



R G M COLLEGE OF ENGINEERING & TECHNOLOGY
AUTONOMOUS

Nandyal-518501, Kurnool – Dt. AP. India

Examination Branch

Regulations for Examinations Under Autonomous System


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R 1.0 ORGANIZATION OF THE EXAMINATION SECTION

1.1 Examination Committee

Examination Committee consists of the following:-

- a) Chief Superintend (Principal)
- b) Controller of examinations (CoE)
- c) Assistant controller examinations(ACE)

1.2 The Duties of Examination Committee (EC):

- a) The EC shall ensure proper conduct of the various stages in the examination system.
- b) The EC shall recommend examination reforms and shall implement them after approval of the academic council.
- c) The EC shall prepare the detailed time table of examinations as per the schedule approved by principal.
- d) The EC shall arrange for strict vigilance during the conduct of examinations to avoid use of unfair means by the students, faculty, and invigilators.
- e) The members of EC shall meet at least twice during the academic year and at other times as and when necessary.
- f) The various formats shall be prepared by EC for record purpose as well as for monitoring all examination related activities.
- g) The Controller of examinations shall be assisted by ACEs for carrying out various activities.

1.3 Duties of CoE

The CoE shall be responsible for smooth and proper conduct of examinations in the Institute. He/ She shall

- i) Give the directions to all ACEs for smooth conduct of examinations.
- ii) Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department.
- iii) Receive the cases of malpractices and appoint committee for necessary action.
- iv) Receive the list of external examiners for various courses from the Head of the Departments for Question Bank-setting, paper valuation, conduct of external labs etc.
- v) The CoE shall appoint invigilators for conduct examination as per the student strength in that particular examination.
- vi) There shall be one invigilator for a group of 20- 24 students.
- vii) Reliever: one reliever per five class rooms subject to a maximum two members.
- viii) Invigilators and relievers shall be appointed by CoE choosing faculty from all departments.

R 2.0 QUESTION BANK SETTING

The Question Bank setting of each subject in a Semester of End Examinations shall be done by the Internal & External faculty members . HoDs will submit a panel of 4 members as a subject experts from inside & outside of the colleges. Based on the panel, one faculty will be approved by the Chief superintend for the preparation of the Question Bank . After receiving Question Bank from Internal & External Examiners, the final Question bank will be prepared. It will be scrutinized by the subject Expert.

R 3.0 SEMESTER END EXAMINATIONS

- a) Regular theory examinations will be conducted at the end of every semester with a minimum gap of one week for preparation.
- b) Semester end lab examinations will be conducted after the completion of theory exams.
- c) External Examiners for theory examinations, lab and main project work, Comprehensive Viva voce will be nominated by the principal from the panel of experts submitted by the respective Head of the Department.
- d) There will be supplementary examination for the programme such that for odd semester courses the supplementary exams will be conducted during February/March and for the even semester courses the exams will be conducted during the August/September.

R 4.0 PROCEDURE FOR CONDUCT OF THE EXAMINATIONS

R 4.1 Conduct of Mid Examinations and Evaluation

During the semester there shall be 2 tests for theory subjects. In each Internal test there shall be one compulsory (short answers) question and 3 descriptive questions are to be answered. The duration of internal test will be for 2 hours. First test to be conducted in 3 units and second test to be conducted in the remaining 3 units of each subject. For RGM –R-2019 & RGM-R-2020, awarding of 20 Internal marks & RGM-R-2015 awarding of 25 internal marks, the performance of the student in two Internal examinations conducted one in the middle of the semester and the other towards the end of the semester giving a weight age of 0.75 for the better score and 0.25 for the other score will be considered. There shall be two assignments in each subject (problem based/ field work/group task/Online test) for award of 10 marks for RGM –R-2019 & RGM-R-2020 and 5 marks for RGM-R-2015 so that internal component (marks) will be 30 marks.

The process of conduct of the sessional examinations is as follows:

- a) The CoE shall be responsible for the smooth conduct of the sessional examinations with the support of the office staff and the faculty.
- b) As per the common schedule of sessional examinations, all the concerned faculty shall submit the question papers to the CoE/Chief Superintendent in a printed form in the shield cover.
- c) The valuation shall be completed and the marks will be displayed within one week time after the conduct of every examination.
- d) Answer scripts will be shown to the students and any discrepancies/ errors will be attended by the faculty before submission of the final marks to the Examination branch through Examination Portal.

R 4.2 Conduct of Semester End Examination

R 4.2.1 Theory course

Semester end examination shall be for duration of three hours and have a weightage of **70%** of the total marks

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

- (i) As per the schedule of examinations, the CoE/Chief Superintendent will generate question papers of the subject concerned from the question bank at least one hour before the commencement of that particular examination.
- (ii) The CoE/Chief Superintendent with the help of the additional Controllers will arrange for printing of all the selected question papers of the concerned courses in the required numbers. The question papers will be distributed only 10 minutes before the commencement of any examination.

