



**ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES:TIRUPATI
(AUTONOMOUS)**

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2.5.3

Standard Operating Procedures (SOP)

On

Examination System



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Standard Operating Procedures (SOP) On Examination System

Contents

- I/c Examinations activities
- Internal (Theory) Examinations
- Internal (Laboratory) Examinations
- End (Theory) Examinations
- End (Laboratory) Examinations
- Examination Processing (Brainy ERP)
 - Internal exam Processing
 - End exam Processing
- B.Tech (UG) Examinations (Academic Regulations Extract)
 - AK19 Regulation (For 2019 Admitted batch)
 - AK20 Regulation (From 2020 Admitted batches)
- M.Tech (PG) Examinations (Academic Regulations Extract)
 - AK19 Regulation (For 2019 Admitted batch)
 - AK22 Regulation (From 2022 Admitted batches)
- M.B.A (PG) Examinations (Academic Regulations Extract)
 - AK19 Regulation (For 2019 Admitted batch)
 - AK22 Regulation (From 2022 Admitted batches)
- M.C.A (PG) Examinations (Academic Regulations Extract)
 - AK22 Regulation (From 2022 Admitted batches)



Estd : 2007

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES:TIRUPATI (AUTONOMOUS)

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Standard Operating Procedures (SOP) On Examination System

I/c Examinations has to follow the checklist to monitor and control various activities:

Internal (Theory) Examinations:

- Check for the Academic schedules of all courses in that semester / year.
- Schedule mid examination for all courses; communicate to all HODs with a request to communicate to the staff and to circulate among students in the class rooms of the concerned course.
- Prepare invigilation chart for each mid examination with the details of time, duration of examination, day, name of the staff member and date along with instructions.
- Faculties are informed to set the question papers. Duration of the objective examination is 20 minutes.
- The duration of the Descriptive Examination is 90 minutes.
- Seating arrangement with room numbers is to be prepared as per the format.
- Full Invigilation chart is to be circulated to all HODs and individual invigilation chart is to be circulated to the concerned faculty members
- A circular is to be sent to the staff stating that in case of their availing leave on personal grounds or taking off for official purpose, the faculty member is required to make alternate arrangements for the scheduled invigilation work in writing in the given format.
- A circular announcing the exam schedule is to be sent to all HODs and to the concerned classrooms instructing the students to look for details in the display notice boards
- The I/c of examinations is required to receive sealed covers consisting of question papers given by the concerned faculty member of the respective subjects, and ensure strict adherence to the announced time schedule given for preparing the question papers
- The I/c of examinations is to clearly educate the mode of conduct of examination to invigilators before the commencement of the examinations
- Module coordinator has come to examination section before 30 min to start the exam, in presence of I/c, module coordinator has to open the sealed covers containing question papers and exam coordinators are placed required question papers in to the respective bundles.
- I/c of examinations is to distribute the required material along with question papers to invigilators 15 minutes before the commencement of the examinations



Estd : 2007

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- After the completion of examination, the I/c Exams has to receive the answer scripts from the invigilators and arrange them in sealed covers after counting the papers. An absentee statement must be prepared class room wise and subject wise.
- The details of the name of faculty evaluating the answer scripts and date of submission are entered properly in a register. The date of submission is also mentioned on the register.
- I/c of examinations is to ensure receipt of the evaluated answer scripts and award lists from the concerned faculty members and ensure noting down of those details in the attendance registers.
- Answer script packets shall be kept in a strong room of the Examination Branch. Reminders should be sent to the staff members who have not submitted the evaluated scripts in time.
- Both hard and soft copies of the internal marks for each course for each examination are kept in the examination branch for record as collected from the departments.

Note:

- The list of invigilators who have not attended the invigilation duty without making alternative arrangements is prepared and sent to the Principal on every examination day for necessary action.
- Non-adherence to the time schedule for handing over the question papers as well as evaluated answer scripts will be brought to the notice of the Principal for necessary action.
- The invigilators can report to I/c examination if any malpractice case is found during the internal examination, for further action.
- The invigilators shall not leave the examination hall before the end of examination without intimating the I/c examinations.

