mid. December	End of Feb.
2.	1 st wk. of Jan.	1 st wk. of March	2 nd wk. of April	Mid. May	End of July
3.	3 rd wk. of July	2 nd wk. of Sept.	1 st wk. of Nov. (May vary due to Puja & Id Fest)	Mid. December	End of Feb.
4.	1 st wk. of Jan.	1 st wk. of March	2 nd wk. of April	Mid. May	End of July
5.	3 rd wk. of July	2 nd wk. of Sept.	1 st wk. of Nov. (May vary due to Puja & Id Fest)	Mid. December	End of Feb.
6.	1 st wk. of Jan.	1 st wk. of March	2 nd wk. of April	Mid. May	End of July
7.	3 rd wk. of July	2 nd wk. of Sept.	1 st wk. of Nov. (May vary due to Puja & Id Fest)	Mid. December	End of Feb.
8.	1 st wk. of Jan.	1 st wk. of March	2 nd wk. of April	Mid. May	End of June

1.2. PG Course:

Semester	Commencement of course	Unit Test I	Unit Test II	End Sem. Exam.	Tentative Publication of Results
1.	1 st wk. of August	2 nd wk. of Sept.	1 st wk. of Nov. (May vary due to Puja & Id Fest)	Mid. December	End of Feb.
2.	1 st wk. of Jan.	1 st wk. of March	2 nd wk. of April	Mid. May	End of July
3.	3 rd wk. of July	2 nd wk. of Sept.	1 st wk. of Nov. (May vary due to Puja & Id Fest)	Mid. December	End of Feb.
4.	1 st wk. of Jan.	1 st wk. of March	2 nd wk. of April	Mid. May	End of June

2. Rules of Examinations:

2.1. Each discipline of the B. Tech programme / M. Tech programme consists of the following three types of items:

- Theory items
- Practical items
- Sessional items

The schedule of these items along with their credit points for each semester shall be as per para 3 below.

2.2. At the end of each semester, there shall be an examination (here-in-after called end-semester examination) conducted by the College as per programme announced by the Controller of Examinations.

2.3 Back-paper examinations, if any, shall be held with the normal end-semester examination.

2.4 There shall be no separate supplementary examination under normal condition for I/II/III year B. Tech students and for I/II year M. Tech students. For the purpose of degree only supplementary examination for both 7th and 8th semester shall be held within one month of the publication of final semester examination results.

3. Evaluation of Course Items:

The evaluation of course items listed in para 2.1 shall be done as per the following guidelines:

(A) THEORY ITEMS

Each item under this classification shall be evaluated on the basis of 100 percentage points/marks, sub-divided into the following 2 categories:

a) End-Semester Examination: 75 points/marks

Operational Guidelines:

i) There shall be internal and external Paper setters to be decided by the respective Board of Studies. The internal setters are necessarily the subject teachers engaged in teaching the subjects in the College. External Paper setters are to be chosen from outside the College who are engaged in academic and/or research activities in any academic/research Institute of repute, Government or Non-Government/Self-financing type. The Paper-setters shall be appointed by the Controller of Examinations.

ii) There shall be internal examiners engaged in teaching the respective subjects for checking, scrutinizing and re-evaluating answer scripts of each theory subject.

iii) Checking/Evaluation of scripts shall be completed and award list shall be submitted within a reasonable time as stipulated by the COE after the completion of examination to the Controller of Examinations.

iv) The entire evaluation work and subsequent encoding/decoding and tabulation work shall be completed within a reasonable time after the completion of examination as decided by the Controller of Examinations.

b) Unit tests/Class tests & Students' performance/attendance: 25 points/marks regarded as *Internal Assessment*

Operational Guidelines:

i) Two tests shall ordinarily be conducted, as far as possible, at near-identical intervals by the course teacher. The better of the two shall be considered for final reckoning.

ii) The Controller of Examinations shall ordinarily set the test schedule and announce test dates as per Academic Calendar of the College.

iii) Test scripts shall be checked/evaluated by the subject teacher and finally to be submitted along with duly filled-up mark slips supplied to them from the Controller's office well before the End-semester examinations commence. The answer scripts of the Unit Tests conducted shall be kept as records at the Controller of Examination's office.

iv) The process shall be repeated for each test.

