



# INTERNATIONAL SCHOOL OF TECHNOLOGY AND SCIENCES FOR WOMEN (UGC AUTONOMOUS INSTITUTION)



## EXAMINATION MANUAL

(For B.Tech, M.Tech and MBA under Regulations IS-R23)

## **1. Objective and scope**

The conduct of examinations and declaration of results is one of the important activities of the Examination section of International School of Technology and Sciences for Women . The Examination Section is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and objectivity to gain public credibility and esteem. In order to achieve this, all rules and procedures relating to the examinations should be so well delineated as to leave nothing to chance and assumption.

This Manual is an effort in that direction. It defines the roles, responsibilities of the people involved, protocols, procedures to be followed and various steps that have to be taken at all the levels associated with the conduct of the examinations.

All the Forms/Proforma for use in the examination process/ system and documentation have been drawn out in standardized formats. Measures to curb unfair and malpractices have also been listed along with the penalty and punishments

### **Controller of Examinations**

Work to be attended to by the Office of the Controller of Examinations

The following work shall be attended to by the Office of the Controller of Examinations:

1. Issue of calendar of events and schedule of examination, notification of examination fees and inviting applications from the candidates for registration into examination and such other related work.
2. Preparation of detailed Time Tables and their publication in time.
3. Scrutiny of examination application forms of candidates before the commencement of Practical/ Theory examinations.
4. Allotment of Register Numbers to the applicants and to prepare statement of the amount of fees paid, date of payment, whether paid in full to cover the course(s) offered including the carry-over subjects.
5. Preparation of the subject-wise, paper-wise and date-wise statement to print question papers with code.
6. The question paper packets shall indicate courses, semester, date of examinations, Code, time of examinations, number of question papers in each packet etc.
7. Maintenance of all records, statistics, stock registers and database of candidates pertinent to examinations.

8. Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance, and Maintenance of correspondence thereon.
9. Registration, Distribution and dispatching of day-to-day communications/ letters.
10. Appointment of Chief examiners and Invigilators for each session of the examination and issue of instructions regarding the conduct of examinations.
11. Appointment of officials and other staff required for conduct of examination.
12. Announcement of selection and issue of appointment orders to the internal and external examiners, Paper setters etc
13. Arrangement for conducting examination, collection of answer papers, valuation, processing and declaration of results
14. Preservation and disposal of valued answer scripts at least for six months after the announcement of results.
15. Arrangement for preparation and distribution of marks cards and other certificates to the candidates.
16. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
17. Preparation of merit lists and their transmission to appropriate authorities/bodies.
18. Collection of work done statements from the Paper setters and Examiners and forwarding them to the Finance Section for payment of remuneration.
19. Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the competent authorities for consideration and necessary action.
20. Scrutiny and passing of the bills of printing and purchase of stationery etc.
21. Assisting the Principal in constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.
22. Dealing with matters of examination fees and refunds if any.
23. Passing of conveyance bills, postal reimbursement bills and such other remuneration matters.
24. Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.
25. Issue duplicate marks card, consolidated marks card, provisional Degree certificate, rank certificate, CGPA equivalent to percentage certificate, etc.,

26. Work related to Graduation Day as under:

- Preparation of Eligibility lists for to Graduation Day, Program wise.
- Receipt and scrutiny of applications for conferring degree in person and in absentia at the to Graduation Day.
- Preparation of Presentation lists, program wise, year wise, in person and in absentia separately.
- Preparation of lists of Prize winners, and medal winners.
- Print the lists of students attending the to Graduation Day and preserving the bound volume of such list.
- Writing/printing of certificates/Rank certificate/prize or medal certificate.
- Intimating the candidates about the date and venue of to Graduation Day.
- Distribution of admission cards and parent passes to candidates for the convocation.
- Distribution of Certificates.
- Seating arrangements in the convocation hall.

26. To attend legal matters relating to examination, if any.

## **2. Powers and Functions of the Controller of Examinations (COE)**

- i.** The Controller of Examinations shall be the officer-in-charge of the conduct of examinations of the college and declaration of the results. He shall be a full-time salaried officer of the college and shall work directly under the directions and control of the principal.
- ii.** The Controller shall be responsible for all the work that has to be attended to by the office of the Controller of Examinations as listed in above Section.
- iii.** The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts. The valued answer scripts shall be preserved for six months after the announcement of results. He shall also be responsible for safe disposal/ destruction of the answer-scripts thereafter through tenders except the scripts regarding which court cases are pending.
- iv.** He/ She shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year. It is incumbent on the part of the Controller of Examinations to ensure adherence to the Calendar of events
- v.** He/ She shall arrange for the tabulation and announcement of results expeditiously and arrange for the distribution of Marks statements and Certificates to the department.

- vi.** He / She shall arrange to prepare the eligibility list of candidates and presentation lists for Graduation Day and arrange to write/print the distribution of the certificates to be conferred at the Graduation day.
- vii.** He / She shall arrange to prepare the merit list and rank list and list of prize winners and medal winners list.
- viii.** He/ She shall be responsible for the proper custody and maintenance of marks registers and other valuable and permanent records of the section.
- ix.** He/ She shall pass the DA and TA bills and other remuneration bills of the staff drafted for the examination work subject to rules.
- x.** He/ She shall arrange for the photocopy of valued answer scripts, re- totalling in case of any reported totalling mistakes, re-valuation, redress the grievances of students.
- xi.** He/ She shall arrange to make enquiries into all types of malpractices committed during examination, valuation, revaluation and processing of results etc. through appropriate committees.
- xii.** The Controller of Examinations shall take disciplinary action wherever necessary against the candidates, paper setters, examiners, scrutinizers, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations.
- xiii.** The Controller of Examinations shall keep a record of those persons who have committed lapses in discharging the examination related responsibilities entrusted to them and refer them to the Board of Examiners for appropriate action.
- xiv.** He/ She shall arrange for printing of question papers and supply them to the examination halls in accordance with the scheme laid down by the college Examinations.
- xv.** He/ She shall issue marks statement, duplicate marks statement, consolidated marks statement, Transcripts, rank certificates.
- xvi.** He/ She may make any structural changes in the examination administration as and when required.
- xvii.** He/ She shall exercise all these powers subject to the general control and supervision of the principal.



