

## Office of the Controller of Examinations (CoE)

### Vision:

To succeed the expectations of all stakeholders in accomplishing the assessment and evaluation

### Mission:

- ✓ To outline and implement appropriate measures for various mechanisms involved with accountability.
- ✓ To avail the resources as per the expertise of an entity and uphold quality & sensible standard in the assessment
- ✓ To ensure that students participate in assessment process passionately.

### About CoE Office

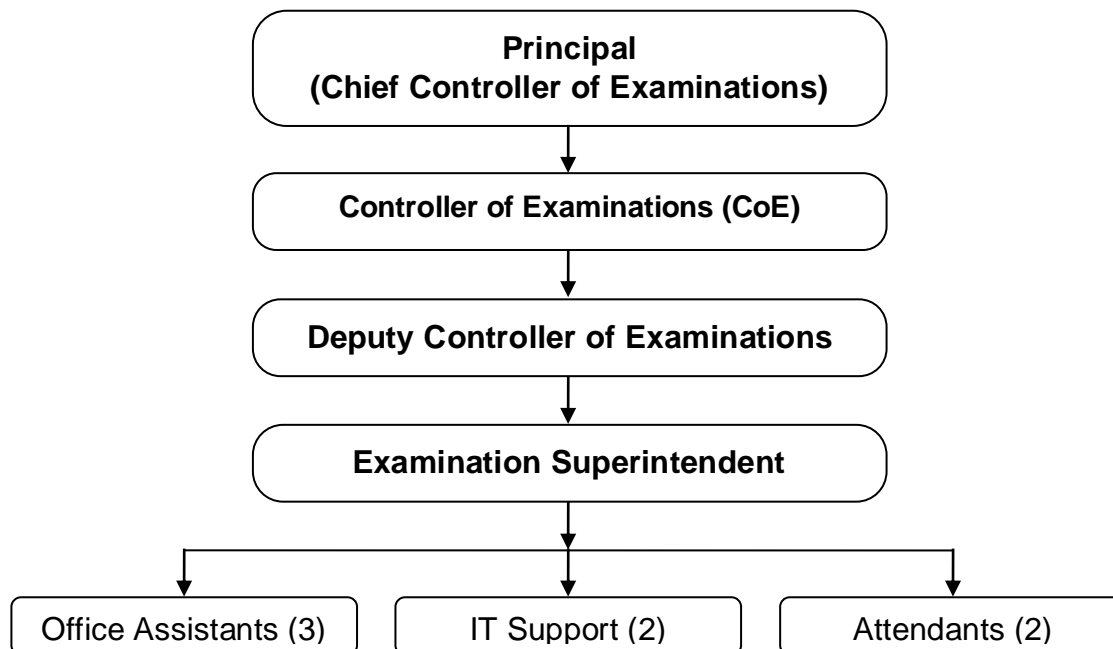
The Examination Section in Ballari Institute of Technology (BITM) visualize the need for radical reforms in traditional examination and assessment system and is working towards evolving a credible, valid, and effective evaluation system that responds confidently to the challenges and newer demands of a knowledge society.

The Office of the Controller of Examinations is an Autonomous Body. It is endowed with well-defined responsibilities and adequate authority to conduct fair and timely examinations (as per the Academic Calendar of the College) for the UG and PG Courses. It has been articulated to supervise the examination & evaluation process, which is headed by the CoE. He discharges his duties under the directions of the Principal. The conduct of examinations in the Autonomous System is an important academic activity to bring out the student's performance. In this context, Examination Cell plays a key role in the evaluation process. At each and every stage in the evaluation process, including Continuous Internal Evaluation (CIE), Semester End Examinations (SEE) and Fast track semester (FTS) Examinations, CoE along with his office staff meticulously monitor the performance of students by giving suitable guidelines to various departments in the institution from time to time.

CoE reviews the examination pattern making periodical changes and sets guidelines for the conduct of examination and evaluation from time to time and ensures strict adherence of guidelines by the faculty members. CoE is responsible for making all arrangements necessary for holding examinations and declaration of results.

The Controller of Examinations is assisted by one Deputy Controller of examinations. These officials are assisted by Examination Superintendent, Office Assistants, Computer Data Operators and Attendants (Helpers and Peons).

## Organization Structure of Examination Section



## Structure and Functions

The Examination section mainly deals with the conduct of examinations, declaration of the results and issuance of Certificates, Grade Cards, PDC's and other exam related certificates.

For the purpose of simplification, smooth and easier functioning, the work of Examination is divided into following three parts, on functional basis:

- Pre-Examination work
- Examinations and Preparation of Results
- Post Examination work

## Pre-Examination Work

First phase is basically related to preparation of schedule of Examinations, formulating the list of Paper-setters, Panel of Examiners, External Reviewers, **Appointment of Chief Co-ordinator, co-ordinators and Sub-ordinates**, Appointment of Vigilance Squad, Preparation of Examinations, Events of all the Examinations (Time-Table), fixing of venue of Semester End Examinations, seating arrangements of students; making all arrangements for conduct of examinations etc.

## Examination and Preparation of Results

- The second phase is mainly related to appointment of Deputy Chiefs, Invigilators, Relieving Superintendents, and non-teaching staff like; water boys, attenders etc. and arrangement for Vigilance Squads to visit examinations venues.
- To make arrangement to collect the answer-books and to send it to the venue of the evaluation center
- To receive the report of the Malpractice (Unfair means) cases from the room invigilators and vigilance squad.

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- To receive the practical examinations marks-lists from the concerned Examiners
- To carry out the work of assessment of answer-books
- To process the result on computers
- To declare the results of various examinations
- To send the result sheets etc. to the department concerned.

### Post Examination work

- After the declaration of the results, will receive the appeal redressal forms from the students and to make the arrangement for appeal redressal of answer books and to send the result of appeal redressal results to the department / students.
- To make the arrangement for printing and distribution of grade cards, Issue duplicate grade cards, transcripts, Rank Certificates, consolidated grade cards and etc.
- To deal with the cases of Examination Malpractices (Unfair means), lapses on the part of the students and staffs
- To issue revised grade cards on the basis of change in appeal redressal etc.
- To make available the statistical / other examination information to the principal's office and to the Academic Council and Governing Council of the college, when required

### CoE Office Facilities:

SN	Particulars	Infrastructure (in Sq. Ft)
1	CoE Room	
2	Valuators Room	
3	Office room	
4	QPDS Room	
5	Records Room	
6	Reception	
SN	Item	Proposed Qty.
1	Server (CoE Software, Online)	01
2	Variable Data Printer – Konica Color	01
3	Copier Machines	02
4	Computer Systems	05
5	Printers (HP 1020-01; Color Laser HP-01; Canon Duplex-01)	01 each
6	Laminating Machine	01
7	Paper Shredder	01
8	External Hard Disk for Backup (4 TB)	01



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## **1. Appointment of chief coordinator, coordinators, DCS, room superintendents, relieving room superintendents and other supporting staff.**

The principal shall be the Chief Superintendent of the examinations. The Chief Superintendent shall appoint one of the HODs or senior Professors of the college as the Chief Coordinator for conduction of the Semester End Examinations (SEE) and suitable number of coordinators to support him in discharging his duties. The Chief Coordinator shall assist the Chief Superintendent in identifying suitable persons for appointing them as Deputy Chief Superintendent [DCS], Room Superintendents [RS], the relieving Superintendents and other supporting staff for conduction of SEE.

The duties assigned with reference to the conduction of SEE are mandatory for all the staff and non-performance is liable for disciplinary action as per the institutional norms.

## **2. Duties & Responsibilities of the Chief Coordinator and other Coordinators.**

- 2.1 On receipt of appointment order as the Chief Coordinator [CC], he / she shall submit the acceptance of the duties assigned to him / her within a period of 48 hours.
- 2.2 The Chief Coordinator shall receive the data pertaining to examination schedule, allotment of DCS, RS and relieving superintendents, seating allotment, names of the squad members etc.
- 2.3 The Chief Coordinator shall receive all the stationary material required for conduction of the SEE like; Ledgers, answer booklets, drawing sheets, graph sheets, formats for registering the malpractice cases etc., from the office of the Controller of Examinations [CoE].
- 2.4 The Chief Coordinator shall assign the duties to the other coordinators and supporting staff and see that everyone involved in the conduction of SEE wears / displays the ID card.
- 2.5 The Chief Coordinator shall report for duties one hour prior to the start of examination on all the days.
- 2.6 The Chief Coordinator shall receive the question papers from the CoE one hour before the commencement of the examinations and coordinate the distribution of question papers with the support of the DCS appointed.
- 2.7 The Chief Coordinator shall facilitate the recording of the attendance of the staff reported for duties on each day and shall report any discrepancies to the CS.
- 2.8 The Chief Coordinator shall allot the rooms / blocks for the DCS, RS and relieving superintendent etc.
- 2.9 The Chief Coordinator shall liaison between the CS and the squad members for monitoring / inspection during the conduction of SEE and also in recording the cases of malpractices reported by the squad / DCS / RS.
- 2.10 The Chief Coordinator shall be responsible for bundling of the answer scripts and handing over the same to the office of the CoE under acknowledgement, session wise.
- 2.11 The Chief Coordinator shall submit a report on the work done statement to the CoE to facilitate him for releasing the remuneration to all the staff involved in the conduction of the SEE.
- 2.12 All the coordinators and the supporting staff shall report to the Chief Coordinator and discharge the duties assigned to them by the Chief Coordinator.

