

# AUTONOMY REGULATIONS

## Regulations for Examination

2021

Version 2.0

**GMR Institute of Technology**  
An Autonomous Institute Affiliated to JNTU-GV

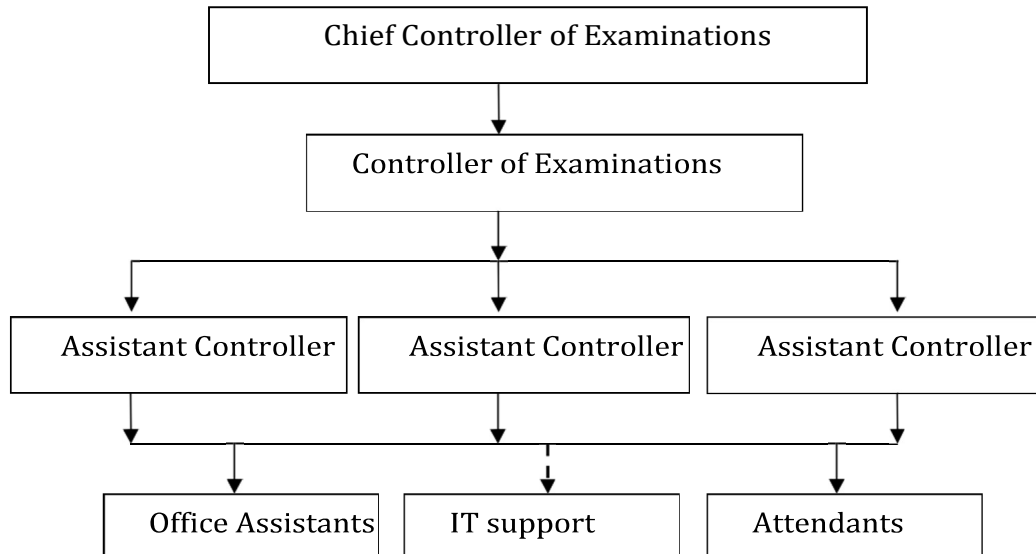


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## Regulations for Examination

### R 1.0 Organization Structure of Examination Section:



The College Academic Committee (CAC) is constituted as follows

- a) Principal (Chairman)
- b) Controller of Examination (CoE)
- c) Chair persons of the BOS, Assoc.Dean-Academics ,Assoc.Dean-student affairs
- d) CDC-HoD

The CAC shall ensure the finalization of student's attendance list (Condoned and Detained students), Examination time tables and members of the Result pass board for declaration of results.

Apart from central examination system, every department has departmental examination committee comprising HOD, Examination Coordinator and two faculty members.

**Note: All the approvals in Academic Council and amendments in the Academic Regulations time to time is applicable in the examination regulations**

## **R 2.0 Regular and Supplementary Examinations:**

- a) Regular theory examinations will be conducted at the end of every semester with a minimum gap of 1 week for preparation.
- b) Semester end lab examinations will be conducted after the last working day of the semester.
- c) Supplementary examinations for the odd semester shall be conducted with the regular examinations of even semester and vice versa, for those who appeared and failed in regular examinations.
- d) External Examiners for lab and mini project will be nominated by the Controller of Examinations (CoE) office.
- e) External Examiners for main project work will be nominated by the Principal.

## **R 3.0 Question paper setting**

- a) A moderator nominated by Chairman- BOS based on experience/expertise in the course will select/scrutinize the question paper from the question paper bank or generate a question paper from the question bank built-up by the external/internal subject experts for each theory course.
- b) Chief Examiners and examiners/evaluators for the subjects will be nominated by Chairman- BOS. The chief examiner of the subject will provide Scheme of Evaluation based on the key provided by the external paper setter.
- c) Question paper contains 2 sections (section I and II) having the questions distributed equally among all units.
- d) The distribution of marks for sections I and II will be 14 marks & 56 marks respectively for UG and PG programs.
- e) Pattern of the question paper is as follows:
  - Section-I:  
Contains 7 short answer questions (which are compulsory) of 2 marks each for UG and PG programs covering entire syllabus.
  - Section-II:  
Contains 4 questions which are compulsory and each full question carries 14 marks for UG and PG programs covering entire syllabus.

## **R 4.0 Procedure for Conducting and Evaluating the Examinations:**

### ***R 4.1 Conduct of Sessional Examination and its Evaluation***

a. Theory Course:

- Out of 40 marks allotted for continuous assessment 30 marks will be awarded based on two tests (Each test will be conducted for 40 marks and scale down to 30 marks) conducted and 10 marks shall be awarded based on Open book examination enabling to assess Higher Order Thinking skills (HOT)
- Internal Test 1 & Test 2: 30 Marks (80 % of marks secured in 1st best internal tests and 20% marks secured in 2nd best internal test). The duration of each internal test will be 90 minutes addressing predominantly on lower order thinking skills and shall cover two units of syllabus in each test

b. Open book / Assignment Examination : 10 Marks

- Exam will be conducted for 30 marks and scale down to 10 marks. The duration of each test will be 120 minutes predominantly focusing on Higher Order Thinking Skills. In case, if the course has limited scope of HOTs, assessment shall be carried out with LOTs. In this particular assessment, the instructor can choose any one of the following choices
  - (i) Open book examination(i.e. the students carry a maximum of 3-4 books)
  - (ii) Open notebook examination(i.e. the students can carry his/her own handwritten notes)

