



Nagarjuna College of Engineering and Technology

(An Autonomous College under VTU)

IT integration and reforms in the examination procedures and processes

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NAGARJUNA COLLEGE OF ENGINEERING & TECHNOLOGY

BENGALURU - 562 164

Autonomous College under VTU



NAGARJUNA

COLLEGE OF ENGINEERING & TECHNOLOGY

Examination Manual for UG & PG Programmes

For

Conduct of Examinations

Evaluation of Answer Scripts

Malpractices in Examinations

Fee and Remuneration

NAGARJUNA COLLEGE OF ENGINEERING & TECHNOLOGY
BENGALURU - 562 164
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Examination Manual for UG & PG Programmes

1. Preamble

- 1.1. Being an autonomous institute, it is essential to constitute various authorities of autonomous institute and develop suitable mechanism for curriculum design, examination/evaluation system and rules/regulations/ordinances for autonomous institute to implement autonomy effectively.
- 1.2. The institute has already formed the Academic Council (AC), Examination Committee (EC), Board of Studies (BoS), Board of Examinations (BoE), Finance Committee (FC) and Board of Appointments (BoA). These authorities have been conferred with certain powers and duties as per UGC guidelines.
- 1.3. This institute has already framed the autonomy rules for UG and PG programmes which has been approved by AC. One of the important responsibilities of autonomous institute is to decide the methodology for examination and evaluation. Therefore; the institute shall form Examination Rules for UG and PG programmes as approved by AC.
- 1.4. The regulations listed under this head are common for under graduate (BE) and postgraduate programmes (M.Tech and MBA) offered by the college for the conduct of Examination and Evaluation of these programmes.
- 1.5. The regulations hereunder are subject to amendments as may be made by the Academic Council of the college from time to time, keeping the recommendations of the Board of Studies and Board of Examinations. Any or all such amendments will be effective from such date and to such batches of candidates including those already undergoing the programmes, as may be decided by the Academic Council.

2. Examination Committee (EC): Institute shall constitute Examination Committee under the chairmanship of Principal of the institute.

2.1. It shall consist of the following members.

- 2.1.1. Principal (Chairman)
- 2.1.2. Vice Principal / Dean-Academic of the institute.
- 2.1.3. Six regular senior faculty members of the institute nominated by Principal.
- 2.1.4. All Head of the Departments (HoDs)/BoS chairpersons as invitee members as and when required.
- 2.1.5. Controller of Examination (Member Secretary)

2.2. Meetings of Examination Committee: The meetings of examination committee shall be conducted as per following guidelines.

- 2.2.1. The committee shall meet twice in a semester and such other times as may be required.
- 2.2.2. Two-third members shall constitute a quorum for examination committee. If the meeting is adjourned for the want of quorum, then no quorum shall be required for such adjourned meeting.

2.3. Duties of Examination Committee: The examination committee shall perform following duties for the smooth conduct of examination, evaluation and declaration of result.

- 2.3.1. The committee shall ensure proper organization and execution of all types of examinations.
- 2.3.2. The committee shall ensure proper evaluation, tabulation and declaration of results of all examinations.
- 2.3.3. The committee shall ensure timely execution of examination related activities specified in academic calendar.
- 2.3.4. To deal with the cases of use of unfair means by any student / faculty member/examiner/moderator/invigilator/DeputyCoE/CoE/Dean or any person at any examination.
- 2.3.5. Undertake experiments in examination reforms.

- 2.3.6. To suggest essential modifications in examination rules for effective implementation of autonomy to AC for its approval.
- 2.4. **The powers of Examination Committee:** To perform the duties properly; it is conferred with following powers.
- 2.4.1. Appoint examiners, moderators and paper- setters from amongst the persons included in the panels prepared and approved by the respective Board of Studies (BoS). Such appointments shall not be issued to any person whose close intimates (real/step father and mother, husband/wife, real/step brother and sister, real/step son and daughter) are examinee at that programme. BoS shall obtain appropriate undertaking in this regard from concerned members and submit to EC. However, such members can participate in all other activities (if otherwise eligible) which are not related to examinations.
- 2.4.2. The committee shall perform such duties and responsibilities that are assigned from time to time by Academic Council.
- 2.4.3. The committee shall inquire; decide the punishment by following the guidelines for imposing punishment on the person involved in unfair means. However depending on the situation committee may quantify the severity of the punishment.
- 2.4.4. CoE is empowered to appoint examiners, moderators and paper- setters out of panel in exceptional cases when the persons included in the panels prepared and approved by the respective Board of Studies (BoS) are not available as examiners, moderators and paper-setters.
- 2.4.5. To issue appointment orders to examiners, moderators, paper- setters, invigilators, relievers and vigilance squad, etc. It shall obtain appropriate undertaking in the format from examiners, moderators and paper- setters stating that his/her close intimates (father and mother, husband/wife, brother and sister, son and daughter) is/are not examinee at that programme.
- 2.4.6. To print the answer books, supplements, graph papers and all other examination related stationery well in advance.
- 2.4.7. To ensure proper organization of all types of examinations including conduct of SEE, evaluation, revaluation, challenge revaluation, issue of photocopy of answer books, tabulation and declaration of results.
- 2.4.8. To issue grade card, provisional degree certificate (if otherwise eligible) and migration certificate.
- 2.4.9. To prepare the time schedule of all types of examinations and dates of declaration of the results at the beginning of the term.
3. **Examinations:** The various examinations for B. E., M. Tech. and MBA Programmes shall be conducted in accordance with the curriculum structure and autonomy Rules and Regulations for UG and PG Programmes as approved by Academic Council for the various Programmes. The students shall be evaluated for his/her academic performance in a theory course through Continuous Internal Examination (CIE) and Semester End Examination (SEE) while academic performance in a laboratory course shall be evaluated through Continuous Internal Examinations (CIE) and Semester End Examination (SEE).
- 3.1. **Continuous Internal Evaluation (CIE) For Theory Courses:** CIE could support the principle of continuous assessment and may be based on three tests and different tools like surprise test, group discussion, quiz, home assignments, presentation skills, attendance etc. The tools (with their weightage) to be used for CIE shall be declared by course teacher (with prior approval of course coordinator) at the beginning of semester. The course teacher shall keep all relevant record of the CIE. The course coordinator shall ensure that each course teacher has performed proper CIE. CIE for practical course shall be based on the understanding the principles, skills to be developed, punctuality, regular submission and neatness of the laboratory record for each practical/experiment carried out. It shall be assessed by subject teacher and its record shall be maintained in the appropriate format.
- 3.2. The CIE shall be conducted by the faculty handling the Course. The Course teacher to spell out the components of CIE to the students in advance, maintain transparency in its operation, declare the evaluation results in time and then return the answer scripts and assignment sheets to them; also the

faculty shall solve the questions from these test papers during the class/tutorials for the benefit of students. The CIE is generally based on three tests & quiz/assignment conducted.