## II. Pre-examination process

### 1. Course registration

- i. Each student has to compulsorily register for course work at the beginning of each semester as per the schedule mentioned in the Academic Calendar IN PERSON. It is absolutely compulsory for the student to register for courses in time. IN ABSENTIA registration will not be permitted under any circumstances.
- ii. Registration without fine: The courses prescribed for a semester can be registered on the date scheduled in the academic calendar. The registration is also permitted on the second day (which is the first working day of the semester) without fine.
- iii. Registration with fine: Late registration shall be permitted by the HOD concerned up to seven working days inclusive of the date of registration on payment of a late registration fee of stipulated amount.

### 3. Procedure to get permission for late registration:

The student concerned shall apply with proper reason to the HOD concerned through the Vice Principal (Academics) to get the permission of the Principal for the late registration of the courses. Beyond the prescribed time limit, no student shall be permitted to register the courses for a particular semester

### 4. Schedule of Examinations based on Academic Calendar

Based on the Academic Calendar, Examination Schedule will be prepared, verified and circulated to all departments.

#### **Scheduling and Time Table of Examinations:**

- i. While scheduling examinations all care should be taken to ensure that NO overlap in the Courses/ papers of examination occurs for any regular or arrear candidate.
- ii. The Examination time-table shall be cross validated for any overlap and necessary amendments made.
- iii. The scheduling of all Practical Examination shall be provided by the Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.
- iv. The Time-table of examinations shall be dispatched sufficiently in advance to the Departments for record and display on the Notice boards.
- v. The Time tables shall also be posted on the College website before the commencement of the examinations.

## **5. Internal exam question paper setting and role of BOE**

Fifteen days before the commencement of internal examinations, a circular can be circulated to all departments addressing to HoDs for 3 sets of internal question papers for each course of particular department.

HOD is the whole and sole responsible for all Internal Question Papers. He/She can assign to Course Coordinator of each course to prepare the question papers. Course Coordinator can submit the 3 sets of papers of his/her course which are prepared by him/her or other faculty members who are teaching the course to HOD in the stipulated time. HOD can check the papers and whether the paper is as per the format, whether the given questions are satisfying the required blooms level etc. If any differences are found, those will be rectified by the Course Coordinator. The BOE Chairs submits the 3 sets of question papers to COE in a sealed covers for all the courses of their concerned department.

### **Internal exam conduction**

Two days before the commencement of Internal examinations, Invigilation duty list with date and time will be circulated to all departments assigning that the faculty members as invigilators. Department coordinators (one or two faculty members from each department) to support examination staff at the time of examinations are assigned by the HODs of each department. The seating arrangement of examination halls can be prepared one day before the examination and can displayed one hour before the exam at different blocks, locations of college premises for easy access to students.

The seating plan will be prepared by the examination staff and it will be different from day to day and session to session. Maximum count of the students in a hall is 24, it must be with different combinations of courses, branches and sections in an examination hall. Examination staff arranges and keeps ready the room wise answer booklets with the seating arrangement, attendance sheet and absentee's sheet to distribute. The room wise, course wise count of question papers can prepared by the examination staff based on the seating arrangement and given to the coordinators.

According to the schedule, 40 minutes before the examination COE selects a set of question paper randomly from the three sets given by the HOD for each course. The selected papers can be Xeroxed and packed in sealed covers by the department coordinators based on the room wise, course wise count in the presence of COE.

The invigilators collect the answer booklets 40 minutes before the examination and reach the scheduled exam halls half an hour before the exam time. Coordinators distribute the sealed covers with question papers to all examination halls 5 minutes before the commencement of examination and collect the absentees statement and absentees answer booklets 10 minutes after the commencement of examination from each hall and submit in examination branch.

## 6. CIE Assessment

IS-R23 Regulations:

- i. Theory Examination : Every subject shall be evaluated for 100 marks, out of which 70 marks shall be for external examination and 30 marks for Continuous Internal Assessment
- ii. There will be two CIE tests in theory courses for maximum of 30 marks to be answered in one and half hour duration. The CIE Test-I will be held in the 9th week for the first half of the syllabus and CIE Test-II will be held in 18th week for the second half of the syllabus as per the given schedule.

### Continuous Internal Evaluation

#### **Theory subjects -30 Marks**

1. Theory Examination : 20 Marks  
Part A: 5 questions -Each question carries 1 mark
  - a) Part B : 15 questions -Each question carries 5 marks  
One question from each unit
2. Seminar : 5 Marks
3. Assignment : 5 Marks

**The final marks of CIE Test, is the  $\text{Max (MID 1, MID2)} \times 0.8 + \text{Min (MID 1, MID 2)} \times 0.2$**

2. Practical Examination: 50 marks  
Practical shall be evaluated for 50 marks, out of which 35 marks shall be for external examination and 15 marks for internal. The 15 internal marks are distributed as 10 marks for day-to-day evaluation and 5 marks for internal examination.



### **Missing examination**

In case a student does not appear for CIE Test with any genuine reason, missing test will be conducted upon the recommendations of the standing committee, subject to payment of a prescribed fee for each examination he/she missed. The missing examinations are conducted in the scheduled time and different set of question paper can be given to them from the remaining two sets with COE which are given by the HOD for each subject.