(B) PRACTICAL ITEMS:

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

a) End semester Examination: 40 percentage points/marks

Operational Guidelines:

i) There shall be Viva-voce examination in each Laboratory item, essentially in presence of an External Examiner, to be nominated by the respective Board of Studies.

ii) The course teacher/internal shall assist the External Examiner during such Viva-voce examination.

b) Laboratory Sessionals: 60 percentage points/marks

Operational Guidelines:

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

ii) The course teacher shall assess the students on the basis of Attendance & Regularity, Preparedness for Conduct of Experiment, Initiative to Learn and Interact and presentation of Laboratory Report, its Regularity in Submission and Conduct etc.

iii) The course teacher shall finalize the award (out of 60 marks) before the End-semester Examination and submit the same under sealed cover to the Controller of Examinations.

b) Sessional Items: 100 percentage points/marks

Explanation Operational Guidelines:

Sessional items are those where, either the formal Institutional contact hours are not specified, (viz. Practical Training, Co-curricular/Extra-curricular activities etc), or there are no formal End-semester examination of the written kind, (viz. Comprehensive Viva-voce, Seminar, Industrial Visits, etc.). For all items under these categories, the evaluation shall be done in presence of at least one External Expert of the relevant field, as nominated by the respective Board of Studies.

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

i) For items which are conducted outside the Institution viz. Practical Training, Co-curricular/Extracurricular activities, Industrial visits, if any, etc. – assessment may be made on the basis of Item supervisor's assessment, Report submitted by the student if any, Participation and Attendance and Viva-voce examination conducted by the concerned teacher/supervisor and an External Examiner nominated by the respective Board of Studies.

ii) Items conducted in the Department/institution/College viz. seminar, comprehensive Viva-voce – may be evaluated by as many faculties as possible of the Department and preferably in presence of an External Expert, and specially in case of Comprehensive Viva-voce in presence of at least two External Examiners based on Participation and Attendance in the Course, Comprehension of other Seminars by Fellow Students, Presentation and Content of the Seminar presented, Capability to Address to Questions by Participants.

The award list for this item shall be finalized by the members of Faculty and the External Examiners and the Head of the Department shall forward the statement of such marks in sealed cover to the Controller of Examinations.

4. Declaration of result, promotion and grading system:

4.1. In order to pass the B. Tech/M. Tech programme course, a candidate must obtain at least D grades in each of the Theory, Practical and sessional Items and a DGPA of 6.0

The promotional status shall be indicated on the even semester credit card/sheet.

4.2. A candidate shall be eligible for promotion to the next higher level if he/she:

- i) Has cleared ALL course items of earlier semester individually
- ii) Has not been able to clear up-to a maximum of 4 course items (counting ALL ITEMS for the two semesters of the level as units with each SGPA as an item) but has maintained an YGPA of 5 or above.
- iii) Has no backlogs at any stage below the present level from which the promotion is sought.
- iv) Has been a bona fide Regular student/Ex-student at present level and is duly registered as such in the University and Institution under permission of the Head of the Institution concerned.
- v) Has not been involved in breach of discipline or has not been time barred due to non-completion of the course within the time limit fixed for the purpose.
- vi) Has not been temporarily suspended/suspended for a specified period by the Institution and has not been denied the privileges of a regular student/Ex-student at the time when admissions to higher levels is in progress.

Candidates debarred under sections 4.2. (ii) to 4.2.(vi) shall have to apply for permission for admission to the higher level and obtain the same from the Head of the Institute.

The College shall publish a list of all successful candidates of each semester examinations within a reasonable time from the date of the last examination held in that semester.

4.3. The Grading System:

RULES GOVERNING THE GRADING SYSTEM AND DECLARATION OF RESULTS:

i) A seven point Grading System on a base of 10 shall be followed in the University. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
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'	Below 40	2

ii) 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 in to appropriate grade(s) as and when the results are complete.