- 3.2.1.** The tests shall be conducted for 40 marks each and be reduced to 20 marks. Out of three tests, the best two test performance shall be considered for awarding CIE.
- 3.2.2.** One quiz and one assignment of 10 marks each shall be conducted & the marks be reduced to 05.
- 3.2.3.** As a part of CIE, the faculty members can also use Alternative Assessment Tools (AAT) such as term papers, and problem solving in place of quiz/assignment (for max. of 10 marks). It is the responsibility of the faculty to obtain prior approval for implementing AAT from the concerned HOD and duly notify the same to the respective class.
- 3.2.4.** The Total marks of CIE shall be 100 (two tests of 40 marks each & One quiz and one assignment of 10 marks each). The weightage of CIE is as shown in the table-7:

Component	Test-1	Test-2	Quiz/AAT	Assignment /AAT	Total Marks
Maximum Marks	40	40	10	10	100
Reduced to	20	20	05	05	50

3.3 CIE for Integrated Courses

- 3.3.1** The CIE for integrated course is split into two components namely Theory and Practical with an equal weightage.
- 3.3.2** For theory component - there shall be three tests conducted. Out of which, average of the best two test performances would be considered and there shall be one quiz conducted.
- 3.3.3** For practical component, the performance in the Lab/workshop/drawing etc shall be evaluated in two phases, namely, attendance, conducting experiments & Lab record and lab test & Viva-voce.
- 3.3.4** The lab test and Viva-voce to be conducted by two examiners i.e. a course teacher/ course coordinator/ internal subject expert/ external examiner. The concerned HOD shall maintain the record of finalized marks for Lab test/ Viva-voce. The weightages are as shown in Table:

Component	Theory			Practical		Total Marks
	Test-1	Test-2	Quiz/ Assignment/AAT	Records & Performance	Lab Test + Viva-voce	
Maximum Marks	20	20	10	20	30	100
Reduced to	10	10	5	10	15	50

- 3.4 CIE for Laboratory Courses:** The CIE for laboratory course is conducted for 50 marks based on the laboratory exercises/experiments along with the submission of laboratory records/report and an internal test.

Component	Records & Performance	Lab Test + Viva-voce	Total Marks
Maximum Marks	30	20	50

- 3.5 SEE for Laboratory Courses:** SEE for laboratory course shall be conducted jointly by two examiners namely, the course teacher/ course coordinator/ internal subject expert/ external examiner. The scheme

of SEE for lab course shall be as follows:

Component	Conduction of experiments	Viva-voce	Total Marks
Maximum Marks	40	10	50

3.6 Semester End Examination (SEE) for theory courses: It shall be conducted immediately after the semester is over. It shall be based on complete syllabus.

3.7 Duration of the Examination: The CIE test shall be conducted for a duration of 1.5 hours for 40 marks and 1 hour for 20 marks. The SEE shall be conducted for 3 hours.

3.8 Question Paper Setting: Following guidelines shall be strictly followed by examination committee for appointment of paper setter and by paper setters for setting the question paper of any of the examination:

3.8.1 The course coordinator shall set question paper based on the pre-decided syllabus for the respective CIE in coordination with course teacher.

3.8.2 Following guidelines shall be strictly followed by examination committee for appointing Question paper setters for SEE:

- a. The paper setter appointed for UG/PG courses shall have at least PG degree. However, Ph.D degree is preferable.
- b. He/she shall have at least three years of teaching experience. However, if experts are not available as per the norms mentioned above the experienced teachers may be appointed as a special case with due approval from CoE.
- c. No person can claim appointment as paper setter as a matter of right.
- d. Examination committee shall appoint paper setters from amongst the persons included in the panels prepared by the respective BoS. However; chairman EC can appoint examiners, moderators and paper- setters out of panel in exceptional cases when the persons included in the panels prepared and approved by the respective Board of Studies(BoS) are not available as examiners, moderators and paper- setters.
- e. Appointments of person as a paper setter shall be made at least two months before the SEE.

3.9 Instructions to paper setter:

3.9.1 The paper setter should not accept appointment order if his /her close intimate (father and mother, husband/wife, brother and sister, son and daughter) is/are the examinee at that programme. EC shall obtain appropriate undertaking in this regard from concerned members and submit to EC.

3.9.2 The paper setter shall follow all the directions given by EC from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking etc.

3.9.3 It is mandatory for the teaching staff members of the college to accept the appointment as paper setter, if they qualify as paper setters.

3.9.4 In case paper setter is from outside the institute, he/she shall communicate his/her acceptance immediately; however if it is not possible to accept the appointment due to his/her preoccupation he/she shall communicate the same to concern authority well in advance at least two weeks before the last date of submission of question paper. In case no communication is received from paper setter within prescribed time limit it will be presumed that the appointment is not accepted.

3.9.5 The question paper for SEE shall be for 100 marks as specified in the curriculum and maximum duration shall be 3 hours or as specified in the curriculum.

3.9.6 The question paper of a course shall have two questions from each of the five modules. The student shall answer one question from each module.

3.9.7 The paper setter shall not disclose his/her appointment.

3.9.8 Nature of question paper should be precise.

3.9.9 Paper setter should design question paper such that the questions – (i) are written with simple, straight forward and meaningful wording (ii) are unambiguous (iii) are asked for relevant marks and (iv) cover the entire syllabus of the course.

3.9.10 Question should be set in such a way that it will test the skill of applying the knowledge acquired and

thinking ability in addition to testing the memory and skills acquired.

- 3.9.11 The questions should be serially numbered and shall be numbered as 01, 02, 03, 04, etc., and Sub-questions, if any, shall be numbered as a, b, c, d.
- 3.9.12 Marks shall be indicated on the right side of sub-question or the question.
- 3.9.13 Diagrams or sketches if any, should be drawn in black ink or with black ball pen. Scanned images of diagrams or sketches may be included in soft copy of question paper.
- 3.9.14 For guidance of assessment of answer books, paper setters should prepare the scheme of marking, giving distribution of marks for different points in the question.
- 3.9.15 In case of numerical problems, solution of the problems with distribution of marks for different stages shall be given in scheme of marking.
- 3.9.16 The paper setter should specifically mention the charts, tables, IS codes, data books etc. required for the examination.
- 3.9.17 "Common Instructions to Candidates" shall be sent to paper setter with appointment order. However paper setter is requested to delete excess instructions or add some instructions, if required.
- 3.9.18 Each paper setter will have to submit a declaration, along with the paper.
- 3.9.19 Each external paper setter shall be provided with a teaching scheme submitted by a course teacher who has taught the course. Paper Setter may refer this teaching scheme while setting question paper so as to understand the depth of a particular topic of syllabus dealt by course teacher.

3.10 Scrutiny of Question Papers:

- 3.10.1 CIE question paper need not be scrutinized; however SEE question paper should be scrutinized using following guidelines.
- 3.10.2 The scrutinization of the SEE question paper sets received shall be carried out by respective BoE in coordination with CoE as per his/her convenience, at least 3 days in advance to the date of commencement of examination. Under unavoidable / exceptional circumstances; the faculty holding charge of chairman BoE (i.e. charge of HoD) shall do the moderation of question papers.
- 3.10.3 BoE shall not scrutinize if his /her close intimate (father and mother, husband/wife, brother and sister, son and daughter) is/are the examinee at that programme. EC shall obtain appropriate undertaking in this regard from concerned members.
- 3.10.4 Following particulars should be checked:
 - a. All necessary corrections are to be carried out on hard copy of the question paper.
 - b. Check and correct the course code, course name, time allotted, number of questions, and total marks, instructions given to the students.
 - c. Check total number of questions and wherever possible, check and correct marks allotted per question.
 - d. Check repetition of questions, format and readability of the figures.
 - e. Any question outside the syllabus shall be replaced by the appropriate question.

4 Conduct of Examination: The various examinations for UG and PG programmes shall be conducted in accordance with the evaluation scheme approved by Academic Council and as per Rules and Regulations for B.E., M.Tech and MBA programmes respectively. CoE shall overview the smooth conduct of all types of examination and issue guidelines/instructions to members of EC. General guidelines for conducting various examinations are given below.

4.3 Continuous Internal Evaluation (CIE): CIE tests shall be conducted as per following guidelines.

- 4.3.1 The tests are coordinated by the CoE. The departmental HoDs are responsible for smooth conduct of the test. They shall get the Question papers set by the respective course coordinator, scrutinize and submit the same in sealed cover to the CoE.
- 4.3.2 The appointment of invigilators shall be done by CoE.
- 4.3.3 The CoE shall arrange to print and distribute the question papers.
- 4.3.4 The CoE shall appoint vigilant squad for checking the conduct of the examination.
- 4.3.5 Invigilators shall distribute the answer books to the students at least 5 minutes before the start of the test, and question papers at the beginning of the test.
- 4.3.6 At the end of the test, invigilator shall collect the answer books from the students and arrange them sequentially as per the class roll numbers of the students, separately for each course, and hand over

the same to course coordinator. The course coordinator shall hand over the same to CoE.