### **8. Result posting**

After the process of assessment in above said format, the final marks scored by the students are posted by the concern faculty in ECAP . The students have an access to open their marks sheet in ECAPM through their student logins provided by the college individually. The hard copies of the tabulated CIE Test marks WILL be displayed in college notice boards.

### **9. Examination Fee circular**

A circular is circulated from the office of COE for the payment of Examination Fee. Every student must enroll their subjects online in college website, which they are appearing for exam. They have to pay the prescribed exam fee for regular and supplementary subjects separately in the given time. There will be some amount of fine on the exam fee for some period after the due date. No students are allowed to pay examination fee after the given date at any cost.

### **10. Lab internal and day to day evaluation**

Internal lab schedule and the stationary for Internal lab examination will be provided by examination branch. Internal lab examinations will be conducted by the concerned faculty in their lab timings and the marks can be entered into the website along with marks obtained in day to day evaluation. The answer scripts and the award lists are submitted to the Examination branch.

### **11. Condonation and Detention**

According to regulation norms the detention and condonation list based on the attendance and performance in academics can be prepared by all department HODs and sent to examination branch. These roll numbers which are in the list of detention will be deduct from the roll list for the particular semester. They are not eligible to appear for regular examinations both practical and theory. The detained candidates have a privilege to reregister to the same semester in the preceding year. If the regulation changes in the next year these students have to follow the norms of the same regulation. Condonation list can be prepared based on the attendance percentage of the student. The amount can vary for different ranges of attendance percentages. Candidates have to pay the prescribed condonation amount along with the doctor certificate and condonation

form which is duly signed by concerned HOD and COE. No condonation student can get the hall ticket without complete this procedure.

## **12. Hall ticket printing and distribution**

Hall tickets are generated according to the roll list after detention and the examination registrations, for both regular and supplementary examinations. The regular hall tickets are sent to the departments after through verification by examination staff. Students have to collect the supplementary hall tickets from examination branch. No student can be allowed to exam halls without hall ticket at any cost. If any student lost or forget the hall ticket he/she have to prescribed amount and apply for duplicate hall ticket with the permission of HOD and COE in the examination branch. Duplicate hall tickets can be issued on the spot in the examination branch.

## **III. Examination process**

### **1. Question Paper procurement**

COE and Deputy COE identifies and approach different esteemed Colleges or Universities for Question Paper procurement and send the list of courses to which we require question papers in the beginning of the semester itself. After getting the acceptance from those institutions, they can select two institutions and get approval from Principal. This process is highly confidential. Examination staff can prepare all required documentation for procurement. All the forms and required material can be supplied in the sealed cover the examiners.

#### **That cover contains:**

- Examiner acceptance and declaration form
- Sheet of Instructions
- Model Question paper
- Syllabus copy of the course
- Form of Material to be supply
- 2 sets of papers for question papers
- Remuneration form

Each examiner have to fill the acceptance and declaration form that declares that they can maintain confidentiality and they don't have any relation or known person or student in this college along their personal details, experience and subjects taught. Each examiner has to prepare 2 sets of question papers along with schema of evaluation in the given time. All the examiners must follow the instructions and syllabus copy to prepare the question papers. They have to mention the material like graph sheets, code books or tables to be supply to the student in the examination hall, in the form of material to be supply. They have to pack the papers and schemas separately in the prescribed covers and seal them.

Examiner has to provide their bank account details for remuneration in the form of remuneration.

## **2. Appointment, Duties and Responsibility of Examiners**

- 2.1 No one can claim appointment as examiner or any other examination work as a matter of right.
- 2.2 The COE shall appoint examiners for each examination from among the list of eligible examiners approved by the HODs. All Examiners will be required to submit their acceptance of the offer or otherwise.
- 2.3 The Internal examiners shall normally not decline the assignment of examination work except in extraordinary situations since examination duty is treated as an essential service by the College.
- 2.4 The external examiners shall intimate their acceptance or otherwise as soon as they receive the communication from the College or in the prescribed time limit. The acceptance of the offer may also be informed by email to the COE. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the examiner.
- 2.5 If by chance, a subject has been assigned wrongly to the examiner, he/she shall indicate the same and decline the offer. He/She shall NOT accept an offer that is NOT related to his subject/ expertise/ knowledge domain.
- 2.6 The Examiners shall maintain strict secrecy regarding their appointment and other work allotted in connection with the examinations.
- 2.7 The Examiners shall NOT evaluate the answer scripts NOT related to his/ her subjects.
- 2.8 The Examiners have to count the number of answer scripts in the packet and ensure that it tallies with the claim on the Packet. The Examiners must ensure that Dummy Number printed on the answer script and Online evaluation sheet are the same and shall not value the packets in case of any discrepancy. Discrepancies, if any, should be brought to the notice of the Chairman, BoE immediately.
- 2.9. The examiners shall value the scripts strictly in accordance with the scheme of valuation given by the paper setters, if any.
- 2.10. The examiner shall value all the answers and take into account the marks of only the maximum required or permitted questions by considering the marks awarded to the questions advantageous to the candidate and round off those not considered.

- 2.11. The examiners shall write 'ZERO' wherever answers do not deserve any marks. The examiner shall total up the marks.
- 2.12. The examiner shall ensure that no answer or part of any answer is left out in valuation. The examiners should read the answer script in detail and evaluate the scripts.
- 2.13. The examiner shall not take the answer scripts out of the valuation center under any circumstances.
- 2.14. If the examiner during valuation of the scripts suspects any case of malpractice, he/she shall immediately report it to the Chairman of BoE through the Custodian. He/she shall submit the suspected script after valuing it fully along with his/her report to the Chairman of BoE, who in turn shall forward the same to the COE. He/she shall enter such references in the marks list against the register number / code number.

