

# Examination Manual

*(Applicable from the academic session 2018-2019)*



*Government College of Engineering & Ceramic Technology*

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## 1. Preamble

The successful conduction 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.

## 2. Tentative Academic Calendar

### 2.1.UG Course

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

### 2.2.PG Course

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

### 3. Types of Examinations and Operational Guidelines

At the very beginning it is declared that the obtained marks of a student will always be rounded up to the next whole number for final reckoning.

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

#### 3.1.Theory Paper

The theory papers have two components for evaluation. The marks of each theory paper is 100. A student's performance in a subject shall be judged by taking into account the result of both the components put together.

The marks division for a theory paper is shown in the following table.

Continuous Internal Examination	Mid Term I	15 marks
	Mid Term II	15 marks
	Assignment, test based on assignment, surprise test, quizzes, presentations, attendance etc.	20 marks
Semester End Examination		75 marks [2/3 <sup>rd</sup> weightage is to be given final reckoning i.e 50marks]
Total		100 marks

##### 3.1.1. Continuous Internal Evaluation (CIE)

- Two mid term examinations would be conducted centrally similar to the manner semester end examinations would be held.
- If a student fails to appear in a Mid Term Examination, he/ she would be given a chance to sit for special test before the semester end examination provided the examination committee is satisfied with his/ her plea for such prayer.

##### 3.1.2. Semester End Examination (SEE)

- At the end of each semester, there shall be an Semester End Examination (SEE) conducted by the college as per schedule announced by the Controller of Examinations.
- Paper setters are necessarily the subject teachers engaged in teaching the subjects in the college.
- The teachers would be required to submit 2 sets of question papers (different set) to the COE, from which the COE would arbitrarily select any one set for the examination for that semester.
- Back-paper (supplementary) examinations, if any, shall be held with the normal semester end examinations 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 7<sup>th</sup> and 8<sup>th</sup> semester shall be held within one month of the publication of final semester examination results.

- For backlog students, total marks in a paper would be computed on the following basis:

A) Unaltered Continuous Evaluation (CIE) marks as obtained by the candidate as a regular student (out of 50) + marks obtained in supplementary examination (out of two third of 75).

B) Marks obtained only in supplementary examination out of total 75 proportionally raised to the equivalent marks out of total marks of 100.

Whichever is greater between the above two (A) and (B) will be awarded to the backlog candidate.

### 3.2. Practical Paper

Comprehensive Laboratory Assessment (CLA), Industrial training, seminars, designs, comprehensive viva voce, project, and other co-curricular activities, if there be any are the Practical papers.

- CLA examination would be conducted by a board of external experts chosen by respective board of studies of discipline being taught in the institution. The external experts would conduct the CLA of all the sessional papers and award marks out of 100 for the student and submit the same to the respective HODs. The HOD would compile the final award of marks after converting to 100 point scale and submit to the COE for final reckoning.
- The marking scheme for Project papers is given below:

Examiner	Components	Marks distribution
INTERNAL (80)	Attendance	10
	Experimental data/ Precision of work done/ Efficiency in Coding	30
	Project Report	20
	Presentation of the project	20
EXTERNAL (20)	External Assessment	20
<b>Total</b>		<b>100</b>

- The marking scheme for PE(CT) 805: Ceramic Plant & Equipment Design (A)/ Furnace & Kilns Design (B) papers is given below:

Examiner	Components	Marks distribution
INTERNAL (80)	Attendance	10

	Selection of raw materials/ sites/ equipment/ equipment design	30
	Material Balance and Energy Balance	30
	Assessment of Report	10
EXTERNAL (20)	External Assessment	20
<b>Total</b>		<b>100</b>

- The marking scheme for Industrial training: Practical item papers is given below. In case of feedback not received from industry then internal teacher will award out of 80 points based on the presentation of individual candidate before the internal examiner. The evaluation of the paper should be completed preferably within 1 months from the completion of their respective training.