- 4.3.7 The CoE shall arrange for valuation of the test answer scripts.
- 4.3.8 The course coordinator shall arrange for showing the test answer scripts to the students for feedback.
- 4.3.9 After valuation, the course coordinator shall enter test marks in the ERP Software.

4.4 Semester End Examination (SEE): SEE shall be conducted at Institute level with the following guidelines.

- 4.4.1 CoE is responsible for smooth and proper conduct of the SEE.
- 4.4.2 CoE shall prepare detailed time table of SEE and circulate among all departments for display on their departmental notice boards. There shall be SEE for maximum one course of the same class in a day (This rule is not applicable for make-up and fast track examinations).
- 4.4.3 CoE shall appoint Chief Superintendent (CS).
- 4.4.4 The CS shall remain in the Headquarters for the entire period of SEE, except in case of an emergency or any serious cause and to be present in the college during the time of both CIE and SEE and to supervise the arrangements as well as effective conduct of Examinations. CS shall not give any scope for any undesirable activities in the premises of the examination centre and strictly adhere to the guidelines and duties issued by the CoE. CS shall not leave the centre of examination without prior permission of the CoE, and in such cases of absence, name of the next senior most Professors should be suggested for appointment well in advance.

4.4.5 Duties and Responsibilities of CS:

1. The CS shall be responsible for the smooth and proper conduct of the Examination at his / her centre. He / She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines and shall dispatch the Answer Books as per the directions of the CoE.
2. The CS shall take stock of the requirements he/she has to attend.
 - a) The number of candidates appearing for the Examination.
 - b) The number of main Answer books, drawing sheets and other stationary required for the examination and shall arrange for procurement of the same.
3. The CS shall appoint required number of DCS, Relieving Superintendents, RSs, Office staff and class four staff from among the employee of the college as per the guidelines given below
 - One DCS for every 300 candidates
 - One RS for every 25 to 40 candidates
 - One Relieving Superintendent for every 150 candidates
4. The CS shall prepare well in advance the statement regarding seating arrangements for the candidates.
5. The CS shall convene a meeting of all the staff involved in the Examination work two or three days prior to the commencement of Examination and explain them the duties and responsibilities and inform to follow strictly the instructions laid down by the CoE. The CS shall also give the instructions to the RS about the distribution of answer paper and question papers. He / She shall impress upon them the need for prevention of any kind of malpractice during the examination. He shall also explain them the procedure for identifying and reporting of malpractice. The CS shall send the proceedings of such a meeting to the CoE.

6. The CS shall avoid the allotment of a particular RS to the same room successively.
7. The CS shall remain at the centre during the entire period of examination. In case of any emergency he/she shall make all the arrangements for the proper conduct of examination by entrusting the responsibility to the next senior staff member of his/her confidence and with the prior approval of the CoE.
8. **The CS shall see that the candidates with valid admission ticket & identity card only are allowed to take the examination.** If any candidate has lost the admission ticket, after ascertaining bonafied, the CS shall issue a duplicate admission ticket on payment of fee of Rs. 200/-.
9. CS shall collect the sealed packets/soft copy of question papers from CoE one hour before the commencement of examination. He/she shall verify the correctness of course code, course name etc as per schedule of examination and report to Principal and CoE for any discrepancy.
10. CS shall arrange to distribute answer papers and all other related stationery to RS.
11. CS shall arrange to print the required number of question papers and arrange for the distribution of the question papers to RS.
12. The packet with the required number of answer books and supplements will be handed over to concerned RSs to take to the examination hall. The RSs are to be present in the respective blocks 15 minutes before the commencement of the examination.
13. In case of any clarification in the question paper the CS shall get the clarification from the CoE.
14. The CS shall arrange for satisfactory seating arrangement of the candidates at least one day earlier to the commencement of the examination and shall display on a notice board of the college, which shall be accessible to all the candidates.
15. The CS shall allot rooms to RSs at the time of examination. As far as possible, the RSs are not to be posted to the same room successively.
16. The CS shall arrange to print / type the candidates seat numbers on RS's report and attendance report before issuing it to the RS.

IMPORTANT REQUIREMENTS TO BE NOTED DURING THE CONDUCT OF EXAMINATION

1. The CS shall ensure that **the desks and tables are free from any written matter.**
2. The CS shall give instructions to the RS to read out the warning note to the candidates 5 minutes before the commencement of the examinations.

Warning Note

All the candidates in the examination hall should search desks, tables and their pockets before the issue of question paper and hand over to the RSs if any papers / notes, mobile phones, manuscripts or books are found.

3. The candidates who leave before the expiry time of examination are not permitted to take the question paper with them and they are to leave the question paper with their seat numbers on the question paper with the RSs.

However, they can collect the question paper immediately after the expiry of the examination time.

4. Whenever, the CS receives a report of any candidate's indulging in malpractice he/she should immediately report it to CoE.
5. **As per the Malpractices Enquiry Committee(MPEC) regulations, a candidate booked under MPEC shall be permitted to write all subsequent lower and higher semester examinations (For more details refer MPEC regulation).**
6. Immediately after the end of each examination session, the CS will arrange to receive and check the answer scripts brought by the RS at his / her office.
7. The CS shall arrange to **prepare the packets semester-wise, subject-wise, paper-wise in serial order and enclosing the relevant proforma.**

Each cloth bag shall subscribe with the following information:

- Course / Branch
- Semester
- Subject
- Subject code
- Date and time of examination
- Total number of scripts
- Signature & Seal of CS

14. The CS shall prepare statement of daily account of the answer scripts dispatched with details and send the same to the CoE.
15. The CS shall submit within three days after the completion of theory examination a **consolidated absentee report** to the office of the CoE
16. The CS is responsible for maintaining and proper accounting of the Main answer books, supplements, Practical main answer books, different proformas and all other stationery like covers, packing materials cloth bags etc.
17. The CS shall arrange to collect the marks list of the practical / viva voce examination in sealed covers from the examiners and send the same to CoE.
18. The CS shall submit the consolidated statement of work done by the examiners in the prescribed proforma to the CoE.
19. The CS should appoint the Ministerial & Group 'D' staff as provided in the table given below.

No. of candidates	Ministerial Staff			Group 'D' Staff
	O.S	Typist	Clerk	
Up to 400	1	2	2	One peon for every Two Blocks of the Examination or One Peon for every 50 Candidates
Up to 800	2	2	4	
Up to 1200	2	3	6	
1201 & above	2	4	8	

The Office Superintendent, Typist & Clerks shall have to work right from the day of the receipt of applications for examinations from the candidates at the centre. They shall be responsible for the preparation of proper & correct statements of candidates taking the examination through the institution subject wise / paper wise.

The staff shall ensure that the candidates fill in the particulars of candidates taking the examination correctly. They shall scrutinize the applications that are filled by candidates for correct spelling of the names of the candidate, previous appearances, exemptions etc.

4.4.6 DUTIES AND RESPONSIBILITIES OF THE DCS

- a. The DCS shall assist the CS in general for the smooth conduct of Examination.
- b. The DCS shall arrange to assign seat numbers to different rooms under the guidance of the CS.
- c. The DCS shall on the days of examination arrange to supply the blank answer books, additional books and other stationary required for each room and deliver the packers of question papers to the rooms concerned. The DCS shall ensure the RSs are supplied with all necessary requirements for the smooth and fair conduct of examination.
- d. The DCS shall remain at the centre during the entire period of examination. In case of any emergency he/she shall take the permission of the CS requesting him to make alternate arrangements.
- e. The DCS shall see that the candidates with valid admission ticket and identity card only are allowed to take the examination. If any candidate has lost admission ticket, after ascertaining the identity of the student, he/she will request CS to issue a duplicate admission ticket on payment of required fee.
- f. The DCS shall help the CS to prepare the packets, semester wise / subject wise /paper wise in serial orders enclosing the relevant proforma.
- g. The DCS shall prepare a consolidated statement showing the subject-wise, candidates present and absent in "Form A".
- h. The DCS shall in addition to the above duties attend to any other work entrusted to him by the CS in connection with the Examination and function under the control of the CS.