#### **Appointment Of Squad, Duties & Responsibilities of Squad**

1. The Controller of Examinations shall appoint Flying Squad from among the teachers of the college, according to the need to ensure proper conduct of examinations and to curb malpractice at the examination.
2. The squad shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
3. The squad shall provide their identity and inform the Hall Invigilator about the purpose of their visit to the examination hall.
4. The Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination centre.
5. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations
6. Report the cases of malpractice detected to the Controller of Examinations immediately through the Assistant Controller of Examinations, for further action. The squad shall make use of the required stationery/formats placed at the controller office for the said purpose.
7. 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.
8. The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and the Chief Superintendent.

9. The squad shall record their findings including satisfactory/or otherwise remarks in the Squad Google form at the controller office. Each member of the squad shall affix their signature, in the attendance register placed at the COE office, in each session of the examination.
10. 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.
11. 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 COE Office, inform the concerned Assistant Controller of the Examinations, without further enquiring in the hall disturbing others for a prolonged period.
12. The Malpractice case shall be booked with the prior intimation to the chief superintendent.
13. When once a candidate is booked under malpractice, the Chief Superintendent shall instruct him/her to attend the enquiry meeting, as fixed by the Controller of Examinations. The Squad shall submit all other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.
14. The squad shall seek any clarifications/guidance and /or assistance from the COE whenever needed

### **3. Practical/ Viva-voce Examinations**

- 3.1 The COE shall notify the examination schedule of conduct of Practical/ viva-voce examinations at least two weeks prior to the Practical examinations. Detailed time table of the Practical examinations, subject wise, batch wise etc shall be announced by the COE wherever necessary.
- 3.2 The Principal/COE shall appoint Examiners (preferably Internal) for Practical examinations for different courses/ subjects from the panel of examiners submitted by the respective Boards of studies. Whenever Internal Examiners are appointed, all efforts should be made to appoint the faculty who handled the practical classes during the respective academic period. When several teachers are involved in handling the classes, they shall be appointed by rotation. The HOD of the concerned department/ Chairman of BoE shall be responsible for the conduct of the practical/ viva-voce examination(s) in the respective departments.
- 3.3 The required number of answer booklets and other material shall be demanded and obtained from the Examination branch by the Internal Examiner well in time for practical examinations.

- 3.4 Candidates shall be in possession of Hall Tickets on all the days of Practical examinations. In the event of non possession or loss of Hall Tickets the COE/Principal is empowered to permit the Candidate to appear in the examination in exceptional circumstances and after verifying the identity of the candidate.
- 3.5 Practical answer scripts after the practical examination shall be packed in separate covers and sent to the University after completion of all the Practical examinations.
- 3.6 Marks allotted by the examiners for the practical and viva-voce examination shall be entered in words and figures on prescribed format and enclosed in covers prescribed for the same.

#### **4. Post-Examination Work/ Activities**

- 4.1 Pre-Evaluation Processing of Theory Answer scripts
- 4.2 Dummy Number Printing of Answer-scripts is undertaken after due random shuffling of the Answer-scripts. The part revealing the identity of the candidate is then cut off from the cover page of the Answer-script in a secure manner and stored safely in the custody of the COE as quickly as possible.
- 4.3 The Identity masked and dummy number printed Answer-scripts are then packed in packets.
- 4.4 On the day of commencement of Central Valuation, the Identity masked Answer script packets shall be transferred to Valuation Centre and Custody Transfer to Chairman of the respective BoE. In the case of the valuation done by the course teacher himself/herself, he/she has to collect the answer scripts from the examination section after verifying the number of papers.

#### **5. Central Evaluation of Theory Answer scripts**

- 5.1 A period of Central valuation of answer scripts is finalized by the COE in consultation with the respective Chairman of the Board of Examiners.
- 5.2 The shortlisted examiners are issued appointment order to evaluate the answer scripts of the University examination along with a form in which they shall express their acceptance/ decline of the offer within the stipulated period.
- 5.3 All theory answer scripts shall be sent to the central valuation center (CVC) securely after the due process of assigning Dummy numbers and removal of the flap containing the examinee's Register number.
- 5.4 Only examiners duly appointed by COE/ the Chairman, Board of Examiners, approved by the University should be assigned valuation work and none else.
- 5.5 The Chairman of the Board shall ensure that the Registers pertaining to issuing of Answer-scripts to the Examiners, receiving of assessed answer-scripts from the Examiner are maintained properly.
- 5.6 Only one packet of answer-scripts shall be given for valuation, one after another i.e., after completing the Valuation of answer scripts of the previous packets. Only 40-60 answer-scripts should be issued for evaluation to each examiner in a day.
- 5.7 The Chairman of the Board shall remind the examiners to ensure that the papers are valued strictly in accordance with the scheme of valuation, if any, and that the papers are not valued in a hurry.
- 5.8 Daily account to be maintained regarding the number of answer packets valued and number of OMR sheets sent to the COE from time to time with acknowledgement.



## **6. Remuneration/ Honorarium/ Allowances**

Remuneration/ Honorarium/Allowances etc., shall be paid to the Chairman and the Members of the BoE (if permissible), Paper-setters, Examiners, Chief Superintendents, Hall Superintendents, Observers and others who have put in work in connection with the conduct of examinations, as per the rates fixed by the authorities from time to time., after completion of the assigned duties and after necessary documentation, at the University, along with TA/DA, remuneration for valuation, as applicable.

