

ANNAMACHARYA

INSTITUTE OF TECHNOLOGY & SCIENCES



RULES AND REGULATIONS FOR EXAMINATIONS AND EVALUATION SYSTEM U.G. and P.G. Programmes

Approved by AICTE, New Delhi & Permanent Affiliation to JNTUA, Anantapuramu.

Recognized under sections 2(f) & 12(B) of UGC Act 1956.

Three B.Tech Programmes (ECE, EEE & CSE)Accredited by NBA-New Delhi

Accredited by NAAC-Bangalore & IEI Kolkata, A-Grade awarded by AP

Knowledge Mission

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RULES AND REGULATIONS FOR EXAMINATIONS AND EVALUATION SYSTEM OF U.G. and P.G. Programmes (w.e.f. Academic Year 2017-18)

1. Preamble

Annamacharya Institute of Technology & Sciences, Tirupati established in the year 2007 in a 40 acre sprawling green campus with serene atmosphere and congenial learning practices, is sponsored by the esteemed Annamacharya Educational Trust (Regd. 135/IV/97), Hyderabad. Attributing the historical importance, Annamacharya, the beloved disciple of Lord Venkateswara, always cherishes to find his berth at his lotus feet; symbolically, the institute christened the name of Annamacharya is established at the foot of Seven Hills the abode of lord Venkateswara.

INSTITUTE VISION

The Institute envisions a premiere, innovative experience that offers students essential skills, knowledge, and ethical frame works to address need based real world problems. The Institute strives to produce graduates who value lifelong learning and achieve their personal and professional goals by effecting positive social change.

INSTITUTE MISSION

- The Institute provides a diverse community of adult learners with engineering education that lays the foundation for life-long learning.
- The Institute provides an effective learning environment that helps professionals apply their acquired skills and knowledge.
- The Institute provides for competent development, ethical management and technology for the benefit of organization and communities.
- The Institute strives to educate and prepare professionals to be effective and ethical managers and leaders in the fields of engineering sciences.

QUALITY POLICY

AITs is committed for excellence in Teaching, Research and Consultancy

- By imparting truly Globally Focused Education
- By Creating World Class Professionals
- By Establishing Synergic Relationships with Research hub and Society
- By Developing State of art Infrastructure and Well Endowed Faculty

- By Imparting Knowledge Through Team Work and Incessant Effort.

2. Examination Committee

Examination Committee is constituted as follows :

❖ Principal	Chairman
❖ Director, Internal Quality Assurance Cell	Member
❖ Two BOS Chairmen	Member
❖ One Senior Teacher	Member
❖ Incharge of Examinations	Member Secretary

3. Powers and Duties of Examination Committee

- The EC shall recommend examination reforms and shall implement them after approval of academic council.
- The EC shall approve the detailed time table of examinations as per the schedule.
- The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty and invigilators.
- Complaint Redressal Committee (CRC) shall be an independent, committee consisting of five members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct.
- The recommendations of the CRC shall be approved by Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC of examinations.
- For any meeting of EC, one-third members shall constitute a quorum
- The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
- The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.
- The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time

The Examination Section in AITS is a confidential section with the responsibility of smooth conduct of Internal and JNTUA End Examinations (both Theory and Practical) examinations for all courses, displaying the results, maintenance of student's records etc.

4. B.Tech (R 15) Regulations

4.1 Distribution and Weightage of Marks

The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory and 100 marks for practical subject. In addition, Comprehensive Viva-Voce & Technical Seminar will be evaluated for 50 marks each and Project work shall be evaluated for 200 marks whereas audit courses shall be evaluated for a maximum of 30 internal marks.

- i. For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End-Examination.
- ii. For practical subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End- Examination.

4.2 Internal Examinations:

For theory subjects, during the semester, there shall be two midterm examinations. Each midterm examination consists of objective paper for 10 marks and subjective paper for 20 marks with duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for subjective paper). Objective paper shall be for 10 marks. Subjective paper shall contain 5 questions of which student has to answer 3 questions evaluated* for 20 marks.

*Note 1: The subjective paper shall contain 5 questions of equal weightage of 10 marks and the marks obtained for 3 questions shall be condensed to 20 marks, any fraction (0.5 & above) shall be rounded off to the next higher mark.

*Note 2: The midterm examination shall be conducted first by distribution of the Objective paper, simultaneously marking the attendance, after 20 minutes the answered objective paper shall be collected back. The student is not allowed to leave the examination hall. Then the descriptive question paper and the answer booklet shall be distributed. After 90minutes the answered booklets are collected back.

If the student is absent for the internal examination, no re-exam shall be conducted and internal marks for that examination shall be considered as zero.

First midterm examination shall be conducted for I, II units of syllabus and second midterm examination shall be conducted for III, IV & V units.

Final Internal marks shall be arrived at by considering the marks secured by the student in both the mid examinations with 80% weightage to the better mid exam and 20% to the other.

4.3 Practical Examinations

For practical subjects there shall be a continuous evaluation during the semester for 30 sessional marks and end examination shall be for 70 marks. Day-to-day work in the laboratory shall be evaluated for 30 marks by the concerned laboratory teacher based on the regularity/record/ viva. The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.

In a practical subject consisting of two parts (Eg: Electrical & Mechanical Lab), the end examination shall be conducted for 35 marks in each part. Internal examination shall be evaluated as above for 30 marks in each part and final internal marks shall be arrived by considering the average of marks obtained in two parts.

4.4 Audit Courses

There shall be an audit pass course in Social Values & Ethics and Advanced English Language Communication skills lab with no credits. There shall be no external examination. However, attendance in the audit course shall be considered while calculating aggregate attendance and student shall be declared pass in the audit course only when he/she secures 40% or more in the internal examinations. In case if student fails, re-exam shall be conducted for failed candidates every six months/semester at a mutual convenient date of college/student.

4.5 Design and/or drawing Courses

For the subject having design and/or drawing, such as Engineering Drawing, the distribution shall be 30 marks for internal evaluation and 70 marks for end examination.