Internal (Lab) Examinations:

- Preparation of examination schedule by respective HODs
- The schedule is displayed on the notice board of the lab for the benefit of students by respective lab I/c
- Conduct of examination and evaluation by the concerned staff members as per schedule
- Finalize lab internal marks and display them on the notice board for the benefit of students
- Receiving award lists and answer script bundles from the concerned staff members by I/c examinations.



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Estd : 2007

End Semester (Lab) Examinations:

- The list of eligible candidates for lab examinations is prepared based on using the registration forms filled by the students
- A schedule for Lab Examination is prepared and sent to the respective HODs with a request to circulate among the staff to ensure that there are no overlapping duties. After correction, if any, the same is circulated to students and is also displayed on all the notice boards
- Prepare orders for external and internal Examiners with details of time, duration of examination, day, name of the staff member and date along with instructions.
- The orders are circulated to the concerned examiners
- Supply of required stationery to the concerned laboratories
- The concerned examiners conduct the lab examination for the eligible candidates
- The concerned lab examiners send the D-form along with the award lists (original within the covers) to the examination branch.
- The D-forms and Award lists are signed by the Chief Controller/ Principal and sealed.

End Semester (Theory) Examinations:

- End semester examination schedule will be notified by as the examination section.
- Registration forms and hall ticket forms will be filled by the eligible candidates within the scheduled time, and appropriate fees from the candidates collated.
- After the verification of the filled in forms, Hall tickets will be issued to students.
- The time table schedule is sent to the respective HODs with a request to circulate among the staff and students and the same is displayed on all the notice boards
- Seating arrangement with room numbers is to be prepared as per the format, one copy is to be retained with the examination branch and another is to be displayed on exam day for the benefit of the students.
- An invigilation chart is prepared with the details of time, duration of exam, day, name of the staff member and date along with instructions as per the guidelines.
- Full invigilation chart is to be circulated to all HODs and individual invigilation chart is to be circulated to the concerned faculty member, one copy of it is retained in the examination branch for writing day-wise invigilation
- A circular to staff issued that in case of availing leave for personal reasons alternative arrangement in the prescribed format, should be made.



Estd : 2007

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- The I/c of examinations is to clearly educate the mode of conduct of examinations to invigilators before the commencement of the examinations. Copies of instructions to the invigilators are also distributed.
- The I/c of examinations is to distribute the required materials and seating plan for each room is prepared and attached to the pad files and give to invigilators half an hour before the commencement of the examinations
- External question paper setting is distributed to other reputed universities / colleges, who have PhD with more than 5 to 7 years of experience in the respective field
- I/c has to prepare remuneration for external question paper setters and send to accounts section
- After receiving the question papers, those are securely encrypted and placed secure location.
- At the 15 minutes before the commencement of the examination, Chief Controller/ Principal has to download the question papers by using two factor authentication
- After download the question papers, Chief Controller/ Principal has to decrypt the same question papers
- I/c examination is to print the question paper and give to respective subject experts for identification any out of syllabus and complexity of the question paper and check the Cos, POs and Blooms taxonomy
- Once the subject experts approved the question paper without any above said issues, I/c has to give printing of required count
- According to the seating plan the exam coordinators distribute the question papers subject wise and set wise and placed in the sealed covers in presence of I/c, Chief Controller/ Principal and subject experts.
- The sealed over containing question papers and distributed to the examination halls under the supervision of the Additional Controller of examination.
- The invigilators mark the absentees in the seating plan in red ink, The absentee list is collected by the examination branch to prepare seating room statements and prepare D-forms accordingly which are countersigned by the I/c and Chief Controller/ Principal.
- I/c of examinations is to ensure receipt of the answer scripts from the invigilators. The answer scripts shall be packed subject wise, branch wise, sealed and kept ready for evaluation.
- If any malpractice case is found, it will be brought to the notice of the Chief Controller and necessary action will be taken as per the guidelines.
- I/c has to prepare remuneration for subject experts and Invigilators send to accounts section