## **7. Post-Evaluation Data Processing/ Tabulation**

7.1 There shall be restricted/ classified zones within the office of COE with adequate security measures to ensure that no unauthorized person has access to sensitive materials or information that would affect the outcome of examination process. Only authorized persons shall have access to these areas.

7.2 All the data processing relevant to the marks shall be done in these restricted/ classified zones.

7.3 Marks Tabulation and Validation

7.4 The results of each of the examinations shall be tabulated in the Examination Database maintained on well secured Computer server with restricted access. The persons responsible for such activity may be referred to as Marks Tabulators.

7.5 Marks-Tabulator(s) shall be appointed by COE with the approval of Principal. Marks-Tabulator(s) shall be staff members of the University working in the office of COE. They shall possess sufficient computer programming and database management skill and experience.

7.6 The marks tabulated by the Marks-Tabulator shall be scrutinized and validated by a Validator who shall be appointed by the COE. Validator(s) shall be drawn from the teaching faculty of the University.

7.7 The Validator shall:

- Check the posting made by the Marks-tabulators from the original statement submitted by the examiner Check totals/aggregates posted by Marks-tabulator;
- Check the implementation of the resolutions of the Passing BoE;
- Check the result prepared by the Marks-Tabulator for failures, honors such as Distinction, Pass, Fail, and Absentees etc. Validate the Grades, GPA and CGPA etc. computed on the basis of the marks obtained by the candidates in examination.
- Any other discrepancy/ errata/ manipulation/ inconsistency etc. that might have crept into the marks database.

## **8. Passing Board of Examiners Meeting**

8.1 General Guidelines

8.1.1. The Passing Board shall meet at within the University campus on the assigned day with select members as appointed by COE from the respective Board of Examiners.

8.1.2 The members shall consider any moderation issues arising out of wrong/ out of syllabus questions/ unsolvable problems, etc. and the amount of marks to be awarded to the candidates affected by such issues.

8.1.3 The members shall review the shortfall in marks of failed candidates for each subject and arrive at the criteria for awarding grace marks in such a manner that marginally failed candidates may clear the course/subject. The award of grace marks shall be subject to the conditions given in Section.

## **8.2.Award of Grace Mark/ Moderation of Marks**

8.2.1 Moderation of marks may be carried out in special/ unique circumstances such as, out-of-syllabus question, wrong question etc., so as to benefit all the candidates in a paper/ subject of the examination irrespective of the marks secured by candidates individually.

8.2.2 The moderation of marks may be done on the basis of the representation by the examinees concerned or on the basis of the unanimous decision of the Board of Examiners concerned for valid reasons that have to be substantiated in the minutes of the BoE meeting.

8.2.3 Grace marks to the extent of 1% of the aggregate/ total marks prescribed for an examination will be awarded to a candidate failing in not more than 2 theory papers, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks. Such grace marks shall be split in a manner that may serve to pass both the papers wherever applicable.

8.2.4 If 1% of the aggregate marks work out in fraction, the same will be raised to the next whole number. For example, if the maximum aggregate marks prescribed for the examination are 750, grace marks to the extent of 8 will be awarded to the candidate.

8.2.5 No grace marks shall be awarded in the case of failure in Practical examination(s).

8.2.6 If a candidate who passes in all subjects and heads of passing in the examination without the benefit of any grace marks but misses Distinction or First Division by marks less than 1% his/ her aggregate in the final examination, such grace marks shall be awarded to him/ her so as to entitle him for the respective higher division, as the case may be. Such marks shall be added to the paper in which he/ she gets the least marks in the final. The marks entered in the marks-sheet will be inclusive of such grace marks and it will not be shown separately.

- 8.2.7 The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination in case of regular candidates or all the failed papers in case of candidates writing supplementary examinations. Absence of a candidate in any paper(s) that he or she has registered for the examination will make him ineligible for grace marks.
- 8.2.8 The grace marks of Candidate(s) who have completed their period of study and yet could not clear one or more papers shall be subjected to a maximum of 2% of the aggregate of the maximum marks in which he/ she has altogether appeared in that examination. For example, if the aggregate marks of papers written by him are 300, the maximum eligible grace shall not exceed 6 marks, which may be split according to the need.
- 8.2.9 While awarding grace marks for more than one paper/ subject, the papers/ subjects of passing shall be selected for award of grace marks in the order of decreasing (maximum => minimum) grace marks required for obtaining the required marks for passing so as to give maximum benefit for the candidate.
- 8.2.10 Grace marks shall be awarded only to the required extent to help the candidate pass the paper/subject and not more even if the candidate has a higher limit of eligible grace marks in that examination.

## **8 Result Finalization and Publication**

The results of the concerned examinations shall ordinarily be declared within 15 days of the last examination and shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the Departments for distributing the same to the concerned students.

### **9.1. Results Withheld and their Declaration**

- 9.1.1 If there is discrepancy in the subjects mentioned in the examination form and actual examination given by the candidate, the results of such examinee will be withheld and will be declared after due confirmation of the term that he/she had kept with approval of the Chairman & Controller of Examination.
- 9.1.2 The results of those candidates held in reserve for malpractice and/or lapse in the examination will be declared as per the resolution passed by the Examination Malpractice Enquiry Committee.
- 9.1.3 The result of the candidate writing wrong subject in the examination form and actually appearing for the different subject shall be withheld. The result of such candidate will be declared after confirming from the Chairman of BoE regarding the subject and payment of a prescribed fine.
- 9.1.4 The results reserved for dues payable to College shall be declared on confirmation of payment of the said dues.

## **10 Grievances in Examinations**

10.1 The examination system of the college shall also provide for mechanisms to redress/ resolve any reasonable and valid issue(s) of grievances and provide relief to the concerned Candidates. All such matters shall be resolved subject to the college rules and regulations.