Examiner	Components	Marks distribution
INTERNAL (60)	Training Report and presentation	60
INDUSTRY (20)	Performance in the Industry	20
EXTERNAL (20)	Viva Voce	20
<b>Total</b>		<b>100</b>

- The marking scheme for Group Discussion is given below:

Examiner	Components	Marks distribution
Internal (80)	Promptness in addressing the subject/ topic of discussion	10
	Power to lead the discussion	10
	Communication skill	30
	Discussion relevant to the topic	30
External (20)	External assessment	20
<b>Total</b>		<b>100</b>

- The marking scheme for Seminar is given below:

Examiner	Components	Marks distribution
Internal (80)	Time keeping	10
	Quality of deliberation	30
	Discussion relevant to the topic	40
External (20)	External assessment	20
<b>Total</b>		<b>100</b>

- The Comprehensive Viva-Voce would be conducted by a Board of internal and external experts to assess the basic understanding of the subjects and ability of application of a candidate's knowledge gained during the entire course of study. The external experts would

award out of 20 marks and internal boards would award out of 80 marks for a total 100 marks paper.

### 3.3. Sessional Papers

Sessional papers are all laboratory courses. Each paper in this category shall be evaluated on 100 marks. The marks distribution for continuous assessment of a sessional paper is given below.

Components	Marks distribution
Attendance	10
Preparation of Lab Report	20
Experimental data/ Precision of work done/ Efficiency in Coding	30
Presentation/ analysis of the result	20
Viva Voce	20
<b>Total</b>	<b>100</b>

- The course teacher(s) would be finalizing award of marks.
- The course teacher shall finalize the award (out of 100 marks) well before the SEE and submit the same to the COE.

### 3.4. Pass-Fail Criteria

- The pass marks for any theory, practical and sessional paper is 50.
- A student has to mandatorily appear in the SEE and secure at least 50% in the total combining CIE and SEE. A candidate not appearing in the SEE would be considered unsuccessful in the concerned subject.
- A student has to secure at least 50 marks in each sessional paper, failing which he/ she would be debarred from sitting in the SEE.
- If a student fails in any of the sessional paper (s) in any semester, he/she will have to complete all courses of relevant odd and even semesters in the next academic session. However, if a student passes all units (course items) of the odd semester, but fails in any of the sessional papers in the even semester, he/she may get waiver to complete the odd semester units (course items).

## 4. Promotion and Grading System

The promotional status shall be indicated on the semester grade card with either P or XP or X notation as detailed below:

P: Promoted to next level without any backlog

XP: Promoted to next level with backlog in subject(s) of examination



X: Not promoted (being debarred in SEE due to failure in sessional paper)

Some other additional criteria for promotion are:

- A candidate shall be eligible for promotion to the next higher level if he/she passes in all sessional papers of both odd and even semesters of the of the current level of study.
- The candidate shall be eligible for promotion with Backlog(s) with XP to the next higher level if he/ she fails to clear any course other than sessional paper of earlier semester individually.
- The student should be a bonafide regular student and is duly registered in the University and institution under permission of the Head of the Institution concerned.
- The student should 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.
- The student 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 are in progress.
- All the requirements of B.Tech examinations will have to be completed by the students within 9 (Nine) years for obtaining B.Tech degree.

## 5. Range of Credits and Grading System

- A student would be offered a B. Tech/M.Tech degree if he/she passes all the papers. A student would be eligible to get B. Tech degree with Honours, if he/ she completes, an additional 20 credits over and above the prescribed syllabus of the institution. Lateral entry students (getting admitted in 3<sup>rd</sup> semester directly) will also have to complete 20 credits with the regular academic duration upto 8<sup>th</sup> semester for acquiring B.Tech Degree with Honours. These have to be acquired through online courses as specified in the syllabus as per the following guidelines. Guidelines for completing online courses:

In 1<sup>st</sup> Year: 8 Credits

In 2<sup>nd</sup> Year: 4 Credits

In 3<sup>rd</sup> Year: 4 Credits

In 4<sup>th</sup> Year: 4 Credits

- A Grading System on a base of 10 points shall be followed in the College. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 marks	Point
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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
Pass	C	59 to 50	6
Fail	F	Below 50	2

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

SGPA- Semester Grade Point Average

CGPA-Cumulative Grade Point Average

The College shall declare SGPA and CGPA after each semester. The SGPA and CGPA are defined as under: It is always qualified by the specified period of reference, as detailed below:

$$SGPA = \frac{\text{Credit index}}{\sum \text{Credit}}$$

$$CGPA = \frac{\sum_{i=1}^n \text{Credit index of } i\text{-th semester}}{\sum_{i=1}^n \text{Credit of } i\text{-th semester}}, \text{ where, } n = 8 \text{ for B. Tech and } n = 4 \text{ for M. Tech}$$

Where, Point: Integer qualifying each letter grade

Credit: Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and detailed syllabus

Credit point=Credit × Point for each course item

Credit index=∑ Credit point of course items in a semester

## 6. CGPA to Percentage Conversion Formula

The CGPA of graduates and post graduates will be notionally converted to percentage of marks by multiplying the CGPA by a factor of 10.

## 7. Eligibility for Appearing in Examinations

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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 in the examination form. 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.
- f) 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. Appointment of Examiners

The COE in consultation with of Board of studies of each department will issue appointment letter to the examiners for preparation of question paper, for taking viva voce type examinations of different sessional and practical papers. 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.

## 9. Guidelines for Examinations

- **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).
- **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.

- **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.
- **Schedule of Examination:** The Examination schedule 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.
- **Invigilation:**
  - a) The sanctity of the examination depends on the alertness of an invigilator. Any laxity on the part of an invigilator is likely to result in undesirable consequences affecting the reputation of the Institute. 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) 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.
  - f) An invigilator should distribute the Answer Booklets and Question papers amongst the examinees.
  - g) The invigilator would 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.
  - h) The invigilator would take attendance of examinees and sign on the answer booklets at the appropriate place within one hour of starting of the examination.
  - i) The invigilator would 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.
  - j) The invigilator will ensure that the examinees occupy their allotted seats only in the examination halls.
  - k) The invigilator will check the Admit cards and Registration certificates of the examinees.

- l) The invigilator will issue extra/loose sheets to an examinee by putting signature with date on top right corner of the page, only after verifying that the answer script has been fully utilized.
  - m) The invigilator will return surplus copies of loose sheets to the Center-in-Charge immediately after the Examination is over.
  - n) The invigilator should not allow any examinee who reports after 30 minutes of commencement of the Examination.
  - o) The invigilator should not allow any examinee to leave the Examination hall before expiry of an hour from the commencement of the Examination.
  - p) 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.
- **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.

## 10. 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:

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/she is appearing, irrespective of whether such book or scribbling or written note or typed sheet is used or not, or

- a) He / She writes answer on another candidate's answer script or helps another candidate to write answer on his/her answer script or helps him/her 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
- b) Any inappropriate writing or indecent drawing are found in his/her answer script or in his/her 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/her, or he/ she leaves examination hall without submitting answer script, or
- c) He/ She leaves the Examination Hall before expiry of one hour, taking with him/her 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/her blank answer script or loose sheet, or
- d) The candidate allows somebody else to be present in the Examination hall and to write answers on his/her behalf during examination, or
  - e) He/ She leaves the Examination Hall without recording his/her attendance on the attendance roll, or
  - f) 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
  - g) He/ She distorts his name, roll no. or registration no. in his/her answer script, or
  - h) 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
  - i) 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
  - j) 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
  - k) He/ She attempts to violate any other provisions of these regulations.

## 11. Nature of Malpractice and Recommended Punishment

The nature of malpractices is of three categories and the recommended punishments are given in this section. 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 below.

