

EXAMINATIONS
& MALPRACTICES
COMMITTEE.
(2023 - 2024)



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/EMC/2023-2024/Constitution of Examinations and Malpractices Committee.

Dt. 07-07-2023

Proceedings of the Principal, Aditya College of Engineering, Surampalem

Sub: ACOE, Surampalem – Constitution of Examination Committee for the academic year
2023-24 - Orders – Issued – Reg.


* * *

The undersigned is pleased to constitute Examination Committee with the following members for the academic year 2023-24 to strengthen the examination facilities in the institute and to procure the required resources, stationary, etc.

- Chairnan
 - Dr. A Ramesh, Principal
- Convener
 - Dr. Pullela S V V S R Kumar, Dean - Academics & Administration
- Members
 - Dr. G Rama Krishna, HOD, Dept. of ECE
 - Dr. Y K S Subba Rao, HOD, Dept. of MECH
 - Dr. G Satyanarayana Murthy, HOD, Dept. of CSE
 - Mr. K Manoz Kumar Reddy, HOD, Dept. of EEE
 - Ms. K Lakshmi, Associate Professor & Dept. Exam Cell In-charge, EEE
 - Mr. P Raja Sekhar Reddy, Associate Professor & In-Charge, College Examination Cell
 - Mr. S Chitti Babulu, Associate Professor & In-Charge, College Examination Cell

Cc to: HODs & All the members of the Committee




PRINCIPAL
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Aditya College of Engineering
SURAMPALEM-533 4374



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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/EMC/2023-2024/Reconstitution of Examinations and Malpractices Committee.

Dt. 03-10-2023

Proceedings of the Principal, Aditya College of Engineering, Surampalem

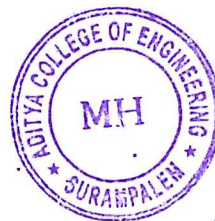
Sub: ACOE, Surampalem – Reconstitution of Examination Committee for the academic year
2023-24 - Orders – Issued – Reg.


* * *

The undersigned is pleased to reconstitute Examination Committee with the following members for the academic year 2023-24, to strengthen the examination facilities in the institute and to procure the required resources, stationary, etc., as the institution got autonomous status.

- Chairman
 - Dr. A Ramesh, Principal
- Convener
 - Mr. K Manoz Kumar Reddy, Dean - Evaluation
- Members
 - Dr. Pullela S V V S R Kumar, Dean - Academics & Administration
 - Dr. G Rama Krishna, Dean - IQAC
 - Dr. Y K S Subba Rao, HOD, Dept. of MECH
 - Dr. G Satyanarayana Murthy, HOD, Dept. of CSE
 - Ms. K Lakshmi, Associate Professor & Dept. Exam Cell In-charge, EEE
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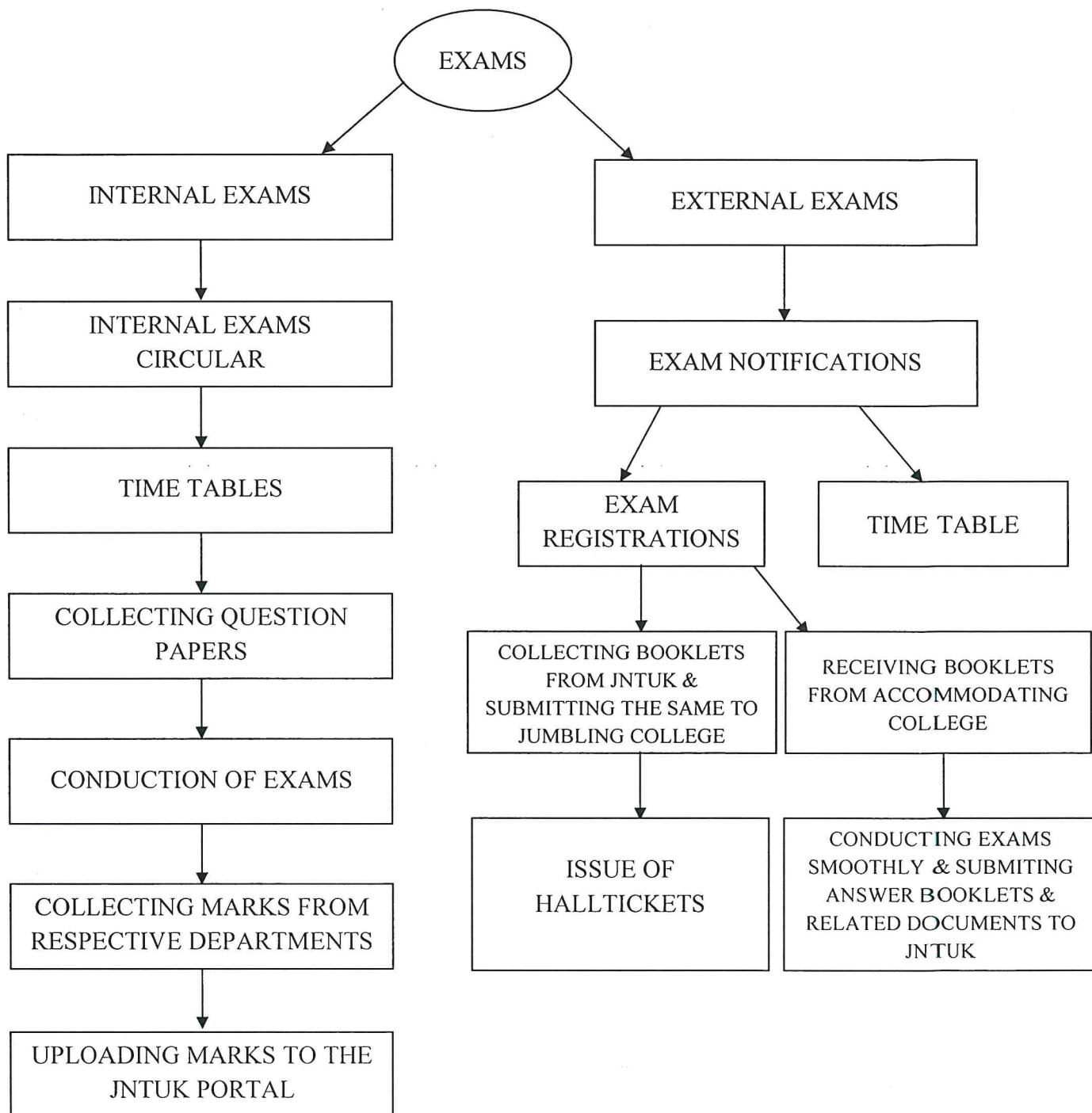
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EXAMINATIONS & MALPRACTICES COMMITTEE

Conduction of Examinations (2023-2024)

Standard Operating Procedure-Flowchart



KMK Reddy
CONVENER



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EXAMINATIONS & MALPRACTICES COMMITTEE

STANDARD OPERATING PROCEDURE (2023-2024)

EVALUATION PROCESSES

The main focus of the institution is to provide a student centric approach in assessment to improve the teaching learning process. As university takes care of the summative assessment, the formative assessment is taken care by the institution according to the norms of the University.

The Examination Committee shoulders the responsibility of all the assessment and evaluation process to ensure the above mentioned goals. The committee calls for periodic meetings and takes decisions for the smooth conduction of the assessment and evaluation process. It takes care of all the test/exam related work like the preparation of time-tables, preparation of invigilation duty charts, room allotment, preparation of absentees' statement and other required documents.

The Institution adopts effective assessment strategies not only for the benefit of students but also for the benefit of the entire institution, keeping in mind the importance of continuous evaluation for better learning and growth.

Continuous monitoring of the students learning at the classroom Level:

The teacher constantly monitors the student learning at every step. By using the traditional "Question and Answer Method", teachers in the classrooms, check the attainment of Student learning. The following is just an indicative list that the teachers put in practice for the formative assessment..

- debriefing questions at the end of all the activities, conducted in the classroom
- asking students to summarize the class
- individual/team presentations after every activity
- oral presentations
- Accepting students feedback on learning
- surprise tests

- quiz
- tests at the end of chapter
- worksheets

Based on the student requirements & the scope of the subject, the assessment is designed by the faculty concerned.

Assignments and Feedback:

- The faculty plans the assignments based on the learning outcomes. The same can be changed/alterd based on the context of the classroom dynamics.
- The faculty is expected to communicate and negotiate the same with the students.
- The purpose & the criteria of assessment of the assignments given by faculty, are discussed with the students in advance and sufficient time is provided to students for the preparation.
- Timely and adequate feedback of the faculty related to student learning and assessment is provided.
- For greater objectivity in oral feedback:
 1. Other subject experts in the department act as external evaluators
 2. The external evaluators provide their valuable feedback.
 3. All feedback provided should be empathetic, humane and focused on the improvement of learning.
- In the context of written assignments, faculty is expected to write their comments on the assignment sheet itself.
- If any student is absent due to genuine reasons, he or she may be given a new date to present the oral assignment. However, this is decided by the faculty keeping in mind the specific context.
- The allotted marks are tabulated and retained by the faculty for the overall assessment of the students and to improve the attainment of Student learning.
- The marks are uploaded to university through examination portal as per the guidelines.

Conduction of Internal Mid Semester Tests and Lab Internal Examinations:

The internal examinations are conducted at college level, based on the following instructions of the affiliated university.

R-20 Regulations:

(a) For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of (i) one online objective examination (ii) one descriptive examination and (iii) one assignment. The online examination (objective) shall be 10 marks and descriptive examination shall be for 15 marks with a total duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for descriptive paper).

(b) The first online examination (objective) is set with 20 multiple choice questions for 10 marks (20 questions x ½ marks) from first two and half units (50% of the syllabus) and it is conducted by **University Examination Section**. The descriptive examination is set with 3 full questions for 5 marks each from first two and half units (50% of the syllabus), the student has to answer all questions. In the similar lines, the second online and descriptive examinations shall be conducted on the rest of the syllabus.