Note:



Estd : 2007

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- The list of invigilators who do not report for duty without making alternative arrangements is prepared and sent to the Principal on every examination day for necessary action.
- A list of persons who performed duties for external examinations (Theory and Lab) is prepared for payment of remuneration and the amount is disbursed to the concerned after taking the amount from accounts section.
- The invigilators shall not leave the examination hall before the end of examination without intimating the In charge of examinations.
- The invigilators can leave the hall for a few minutes only after their duty is taken over by a reliever.

Examination Processing (Brainy ERP):

Internal exam Processing:

- Examination processing is done by using Brainy ERP package used in the college.
- After completing the internal examination of Mid-1 and Mid-2, I/c has to upload the two mid marks in to the ERP software
- ERP System is generate finalized mid marks statement by using based on adherence to regulations strictly
- I/c have to send this Finalized mid marks statements which are countersigned by the I/c and Chief Controller/ Principal to all Departments for displaying on their notice boards and examination notice boards also.
- I/c and Chief Controller/ Principal form a scrutiny committee to verify the finalized mid marks with attendance registers and award lists
- If any unmatched marks they note down in the scrutiny statement and return to I/c with which are countersigned by the committee members and Chief Controller/ Principal
- All unmatched records are update the I/c with answer scripts and award lists in presence of committee in charge
- I/c has to regenerate the finalized mid marks by using ERP system
- I/c have to send this Finalized mid marks statements which are countersigned by the I/c and Chief Controller/ Principal to all Departments for displaying on their notice boards and examination notice boards also.
- If any grievances are received from students, I/c has to verify the internal answer scripts and do accordingly and if any modification is there I/c has to update the records and follow the above procedure

End exam Processing:

- All the external end examination are completed



Estd : 2007

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- I/c has to collect all the scheme of evaluations from subject experts which are countersigned by him and course coordinator
- I/c has to prepare exam wise subject wise answer scripts bundles with summary statements and award lists
- Chief Controller/ Principal has to send the bundles with I/c or ACE1 or ACE2 (Additional Controller of Examinations) to outside reputed colleges
- Outside reputed colleges has appoint any I/c or ACE cadre as examination coordinator to follow the guidelines for answer scripts valuation and inform to their subject experts for valuation
- After valuation is completed they inform to I/c to collect the answer script bundles with award lists and remuneration forms
- I/c has to prepare remuneration for external answer scripts evaluated members and send to accounts section
- Chief Controller / Principal has to appointed a results processing team with size of 5 members
- Chief Controller / Principal is appointed as a Scrutiny in charge from one member of results processing team
- Scrutiny in charge is responsible for cross checking the question wise marks are properly incorporated in main answer booklet and same also in award list with the help of exam coordinators
- After complete the scrutiny process, Scrutiny members are submit their remuneration statements to scrutiny in charge
- All the below process is executed with the presence of at least 3 results processing team members
- I/c has to prepare Code Vs Hall Tickets and Code Vs Marks list statements
- I/c has to upload Code Vs Hall Tickets
- I/c and ACEs are verify the Code Vs Hall Tickets with the answer scripts cut sheets
- Team members are entry the marks in to Code Vs marks statements
- I/c has to upload Code Vs marks to ERP system and generate subject wise marks statements for verification
- I/c and Results processing team members are cross checking the generated statements with the award list
- If any unmatched records are found they were verify with the answer scripts and do accordingly
- Once marks cross checking has to completed I/c process the results and take print out of results analysis, tabular Sheets and grafting analysis



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Estd : 2007

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- Team members are verify each student marks, SGPA, CGPA
 - Team members are verify grafting correctly applying or not as per regulations
 - After complete analysis I/c has to finalize the result and upload to the college website for results viewing purpose
 - I/c has to prepare remuneration for Scrutiny members and send to accounts section