Category	Description of malpractice	Recommended punishment
Category I	Writing erratic/irrelevant matters	Cancellation of paper
	Writing obscene language/sketches	
	Disclosing the identity in the answer scripts and/or requesting for specific marks	
	Writing wrong Roll Number	
	Leaving examination Hall without permission	
	Leaving Hall without signing the attendance sheet	
Category II	Possessing Printed/Handwritten Notes	Cancellation of paper
	Copying or helping in copying	
	Individual/ Group copying/ Possessing text book/ sizeable handwritten material/ printed text	
	Attempting to bribe/writing letter hinting at illegal gratification	
	Mutilating the answer booklet issued	Cancellation of entire examination of the semester

Category III	Misbehaving/ threatening Examination officials or other examinees/Smuggling out Question papers	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
	Receiving outside help	
	Assaulting Examination officials	
	Indulging in/Inciting anything other than normal	
	Smuggling in/out answer script or attempting to do so	
	Tampering with answer book issued and replacement of pages	
Impersonation or helping others to impersonate		

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

- The answer script, together with support material used in the act of malpractice, if any, is to be seized by the Invigilator/center-in-Charge.
- The student should be asked to confess his/ her involvement in malpractice in writing and sign the same before the Invigilator/ Center-in-charge. No verbal argument etc. shall be entertained.
- 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.
- The first answer book, along with the undertaking from the student and the offending materials ceased at the hall, are to be packed in a sealed envelope and submitted to the Controller of Examinations.

## 13. Board of Discipline

### 13.1. 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.

### 13.2. Composition of the Board of Discipline

The Board of Discipline shall consist of the following members:

- The Head of the Institute – Chairperson, Ex-officio
- The Registrar, Ex-officio member
- All Heads of Departments, Ex-officio members
- Nominated faculty from each department
- 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.

### **13.3. 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 days' 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.

### **13.4. 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 recommend 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 disciplinary 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 recommended, 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.

### **13.5. 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.

## **14. Pre-Publication Scrutiny and Viewing of Answer Scripts by Students**

- The students are entitled to view all Mid Term and Semester End examination scripts after evaluation, within a specified time as notified by the COE. Any mistake with regard to recording of marks or unchecked answer would have to be brought to the notice of the concerned teacher immediately for rectification.
- However, if any student is not satisfied with the evaluation of the answer scripts, he / she would have to apply for re-evaluation in the prescribed format as provided by the COE against a fee as specified by the COE within the specified period. Only those students, who physically view their answer scripts after evaluation, are eligible for making application for review. A candidate may apply for review 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. The prescribed application form for the purpose shall be collected from the office of the Controller of Examinations.
- After this students' viewing the answer scripts are complete, the teachers would submit those to the COE for tabulation of marks and final declaration of results.

### **14.1. Rules for Review**

- “Review” 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.
- After the result of post-publication review is declared, a fresh grade card shall be issued to the candidate incorporating the changes, if any. In such a case, the original grade card submitted by a student along with the application shall be cancelled by the Institute.
- Post publication review shall be allowed for the theory papers only, and shall not be possible for practical and sessional papers.
- A script that has been reviewed once shall not be re-evaluated again.

## **15. For extra-ordinary cases**

- Cases not covered by the foregoing rules, reference shall be made to the Controller of Examinations for a special direction, and his decision shall be accepted as final.
- An examination committee, headed by the Principal, who is also the Chief Controller of Examinations by virtue of his position as Academic & Administrative Head of the

institution, would take decisions on all matters not covered by the above regulations whenever any anomaly or discrepancy beyond the jurisdiction of the Controller of examinations related to results is detected.

## **16. Publication of result**

- The controller of examination is responsible for preparation of the master tabulation sheet cum result of the student within the time defined in the academic calendar.
- The Controller of Examination should convene a meeting of the Examination committee before publication of the result.

## **17. Remuneration for Examiners and Staffs**

Type of work	Remuneration in INR
Paper setting of one paper	400
External examiner for conducting examination of one paper	500
Tabulator for each course	500
Question paper printing of each course	500