(c) The assignment is given by the concerned class teacher for five marks from first two and half units (50% of the syllabus). The second assignment shall be given from rest of the syllabus. The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination.

(d) The total marks secured by the student in each mid-term examination are evaluated for 30 marks. The first mid marks (Mid-1) consisting of marks of online objective examination, descriptive examination and assignment shall be submitted to the University examination section within one week after completion of first mid examination.

(e) The mid marks submitted to the University examination section shall be displayed in the concerned college notice boards for the benefit of the students.

(f) If any discrepancy found in the submitted Mid-1 marks, it shall be brought to the notice of university examination section within one week from the submission.

(g) Second mid marks (Mid-2) consisting of marks of online objective examination, descriptive examination and assignment shall also be submitted to University examination section within one week after completion of second mid examination and it shall be displayed in the notice boards. If any discrepancy found in the submitted mid-2 marks, it shall be brought to the notice of university examination section within one week from the submission.

(h) Internal marks can be calculated with 80% weightage for better of the two mids and 20% Weightage for another mid exam.

Example:

Mid-1 marks = Marks secured in (online examination-1 + descriptive examination-1 + one assignment-1)

Mid-2 marks = Marks secured in (online examination-2 + descriptive examination-2 + one assignment-2)

Final internal Marks = (Best of (Mid-1/Mid-2) marks x 0.8 + Least of (Mid-1/Mid-2) marks x 0.2)

(i) With the above criteria, university examination section will send mid marks of all subjects in consolidated form to all the concerned colleges and same shall be displayed in the concerned college notice boards. If any discrepancy found, it shall be brought to the notice of university examination section through proper channel within one week with all proofs. Discrepancies brought after the given deadline will not be entertained under any circumstances.

Lab Internal Examinations - R20:

- ❖ For practical subjects there shall be continuous evaluation during the semester for 15 internal marks and 35 end examination marks. The internal 15 marks shall be awarded as follows: day to day work - 5 marks, Record-5 marks and the remaining 5 marks to be

awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner appointed by controller of examinations, JNTUK.

Note: Laboratory marks and the internal marks awarded by the College are not final. The marks are subject to scrutiny and scaling by the University wherever felt desirable. The internal and laboratory marks awarded by the College will be referred to a Committee. The Committee shall arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final and binding. All the laboratory records and internal test papers shall be preserved in respective departments as per University norms and shall be produced to the Committees of University as and when they ask for.

R-19 Regulations:

For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of (i) one online objective examination (ii) one descriptive examination and (iii) one assignment. The online examination (objective) and descriptive examination shall be for 10 marks each with a total duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for descriptive paper). The online examination (objective) is set with 20 multiple choice questions for 10 marks (20 questions x ½ marks) from first two and half units (50% of the syllabus) and it is conducted by **University Examination Section**. The descriptive examination is set with 3 full questions from first two and half units (50% of the syllabus), the student has to answer all questions. The second online examination shall be conducted on the rest of the syllabus. The assignment is given by the concerned class teacher for five marks from first two and half units (50% of the syllabus). The second assignment shall given from rest of the syllabus. The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination. The total marks secured by the student in each mid-term examination are evaluated for 25 marks. The first mid marks (Mid-1) consisting of marks of online objective examination, descriptive examination and assignment shall be submitted to the University examination section within one week after completion of first mid examination. The mid marks submitted to the University examination section shall be displayed in the concerned college

notice boards for the benefit of the students. If any discrepancy found in the submitted mid-1 marks, it shall be brought to the notice of university examination section within one week from the submission. Second mid marks (Mid-2) consisting of marks of online objective examination, descriptive examination and assignment shall also be submitted to University examination section within one week after completion of second mid examination and it shall be displayed in the notice boards. If any discrepancy found in the submitted mid-2 marks, it shall be brought to the notice of university examination section within one week from the submission. Internal marks can be calculated with 80% weightage for better of the two mids and 20% Weightage for other mid exam.

Example:

Mid-1 marks = Marks secured in (online examination-1+descriptive examination-1+one assignment-1)

Mid-2 marks = Marks secured in (online examination-2+descriptive examination-2+one assignment-2)

Final internal Marks = (Best of (Mid-1/Mid-2) marks \times 0.8 + Least of (Mid-1/Mid-2) marks \times 0.2)

With the above criteria, university examination section will send mid marks of all subjects in consolidated form to all the concerned colleges and same shall be displayed in the concerned college notice boards. If any discrepancy found, it shall be brought to the notice of university examination section through proper channel within one week with all proofs. Discrepancies brought after the given deadline will not be entertained under any circumstances.

Lab Internal Examinations - R19:

- ❖ For practical subjects there shall be continuous evaluation during the semester for 20 internal marks and 30 end examination marks. The internal 20 marks shall be awarded as follows: day to day work - 5 marks, Record-5 marks and the remaining 10 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner appointed by controller of examinations, JNTUK.

Note: Laboratory marks and the internal marks awarded by the College are not final. The marks are subject to scrutiny and scaling by the University wherever felt desirable. The

internal and laboratory marks awarded by the College will be referred to a Committee. The Committee shall arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final and binding. All the laboratory records and internal test papers shall be preserved in respective departments as per University norms and shall be produced to the Committees of University as and when they ask for.

R-16 Regulations:

- 1) For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End - Examinations.
- 2) For theory subjects, during the semester there shall be 2 tests. The weightage of Internal marks for 30 consists of Descriptive - 15, Assignment - 05, (Theory, Design, Analysis, Simulation, Algorithms, Drawing, etc. as the case may be and for Physics Virtual Labs to be consider as Assignments) & Objective -10 (Online examination, with 20 Multiple choice question with a weightage of ½ Mark each). The objective examination is for 20 minutes duration. The subjective examination is for 90 minutes duration conducted for 15 marks. Each subjective type test question paper shall contain 3 questions and all questions need to be answered.
- 3) The Objective examination conducted for 10 marks and subjective examination conducted for 15 marks are to be added to the assignment marks of 5 for finalizing internal marks for 30.
- 4) Internal Marks can be calculated with 80% weightage for best of the two Mids and 20% weightage for other Mid Exam As the syllabus is framed for 6 units, the 1st mid examination (both Objective and Subjective) is conducted in 1-3 units and second test in 4-6 units of each subject in a semester.
- 5) For the subject having design and / or drawing, (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and estimation, the distribution shall be 30 marks for internal evaluation (20 marks for day – to – day work, and 10 marks for internal tests) and 70 marks for end examination. There shall be two internal tests in a Semester and the Marks for 10 can be calculated with 80% weightage for best of the two tests and 20% weightage for other test and these are to be added to the marks obtained in day to day work.

- 6) For the seminar, Each student is evaluated based on the presentation of any latest topic with report of 10-15 pages and a .PPT of min. 10 slides. The student shall collect the information on a specialized topic and prepare a technical report, showing his understanding over the topic, and submit to the department, which shall be evaluated by the Departmental committee consisting of Head of the department, seminar supervisor and a senior faculty member. The seminar report is evaluated for 50 marks. There is no external examination for seminar.
- 7) Out of a total of 200 marks for the project work, 60 marks are for Internal Evaluation and 140 marks for the End Semester Examination. The End Semester Examination (Viva – Voce) is conducted by the committee. The committee consists of an external examiner, Head of the Department and Supervisor of the Project. The evaluation of project work shall be conducted at the end of the IV year. The Internal Evaluation shall be on the basis of two seminars given by each student on the topic of his project and evaluated by an internal committee.

Examinations:

I mid exam + II mid exam (15% for descriptive tests+10% for online tests)= 25%
(80% for the best of two and 20% for the other)

Assignments= 5%

End semester exams=70%

Lab Internal Examinations:

- 1) For practical subjects there shall be continuous evaluation during the semester for 25 internal marks and 50 end examination marks. The internal 25 marks shall be awarded as follows: day to day work - 10 marks, Record-5 marks and the remaining 10 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner.
- 2) Laboratory marks and the internal marks awarded by the College are subject to scrutiny and scaling by the University wherever felt desirable.
- 3) The laboratory records and internal test papers are preserved in the respective departments as per the University norms and are produced to the Committees of the University as and when they ask for

Rules of Re-examination:

- In case the student does not attend any of the internal tests, the college does not conduct any reexamination.
- However, this rule does not apply to any student who is representing the college in any Inter-collegiate/ Inter-university/ District/ State/ National level activities. In such a case, all support will be provided to the students, including conducting of special tests.

Responsibilities of Faculty:

- Faculty will have to announce the portions allotted for the test, the criteria of assessment and the schedule at least 2 weeks prior to the actual schedule. They can refer to the academic calendar provided in the beginning of the academic year.
- Faculty is expected to motivate the students to appear for the tests and give their best performance.
- Faculty is responsible for completing the syllabus and also having a session allotted for revision of concepts.
- Faculty members are expected to submit two sets of question papers (of equal difficulty level) for every course that they teach.
- The questions in each paper will be aligned to the PO's, PSO's and CO's outlined in the curriculum plan. This will be done to measure and verify the attainment of outcome.
- Along with the question papers, faculty is expected to submit schemes of evaluation for the internal test and the preparatory exams.
- Out of these two sets, one set of papers will be randomly selected by the Principal.
- Faculty is expected to follow a fair and transparent system of giving marks, adhering to the scheme of marks provided in the scheme of evaluation.

Result Analysis:

- An analysis of the results of the internal tests will be done and based on that - remedial classes will be held for underperformers.