Note: No photocopy notes / books are permitted

Pattern of the Sessional question paper is as follows:

Section-I Contains 5 short answer questions (which are compulsory) of 2 marks each and Section-II Contains 3 questions carries 10 marks for UG and PG programs covering Unit 1&2 for sessional exam-1 and Unit 3&4 for sessional exam-2 for UG and PG programs

The process of conducting the sessional examinations is as follows:

- (i) The coordinator of examinations nominated by the HoD shall be responsible for the smooth conduct of the sessional examinations with the support of the office staff and faculty invigilators.

- (ii) As per the common schedule of sessional examinations, all the concerned faculty shall submit the question papers printed in the required numbers one day before the examination.
- (iii) Key/ Scheme for the concerned subject shall be displayed in the respective department notice boards/ LAN immediately after the conduct of the examination.
- (iv) The valuation shall be completed and the marks shall be displayed within four days after the conduct of every examination.
- (v) Answer scripts will be shown to the students and any discrepancies/ errors will be attended by the faculty before submitting the final marks to the department.

## **R 4.2 Conduct of Semester End Examination**

### **R 4.2.1 Theory course**

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

The process of conducting the semester end examinations is as follows:

- (i) The controller of examinations for the concerned semester examinations shall be responsible for the smooth conduct of the semester end examinations with the support of the office staff and faculty invigilators drawn from the various departments. As per the schedule of examinations, the Controller of examinations in the presence of Principal will select one question paper of the subject concerned from question papers bank available and duly certified by the subject moderator at least one hour before the conduct of examination.
- (ii) Controller of examinations with the help of the Asst. Controllers will get all the selected question papers of the concerned courses printed in the required numbers and will be distributed 10 minutes before the commencement of examinations.
- (iii) An internal inspection squad constituted on the day of examinations by the Principal will visit all the examination halls and ensures that the examinations are conducted as per the code of conduct.
- (iv) By the next day of the completion of examination of the course concerned, all the answer scripts are coded with random number generation and transferred

- to the spot valuation coordinator.
- (v) The spot valuation is completed within four days after the conduct of every examination.
  - (vi) Examiners/Evaluators for the respective subjects are identified and nominated by the chairman of the respective BOS.
  - (vii) Results are announced within one week after the completion of the spot valuation.

#### **R 4.2.2 Laboratory Course**

Semester end examination shall be of three hours duration for 50 marks. The process of conducting the semester end examinations is as follows:

- a) The common schedule for the semester end lab examination will be notified in the academic calendar.
- b) External Examiner shall be nominated by the CoE office.
- c) Evaluation will be done by both internal and external examiners together for maximum of 50 marks.
- d) Results shall be submitted to the CoE office in a sealed cover immediately after the completion of the laboratory examination.

#### ***R 4.3 Evaluation Procedure for Theory Courses***

The evaluation procedure shall be as follows:

- (a) The Institute shall adopt the system of Central evaluation of the answer scripts by appointing the external examiners/evaluator from reputed institutions.
  - (i) **Coordinator- Central Evaluation**  
Asst. Controllers shall be nominated as the in-charge of the spot valuation on rotation basis and will be responsible for conduct of the evaluation of the semester end answer scripts.
  - (ii) **Chief Examiners- Subject wise:** Any faculty having at least 5 years of total teaching experience and taught the subject concerned at least for three times shall be appointed as Chief Examiner by the CoE.
  - (iii) **Evaluators:** Evaluators shall be appointed by the CoE who are having at least three years of teaching experience and he/she must have taught the concerned subject at least once.

(iv) Scrutinizers/Tabulators: The CoE shall nominate Scrutinizers/Tabulators to scrutiny the answer scripts and tabulation of award list. Scrutinizers/Tabulators may be the faculty from other disciplines to ensure the proper correction and tabulation of marks.

(b) Working Model for Central Evaluation System

- (i) The concerned Chief Examiner of each subject shall convene a pre-evaluation meeting of all the examiners/ evaluators associated and provide the scheme, solutions and discuss in details the various aspects of the evaluation process.
- (ii) No examiner/ evaluator shall leave the evaluation hall without completing the assigned work i.e. completion of evaluation and tabulation of all the answer scripts allotted.
- (iii) The spot coordinator shall issue to an examiner/ evaluator two bundles of answer books in a day each containing 30 scripts.
- (iv) To ensure uniformity in marking, a given question (or a set of questions) shall be evaluated by a single examiner for all the students registered in the course.
- (v) After evaluation of each bundle the answer books along with the award list shall be handed over to the Scrutinizer/Tabulator by the concerned subject Chief Examiner.
- (vi) To ensure the compliance with the scheme of valuation Chief examiners of the concerned subject shall evaluate any four answer scripts selected randomly.
- (vii) In case the variation of marks awarded by the chief examiner is more than 20% of the evaluator, then Evaluator will be asked to re- evaluate.
- (viii) The chief examiner, examiner/ evaluator and scrutinizer shall sign on the marks gally of answer books which they have checked/evaluated and scrutinized in the space provided on the answer books.