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- 2.13 The Chief Coordinator shall make necessary arrangements for giving signal bell as noted below to have uniform time schedule in the entire college.
- (i) 10 minutes before the commencement of the examination for allowing the students to enter examination room.
  - (ii) Second bell shall be given at the beginning of the examination for distribution of the question papers.
  - (iii) Third bell shall be given on completion of 30 minutes of start of the examination
  - (iv) Fourth bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
  - (v) The final bell shall be given at the conclusion of the examination.
- 2.14 At the end of an examination session, the Chief Coordinator shall handover the data of utilization of the stationary and the remaining stationary to the office of the CoE.
- 2.15 Any insubordination or negligence of duties by the coordinators / staff shall be reported by Chief Coordinator to the Chief Superintendent for a suitable action.

### **3. Duties and Responsibilities of the Deputy Chief Superintendent [DCS]**

- 3.1 The Deputy Chief Superintendent (DCS) shall assist the Chief Superintendent / Chief Coordinator for the smooth conduct of Semester End Examinations.
- 3.2 The DCS shall report to the Chief Coordinator of the SEE at the control room 45 minutes before the SEE commences and record his reporting to duties by affixing his signature in the attendance register placed for the said purpose.
- 3.3 The DCS shall assist the Chief Coordinator in arranging the question papers block wise (branch wise / course wise) as per the seating allotment.
- 3.4 The DCS shall oversee the distribution of blank answer books, additional books such as data handbooks, tables, charts, graph sheets, drawing sheets etc., The DCS shall deliver the packets of question papers to the rooms concerned. The DCS shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduct of examination.
- 3.5 The DCS shall remain at the block allotted to him during the entire period of examination and shall not leave the block allotted to him without prior permission of the Chief Superintendent.
- 3.6 The DCS shall sign on all the B-Forms at the end of 30 minutes of start of the examination and see that one set of B-Forms are received at the Control Room for preparation of A-Forms.
- 3.7 The DCS shall ascertain that the room superintendents have made the mandatory announcements in the respective examination halls such as "All the students shall check their pockets, in and around their seats and see that no sheets / chits of paper are found and in case if they find such material they shall remove the same and throw out in the dustbin by bringing it to the notice of the room superintendent. The students shall note that they are not permitted to use the programmable calculators and other electronic gadgets including mobile phones, memory chips etc., in the examination hall and any violation of the same will be considered as case of malpractice and will report for necessary disciplinary action".
- 3.8 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 the same shall be reported to the Chief Coordinator / CoE.
- 3.9 The DCS shall be responsible for reporting the cases of malpractices in the standard format and handing over the case to the Chief Superintendent.

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- 3.10 The DCS shall cooperate with the appointed squad for overseeing the conduct of the examinations in a fair manner.
- 3.11 It is the sole responsibility of the DCS that the Room Superintendents strictly comply with the duties & responsibilities assigned to them and the SEE is held in a fair manner in the rooms / blocks allocated to him / her.
- 3.12 At the end of the examination, the DCS shall receive the answer booklets from the respective Room Superintendents and pack them as per the A-Form and instructions from the Chief Coordinator / CS with the assistance of the relieving superintendents. The DCS shall see that each of the packets is super scribed with the following information: Semester, Course Code, Course Title, Date & Time, and Total Number of Scripts.
- 3.13 In the event of any discrepancy, like misplacement of the booklet, absence of the candidate's signature, USN, invigilator's signature, errors in B-Form, A-Form etc., the DCS shall be held responsible and shall be available for a recall for clarifications.
- 3.14 Any dereliction to duties by any of the staff deputed to work at the examination halls / blocks allocated to DCS, shall be reported in writing to the CS / Chief Coordinator.

**4. Duties & Responsibilities of the Room Superintendent**

- 4.1 The Room Superintendent [RS] shall report to the Chief coordinator at the Control Room at least 30 minutes before the commencement of the examination and record his / her reporting to duties by affixing his / her signature in the attendance register placed for the said purpose.
- 4.2 The Room Superintendent shall ascertain the examination room / block assigned to him / her and the number of candidates in the block.
- 4.3 The RS shall collect the answer booklets / drawing sheets, seating allotment or B-Forms corresponding to the allotted room / block from the coordinators under acknowledgement and verify the stationary received for distribution to the students etc.
- 4.4 The RS shall reach the allotted examination room / block, 15 minutes before the commencement of the examination and permit the entry of students to the examination hall. The RS shall see that the students occupy only the seats allotted for them.
- 4.5 The Room Superintendent shall ensure that candidates take their seats before the commencement of examination even through the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper (In such special cases, the entry shall be made in the invigilator's diary).
- 4.6 The RS shall receive the question papers from the respective DCS.
- 4.7 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.
- 4.8 Prior to issuing the question papers to the students, the RS shall mandatorily 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 and hand over to the Room Superintendent if any papers / notes / manuscripts / books or any material. The RS shall inform the students that they shall not be in possession of any written material on hand / s, palm, writing pads, inner and outer covers of calculator / geometry box, hand kerchief,....etc., also they shall not possess mobile phone or any other electronic gadget such as memory chip etc., in the examination hall.

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- 4.9 The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall, only when the commencement bell of the examination is given.
- 4.10 Candidates shall be allowed to leave the examination hall only after 60 minutes have elapsed after the commencement of the paper.
- 4.11 The Room Superintendent shall affix signature on the answer booklets of the students, at the place marked as Room Superintendent signature, only after verifying the identity of the candidate with photo on admission ticket and College ID Card, entered the correct seat number and other particulars required on the facing sheet of the answer paper and obtain signature of the candidates on attendance report (FORM B).
- 4.12 The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of any other permissible stationary materials.
- 4.13 If any student has not brought his / her admission card, the matter shall be brought to the notice of the Chief Superintendent through the DCS.
- 4.14 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. A consolidated statement showing course wise, candidates present and absent be submitted in form A.
- 4.15 After half an hour of the commencement of the examination, the spare answer books, question papers shall be returned to the DCS / Relieving Superintendent when he / she visits examination hall.
- 4.16 The Room Superintendent shall not accept the answer paper of any candidate without ensuring that it bears his / her correct university seat number (USN) and other information asked on the page of the answer paper.
- 4.17 The RS shall not allow the candidate to use unfair means in the examination hall.
- 4.18 No candidate shall be allowed to go out for toilet.
- 4.19 The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent while the examination is going on and also shall not read magazine or newspaper by sitting at a place.
- 4.20 The Room Superintendent should ensure that, there is no communication among candidates in the examination hall.
- 4.21 The violations of instructions by any candidate shall be brought to the notice of the DCS / CS immediately and a written report is to be made regarding such cases.
- 4.22 Smoking and taking Tea / Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
- 4.23 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.
- 4.24 After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand them over to the DCS along with other reports.
- 4.25 The Room Superintendent shall be personally held responsible for loss, misplacement of any answer book.
- 4.26 While taking rounds of the examination hall, if the Room Superintendent notices any candidate indulging in copying or possessing a manuscript or answer papers other than that of the candidate, any written material on calculator / geometry box / scale / parts of the body, 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 DCS. The Room Superintendent should not



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allow the candidate to leave the examination hall till the DCS comes to the examination hall and takes over the charge.

- 4.27 Any dereliction to duties on the part of the Room Superintendent as observed by the DCS will be recorded by the DCS and reported to the CS based on which the CS initiates the necessary disciplinary action.
- 4.28 Whenever the members of designated flying squad make a surprise visit, the Room Superintendent shall ensure their identity and allow to enter the examination hall for surprise check.
- 4.29 The Room Superintendent shall not leave the College premises until he / she personally hands over the answer books to the Deputy Chief Superintendent and return the diary and other stationery materials to the coordinator at the control room.
- 4.30 The Room Superintendent shall on demand, attend the meeting of MPCCC, in the event a case of malpractice is found in the respective block by any of the authorities assisting in conduction of the examination.