Day-to-day work shall be evaluated for 15 marks by the concerned subject teacher based on the reports/submissions prepared in the class. And there shall be two midterm examinations in a semester for duration of 2hrs each for 15 marks with weightage of 80% to better mid marks and 20% for the other. The subjective paper shall contain 5 questions

of equal weightage of 10 marks and the marks obtained for 3 questions shall be condensed to 15 marks, any fraction (0.5 & above) shall be rounded off to the next higher mark. There shall be no objective paper in internal examination. The sum of day to day evaluation and the internal test marks will be the final sessional marks for the subject.

4.6 comprehensive online examinations

There shall be two comprehensive online examinations conducted by the college, one at the end of II year and the other at the end of III year, with 100 objective questions for 100 marks on the subjects studied in the respective semesters.

A student shall acquire 1 credit assigned to each of the comprehensive online examination when he/she secures 40% or more marks. In case, if a student fails in comprehensive online examination, he/she shall reappear/re-register by following a similar procedure adopted for the lab examinations.

4.7 MOOCS

There shall be a Discipline centric Elective Course through Massive Open Online Course (MOOC) in III year I semester and in IV year II semester. Where in the student shall register the course (Minimum of 40 hours) offered by authorized institutions/Agencies, through online with the approval of Head of the Department. The Head of the Department shall appoint one mentor for each of the MOOC subjects offered and the mentor appointed shall conduct the internal examinations following the guidelines given in 4.1 & 4.2. Further, the University shall conduct the external examination for the MOOC subject in line with other regular subjects based on the syllabi of the respective subject provided in the curriculum. MOOCs courses may be studied either in MOOCs manner or in conventional manner.

4.8 Open Elective/Choice Based Credit Course (CBCC)

There shall be an Open Elective/Choice Based Credit Course (CBCC) in III year II semester, where in the students have to choose an elective offered by the various departments including his/her own Department.

4.9 Mini Project

A mini project on Water Resource Engineering is introduced for 2 credits in the B. Tech Civil Engineering curriculum. It is introduced at the end of 3rd Year II semester i.e.,

during summer vacation for at least 15 days period on topics of Water Resource Engineering. Topics can be found in the Civil Engineering curriculum. This shall be evaluated at the beginning of IV Year by a committee consisting of Head of Civil Engineering Department along with two senior faculty members of the Department.

4.10 Seminar Presentation

There shall be a seminar presentation in IV year II Semester. For the seminar, the student shall collect the information on a specialized topic and prepare a technical report, showing his/her understanding about the topic, and submit to the department before presentation. The report and the presentation shall be evaluated by the departmental committee consisting of Head of the Department, seminar supervisor and a senior faculty member. The seminar shall be evaluated for 50 marks. A student shall acquire 2 credits assigned to the seminar when he/she secures 40% or more marks for the total of 50 marks. In case, if a student fails in seminar he/she shall reappear as and when IV/II supplementary examinations are conducted. The seminar shall be conducted anytime during the semester as per the convenience of the department committee and students. There shall be no external examination for seminar.

4.11 Comprehensive Viva-Voce

There shall be a Comprehensive Viva-Voce in IV year II Semester. The Comprehensive viva-voce will be conducted by the committee consisting of Head of the Department and two senior faculty members of the department. The Comprehensive Viva-Voce shall be evaluated for 50 marks by the committee. There are no internal marks for the Comprehensive Viva-Voce.

A student shall acquire 2 credits assigned to the Comprehensive Viva-voce when he/she secures 40% or more marks for the total of 50 marks. In case, if a student fails in Comprehensive Viva-voce he/she shall reappear as and when IV/II supplementary examinations are conducted. The Comprehensive Viva-voce shall be conducted anytime during the semester as per the convenience of the department committee and students. There shall be no external examination for seminar.

4.12 Project Work

Out of a total of 200 marks for the project work, 60 marks shall be for Internal Evaluation and 140 marks for the End Semester Examination (Viva-voce). The Viva-Voce shall be conducted by a committee consisting of HOD, Project Supervisor and an External Examiner nominated by the University.

Project work shall start in IV- I and shall continue in the semester break. The evaluation of project work shall be conducted at the end of the IV year–II semester. The Internal Evaluation shall be made by the departmental committee (Head of the Department and two senior faculty members of the department), on the basis of two seminars given by each student on the topic of his/her project.

5. B.Tech (R 13) Regulations

5.1 Distribution and Weightage of Marks

The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory and 75 marks for practical subject. In addition, Comprehensive Viva-Voce & Technical Seminar will be evaluated for 50 marks each and Project work shall be evaluated for 200 marks whereas audit courses shall be evaluated for a maximum of 30 internal marks.

- iii. For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End-Examination.
- iv. For practical subjects the distribution shall be 25 marks for Internal Evaluation and 50 marks for the End- Examination.

5.2 Internal Examinations:

For theory subjects, during the semester, there shall be two midterm examinations. Each midterm examination consists of objective paper for 10 marks and subjective paper for 20 marks with duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for subjective paper). Objective paper shall be for 10 marks. Subjective paper shall contain 5 questions of which student has to answer 3 questions evaluated* for 20 marks.

*Note 1: The subjective paper shall contain 5 questions of equal weightage of 10 marks and the marks obtained for 3 questions shall be condensed to 20 marks, any fraction (0.5 & above) shall be rounded off to the next higher mark.

*Note 2: The midterm examination shall be conducted first by distribution of the Objective paper, simultaneously marking the attendance, after 20 minutes the answered objective paper shall be collected back. The student is not allowed to leave the examination hall. Then the descriptive question paper and the answer booklet shall be distributed. After 90minutes the answered booklets are collected back.

If the student is absent for the internal examination, no re-exam shall be conducted and internal marks for that examination shall be considered as zero.

First midterm examination shall be conducted for I, II units of syllabus and second midterm examination shall be conducted for III, IV & V units.

Final Internal marks shall be arrived at by considering the marks secured by the student in both the mid examinations with 80% weightage to the better mid exam and 20% to the other.

5.3 Practical Examinations

For practical subjects there shall be a continuous evaluation during the semester for 25 sessional marks and end examination shall be for 50 marks. Day-to-day work in the laboratory shall be evaluated for 25 marks by the concerned laboratory teacher based on the regularity/record/ viva. The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.