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

iv) There shall be no class/division awarded to a student either at semester or degree level.

v) The College shall declare the CGPA of a student on the final semester grade sheet/card. The CGPA is defined as under:

4.3.1. 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

4.3.2. Definition of terms:

a) POINT – Integer qualifying each letter grade.

b) CREDIT – Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and detailed 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 terms, is defined as:

$$\frac{\text{Credit Index}}{\sum \text{Credits}}$$

But, it is always qualified by the specified period reference, as detailed below:

1. SEMESTER GRADE POINT AVERAGE (SGPA)

$$= \frac{\text{Credit Index}}{\sum \text{Credit}} \text{ for a semester}$$

2. YEARLY GRADE POINT AVERAGE (YGPA)

$$= \frac{\text{Credit Index of Odd Sem} + \text{Credit Index of Even Sem}}{\sum \text{Credit of Odd Sem} + \sum \text{Credit of Even Sem}} \text{ for an academic year.}$$

3. CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$= \frac{\sum_{i=1}^{i=n} \text{Credit Index of } i\text{-th Semester}}{\sum_{i=1}^{i=n} \text{Credit of } i\text{-th Semester}}, \text{ where } n = 8 \text{ for 4 year programme,}$$

$$n = 4 \text{ for 2 year programme.}$$

4. DEGREE GRADE POINT AVERAGE (DGPA)

Specified for each course separately under respective rules as detailed below:

4.3.2.1. a) In order to pass a programme/course a candidate must secure at least Pass Grade in each of the Theory, Practical and Sessional items and maintain a minimum level of overall performance as specified in the rules formulated by the Academic Council.

4.3.2.1. b) Unless otherwise stated in the rules governing promotion, the promotional status between two consecutive semesters and/or two consecutive levels/years shall be indicated on the semester credit card as per details below:

4.3.2.1. b) i) Passed and Promoted (denoted by P) and indicating that,

- The candidate has cleared every course item of both odd and even semester of the academic year.
- He/She has no backlogs from the lower levels

4.3.2.1.b)ii) Eligible for promotion with backlogs (denoted by XP) indicating that,

- The candidate is eligible for promotion with limited backlog of course items of the just completed lower level, subject to his applying for the same to the Head of the Institution where he/she is a regular student.
- He/She is not carrying any backlog from other lower levels

4.3.2.1.b)iii) Ineligible for promotion (denoted by X), indicating that,

- The candidate is NOT eligible for promotion to the next higher level due to non-fulfillment of stipulations governing eligibility for promotion to next level/year.

4.3.2.1.c) A candidate shall be eligible for promotion to the next higher level/year if he/she satisfies the conditions laid down under the rules formulated by the Academic Council.

4.3.2.1.d) Candidates declared as eligible for promotion to the next level without clearing all course items of earlier semesters individually shall have to apply for permission for admission to the higher level and obtain the same from the Head of the Institute.

4.3.2.1.e) The Institute/College shall publish a list of all successful candidates of each of the semester examinations within a reasonable time from the date of the last examination held.

4.3.2.1.f) The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

4.3.2.1.g) A student's level of competence shall be categorized in accordance with criteria decided by rules formulated by Academic Council.

4.3.2.1.h) Each discipline consists of the following three types of items viz.

- Theory items

- Practical items
- Sessional items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the BOS and academic Council from time to time.

4.3.2.1.i) At the end of each semester, there shall be an examination (here-in-after called end-semester examination) conducted by the Institute as per programme announced by the Controller of Examinations.

4.3.2.1.j) Back paper examinations, if any, shall be held with the normal end semester examinations.

4.3.2.1.k) For all First Degree Level programme, separate supplementary examination shall not be held under normal conditions for students with backlogs at up to pre-Final level. Such students shall be expected to clear their arrear items along with regular students of lower semester(s). For the purpose of degree only separate supplementary examination for both Odd and Even semesters at the final level shall, however, be held within one month of the publication of the final degree examination results.

The provision of separate supplementary examination at the final level shall not be available to students of M. Tech or any other Master's level programme of the Institute.

Notwithstanding anything contained in para 4. Above, a student of B. tech (4 year) programme shall, at the end of his programme receive his grade card for the programme only in the form of a DGPA according to:

DEGREE GRADE POINT AVERAGE (DGPA)

i) For 4-year B. Tech courses:

$$= \frac{1 \times YGPA \text{ 1st year} + 1 \times YGPA \text{ 2nd year} + 1.5 \times YGPA \text{ 3rd year} + 1.5 \times YGPA \text{ 4th year}}{5}$$

ii) For M. Tech courses:

$$= \frac{1.5 \times YGPA \text{ 1st year} + 1.0 \times YGPA \text{ 2nd year}}{2.5}$$

5.0. Post publication Scrutiny & Re-evaluation:

Preamble:

5.1. The institute shall arrange 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 examinations.

5.1.1. Re-examination of the scripts shall be of two categories only as detailed below:

a) Scrutiny – The activity under this category shall ordinarily be confirmed by checking:

i) Correctness of the total marks awarded and its conversion into appropriate letter grading.

ii) Whether any part/whole of a question(s) has/have been left uncorrected/unevaluated inadvertently.

iii) Correctness of transcription of marks.

in respect of the course item under scrutiny.