### **5. Duties & Responsibilities of the Relieving Room Superintendent (RRS)**

- 5.1 The Chief Superintendent appoints senior faculty members as the Relieving Room Superintendents (RRS).
- 5.2 There shall be one Relieving Room Superintendent for every 150 candidates. If the number of students is less than 75, the Deputy Chief Superintendent shall take the responsibilities of the Relieving Room Superintendent.
- 5.3 The Relieving Room Superintendent (RRS) shall report to the Chief Coordinator of SEE, 30 minutes prior to the start of the examination and affix signature in the attendance register placed at the control room.
- 5.4 The RRS shall receive the list of examination rooms / blocks allotted to him / her to discharge the duties as RRS and report to the DCS concerned. The RRS shall assist the DCS in general for smooth conduct of examination and perform the duties assigned by the DCS. In the event exigency, the Chief Coordinator or the DCS may opt to utilize the services of the RRS as RS and the RRS shall accept the duties assigned and discharge the same.
- 5.5 The Relieving Room Superintendent shall give relief to the Room Superintendent for a maximum of 10 minutes & be in charge of the duties of Room Superintendent during that period and discharge all the duties & responsibilities of the "Room Superintendent". The RRS shall return the Relieving Superintendent's diary duly filled to the Deputy Chief Superintendent or Coordinator at the Control Room, at the end of that particular session of examination.
- 5.6 The Relieving Superintendent shall not permit Room Superintendent to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he / she shall relieve the Room Superintendent to attend nature calls. The RRS shall be moving from block to block to provide relief to the RS during the examination.
- 5.7 The Relieving Superintendent shall assist the DCS in receiving the answer booklets from the RS and in the process of bundling.
- 5.8 The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him / her by CS / Chief Coordinator / DCS.

### **6. Appointment of Squad, Duties & Responsibilities of Squad**



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- 6.1 The Principal shall appoint Flying Squad / s from among the teachers of the college, according to the need to ensure proper conduct of examinations and to curb malpractice at the examination.
- 6.2 Each team may consist of not more than four members of whom one shall be designated as the Chairman of the team.
- 6.3 The squad team shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
- 6.4 The squad shall provide their identity and inform the RS about the purpose of their visit to the examination hall.
- 6.5 The Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
- 6.6 They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
- 6.7 Report the cases of malpractice detected to the Controller of Examinations immediately through the DCS / Chief Coordinator, for further action. The squad shall make use of the required stationary / formats placed at the control room for the said purpose.
- 6.8 Book the candidates under Malpractice, who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature from the candidate on the prescribed forms.
- 6.9 The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and the Chief Superintendent.
- 6.10 The Chairman of the squad team shall record their findings including satisfactory / or otherwise remarks in the Squad Book placed with the Coordinator at the control room. Each member of the squad shall affix their signature, in the attendance register placed at the control room, in each session of the examination.
- 6.11 The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the CoE for the smooth conduct of examinations and to curb the number of malpractice cases.
- 6.12 The members of the squad shall not create 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 control room, inform the concerned DCS, without further enquiring in the hall disturbing others for a prolonged period.'
- 6.13 The Malpractice case shall be booked with the prior intimation to the chief superintendent.
- 6.14 When once a candidate is booked under malpractice, the Chief Coordinator shall serve a memo to the concerned candidate instructing him / her to attend the MPCC meeting, as fixed by the Controller of Examinations. A copy of this memo shall be sent along with other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the MPCC meeting schedule.'
- 6.15 The squad shall seek any clarifications / guidance and / or assistance from the CoE whenever needed.

## **7. Regulations Governing the Malpractices by the Students during Examinations (SEE)**

- 7.1 **PREAMBLE:** These Regulations shall be called as "Regulations Governing Malpractices by the students during Semester End Examinations (SEE)" formed based on the VTU Regulations.



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- 7.2 **APPLICATION:** These Regulations shall apply to all the examinations held by the College to grant and confer Degrees by the University on persons who have pursued a course of study.
- 7.3 **DEFINITIONS:**
- 7.3.1 **'Answer script'** means a booklet containing the hand written answers to questions asked in an examination by a student in the Examination Hall;
- 7.3.2 **'Chief Superintendent'** means, Principal or any competent person appointed by the Principal of the College, to be in overall control of the Examination Centre.
- 7.3.3 **'College'** means Ballari Institute of Technology & Management (BITM)
- 7.3.4 **'Deputy Chief Superintendent'** means, an internal faculty member appointed by the Chief Superintendent to assist him / her during the examination process.
- 7.3.5 **'Examination Hall'** means, a room, hall, laboratory, workshop or any other premises such as drawing hall etc., identified for conducting examinations.
- 7.3.6 **'Valuator / Examiner'** means teaching staff / expert so appointed by the College to examine the answer scripts;
- 7.3.7 **'Academic Council'** means, the Academic Council of the College.
- 7.3.8 **'Hall Ticket'** means, the admission ticket issued by the College to a student for permitting him / her to attend the examination;
- 7.3.9 **'Malpractice'** means, any one or more of the acts committed by the students during the Semester End Examinations as specified under section IV.
- 7.3.10 **'Institution Malpractice Committee'** (IMC) means, the committee appointed by the College to consider the malpractice cases registered during the Continuous Internal Evaluation (CIE) / Semester End Examinations (SEE).
- 7.3.11 **'Official'** means, an Officer so recognized by the College and / or its Teaching Staff.
- 7.3.12 **'CoE'** means, an official entrusted with the task of conducting the Examinations of the College and declaring the results.
- 7.3.13 **'Room Superintendent'** means, faculty member in-charge of the Examination Hall during the examinations.
- 7.3.14 **'Student'** means, a person enrolled in the College for taking up studies and / or research.
- 7.3.15 **'Teaching Staff'** means, a person appointed for teaching in the College.
- 7.3.16 **'University'** means, Visvesvaraya Technological University (VTU).
- 7.3.17 **'USN'** means, a unique University Seat Number assigned to a student, issued by the University.
- 7.4 **MALPRACTICES:** Every student appearing for the Examination is liable to be charged with committing malpractice(s), if he / she is observed as committing any one or more of the following acts:
- 7.4.1 Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusive language.
- 7.4.2 Writing on the Question Paper / Admission Ticket and / or passing on the same to other student(s) in the Examination Hall.
- 7.4.3 Disclosing his / her identity by writing name or any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.
- 7.4.4 Possession of electronic gadgets like mobile phone, programmable calculator, pen-drive or such other / storage device in the Examination Hall.



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- 7.4.5 Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- 7.4.6 Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- 7.4.7 Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and / or any other official for favours in the Examination Hall or in the answer script.
- 7.4.8 Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
- 7.4.9 Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and / or inserting pages written outside the examination hall into the answer scripts.
- 7.4.10 Receiving the material from outside or inside the Examination Hall, for the purpose of copying.
- 7.4.11 Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- 7.4.12 Copying or taking aid from any material or matter referred to in sub-clauses (7.4.9 & 7.4.10) above to answer in the examinations.
- 7.4.13 Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority. Impersonating or allowing any other person to impersonate to answer in his / her place in the Examinational Hall.
- 7.4.14 Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- 7.4.15 Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, handkerchief, clothing, socks, instrument box, identity card, hall ticket, scales etc.,
- 7.4.16 Destroying any evidence of malpractice like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

### 7.5 Procedure for Reporting the Malpractice / s:

- 7.5.1 The CoE with the consent of the principal shall appoint Observers / squad according to the need to ensure proper conduct of examination and to discourage Malpractice(s).
- 7.5.2 The Observers shall be faculty members of the college and / or from other institutions.
- 7.5.3 The Observers / Squad shall inspect the Examination Blocks / Halls assigned to them by the CoE frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and fool-proof.
- 7.5.4 The Observers shall initiate action to curb Malpractices as covered in Section IV above and report any incident of Malpractice impartially to the CS and CoE through the DCS.
- 7.5.5 If a Malpractice Case is detected by the Room Superintendent / or any other Official, he / she shall seize the incriminating materials and the answer script(s)