In a practical subject consisting of two parts (ex: Electrical & Mechanical Lab), the end examination shall be conducted for 25 marks in each part. Internal examination shall be evaluated as above for 25 marks in each part and final internal marks shall be arrived by considering the average of marks obtained in two parts.

5.4 Audit Courses

There shall be an audit pass course in Human values & Professional ethics and Advanced Communication skills lab with no credits. There shall be no external examination. However, attendance in the audit course shall be considered while calculating aggregate attendance and student shall be declared pass in the audit course only when he/she secures 40% or more in the internal examinations.

5.5 Design and/or drawing Courses

For the subject having design and/or drawing, such as Engineering Drawing, Machine Drawing and Estimation, the distribution shall be 30 marks for internal evaluation and 70 marks for end examination.

Day-to-day work shall be evaluated for 15 marks by the concerned subject teacher based on the reports/submissions prepared in the class. And there shall be two midterm examinations in a semester for duration of 2hrs each for 15 marks with weightage of 80% to better mid marks and 20% for the other. However, when offered in the I year as 5 credit course, there shall be three midterm exams with weightage of 80% to average marks of the best two midterm examinations and 20% for the other. The subjective paper shall

contain 5 questions of equal weightage of 10 marks and the marks obtained for 3 questions shall be condensed to 15 marks, any fraction (0.5 & above) shall be rounded off to the next higher mark. There shall be no objective paper in internal examination. The sum of day to day evaluation and the internal test marks will be the final sessional marks for the subject.

5.6 Open elective

There shall be an open elective in IV year I semester for all courses. Choice of subject as an open elective shall be either from the open electives offered by the same department or from other departments

5.7 Seminar Presentation

There shall be a seminar presentation in IV year II Semester. For the seminar, the student shall collect the information on a specialized topic and prepare a technical report, showing his/her understanding over the topic, and submit to the department before presentation. The report and the presentation shall be evaluated by the departmental committee consisting of Head of the Department, seminar supervisor and a senior faculty member. The seminar shall be evaluated for 50 marks. The seminar shall be conducted anytime during the semester as per the convenience of the department committee and students. There shall be no external examination for seminar.

5.8 Project Work

Out of a total of 200 marks for the project work, 60 marks shall be for Internal Evaluation and 140 marks for the End Semester Examination (Viva-voce). The Viva-Voce shall be conducted by a committee consisting of HOD, Project Supervisor and an External Examiner nominated by the University. Project work shall start in IV- I and shall continue in the semester break. The evaluation of project work shall be conducted at the end of the IV year – II semester. The Internal Evaluation shall be made by the departmental committee, on the basis of two seminars given by each student on the topic of his/her project.

6. M.Tech (R 17)

6.1 EVALUATION:

The performance of the candidate in each semester program shall be evaluated subject wise, with a maximum of 100 marks for theory and 100 marks for practical examination, on the basis of Internal Evaluation and End Examination.

- i. There shall be five units in each of the theory subjects. For the theory subjects 60% of the marks will be for the End Examination and 40% of the marks will be for Internal Evaluation.
- ii. Two Internal Examinations shall be held during the semester for 20 marks. First internal examination shall be conducted for half of the syllabus and second internal examination shall be conducted for remaining half of the syllabus. In each internal exam, a student shall answer all three questions in 2 hours of time without seeking any choice. Final Internal marks for a total of 20 marks shall be arrived at by considering the marks secured by the student in both the internal examinations with 70% weightage to the better internal exam and 30% to the other.
- iii. For the remaining 20 marks in internal evaluation, the University shall conduct one online examination.
- iv. The following pattern shall be followed in the End Examination.
 - a) Five questions shall be set from each of the five units with either/or type for 12 marks each.
 - b) All the questions have to be answered compulsorily.
 - c) Each question may consist of one, two or more bits.
- v. For practical subjects, 60 marks shall be for the End Semester Examinations and 40 marks will be for internal evaluation based on the day to day performance.
- vi. For **Comprehensive Viva-Voce** and **Seminar** there will be an internal evaluation of 100 marks in each. A candidate has to secure a minimum of 50% (in each) to be declared successful. The assessment will be made by a board consisting of HOD and two senior internal experts at the end of III semester instruction.
- vii. For **Teaching Assignments** there will be an internal evaluation of 100 marks. A candidate has to secure a minimum of 50% to be declared successful. Student has to teach 10 Hours in his/her interesting subject/subjects in the entire III Semester instruction period for his juniors at PG level or Under Graduate students

who are available on the campus. For each teaching hour maximum of 10 marks are allotted. The assessment will be made by the faculty allotted by the HOD.

- viii. Mandatory MOOCs course is introduced in III Semester as an elective without any credits. A student can choose any subject of his/her choice that has more than 30 hours duration from any MOOCs provider and should obtain satisfactory certificate. An Open Elective is introduced in III semester.
- ix. A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the End Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together. In case the candidate does not secure the minimum academic requirement in any of the subjects (as specified above) he has to reappear for the Semester Examination either supplementary or regular in that subject, or repeat the course when next offered or do any other specified subject as may be required.

6.2 EVALUATION OF PROJECT WORK:

Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the college/institute.

- i. **Registration of Project work:** A candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses of I & II Semester)
- ii. An Internal Departmental Committee (I.D.C) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the project work.
- iii. The **first phase of the project work** on the project shall be initiated in the third semester and **second phase of the project work will be** continued in the final semester. The duration of the project is for two semesters. The candidate can submit Project thesis with the approval of I.D.C. after 36 weeks from the date of registration at the earliest and one calendar year from the date of registration for the project work. Extension of time within the total permissible limit for completing the programme is to be obtained from the Head of the Institution.
- iv. The student must submit status report by giving seminar in three different phases **(one in III semester and another two in IV semester)** during the project work period. These seminar reports must be approved by the I.D.C before submission of the Project Report.