4.4.7 DUTIES AND RESPONSIBILITIES OF THE Room Superintendent (RS)

- a. The RS shall report to the CS at least 30 minutes before the commencement of the examination and ascertain the examination block assigned to him/ her and the number of candidates in the block.
- b. The RS shall go to the block allotted 15 minutes before the commencement of the examination.
- c. The candidates shall be admitted into the examination hall 10 minutes before the commencement of the examination.
- d. The RS shall announce to the students to leave the books, papers and other

- reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box before the issue of question paper and hand over to the RS if any papers / notes / manuscripts / books / mobile phones or any material. The students are expected to ensure that they are not in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator / geometry box, hand kerchief, ... etc.
- e. Five minutes before the commencement of examination, the answer papers shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
 - f. The RS shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
 - g. The RS shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper.
 - h. Candidates shall be allowed to leave the examination hall after 45 minutes have elapsed after the commencement of the paper.
 - i. The RS shall affix signature at the place marked as RS's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the facing sheet of the answer paper, check the identity of the candidate with photo on admission ticket and obtain signature of the candidates on attendance report (Form B).
 - j. The RS shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the supplementary answer sheets, graph sheets, which are permissible.
 - k. If any student has not brought his / her admission card, the matter shall be brought to the notice of the CS.
 - l. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink, after expiry of 30 minutes from the time of commencement of the examination.
 - m. After half an hour of the commencement of the examination, the spare answer books and question papers shall be returned to the DCS when he / she visits the examination hall or return it to the office of CS.
 - n. The RS shall not accept the answer paper of any candidate without ensuring that, it bears his / her correct seat number and other information asked on the title page of the answer paper.
 - o. The RS shall not allow the candidate to use unfair means in the examination hall.
 - p. No candidate shall be allowed to go out for toilet.
 - q. The RSs are expected to take rounds in the hall and shall not engage themselves in conversation with other RS, while the examination is going on and also shall not read magazine or newspaper.
 - r. The RS should ensure that, there is no communication among the candidates in the examination hall.
 - s. The violations of instructions by any candidate shall be brought to the notice of the CS/DCS immediately and a written report is to be made regarding such cases to the CoE by the CS.
 - t. Smoking and taking Tea / Coffee or any other refreshment in the hall where the

examination is in progress is strictly prohibited.

- u. Whenever, the candidate wishes to change the pen/ink, the room invigilator SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect.
- v. By the orders of the CS, a signal bell shall be given
 - a. 10minutes before the commencement of the examination for allowing the students to enter the examination room.
 - b. Second bell shall be given at the beginning of the examination for distribution of the question papers.
 - c. Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
 - d. The final bell shall be given at the conclusion of the examination.

4.4.8 After the expiry of the time of the examination, when the final bell is given, the RS shall collect the answer scripts and shall arrange seat number wise and hand over to the CS along with other reports.

4.4.9 The RS shall be personally held responsible for loss, misplacement of any answer book.

4.4.10 While taking rounds of the examination hall, if the RS notices that, any candidate is indulging in copying or possessing a manuscript or answer papers other than that of the candidate any written material on calculator / geometry box / scale, he/she shall immediately take in his/her possession the candidate's answer book, question paper, and the materials which he / she has used for copying and immediately report to the CS. The RS should not allow the candidate to leave the examination hall till the CS comes to the examination hall and takes over the charge.

4.4.11 Any dereliction of duty on the part of the RS is seriously noted and the CS shall report the same to the CoE immediately and take necessary action as per the instructions of the CoE.

4.4.12 Whenever a vigilant squad makes a surprise visit, the RS shall ensure their identity and allow them to enter the examination hall for surprise check.

4.4.13 The RS shall not leave the College premises until, he / she personally hands over the answer books to the CS and return the diary and other stationery materials given.

4.4.14 Duties & Responsibilities of the Relieving Superintendent(RLS)

- a. The CS appoints the RLS. Generally a senior staff Member is appointed as RLS.
- b. There shall be one RLS for every 150 candidates. If the number of students is less than 75, the DCS shall take the responsibilities of the RLS.
- c. He / She shall be active and shall be moving from block to block during the examination.
- d. RLS shall not relieve the RS during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the RS.
- e. The RLS shall assist the DCS in general for smooth conduct of examination at the centre.
- f. RLS shall in addition to the above duties attend to any other work entrusted to him / her by CS/DCS.

- g. RLS shall give relief to the RS for maximum of 10 minutes & be in- charge of the duties of RS during that period and discharge all the duties & Responsibilities of the RS. He shall return the Relieving Superintendent's diary duly filled to the CS at the end of examination.
- h. RLS shall report for duty half an hour earlier to the time scheduled for the commencement of examination.

4.4.15 Duties And Responsibilities Of Vigilant Squad

- a. The CoE may appoint vigilant Squads according to the need to ensure proper conduct of examinations and to curb malpractices.
- b. Each team may consist of not more than four members of whom one shall be designated as the Chairman of the team.
- c. The Chairman and the members of the squad shall be appointed by the CoE as per the directions of Principal from the teachers of the Colleges.
- d. Vigilance squad shall take rounds in the different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- e. The squad team shall conduct themselves at the examination centre with utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the students attending the examination.
- f. The Squad team shall not cause any kind of harassment either to the students or to any of the officials of the examination centre.
- g. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations. The Chairman of squad team shall enter the details of the visit in the squad book maintained in the examination office.
- h. Further they shall,
 - i) Report the cases of malpractice detected to the CoE immediately for further action.
 - ii) Book the candidates under Malpractice, who are found indulging in Malpractice and send such candidates out of examination hall after taking necessary undertaking and signature from the candidate on the prescribed forms.
 - vi) Carry out any other duties assigned by the CoE for the smooth conduct of examinations and to curb the number of malpractice cases.
 - x) It is sincerely requested that vigilant squad shall not create unnecessary distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the office of the CoE, without further enquiring in the hall disturbing others for prolonged period.
 - xii) The malpractice case shall be booked with the prior intimation to the CS. Once a candidate is booked under malpractice, the CS shall serve a memo to the concerned candidate, instructing

- d. The Squad Officers shall initiate action to curb Malpractice like copying, possession of indiscriminately materials etc., connected with the Examination and report any incident of Malpractice impartially.
- e. The Squad Officers report the cases of Malpractice detected, to the CoE immediately for further action.
- f. A sketch Plan of the seating arrangements at the Examination Hall with location of door and with all the Register Numbers in the Room and marking in red ink the Register No. of the candidate who indulged in Malpractice, has to be prepared. The sketch should clearly give the idea of the probable distance between the position of the RS at the time of detection and the location of the candidate found committing Malpractice.
- g. The CS, DCS and the RS concerned shall invariably sign all the documents used in or relating to in the commission of Malpractice and also the other records such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the candidate etc,
- h. The candidate, the RS, DCS, members of the squad (if the case was detected by the squad) and the CS has to give their statement in the prescribed proforma.
- i. If the candidate refuses to handover the incriminating materials or the candidates refuses to give the statement in writing, the facts shall be recorded and duly witnessed by two members of the teaching staff.
- j. The CS when brought to his/her notice regarding malpractice either by squad member or by the RS, shall hold a summary enquiry and record the report of the RS, the statement of the candidate in the presence of a teacher other than the RS concerned. He shall forward malpractice report along with the answer script or other substance and the incriminating materials in a sealed cover or box with the statement and report of the candidate if any, to the CoE
- k. The CS shall enclose the same with the answer script by superscribing the term Malpractice only on the facing sheet of the answer book using red ink and answer scripts of the subject booked under malpractice sent separately to the office of the CoE, in sealed cover.
- l. The CS shall report Malpractice case separately unless it is interrelated to the other case. The candidates booked under Malpractice shall be allowed to write the subsequent papers. Having allowed appearing for the papers after booking the case under Malpractice, the candidates have no claim over the performance of the subsequent papers. The scripts of those candidates booked under malpractice will be evaluated only after the concurrence of the Malpractice Cases Enquiry Committee. If the committee confirms the MPC, the results of such candidates become null and void. The decision of the MPEC will be final in the matter.