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- and report the same to the DCS and CoE as per the procedure outlined in Annexure – III.
- 7.5.6 The Observers shall report all the instances of grave Malpractices such as Mass Copying etc., to the CS / CoE immediately.
- 7.5.7 When malpractice is brought to the notice of Chief Coordinator / CS / DCS either by the Observer(s) or by the Room Superintendent, he / she shall hold a preliminary inquiry and record the Report of the Room Superintendent, the statement of the student(s) concerned in the presence of a teaching staff other than the Room Superintendent concerned. Only then, he / she shall forward malpractice report along with the answer script(s), other incriminating materials and other enclosures in a sealed cover to the CoE immediately. *However, answer script(s) of subsequent papers of such student(s) booked under Malpractice shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.*
- 7.5.8 The student, the RS and the DCS / Observer (if the case was detected by the Observer) shall be required to give their statement in their own handwriting in the prescribed Proforma (Annexure I - III). If the space provided in the printed Proforma is not sufficient, extra sheet(s) shall be attached. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidence.
- 7.5.9 If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his / her refusal to give a statement. If he / she refuses to do even, the facts shall be recorded, duly witnessed by any other two members of the faculty.
- 7.5.10 The DCS shall report each Malpractice case separately, unless it is inter-related to any other case(s).
- 7.5.11 The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed appearing for the papers after booking the case under Malpractice, the student shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time the Chief Superintendent passes his orders based on the recommendations of the IMC.
- 7.5.12 When, a student is booked under Malpractice(s), the Chief Coordinator / DCS shall strictly adhere to following steps:
- (i) Stop the student from writing that particular paper, in which he / she has been booked under alleged Malpractice.
  - (ii) Issue a memo instructing the student to attend the meeting of the Malpractice Cases Consideration Committee as per instructions of the CoE.
  - (iii) Send the answer script of that particular paper separately to the Office of the CoE, along with other relevant documents, in a sealed cover. The said cover shall be super scribed as MPC.
  - (iv) Do not confiscate the Hall Ticket.
  - (v) Permit the student to write the subsequent papers of the examinations, if any and such answer scripts shall be sent to the CoE along with other answer scripts, without being marked as MPC anywhere.



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**7.6 PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:**

- 7.6.1 The IMC shall be appointed by the Principal of the College consisting of Vice Principal as the Chairman, Two Members of the Academic Council, College Legal Advisor and Controller of Examination as Member Convener to inquire into the malpractices registered during Examinations. The Committee shall have tenure of two years.
- 7.6.2 The above Committee shall meet after the conclusion of each examination session on the dates fixed by the Controller of Examinations and inquire on all matters connected with the students booked under Malpractices. After detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Principal.
- 7.6.3 No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided.
- 7.6.4 The IMC shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he / she shall be required to make his / her submission during the hearing by the Committee.
- 7.6.5 In the case of failure by the student to submit his / her reply or he / she fails to attend the inquiry within the time specified, the IMC shall inquire into the charges alleged against him / her and impose the necessary penalties and punishments in their absence.
- 7.6.6 The student shall present his / her case himself / herself and shall not engage a legal practitioner for the purpose. However, the student is permitted to present himself / herself before the IMC along with his parent or local guardian.
- 7.6.7 The IMC shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge/ charges. The student shall be entitled to cross examine the witnesses and the documentary evidence / s produced in support of the charges as well as to give evidence / s in defense.
- 7.6.8 The IMC shall not recommend the penalties on any student, twice in context of one paper.
- 7.6.9 A student is awarded punishment only once though she / he may have indulged in malpractices in several papers in the ensuing Examination session. This punishment will be decided taking into consideration all malpractices during the semester examination.
- 7.6.10 The IMC shall examine the evidences placed before it and inquire about the student for his / her involvement in the alleged malpractice. After ascertaining the severity of the case, the IMC shall recommend suitable penalties or punishments on the student.

**7.7 Guidelines for Recommending Penalties & Punishments to the Students Involved in Malpractice during the see Examinations**

<b>Nature of Malpractice</b>	<b>Penalty(ies) &amp; Punishment(s)</b>
1. Possession of electronic gadgets (such as Mobile Phone, Memory Stick etc.)	A fine of Rs.2,000 / - and deny the benefit of the performance in the said course. Allow to write the Make-up exam if eligible by awarding 'X' Grade.
2. Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority, but candidate is found to be genuine on verification.	A fine of Rs.2,000 / - and deny the benefit of the performance in the said course.

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<p>3. Revealing the identity of the candidate.</p>	<p>A fine of Rs.2,000 / - and deny the benefit of the performance in the said course and award 'F' Grade for the said course.</p>
<p>4. Possession of Manuscript / printed or typed matter, Books or notes and written matter on Calculator, Instrument Box, electronic gadgets (such as Mobile phone) etc., or having any other written matter on the person (For example, Palm, Hand, Leg, Clothes, Socks etc.,)</p>	<p>A fine of Rs.2,000 / - and deny the benefit of the performance in the said course and award 'F' Grade for the said course.</p>
<p>5. Passing the written answer / formulae / answer script / additional sheet / Graph Sheet / Drawing Sheet.</p>	<p>A fine of Rs.2,000 / - and deny the benefit of the performance in the said course for the concerned and award 'F' Grade for the said course.</p>
<p>6. Appeal to the examiner with money as enclosures to the answer book / use of abusive / obscene language or threatening remarks in the answer book.</p>	<p>To deny the benefit of performance of all courses registered for the semester and award 'F' Grade.</p>
<p>7. Detection of identical answers in the answer scripts of different Candidates or allowing another candidate to copy from his / her answer script.</p>	<p>To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for two semesters (inclusive of Supplementary Semester).</p>
<p>8. Copying / transferring the matter to the answer script from Manuscript / printed or typed matter, Books or notes and written matter on Calculator, Instrument Box, electronic gadgets (Mobile phone) etc., or any other written matter on the person (For example, Palm, Hand, Leg, Clothes, Socks etc.,)</p>	<p>To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for one academic year.</p>
<p>9. Destroying the documentary evidence, leaving the examination hall without handing over the script to the invigilator, taking away the question paper within the first 30 minutes from the start of the examination.</p>	<p>To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for one academic year.</p>
<p>10. Insertion of additional sheets / Graph Sheets / Drawing sheets, use of answer books which is not issued at the examination hall.</p>	<p>To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for three academic years.</p>
<p>11. In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the examination.</p>	<p>To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for three academic years.</p>



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12. Abusing, threatening, manhandling the examination authorities at the examination hall or in the premises of the examination center, as well as misconduct of a very serious nature.	To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for three academic years or rusticate the candidate from the college.
13. Repeated malpractice by any candidate for the second time.	Additional penalty of Rs.5,000 / -, along with the penalty & punishment mentioned in the respective case.
14. Any other malpractices connected with the Examinations.	Committee can recommend suitable penalties and punishments

The Principal of the college shall be the authority for imposing the Penalties & Punishments based on the recommendations of the IMC.

### 7.8 General:

- 7.8.1 The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
- 7.8.2 Malpractices and punishments imposed on the students shall invariably be intimated to the concerned parents / guardians in writing by the college authorities.
- 7.8.3 Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).
- 7.8.4 The student punished under Malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming of the punishments imposed on him / her.
- 7.8.5 The malpractices and punishments imposed thereon by the Principal shall be placed before the Academic Council for approval / ratification.

### 7.9 Authority for Imposing Penalties & Punishments:

The recommendations of the IMC through the usual process shall be placed before Academic Council for consideration and approval. The Academic Council shall be the Authority for imposing penalties and punishments on the students as recommended by the IMC.

The decision of the College pertaining to above Penalties and Punishments imposed on the student may be communicated to all the other Departments in the college.

This Inquiry under Malpractice Cases Consideration Committee shall be independent of the criminal proceedings, if any, in the appropriate court of law.

### 7.10 Malpractices Detected at the Time of Valuation:

Also, the Examiners shall, if he / she suspects Malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer script with reasons in writing to the CoE by name and detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the CoE.



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## **8. Regulations Governing the Malpractices by the Students during Continuous Internal Examinations (CIE)**

- 8.1 The CIE Malpractice Cases Consideration Committee [IMC] consisting of HOD of concerned department, Dean (First Year BE), Dean (academic) and Controller of Examinations will examine the cases and recommend the actions to be taken.
- 8.2 The IMC [CIE] shall follow the procedures described at Rule 7.6 for conduction of its meetings, recording the minutes / recommendations.
- 8.3 The IMC [CIE] shall recommend penalties & punishments using the guidelines provided at Rule 7.7 above, noting the following changes in the first two cases & dropping case 3 out of the 14 cases listed therein.