- v. A candidate shall be allowed to submit the thesis/dissertation only after obtaining plagiarism report with less than 30% and passing in all the prescribed subjects (both theory and practical), and then take viva-voce examination of the project. The viva-voce examination may be conducted once in two months for all the candidates submitted during that period.
- vi. Three copies of the Thesis/Dissertation certified in the prescribed format by the supervisor & HOD shall be presented to the HOD. One copy is to be forwarded to the University and one copy to be sent to the examiner.
- vii. The college shall submit a panel of three experts for a maximum of **five** students at a time. However, the thesis/dissertation will be adjudicated by one examiner nominated by the University.
- viii. If the report of the examiner is favorable viva-voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department and the examiner who adjudicated the thesis/dissertation. The board shall jointly report candidates work as:
 - 1. Satisfactory Grade A
 - 2. Not satisfactory Grade B
- ix. If the report of the viva-voce is not satisfactory (Grade B) the candidate will retake the viva-voce examination after three months. If he fails to get a satisfactory report at the second viva-voce examination he will not be eligible for the award of the degree unless the candidate is permitted to revise and resubmit the thesis.

7. MBA (R 14)

7.1 EVALUATION:

The performance of the candidate in each semester shall be evaluated subject wise, with a maximum of 100 marks for Theory and 100 marks for practicals, on the basis of Internal Evaluation and End Semester Examination.

- i. For the theory subjects 60% of the marks will be for the External End Examination and 40% of the marks will be for Internal Evaluation.
- ii. There shall be five units in each of the theory subjects.
- iii. Two midterm Examinations shall be held during the semester. First midterm examination shall be conducted for I,II & half of III unit syllabus and second midterm examination shall be conducted for the remaining syllabus.
- iv. In each mid examination a student shall answer all three questions in 2 hours of time without seeking any choice.
- v. Final internal marks for a total of 40 marks shall be arrived at by considering the marks secured by the students in both mid examinations with 80% weightage to the better mid exam and 20% to the other.
- vi. For practical subjects, 60 marks shall be for the End Semester Examinations and 40 marks will be for internal evaluation based on the day to day performance.
- vii. For Seminar there will be an internal evaluation of 50 marks. A candidate has to secure a minimum of 50% to be declared successful. The assessment will be made by a board consisting of HOD and two internal experts at the end of the semester instruction.
- viii. Out of a total of 200 marks for the project work, 80 marks shall be for Internal Evaluation and 120 marks for the End Semester Examination. The End Semester Examination (viva-voce) shall be conducted by an External examiner nominated by the university, HOD & Supervisor as a committee.
- ix. The evaluation of project work shall be conducted at the end of the IV semester. The Internal Evaluation shall be made by the departmental committee, on the basis of two seminars given by each student on the topic of his project.

7.2 CONDUCT OF PROJECT WORK:

Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the college/ institute.

- i. Registration of Project work: A candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses of I , II and III Sem)
- ii. An Internal Departmental Committee (I.D.C) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the project work.
- iii. The work on the project shall be initiated in the penultimate semester and continued in the final semester. The candidate can submit Project thesis with the approval of I.D.C. at the end of the IV semester Instruction as per the schedule. Extension of time within the total permissible limit for completing the programme is to be obtained from the Head of the Institution.
- iv. The student must submit status report at least in two different phases during the project
- v. work period. These reports must be approved by the I.D.C before submission of the Project Report.
- vi. The viva-voce examination may be conducted for all the candidates as per the IV semester examination schedule.
- vii. Three copies of the Thesis / Dissertation certified in the prescribed form by the supervisor & HOD shall be presented to the H.OD. One copy is to be forwarded to the University and one copy to be sent to the examiner.

8. Internal Examination Procedure

- ❖ Schedule for mid examinations will be notified at least 15 days before scheduled date of examinations.
- ❖ To ensure strict confidentiality in the conduct of mid examinations, the procedure to be followed is:
 - i. For I. II, III, IV B. Tech, M.Tech and MBA classes if any subject is handled by more than one faculty member, the Chairman BOS, of the concerned department shall nominate one of the faculty member handling that subject as the paper setter. The paper setter in turn shall consult the other faculty only to the extent of arriving at the syllabus to be included for the examination and the pattern of the question paper. The Question paper shall be set by only the faculty nominated by chairman BOS and maintaining the strict confidentiality of the question paper is entirely the responsibility of the paper setter only and nobody else.
 - ii. The paper setter shall type the question paper on his own according to the format given by examination section and get it printed with the printer available in HOD's room and the soft copy of the same should be deleted immediately. The paper setter should ensure that the soft copy is protected safely, in case he retains the same for further reference.
 - iii. The paper setter should not seek the assistance of other faculty/computer operator/ supporting staff and the confidentiality of the question paper solely lies with the paper setter.
 - iv. The paper setter shall carry hard copy to the examination section on the date circulated for getting the required number of copies printed.
 - v. After printing is complete, the paper setter shall ensure that the operator of the Xerox machine has returned the original question paper to you to prevent further printing of the question paper.
 - vi. The paper setter shall place the question papers in a sealed envelope and affix his signature.
 - vii. The In-charges drafted for mid exams, shall ensure that the sealed envelope is not tampered and shall open the cover for distribution of question papers to the respective exam halls 45 minutes before the scheduled time on the day of exam only
 - viii. Corrected mid examination papers should be submitted to the concerned head of the Department for Scrutiny within two days after completion of mid examinations and should be submitted to the examination section on the next day of scrutiny.

9. Semester End Examination Procedure for Laboratory Courses

- ❖ Semester End Examination for lab shall be conducted as per the examination schedule approved by EC. However in case of any emergency, the examination may be rescheduled with the prior approval of CE.
- ❖ OAS shall act as coordinator for conducting practical examinations. HOD concerned department and OAS are responsible for proper conduct of practical examinations. HOD shall, however, take the services of staff of his/her Department for this purpose.
- ❖ The HOD shall submit the schedule and final list of examiners for all lab examinations to exam section. Based on the list of examiners received from HOD, OAS shall issue the appointment orders.
- ❖ Examiners shall make all the necessary arrangements of equipment/laboratory setup required for conducting lab examinations of the courses for which their appointment is made.
- ❖ After the lab examination of the course is over, examiners shall prepare the mark list. And submit it in sealed envelope to exam section on the same day or latest by the next working day along with remuneration bills. These marks are not to be disclosed to the students.