CONDUCTION OF EXAMINATIONS

INTERNAL EXAMINATIONS

1. University releases the Internal Exams Time Table.
 - JNTUK dispatches the internal examination time table 1 week before the internal examinations.
2. Internal Time Table is prepared for theory Exams
 - A separate internal time table is prepared based on university exam schedule.
 - The examination schedule is circulated to all the HOD'S, Principal Office.
 - Examination halls are identified by the HOD'S.
 - Finally the exam schedule is displayed in all department notice boards and examination cell notice boards.
3. Internal Time Table for Online Exam
 - A separate online exam time table is prepared by the online exam in charges based on university exam schedule.
 - The schedule is circulated to all the HODs, In-charges, Principal Office and to students.
 - Verifications of Online servers and Network connectivity.
 - Verification of Power Back up and Generator for uninterrupted power supply.
 - Finally the exam schedule is displayed in all the department notice boards and examination cell notice boards.
4. Request for Computer Laboratories & HW staff:

The Hardware engineers & Online Exam In-charges monitor online exam process.

Electricians monitor the generator for continuous power supply.
5. Question Papers Preparation
 - HOD / Dept. Exam Cell In-charge select the questions from question bank.
 - Question papers setting is based on OBE by the faculty concerned & moderated by senior faculty members, If necessary.
 - Making required no of copies and preserving in sealed covers.
6. Room wise seating plan & arrangements
 - Preparation of examination pads
 - Each pad should contains the following stationary
 - o Seating plan.
 - o Answer sheets / Graphs / etc.
 - o Threads.
 - o Attendance statement.

7. Consolidated Examination Halls for student display
 - Preparation of consolidated seating plan.
 - Displaying in department notice boards.
8. Absentees Statements for all examinations
 - After every examination collecting branch wise consolidated absentee's statement.
 - Preparation of an overall consolidate statement for absentees.
9. Chief Superintendent/ Dean A&A/HOD act as observers
10. Assigning Class room boards cleaning duty to the attenders.
11. Reminder SMS to all faculties - to attend online examination duties.
12. Collection of answer scripts from invigilators
 - Branch wise answer scripts collection from invigilators.
 - Mark absentees on the summary report.
 - Specify the last date for submission.
 - Handed over the answer scripts to subject teacher.
13. Collection of corrected answer scripts from subject teacher by the Department concerned
 - Collecting the marks award statements
 - Verifying all the scripts
 - Absentees Numbers verification.
 - Entering the same data in ECAP Software by the subject teacher
14. Uploading MID marks to University Server by the Exam cell.
 - Verification of the marks file before uploading by the faculty concerned .

EXTERNAL EXAMINATIONS

1. Examination Notifications are released by the University.
 - Bringing the notifications to the notice of the principal & The HODs.
 - Circulating the important dates to all the departments and notice boards.
 - Preparing branch wise students data based on attendance eligibility.
 - Finalizing the list of detained candidates & Condoned candidates
 - Exam fee collection from students.
 - Submitting all the reports along with necessary examination fee to JNTUK as per the given schedule.

- University releases Exam Time Tables
 - Bringing the Time Tables to the notice of the principal & The HODs.
 - Circulating the Time Tables to all the departments and notice boards.
 - Circulating the university time table to all the departments including Transport department.
2. Sending invigilators requirement to Departments
 - No of invigilators = total strength / 18 per External Examinations
 3. Rooms identification and intimation to All HODs & In-charges
 - Identify the examination halls and intimating the same to HODS concerned
 - Making all the required arrangements for the smooth conduction of examinations.
 4. Proper Xerox machines maintenance with maintenance team prior to examinations for question papers printing.
 5. Collecting OMR Booklets from JNTUK, Kakinada in person
 6. University releases a circular related to jumbling of Examination Centers.
 7. Bringing the information to the notice of the Principal & HODS
 - Circular to the students and all other departments including Transport.
 8. Handing over our college students OMR Booklets & Registered Students galley to jumbling center as per JNTUK guidelines after a thorough verification.
 9. Receiving OMR Booklets of the students of the accommodating college after a thorough verification.
 10. University releases the Hall Tickets.
 - Downloading & Printing the Hall tickets from University Exam Portal.
 - Verification of hall Tickets with the No. of students applied for the exam
 - Issuing the Hall Tickets to the departments concerned for students issue.
 11. Receiving the Registered Students galley from the parent college for the preparation of Seating plans & Hall Wise statements.
 - Preparation of Room wise Seating plans & Hall wise statements
 - Preparation of Notice board seating plans for student display
 12. University releases the appointment order of observers.

Deputing observer to other colleges as per JNTUK guidelines, with a relieving Letter
 13. Preparation of examination pads as per room wise seating plans
 - Each examination pad should contain one seating plan, one signature statement,

invigilators guidelines and OMR Booklets.

14. Identification of log books/tables/graphs as per requirement of the subject.

15. Malpractice cases handling and preparation of reports as per JNTUK formats

- During the examination if malpractice cases are registered,
- Explanation letter from the student.
- Letter from the invigilator.
- Preparing reports as per JNTUK format and taking the signatures and sending by speed post after completion of examination.
- A copy of the report should be maintained in the college examination section.

16. Collecting the filled exam applications from Department operators

- Collecting the applications and fee particulars from operators every day.
- Verifying the applications as per the regulations.
- Recording the day wise information in the prescribed format.

17. Student registration at JNTUK portal

- Examination cell staff members registers the students through the university portal .

18. Preparation of online transaction statements.

- Intimating the amount to be paid towards examination fee to university account, to account section.
- Providing all the proofs of student payments to the finance section.
- After making the payments to JNTUK, the transaction receipts should be collected & preserved for future correspondence.

19. Arrangement of all applications and cross checking with appearing list

20. Principal signature & stamping on each and every application

- In case of supplementary applications, one Xerox copy for every application for future reference.

21. Handing over the examination applications as per schedule at JNTUK

- As per JNTUK guidelines, the examination applications with examination fee receipts to be submitted to university.

22. Intimation to floor supervisor about cleanliness and water supply

23. Making & taking care of all the requirements one day before the commencement of examinations.

- University will announce starting question paper set no every day 10 minutes before the

commencement of the examination.

24. The Chief Superintendent calls for a meeting with all the staff members related to the examination conduction.

25. Senior faculty members from all departments are identified for invigilation duties .

26. Invigilators are provided with all JNTUK norms for the smooth conduction of examinations

27. On the day of Exam: Decryption of the question paper from JNTUK portal as per JNTUK guidelines

28. JNTUK intimates the session starting question paper set number, for distribution out of 04 sets before 15 minutes of the commencement of examination.

29. Arrangement of question papers room wise as per set no.

- Based on starting question paper set number, arrangement of the question papers.

30. Distribution of question papers to all examination halls.

31. Collecting the absentees statement & Seating plan from examination halls.

32. Collecting filled OMR part-1 slips from examination halls.

- Collecting Hall wise statements.
- Cross Checking Absentees Statements with returned OMR Answer Booklets

33. D-Form preparation college wise and branch wise - Hard copy

- This is very important activity during examinations. If any single entry is wrong student will be in trouble, result will be kept in withheld.
- Updating all absentees information in JNTUK server
- Taking the Printouts College wise and branch wise.

34. Branch wise and set wise verification of OMR Slips and preparation of bundle with necessary Documents.

- Part I OMR slips should be arranged as per sets.
- Checking with online D-Form. If all entries are correct, principal and observers signatures to be taken in the forms.

35. Collection of OMR booklets from invigilators.

- College wise and branch wise OMR booklets collection from invigilators.

36. Branch wise and set wise OMR booklets verification

- Verifying the received answer booklets with D-Form.

37. Bundle Preparation

- Packing of the examination bundle as per regulation.

38. Bundle sealing

- On the top of every bundle No., Date of examination, year and regulation, college code in a bigger font should be indicated.
- Signature of the principal and observer on the specified location.

39. Exam bundles dispatch to collection center before 4 PM

- After the completion of forenoon examination, packed bundles should be sent to collection centre before 4 PM. & afternoon session bundles should be submitted before 6 PM on the same day.

40. Remuneration Bills preparation for external observer JNTUK nominated person

- Preparation of remuneration bill to the external examination as per JNTUK guidelines.
- Exam Remuneration Bills Preparation as per JNTUK guidelines for all those who are involved in the examination works.

EXTERNAL LABORATORY EXAMINATIONS

1. University releases the schedule for the conduction of exams.
2. Collecting department wise time tables
 - Preparation of consolidated time table for labs, based on university time table
 - Display of Timetables in all notice boards concerned.
3. Preparation of tentative remuneration bill
 - Getting the approval from the accounts section through principal
 - Submitting the same at accounts office.
4. Collecting stationary from JNTUK
 - Laboratory stationary has to be collected from JNTUK as per the schedule.
5. Verification of OMR marks sheets
 - Verifying all received OMR marks sheets with reference to the registration data.
 - Arranging the stationary branch wise and laboratory wise.
 - In case of discrepancies, informing the same to the university without any delay.
6. Signature statements
 - Branch wise and laboratory wise preparation of student's signature statements.
7. Sending our Exam Schedule to external college with a request to depute the examiners as per the schedule through official mail, based on the allotment of external college by the affiliating university.
8. Handing over the related stationery to the internal examiners concerned
 - Envelops for keeping the left part of OMR sheets
 - Keeping the left side part inside the envelop along with attendance sheet.
9. Deputing lab examiners to other colleges as per JNTUK guidelines
 - Taking the approval from the principal.
 - Deputing the branch wise and laboratory wise examiners to other colleges.
 - Issue of appointment orders.
10. Collecting department wise filled OMR sheets
 - After completion of every laboratory external examination, the sealed original OMR sheets and other documents should be collected from the internal examiner
 - Verifying all the entries filled in the forms for the preparation of a consolidated statement to submit the same to university.
 - Make sure that all the entries are filled correctly or not.