10.2 Photocopy of Answer-script(s)

10.3 After declaration of the examination results with marks, if any candidate wishes to apply for Photocopy/ photocopies of theory answer-scripts (subject to a maximum of 3 scripts/ candidate), he/she shall apply to the COE by paying the prescribed fees notified by the college from time to time within 10 days from the date of announcement of results of the respective course.

### **10.3. Re-evaluation**

10.3.1 Re-evaluation is applicable only for theory papers and shall not be entertained for other components such as practical/ Thesis/ Dissertation etc.

10.3.2 Every application for reevaluation should be submitted by the candidate in the prescribed form along with the prescribed fee so as to be received by the Controller of Examinations within a WEEK of obtaining the photocopy of the answer-script.

10.3.3 Re-evaluation of answer-scripts can be sought only with at least one affirmation by a teacher relevant to the subject as mentioned below and that any of the criteria below are satisfied:

- Finds that any answer(s) to question(s) that has/ have not been evaluated
- Finds that the answer-script valuation in full or part is not justified and there is reasonable ground for re-evaluation.

10.3.4. The application for reevaluation shall be submitted to the Controller of Examinations through the HOD of the concerned Department of study.

10.3.5 The COE shall arrange for re-evaluation of such answer-scripts by an examiner from the approved panel of examiners. If there is a difference of more than 25% of maximum marks between the first valuation and Re-evaluation, the average of the original and re-evaluated marks shall be awarded to the candidate. Otherwise the candidate is entitled to the marks advantageous to him/ her.

10.3.6 The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for reevaluation.

10.3.7 In cases of Re-evaluation(s), the college may provide two Answer-scripts of candidates who have secured high marks in the concerned paper/ subject to serve as bench-mark for re-evaluation.

10.3.8 In all cases of Re-evaluation, Fees once paid will not be refunded. Applications which are late and not in the prescribed form and which are found defective in any respect will not be entertained and will be summarily rejected without notice. In the case of applications which are found in order, the college shall take steps to get the answer-scripts reevaluated. 10.5. The result of the reevaluation shall ordinarily be made known to the student

through the Head of the Department within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations. No interim enquiries of any kind will be entertained in this regard. It may be noted that the University can never set in any case a time limit for the issue of the results of revaluation. The University will also therefore, not be liable for loss of any kind sustained by candidates concerned on account of the delay, if any, in issuing the results of revaluation.

10.3.9 Issue of Duplicate Hall Ticket/ Mark Statement/ Transcripts/ Consolidated Marks Statements/ Degree Certificate may be done after due application process with the necessary fees/ fine.

### **10.7. Name Change of the Candidate during study**

10.7.1 A student who is currently enrolled may change or alter his/ her full, legal name on the permanent academic record by presenting the appropriate application along with the necessary supporting documentary evidence to the COE.

10.7.2 The change of name in the records of the college may be sanctioned on any one of the grounds such as Marriage (Ladies), Adoption, Assuming a new name by any person which has been notified by the order of the Central Govt. or a State Govt.

10.7.3 A female student who wishes to discontinue the use of her married name and resume use of her maiden name, or another name, shall present a copy of the divorce decree, or signed court order, showing court restoration of the maiden or other name. 10.7.4. No change in his/her name will be made in the past records of the college.

10.7.4 Students should send this application through the Head of the Department and Dean of the Faculty.

10.7.5 The candidate should apply along with the attested copy of the 12th Standard and/or last eligible examination (on which candidate's eligibility is finalized).

10.7.6 Documents required for change in name are as follows and must accompany the application for change in name:

- Govt. Gazette (Original copy)
- Affidavit (Original copy)
- Marriage Certificate (Ladies) (Original copy)
- Photocopy of the Statement of Marks of last examination

10.7.7 After the necessary changes in permanent documents, corrected copy/ copies of the statement(s) of the marks and other certificates shall be issued on the payment of the fees applicable at that time.

10.7.8 Error Correction in Name

10.7.9 To correct the spelling or the proper sequence of the name which are not due to data entry errors, the student shall present a copy of his/ her birth certificate/ Secondary School Certificate/ other Government record such as Passport.

10.7.10 Any errors in the Name of candidates printed in the Marks statement/ Certificate/ Hall Ticket may be brought to the notice of COE for necessary correction with appropriate evidence.

## **11. Miscellaneous**

### **11.1. Internal Assessment Marks**

11.1.1 The Internal Assessment marks shall be awarded as per the academic regulations of the individual programme.

11.1.2 The Internal Assessment marks shall be submitted to the Controller of Examinations at the end of each academic session before the commencement of the University Examinations in the prescribed form provided by the COE.

### **11.2. Post-evaluation Custody and Disposal of Answer-scripts**

11.2.1 The evaluated Answer-scripts shall be preserved safely for a period of at least six months from the date of publication of results in their original packets bundled together. The bundles are to be stacked in racks with proper ventilation and free from termites/ pests. The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.

11.2.2 Appropriate staff shall be assigned the responsibility of safe-keeping of the answer scripts till they are approved by the VC for safe disposal.

11.2.3 Records of all such bundles shall be maintained in appropriate computer database/ Register for easy retrieval at a later stage if necessary. Any retrieval and return of the answer-script(s) shall also be documented with date and time in the Register/ database.

11.2.4 Answer-scripts shall be made available from the storage area for purposes such as Photocopying/ Re-totalling/ Re-evaluation etc. Such transactions shall be recorded.