10 GUIDELINES FOR THE CHIEF SUPERINTENDENT

1. The Chief Superintendents should make themselves thorough with the University examination system (EDEP).
2. While filling up the Registration forms of the Examinations, the students should be advised to enter the Hall Ticket number correctly. Further, they may be advised to write his/her name and father's name correctly as per the SSC register.
3. The students should be advised to indicate correctly the subjects for which he/she is registering. The *Readmitted candidates* have to write the substitute subject(s) in place of the subject(s) which he/she studied already.
4. The Principals should verify the Hall Ticket numbers and enclose a certificate to that effect, at the time of submission of Registration forms at the Nodal center.
5. The Exam Registration forms (Branch-wise and Semester-wise) for all students along with the lists of Candidates, clearly indicating the particulars of Examination fees paid, etc. shall be sent. In addition they have to send (i) list of candidates who have been detained for not putting in the minimum attendance of 65 % in aggregate (ii) list of candidates who have put in attendance equal to or above 65% but less than 75% and granted condonation for shortage of attendance along with a DD for the condonation fee collected from such students @ Rs. 300-00 (rupees two hundred only) per candidate.
6. In the case of First year B.Tech and Second year B.Tech.-First Semester (Lateral Entry Candidates), Registration forms shall be submitted along with:
 - (i) approved list of admitted candidates certified by the Convener (Admissions), EAMCET/ECET and A.P. State Council for Higher Education (APSCHE).
 - (ii) Clearance Certificate from the APSCHE for the candidates admitted under the Categories of Management and Minority Classifications.
 - (iii) Clearance Certificate from the University for the Candidates admitted under NRI Category.
 - (iv) A clearance Certificate from the Director, Academic & Planning of the University, stating that all the affiliation fee has been paid and all the dues are cleared.
7. After getting the Registration Forms verified with the lists and Clearance Certificates by the university examination branch, Hall Tickets can be collected/downloaded from EMS for eligible candidates.
10. The students who were permitted to write the Examinations as per Court Orders *should not be allowed to study the next semester* until the Court gives necessary order.
11. Requisition for supply of Main Answer Books for Lab exams, Additional Sheets, Drawing Sheets, Graph papers, etc may be submitted to the university examination branch well in advance.
12. Only **Teaching Staff** are to be drafted as invigilators .
13. Subject teachers should not be posted as invigilators in the Examination Halls where the students write the examination in that subject.
14. Seating arrangement is to be made as in the EAMCET pattern for students of a particular branch. Each column must contain $(4n+2)$ seats, where $n = 1, 2, 3 \dots \dots$ etc.

11 INSTRUCTIONS TO OBSERVERS

1. Observers must be present at the examination center at least 1½ Hours before the commencement of the examination to ensure smooth conduct of Examinations.
2. (a) The encrypted question papers can be down loaded from the web server (Exams portal) and stored in the computer system.
(b) The question papers are also supplied in Encrypted form in a CD and password will be supplied one hour before the commencement of examination.
3. The Chief Superintendent has to arrange to Decrypt, as explained in the training class, immediately after the receipt of password in the presence of the Observer.
4. The Chief Superintendent has to arrange to prepare the required number of copies of question papers using High Speed Printers/Photocopying Machines in the presence of the Observer.
5. The Observer must ensure that seating arrangement for is made as per pattern.
6. Ensure that the facsimile or stamp of the College / Principal / Chief Superintendent **should not** be put on the "Main Answer Book", additional answer books, graph sheets and drawing sheets.
7. The Observer should sign a certificate stating that he/she is present at the time of decrypting the CD and taking copies of the question papers and at the time of sealing the bundles of the Answer Scripts at the end of the Examination.
8. A certificate giving the details of the number of question papers printed and number of question papers issued to the candidates and balance available should be signed by the Observer and Chief Superintendent for each day of examination.
9. Observer should ensure that the candidates enter the examination halls before the commencement of the examination and no candidate was allowed after commencement of the examination.
10. Candidates shall be permitted to leave the Examination Hall only after half-an-hour from the commencement of the Examination.
11. The Observer should ensure that Invigilators are appointed only from the Teaching Faculty.
12. The Observer should ensure that subject teachers are not posted as invigilators in the Examination Halls where the students write the examination in that subject.
13. Any correction made in the Hall Ticket Number written by the candidate should be attested by the Observer/Chief Superintendent.
14. The Observer should ensure that the answer scripts are sealed immediately after the completion of the examination and sent to the Nodal Center.
15. The answer scripts pertaining to R09 / R13 / R14 / R15 / R17 Regulations should be packed separately and the packets should be distinctly labeled.
16. The answer scripts should be packed subject-wise in separate covers super scribing on each cover the *Name of the Examination, Regulation, Branch, Subject, Question Paper*

Code Number and Number of Scripts packed. All the packets are bundled in a cloth-bag along with two copies of *D-form* and two copies of *Question Paper*. The observer and the Chief-Superintendent should sign on the *cloth bundle*, after sealing it.

17. All such *Bundles* of the day of the examination with a separate covering letter giving the details of the answer scripts, should be sent by insured parcel to the Nodal Center on the same day/next day, without fail. There should not be any delay in dispatching of answer scripts, which will delay the subsequent processes of coding & valuation of the answer scripts etc.
18. Malpractice cases, if any, should be taken up immediately after the examination in the presence of the Observer as per the guidelines of the University.
19. Any deviation from the above should be reported to the controller of examinations in writing immediately.
20. THE OBSERVERS ARE REQUESTED TO FOLLOW THE ABOVE GUIDELINES SCRUPULOUSLY AND COOPERATE IN SMOOTH AND FAIR CONDUCT OF THE UNIVERSITY EXAMINATIONS.