Estd : 2007

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I. B.Tech Examinations (Academic Regulations Extract)

A. AK19 Regulation: (From 2019 Admitted Batch)

Evaluation:

- The performance of the students in each semester shall be evaluated course-wise for 100 marks. The break-up of marks between the continuous internal evaluation (CIE) and the semester end examination (SEE) for various types of courses are as given below.
- For Theory, Design and Drawing courses out of 100 marks, 30 marks will be for the CIE and 70 marks will be for the SEE.
- In case of Practical courses 30 marks will be for CIE and 70 marks will be for the SEE.
- In case of Socially Relevant Project course, 50 marks will be for CIE only.
- In VIII semester, for Major Project, there shall be 60 marks for CIE only and there will be 140 marks for SEE. For maximum of 60 marks for CIE, based on the continuous evaluation by the guide / supervisor and Project review committee, assessment will be done by taking two assessments (minimum) one in the middle of the semester and another towards the end of the semester before submission of the final report.

Distribution of Weightages for CIE and SEE in Tabular form

S. No	Nature of the course	Marks	Type of examination and Mode of assessment	Scheme of examination
1.	Theory (including Professional and Open Elective Courses)	30	Internal Assessment	Two internal exams for 30 marks each shall be conducted and shall be finalized with a weightage of 0.80 for the better score and 0.20 for the other score.
		70	End Examination	This end examination in theory courses will be for a maximum of 70 marks.
		30	Internal Assessment	15 marks are allotted for day to day laboratory work, 05 marks for Record work and 10 marks for viva-voce and internal exam.



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Estd : 2007

2.	Practical	70	End Examination	This end examination in practical courses will be for a maximum of 70 marks. In this 40 Marks are allotted for procedure and experiment. Calculations, graphs and result etc for 20 marks and 10 marks for Viva Voce	
3.	Project Work	200	60	Internal Assessment	Continuous evaluation by guide / supervisor/ Evaluation review committee with the following guide lines for the breakup: i)Evaluation by the Supervisor : (Max Marks: 30) (a) Problem identification /Literature Review : 10 marks (b) Thesis preparation : 20 marks ii) Evaluation by the Project Review committee (Max Marks: 30) (a) Presentation :15 marks (b) Defence of the topic/problem: 15 Marks
			140	End Examination	Thesis Presentation / Viva Voce Examination will be conducted by a committee comprising HoD, project coordinator and one external examiner. Presence of supervisor is optional and left to the discretion of committee.
5.	Design Drawing	100	30	Internal Assessment	Sessional exam marks : 15 marks for Day to day assessment and for 15 marks two internal exams for 15 marks each shall be conducted and shall be finalized with a weightage of 0.80 for the better score and 0.20 for the other score.
			70	End Examination	This end examination will be for a maximum of 70 marks



Estd : 2007

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B. AK20 Regulation: (From 2020 Admitted Batches onwards)

Evaluation:

- The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory as well as for practical subject. The distribution shall be 30 marks for Continuous Internal Evaluation (CIE) and 70 marks for the Semester End Examinations (SEE). A student has to secure not less than 35% of marks in the end semester examination and minimum 40% of marks in the sum total of internal and end semester examination marks to earn the credits allotted to each course.
- For Theory, Design and Drawing courses out of 100 marks, 30 marks will be for the CIE and 70 marks will be for the SEE
- In respect of Skill Oriented Courses maximum of 100 marks will be for CIE only.
- In VIII semester, for Major Project, there shall be 60 marks for CIE only and there will be 140 marks for SEE. For maximum of 60 marks for CIE, based on the continuous evaluation by the guide / supervisor and Project review committee, assessment will be done by taking two assessments (minimum) one in the middle of the semester and another towards the end of the semester before submission of the final report.