11.2.5 The details of all Answer-scripts so shredded/ destroyed/ disposed shall be documented and certified by the COE.

### **11.3. Scribes for Disabled Candidates**

11.1.1 The facility of Scribe/Reader/Lab Assistant may be allowed to any person who has disability of 40% or more if so desired by the person. Such candidates may be given compensatory time of one hour for examination of 3 hours duration.

### **11.4. Examination Audit**

11.4.1 Efforts shall be made to audit critical processes in the entire examination system by appropriate/ designated team of academicians drawn from the senior faculty and other sister State/Central Universities.

11.4.2 Efforts shall be made to audit the evaluation of theory answer scripts by examiners on a regular basis. Answer-scripts awarded with high, average and low marks shall be randomly sampled for such process. The marks shall be masked before the auditing, which shall be carried out by external examiners who shall not be from the same institute as the original examiner evaluating the Answer-scripts.



## 12. Supplementary Examination

12.1 Supplementary examinations: The supplementary examination of ODD semester will be conducted during the even semester regular examinations and vice versa.

12.2 Advanced Supplementary Examination: Advanced supplementary examinations will be conducted for IV Year II semester after announcement of regular results.

### PROMOTION RULES (VERTICAL PROGRESSION)

S. No	Promotion	Conditions to be fulfilled
1	First year first semester to first year second semester	Regular course of study of first year first semester.
2	First year second semester to second year first semester	(i) Regular course of study of first year second semester. (ii) Must have secured at least 20 credits out of 41.5 credits i.e., 50% credits up to first year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
3	Second year first semester to second year second semester	Regular course of study of second year first semester.
4	Second year second semester to third year first semester	(i) Regular course of study of second year second semester. (ii) Must have secured at least 48 credits out of 80 credits for Regular students i.e., 60% credits up to second year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not. But in case lateral entry students, he has to secure at least 50% of credits up to second year second semester from all the relevant regular and supplementary examinations i.e., 21 credits out of 42 credits, whether the student takes those examinations or not.
5	Third year first semester to third year second semester	Regular course of study of third year first semester.
6	Third year second semester to fourth year first semester	i) Regular course of study of third year second semester. ii) Must have secured at least 75 credits out of 124 credits for Regular students and 52 credits out of 86 credits for Lateral Entry students i.e., 60% credits up to third year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not
7	Fourth year first semester to fourth year second semester	Regular course of study of fourth year first semester.

## **12. TRANSITORY GUIDELINES**

12.1 The transitory guidelines are applicable for such of those students who were

- (a) detained due to shortage of attendance in a semester,
- (b) discontinued from the program of study for any reason and
- (c) detained due to lack of obtaining the requisite number of credits in an academic year.

12.2 In case of (a) and (b) above, students shall be allowed to readmit to the same class in the next academic year and in case of (c), the students shall be allowed to readmit to the next academic year subjected to the completion of satisfying the minimum required credits. However, the students shall follow and satisfy the prevailing regulations in the academic year where she/he seeks readmission.

12.3 All the readmitted/re-registered students shall follow the prevailing new regulations and study those courses which are prescribed by the college from time to time.

## **13. TRANSFER OF STUDENTS FROM OTHER COLLEGES/UNIVERSITIES**

13.1 Transfer of students from other colleges or universities are permitted subjected to the rules and regulations of APCHE (TE Department), JNTUK in vogue and the college regulations.

13.2 Transfer students have to pay the prescribed fee to the college for getting the course equivalence in the respective program of study.

## **14. AWARD OF DEGREE**

- a) The degree will be conferred and awarded by Jawaharlal Nehru Technological University Kakinada on the recommendations of the Academic Council of the college.
- b) A student shall be eligible for the award of B. Tech/M.Tech/MBA/MCA Degree, if he/she fulfils all the following conditions:
- c) The student shall pursue a program of study for not less than four academic years and not more than eight academic years. In case of lateral entry students, the minimum duration is three years and maximum duration is six years.

14.1.2 The student shall register for 160 credits and has to secure all 160 credits (122 credits in case of lateral entry students). Marks obtained in all 160 credits shall be considered for the award of the class based on aggregate of grades. Also, the student should appear and complete all mandatory courses prescribed.

14.1.3 The student shall obtain more than 40% of marks (minimum requirement for declaring as passed) in all the courses.

14.1.4 The student shall not have any dues to the college, hostel, and library etc. and to any other amenities provided by the College.

14.1.5 The student shall not have any disciplinary action pending against him/her.

**REGISTRATION FORM FOR B.Tech (REGULAR / BACK LOGS)**

Name: \_\_\_\_\_

Registration Number \_\_\_\_\_ Section: \_\_\_\_\_

Programme: CSE /CSE (AI) /CSE (AIML) / CSE (DS)/ECE/ECE(VLSI)/ECE (5G Tech)

Year : \_\_\_\_\_ Section : \_\_\_\_\_

No	Course Code	Course Name	Credits
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**UNDERTAKING**

I, the undersigned is a student of International School of Technology and Sciences for Women, Rajanagarm, Rajahmundry, A.P hereby agree to abide by the rules of this college. I am fully aware that I must attend the classes with minimum 75% attendance in each course. I am also aware that I shall become eligible only then to appear at the end semester examinations.

**Date:**

**Signature of Student**

**CERTIFICATE FROM THE HEAD OF DEPARTMENT**

Certified that the above entries made by the student wherever applicable, are verified and are found correct.

**Date:**

**Signature of Verifier**

**Signature of HOD**

Enclosures: Fee Receipt and Marks Memos of previous semester

**REGISTRATION FORM FOR PG (REGULAR / BACK LOGS)**

Name: \_\_\_\_\_

Registration Number \_\_\_\_\_ Section: \_\_\_\_\_

Programme: M.Tech ( \_\_\_\_\_ )/MBA/MCA , Year : \_\_\_\_\_ Section \_\_\_\_\_  
: \_\_\_\_\_

No	Course Code	Course Name	Credits
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**UNDERTAKING**

I, the undersigned is a student of International School of Technology and Sciences for Women, Rajanagarm, Rajahmundry, A.P hereby agree to abide by the rules of this college. I am fully aware that I must attend the classes with minimum 75% attendance in each course. I am also aware that I shall become eligible only then to appear at the end semester examinations.