<b>Nature of Malpractice</b>	<b>Penalty(ies) &amp; Punishment(s)</b>
1. Possession of electronic gadgets (such as Mobile Phone, Memory Stick etc.)	A fine of Rs.2, 000 / - and deny the benefit of the performance in the said attempt.
2. Attempting to write the exam without possessing a valid ID card / permission from competent authority.	A fine of Rs.2,000 / - and deny the benefit of performance in the said attempt

## **9. Instructions to Candidates taking the Examination**

- 9.1 Only a single answer book will be issued. No additional Answer books are permitted.
- 9.2 The candidate should write his / her seat number and other information like examination, semester, subject, subject code etc., against the space provided on the title page of the answer book.
- 9.3 The candidate shall not write his / her name / USN or put any identification mark inside any part of the answer book, which may disclose his / her which will be treated as malpractice and liable for penalization.
- 9.4 The question numbers should be mentioned in the margin only.
- 9.5 The candidate shall write answers on both sides of the pages of the answer book. All the rough work must be done in the space provided at the end of the answer book. Answer must be written using blue ink (ball pen or ink pen). If there is change in ink, the same shall be attested by the Room Superintendent on the facing sheet of the answer scripts at the top.
- 9.6 Answer book should be handed over personally to room superintendent before leaving the examination hall.
- 9.7 No candidate shall be permitted to go toilet during the period of Examination.
- 9.8 The candidate should not take any books / Notes, Log table, Scribbling pads, cell phones, Programmable calculator or any kind of reference material into the examination hall. The candidate should make sure that he / she has no unauthorized book or paper in the examination hall with him / her or in his / her desk. He / she should have only article permitted like Identity card, Hall ticket / Admission Ticket. The candidate should not write anything on the admission ticket or Identity card or calculator or question paper.
- 9.9 A warning bell will be given 10 minutes before the commencement of the examination when all the candidates should take possession of their seats, another bell will be given at the beginning of the examination when question papers will be distributed and the students should start writing the answers. No candidates shall be admitted after 30 minutes of the commencement of the examination and shall be allowed to leave the examination hall after 60 minutes of the commencement of the examination. No





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candidate should leave his / her seat during the last 10 minutes, warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. Then all the candidates should stop writing or revising the answers and should hand over the answer book to the Room-Superintendent.

- 9.10 The candidates should see that, the Room Superintendent has appended his / her signature at the specified space on the answer book as and when he / she received the answer book.
- 9.11 Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.
- 9.12 Any candidate appearing for the UG examination is liable to be charged with committing malpractice in the following cases:
- (a) Bringing in the examination hall or being found in possession of portions of a book, a manuscript, programmable calculator or any other material or matter which is not permissible to be brought in to the examination hall.
  - (b) Having any written matter on scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, handkerchief, clothes, socks, instrument box, identity card, scales etc.
  - (c) Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.
  - (d) Copying from any material or matter or answer of another candidate or from the desk / table or similar aid or assistance is rendered to another candidate within the examination hall.
  - (e) Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.
  - (f) Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or officer of the University / College for favours in the examination hall or to the examiner in the answer script.
  - (g) Smuggling out or smuggling in or tearing off the answer script sheets, or any other writing material given or inserting papers written outside the examination hall into the answer book or running away along with answer script from the examination hall or premises.
  - (h) Impersonating or allowing any other person to impersonate to answer in his / her place in the examination hall.
  - (i) Supply of copying material inside or from outside the examination hall.
  - (j) Bringing mobile phone or any other prohibited electronic gadget to the examination hall.
  - (k) Unruly behavior inside or near the examination hall.
- 9.13 Candidates are required to check the small inner boxes against the attended questions compulsorily.

## 10. Appointment of Scribe

- 10.1 **Preamble:** Physically handicapped candidate writing the SEE can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the CoE of the college to the candidate who is really disabled to write his / her examination with his own hand. While appointing an Amanuensis the following guidelines are to be followed strictly.



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**10.2 Guidelines:**

- (a) An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his / her own hand.
- (b) A candidate seeking the assistance of an Amanuensis shall submit an application to the CoE through the HOD of the department duly recommended by the proctor, with the following documents.
  - (i) Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his / her own hand, which shall be attested by the HOD.
  - (ii) No relation Certificate - An undertaking by the student and the Amanuensis showing that there is no relation between them with an authentication by the Notary Public.
  - (iii) Attested copies of testimonials of an Amanuensis.
  - (iv) A4 size paper handwritten matter which is written by the Amanuensis.
  - (v) Three recent Passport size photos of the Amanuensis attested by the HOD.
- (c) An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field (Engineering / Architecture).
- (d) The Chief superintendent / Chief coordinator shall arrange a suitable room for the candidate & the amanuensis and appoint a room superintendent for the candidate who shall be changed daily.
- (e) If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he / she shall submit an application to the Principal of the college through the CoE seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.
- (f) The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.

10.3 As per the Government Circular ED 5 UNE 2004, dated 5.3.2004 and ED 5 UNE 2004, dated 22.3.2004, the following guidelines are to be strictly followed:

- a) The blind student may select the scribe.
- b) The scribe need not have a qualification lower than that of the student, provided that the scribe should not have the qualification (with the same optional and languages) pertaining to the examinations, which the student is writing (for ex: a student who has completed B.A. or M.A. can be a scribe for the student who is taking B. Sc. Examinations).
- c) A physically disabled / blind / hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes per hour.
- d) As the hearing-impaired students are having language problems, possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.

**11. Constitution of Board of Examinations (BOE)**

- 11.1 The Principal appoints the Chairperson of the BOE based on the recommendations of the BOS & CoE.
- 11.2 The HOD of the concerned department shall be the Chairperson of the respective BOE in general.

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- 11.3 In the case of departments coming under a cluster, the Principal shall appoint the Chairperson of the BOE for the cluster / department based on the recommendations of the BOS & CoE.
- 11.4 The Chairperson of the respective BOE shall constitute the BOE and submit the same to the BOS for approval / recommendations and forwarding to the CoE. The CoE in turn shall submit the same with his / her recommendations to the Principal, for consideration & final approval.
- 11.5 The CoE shall notify the constitution of the BOE for information of all the concerned.
- 11.6 Faculty who has blood relatives pursuing studies in the college shall inform the same to the Principal through the CoE and abstain from becoming the member of the BOE.

**12. Appointment of Examiners for Evaluation:**

- 12.1 The BOE shall finalize the panel of examiners for each course and forward the same for consideration and appointment of examiners by the CoE. If there is no response from the external faculty identified due to a valid reason or the said faculty rejects the appointment, the Chairperson of the BOE in consultation with the CoE, approves additional faculty to be included in the Panel of examiners.
- 12.2 The faculty shall preferably have a minimum of three years of professional experience to become eligible for appointment as an examiner.
- 12.3 The Chairperson of the BOE should identify the senior faculty and facilitate the CoE in appointing them as Moderator / Reviewer for evaluation of scripts of theory courses.

**13. Conduction of Evaluation of Semester End Examination (SEE)**

- 13.1 The CoE shall oversee the entire process of evaluation, tabulation and announcement of results.
- 13.2 The CoE shall identify the faculty members and appoint them as Coordinators [Chief Coordinator for Evaluation (CCE) and Deputy Chief Coordinators for Evaluation (DCC)] for evaluation, with the consent of the principal.
- 13.3 On the basis of approved list of examiners received from the office of the CoE, the Chief Coordinator for Evaluation (CCE) / Deputy Chief Coordinator for Evaluation (DCC) will intimate the faculty about their appointment as examiners for the valuation of scripts.
- 13.4 The DCCs shall receive the scripts to be evaluated. On opening the bundle received the DCC shall tally the scripts with the 'A' forms & 'B' forms and report to the CCE / CoE, in case of any discrepancy.
- 13.5 The DCCs shall be responsible for coding the answer scripts prior to issuance of the same for valuation. They shall maintain individual diaries of examiners and tally the same with the answer scripts issued & received for valuation.
- 13.6 The DCCs shall tally the marks entered on the reports (marks sheet) submitted by the examiners with those on the answer scripts before accepting the valued scripts.
- 13.7 In case of discrepancy / conflict, the DCCs shall seek guidance of CCE.
- 13.8 The DCCs shall report the status of valuations (completed / pending) to the CCE daily.
- 13.9 The DCCs shall be responsible for decoding of the answer scripts and tally with the marks on the reports (marks sheet) submitted by the examiners.
- 13.10 The soft copy of the marks sheets after decoding shall be forwarded by the DCCs to the office of the CoE, for the purpose of tabulation and preparation of draft result sheets.
- 13.11 The DCCs shall verify the marks / grade entry in the tabulated result sheet with the reports submitted by the examiners / decoded scripts.

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- 13.12 The DCCs shall verify the remuneration bills submitted by the examiners with the work done statement / individual diaries and recommend the same for payment.
- 13.13 The CCE / DCCs shall issue the attendance certificate to the examiners.
- 13.14 The DCCs shall catalogue the valued scripts and arrange them orderly facilitating any furtherance required.

**14. General Guidelines for Examiners**

- 14.1 The appointed Examiners shall report to the CCE / DCCE.
- 14.2 After ascertaining the identity of the examiners, the DCCE shall provide the scheme of valuation and the scripts for valuation. Valuation shall be completed strictly according to the scheme of valuation provided for the Purpose.
- 14.3 Marks awarded to each question(s) / sub questions should be indicated on the facing sheet of the answer script in space provided for the same.
- 14.4 The examiner shall evaluate a minimum of 25 scripts to a maximum of 50 scripts in a day.
- 14.5 The Moderator / Reviewer shall drive the evaluation process of the said course in fair and impartial manner. In case of discrepancies, the same shall be reported to the CCE / DCCE, who in turn seeks direction from the CoE on the future course of action. The CoE shall resolve the issue in consultation with the Chairperson of the respective BOE.