OR

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

5.2. Application for Scrutiny/Re-evaluation:

5.2.1. A candidate may apply for scrutiny or re-evaluation within 7 (SEVEN) days from (but excluding) the date of publication of results, 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 by the Authority. The prescribed application form for the purpose shall be collected from the office of the Controller of Examinations.

5.2.2 The Institute may extend the date of submission of application.

5.2.3 A student applying for scrutiny/re-evaluation shall explicitly state on the application form, whether the application made is for scrutiny or for re-evaluation. Only one option shall be permitted.

5.2.4 A student shall deposit the requisite amount of application fees to the appropriate bank account at SBI, Beliaghata Branch duly filling-in the application form.

5.3 Rules for Scrutiny/Re-evaluation:

5.3.1. It shall be obligatory on the part of a candidate applying for post-publication scrutiny/re-evaluation to accept the alteration in marks/grade, if any, after scrutiny/re-evaluation.

5.3.2. The candidate shall enclose the original grade card issued to him/her, along with the application.

5.3.3. Scrutiny shall confine itself to re-totaling 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.

5.3.4. “Re-evaluation” shall entail re-examination of the answer scripts), for which re-evaluation is applied for, by a subject expert, ordinarily as far as practicable, from within the college, who has not been engaged in teaching that subject and has not examined the script.

5.3.5. 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 have any right to inspect the answer script(s) after publication of Scrutiny/Re-evaluation results unless otherwise directed by the Appropriate Authority.

5.3.6. In case, as a result of scrutiny/re-evaluation there is an upward revision/improvement in the grade obtained by the applicant, in (a) course item(s), the fee paid by the candidate for the said course item(s), shall be fully refunded to the candidate.

5.3.7. After the result of post-publication scrutiny/re-evaluation is declared, a fresh grade card shall be issued to the candidate incorporating the changes, if any. In such a case, the original grade sheet submitted by a student along with the application shall be cancelled by the Institute. Use of copies of cancellable, un-submitted grade card shall be tantamount to concealment of facts, punishable under 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 card shall be returned to the student.

5.3.8. Post publication scrutiny/re-evaluation shall be allowed for the theory course items only, and shall not be possible for practical and sessional items.

5.3.9. 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 by the controller of Examinations.

5.3.10. 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 arrear items subsequently he/she shall have the option to choose between the result of scrutiny/re-evaluation and the result of the examination as his 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 card, kept with the college shall be returned.

5.3.11. A script that has been scrutinized once or re-evaluated once shall not be scrutinized/re-evaluated again.

5.3.12. In case not covered by the forgoing rules, reference shall be made to the Controller of Examinations for a special direction, and his decision shall be accepted as final.

6.0. Attendance of Students:

6.1. A candidate shall be deemed to have prosecuted a regular course of study in the College if he/she has attended at least 75% of the Theory classes and 75% of the practical classes separately held in each of his/her subject(s) of the UG and PG course.

6.2. A candidate attending less than 75% but not below 60% classes in one or more subject(s) shall be declared 'Non-collegiate' and may be allowed to appear at the concerned examination on payment of requisite Non-collegiate fees as decided by the Authority.

6.3. A candidate attending less than 60% theory classes or practical classes in any subject shall be declared 'Discollegiate' and normally is not entitled to appear in the examinations unless otherwise specially allowed by the College Authority in consultation with the Academic Council on cognizable grounds of non-compliance viz. serious medical complications. Attendance in a subject shall be counted from the date of commencement of classes in that subject.

7.0. Eligibility for appearing in Examinations:

7.1. A student shall be eligible to appear in an examination provided he/she pursues a regular course of study in respective department and attends classes as per regulations appended in Para 6 above.

7.2. A student who has been absent for short periods due to participation in cultural, sports, other academic/official assignments in the interest of the College/Government/Affiliating University, with prior written permission of the head of the Institute/College shall be permitted a maximum of additional concession of 15% in attendance and would be eligible for appearing in examination with a minimum of 60% of attendance in a semester.