4.3.5 When, a candidate is booked under malpractice strictly adhere to the following

- a. Debar the candidates from writing that particular examination, in which

- he/she is booked under Malpractice.
- b. Issue a memo instructing the candidate to attend the meeting of the MPEC as per instructions of the CoE.
- c. Send the answer scripts of that particular examination directly to the office of the CoE, along with other relevant documents.
- d. DO NOT confiscate the admission ticket.
- e. Permit the candidate to write the subsequent examinations, if any.

4.4 Guidelines For Recommending Penalties And Punishment To The Students Involved In Malpractice During The Examination.

Nature of Malpractice	Penalty to be imposed
Revealing the identity of the candidate	Fine not less than 500/- and to deny the benefit of the performance of the semester examination in which the candidate has appeared
Possession of Manuscript /printed or typed matter, Books or notes and written on calculator, Instrument box or having any other written matter on the (For example, Palm, Hand, Leg, clothes, socks etc)	To deny the benefit of performance of the examinations of all the subjects for which the candidates has appeared (both attended and to be attended of the particular examination conducted including arrear examinations) and debar him/her for a further number of chances extending up to two more of all examinations.
Detection of identical answers in the scripts of different Candidates or allowing a candidate to copy from his/her answers script.	To deny the benefit of performance of the examinations of all the subjects for which the candidates have appeared (both attended and to be attended of the particular examination conducted including arrear examinations) and involved in the said act, debar them for a further number of chances extending up to three more of all examinations.
Appeal to the examiner with money as enclosures to the answer book/use of abusive obscene language or threatening remarks in the answer book.	To deny the benefit of performance of the examinations of all the subjects for which the candidates has appeared (both attended and to be attended of the particular examination conducted including arrear examinations)
Found giving or receiving assistance at the question paper with passing answer / formulae/ answer script/additional sheet/ Graph sheet/ drawing sheet for purpose of copying.	To deny the benefit of performance of the examinations of all the subjects for which the candidates has appeared (both attended and to be attended of the particular examination conducted including arrear examinations) and debar him/her for a further number of chances extending up to three more of all examinations
Insertion of additional sheets/graph sheets/Drawing Sheets, use of answer book which is not issued at the examination hall	To deny the benefit of performance of the examinations of all the subjects for which the candidates has appeared (both attended and to be attended of the particular examination conducted including arrear examinations) and debar him/her for a further number of chances extending up to four more examinations, however, period of debar not exceed three years, excluding the examinations already taken

In case of impersonation or found guilty of deliberate prior arrangements to cheat in the examination	To deny the benefit of performance of the examinations of all the subjects for which the candidates has appeared and who has arranged another person to impersonate (both attended and to be attended of the particular examination conducted including arrear examinations) and debar him/her for a minimum of six more examinations. (For the person who has impersonated, the punishment shall extend up to reprimanding).
Abusing threatening, manhandling the examination authorities at the examination hall at or in the premises of the examination center as well as misconduct of a very serious nature	To deny the benefit of performance of the examinations of all the subjects for which the candidates has appeared (both attended and to be attended of the particular examination conducted including arrear examinations) and debar him/her for a further number of chances extending up to five more examinations depending on the degree of misconduct
Any other Malpractices connected with the university examination.	Committee can recommend suitable penalties & Punishment.

4.5 Malpractice by any person involved in the Examination process: If any person such as paper setter, valuer, room superintendent, reliever, DCS, and other supporting staff are found to be involved in malpractices, then such cases shall be referred to MPEC. The MPEC shall conduct a detailed enquiry and recommend to the Principal for suitable punishment/action.

4.6 Guidelines for the Appointment of an Amanuensis for the Disabled Candidate Appearing For UG / PG Examination:

Physically handicapped candidates writing the examination can take assistance from another person who is normally called as amanuensis. An amanuensis can be appointed by the CoE to the candidate who is really disabled to write his / her examination with his / her own hand. While appointing an amanuensis the following guidelines are to be followed strictly.

Guidelines

- 4.6.1** An amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his own hand.
- 4.6.2** A candidate seeking the assistance of an amanuensis shall submit an application to the CoE through the principal of the college, with the following documents.
 - a. Medical certificate from the medical officer of a Government district or higher grade hospital showing the inability to write the examination with his / her own hand which shall be attested by the principal
 - b. Attested copies of testimonials of an amanuensis.
 - c. Declaration from the candidate and the amanuensis which are to be attested by the principal of the college.
 - d. One A4 size paper hand written matter which is written by the amanuensis.
 - e. Three recent passport size photos of the amanuensis attested by the principal.
- 4.6.3** An amanuensis appointed must be of lower grade education than that of the

candidate and should not be studying in engineering field.

- 4.6.4** The CS shall arrange a suitable room for the candidate and the amanuensis and appoint a superintendent for the candidate and are to be changed daily.
- 4.6.5** If the disabled candidate (temporarily disabled) begs to write the examination with his / her own hand, he / she shall submit an application to the CoE seeking grant of extra time (30minutes for 3 hours examination) to write the examination, with concerned medical certificates and the attested copies of the such permission letters, if any, given earlier by any of the boards or universities in India.

5. Assessments: Assessment of various examinations shall be done as per following guidelines.

5.1 CIE Assessment: Course teacher shall assess the performance of the students in respective theory courses. Performance shall be regularly monitored and record of assessment shall be maintained in the prescribed proforma and marks shall be entered in ERP Software by the course coordinator.

5.2 SEE of Laboratory Courses: Assessment of SEE of Laboratory Courses shall be done using following guidelines.

- 5.2.1** It shall be assessed jointly by two examiners namely, the course teacher/ course coordinator/ internal subject expert/ external examiner at the time of examination.
- 5.2.2** It shall be assessed batch wise and there should not be more than 15 students for UG and 12 students for PG in one batch.
- 5.2.3** In one day there may be at the most three batches.
- 5.2.4** Marks shall be entered in ERP Software by the internal examiner.
- 5.2.5** There shall not be any retotalling, revaluation and issue of photo copy of the answer books of SEE of laboratory course.

5.3 SEE of Theory Courses: Assessment of SEE of theory courses shall be executed at institute level under the control of CoE at Valuation Centre (VC) using following guidelines.

- 5.3.1** The chairman of BoE shall submit the panel of valuers, both internal and external, to the CoE to carry out the valuation work.
- 5.3.2** CoE shall issue office order for assessment to the valuers through coordinators.
- 5.3.3** Valuation is compulsory to all teaching staff of this institute. Wherever number of persons involved in assessment is more than one, in such cases, course coordinator shall conduct the meeting of all the valuers to decide a common scheme of evaluation and prepare its minutes in writing before beginning assessment.
- 5.3.4** Normal working hours of VC shall be 9 a.m. to 6 p.m. considering quantum of work and time constraint, working hours may be extended as per requirement.
- 5.3.5** Coordinators will receive masked answer books from CoE and carry out the further process in stipulated time period.
- 5.3.6 Assessment procedure :** After receiving the order for assessment of answer books, the assessor shall
- not to disclose the order as it is confidential.
 - report at the VC.
 - submit the "Evaluator's Declaration" form given by CoE .
 - collect sealed bundle of answer books from VC officials, count all the answer books in the bundle and check for proper masking of answer books. If any discrepancy, get it clarified from VC officials immediately. In any case, do not receive any unmasked answer book.
 - Collect question paper and solution/scheme of marking of the course from VC officials
 - Not to assess any answer book without solutions/scheme of marking.
 - Award step-wise marks for each solved question.