**15. Attendance Requirement, Shortage of Attendance & CIE Marks Submission**

Each semester is considered as a unit and a minimum of 85% of attendance in each of the courses is required to qualify for the SEE. The requirement is as follows:

- (a) For theory courses the minimum attendance required to appear for main SEE and Make-up examination is 85%.
- (b) For Integrated courses, the minimum attendance in theory is 85% and the laboratory is 85% (separately) to appear for the main SEE and Make-up examination.
- (c) For laboratory courses the minimum attendance required to appear for main SEE is 85%. (A make-up exam will not be conducted for a laboratory course)
- (d) For make-up examination the minimum attendance requirement is 85% for both Theory and Integrated courses. However, a student who has represented the college in sports / cultural / co-curricular activities on deputation and maintained a minimum attendance of 75% shall be eligible for the makeup examination.
- (e) Condonation of attendance to the maximum extent of 10% can be done only by the Principal / Deans / HODs for which a genuine reason and a certificate to substantiate the same is to be submitted to the principal with reasons. The reasons could be any of the following:
  - (i) If the candidate was sick and has submitted a medical certificate to the HOD immediately after recovering from the sickness, through the Proctor.
  - (ii) If there has been a casualty in the family for which, there is substantial proof and has been submitted to the HOD either as a certificate from competent authority or the Parent as a proof.
  - (iii) An approval letter from the principal, which is taken a prior to participate in the sports / cultural / or any other extracurricular events like conferences / competitions / workshops etc. sponsored either by the college or the University.

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- (iv) An priory approval by the HOD and proctor for attending a first family function like wedding etc., which is substantiated by an invitation / a letter from the parent / guardian of the student

**15.1 Continuous Internal Evaluation (CIE) Marks:**

The minimum CIE marks required for qualifying a candidate for the SEE main and make-up examination is as follows:

- A student must secure a minimum of 40% marks in CIE individually in both theory and practical / laboratory course to qualify for the main SEE in that course.
- A student must secure a minimum of 90% marks in CIE individually in both theory and practical / laboratory course to qualify for the make-up SEE in that course.

**15.2 Submission of CIE Marks**

- (a) The DAC of the department shall verify the CIE marks (hard & soft copies) submitted by the faculty members of the respective courses and forward the same to the CoE, two days prior to the last working day of the semester.
- (b) Once the hard & soft copies are submitted, the requests for any corrections or changes shall be processed through a committee consisting of **Dean (Academic) and the CoE**. The said committee shall seek explanation from the concerned faculty and recommend the course of action to the principal.

**16. Termination from the Programme - Eligibility for Passing**

- 16.1 A candidate gets disqualified to continue in the program and such candidates are terminated from the program in the following cases:
- 16.1.1 A Candidate who has not obtained the eligibility for third semester after a period of three academic years from the date of first admission shall discontinue the program. However, the candidate is eligible for readmission to First Year B.E. with a new USN and such admission which will be considered as fresh admission may be granted by the university on application. A candidate who seeks readmission shall apply to the university through the proper channel (Proctor, HOD & Principal) citing the reasons with proper documents for the same.
- 16.1.2 The Maximum period which a student can take to complete a full-time academic program shall be double the normal duration of the program, i.e. Eight Years for B.E. and Ten Years for B.ARCH. (Refer Academic Rules & Regulations).
- 16.1.3 Failure (Getting F Grade) and not passing a course / subject to earn credits for the same, despite five attempts (Refer Academic Rules & Regulations).
- 16.1.4 Failure to secure a CGPA  $\geq 5.00$  on three consecutive occasions and twice during the period of the program, shall lead to the student being asked to discontinue the program and leave the college (Refer Academic Rules & Regulations).
- 16.1.5 Absence from classes for a semester without being granted the leave of absence, by competent authorities (Refer Academic Rules & Regulations)
- 16.1.6 Failure to meet the standards of discipline as prescribed by the Autonomous College from time to time (Refer Academic Rules & Regulations).



## 17 Rejection of Results of Courses by the Students Qualified for Award of Degree, for Improvement in Performance

- 17.1 A candidate desirous of improving his / her performance (CGPA / Class), may seek permission for rejecting the result of courses belonging to the immediate preceding academic year. The candidate shall be allowed to reject the results for improvement of performance only once. The candidate who rejects the results loses the right to reclaim the earlier result.
- 17.2 The Principal of the college is the authority to permit such rejection based on the recommendations of the proctor, HOD and CoE with approval / ratification by the Academic Council of the college.
- 17.3 A candidate shall be permitted to make such requests only before the commencement of the next academic year. Further, such candidate shall complete the requirements for award of degree in the immediate succeeding semester itself, failing which the candidate shall seek fresh permission for re-registration.

## 18 Disclosure of Answer Books (Book Seeing):

- 18.1 In order to bring transparency in the evaluation system, book seeing is introduced. This shall happen within 3 to 4 working days, after the results are announced. Any student interested in seeing his / her book for a particular course has to fill an application form, which is available in the department. The office of CoE will draw a timetable for each Programme and semester. Accordingly on the designated day, time and place, the valuation unit coordinators in the presence of BOE chairman of a particular programme will show the books to the students. During this, if any student feels that there is a discrepancy in valuation / totaling, he / she has to fill a form and hand it over to the coordinators / BOE chairperson.
- 18.2 The BOE chairperson will look into the grievances and take corrective measures in the presence of CoE.

## 19 Gracing Policy

- 19.1 A candidate shall be eligible to a maximum of 2 grace marks in a course: theory / integrated / laboratory and in a maximum of 2 courses in a semester, provided, he / she has a CGPA  $\geq 5.0$  and SGPA  $\geq 5.0$  if the candidate after gracing gets minimum prescribed marks in the said course / s and passes the same.
- 19.2 A candidate shall be eligible to a maximum of 4 grace marks in a course: theory / integrated / laboratory provided, he / she has a CGPA  $\geq 5.0$  and SGPA  $\geq 5.0$  and has failed only in one course in the semester, if the candidate after gracing gets minimum prescribed marks in the said course and passes the same.

## 20. Class Declaration & Award of Degree

- 20.1 The PDC issued by the college shall not depict the class in which a candidate completed the program. It only shows the CGPA. However, the final degree certificate issued by the VTU shall only show the declaration of the class obtained by the candidate in the said program.
- 20.1.1 A Candidate who passes the Bachelor's course in Engineering with a Cumulative Grade Point Average (CGPA) of 7.75 & above shall be declared as "Passed in First Class with distinction".

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- 20.1.2 A Candidate who passes the Bachelor's course in Engineering with a Cumulative Grade Point Average (CGPA) of 6.75 & above shall be declared as "Passed in First Class".
- 20.1.3 A Candidate who passes the Bachelors course in Engineering with a Cumulative Grade Point Average (CGPA) of less than 6.75 shall be declared as "Passed in Second Class".
- 20.2 The Candidates who have successfully completed the courses with a total of **160** credits, as per the stipulations, academic rules and regulations of their respective branches of study, shall become eligible for award of Bachelor's degree in Engineering and the names of such candidates be recommended to VTU for award of degree.
- 20.2.1 The candidates admitted directly to the 2nd year B.E. programs through Lateral Entry and have successfully completed the courses with a total of **150** credits, as per the stipulations, academic rules and regulations of their respective branches of study, shall become eligible for award of Bachelor's degree in Engineering and the names of such candidates be recommended to VTU for award of degree.
- 20.3 The college is only authorized to issue Semester End Grade Cards by VTU. Since the registration of number of credits per semester is flexible (minimum 20 & maximum 30), class shall not be declared semester wise. The semester grade cards shall show the details of the courses for which the student has registered during the said semester namely Odd (I) or Even (II) or Supplementary semester, the academic year or session and the SGPA & CGPA obtained by the candidate for the said semester.
- 20.4 The college is only authorized (VTU Circular No. VTU / Aca / 2011-12 / A11 / 4445, dated 2nd August 2011) to issue Transcripts (Consolidated Grade Cards) and Provisional Degree Certificates. The right to award Bachelor's Degree rests with the VTU.