12 INSTRUCTIONS TO INVIGILATORS

1. Report to the Examination In-charge at least 20 minutes before the commencement of Examination and sign in the invigilation duty chart immediately.
2. Collect the seating arrangement, examination stationery and ensure to be available at the respective hall atleast 10 minutes prior to the commencement of examination as assigned by the Examination In-charge.
3. Ensure that the relevant question papers are collected for distribution in the hall.
4. Faculty members are requested NOT TO CARRY MOBILE PHONES, electronic gadgets and any materials, to the examination hall.
5. The midterm examination shall be conducted first by distribution of the descriptive question paper and the answer booklet, simultaneously marking the attendance. After 90 minutes the answer booklet shall be collected back. The student is not allowed to leave the examination hall. Then Objective paper shall be distributed. After 20 minutes the answered objective papers are collected back. The Objective paper must be threaded to the main answer booklet.
6. Faculty members are requested to co-operate for the smooth conduct of examination by avoiding discussion with the students or other faculty during the examination. It may kindly be noted that whoever violates may be dealt appropriately.
7. The Candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination.
8. Ensure that the candidates should not carry any material except, Identity card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic gadgets are not allowed for the examinations. Data books prescribed by the university will be given by the Examsection of the college.
9. Ask the candidates to write Roll No on the question paper compulsorily to avoid any exchange later. Inform them not to do rough work or write answers on question paper.
10. Faculty members are requested to STRICTLY ENSURE THAT NO EXCHANGE OF CALCULATORS and any other stationary is allowed during the examination.
11. Every candidate has to enter Roll Number and the number of additional sheets taken in the "HALL-WISE ATTENDANCE" sheet and he/she have to put his/her signature. Fill up the entries at the bottom of this sheet and affix your signature.
12. Please ensure to collect the answer book from the candidates before they leave the examination hall.
13. If the candidate is "absent" put a cross mark across the Hall Ticket Number in the "HALL-WISE ATTENDANCE" with red ink.
14. At the end of examination all the collected scripts shall be sorted in the increasing order of Roll numbers, arrange them branch wise as per seating plan.
15. All the invigilators shall be relieved only after submitting the 'Answer Books' of their respective Exam Halls in person.

13 INSTRUCTIONS TO INVIGILATORS FOR THE CONDUCT OF EXTERNAL EXAMINATIONS

1. Report to the Chief Superintendent at least **30 minutes** before the commencement of Examination. Invigilators who fail to report within the said time is considered as 'absent' and necessary action will be taken. In this regard no reminder phone calls will be made. Any alternate arrangements should be made 30 before the commencement of examination
2. Collect the seating arrangement, examination stationery; enter the number of Main answer booklets issued in the Performa supplied.
3. Be present at the respective hall at least **15 minutes** prior to the commencement of examination allow the candidates to enter the examination hall. The physical identity of the candidates shall be thoroughly checked by comparing their faces with that printed on hall tickets and identity cards before the student enters the examination hall.
4. Check the examination hall for any kind of irrelevant materials.
5. Invigilators shall ensure that time schedules of the examinations are to be strictly adhered to
 - a. The student should be present in the Examination Hall before the commencement of Examination and no candidate is allowed to the examination hall after the commencement of examination.
 - b. No candidate shall be permitted for toilets during examination period.
 - c. Under emergency circumstances the candidate can be allowed to go out of the hall by handing over the Answer Booklet and question paper to the invigilator and shall not be permitted back to the hall.
 - d. The candidate can be allowed to go out only after **half hour** from the commencement of the examination by **collecting the answer booklet and question paper.**
 - e. The candidate can be allowed to go out **with question paper in the last 30 Minutes ONLY**
6. Invigilators should make a general announcement in the hall before commencement of the examination if any candidate possessing any written or printed material in any form will liable to be booked under malpractice case and punishment will be given as per the JNTU guidelines.
7. Programmable Calculators, money purses / pouches and mobiles ,etc. are not allowed for the examinations. The invigilators are instructed make through verification to avoid such things before the students entered the examination hall. College. **Invigilators should not deposit those things.**

8. Distribute the 'Main Answer Booklets' 10 minutes before the scheduled examination time. Main Answer Booklets for **R13/R15** regulation are different from **R07/R09** regulation, hence invigilators should be very careful in this regard. Question papers should be distributed at the scheduled time.
9. The physical identity of the candidates shall be thoroughly checked by comparing their faces with that printed on hall tickets and identity cards. Sign on the title page of "Main Answer Book" after checking the Hall Ticket Number and photograph on hallticket.
10. Candidates are prohibited from writing their Hall Ticket Number anywhere in the "Answer Booklet".
11. Every candidate has to enter Serial No. of the "Main Answer Book" in the "HALL-WISE ATTENDANCE" sheet and he/she has to put his/her signature. Fill up the entries at the bottom of this sheet and affix your signature.
12. If the candidate is "absent" put a cross mark across the Hall Ticket Number in the seating arrangement with red ink.
13. At the end of examination collect the answer scripts from the candidates and arrange them branch wise in the increasing order of Hall Ticket numbers and handover to the officer-in-charge of examinations.
14. Any correction in the Hall Ticket Number on the first page of "Main Answer Book" should be attested by Observer/Chief Superintendent.
15. Drawing sheets should be folded to the size of main answer book and the stamp showing the Hall Ticket Number should be visible on the top after folding.
16. If any candidate strikes off all answers in his/her main and additional answer books, ask the candidate to write, "Struck off by me" on each page.
17. The Invigilator should make announcement that all the candidates have to strike off the unused blank pages before submitting the answer book to the Invigilator. Otherwise it may be treated as invalid for valuation.
18. The Invigilator should not use cell phones/Laptops in and around the Examination Hall.
19. The Invigilator should not create any kind of disturbance to the students in and around the Examination Hall.
20. Invigilators should not leave their respective Examination Halls during examination time.
21. Invigilators should not permit any person other than Chief Superintendent, incharge of Examination, examination branch staff and Observer during the Examination.
22. All the invigilators shall be relieved only after submitting the 'AnswerBooks' of their respective Exam Halls.