7.3. A student shall be admitted to any examination of the Institute only if he/she has paid the prescribed fee by the date specified by the Controller of Examinations. A student may, however, deposit the examination fee with prescribed additional fee for late submission of application after the expiry of the specified date, provided that no such period of grace shall apply to a candidate for an examination for clearing his/her backlog or special examination(s), if any.

7.4 A candidate shall be allowed in an examination only after he is issued an Admit Card for the relevant examination by the Institute, after obtaining eligibility from the Head of the Institute.

8.0 MORE GUIDELINES FOR EXAMINATIONS:

8.1 Preamble: The successful conduct of Examinations of the Institute depends greatly on the integrity, alertness and sincerity of the Examination officials functioning under the leadership of Controller of Examinations. The guidelines aim to give uniform conduct of each official engaged in connection with the examination held at the Institute. It is, therefore, necessary that each of these persons should follow these guidelines strictly.

8.2 Center-in-Charge: The Controller of Examinations in consultation with the Head of the Institute shall depute a group of Faculties of the Institute for smooth conduct of Examinations. One amongst such group shall act as the Center-in-Charge for the specified examination(s).

8.3 Custodian of confidential papers: The Controller of examinations shall be the custodian of confidential papers relating to examinations. He shall hand over confidential papers on relevant subject(s) on each day of examination to the Center-in-Charge an hour before the commencement of the respective examinations.

8.4 Seating arrangements etc.: The COE in consultation with the Examination officials shall make all preparatory arrangements for holding examinations, including seating arrangements for candidates. The Center-in-Charge shall conduct the examinations with the help of the examination officials according to instructions given by the Controller of Examinations from time to time.

8.5 Programme of Examination: the Examination Programme should be displayed in prominent places of the Institute before the commencement of the Examinations and it should remain in those places till the completion of the examinations.

8.6 Invigilation:

- a) Much depends on the conduct of an invigilator in maintaining the sanctity of the examination. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the Institute.
- b) An invigilator is expected to be alert at every moment beginning from the entry of the candidates till the answer scripts are collected from them.
- c) An invigilator is under the control of the Examination-in-Charge during the period he/she is on duty and he/she should not leave the Examination hall without the permission of the Center-in-Charge.
- d) An invigilator should report at the center at least half an hour before the time fixed for commencement of the examinations.

e) An invigilator may be required to act as witness when desired by the Center-in-charge for opening the question paper packets and sealing of the packets of answer scripts.

8.7 Duties of Invigilator:

a) It shall be the duty of the invigilators to guard against all kinds of malpractice or misconduct on the part of any candidate at the Examination Halls. He/she will report such malpractice or misconduct to the center-in-charge and then to the Controller of Examinations and render such assistance, as required, in regard to the conduct of Examinations.

b) Distribution of the Answer Booklets and Question papers amongst the examinees.

c) To make announcements asking the examinees to:

i) Leave Hall if coming without Admit Card

ii) Leave Books, Notes, Wireless communication set, Mobile phone(s) and/or other irrelevant papers at specified place outside the Examination Hall

iii) Sign on the Attendance sheets

iv) Use only non-programmable calculator

v) Write the requisite details as asked for on the Answer booklet in specified places and put signature on it.

vi) Not to write anything in any boxes in the Answer booklet.

d) To take attendance of examinees and sign on the answer booklets at the appropriate place within one hour of starting of the examination.

e) To collect answer scripts from the examinees as soon as the examination is over and to hand over the same to the center-in-Charge in sequential order of roll after duly counting and tallying the same with students' attendance sheets.

f) To ensure that the examinees occupy their allotted seats only in the examination halls.

g) To check the Admit cards and Registration certificates of the examinees.

h) To prepare absentee statement in respect of the room under his charge and submit the same to the Center-in-Charge.

i) To issue extra/loose sheets to an examinee, only after verifying that the answer script has been fully utilized.

j) To return surplus copies of loose sheets to the Center-in-Charge immediately after the Examination is over.

k) Not to allow any examinee who reports after 30 minutes of commencement of the Examination.

l) Not to allow any examinee to leave the Examination hall before expiry of an hour from the commencement of the Examination.

m) The invigilator shall sign on each answer script at the assigned place as evidence of verification of candidature of the student. He/She shall verify whether the examinee has indicated the number of supplementary sheets used if there is a provision for mentioning the same on the answer script.