- h. Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.
- i. Write marks as 00, 01, 02, 03, etc i.e. in double digit and not as 0, 1, 3, 4 etc in the space provided on the front page of the answer book. Write 00 marks in that question to which answer/s written is wrong while write - - (double dash) in that question which is not attempted (completely ignored) by the student.
- j. Assess the answer in terms of marks only. He/she neither shall put any comment nor shall put any markings on the answer book.
- k. Put signature with his/her name in the space provided on the front page of the answer book.
- l. Hand over the bundle to VC officials for further action under any of the following situation.
 - answer book found with a written request stating cancellation of previously written answer,
 - Found with multiple-writings,/ with multiple use of inks.
 - Found attached with any currency note to the answer book and or found requesting assessor to assess answer book favorably,
 - Mass copying,
 - Found disclosing identity of the examinee in any form with a intent to get clear-cut illegal benefit
 - Found writing abusive and threatening language
 - Question paper with missing data, misprint of any nature and all other such cases Handover valued answer books to officials.

5.3.7 Re-totaling: The process of re-totaling shall be carried out by the official designated by the CoE as per the following guidelines.

- a. He/She shall see that examinee attempted the questions considering the internal choice and shall check the marks given by the valuer as per the marks allotted to the questions.
- b. He/She shall see all questions and sub questions are valued and awarded marks.
- c. He/She shall report to COE in case of any discrepancy and shall get it corrected by the concerned valuer.
- d. CoE/VC official shall not correct any such mistakes on their own under any circumstances.
- e. He/She shall unmask the answer books and arrange sequentially.
- f. The course coordinator shall enter the marks in the ERP Software.

5.4 Preservation of assessed answer books: All valued answer books shall be preserved for two consecutive semesters in the VC office.

6 Display of Results: The grades obtained by the student for each course shall be displayed on the notice board along with SGPA, CGPA and cumulative credits earned. The CoE shall get the signature of all the students in the result sheet.

7 Issue of Photocopy of Answer Book: The candidate shall be entitled to apply for photo copy of his/ her assessed answer books of SEE theory course(s) in which he/ she has appeared. The aspiring candidate shall apply to CoE through HoD in prescribed format by paying requisite fees as per following procedure.

Procedure for a Photocopy:

- 7.1 The candidate shall submit application form within 02 working days from the date of display of results.
- 7.2 The candidate shall pay requisite fees and attach the receipt to the application form.
- 7.3 Any application received after the last date will not be accepted.
- 7.4 Applications incomplete in any respect and with illegible entries may be rejected.
- 7.5 Upon receipt of the application, the CoE shall scrutinize the application and arrange to issue photo copy to the candidates.

8 Re-totaling : The candidates shall be entitled to apply for retotalling of their answer books by paying the requisite fees within 03 days from the date of display of results.

- 9 Revaluation:** Revaluation of SEE of theory courses shall be carried out as per following guidelines.
- 9.1** The aspiring candidate shall apply for revaluation to the CoE in prescribed format by paying requisite fees within 05 working days or as specified in academic calendar from the day of declaration of results.
 - 9.2** CoE shall collect and compile all received applications of revaluation. Prepare course wise bundles of re-masked answer papers.
 - 9.3** CoE shall issue appointment order to examiners for revaluation. In general, examiner appointed for revaluation should be other than the first examiner and senior most faculty member.
 - 9.4** Change in marks will be considered if there is a change in grade.
 - 9.5** If the change in marks is greater than 15% of prescribed total marks of SEE; then the third examiner other than first two shall be appointed for re-valuation. The changed marks shall be considered by calculating average of two nearer marks.
 - 9.6** Revaluation work shall be completed within 7 days from the last day of receiving application for revaluation.
- **Challenge Revaluation:** Any student who is not satisfied with the revaluation result, can apply for challenge revaluation within 03 working days after the announcement of the revaluation result. The Challenge Revaluation shall be done jointly by an External Valuer and an internal subject expert other than the earlier valuer. The final marks shall be awarded by calculating average of two nearer marks of valuation, revaluation and challenge revaluation.
- 10 Provisional Degree and Migration Certificate:** Aspiring students are entitled to receive Provisional Degree and/or Migration Certificate before receiving the final degree certificate as per convocation schedule.
- 10.1 Provisional Degree Certificate:** The institute shall issue "Provisional Degree Certificate" to the outgoing students who, otherwise has completed all the requirements for award of degree as per autonomy rules of this institute. The format for provisional degree certificate shall be as decided by AC and it shall be valid till the convocation.
 - 10.2 Migration certificate:** The institute shall issue "Migration certificate" to the outgoing students, on his/her request. The format for Migration certificate shall be as decided by AC.
- 11 Graduation Ceremony**
- 11.1** The College conducts annual Graduation Day ceremony for the award of the Provisional Degree Certificate to students completing the prescribed academic requirements. The degree certificate will be issued by the University after the University Convocation.
 - 11.2** The College awards Ranks and Medals to the meritorious students during the Graduation Day Ceremony to encourage the students to strive for excellence.
- 12 Examination and Revaluation Fees:** Examination fee shall accepted from all such students who apply for appearing the examination along with their examination forms. The fees charged shall be as follows:

1.	Regular Semester(Odd/Even) Examination fees for UG	Rs. 1,500/- per semester
2.	Regular Semester(Odd/Even) Examination fees for PG	Rs. 3,000/- per semester
3.	Course Re-registration fees	Rs. 500/- per credit
4.	Supplementary Semester Registration	Rs. 1,000/- per credit
5.	Make up Examination fees	Rs. 500/- per course
6.	Make up CIE fees	Rs. 200/- per course
7.	Revaluation of Answer scripts	Rs. 500/- per course
8.	Photo Copy of Answer scripts	Rs. 500/- per course
9.	Challenge Valuation	Rs. 5,000/- per course
10.	Duplicate Grade Card	Rs. 500/-
11.	Official Transcript	First Copy : Rs. 1000/- Subsequent Copies : 200/- per

		copy
12.	Provisional Degree Certificate	Rs. 1000/-

12.1 Late fees for delayed submission of examination forms:

Sl No	Delay (No of days from last day)	Late Fees in Rs. (In addition to regular Exam Fees)
1.	1 to 3 working days.	200/-
2.	4 to 5 working days.	400/-
3.	6 to 10 days.	1,000/-
Thereafter No Registration for the examination.		

13 Remunerations and TA/DA:

13.1 Remuneration: Any examination related work except Continuous Internal Evaluation (CIE) shall be paid remuneration as per following guidelines.