**21. Correction in Grade Card & Issue of Duplicate Grade Card / PDC**

- 21.1 There is a provision for Correction in Grade cards. For Name correction to be incorporated in original Grade Card which is already printed / issued, the charges will be **Rs.100 / - per** Grade Card. The request for such correction shall be accompanied with an attested copy of S.S.L.C. or equivalent passing certificate is mandatory. The Name in the Grade Card shall be corrected based on only S.S.L.C. or equivalent passing certificate.
- 21.2 There is a provision for issue of duplicate Grade cards / PDC in cases where the Grade cards / PDC are lost or mutilated.
- 21.2.1 The candidate seeking Duplicate Grade card / PDC shall submit an affidavit on **Rs.20** stamp paper giving details such as USN, month & year of passing Course / s, Branch and how the original Grade cards / PDC were lost, along with a fee of **Rs. 300 / -** per report, thereafter payable in the form of a DD drawn in favour of the Principal, Ballari Institute of Technology & Management, Ballari.
- 21.2.2 The candidate who lost the Grade Cards / PDC, has to lodge a complaint to local police station of the area where it was lost and submit the original copy of acknowledgement of complaint along with the above affidavit.
- 21.2.3 The Candidate who are in need of the duplicate grade cards / PDC shall submit their applications along with the relevant documents to the office of the Principal through the Proctor & HOD for onward transmission to office of the Controller of Examinations.
- 21.2.4 The student shall collect the duplicate grade card / s, PDC from the office of the CoE.



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## **22. Issue of Official Transcripts**

- 22.1 A candidate can request for issue of Official Transcripts after the completion of a minimum of **150** credits.
- 22.2 The Candidates who are in need of the same shall submit their applications along with the prescribed fee of **Rs. 400 / - for First copy and Rs.300 / - each for subsequent copies.**
- 22.3 Official Transcripts shall be collected only by the candidate or parent of the candidate (with due authorization from the candidate). In case the parent needs to collect the same, it is mandatory to produce an ID proof of the parent like voter ID, Aadhar Card, Driving license, etc., for verification.
- 22.4 Official Transcripts can be requested by email addressed to the CoE wherein the following procedure is to be followed.
- 22.4.1 Student has to formally send a request for official transcripts by way of an email sent from an official account or otherwise with an authentic signature giving details like Name, Father's Name, USN, Semester, SGPA and CGPA etc.,.
- 22.4.2 Student has to send the address to which the transcripts are to be sent to.
- 22.4.3 The student has to categorically mention that the CoE's office is authorized to send the same by courier services at his / her own risk.
- 22.4.4 The student will be replied with an Account No. of The Principal, BITM, to which the applicable charges like fees towards transcripts & courier charges shall be paid.
- 22.4.5 After ascertaining the receipt of the required fee and other information as mentioned above, the CoE shall send the transcripts to the candidate through a courier.

## **23. Issue of Provisional Degree Certificate (PDC)**

- 23.1 There is a provision for issue of Provisional Degree Certificate, immediately after the completion of graduation and before the Degree is conferred by VTU.
- 23.2 The Candidate seeking PDC shall submit a request to the office of the CoE along with Challan for having paid a fee **of Rs.1000 / - and** collect the PDC personally. Those who intend to receive the same by Registered post, at their own risk, shall send a D.D. for **Rs. 1250 / -** in favour of the Principal, BITM that covers the fee of **Rs.1000 / -** towards the PDC and the postal / service charges **of Rs. 250 / - .**
- 23.3 Provisional Degree Certificate shall be collected only by the candidate or parent of the candidate (with due authorization from the candidate). In case the parent collects the same then it is mandatory that an ID proof of the parent like voter ID, Aadhar Card, Driving license etc., shall be produced for verification.
- 23.4 Provisional Degree Certificate can be requested by email addressed to the CoE wherein the following procedure is to be followed.
- 23.4.1 Student has to formally send a request for PDC by way of an email sent from an official account or otherwise with an authentic signature giving details like Name, Father's Name, USN, Semester, SGPA and CGPA etc.,.
- 23.4.2 Student has to send the address to which the PDC is to be sent to.
- 23.4.3 The student has to categorically mention that the CoE's office is authorized to send the same by courier services at his / her own risk.
- 23.4.4 The student will be replied with the Account No. of the Principal, BITM to which the applicable charges like fee towards PDC & courier charges shall be paid.
- 23.4.5 After ascertaining the receipt of the required fee and other information as mentioned above, the CoE shall send the PDC to the candidate through a courier.



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## **24. Revaluation, Retotaling & Photocopy of Answer Scripts**

- 24.1 Answer scripts in courses which have been evaluated twice, shall not qualify for revaluation. Courses with single valuation such as Humanities shall qualify for revaluation.
- All UG theory courses shall qualify for revaluation, retotaling and photocopy of answer scripts.
  - All UG Practical/Laboratory courses shall not qualify revaluation, retotaling and photocopy of answer scripts. However, the courses namely CAED (I Year), CAMD and CABPD (II Year-ME and CV), Computer Aided Electrical Drawing and Software Application Laboratory (III Year-EEE and CV) and Computer Aided Detailing of Structures (IV Year - CV) shall qualify only for revaluation and retotaling not photocopy of answer scripts.
  - All PG courses shall not qualify for revaluation, retotaling and photocopy of answer scripts.
- 24.2 A Candidate can apply for revaluation, retotaling and photocopy of the answer scripts as per the announcement / circular from the office of the CoE, after publishing the result of the current semester by paying the prescribed fee. The candidates shall submit the application to the office of the CoE in the prescribed form. There shall be no restriction on the number of courses for which the candidate can apply for retotaling and / or photocopying of the answer scripts.
- 24.3 On receipt of the applications for re-totaling, photocopying and revaluation, office of the CoE shall prepare the consolidate list of applications with USN, Course Code & Course name for each of the above purposes facilitating the retrieval of the respective answer scripts. Office of the CoE shall complete the process of addressing applications for re-totaling and photocopying.
- 24.4 The Candidates who have applied for re-totaling will be called in batches to the office of the CoE. They will be given their answer scripts to verify the marks and re-totaling of the marks and to find out whether answers of the questions attempted are awarded marks or not.
- 24.5 The CoE shall arrange for (i) giving new code numbers for the answer scripts that need to be sent for revaluation, (ii) detach or completely mask the title page of the answer script and send it for revaluation. The process be repeated in case of issuing the script for 2nd revaluation (difference of marks is more than 15). The examiners shall be invited to the valuation center as per the direction of the CoE.
- 24.6 The revaluation marks shall be entered in a separate facing sheet. The examiner shall be provided with the scheme of valuation for the course and all the marks shall be entered in to a separate marks list for all the revalued scripts.
- 24.7 If the revaluation marks are less than the original marks, then the original marks shall be retained.
- 24.8 Highest of Original marks (average of I & II Valuation or moderated) & Revaluation marks shall be considered for grading.
- 24.9 Third Valuation shall be done for scripts having a difference of 16 marks & above, between Original Marks & Revaluation Marks.
- 24.10 After the third valuation, average of nearest two awarded marks shall be considered for grading.
- 24.11 For a script evaluated twice or thrice (Revaluation & Third valuation) at least one of the evaluations shall be done by an external examiner.



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## 25. Challenge Valuation

25.1 A candidate can apply for Challenge Valuation/ Re-Valuation for any number of scripts. Candidates seeking challenge revaluation of scripts shall apply for the same as per the circular issued by the CoE.

- All UG theory courses shall qualify for challenge revaluation.
- All UG practical/Laboratory courses shall not qualify for challenge revaluation except CAED (I Year), CAMD and CABPD (II Year-ME and CV), Computer Aided Electrical Drawing and Software Application Laboratory (III Year-EEE and CV) and Computer Aided Detailing of Structures (IV Year – CV)
- All PG courses shall qualify for challenge revaluation.

25.2 The Fee for Challenge Valuation shall be Rs. 5,000 / - per script.

25.3 Candidates applying for Challenge Valuation can take provisional admission to the higher semester and attend the classes until the results are declared. On announcement of results, if the candidate is found to be not-eligible for promotion to higher semester, he may be permitted to re-register for the courses with 'F' grade, following the norms of the re-registration and by paying the prescribed re-registration fee.

25.4 Challenge Valuation shall be done by Two Examiners jointly. (Preferably one of them shall be an external examiner). The marks awarded in the challenge revaluation shall be treated as final and considered for grading and there shall not be any further appeal over and above this result.

## 26. Guidelines for Preparation of Project Reports

### 26.1 Format for Preparation of Final Year Project Report for B.E. Degree Students

1. Project reports should be typed neatly only on one side of the paper with 1.5 or double line spacing on a A4 size bond paper (210 x 297 mm). The margins should be: Left – 1.25", Right – 1", Top and Bottom – 0.75".

2. The total number of reports to be prepared is

- One copy to the department
- One copy to the concerned guide(s)
- Two copies to the sponsoring agency
- One copy to the candidate.

3. Before taking the final printout, the approval of the concerned guide(s) is mandatory and suggested corrections, if any, must be incorporated.