11. Lab Remuneration Bills preparation for external examiners

- Preparation of remuneration bill to the external examination as per JNTUK guidelines.
- Per every student Rs.18/- per script
- o TA & DA as per the JNTUK Norms to external examiners

12. Final Remuneration bills preparation

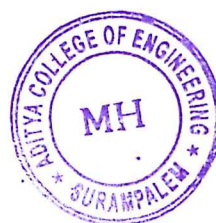
- Preparation of remuneration bill as per JNTUK guidelines, including all the persons those who are involved in the examination works.

13. Submission of Lab reports

- As per JNTUK guidelines, the laboratory reports with proper documents should be submitted to university.

INTERNAL LABORATORY EXAMINATIONS

1. Collecting department wise internal laboratory time tables.
2. Display of Time tables in all the notice boards concerned.
3. Preparation of Marks award statements
4. Absentees Statement
 - Branch wise and laboratory wise absentees statement preparation.
5. Issue of Stationery required to Examiners with required instructions.
6. Collection of department wise answer scripts & marks award lists.
 - Making sure that all the entries are filled correctly or not.
7. Entering the marks in the online server
8. Sending the entered marks to departments concerned for final verification
9. After final verification, the file should be uploaded to the university through the link provided in the JNTUK portal.
10. Keeping all the documents as per the file numbers for future reference.



KMK Reddy

CONVENOR



2023

ACADEMIC REGULATIONS

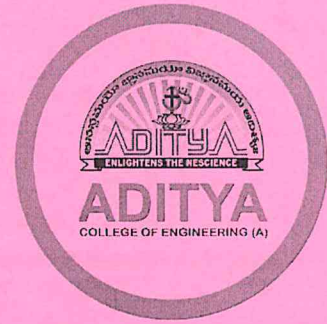
(UG - ENGINEERING)

B.Tech. Regular/ Honors

ADITYA COLLEGE OF ENGINEERING (A)

Aditya Nagar, ADB Road, Surampalem – 533437

www.acoe.edu.in



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www.acoe.edu.in

B. Tech. (Regular-Full time)

(Effective for the students admitted into I year from the Academic Year
2023-24 onwards)

&

B.Tech. (Lateral Entry Scheme)

(Effective for the students admitted into II year through Lateral Entry
Scheme from the Academic Year **2024 - 25** onwards)

Academic Regulations (R23) for B. Tech (Regular-Full time)

(Effective for the students admitted into I year from the Academic Year 2023-24 onwards)

1. Award of the Degree

- (a) Award of the B.Tech. Degree / B.Tech. Degree with a Minor if he/she fulfils the following:
 - (i) Pursues a course of study for not less than four academic years and not more than eight academic years. However, for the students availing Gap year facility this period shall be extended by two years at the most and these two years would in addition to the maximum period permitted for graduation (Eight years).
 - (ii) Registers for 160 credits and secures all 160 credits.
- (b) **Award of B.Tech. degree with Honors** if he/she fulfils the following:
 - (i) Student secures additional 15 credits fulfilling all the requisites of a B.Tech. Program i.e., 160 credits.
 - (ii) Registering for Honors is optional.
 - (iii) Honors is to be completed simultaneously with B.Tech. programme.

2. Students, who fail to fulfill all the academic requirements for the award of the degree within eight academic years from the year of their admission, shall forfeit their seat in B.Tech. Course and their admission stands cancelled. This clause shall be read along with clause 1 a) i).

3. Admissions

Admission to the B. Tech Program shall be made subject to the eligibility, qualifications and specialization prescribed by the A.P. State Government/University from time to time. Admissions shall be made either based on the merit rank obtained by the student in the common entrance examination conducted by the A.P. Government/University or any other order of merit approved by the A.P. Government/University, subject to reservations as prescribed by the Government/University from time to time.

4. Program related terms

Credit: A unit by which the course work is measured. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (Lecture/Tutorial) or two hours of practical work/field work per week.

Credit Definition:

1 Hr. Lecture (L) per week	1 credit
1 Hr. Tutorial (T) per week	1 credit
1 Hr. Practical (P) per week	0.5 credit
2 Hrs. Practical (Lab) per week	1 credit

- a) **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.

- b) **Choice Based Credit System (CBCS):** The CBCS provides a choice for students to select from the prescribed courses.

5. Semester/Credits:

- i) A semester comprises 90 working days and an academic year is divided into two semesters.
- ii) The summer term is for eight weeks during summer vacation. Internship/ apprenticeship / work-based vocational education and training can be carried out during the summer term, especially by students who wish to exit after two semesters or four semesters of study.
- iii) Regular courses may also be completed well in advance through MOOCs satisfying prerequisites.

6. Structure of the Undergraduate Programme

All courses offered for the undergraduate program (B. Tech.) are broadly classified as follows:

S.No.	Category	Breakup of Credits (Total 160)	Percentage of total credits	AICTE Recommendation (%)
1.	Humanities and Social Science including Management (HM)	13	8 %	8 – 9%
2.	Basic Sciences (BS)	20	13 %	12 - 16%
3.	Engineering Sciences (ES)	23.5	14%	10 – 18%
4.	Professional Core (PC)	54.5	34 %	30 – 36%
5.	Electives – Professional (PE) & Open (OE); Domain Specific Skill Enhancement Courses (SEC)	33	21 %	19 - 23%
6.	Internships & Project work (PR)	16	10 %	8 – 11%
7.	Mandatory Courses (MC)	Non-credit	Non-credit	-

7. Course Classification:

All subjects/ courses offered for the undergraduate programme in Engineering & Technology (B.Tech. degree programmes) are broadly classified as follows:

S.No.	Broad Course Classification	Course Category	Description
1.	Foundation Courses	Foundation courses	Includes Mathematics, Physics and Chemistry; fundamental engineering courses; humanities, social sciences and management courses
2.	Core Courses	Professional Core Courses (PC)	Includes subjects related to the parent discipline/department/branch of Engineering
3.	Elective Courses	Professional Elective Courses (PE)	Includes elective subjects related to the parent discipline/department/ branch of Engineering
		Open Elective Courses (OE)	Elective subjects which include interdisciplinary subjects or subjects in an area outside the parent discipline/ department/ branch of Engineering
		Domain specific skill enhancement courses (SEC)	interdisciplinary/job-oriented/domain courses which are relevant to the industry
4.	Project & Internships	Project	B.Tech. Project or Major Project
		Internships	Summer Internships – Community based and Industry Internships;
5.	Audit Courses	Mandatory non-credit courses	Covering subjects of developing desired attitude among the learners

8. Programme Pattern:

- i. Total duration of the B. Tech (Regular) Programme is four academic years (8 Semester).
- ii. Each academic year of study is divided into two semesters.
- iii. Minimum number of instruction days in each semester is 90 days.
- iv. There shall be mandatory student induction program for fresher's, with three-week duration before the commencement of first semester. Physical activity, Creative Arts, Universal Human Values, Literary, Proficiency Modules, Lectures by Eminent People, Visits to local Areas, Familiarization to Dept. / Branch & Innovations etc., are included as per the guidelines issued by AICTE.
- v. Health / wellness / yoga / sports and NSS /NCC /Scouts & Guides / Community service activities are made mandatory as credit courses for all the undergraduate students.
- vi. Courses like Environmental Sciences, Indian Constitution, Technical Paper Writing & IPR are offered as non-credit mandatory courses for all the undergraduate students.
- vii. Design Thinking for Innovation & Tinkering Labs are made mandatory as credit courses for all the undergraduate students.
- viii. Increased flexibility for students through an increase in the elective component of the curriculum, with 05 Professional Elective courses and 04 Open Elective

courses.

- ix. Professional Elective Courses, include the elective courses relevant to the chosen specialization/branch. Proper choice of professional elective courses can lead to students specializing in emerging areas within the chosen field of study.
- x. A total of 04 Open Electives are offered in the curriculum. A student can complete the requirement for B.Tech. Degree with a Minor within the 160 credits by opting for the courses offered through various verticals/tracks under Open Electives.
- xi. While choosing the electives, students shall ensure that they do not opt for the courses with syllabus contents similar to courses already pursued.
- xii. A pool of interdisciplinary / job-oriented / domain skill courses which are relevant to the industry are integrated into the curriculum of all disciplines. There shall be 05 skill-oriented courses offered during III to VII semesters. Among the five skill courses, four courses shall focus on the basic and advanced skills related to the domain/interdisciplinary courses and the other shall be a soft skills course.
- xiii. Students shall undergo mandatory summer internships, for a minimum of eight weeks duration at the end of second and third year of the programme. The internship at the end of second year shall be community oriented and industry internship at the end of third year.
- xiv. There shall also be mandatory full internship in the final semester of the programme along with the project work.
- xv. Undergraduate degree with Honors is introduced by the Institute/University for the students having good academic record.
- xvi. The college shall provide remote accesses to labs in various disciplines of engineering through Virtual Labs (<https://www.vlab.co.in>) which help students in learning basic and advanced concept through remote experimentation. Student shall be made to work on virtual lab experiments during the regular labs.
- xvii. The college shall assign a faculty advisor/mentor after admission to a group of students from same department to provide guidance in courses registration / career growth / placements / opportunities for higher studies / GATE / other competitive exams etc.
- xviii. Preferably 25% of course work for the theory courses in every semester shall be conducted in the blended mode of learning.

9. Evaluation Process

The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory and 100 marks for practical subject. Summer Internships shall be evaluated for 50 marks, Full Internship & Project work in final semester shall be evaluated for 200 marks, and mandatory courses with no credits shall be evaluated for 30 mid semester marks.

A student has to secure not less than 35% of marks in the end examination and a minimum of 40% of marks in the sum total of the mid semester and end examination marks taken together for the theory, practical, design, drawing subject or project etc. In case of a mandatory course, he/she should secure 40% of the total marks.

