



## **ST. ANDREWS INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

### **Examination Regulations**

#### **DUTIES & RESPONSIBILITIES OF THE CHIEF COORDINATOR AND OTHER COORDINATORS**

- 1 On receipt of appointment order as the Chief Coordinator [CC], he/she shall submit the acceptance of the duties assigned to him/her within a period of 48 hours.
- 2 The Chief Coordinator shall receive the data pertaining to examination schedule, allotment of DCS, RS and relieving superintendent, seating allotment, names of the squad members etc.
- 3 The Chief Coordinator shall receive all the stationary material required for conduction of the SEE like Ledgers, answer booklets, drawing sheets, graph sheets, formats for registering the malpractice cases etc., from the office of the Controller of Examinations [COE].
- 4 The Chief Coordinator shall assign the duties to the other coordinators and supporting staff and see that everyone involved in the conduction of SEE wears/displays the ID card.
- 5 The Chief Coordinator shall report for duties one hour prior to the start of examination on all the days.
- 6 The Chief Coordinator shall receive the question papers from the COE one hour before the commencement of the examinations and coordinate the distribution of question papers with the support of the DCS appointed.
- 7 The Chief Coordinator shall facilitate the recording of the attendance of the staff reported for duties on each day and shall report any discrepancies to the CS.
- 8 The Chief Coordinator shall allot the rooms/blocks for the DCS, RS and relieving superintendent etc.
- 9 The Chief Coordinator shall liaison between the CS and the squad members for monitoring/inspection during the conduction of SEE and also in recording the cases of malpractices reported by either the squad/DCS/RS.
- 10 The Chief Coordinator shall be responsible for bundling of the answer scripts and handing over the same to the office of the COE under acknowledgement, session wise.
- 11 The Chief Coordinator shall submit a report on the work done statement to the COE to facilitate him for releasing the remuneration to all the staff involved in the conduction of the SEE.
- 12 All the coordinators and the supporting staff shall report to the Chief Coordinator and discharge the duties assigned to them by the Chief Coordinator.
- 13 The Chief Coordinator shall make necessary arrangements for giving signal bell as noted below to have uniform time schedule in the entire college.
  - (i) 10 minutes before the commencement of the examination for allowing the students to enter the examination room.
  - (ii) Second bell shall be given at the beginning of the examination for distribution of the question papers.
  - (iii) Third bell shall be given on completion of 30 minutes of the start of the examination
  - (iv) Fourth bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
  - (v) The final bell shall be given at the conclusion of the examination.
- 14 At the end of an examination session, the Chief Coordinator shall handover the data of utilization of the stationary and the remaining stationary to the office of the COE.
- 15 Any insubordination or negligence of duties by the coordinators/staff shall be reported by Chief Coordinator to the Chief Superintendent for a suitable action.