9.0 Cancellation of Appointment:

The Institute reserves all the rights to cancel or withdraw any appointment relating to Examination at any time in the interest of smooth conduct of Examination and Publication of results without showing any reason whatsoever.

10.0 Attendance & Signature Rolls:

a) The Registration number, roll no., and signature of all the students appearing in the examination shall be recorded in the daily attendance sheet provided by the Controller of Examinations. This statement duly signed by the invigilator and the Center-in-Charge should be forwarded to the Controller of Examinations as soon as the examination is over.

b) The Attendance Roll should be carried round for the purpose to the candidates when they are seated at their assigned places. Their names in the Admit cards should be checked at the same time. This roll duly countersigned by the invigilator and the Center-in-Charge should be returned to the COE.

11.0 Misconduct/Malpractice:

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

A candidate shall be held guilty of misconduct or malpractice if:

- a) He/She is found to be in possession inside the Examination Hall of any book, page of any book, scribbling, typed sheet or written note that may have a bearing on the subject in which he is appearing, irrespective of whether such book or scribbling or written note or typed sheet is used or not, or
- b) He/She writes answer on another candidate's answer script or helps another candidate to write answer on his answer script or helps him in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the Examination Hall, any help in any manner, or
- c) Any inappropriate writing or indecent drawing are found in his/her answer script or in his possession related to examination or if he/she is found at any stage, whether during examination or thereafter, to have submitted answer script or answer not written by him, or
- d) He/she leaves examination hall without submitting answer script, or
- e) He/She leaves the Examination Hall before expiry of one hour, taking with him answer script or carries from the Hall, question paper during the hours of examination without submitting the answer script or gets possession of question papers outside the Examination Hall during the hours of examination or is not found in possession of complete question paper after its distribution in the Examination Hall or passes or tries to pass the question paper out of the Examination Hall taking with him blank answer script or loose sheet, or
- f) The candidate allows somebody else to be present in the Examination Hall and to write answers on his behalf during examination, or
- g) He/She leaves the Examination Hall without recording his/her attendance on the attendance roll, or
- h) He/She encloses currency note(s) with an answer script or offers illegal gratification or inducements to the Invigilators or any other person(s) connected with the examination or, in anyway, tries to take illegal or unfair advantages, or
- i) He/She distorts his name, roll no. or registration no. in his answer script, or
- j) He/She is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or

- k) He/She indulges in any kind of misbehavior, or intimidates, or assaults, or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination, either inside or outside the Examination hall, or damages, or attempts to damage articles or furniture, equipment, stationary or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the center-in-charge or invigilator regarding seating arrangements or with any other requirements in the Examination hall, or
- l) Any page(s) of the written answer script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or
- m) He/She attempts to violate any other provisions of these regulations, or
- n) He discloses his identity in any manner other than that provided in the answer scripts.

12.0 Nature of Malpractice:

Category I:

- A. Writing erratic/irrelevant matters
- B. Writing obscene language/sketches
- C. Disclosing the identity in the answer scripts and/or requesting for specific marks
- D. Writing wrong Roll Number
- E. Leaving examination Hall without permission
- F. Leaving Hall without signing the attendance sheet

Category II:

- A. Possessing Printed/Handwritten Notes
- B. Copying or helping in copying
- C. Individual/Group copying
- D. Possessing text book/sizeable handwritten material/printed text
- E. Attempting to bribe/writing letter hinting at illegal gratification
- F. Mutilating the answer booklet issued

Category III:

- A. Misbehaving/Threatening Examination officials or other examinees/Smuggling out Question papers

- B. Receiving outside help
- C. Assaulting Examination officials
- D. Indulging in/Inciting anything other than normal
- E. Smuggling in/out answer script or attempting to do so
- F. Tampering with answer book issued and replacement of pages
- G. Impersonation or helping others to impersonate

Note: The Center-in-Charge shall use his/her discretion in respect of the steps to be taken in case of any other type of malpractice not mentioned above.