Sl. No.	Examination Activity	Remuneration in Rs.
Question paper setting (Theory)		
1.	Paper setting per paper	600
2.	Preparation of scheme and solution per question paper	1000
3.	Chairman for co-ordination of scrutiny of Question papers per day	1000
4.	Scrutiny of question papers to BOE Chairman/Members per course per paper	100 Minimum : 500
Valuation (Theory)		
5.	Valuation/Moderation/Review per paper	30 Minimum : 300
6.	Revaluation per paper	50 Minimum : 500
7.	Challenge Valuation per paper	100 Minimum : 500
Practical Examinations		
8.	Preparation, setting question paper, conduct and valuation per batch (12 students)	400
9.	Every additional candidate over and above a batch of 12 students	30
10.	HOD Remuneration during practical examinations per batch	10 Minimum : 60 Maximum : 100
11.	Lab Supervisor per batch per lab	100
12.	Lab technician per lab / batch	75
13.	Lab Attender per batch per lab	60
14.	Clerk cum typist per day/dept	75
15.	Survey lab attenders	60
16.	Local conveyance for examiners from other colleges in and around Bangalore per day	500

17.	COE (Question paper printing / valuation / tabulation / results) per day	500 + 500 (Conveyance)
18.	Valuation centre Coordinator/Deputy Coordinator per day	200 + 300 (Conveyance)
19.	Chairman-BOE during valuation per day	150
20.	Subject Chief during valuation per day	100
21.	Coding and Decoding per script	2
22.	Office staff per day for clerical work	100
23.	Class 4 per day	60
Theory Examination		
24.	Chief Superintendent per session	100 + 100 (conveyance)
25.	Deputy CS per session	50 + 75 (conveyance)
26.	RS/ REL/Squad Members	50 + 60 (conveyance)
27.	Exam Superintendent – Office per session	50 + 50 (conveyance)
28.	Clerk or typist per session	20 + 50 (conveyance)
29.	Attender per session	20 + 40 (conveyance)
Sitting fee and Hospitality charges		
30.	MPEC Sitting chairman/members per day	1000
CIE for Integrated courses		
31.	CIE Lab Internal Exam– Internal / External examiners per course/batch	Minimum : 300 Rs. 20 per student
Others		
32.	Remuneration for Conducting classes during Supplementary Semester	Rs. 400/- per credit per student. Maximum : 20 students
33.	Store keeper	750 per Regular Semester
34.	Librarian and Library staff for the whole semester during the regular theory examination days	400 per day
35.	Departmental Clerical staff per semester	1000/-
36.	One Office Superintendent and One Accountant for fee collection	100/- each
37.	One Office Superintendent and One Accountant for Remuneration disbursement per day	100/- each

Note: The Principal/CoE is empowered to decide the remuneration for any other work related to examination which is not covered above.

13.2 TA/DA: It shall be paid as per following guidelines:

- DA shall be paid as per State Government norms.
- Local Conveyance for Bangalore and surrounding areas is Rs. 500/- per day.
- All outside examiners (other than Bangalore, Chickballapur & Muddenahalli) shall be paid Rs. 500/- per day as additional dearness allowance.
- Travel by bus, train and air is permissible as per State Government norms for out station examiners.



NAGARJUNA COLLEGE OF ENGINEERING & TECHNOLOGY
(An Autonomous College Under VTU)
Bengaluru-562164

Remuneration for P.G Project Valuation & Viva Voce

M.Tech		
Internal Examiner	Project Valuation	Rs.350 (Per report)
	Viva Voce	Rs. 400 (Per student)
External Examiner	Project Valuation	Rs.350 (Per report)
	Viva Voce	Rs. 400 (Per student)
	Conveyance	Rs.500 (Per day)

3 batches per day

MBA		
Internal Examiner	Project Valuation	Rs.200 (Per report)
	Viva Voce	Rs. 300 (per batch of 5 students)
External Examiner	Project Valuation	Rs.200 (Per report)
	Viva Voce	Rs. 300 (per batch of 5 students)
	Conveyance	Rs.500 (Per day)

3 batches per day

Principal

PRINCIPAL

Nagarjuna College of Engineering & Technology
An Autonomous College under VTU
Bengaluru-562164

20234
15/4/21.

CONTINEO

REF: 2000063

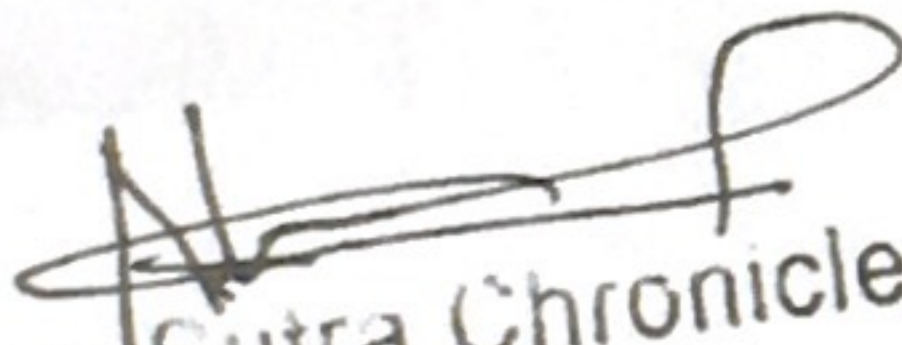
31 March 2021

To,
The Principal,
Nagarjuna College Of Engineering & Technology,
Mudugurki Venkatagiri Kote, Post, Devanahalli,
Bengaluru-562110
PH:080 67462700/701/702

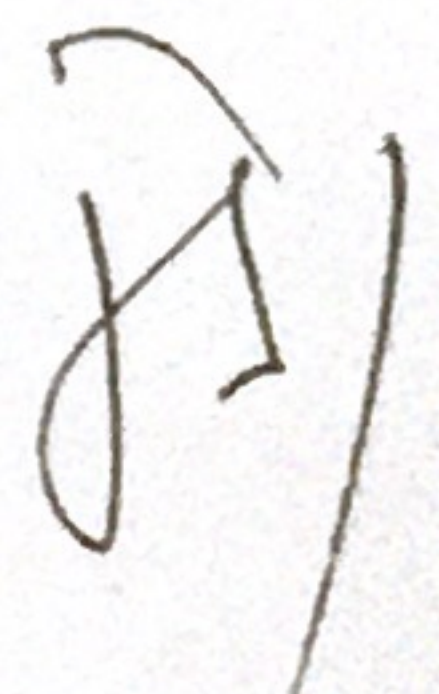
Dear Sir,

Thank you for giving us an opportunity to serve you.

Kindly find the enclosed invoice towards one time set up fees.


For e-Sutra Chronicles Pvt. Ltd.
Nikhil G
Head of HR and Finance
Authorized Signatory
email: accounts@contineo.in

E-Sutra Chronicles Pvt.Ltd, No.953,SLN Plaza,1st Floor,21st Main,15th Cross,BSK 2nd Stage,
Bangalore-560070 INDIA: PH:+91 80 2671 0328 info@contineo.in


(no Debit.)

INVOICE

CONTINEO

E-Sutra Chronicles Pvt.Ltd
No.953,SLN Plaza,1st Floor,21st Main,15th Cross,BSK 2nd Stage,
Bangalore-560070 INDIA: PH:+91 80 2671 0328

SOLD TO
The Principal,
Nagarjuna College Of Engineering & Technology,
Mudugurki Venkatagiri Kote,Post, Devanahalli,
Bengaluru-562110
PH:080 67462700/701/702

INVOICE NUMBER | 2000063
INVOICE DATE | March 31, 2021
PAYMENT TERMS | 7 days

RELATIONSHIP MANAGER | Supriya
OUR PAN NO | AABCE8280E
OUR GST No. | 29AABCE8280E1ZJ

GST RATE | 18%
SAC Code | 999299


YOUR ORDER NO. | Master Agreement

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	One-time Set up Fees	₹ 50,000.00	₹ 50,000.00
2			
3			
4			
5			
6			
7			
DETAILS for RTGS		SUB-TOTAL	₹ 50,000.00
Account Name: E-Sutra Chronicles Pvt. Ltd.		CGST@9%	₹ 4,500.00
Bank Name: HDFC Bank Pvt. Ltd.		SGST@9%	₹ 4,500.00
Bank Address: 2nd Ph. J P Nagar, Bangalore 560078			
Account No: 01332560000461			
RTGS/NEFT/IFSC: HDFC0000133			
HDFC Bank swift code : HDFCINBBNG			
Branch code: HDFC0000133			
A.D. Code: 0510010-8400009		TOTAL	₹ 59,000.00

For queries about this invoice, please contact our finance department on accounts@contineo.in

PAY THIS AMOUNT

THANK YOU FOR YOUR BUSINESS


For e-Sutra Chronicles Pvt. Ltd.