Date:

Signature of Student

**CERTIFICATE FROM THE HEAD OF DEPARTMENT**

Certified that the above entries made by the student wherever applicable, are verified and are found correct.

Date:

Signature of Verifier

Signature of HOD

Enclosures: Fee Receipt and Marks Memos of previous semester



**EXAMINATION BRANCH**

**APPLICATION FOR REGISTRATION TO B.TECH / M.TECH / MCA / MBA DEGREE  
EXAMINATION**

B.TECH / M.TECH / MCA / MBA \_\_\_\_\_ Semester Examinations \_\_\_\_\_

1.Regulations: \_\_\_\_\_

2.Registered Number : \_\_\_\_\_

3.Branch : \_\_\_\_\_

4.Name of the Candidate (as spelt in the SSC Certificate in Block letters) :

\_\_\_\_\_

5.Name of the Father or Guardian : \_\_\_\_\_

6.Address for Communication : \_\_\_\_\_

\_\_\_\_\_

7. Mobile No. : \_\_\_\_\_

Whether appearing for Regular or Supplementary Examination: Regular / Supplementary

If appearing for supplementary Examinations, State the Failed subjects for which appearing.

No	SUBJECT CODE	SUBJECT
1		
2		
3		
4		
5		
6		
PRACTICALS		
No	SUBJECT CODE	SUBJECT
1		
2		
3		
4		

8.. Particulars of Fee paid:

AMOUNT	RECEIPT NO	DATE

Date

Signature Of The Candidate

## EXAMINATION BRANCH

No.:

Date: \_\_\_\_\_

To

**Sub:** Appointment as External / Internal Examiner / Laboratory Expert for Practical Examination

I am pleased to appoint you as External / Internal Examiner / Laboratory Expert for Practical Examination of end semester Regular / Supplementary Examination \_\_\_\_\_

20\_\_\_\_, as per following details:

**Programme :** B. Tech / M. Tech / MCA / MBA Semester :

**Practical Course :**

**Course Code :**

**Branch :**

**Date(s) of Practical Exam :**

**Time of Practical Exam :**

You are requested to confirm your availability for the examination. You are entitled T.A. / D.A. / remuneration as per rules and regulation of the International School of Technology and Sciences for Women. Local transport and accommodation will be arranged upon receipt of your travel plan.

If acceptable kindly give your consent by return of post / courier / email [istsexam.2023@ists.ac.in](mailto:istsexam.2023@ists.ac.in) on or before \_\_\_\_\_.

**Controller of Examinations**





**INTERNATIONAL SCHOOL OF  
TECHNOLOGY AND SCIENCES FOR WOMEN**  
( An Autonomous Institution )

(Approved by AICTE New Delhi, Affiliated to JNTUK Kakinada, Accredited by NBA and NAAC with A+ Grade)  
NH-16, East Gonagudem (V), Rajanagaram (M), Rajamahendravaram, East Godavari -533294  
Mobile : 9505506119 / 9505506101 | Email ID : [istswomens101@gmail.com](mailto:istswomens101@gmail.com) | website : [www.ists.ac.in](http://www.ists.ac.in)



**EXAMINATION BRANCH**

**CONFIDENTIAL**

No.:

Date:

To

Prof / Dr. /Mr

**Subject:** Appointment as evaluator for end semester examination - B. Tech / M.Tech / MCA /  
MBA \_\_\_\_\_ Semester Regular / Supplementary \_\_\_\_\_

It gives me great pleasure to appoint you as evaluator for the course shown below for B. Tech /  
M.Tech / MCA / MBA \_\_\_\_\_ Semester Regular / Supplementary \_\_\_\_\_.

You are requested to report at ISTS Exam branch, Prof PS Raju Block , on date \_\_\_\_\_  
at\_\_\_\_ am.

Name of programme :

Name of subject / course :

Course code :

**Controller of Examination**

## EXAMINATION BRANCH

### EVALUATOR'S DECLARATION

I, the undersigned, have accepted the appointment as the evaluator for assessing, the answer books of the course / subject \_\_\_\_\_ Course code \_\_\_\_\_ B. Tech / M.Tech / MCA / MBA \_\_\_\_\_ Semester Regular / Supplementary \_\_\_\_\_

I declare that

- 1) None of my close relative\* is appearing for this term end examinations conducted by International School of Technology and Sciences for Women, Rajahmundry.
- 2) I have not been debarred from examination work by any competent authority.
- 3) I am not a student of post graduate programme run by this college.

(\*Close relative means mother, father, husband, wife, sister, brother, son, daughter)

**Signature of Assessor**



### FEES DETAILS

B.Tech	I Year	II Year	III Year	IV Year
Regular exam Fees				
Supplementary Exam Fees				
Mini Project fees				
Major Project fees				
Recounting fees				
Re Valuation fees				
Marks Memos fees				
Challenge valuation fees				
Provisional /Transfer Certificate fees				
Original Degree Fees				
<b>M.Tech/MBA/MCA</b>				
	I Year	II Year		
Regular exam Fees				
Supplementary Exam Fees				
Mini Project fees				
Major Project fees				
Recounting fees				
Re Valuation fees				
Marks Memos fees				
Challenge valuation fees				
Provisional /Transfer Certificate fees				
Original Degree Fees				