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### **DUTIES & RESPONSIBILITIES OF THE ROOM SUPERINTENDENT**

- 1 The Room Superintendent [RS] shall report to the Chief coordinator at the Control Room at least 30 minutes before the commencement of the examination and record his/her reporting to duties by affixing his/her signature in the attendance register placed for the said purpose.
- 2 The Room Superintendent shall ascertain the examination room/block assigned to him / her and the number of candidates in the block.
- 3 The RS shall collect the answer booklets/drawing sheets, seating allotment or BForms corresponding to the allotted room/block from the coordinators under acknowledgement and verify the stationary received for distribution to the students. etc.,
- 4 The RS shall reach the allotted examination room/block, 15 minutes before the commencement of the examination and permit the entry of students to the examination hall. The RS shall see that the students occupy only the seats allotted for them.
- 5 The Room Superintendent shall ensure that candidates take their seats before the commencement of examination even through the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper (In such special cases, the entry shall be made in the invigilator's diary).
- 6 The RS shall receive the question papers from the respective DCS.
- 7 Five minutes before the commencement of examination, the answer papers shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- 8 Prior to issuing the question papers to the students, the RS shall mandatorily announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box and hand over to the Room Superintendent if any papers / notes/ manuscripts / books or any material. The RS shall inform the students that they shall not be in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator/geometry box, handkerchief,...etc., also they shall not possess mobile phone or any other electronic gadgets such as memory chip etc. in the examination hall.
- 9 The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall, only when the commencement bell of the examination is given.
- 10 Candidates shall be allowed to leave the examination hall only after 60 minutes have elapsed after the commencement of the paper.
- 11 The Room Superintendent shall affix signature on the answer booklets for the students, at the place marked as Room Superintendent signature, only after verifying the identity of the candidate with photo on admission ticket and College ID Card, entered the correct seat number and other particulars required on the facing sheet of the answer paper and obtain signature of the candidates on attendance report (FORM B).
- 12 The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of any other permissible stationary materials.
- 13 If any student has not brought his / her admission card, the matter shall be brought to the notice of the Chief Superintendent through the DCS.
- 14 If any Candidate is absent the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink, after expiry of 30 minutes from the time of commencement of the examination. A consolidated statement showing course wise, candidates present and absent be submitted in form A.
- 15 After half an hour of the commencement of the examination, the spare answer books, question papers shall be returned to the DCS / Relieving Superintendent when he/she visits examination hall.
- 16 The Room Superintendent shall not accept the answer paper of any candidate without ensuring that it bears his/her correct university seat number (USN) and other information asked on the page of the answer paper.



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- 17 The RS shall not allow the candidate to use unfair means in the examination hall.
- 18 No candidate shall be allowed to go out for toilet.
- 19 The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent while the examination is going on and also shall not read a magazine or newspaper by sitting at a place.
- 20 The Room Superintendent should ensure that there is no communication among candidates in the examination hall.
- 21 The violations of instructions by any candidate shall be brought to the notice of the DCS/CS immediately and a written report is to be made regarding such cases.
- 22 Smoking and taking Tea/Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
- 23 Whenever, the candidate wishes to change the pen/ink the room invigilator shall affix the signature on the top of the facing sheet of the answer script to this effect.
- 24 After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange seat number wise and hand them over to the DCS along with other reports.
- 25 The Room Superintendent shall be personally held responsible for loss, misplacement of any answer book.
- 26 While taking rounds of the examination hall, if the Room Superintendent notices any candidate indulging in copying or possessing a manuscript or answer papers other than that of the candidate, any written material on calculator/geometry box / scale / parts of the body, he/she shall immediately take in his / her possession the candidate's answer book, question paper, and the materials which he/she has used for copying and immediately report to the DCS. The Room Superintendent should not allow the candidate to leave the examination hall till the DCS comes to the examination hall and takes over the charge.
- 27 Any dereliction to duties on the part of the Room Superintendent as observed by the DCS will be recorded by the DCS and reported to the CS based on which the CS initiates the necessary disciplinary action.
- 28 Whenever the members of designated flying squad make a surprise visit, the Room Superintendent shall ensure their identity and allow to enter the examination hall for surprise check.
- 29 The Room Superintendent shall not leave the College premises until he/she personally hands over the answer books to the Deputy Chief Superintendent and return the diary and other stationery materials to the coordinator at the control room.
- 30 The Room Superintendent shall on demand, attend the meeting of MPCCC, in the event a case of malpractice is found in the respective block by any of the authorities assisting in conduction of the examination.

### REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING EXAMINATIONS (SEE)

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

**2 APPLICATION:** These Regulations shall apply to all examinations held by the College to grant and confer Degrees by the University on persons who have pursued a course of study or have carried on research.