**R 4.4 Absolute grading system**

The letter grade and the grade points are awarded based on the absolute grading system having earned grades based on the marks scored. Grading is done based on the percentage of marks secured by a candidate in individual course (Theory & Laboratory) as detailed below:

The list of letter grades and its connotation are shown in table 1.

Table 1 Letter grades and its connotation

Range of Percentage of Marks -Theory	Range of Percentage of Marks-Lab	Qualitative Meaning	Letter Grade	Grade Point
90 to 100	90 to 100	Outstanding	A+	10
80 to 89	80 to 89	Excellent	A	9
70 to 79	70 to 79	Very Good	B	8
60 to 69	60 to 69	Good	C	7
50 to 59	50 to 59	Fair	D	6
40 to 49	---	Satisfactory	E	5
< 40	---	Fail	F	0
---	<50	Fail	F	0
		Absent	AB	0

- A student getting < 40 marks will be treated as failed and earn 'F' grade for theory courses, whereas for practical courses < 50 will be treated as failed and earn 'F' grade.
- The awarded grade points shall be whole numbers as per the grade notified.

**R 4.5 Revaluation:**

There is a provision for revaluation of failed or passed subjects provided s/he fulfils the following norms for revaluation. Revaluation process will be done in absentia of the student consolidating all the answer scripts.

- Applications for revaluation for semester end examination are to be submitted within one week from the date of notification of the results/issue of marks card.
- The candidate should have attended the internal examination(s) as well as semester end examination for the course applied for revaluation.
- The request for revaluation must be made in the prescribed format along with the revaluation fee prescribed.



- d) If a student secures more marks than the earlier marks, new marks will be considered, otherwise, the previous marks will remain the same.

**Note: Double valuation was implemented for PG Programmes, So Revaluation chance is not applicable, and however he/she can go with challenge valuation**

***R 4.6 Challenge Valuation:***

The challenge valuation is a facility given to the student where the valuation is done in the presence of the student. Challenge valuation of failed or passed subjects shall be performed as per the following norms.

- a) Applications for revaluation by challenge for semester end examination are submitted within one week from the date of notification of the results/issue of marks card.
- b) The candidate should have attended the internal examination(s) as well as semester end examination for the courses applied for revaluation.
- c) The request for revaluation by challenge must be made in the format prescribed along with the challenging fee prescribed.
- d) The revaluation by challenge will be carried out by a three member committee comprising an external subject expert nominated by the Principal, the faculty member chosen by the student and the third member is the BOS Chairman.
- e) After the challenge valuation, if the grade is improved or there is a change in the status i.e., fail to pass, the improved grade shall be notified, otherwise, the previous grade will remain.
- f) Challenge valuation fee will be refunded, if the difference in the grade obtained has two jumps when compared with the grade secured earlier otherwise the fee paid will be forfeited.

**R 5.0 Disciplinary Action for Malpractices / Improper Conduct in Examinations:**

	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, 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)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion of all the candidates involved from the examination hall and cancellation of the performance in that subject only. In case of an outsider, he will be handed over to the police and a case will be registered against him.
2.	Has 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 the candidate is appearing.	Expulsion from the examination hall and 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 to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the Candidate will be seized and cancelled.

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	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
3.	Impersonates any other candidate in connection with the examination.	The candidate/Person who has impersonated shall be expelled from examination hall. The candidate will also be debarred and forfeits the course. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course of such candidate is subject to the academic regulations in connection with forfeiture of seat.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations for the subjects of that semester/year. Further the candidate is also debarred to appear for two consecutive semester end examinations and also supplementary examinations if any. However, he may be allowed to attend the regular class work.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.

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	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
6.	Refuses to obey the orders of the Principal / Controller of Examinations 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 of any injury to his person or to any of his relations 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 any of his relations, or indulges in any other act of misconduct or mischief which results 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.	Expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.
7.	Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all 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/year. The candidate will also be debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

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	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and 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 the remaining examinations of the subjects of that semester/year. The candidate will also forfeit his/her course.
9.	If the 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.	Student of the college: Expulsion from the examination hall and 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 the remaining examinations of the subjects of that semester/year. The candidate will also forfeit the course. Person(s) who do not belong to the College will be handed over to police and a police case will be registered against them.

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	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
10.	Comes in a drunken/intoxicated condition to the examination hall.	Expulsion from the examination hall and 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 the remaining examinations of the Subjects of that semester/year.
11.	Copying 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/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses	In such cases the Principal will impose Suitable punishment.

### **General**

In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman, Academic Council will be final

The college may change or amend the academic regulations or syllabi from time to time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the institute.