4. For making copies dry tone Xerox is suggested.

5. Every copy of the report must contain

Inner title page (White)

- Outer title page with a plastic cover
- Certificate in the format enclosed both from the college and the organization where the project is carried out.
- An abstract (synopsis) not exceeding 100 words, indicating salient features of the work. (NB: four copies of the abstract are to be submitted to the Department on the date of submission separately)

6. The organization of the report should be as follows

- Inner title page
- Abstract or Synopsis
- Acknowledgments
- Table of Contents

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- List of table & figures (optional)
- Usually numbered in roman
- Chapters (to be numbered in Arabic) containing Introduction-, which usually specifies the scope of work and its importance and relation to previous work and the present developments, Main body of the report divided appropriately into chapters, sections and subsections.
- The chapters, sections and subsections may be numbered in the decimal form for e.g. Chapter 2, sections as 2.1, 2.2 etc., and subsections as 2.2.3, 2.5.1 etc.
- The chapter must be left or right justified (font size 16). Followed by the title of chapter centered (font size 18), section/subsection numbers along with their headings must be left justified with section number and its heading in font size 16 and subsection and its heading in font size 14. The body or the text of the report should have font size 12.
- The figures and tables must be numbered chapter wise for e.g.: Fig. 2.1 Block diagram of a serial binary adder, Table 3.1 Primitive flow table, etc.
- The last chapter should contain the summary of the work carried, contributions if any, their utility along with the scope for further work.
- Reference OR Bibliography: The references should be numbered serially in the order of their occurrence in the text and their numbers should be indicated within square brackets for e.g. [3]. The section on references should list them in serial order in the following format.
- For textbooks – A.V. Oppenheim and R.W. Schafer, Digital Signal Processing, Englewood, N.J., Prentice Hall, 3 Edition, 1975.
- For papers – Devid, Insulation design to combat pollution problem, Proc of IEEE, PAS, Vol 71, Aug 1981, pp 1901-1907.
- Only SI units are to be used in the report. Important equations must be numbered in decimal form for e.g.
- $V = IZ \dots\dots\dots (3.2)$
- All equation numbers should be right justified.
- The project report should be brief and include descriptions of work carried out by others only to the minimum extent necessary. Verbatim reproduction of material available elsewhere should be strictly avoided. Where short excerpts from published work are desired to be included, they should be within quotation marks appropriately referenced.
- Proper attention is to be paid not only to the technical contents but also to the organization of the report and clarity of the expression. Due care should be taken to avoid spelling and typing errors. The student should note that report-write-up forms the important component in the overall evaluation of the project
- Hardware projects must include: the component layout, complete circuit with the component list containing the name of the component, numbers used, etc. and the main component data sheets as Appendix. At the time of report submissions, the students must hand over a copy of these details to the project coordinator and see that they are entered in proper registers maintained in the department.
- Software projects must include a virus free disc, containing the software developed by them along with the read me file. Read me file should contain the details of the variables used, salient features of the software and procedure of using them: compiling procedure, details of the computer hardware/software requirements to run the same, etc. If the developed software uses any public domain software downloaded from some site, then the address of the site along with the module name etc. must be included on a separate sheet. It must be properly acknowledged in the acknowledgments.



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- Sponsored Projects must also satisfy the above requirements along with statement of accounts, bills for the same duly attested by the concerned guides to process further, they must also produce NOC from the concerned guide before taking the internal viva examination.
- The reports submitted to the department/guide(s) must be hard bounded, with a plastic covering.

Separator sheets, used if any, between chapters, should be of thin paper

**NAME OF THE INSTITUTION**

Address with pin code

Department of .....

**CERTIFICATE**

Certified that the project work entitled ..... carried out by Mr./Ms. ...., USN....., a bonafide student of .....in partial fulfillment for the award of Bachelor of Engineering / Bachelor of Technology in ..... of the Visvesvaraya Technological University, Belgaum during the year ..... It is certified that all corrections/suggestions indicated for Internal Assessment have been incorporated in the Report deposited in the departmental library.

The project report has been approved as it satisfies the academic requirements in respect of Project work prescribed for the said Degree.

Name & Signature of the Guide

Name Signature of the HOD

Signature of the Principal

External Viva

Name of the examiners Signature with date

1

2.

Certificate issued at the Organization where the project was carried out

(On a separate sheet, If applicable)

**NAME OF THE INDUSTRY / ORGANIZATION**

Address with pin code

**CERTIFICATE**

Certified that the project work entitled ..... carried out by Mr./Ms ..... , USN....., a bonafide student of .....in partial fulfillment for the award of Bachelor of Engineering / Bachelor of Technology in ..... of the Visvesvaraya Technological University, Belgaum during the year .....It is certified that, he/she has completed the project satisfactorily.

Name & Signature of the Guide

Name & Signature of the Head of organization



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**Color of the Outer Cover / Front Page of Dissertation / Project Report**

S.No	Programme	Colour of the outer cover / front page of the report
1	Electronics & Communication Engineering (EC) Electrical & Electronics Engineering (EE)	Purple
2	Computer Science Engineering (CS) Artificial Intelligence & Machine Learning (AI)	Cream
3	Mechanical Engineering (ME)	Sky Blue
4	Civil Engineering (CV)	Grey

## 26.2 Format for Preparation of Final Year Project Report for MBA Degree Students

The preparation of final year project report for MBA programme is same as UG programme (refer section 26.1). Further, when once dissertation copies are ready for submission submits 4 copies of the dissertations to the CoE office with a copy of the letter marked to the office of the Controller of Examinations. Ensure that the Panel of Examiners, in the suggested format, has been already submitted as also the Internal Assessment Marks (out of 50) and after the Conduct of Viva-Voce, dispatch the marks lists directly to the Controller of Examinations

## 26.3 Optional Information's in the Project Report

Mention all the Publication details that are discussed in the project and ensure that names of the project members are the authors of the paper. Shall provide the details of Patent, if any (Applicable for the same topic presented in the project report and at least one or more authors of the project report has filed this patent) which is an outcome of the project.

## 27 Evaluation of Final B.E. Projects

- 27.1 The BOE shall finalize the panel of examiners for each course and forward the same for consideration and appointment of examiners by the CoE. Appointment of Examiners is done by the CoE in consultation with Chairperson of the BOE, by selecting appropriate faculty from the Panel of Examiners identified by the BOE, based on the reputation of the Institute and experience on merit basis.
- 27.2 If there is no response from the external faculty identified due to a valid reason or the said faculty rejects the appointment, the Chairperson of the BOE in consultation with the CoE, approves additional faculty to be included in the Panel of examiners.
- 27.3 The faculty shall preferably have a minimum experience of five years to be eligible for appointment as an examiner. Senior faculty is considered for appointment as Chairperson / coordinator.
- 27.4 The Chairperson / coordinator shall drive the evaluation process of the said project in fair and impartial manner. In case of discrepancies the same shall be reported to the CoE and the CoE in consultation with the Chairperson of the BOE and / senior faculty, shall decide on the future course of action.
- 27.5 The Chairperson of the BOE shall enlist the guides with their respective project batches and shall forward the probable schedule of the projects examination. Irrespective of whether the guides are nominated as internal examiners for the



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respective project batch or otherwise, it is mandatory for the guide to be present during the defense of his / her project batch.

**DISTRIBUTION OF MARKS FOR B.E. DISSERTATION EVALUATION**

S. No	Particulars	Maximum Marks
1	Relevance of the subject in the present context	<b>10</b>
2	Literature Survey	<b>10</b>
3	Problem formulation	<b>10</b>
4	Experimental observation / theoretical modeling	<b>10</b>
5	Results – Presentation & Discussion	<b>10</b>
6	Conclusions and scope for future work	<b>10</b>
7	Overall presentation of the Thesis/Oral presentation	<b>40</b>
	Total	<b>100</b>

**28. Guidelines for Distribution of Practical Examination / Valuation Work**

- 28.1 The BOE shall finalize the panel of examiners for each course and forward the same for consideration and appointment of examiners by the CoE. Appointment of Examiners is done by the CoE in consultation with Chairperson of the BOE, by selecting appropriate faculty from the Panel of Examiners identified by the BOE, based on the reputation of the Institute and experience on merit basis.
- 28.2 If there is no response from the external faculty identified due to a valid reason or the said faculty rejects the appointment, the Chairperson of the BOE in consultation with the CoE, approves additional faculty to be included in the Panel of examiners.
- 28.3 The faculty shall preferably have a minimum experience of two years to be eligible for appointment as an examiner.
- 28.4 One of the examiners shall preferably be an external examiner.
- 28.5 The examiners shall drive the evaluation process of the said course in a fair and an impartial manner. In case of discrepancies the same shall be reported to the CoE and the CoE in consultancy with the BOE chair and / senior faculty decides on the future course of action.

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