9.1 Theory Courses

Assessment Method	Marks
Continuous Internal Assessment	30
Semester End Examination	70
Total	100

- For theory subject, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End-Examination.
- For practical subject, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End- Examination.
- If any course contains two different branch subjects, the syllabus shall be written in two parts with 3 units each (Part-A and Part-B) and external examination question paper shall be set with two parts each for 35 marks.
- If any subject is having both theory and practical components, they will be evaluated separately as theory subject and practical subject. However, they will be given same subject code with an extension of 'T' for theory subject and 'P' for practical subject.

a) Continuous Internal Evaluation

- For theory subjects, during the semester, there shall be two midterm examinations. Each midterm examination shall be evaluated for 30 marks of which 10 marks for objective paper (20 minutes duration), 15 marks for subjective paper (90 minutes duration) and 5 marks for assignment.
- Objective paper shall contain for 05 short answer questions with 2 marks each or maximum of 20 bits for 10 marks. Subjective paper shall contain 3 either or type questions (totally six questions from 1 to 6) of which student has to answer one from each either-or type of questions. Each question carries 10 marks. The marks obtained in the subjective paper are condensed to 15 marks.

Note:

- The objective paper shall be prepared in line with the quality of competitive examinations questions.
 - The subjective paper shall contain 3 either or type questions of equal weightage of 10 marks. Any fraction shall be rounded off to the next higher mark.
 - The objective paper shall be conducted by the respective institution on the day of subjective paper test.
 - Assignments shall be in the form of problems, mini projects, design problems, slip tests, quizzes etc., depending on the course content. It should be continuous assessment throughout the semester and the average marks shall be considered.
- If the student is absent for the mid semester examination, no re-exam shall be conducted and mid semester marks for that examination shall be considered as zero.
 - First midterm examination shall be conducted for I, II units of syllabus with one either or type question from each unit and third either or type question from both the units. The second midterm examination shall be conducted for III, IV and V units with one either or type question from each unit.
 - Final mid semester marks shall be arrived at by considering the marks secured by

the student in both the mid examinations with 80% weightage given to the better mid exam and 20% to the other.

For Example:

Marks obtained in first mid: 25 Marks obtained in second mid: 20

Final mid semester Marks: $(25 \times 0.8) + (20 \times 0.2) = 24$

If the student is absent for any one midterm examination, the final mid semester marks shall be arrived at by considering 80% weightage to the marks secured by the student in the appeared examination and zero to the other. For Example:

Marks obtained in first mid: Absent Marks obtained in second mid: 25

Final mid semester Marks: $(25 \times 0.8) + (0 \times 0.2) = 20$

b) End Examination Evaluation:

End examination of theory subjects shall have the following pattern:

- i) There shall be 6 questions and all questions are compulsory.
- ii) Question I shall contain 10 compulsory short answer questions for a total of 20 marks such that each question carries 2 marks.
- iii) There shall be 2 short answer questions from each unit.
- iv) In each of the questions from 2 to 6, there shall be either/or type questions of 10 marks each. Student shall answer any one of them.
- v) The questions from 2 to 6 shall be set by covering one unit of the syllabus for each question.

End examination of theory subjects consisting of two parts of different subjects, for Example: Basic Electrical & Electronics Engineering shall have the following pattern:

- i) Question paper shall be in two parts viz., Part A and Part B with equal weightage of 35 marks each.
- ii) In each part, question 1 shall contain 5 compulsory short answer questions for a total of 5 marks such that each question carries 1 mark.
- iii) In each part, questions from 2 to 4, there shall be either/or type questions of 10 marks each. Student shall answer any one of them.
- iv) The questions from 2 to 4 shall be set by covering one unit of the syllabus for each question.

9.2 Practical Courses

Assessment Method	Marks
Continuous Internal Assessment	30
Semester End Examination	70
Total	100

- a) For practical courses, there shall be a continuous evaluation during the semester for 30 sessional marks and end examination shall be for 70 marks.
- b) Day-to-day work in the laboratory shall be evaluated for 15 marks by the concerned laboratory teacher based on the record/viva and 15 marks for the internal test.

- c) The end examination shall be evaluated for 70 marks, conducted by the concerned laboratory teacher and a senior expert in the subject from the same department.
- Procedure: 20 marks
 - Experimental work & Results: 30 marks
 - Viva voce: 20 marks.

In a practical subject consisting of two parts (Eg: Basic Electrical & Electronics Engineering Lab), the end examination shall be conducted for 70 marks as a single laboratory in 3 hours. Mid semester examination shall be evaluated as above for 30 marks in each part and final mid semester marks shall be arrived by considering the average of marks obtained in two parts.

9.3 Design/Drawing Courses

For the subject having design and/or drawing, such as Engineering Drawing, the distribution of marks shall be 30 for mid semester evaluation and 70 for end examination.

Assessment Method	Marks
Continuous Internal Assessment	30
Semester End Examination	70
Total	100

- a) Day-to-day work shall be evaluated for 15 marks by the concerned subject teacher based on the reports/submissions prepared in the class. And there shall be two midterm examinations in a semester for duration of 2 hours each for 15 marks with weightage of 80% to better mid marks and 20% for the other. The descriptive paper shall contain 3 either or type questions of equal weightage of 5 marks. There shall be no objective paper in mid semester examination. The sum of day-to-day evaluation and the Sessional marks will be the final sessional marks for the course.
- b) The end examination pattern for Engineering Graphics, shall consists of 5 questions, either/or type, of 14 marks each. There shall be no objective type questions in the end examination. However, the end examination pattern for other subjects related to design/drawing, multiple branches, etc is mentioned along with the syllabus.

9.4 Mandatory Courses:

There shall be no external examination for mandatory courses with zero credits. However, attendance shall be considered while calculating aggregate attendance and student shall be declared to have passed the mandatory course only when he/she secures 40% or more in the internal examinations. In case, the student fails, a re-examination shall be conducted for failed candidates for 30 marks satisfying the conditions mentioned in item 1 & 2 of the regulations.

9.5 Skill oriented Courses

- i) There shall be five skill-oriented courses offered during III to VII semesters.
- ii) Out of the five skill courses, two shall be skill-oriented courses from the same domain. Of the remaining three skill courses, one shall be a soft skill course and the remaining two shall be skill-advanced courses from the same domain / Interdisciplinary / Job oriented.
- iii) The course shall carry 100 marks and shall be evaluated through continuous assessments during the semester for 30 sessional marks and end examination shall be for 70 marks. Day-to-day work in the class / laboratory shall be evaluated for 30 marks by the concerned teacher based on the regularity/assignments/viva/mid semester test. The end examination similar to practical examination pattern shall be conducted by the concerned teacher and an expert in the subject nominated by the principal.
- iv) The Head of the Department shall identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The marks/grades shall be assigned to the students by the above committee based on their performance.
- v) The student shall be given an option to choose either the skill courses being offered by the college or to choose a certificate course being offered by industries / Professional bodies or any other accredited bodies. If a student chooses to take a Certificate Course offered by external agencies, the credits shall be awarded to the student upon producing the Course Completion Certificate from the agency. A committee shall be formed at the level of the college to evaluate the grades/marks given for a course by external agencies and convert to the equivalent marks/grades.
- vi) The recommended courses offered by external agencies, conversions and appropriate grades/marks are to be approved by the Institute at the beginning of the semester.
- vii) If a student prefers to take a certificate course offered by external agency, the department shall mark attendance of the student for the remaining courses in that semester excluding the skill course in all the calculations of mandatory attendance requirements upon producing a valid certificate as approved.

9.6 Massive Open Online Courses (MOOCs):

- a) A Student has to pursue and complete one course compulsorily through MOOCs approved by the Institute. A student can pursue courses other than core through MOOCs and it is mandatory to complete one course successfully through MOOCs for awarding the degree. A student is not permitted to register and pursue core courses through MOOCs.
- b) A student shall register for the course (Minimum of either 8 weeks or 12 weeks) offered through MOOCs with the approval of Head of the Department. The Head of the Department shall appoint one mentor to monitor the student's progression. The student needs to earn a certificate by passing the exam. The student shall be awarded

the credits assigned in the curriculum only by submission of the certificate. Examination fee, if any, will be borne by the student.

- c) Students who have qualified in the proctored examinations conducted through MOOCs platform can apply for credit transfer as specified and are exempted from appearing internal as well as external examination (for the specified equivalent credit course only) conducted by the Institute.
- d) Necessary amendments in rules and regulations regarding adoption of MOOC courses would be proposed from time to time.

9.7 Mandatory Internships

Summer Internships:

Two summer internships either onsite or virtual each with a minimum of 08 weeks duration, done at the end of second and third years, respectively are mandatory. It shall be completed in collaboration with local industries, Govt. Organizations, construction agencies, Power projects, software MNCs or any industries in the areas of concerned specialization of the Undergraduate program. One of the two summer internships at the end of second year (Community Service Project) shall be society oriented and shall be completed in collaboration with Government organizations /NGOs & others. The other internship at the end of third year is Industry Internship and shall be completed in collaboration with Industries. The student shall register for the internship as per course structure after commencement of academic year.

Evaluation of the summer internships shall be through the departmental committee. A student will be required to submit a summer internship report to the concerned department and appear for an oral presentation before the departmental committee comprising of Head of the Department, supervisor of the internship and a senior faculty member of the department. A certificate of successful completion from industry shall be included in the report. There port and the oral presentation shall carry 50% weightage each. It shall be evaluated for 50 external marks. There shall be no internal marks for Summer Internship. A student shall secure a minimum of 40% of marks for successful completion. In case a student fails, he/she shall reappear as and when semester supplementary examinations are conducted.

Full Semester Internship and Project work: In the final semester, the student should mandatorily register and undergo internship (onsite / virtual) and in parallel he/she should work on a project with well-defined objectives. At the end of the semester the candidate shall submit an internship completion certificate and a project report. A student shall also be permitted to submit a project report on the work carried out during the internship.