Distribution of Weightages for CIE and SEE in Tabular form

S. No	Nature of the course	Marks	Type of examination and Mode of assessment	Scheme of examination
1.	Theory (including Professional and Open Elective Courses)	30	Internal Assessment	Two internal exams for 30 marks each shall be conducted and shall be finalized with a weightage of 0.80 for the better score and 0.20 for the other score.
		70	End Examination	This end examination in theory courses will be for a maximum of 70 marks.
2.	Practical	30	Internal Assessment	15 marks are allotted for day to day laboratory work, 05 marks for Record work and 10 marks for viva-voce and internal exam.
		70	End Examination	This end examination in practical courses will be for a maximum of 70 marks. In this 40 Marks are allotted for procedure and experiment. Calculations, graphs and result etc. for 20 marks and 10 marks for Viva Voce



Estd : 2007

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3.	Major Project	200	60	Internal Assessment	Continuous evaluation by guide / supervisor/ Evaluation review committee with the following guide lines for the breakup: iii) Evaluation by the Supervisor : (Max Marks:30) (a) Problem identification /Literature Review : 10 marks (b) Thesis preparation : 20 marks iv) Evaluation by the Project Review committee (Max Marks: 30) (a) Presentation:15 marks (b) Defence of the topic/problem and results: 15 marks
			140	End Examination	Thesis Presentation / Viva Voce Examination will be conducted by a committee comprising HoD, Senior faculty and one external examiner. Presence of supervisor is optional and left to the discretion of committee.
4.	Design Drawing/ Estimation	100	30	Internal Assessment	Sessional exam marks : 15 marks for Day to day assessment and for 15 marks two internal exams for 15 marks each shall be conducted and shall be finalized with a weightage of 0.80 for the better score and 0.20 for the other score.
			70	End Examination	This end examination will be for a maximum of 70 marks



Estd : 2007

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II. M.Tech Examinations (Academic Regulations Extract)

A. AK19 Regulation: (From 2019 Admitted Batches)

i. Internal Assessment

Two Internal Examinations shall be held during the semester for 40 marks. First internal examination shall be conducted on half of the syllabus and second internal examination shall be conducted on remaining half of the syllabus. In each internal exam, a student shall answer three questions of five in 2 hours. All the Questions shall be of equal weightage of 10 marks. Marks obtained for 30 will be converted to 40 by multiplying with 4/3.

Final Internal marks for a total of 40 marks shall be arrived at by considering the marks secured by the student in both the internal examinations with 80% weightage to the better internal exam and 20% to the other.

For practical subjects there shall be a continuous evaluation during the semester for 40 sessional 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. One Internal examination at the end of the semester will be conducted by the concerned laboratory teacher for 10 Marks. Internal marks will be arrived by summing up the marks through Day-to-day work and through internal Examination. The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.

ii. End Examination

Semester End examination of theory subjects shall have the following pattern:

- There shall be 5 questions and all questions are compulsory.
- In each of the questions, there shall be either/or type questions of 12 marks each. Student shall answer any one of them.
- Each of these questions shall cover one unit of the syllabus.
- The end semester examination for laboratory Courses shall be conducted for 60 marks by the laboratory teacher concerned and one senior teacher of the same department nominated by the Principal.

Distribution of Weightages for CIE and SEE in Tabular form

S. No.	Nature of course	Marks	Type of examination and mode of assessment	Scheme of examination
		60	End examination	This end examination in theory courses will be for a maximum of 60 marks.



Estd : 2007

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1	Theory	40	Continuous Internal Assessment	There shall be two sessional exams for 40 marks each. The marks shall be finalized with a weightage of 0.8 for the better score and 0.2 for the other score.
2	Practical	60	End Examination	This end examination in practical courses will be for a maximum of 60 marks.
		40	Continuous Internal Assessment	Day to Day Performance in lab experiments / viva voce, internal practical examination and Record.
3	Dissertation 1 (TO BE REVIEWED IN NEXT CAC AND WILL BE FINALIZED)	60	External examination	Quality of report, Presentation of the report, Viva Voce Examination.
		40	Continuous Internal Assessment	Dissertation Evaluation Committee comprising HOD, Senior faculty of the department and Guide / Supervisor shall assess the performance of the candidate based on two reviews, conducted at equal intervals of time during the 3rd semester.
4	Dissertation 2 (TO BE REVIEWED IN NEXT CAC AND WILL BE FINALIZED)	140	External examination	Quality of report, Presentation of the report, Viva Voce Examination.
		60	Continuous Internal Assessment	Dissertation Evaluation Committee comprising HOD, Senior faculty of the department and Guide / Supervisor shall assess the performance of the candidate based on two reviews, conducted at equal intervals of