14 INSTRUCTIONS TO EXAMINERS

1. The Answer scripts should be collected from the office of Examination Section on the next day of Examination. Verify the number of scripts packed and the total number of students present.
2. Verify the number of additional sheets attached to the main answer sheet before evaluation of answer scripts. Strike off all the unused additional sheets with RED ink.
3. The evaluation must be done with **RED ink** and all the questions answered by the student should be valued.
4. The valuer must post marks obtained by the candidate in the left margin of answer script and also on front page of answer script.
5. The total marks of best of three answers are to be entered as the total marks in the front page of answer script.
6. The condensed/extrapolated marks should also be entered in the front page of answer script and also in the award list supplied along with the answer scripts bundle.
7. Any corrections in the award list (statement of marks) should be attested by the concerned valuer.
8. Sign in the relevant space provided on the title page of the answer script as well as in the award list (statement of marks).
9. The evaluated answer scripts along with the statement of marks awarded should be submitted in the office of examination section **within three days** from the date of completion of the examination without fail.

15. PERMISSION FOR SCRIBE TO APPEAR FOR EXAMINATIONS

Physically handicapped candidate writing the University End examinations / Midterm Examinations can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the principal of the college to the candidate who is really disabled to write his/her examination with his own hand. While appointing an Amanuensis the following guidelines are to be followed strictly

Guidelines:

1. An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
2. A candidate seeking the assistance of an Amanuensis shall submit an application to the Principal through the HOD of the department, with the following documents.
 - (i) Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HOD.
 - (ii) No relation Certificate - An undertaking by the student and the Amanuensis showing that there is no relation between them.
 - (iii) Attested copies of testimonials of an Amanuensis.
 - (iv) One A4 size paper hand written matter which is written by the Amanuensis.
 - (v) Recent Passport size photo of the Amanuensis attested by the Principal.
3. An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field (Engineering).
4. The Chief Superintendent shall arrange a suitable room for the candidate & the amanuensis and appoint an invigilator for the candidate who shall be changed daily.
5. If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the Principal of the college seeking grant of extra time to write the examination, with concerned medical certificates.
6. The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.

16. RULES FOR DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT IN

EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination).	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	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 exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is 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 is to be cancelled and sent to the University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of

		the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
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 for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
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.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / 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	In case of students of the college, they shall be 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 candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.

	or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	
7.	Leaves the exam 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 is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
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 is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges 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 is also debarred and forfeits the seat.

		Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken 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 1 to 11 shall be reported to the University for further action to award suitable punishment.	

Malpractices identified by squad or special invigilators

1. Punishments to the candidates as per the above guidelines.
2. Punishment for institutions : (if the squad reports that the college is also involved in encouraging malpractices)
 - (i) A show cause notice shall be issued to the college.
 - (ii) Impose a suitable fine on the college.

Shifting the examination centre from the college to another college for a specific period of not less than one year.

Note : The Examination Committee of AITS reserves the right to revise, amend or change the rules and / or procedures for the smooth conduct of examinations with the recommendations of concerned committees.

B.TECH (R 15)

SNo	Course	Marks	Examination / Evaluation		Scheme of Examination / Evaluation
1	Theory subjects	30	10	Objective paper (20 Min)	Objective paper is set for 20 bits for 10 marks
			20	Subjective paper (90 Min)	The subjective paper shall contain 5 questions of equal weightage of 10 marks and the marks obtained for 3 questions shall be condensed to 20 marks, any fraction (0.5 & above) shall be rounded off to the next higher mark.
		70	End Examination (3 Hrs)		End examination of theory subjects shall have the following pattern: i. There shall be 6 questions and all questions are compulsory. ii. Question 1 shall contain 10 compulsory short answer questions for a total of 20 marks such that each question carries 2 marks. There shall be 2 short answer questions from each unit. iii. In each of the questions from 2 to 6, there shall be either/or type questions of 10 marks each. Student shall answer any one of them. iv. Each of these questions from 2 to 6 shall cover one unit of the syllabus.
2	Practical subjects	30	Continuous evaluation		Day-to-day work in the laboratory shall be evaluated for 30 marks by the concerned laboratory teacher based on the regularity/record/ viva. The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.
		70	End examination(3 Hrs)		Laboratory end examination shall be for 70 marks with duration of 3hours. The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.
3	Audit Courses	30	Internal Examination (2 Hrs)		There shall be no external examination. The distribution shall be 30 marks for internal evaluation
4	Design and/or drawing	30	15	Day-to-day work	Day-to-day work shall be evaluated for 15 marks by the concerned subject teacher based on the reports/submissions prepared in the class
			15	Midterm examinations (2 Hrs)	

					paper in internal examination. The sum of day to day evaluation and the internal test marks will be the final sessional marks for the subject.
		70	End Examination (3 Hrs)		The end examination pattern related to design/drawing is mentioned along with the syllabus.
5	Comprehensive online examinations	200	100	End of II Year (Internal Evaluation) 100 Min Duration	There shall be two comprehensive online examinations conducted by the college, one at the end of II year and the other at the end of III year, with 100 objective questions for 100 marks on the subjects studied in the respective semesters.
			100	End of III Year (Internal Evaluation) 100 Min Duration	
6	Seminar	50	End examination		Seminar presentation in IV year II Semester The report and the presentation shall be evaluated by the departmental committee consisting of Head of the Department, seminar supervisor and a senior faculty member.
	Comprehensive Viva-Voce	50	End examination		Comprehensive viva-voce in IV year II Semester The Comprehensive viva-voce will be conducted by the committee consisting of Head of the Department and two senior faculty members of the department.
7	Project Work	60	Internal Evaluation		The Internal Evaluation shall be made by the departmental committee (Head of the Department and two senior faculty members of the department), on the basis of two seminars given by each student on the topic of his/her project.
		140	External Evaluation		140 marks for the End Semester Examination (Viva-voce). The Viva-Voce shall be conducted by a committee consisting of HOD, Project Supervisor and an External Examiner nominated by the University.