The project report shall be evaluated by an external examiner. The total marks for project work is 200 marks and distribution shall be 60 marks for internal and 140 marks for external evaluation. The supervisor assesses the student for 30 marks (Report: 15marks, Seminar: 15 marks). At the end of the semester, all projects shall be showcased at the department for the benefit of all students and staff and the same is to be evaluated by the departmental Project Review Committee consisting of supervisor, a senior faculty and HOD for 30marks. The external evaluation of Project

Work is a Viva-Voce Examination conducted in the presence of an internal examiner and external examiner appointed by the Principal and is evaluated for 140 marks.

The HoD shall monitor the student internship programs. Completion of internships is mandatory. If any student fails to complete the internship, he will not be eligible for the award of degree. In such cases, the student shall repeat and complete the internship.

Note: The laboratory records and Sessional test papers shall be preserved for a minimum of 3 years in the institution as per the norms.

10. Credit Transfer Policy

Adoption of MOOCs is mandatory, to enable Blended model of teaching-learning as also envisaged in the NEP 2020. As per University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016, the Institute/University shall allow up to a maximum of 20% of the total courses being offered in a particular programme i.e., maximum of 32 credits through MOOCs platform.

- i) The Institute/University shall offer credit mobility for MOOCs and give the equivalent credit weightage to the students for the credits earned through online learning courses.
- ii) Student registration for the MOOCs shall be only through the respective department of the institution, it is mandatory for the student to share necessary information with the department.
- iii) Credit transfer policy will be applicable to the Professional & Open Elective courses only.
- iv) The concerned department shall identify the courses permitted for credit transfer.
- v) The Institution shall notify at the beginning of semester the list of the online learning courses eligible for credit transfer.
- vi) The institution shall designate a faculty member as a Mentor for each course to guide the students from registration till completion of the credit course.
- vii) The Institution shall ensure no overlap of MOOC exams with that of the semester-end examinations schedule. In case of delay in results, the institute will re-issue the marks sheet for such students.
- viii) Student pursuing courses under MOOCs shall acquire the required credits only after successful completion of the course and submitting a certificate issued by the competent authority along with the percentage of marks and grades.
- ix) The departments shall submit the following to the examination section of the institute :
 - a) List of students who have passed MOOC courses in the current semester along with the certificate of completion.
 - b) Undertaking form filled by the students for credit transfer.
- x) The Institute shall resolve any issues that may arise in the implementation of this policy from time to time and shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL and state government.

Note: Students shall be permitted to register for MOOCs offered through online platforms approved by the Institute from time to time.

11. Academic Bank of Credits (ABC)

The Institute will be implementing Academic Bank of Credits (ABC) to promote flexibility in curriculum as per NEP 2020 to

- i. provide option of mobility for learners across the institutes/universities of their choice
- ii. provide option to gain the credits through MOOCs from approved digital platforms.
- iii. facilitate award of certificate/diploma/degree in line with the accumulated credits in ABC
- iv. execute Multiple Entry and Exit system with credit count, credit transfer and credit acceptance from students' account.

12. Guidelines for offering a Minor

To promote interdisciplinary knowledge among the students, the students admitted into B.Tech. in a major stream/branch are eligible to obtain degree in Minor in another stream.

- i) The Minor program requires the completion of 12 credits in Minor stream chosen.
- ii) Two courses for 06 credits related to a Minor are to be pursued compulsorily for the minor degree, but maybe waived for students who have done similar/equivalent courses. If waived for a student, then the student must take an extra elective course in its place. It is recommended that students should complete the compulsory courses (or equivalents) before registering for the electives.
- iii) Electives (minimum of 2 courses) to complete a total of 12 credits.

Note: A total of 04 Open Electives are offered in the curriculum. A student can complete the requirement for Minor by opting for the courses offered through various verticals/tracks under Open Electives.

13. Guidelines for offering Honors

The objective of introducing B.Tech. (Hons.) is to facilitate the students to choose additionally the specialized courses of their choice and build their competence in a specialized area in the UG level. The programme is a best choice for academically excellent students having good academic record and interest towards higher studies and research.

- i) Honors is introduced in the curriculum of all B. Tech. programs offering a major degree and is applicable to all B. Tech (Regular and Lateral Entry) students admitted in Engineering & Technology.
- ii) A student shall earn additional 15 credits for award of B.Tech.(Honors) degree from same branch/department/discipline registered for major degree. This is in addition to the credits essential for obtaining the Undergraduate degree in Major Discipline (i.e., 160 credits).
- iii) A student is permitted to register for Honors in IV semester after the results of III Semester are declared and students may be allowed to take maximum two subjects per semester pertaining to the Honors from V Semester onwards.

- iv) The concerned Principal of the college shall arrange separate class work and timetable of the courses offered under Honors program.
- v) Courses that are used to fulfil the student's primary major may not be double counted towards the Honors. Courses with content substantially equivalent to courses in the student's primary Major may not be counted towards the Honors.
- vi) Students can complete the courses offered under Honors either in the college or in online platforms like SWAYAM with a minimum duration of 12 weeks for a 3-credit course and 8 weeks duration for a 2-credit course satisfying the criteria for credit mobility. If the courses under Honors are offered in conventional mode, then the teaching and evaluation procedure shall be similar to regular B. Tech courses.
- vii) The attendance for the registered courses under Honors and regular courses offered for Major degree in a semester are to be considered separately.
- viii) A student shall maintain an attendance of 75% in all registered courses under Honors to be eligible for attending semester end examinations.
- ix) **A student registered for Honors shall pass in all subjects that constitute the requirement for the Honors degree program.** No class/division (i.e., second class, first class and distinction, etc.) shall be awarded for Honors degree programme.
- x) If a student drops or is terminated from the Honors program, the additional credits so far earned cannot be converted into open or core electives; they will remain extra. However, such students will receive a separate grade sheet mentioning the additional courses completed by them.
- xi) The Honors will be mentioned in the degree certificate as Bachelor of Technology (Honors) in XYZ. For example, B.Tech. (Honors) in Mechanical Engineering.

Enrolment into Honors:

- i) Students of a Department/Discipline are eligible to opt for Honors program offered by the same Department/Discipline
- ii) The enrolment of student into Honors is based on the CGPA obtained in the major degree program. CGPA shall be taken up to III semester in case of regular entry students and only III semester in case of lateral entry students. Students having 7 CGPA without any backlog subjects will be permitted to register for Honors.
- iii) If a student is detained due to lack of attendance either in Major or in Honors, registration shall be cancelled.
- iv) Transfer of credits from Honors to regular B. Tech degree and vice-versa shall not be permitted.
- v) Honors is to be completed simultaneously with a Major degree program.

Registration for Honors:

- i) The eligible and interested students shall apply through the HOD of his/her parent department. The whole process should be completed within one week before the start of every semester. Selected students shall be permitted to register the courses under Honors.
- ii) The selected students shall submit their willingness to the principal through his/her parent department offering Honors. The parent department shall maintain the record of student pursuing the Honors.
- iii) The students enrolled in the Honors courses will be monitored continuously. An advisor/mentor from parent department shall be assigned to a group of students

- to monitor the progress.
- iv) There is no fee for registration of subjects for Honors program offered in offline at the respective institutions.

14. Attendance Requirements:

- i) A student shall be eligible to appear for the semester-end examinations if he/she acquires a minimum of 40% attendance in each subject and 75% of attendance in aggregate of all the subjects. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee.
- ii) Shortage of Attendance below 65% in aggregate shall in NO CASE be condoned.
- iii) A stipulated fee shall be payable towards condonation of shortage of attendance to the institute.
- iv) Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.
- v) A student will not be promoted to the next semester unless he satisfies the attendance requirements of the present semester. They may seek readmission for that semester from the date of commencement of class work.
- vi) If any candidate fulfils the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.
- vii) If the learning is carried out in blended mode (both offline & online), then the total attendance of the student shall be calculated considering the offline and online attendance of the student.
- viii) For induction programme attendance shall be maintained as per AICTE norms.

15. Promotion Rules:

The following academic requirements must be satisfied in addition to the attendance requirements mentioned in section 14.

- i) A student shall be promoted from first year to second year if he/she fulfils the minimum attendance requirement as per institution/university norms.
- ii) A student will be promoted from II to III year if he/she fulfils the academic requirement of securing 40% of the credits (any *decimal* fraction should be **rounded off** to **lower** digit) up to in the subjects that have been studied up to III semester.
- iii) A student shall be promoted from III year to IV year if he/she fulfils the academic requirements of securing 40% of the credits (any *decimal* fraction should be **rounded off** to **lower** digit) in the subjects that have been studied up to V semester.
And in case a student is detained for want of credits for a particular academic year by ii) & iii) above, the student may make up the credits through supplementary examinations and only after securing the required credits he/she shall be permitted to join in the V semester or VII semester respectively as the case may be.
- iv) When a student is detained due to lack of credits/shortage of attendance he/she may be re-admitted when the semester is offered after fulfilment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted.

16. Grading:

As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:

After each course is evaluated for 100 marks, the marks obtained in each course will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.

Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by the letters S, A, B, C, D, E, F and Ab.

Structure of Grading of Academic Performance

Range in which the marks in the subject fall	Grade	Grade points
		Assigned
90 & above	S (Superior)	10
80 - 89	A (Excellent)	9
70 - 79	B (Very Good)	8
60 - 69	C (Good)	7
50 - 59	D (Average)	6
40 - 49	E (Pass)	5
< 40	F (Fail)	0
Absent	Ab (Absent)	0

- A student obtaining Grade 'F' or Grade 'Ab' in a subject shall be considered failed and will be required to reappear for that subject when it is offered the next supplementary examination.
- For non-credit audit courses, "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA/Percentage.

Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e., $SGPA = \frac{\sum (C_i \times G_i)}{\sum C_i}$

Where, C_i is the number of credits of the i^{th} subject and G_i is the grade point scored by the student in the i^{th} course.

The Cumulative Grade Point Average (CGPA) will be computed in the same manner considering all the courses undergone by a student over all the semesters of a program, i.e., $CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$

where " S_i " is the SGPA of the i^{th} semester and C_i is the total number of credits up to that semester.

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

Award of Class:

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he/she shall be placed in one of the following four classes:

Class Awarded	CGPA Secured
First Class with Distinction	≥ 7.5
First Class	$\geq 6.5 < 7.5$
Second Class	$\geq 5.5 < 6.5$
Pass Class	$\geq 5.0 < 5.5$

CGPA to Percentage conversion Formula – $(\text{CGPA} - 0.5) \times 10$

17. With-holding of Results

If the student has any dues in the Institution or is involved in any indiscipline or malpractice or court cases, his result shall be withheld.

18. Multiple Entry / Exit Option

(a) Exit Policy:

The students can choose to exit the four-year programme at the end of first/second/third year.

- i) **UG Certificate in (Field of study/discipline)** - Programme duration: First year (first two semesters) of the undergraduate programme, 40 credits followed by an additional exit 10-credit bridge course(s) lasting two months, including at least 6- credit job-specific internship/ apprenticeship that would help the candidates acquire job-ready competencies required to enter the workforce.
- ii) **UG Diploma (in Field of study/discipline)** - Programme duration: First two years (first four semesters) of the undergraduate programme, 80 credits followed by an additional exit 10-credit bridge course(s) lasting two months, including at least 6- credit job-specific internship/ apprenticeship that would help the candidates acquire job-ready competencies required to enter the workforce.
- iii) **Bachelor of Science (in Field of study/discipline) i.e., B.Sc. Engineering in (Field of study/discipline)**- Programme duration: First three years (first six semesters) of the undergraduate programme, 120 credits.

(b) Entry Policy:

Modalities on multiple entry by the student into the B.Tech. programme will be provided in due course of time.

Note: The Universities shall resolve any issues that may arise in the implementation of Multiple Entry and Exit policies from time to time and shall review the policies in the light of periodic changes brought by UGC, AICTE and State government.

19. Gap Year Concept:

Gap year concept for Student Entrepreneur in Residence is introduced and outstanding students who wish to pursue entrepreneurship / become entrepreneur are allowed to take a break of one year at any time after II year to pursue full-time entrepreneurship programme/to establish startups. This period may be extended to two years at the most and these two years would not be counted for the time for the maximum time for graduation. An evaluation committee constituted by the Institute shall evaluate the proposal submitted by the student and the committee shall decide whether to permit the student(s) to avail the Gap Year or not.

20. Transitory Regulations

Discontinued, detained, or failed candidates are eligible for readmission as and when the semester is offered after fulfilment of academic regulations. Candidates who have been detained for want of attendance or not fulfilled academic requirements or who have failed after having undergone the course in earlier regulations or have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered, subject to Section 2 and they will follow the academic regulations into which they are readmitted.

Candidates who are permitted to avail Gap Year shall be eligible for re-joining into the succeeding year of their B. Tech from the date of commencement of class work, subject to Section 2 and they will follow the academic regulations into which they are readmitted.

21. Minimum Instruction Days for a Semester:

The minimum instruction days including exams for each semester shall be 90 days.

22. Medium of Instruction:

The medium of instruction of the entire B. Tech undergraduate programme in Engineering & Technology (including examinations and project reports) will be in English only.

23. Student Transfers:

Student transfers shall be as per the guidelines issued by the Government of Andhra Pradesh and the Universities from time to time.

24. Malpractices Rules:**DISCIPLINARY ACTION FOR / IMPROPER CONDUCT
IN EXAMINATIONS**

	Nature of Malpractices/Improperconduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all Semester - End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and

	after the examination.	project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all Semester - End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all Semester - End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the

		remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all othersubjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shallnot be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Institute for further action to award suitable punishment.	

25. General Instructions:

- i The academic regulations should be read as a whole for purpose of any interpretation.
- ii Malpractices rules-nature and punishments are appended.
- iii Where the words “he”, “him”, “his”, occur in the regulations, they also include “she”, “her”, “hers”, respectively.
- iv In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Academic Council / Governing Body is final.
- v The Institution may change or amend the academic regulations or syllabi at anytime and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the Institution.

*** **

**ACADEMIC REGULATIONS (R23)
FOR B.Tech. (LATERAL ENTRY SCHEME)**

*(Effective for the students admitted into II year through Lateral Entry Scheme from the Academic Year **2024-25** onwards)*

1. Award of the Degree

- (a) Award of the B.Tech. Degree / B.Tech. Degree with a Minor if he/she fulfils the following:
 - (i) Pursues a course of study for not less than three academic years and not more than six academic years. However, for the students availing Gap year facility this period shall be extended by two years at the most and these two years would in addition to the maximum period permitted for graduation (Six years).
 - (ii) Registers for 120 credits and secures all 120 credits.
- (b) **Award of B.Tech. degree with Honors** if he/she fulfils the following:
 - (i) Student secures additional 15 credits fulfilling all the requisites of a B.Tech. program i.e., 120 credits.
 - (ii) Registering for Honors is optional.
 - (iii) Honors is to be completed simultaneously with B.Tech. programme.
- 2. Students, who fail to fulfil the requirement for the award of the degree within six consecutive academic years from the year of admission, shall forfeit their seat.

3. Minimum Academic Requirements

The following academic requirements have to be satisfied in addition to the requirements mentioned in item no.2

- i. A student shall be deemed to have satisfied the minimum academic requirements and earned the credits allotted to each theory, practical, design, drawing subject or project if he secures not less than 35% of marks in the end examination and a minimum of 40% of marks in the sum total of the mid semester evaluation and end examination taken together.
- ii. A student shall be promoted from III year to IV year if he/she fulfils the academic requirements of securing 40% of the credits (any decimal fraction should be rounded off to lower digit) in the subjects that have been studied up to V semester.

And in case if student is already detained for want of credits for particular academic year, the student may make up the credits through supplementary exams of the above exams before the commencement of IV year I semester class work of next year.

4. Course Pattern

- i) The entire course of study is three academic years on semester pattern.
 - ii) A student eligible to appear for the end examination in a subject but absent at it or has failed in the end examination may appear for that subject at the next supplementary examination offered.
 - iii) When a student is detained due to lack of credits/shortage of attendance the student may be re-admitted when the semester is offered after fulfilment of academic regulations, the student shall be in the academic regulations into which he/she is readmitted.
5. All other regulations as applicable for B. Tech. Four-year degree course (Regular) will hold good for B. Tech. (Lateral Entry Scheme).



EXAMINATION COMMITTEE ACTIVITY DIARY (2023-2024)

Instructions to the students regarding Exams:

1. Check the answer booklet thoroughly if all the 32 pages are intact and the booklet is not damaged.
2. check your particulars on part-I of OMR sheet, like, Name, Hall Ticket No., Examination, subject name, subject code and Regulation etc.,
3. Report to the invigilator if the answer booklet is damaged or if your particulars are not correct and get the booklet replaced by blank answer booklet.
4. Bringing any unauthorized material other than pens (blue/black), pencils & erasers make you liable to be booked under malpractice case as per the Malpractice rule No. 1.
5. Enter the answer booklet serial number and sign in the nominal rolls supplied in the examination hall.
6. Sign in the space provided in Part-I of the booklet. Ensure that the invigilator puts his/her signature in the space provided in part-I.
7. You are not permitted to leave the examination hall at least one and a half hour after the commencement of the examination.
8. Verify the subject name, code and regulation on the question paper with those registered and also those printed in the answer script before beginning to answer.
9. No additional answer sheets will be provided.
10. Do not write answers with sketch pen as it blots, making the answers unreadable and barcodes inadvertently tampered.
11. Write on both sides of all the pages. Do not write anything other than the question numbers in margins.
12. Write in all 24 lines on each page. Each new answer need not start in a fresh page.
13. Last page may be used for rough work by duly indicating on the top of the page as 'ROUGH WORK.'
14. Strike off blank sheets after the last page written.
15. If answers are written after leaving one or more blank sheets in between, write P.T.O on all the blank sheets to ensure evaluation of the answers written after the blank sheets.
16. Before beginning to answer any question, write correct number of that question

including sub question number. Complete the answer for any question and commence writing answer for the next question. Answers written at different places for the same question may not be evaluated.

17. Revealing personal details, writing hall ticket numbers, religious symbols or slogans, objectionable and irrelevant matter or requests to pass etc., anywhere in the answer script will be treated as punishable offence. It leads to the cancellation of performance in the subject.
18. For any objectionable material/writings found in the answer script during evaluation and random checking phases, you will be booked under malpractice case and the entire series of examinations will be cancelled as per the Malpractice rules.
19. Tampering of barcodes is also treated as malpractice case.
20. Return your answer booklet to the invigilator before leaving the examination hall.
21. Taking away the answer booklet from the examination hall or tearing any part of the answer booklet will make cancellation of your entire series of examinations. Further you will be debarred from the class work for two consecutive semesters and will be given all punishments.

Instructions to Invigilators

1. Report to the Exam branch/Chief Superintendent 20 minutes before the commencement of the University Examination.
2. Inform the chief superintendent if any of your relatives of other parent colleges is writing examinations at your college host centre.
3. Collect the seating plan of the hall allocated to you along with the hall tickets, nominal rolls, answer scripts and a sealed cover containing question papers, from the chief superintendent/confidential invigilator.
4. Verify the number of answer scripts against the strength assigned to your exam hall.
5. Verify the number of question papers packed and listed on the sealed cover against the seating plan.
6. No student will be allowed to leave the examination hall before 90 minutes after the commencement of the examination.
7. Do not allow cell phones and other electronic gadgets except scientific calculators.
8. Guide the students to their respective seats as per the seating plan.
9. Distribute the answer scripts 15 minutes before the commencement of the examination and instruct the students to verify his/her details and the subject details to ensure that it is his/her own answer script.