Estd : 2007

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				time during the 4th semester.
5	Audit Course	40	Continuous Internal Assessment	Audit Course shall not carry any credit but will be reflected in Grade sheet as "Audit" course and shall not be considered in the CGPA calculation. For calculating aggregate attendance, the attendance in the audit courses shall also be included. Minimum of 20 marks shall be obtained to declare pass in this course.


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B. AK22 Regulation: (From 2022 Admitted Batches)

i. Internal Assessment

- Two Internal Examinations shall be held for 30 marks. In each internal exam, a student shall answer three questions (without choice). All the Questions shall be of equal weightage of 10 marks. Final Internal marks for a total of 30 marks shall be arrived with 80% weightage to the better internal exam and 20% to the other. There shall be an online/ offline examination conducted by the college for the remaining 10 marks with 20 objective questions.
- For practical subjects there shall be a continuous evaluation during the semester for 40 sessional 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. One Internal examination at the end of the semester will be conducted by the concerned laboratory teacher for 10 Marks. Internal marks will be arrived by summing up the marks through Day-to-day work and through internal Examination. The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.
- There shall be a Technical Seminar during I year II semester for internal evaluation of 100 marks. A student under the supervision of a faculty member shall collect the literature on a topic and critically review the literature and submit it to the department in a report form and shall make an oral presentation before the Project Review Committee consisting of Head of the Department, supervisor/mentor and two other faculty members of the department. The student has to secure a minimum of 50% of marks, to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same as and when supplementary examinations are conducted. The Technical seminar shall be conducted anytime during the semester as per the convenience of the Project Review Committee and students. There shall be no external examination for Technical Seminar.
- There shall be Mandatory Audit courses for zero credits. There is no external examination for audit courses. In case, the student fails, a re-examination shall be conducted for failed candidates for 40 marks every six months/semester satisfying the conditions of award of M. Tech degree.

ii. End Examination

Semester End examination of theory subjects shall have the following pattern:

- There shall be 5 questions and all questions are compulsory.
- In each of the questions, there shall be either/or type questions of 12 marks each. Student shall answer any one of them.
- Each of these questions shall cover one unit of the syllabus.



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Estd : 2007

- The end semester examination for laboratory Courses shall be conducted for 60 marks by the laboratory teacher concerned and one senior teacher of the same department nominated by the Principal.

Distribution of Weightages for CIE and SEE in Tabular form

S.No	Nature of course	Marks	Type of examination and mode of assessment	Scheme of examination
1	Theory	60	End examination	This end examination in theory courses will be for a maximum of 60 marks.
		40	Continuous Internal Assessment	There shall be two sessional exams for 40 marks each. The marks shall be finalized with a weightage of 0.8 for the better score and 0.2 for the other score.
2	Practical	60	End examination	This end examination in practical courses will be for a maximum of 60 marks.
		40	Continuous Internal Assessment	Day to Day Performance in lab experiments / viva voce, internal practical examination and Record.
3	Dissertation 1	60	End examination	Quality of report, Presentation of the report, Viva Voce Examination.
		40	Continuous Internal Assessment	Dissertation Evaluation Committee comprising HOD, Senior faculty of the department and Guide / Supervisor shall assess the performance of the candidate based on two reviews, conducted at equal intervals of time during the 3rd semester.
4	Dissertation 2	140	End examination	Quality of report, Presentation of the report, Viva Voce Examination.
		60	Continuous Internal Assessment	Dissertation Evaluation Committee comprising HOD, Senior faculty of the department and Guide / Supervisor shall assess the performance of the candidate based on two reviews, conducted at equal intervals of time during the 4th semester.
5	Technical seminar	100	Continuous Internal Assessment	A student under the supervision of a faculty member, shall collect the literature on a topic and critically review the literature and submit it to the department in a report form and shall make an oral presentation before the Project Review Committee consisting of Head of the Department, supervisor/mentor and two