B.TECH (R13)

SNo	Course	Marks	Examination / Evaluation		Scheme of Examination / Evaluation
1	Theory subjects	30	10	Objective paper (20 Min)	Objective paper is set for 20 bits for 10 marks
			20	Subjective paper(90 Min)	The subjective paper shall contain 5 questions of equal weightage of 10 marks and the marks obtained for 3 questions shall be condensed to 20 marks, any fraction (0.5 & above) shall be rounded off to the next higher mark.
		70	End Examination (3 Hrs)		End examination of theory subjects shall have the following pattern: i. There shall be 6 questions and all questions are compulsory. ii. Question 1 shall contain 10 compulsory short answer questions for a total of 20 marks such that each question carries 2 marks. There shall be 2 short answer questions from each unit. iii. In each of the questions from 2 to 6, there shall be either/or type questions of 10 marks each. Student shall answer any one of them. iv. Each of these questions from 2 to 6 shall cover one unit of the syllabus.
2	Practical subjects	25	Continuous evaluation		Day-to-day work in the laboratory shall be evaluated for 25 marks by the concerned laboratory teacher based on the regularity/record/ viva.
		75	End examination (3 Hrs)		Laboratory end examination shall be for 70 marks with duration of 3hours The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.
3	Audit Courses	30	Internal Examination (2 Hrs)		There shall be no external examination. The distribution shall be 30 marks for internal evaluation
4	Design and/or drawing	30	15	Day-to-day work	Day-to-day work shall be evaluated for 15 marks by the concerned subject teacher based on the reports/submissions prepared in the class
			15	Midterm examinations (2 Hrs)	

					the subject.
		70	End Examination (3 Hrs)		The end examination pattern related to design/drawing is mentioned along with the syllabus.
5	Comprehensive online examinations	60	Internal Valuation (1 Hr)		Comprehensive online examination will be conducted by the college at the end of III year with 60 objective questions for 60 marks on the subjects studied in the respective semesters.
6	Technical Seminar	50	End examination		Seminar presentation in IV year II Semester The report and the presentation shall be evaluated by the departmental committee consisting of Head of the Department, seminar supervisor and a senior faculty member.
7	Survey Camp	50	Internal Evaluation (2 Weeks)		Survey Camp for a duration of two weeks to be conducted before the commencement of III B.Tech. – I Sem class work, in the II B.Tech. – II Sem break. This survey camp has to be evaluated for 50 marks by the internal faculty. It has a weightage of 2 credits. The marks and credits will be incorporated in IV B.Tech. – II Sem marks memo.
8	Project Work	200	60	Internal Evaluation	The Internal Evaluation shall be made by the departmental committee (Head of the Department and two senior faculty members of the department), on the basis of two seminars given by each student on the topic of his/her project.
			140	External Evaluation	140 marks for the End Semester Examination (Viva-voce). The Viva-Voce shall be conducted by a committee consisting of HOD, Project Supervisor and an External Examiner nominated by the University.

M.Tech (R 17)

SNo	Course	Marks	Examination / Evaluation		Scheme of Examination / Evaluation
1	Theory subjects	40	20	Internal Evaluation	<p>Two Internal Examinations shall be held during the semester for 20 marks. First internal examination shall be conducted for half of the syllabus and second internal examination shall be conducted for remaining half of the syllabus. In each internal exam, a student shall answer all three questions in 2 hours of time without seeking any choice. Final Internal marks for a total of 20 marks shall be arrived at by considering the marks secured by the student in both the internal examinations with 70% weightage to the better internal exam and 30% to the other.</p> <p>For the remaining 20 marks in internal evaluation, the University shall conduct one online examination.</p>
			20	Online Examination by University	
		60	External Evaluation	<p>The following pattern shall be followed in the End Examination.</p> <p>a) Five questions shall be set from each of the five units with either/or type for 12 marks each.</p> <p>b) All the questions have to be answered compulsorily.</p> <p>c) Each question may consist of one, two or more bits.</p>	
2	Practical Subjects	100	40	Continuous evaluation	Day-to-day work in the laboratory shall be evaluated for 40 marks by the concerned laboratory teacher based on the regularity/record/ viva.
			60	End examination	Laboratory end examination shall be for 60 marks with duration of 3 hours The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.
3	Comprehensive Viva-Voce	100	Internal Evaluation		Comprehensive Viva-Voce and Seminar there will be an internal evaluation of 100 marks in each. A candidate has to secure a minimum of 50% (in each) to be declared successful. The assessment will be made by a board consisting of HOD and two senior internal experts at the end of III semester instruction.
4	Seminar	100	Internal Evaluation		
5	Teaching Assignments	100	Internal Evaluation		For Teaching Assignments there will be an internal evaluation of 100 marks. A candidate has to secure a minimum of 50% to be declared successful. Student has to teach 10 Hours in his/her interesting subject/subjects in the entire III Semester instruction period for his juniors at PG level or Under Graduate students who are available on the campus. For each teaching hour maximum of 10 marks are allotted. The assessment will be made by the faculty allotted by the HOD.
6	Project Work	External Evaluation			An Internal Departmental Committee (I.D.C) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the project work as detailed in M.Tech Academic Regulations
		Satisfactory	Grade A		
		Not satisfactory	Grade B		

M.Tech (R 12)

SNo	Course	Marks	Examination / Evaluation		Scheme of Examination / Evaluation
1	Theory Subjects	40	Internal Evaluation		Better of the marks secured in the two Mid Term-Examinations Three questions to be answered out of four in 2 hours All the Questions shall be of equal weightage of 10 marks and the marks obtained for 3 questions shall be extrapolated to 40 marks, any fraction rounded off to the next higher mark
		60	External Evaluation		Five questions to be answered out of Eight in 3 hours All the Questions shall be of equal weightage of 12 marks
2	Practical Subjects	100	40	Continuous evaluation	Day-to-day work in the laboratory shall be evaluated for 40 marks by the concerned laboratory teacher based on the regularity/record/ viva.
			60	End examination	Laboratory end examination shall be for 60 marks with duration of 3 hours The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.
4	Seminar	50	Internal Evaluation		The assessment will be made by a board consisting of HOD and two internal experts at the end of IV semester instruction.
6	Project Work	1. Very Good Grade A 2. Good Grade B 3. Satisfactory Grade C 4. Not satisfactory Grade D		An Internal Departmental Committee (I.D.C) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the project work as detailed in Academic Regulations	