10. Distribute the question papers 3 minutes before the commencement of the examination.
11. Instruct the students to report immediately before the commencement of exam, if the answer script is torn or damaged.
12. Make the following announcements before commencement of examination.
 - A. No additional sheets will be provided.
 - B. Revealing personal details, writing hall ticket numbers/religious symbols or slogans/objectionable and irrelevant matter/requests to evaluators etc., anywhere in the answer script will be treated as malpractice and it is a punishable offence.
 - C. For any copied material found in the answer script during evaluation and random checking phases, the student will be booked under malpractice case and the entire series of examinations will be cancelled.
 - D. Tampering of barcodes is also treated as malpractice case.
13. Check if the photograph on the answer booklet and hall ticket are same as that of the student's face. Non-tallying cases should be brought to the notice of the chief superintendent.
14. Ensure that the student sign on the nominal rolls / attendance sheet and on Part-1 of the answer script at specified place.
15. Place your signature on the part-I of the answer script in the space provided for the signature of the invigilator after verifying the details of the student.
16. Prepare the absentee statement in the prescribed format provided by the college within the first half an hour of the examination which will be collected by the college exam branch.
17. Make rounds continuously to identify any suspicious movements of students and material for copying.
18. Collect the written answer scripts of the students and tally with the number of students present and submit to the exam branch.

Instructions to Chief Superintendents : General Instructions:

1. You are requested to conduct the examinations in a fair and orderly manner.
2. Take all precautions for the safety and security of the answer scripts while the answer scripts are in your custody.
3. Conduct of examinations under no circumstances should be disrupted.
4. Deviations from routine examination procedures, like, using blank answer scripts, packing answer scripts in the absence of assigned observer etc., can be done only after prior intimation and approval by Director of Evaluation and/or Controller of

Examinations.

5. Temporary assignment of Chief Superintendent duty to any other faculty member due to any unavoidable reasons should be intimated to Director of Evaluation and/or Controller of Examinations at least one day prior to the commencement of Examinations.
6. Appoint sufficient number (one for every 24 students) of senior faculty as invigilators.
7. During spot valuation observation of requests to pass, any sort of personal data revelation, any religious slogans and other objectionable statements on answer scripts will be taken seriously and punishments such as booking under malpractice case will be given to the candidate. Hence, an arrangement to make announcements in the examination halls to this extent is mandatory.
8. Display the punishments awarded to different types of malpractices at prominent places in the notice boards. Also arrange to read out in the examination halls time to time.
9. Download filled up D-form and Bar coded D-form correctly and take the printout.
10. Incorrect counts of candidates present /absent listed in the bar coded D form, if any, should be communicated to Controller of Examinations and concerned Additional Controller of Examinations within one day after the examination. Later intimation at exam branch will be viewed seriously.
11. The part-1 cut slips of all the used blank answer booklets should be sent, in a separate sealed envelope to the Controller of Examinations along with the confidential material of last exam in the series.

Instructions Related to observers drafted from your college:

1. Inform the observers drafted from your college to other host colleges immediately after receiving the ORDER of observers from Exam branch of JNTUK.
2. In case of inability of any drafted faculty member to perform observer duty due to medical or any other genuine reasons, the same should be informed to Controller of Examinations and concerned Additional Controller of Examinations.
3. A suitable replacement by another faculty may be done and intimated to the concerned Additional Controller of Examinations.
4. Instruct the drafted observer to contact the chief superintendent of the assigned host college in time before the commencement of the spell of examinations.
5. Instruct the drafted observer to report at the host college at least half an hour before the commencement of the examination.
6. Please contact the host college time to time and verify the reporting of the observer

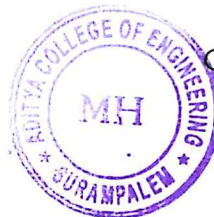
deputed from your college.

C. Instructions related to observers assigned to your host centre:

1. Please bring it to the notice of Controller of Examinations and concerned Additional Controller of Examinations if the observer assigned to your college has not contacted you one day earlier to exams or has not reported in time on the day of exam.
2. Ensure that the question papers are printed in the presence of assigned observer only.
3. Insist the presence of assigned observer while packing the answer scripts after the examination.
4. Extend possible support to the observer to perform his/her duty sincerely.
5. Verify that the assigned observer puts his/her signatures on all required documents.
6. Responsibility and answerability lies on the chief superintendent along with the observer for any misconduct of Examination and any unwarranted situations, like, mass copying etc.

D. Instructions for packing of answer scripts:

1. Instruct the examination branch in-charge and the assigned observer to verify the written answer script count against the presentees in nominal rolls
2. Packing and sealing of answer scripts should be done only in the presence of the assigned observer.
3. Do not pack too many answer scripts in a single cloth cover. The possibility of sealed packs getting opened torn during transit should be avoided. Thick cotton cloth shall be used for packing.
4. Answer scripts booked under malpractice cases should be packed in a separate envelope and should be addressed directly to the Controller of Examinations.



KMK R-ly
CONVENOR



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/EMC/2023-2024/1/Minutes.

MINUTES OF MEETING OF EXAMINATIONS COMMITTEE HELD on Dt: 12-12-2023

Minutes of the meeting of examination committee of Aditya College of Engineering, A.P, held on 12-12-2023 at 03:00 PM in the Principal Chamber.

Members Present:

S.No.	Name	Designation	Role
1	Dr. A Ramesh	Principal	Chairman
2	Mr. K Manoz Kumar Reddy	DEAN - Evaluation	Convener
3	Dr. Pullela S V V S R Kumar	DEAN - Acad	Member
4	Dr. G Rama Krishna	Dean - IQAC	Member
5	Dr. Y K S Subba Rao	HOD - MECH	Member
6	Dr. G Satyanarayana Murthy	HOD - CSE	Member
7	Ms. K Lakshmi	Dept. Exam Cell In-Charge	Member
8	Mr. P Raja Sekhar Reddy	In-Charge Exam Cell	Member
9	Mr. S Chitti Babulu	In-Charge Exam Cell	Member

The meeting of Examination Committee commenced with a welcome by Dr. A Ramesh, the Chairman of the Examination Committee. The Dean, Evaluation, Mr. K. Manoz Kumar Reddy has extended his cordial welcome to all the members. The Examination Cell In-charge, Mr. P Raja Sekhar Reddy, has read out the notes on agenda for discussion.

The following points as per the Agenda are discussed.

Agenda – 1: To confirm the minutes of the last meeting of the Examination Committee.

- The minutes of Examination committee meeting held on 04-04-2023 were circulated to the member for the comments. As there were no comments it was declared that the minutes were confirmed.

Agenda – 2: To report the action taken on the minutes of the last meeting of Examination Committee.

- The convener presented the action taken report on the previous meeting held on 04-04-2023.

Agenda – 3: To report about the important communications, received from JNTUK.

- The chairman advised to circulate important information to HOD's of all departments to the necessary extent like promotion rules, such as to promote from II year to III year & from III year to IV year & substitute subjects for readmitted students etc.

Agenda – 4: To discuss on Examination Schedules given by JNTUK.

Discussed examination Schedules given by JNTUK

Agenda – 5: To procure the required resources, stationary etc. for the autonomous examinations

- The details related to the required additional resources, staff, machines, computers and stationary etc. are discussed. The chair instructed the exam cell in-charges to prepare a clear cut report related to it.

Agenda – 6: To discuss the details related to Jumbling Exam centre Remunerations.


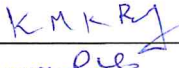

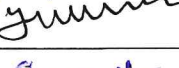
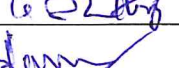
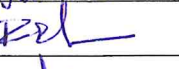
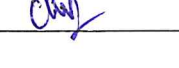


- The details related to exam centre remunerations are discussed. The pending amounts to be received from some colleges were brought to the notice of the chair. The chair instructed the exam cell in -charges to follow up the same.

Agenda – 7:

Preparation of the lists of instructions for the students and the faculty members.

Discussed the availability of ministerial staff and procurement.

The Meeting is concluded with thanks to the Chair.

S.No.	Name	Designation	Role	Signature
1	Dr. A Ramesh	Principal	Chairman	
2	Mr. K Manoz Kumar Reddy	DEAN - Evaluation	Convener	
3	Dr. Pullela S V V S R Kumar	DEAN - AC	Member	
4	Dr. G Rama Krishna	Dean - IQAC	Member	
5	Dr. Y K S Subba Rao	HOD - MECH	Member	
6	Dr. G Satyanarayana Murthy	HOD - CSE	Member	
7	Ms. K Lakshmi	Dept. Exam Cell In-charge	Member	
8	Mr. P Raja Sekhar Reddy	In-Charge Exam Cell	Member	
9	Mr. S Chitti Babulu	In-Charge Exam Cell	Member	



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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/EMC/2023-2024/1/Circular.

Date: 09-12-2023

CIRCULAR

All the members of the examination committee are hereby informed that the meeting of the examination committee will be held on 12th December 2023 at 3 pm at Principal chamber. In this connection all members are requested to attend the meeting without fail.

AGENDA

1. To confirm the minutes of the last meeting of the examination committee.
2. To report the action taken on the minutes of the last meeting of examination committee.
3. To report about the important communications, received from JNTUK.
4. To discuss on examination Schedules given by JNTUK.
5. To procure the required resources, stationary etc. for the autonomous examinations.
6. To discuss the details related to Jumbling Exam centre Remunerations.
7. Any other items with the approval of the Chairman.



KMK Reddy
CONVENOR

Copy to:-

- All the members of the committee.