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Estd : 2007

				other faculty members of the department.
6	Audit Course	40	Continuous Internal Assessment	Audit Course shall not carry any credit but will be reflected in Grade sheet as "Audit" course and shall not be considered in the CGPA calculation. For calculating aggregate attendance, the attendance in the audit courses shall also be included. Minimum of 20 marks shall be obtained to declare pass in this course.

PRINCIPAL
ANNAMACHARYA INSTITUTE OF
TECHNOLOGY & SCIENCES
Kankambadi Road, Venkatapuram (V)
TIRUPATI - 517 512



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III. M.B.A Examinations (Academic Regulations Extract)

A. AK19 Regulation: (From 2019 Admitted Batches)

The performance of a student in every subject/course (including practicals) will be evaluated for 100 marks each, with 40 marks allotted for CIE (Continuous Internal Evaluation) and 60 marks for SEE (Semester End-Examination).

i. Internal Assessment

- Two Internal Examinations shall be held during the semester for 40 marks. First internal examination shall be conducted on half of the syllabus and second internal examination shall be conducted on remaining half of the syllabus.
- In each internal exam, a student shall answer Three questions of five in 2 hours. All the Questions shall be of equal weightage of 10 marks. Marks obtained for 30 will be converted to 40 by multiplying with 4/3.
- Final Internal marks for a total of 40 marks shall be arrived at by considering the marks secured by the student in both the internal examinations with 80% weightage to the better internal exam and 20% to the other.
- 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.
- For practical subjects there shall be a continuous evaluation during the semester for 40 sessional 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.
- One Internal examination at the end of the semester will be conducted by the concerned laboratory teacher for 10 Marks.
- Internal marks will be arrived by summing up the marks through Day-to-day work and through internal Examination.
- The end examination shall be conducted by the concerned laboratory teacher and senior expert in the same subject of the department.

ii. End Examination

- Five questions shall be set from each of the five units with either/or type for 10 Marks each
- 6th question shall be the case study for 10 marks.
- All the questions have to be answered compulsorily.
- Each question may consist of one, two or more bits.
- The end semester examination for laboratory Courses shall be conducted for 60 marks by the laboratory teacher concerned and one senior teacher of the same department nominated by the Principal.



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B. AK22 Regulation: (From 2022 Admitted Batches)

The performance of a student in every subject/course (including practical's) will be evaluated for 100 marks each, with 40 marks allotted for CIE (Continuous Internal Evaluation) and 60 marks for SEE (Semester End-Examination).

i. Internal Assessment

- Two Internal Examinations shall be conducted for 30 mark each, one in the middle of the Semester and the other immediately after the completion of instruction. First mid examination shall be conducted on half of the syllabus and second mid examination on remaining half of the syllabus. Each mid exam shall be conducted in the duration of 120 minutes with 3 questions out of 3 only without any choice and each question is of 10 marks.
- Internal marks for a total of 30 marks shall be arrived at by considering the marks secured by the student in both the internal examinations with 80% weightage to the better internal exam and 20% to the other.
- There shall be an online examination conducted at the end of the semester by the department for the remaining 10 marks with 20 objective questions.
- Final Internal marks for 40 shall be arrived by summing up descriptive marks obtained for 30 and objective marks obtained in online test for 10 marks.
- If the student is absent for the internal examinations, no re exam shall be conducted and internal marks for that examinations shall be considered as zero.
- For practical subjects, 60 marks shall be for the End Semester Examinations, and 40 marks will be for internal evaluation.
- The internal evaluation based on the day-to-day work assessment of 30 marks and the remaining 10 marks to be awarded by conducting an internal laboratory test.