Authorised Signatory

To / Accounts / COE / P.Off.

CONTINEO

REF: 21000C9

29 July 2021

To,
The Principal,
Nagarjuna College Of Engineering & Technology,
Mudugurki Venkatagiri Kote, Post, Devanahalli,
Bengaluru-562110
PH:080 67462700/701/702

Dear Sir,

Thank you for giving us an opportunity to serve you.

Kindly find the enclosed invoice for Apr-May-Jun 2021.


Nikhil G

Head of HR and Finance
E-Sutra Chronicles Pvt. Ltd.
Email: accounts@contineo.in

Authorised Signatory

E-Sutra Chronicles Pvt.Ltd, No.953,SLN Plaza,1st Floor,21st Main,15th Cross,BSK 2nd Stage,
Bangalore-560070 INDIA: PH:+91 80 2671 0328 info@contineo.in

PROFORMA

CONTINEO

E-Sutra Chronicles Pvt.Ltd

No.953,SLN Plaza,1st Floor,21st Main,15th Cross,BSK 2nd Stage,

Bangalore-560070 INDIA: PH:+91 80 2671 0328

SOLD TO

The Principal,

Nagarjuna College Of Engineering & Technology,

Mudugurki Venkatagiri Kote,Post, Devanahalli,

Bengaluru-562110

PH:080 67462700/701/702

INVOICE NUMBER | 21000C9
INVOICE DATE | July 29, 2021
PAYMENT TERMS | 7 days

RELATIONSHIP MANAGER | Supriya
OUR PAN NO | AABCE8280E
OUR GST No. | 29AABCE8280E1ZJ

GST RATE | 18%
SAC Code | 999299

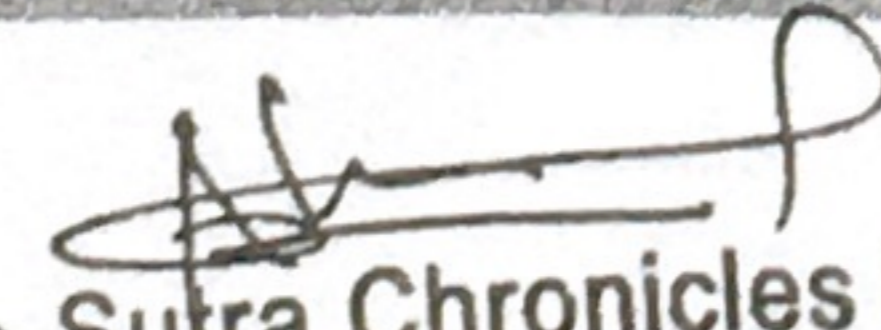
YOUR ORDER NO. | Master Agreement

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Only 70% of contract rate is charged because only examinations have been conducted on contineo so far		
	Usage Of Contineo software for the month of April-2021 Estimated students:672,Staff:24, total users: 696:@Rs.280/-per user per year(70% of Rs.400)	₹ 16,240.00	₹ 16,240.00
	Usage Of Contineo software for the month of May-2021 Estimated students:672,Staff:24, total users: 696:@Rs.280/-per user per year(70% of Rs.400)	₹ 16,240.00	₹ 16,240.00
	Usage Of Contineo software for the month of June-2021 Estimated students:672,Staff:24, total users: 696:@Rs.280/-per user per year(70% of Rs.400)	₹ 16,240.00	₹ 16,240.00
	DETAILS for RTGS	SUB-TOTAL	₹ 48,720.00
Account Name:	E-Sutra Chronicles Pvt. Ltd.		
Bank Name:	HDFC Bank Pvt. Ltd.	CGST@9%	₹ 4,384.80
Bank Address:	2nd Ph. J P Nagar, Bangalore 560078	SGST@9%	₹ 4,384.80
Account No:	01332560000461		
RTGS/NEFT/IFSC:	HDFC0000133		
HDFC Bank swift code :	HDFCINBBBNG		
Branch code:	HDFC0000133		
A.D. Code:	0510010-8400009	TOTAL	₹ 57,489.60

For queries about this invoice, please contact our finance department on accounts@contineo.in

PAY THIS AMOUNT

THANK YOU FOR YOUR BUSINESS


For e-Sutra Chronicles Pvt. Ltd.

Authorized Signatory





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Autonomous Examination Suite

- Select group below
- Marks entry
- Attendance
- Approvals
- Reports
- Exam reports
- Register to exam
- Manage staff/students
- Manage login
- Manage course
- Semester lifecycle

AAT 1	CIE 1	AAT 2	CIE 2	CIE 3
Practical	SEE	Imp SEE	Review AAT 1	Review CIE 1
Review AAT 2	Review CIE 2	Review CIE 3	Review practical	Review see
Import	Review all	Review CIE details		



Autonomous Examination Suite

Result : CIE final result

Semester

7

Department

Mechanical

Section

Start

USN	Name	17MEI71	17MET72	17HOE752	17HOE761	17MEL77	17MEL78	17MEP79	
	Max Marks	100	100	100	100	50	50	50	
14ME143	SIDDARATHA B S		52						
16ME055	MANOJ K					40			
16ME086	SAEED FARAZ	77				40		45	
16ME113	VINAYAK					44			
17ME001	A THARUN PRAKASH		84						
17ME006	AKSHAY A	82	85						
17ME008	ASHWATH G V	80							
17ME015	CHANDAN REDDY R	79	84						
17ME049	NALLI ISRAEL RAJU			75					
17ME064	RACHARLA RAKESH	83							
17ME090	SHIVAKUMAR T S				98				
17ME402	ABIDULLA BAIG	77							

Back

Save result

Welcome to Nagarjuna Institute | NCET Examination Automation S

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contineo home pre-exam evaluation results tools Logout

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PG VALUATION STATUS REPORTS UG VALUATION STATUS REPORTS

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Valuation_status.xls

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11:24 AM
11/13/2021

Pre Evaluation

Evaluation

Post Evaluation

Reports
Student History Pre Exam

Logout

[Click here to evaluate all SEE=0 Marks subjects](#)

Regular Evaluation [Makeup Evaluation](#) [Re-Evaluation](#)

[Bachelor of Engineering](#) [Master of Computer Applications](#) [Master of Business Administration](#) [Master of Technology](#)

- Theory Exam Attendance Entered
- Question Paper Pattern Entered
- Evaluator & / Moderator Allocated
- Evaluation Under Progress
- Moderation Under Progress
- Moderation Third Progress
- Evaluation Done

First Year

	20MAT11	20PHY12	20CEF13	20ELN15	20CSD17	20CHE12	20CCP13	20MEF14
Semester I	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●
	20ELE15	20CED14	20PHL16	20CPL16				
	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●				
Semester II	20MAT21	20CEF23	20ELN25	20CSD27	20CHE22	20CCP23	20MEF24	20CED24
	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●	● ● ● ● ●
	20PHL26							
	● ● ● ● ●							

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Go to PC settings to activate Windows.

Nagarjuna Results

instant results

Home Results Admission ticket Course Registration NCET Scholarship Test Admission Request Mock CET results – 2019

Results

View results of NCET

USN : 1NC

Date of Birth :

(ddmmyyyy)

Semester :

Select exam

SEE Dec 2020

Nagarjuna Results

instant results

- Home
- Results
- Admission ticket
- Course Registration
- NCET Scholarship Test
- Admission Request
- Mock CET results - 2019

Course Registration

Register courses under NCET-autonomous structure

Enter the following details

USN : 1NC

Semester :

Department :

Password :

[view subjects](#)



Nagarjuna Results

instant results

- Home
- Results
- Admission ticket
- Course Registration
- NCET Scholarship Test
- Admission Request
- Mock CET results - 2019

Admission ticket

Admission ticket for NCET examination

USN : 1NC

(Use capitals for USN : e.g. - 12XY123)

Date of Birth :

(ddmmyyyy)

generate admission ticket