- (iii) An inspection squad consisting of Chief Superintendent constituted specifically for overseeing the examinations on a particular day by the Controller of Examinations will visit all the examination halls and ensures that the examinations are conducted as per the examination regulations.
- (iv) The coding of the answer scripts of any particular examination shall be completed on the same / succeeding day of the respective examination. The coded answer scripts are transferred to the spot valuation coordinator.
- (v) The Examiners for the respective subjects shall be nominated by the CoE/Chief Superintendent from the panel of experts recommended by the respective HOD.
- (vi) The spot valuation process is completed within twenty days after the conduct of every examination.
- (vii) Results are announced within ten days after the completion of the spot valuation.

R 4.2.2 Laboratory Course

Semester end examination shall be of three hours duration for a maximum of 50marks.

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

- a) The common schedule for the semester end lab examination will be notified in the academic calendar.
- b) The External Examiner shall be nominated by the Chief superintendent of Examinations from the panel of experts submitted by HOD.
- c) The Evaluation will be done by both internal and external examinerstogether for a maximum of 50 marks.
- d) The Results shall be submitted to the examination section in a sealed cover immediately after the completion of the laboratory examination.

R 5.0 INSTRUCTIONS TO EXAMINERS (VALUATORS)

- 1. This is a confidential assignment and the concerned Examiner has to maintain strict confidentiality.
- 2. The Examiner shall have minimum of three years of teaching experience.
- 3. The Examiner shall not have any near relative appeared for the examination in the same subject.
- 4. The Examiner shall value a maximum of 60 answer scripts per day i.e 30 scripts in each session and devote at least 3 to 4 hours time during each session.

5. The Examiners should follow scrupulously the scheme of valuation, in the award of marks, and is required to evaluate the answer scripts in a uniform manner. The marks shall be awarded separately for each part [(a), (b), (c)] of the question in the evaluation sheet. And finally the marks will be posted in the Award list.
6. It is mandatory that all the blank pages and blank portions of the pages of the answer booklets are to be cancelled by the Examiners using red ball point pen.

R 6.0 EVALUATION PROCEDURE FOR THEORY COURSES

The evaluation procedure shall be as follows:

- (a) The following officials shall be appointed for the Internal spot valuation work by the Controller of Examinations.

Coordinator (Spot Valuation)

Any one or two Additional Controllers shall be nominated as in-charge of spot valuation on the basis of rotation and will be responsible for conduct of the evaluation of the answers scripts of semester end examinations.

Examiners: The Examiners shall be appointed by the Controller of Examinations from the panel of the experts submitted by HOD who are having at least three years of teaching experience.

Chief Examiners- (Subject wise): Any faculty member having at least 5 years of total teaching experience and taught the subject concerned at least for three times shall be appointed as Chief Examiner by the Chief superintendent of Examinations.

(b) Working Model for Spot Valuation System

- (i) The Internal examiners will prepare scheme of valuation and chief superintendent will finalize the scheme.
- (ii) The concerned Examiner of each subject shall convene a pre- evaluation meeting of all the examiners associated and provide the scheme, solutions and discuss in detail the various aspects of the evaluation process.
- (iii) The average of the two valuations will be taken for award of marks. In case, the difference of the marks obtained in the two valuations is more than 20% then a third examiner shall value the script. Out of the three valuations, the average of marks obtained in third valuation and the marks obtained nearer to third valuation out of first two valuations shall be considered.

- (c) The Institute shall adopt the External Spot evaluation center for Second evaluation of the answer scripts will be recognized by the principal by appointing the one faculty Coordinator from the reputed institutions to conduct the External Spot Evaluation.

Scrutinizers/Tabulators: The Controller of Examinations shall nominate Scrutinizers/ Tabulators to scrutinize the answer scripts and tabulate the marks lists.

R 7.0 Moderation rules

The Moderation rules will be adopted as an when required with the permission of University Nominee as per the approved RGM Moderation rules in vogue.

R 8.0 DECLARATION OF RESULTS

The results along with the recommendations of the moderation committee are sent to result committee (to be nominated by principal) for final approval. Then, the results will be declared and displayed in the notice boards and college website.

R 9.0 Revaluation/Recounting

For RGM-R-2015 regulations, no revaluation for any subject/course shall be entertained as already double valuation system is in existence. However, recounting is allowed on the request of the candidate on payment of specified fee.

For RGM-R-2019 & RGM-R-2020 regulations:

- a) The request for Revaluation/Recounting must be made in the prescribed format along with the prescribed fees.
- b) After the completion of revaluation/recounting, if the grade is improved or when there is a change in the status i.e., fail to pass or vice versa the grade obtained in the Revaluation shall be notified as final.
- c) The fees paid for revaluation/recounting will be refunded, if the difference in the grade obtained in the Revaluation has two jumps when compared with the grade secured in the first valuation and otherwise, the fee paid will be forfeited.