iii. End Examination

Semester End examination of theory subjects shall have the following pattern:

- Five questions shall be set from each of the five units with either/or type for 12 marks each.
- All the questions have to be answered compulsorily.
- The end semester examination for laboratory Courses shall be conducted for 60 marks by the laboratory teacher concerned and one senior teacher of the same department nominated by the Principal.
- The Practical end examination shall be conducted by the examiners, with a breakup mark of Procedure - 10, Experimentation/activity design-25, Results/Execution - 10, and Viva-voce-15.



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IV. M.C.A Examinations (Academic Regulations Extract)

A. AK22 Regulation: (From 2022 Admitted Batches)

The performance of a student in every subject/course (including practical's) will be evaluated for 100 marks each, with 40 marks allotted for CIE (Continuous Internal Evaluation) and 60 marks for SEE (Semester End-Examination).

i. Internal Assessment

- Two Internal Examinations shall be conducted for 30 mark each, one in the middle of the Semester and the other immediately after the completion of instruction. First mid examination shall be conducted on half of the syllabus and second mid examination on remaining half of the syllabus. Each mid exam shall be conducted in the duration of 120 minutes with 3 questions out of 3 only without any choice and each question is of 10 marks.
- Internal marks for a total of 30 marks shall be arrived at by considering the marks secured by the student in both the internal examinations with 80% weightage to the better internal exam and 20% to the other.
- There shall be an online examination conducted at the end of the semester by the department for the remaining 10 marks with 20 objective questions.
- Final Internal marks for 40 shall be arrived by summing up descriptive marks obtained for 30 and objective marks obtained in online test for 10 marks.
- For practical subjects, 60 marks shall be for the End Semester Examinations, and 40 marks will be for internal evaluation.
- The internal evaluation based on the day-to-day work assessment of 30 marks and the remaining 10 marks to be awarded by conducting an internal laboratory test.

ii. End Examination

- Semester End examination of theory subjects shall have the following pattern:
- Five questions shall be set from each of the five units with either/or type for 12 marks each.
- All the questions have to be answered compulsorily.
- Each question may consist of one, two or more bits.
- The end semester examination for laboratory Courses shall be conducted for 60 marks by the laboratory teacher concerned and one senior teacher of the same department nominated by the Principal.
- The Practical end examination shall be conducted by the examiners, with a breakup mark of Procedure - 10, Experimentation/coding-25, Results/Execution - 10, and Viva-voce-15.



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**RULES FOR DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER
CONDUCT IN EXAMINATIONS**

	Nature of Malpractices/Improper conduct <i>If the candidate:</i>	Punishment
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers, blue tooth or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she 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 course of the examination).	Expulsion from the examination hall and cancellation of the performance in that course 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 course only of all the candidates involved. In case of an outsider, he/she will be handed over to the police and a case is registered against him / her.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
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 for four consecutive semesters from class work and all semester end examinations if his/her involvement is established. Otherwise, the candidate is debarred for two consecutive semesters from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate, who has been impersonated, shall be



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		cancelled in all the courses of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester/year. If the imposter is an outsider, he/she will be handed over to the police and a case is registered against him/her. The continuation of the course by the 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 course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses 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 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 course.
6.	Refuses to obey the orders of the Chief Superintendent /Asst. Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walkout or instigates others to walkout, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his/her person or to any of his/her relations whether by words, either spoken or written or	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that semester. If candidate physically assaults the invigilator



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	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/her relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	or/officer in charge of the examination, then the candidate(s) is (are) also barred and forfeit his/her (their) seat(s). In case of outsiders, they will be handed over to the police and a police case is registered against them. In case of outsiders, they will be handed over to the police and a police case is registered against them.
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 course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses 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 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 course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses 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 college expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses



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		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 course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses 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 course and all other courses 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 Principal for further action to award suitable punishment.	