13.0 Recommended Punishment:

Category I: Cancellation of paper

Category II: i) Cancellation of paper for A, B, C, D

ii) Cancellation of entire examination of the semester for E, F

Category III: Cancellation of entire semester examination with debarment from appearing in any examination for 1 or 2 years excluding the current examination

OR Rustication from the Institute for 1, 2 or 3 years

14.0 Steps to be followed for a student who is detected while indulging in malpractice:

- a) The answer script, together with support material used in the act of malpractice, if any, is to be ceased by the Invigilator/center-in-Charge.
- b) The student should be asked to fill in the unfair practice form and sign the same before the Invigilator/center-in-charge. No verbal argument etc. shall be entertained.
- c) A fresh answer script is to be issued to the errant student after writing on the first inside page, the time of issuance of the said script by the Invigilator. No signature on the page shall be made. The student shall be allowed to continue with the examination.
- d) The first answer book, along with the unfair practice form duly completed by the Invigilator/center-in-Charge and the offending materials ceased at the hall, are to be packed in a sealed envelope and conveyed to the Controller of Examinations.

15.0 Board of Discipline:

15.1 Preamble:

There shall be an Advisory board of the institute concerned with the discipline of students, called Board of Discipline. All cases of breaches of discipline in connection with the Government College of Engineering & Ceramic Technology examinations shall forthwith be reported with relevant documents and details to the Board of Discipline by the Center-in-charge of the examination. The functions and responsibilities of the Board of Discipline shall be decided by the Academic council of the Institute. All decisions of the said Board of Discipline shall be taken at a meeting and the decisions of such meeting shall be final.

15.2 Composition of the Board of Discipline:

The Board of Discipline shall consist of the following members:

- a) The Head of the Institute – Chairperson, Ex-officio
- b) The Registrar, Ex-officio member
- c) All Heads of Departments, Ex-officio members
- d) Nominated faculty from each department
- e) The Controller of Examinations, Ex-officio, Member Secretary

For all members other than Ex-officio members the term of office of Board of Discipline shall be two years. Six members of the Board shall be a quorum.

15.3 Meeting of the Board of Discipline:

Meetings of the Board of Discipline shall be convened by the Secretary of the Board on such dates as such times as may be fixed by the Chairman and at least three day's notice shall be given for a meeting of the Board. The secretary of the Board shall keep a record of the proceedings of the meeting of the Board.

15.4 Functions and Responsibilities of the Board of Discipline:

The functions and responsibilities of the Board of discipline shall be such as may be determined by the Academic Council of the Institute.

All cases of breaches of discipline in connection with the Examination shall forthwith be reported with relevant documents to the Secretary of the Board of discipline by the center-in-Charge together with circumstances of the case.

On receipt of reports of cases of breaches of discipline, the Secretary of the Board shall inform the student concerned of the charges against him and ask him

to appear before the Board and furnish explanation, verbally and in writing, with regard to the charge made against him.

The student shall also be informed that in case he fails to appear before the Board and explain his conduct on the date fixed for the purpose of his case may be decided ex parte without further reference to him.

If the Board holds that the charges referred to in the above paragraph have been proved, it may recommended cancellation of the examination of the candidate concerned, or his/her debarment from appearing at a University examination for such period as it may deem fit, or both.

All matters to be decided by the Board of Discipline shall be decided at a meeting of the Board.

Provided that the Board may appoint one or more sub committees consisting of three members who may not necessarily be the members of the Board. The sub committee or sub committees shall at the first instance scrutinize all the cases of breach of discipline and exonerate from the charges those students whom they consider eligible for such exoneration after preliminary enquiry and recommend suitable discipline of measures including cancellation of examination or debarment from appearing at any Examination of the Institute for such period as it deems fit or both against whom there are prima-facie cases.

Such students against whom disciplinary measures have been recommend shall be given an opportunity to defend their cases, if they so desire, after they are intimated about the punishment imposed on them.

In such cases the sub committee shall further investigate, interrogate and give them an opportunity to place their grievances before the sub committee. In case such students fail to appear before the sub committee on the fixed date and furnish any explanation, in writing with regard to the charges made against them, their cases shall be decided ex-pate by the sub committee concerned without further reference to them. Any such decision relating to disciplinary action so recommended by the sub committee concerned shall be referred to the Board of Discipline for approval provided that further two members shall from the quorum for a meeting of the sub committee.

15.5 Nominated Members of the Board of Discipline:

Nomination of faculties from each department as members of the Board of Discipline shall be decided by the Academic Council on the basis of recommendation of the Head of the Institute.

15.6: Members of the Sub-Committee for Investigation:

To be decided by the Academic Council of the Institute on the basis of recommendation of the Head of the Institute.

Sd/-

Date:20.12.2012

Chairman (Academic Council)