R 10.0 MALPRACTICE

The CoE shall refer the cases of suspected malpractices in mid examinations and semester-end examinations to Malpractice Enquiry Committee constituted by the Institute. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action against the erring students based on the recommendations of the committee. Malpractice Rules are shown in Appendix.

R 11.0 PERMISSION FOR ASSISTANCE WITH SCRIBE TO APPEAR FOR THE EXAMINATIONS

1. Candidates in need of a Scribe should apply in writing showing the reason and with the necessary evidence for additional assistance with scribe.
 - a) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
 - b) The Particulars of the proposed scribe i.e., name, address, qualifications, photo and present occupation. [The scribe should not exceed intermediate qualification].
 - c) A letter from the scribe stating that he / she is willing to act as scribe.
 - d) A copy of the certificate showing the qualifications of the scribe.
- (a) The Principal then permits the use of scribe after verification of the evidence Provided by the candidate.

R12.0 AWARD OF GRADES

a) B.Tech

The absolute grading system is adopted as follows:

Range in which the % of marks in the subject fall	Grade	Grade point Assigned	Performance
90 to 100	O	10	Out standing
80 to 89.9	A ⁺	09	Excellent
70 to 79.9	A	08	Very Good
60 to 69.9	B ⁺	07	Good
50 to 59.9	B	06	Above Average
45 to 49.9	C	05	Average
40 to 44.9	P	04	Pass
<40	F	00	Fail
Ab	AB	00	Fail

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average (GPA) for each semester and Cumulative Grade Point Average (CGPA) up to any semester is calculated as follows:

- i) Semester Grade Point Average will be computed as follows:

$$GPA = \frac{\sum_1^n C_j \times GP_j}{\sum_1^n C_j}$$

Where, n is the number of subjects in that semester. C_j is Credits for the subjects. GP_j is the grade point obtained for the subject and the summation is over all the subjects in that semester.

- ii) A Cumulative Grade Point Average (CGPA) will be computed for every student at the end of each semester. The CGPA would give the cumulative performance of the student from the first semester up to the end of the semester to which it refers to and is calculated as follows:

$$CGPA = \frac{\sum_1^m GPA_j \times TC_j}{\sum_1^m TC_j}$$

Where 'm' is the number of semester under consideration. TC_j the total number of credits for a jth semester and GPA_j is the Grade Point Average of the jth semester. Both GPA and CGPA will be rounded off to the second digit after decimal and recorded as such. While computing the GPA / CGPA, the subjects in which the student is awarded zero grade points will also be included.

For any academic/employment purpose the following formulae shall be used for conversion of CGPA to % of marks. **% of marks = (CGPA - 0.5) x 10.**

b) M.Tech / MBA / MCA

The absolute grading system is adopted as follows:

Range in which the % of marks in the subject fall	Grade	Grade point Assigned	Performance	Performance in Project work
90 to 100	O	10	Outstanding	Performance in project will be reported as i) Good ii) Satisfactory iii) Un Satisfactory. The credits obtained in Project will not be considered for the award of Class.
80 to 89.9	A+	09	Excellent	
70 to 79.9	A	08	Very good	
60 to 69.9	B+	07	Good	
50 to 59.9	B	06	Pass	
<50	F	00	Fail	
Ab	AB	00	Fail	

- Requirement for clearing any subject: The students have to obtain a minimum of 40% in End Examination and they have to score minimum of 50% marks from Internal and external exam marks put together to clear the subject. Otherwise they will be awarded fail grade.
- F is considered as a fail grade indicating that the student has to reappear for the end supplementary examination in that subject and obtain a non-fail grade for clearing that subject
- To become eligible for the award of degree the student must obtain a minimum CGPA of 5.5

R 13.0 AWARD OF CLASS:

a) B.Tech

S.No.	Class	CGPA
1	First Class with Distinction	7.5 or more
2	First Class	6.5 or more but less than 7.5
3	Second Class	5.5 or more but less than 6.5
4	Pass	Above 4.5 & below 5.5

For any academic/employment purpose the following formulae shall be used for conversion of CGPA to % of marks.

$$\% \text{ of marks} = (\text{CGPA} - 0.5) \times 10$$

b) M.Tech / MBA / MCA

S.No.	Class	CGPA
1	First Class with Distinction	7.5 or more
2	First Class	6.5 or more but less than 7.5
3	Second Class / Pass	5.5 or more but less than 6.5

For any academic/employment purpose the following formulae shall be used for conversion of CGPA to % of marks.

$$\% \text{ of marks} = (\text{CGPA} - 0.5) \times 10$$

R 14.0 Appendix: Disciplinary Action for Malpractices

S.No	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the impostor is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or After the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeit of seat.

5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the Examiners or writes to the Examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6	Refuses to obey the orders of the Chief Superintendent / Assistant-Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct 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.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9	If student of the college, who is not The candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.

10	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of Internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Principal or College Academic committee for further action to award suitable punishment.	


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