#### 3 DEFINITIONS:

- a) 'Answer script' means a booklet containing the hand written answers to questions asked in an examination by a student in the Examination Hall;
- b) 'Chief Superintendent' means, Principal or any competent person appointed by the Principal of the College, to be in overall control of the Examination Centre.
- c) 'College' means BMS College of Engineering (BMSCE)



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- d) 'Deputy Chief Superintendent means, an internal faculty member appointed by the Chief Superintendent to assist him/her during the examination process.
- e) 'Examination Hall' means a room, hall, laboratory, workshop or any other premises such as drawing hall etc., identified for conducting examinations.
- f) 'Examiner' means teaching staff/expert so appointed by the College to examine the answer scripts;
- g) 'Academic Council' means, the Academic Council of the College
- h) 'Hall Ticket' means, the admission ticket issued by the College to a student for permitting him/her to attend the examination;
- i) 'Malpractice' means, any one or more of the acts committed by the students during the Semester End Examinations as specified under section IV.
- j) 'Malpractice Cases Consideration Committee' (MC 3 ) means, the committee appointed by the College to consider the malpractice cases registered during the Continuous Internal Evaluation (CIE) / Semester End Examinations (SEE).
- k) 'Official' means, an Officer so recognized by the College and/or its Teaching Staff.
- l) 'COE' means, an official entrusted with the task of conducting the Examinations of the College and declaring the results.
- m) 'Room Superintendent' means, faculty member in-charge of the Examination Hall during the examinations.
- n) 'Student' means a person enrolled in the College for taking up studies and/or research.
- o) 'Teaching Staff' means a person appointed for teaching in the College. 7.3.16'University' means, Visvesvaraya Technological University (VTU).
- p) 'USN' means, a unique University Seat Number assigned to a student, issued by the University.

**4. MALPRACTICES:** Every student appearing for the Examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

- a) Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusive language.
- b) Writing on the Question Paper / Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.
- c) Disclosing his/her identity by writing name or any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.
- d) Possession of electronic gadgets like mobile phone, programmable calculator, pen-drive or such other /storage device in the Examination Hall.
- e) Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f) Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- g) Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favours in the Examination Hall or in the answer script.



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- h) Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favour in the examination.
- i) Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- j) Receiving material from outside or inside the Examination Hall, for the purpose of copying.
- k) Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- l) Copying or taking aid from any material or matter referred to in subclauses (i & j) above to answer in the examinations.
- m) Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- n) Committing any other act or commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or official.
- o) Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand-kerchief, clothing, socks, instrument box, identity card, hall ticket, scales etc.,
- p) Destroying any evidence of malpractice like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

### **5 PROCEDURE FOR REPORTING THE MALPRACTICE/S:**

- 1 The COE with the consent of the Principal / Vice Principal shall appoint Observers/squad according to the need to ensure proper conduct of examination and to discourage Malpractice(s).
- 2 The Observers shall be faculty members of the college and/or from other institutions.
- 3 The Observers / Squad shall inspect the Examination Blocks/Halls assigned to them by the COE frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and fool-proof.
- 4 The Observers shall initiate action to curb Malpractices as covered in Section IV above and report any incident of Malpractice impartially to the CS and COE through the DCS.
- 5 If a Malpractice Case is detected by the Room Superintendent / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the DCS and COE as per the procedure outlined in Annexure – III.
- 6 The Observers shall report all instances of grave Malpractices such as Mass Copying etc., to the CS/COE immediately.
- 7 When malpractice is brought to the notice of Chief Coordinator/CS/DCS either by the Observer(s) or by the Room Superintendent, he/she shall hold a preliminary inquiry and record the Report of the Room Superintendent, the statement of the student(s) concerned in the presence of a teaching staff other than the Room Superintendent concerned. Only then, he/she shall forward malpractice report along with the answer script(s), other incriminating materials and other enclosures in a sealed cover to the COE immediately. However, answer script(s) of subsequent papers of such student(s) booked under Malpractice, shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.
- 8 The student, the RS and the DCS / Observer (if the case was detected by the Observer) shall be required to give their statement in their own handwriting in the prescribed proforma (Annexures I - III). If the space provided in the printed proforma is not sufficient, extra sheet(s) shall be attached. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidence.
- 9 If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by any other two members of the faculty.
10. The DCS shall report each Malpractice case separately, unless it is inter-related to any other case(s).



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11. The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear for the papers after booking the case under Malpractice, the student shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until such time the Chief Superintendent passes his orders based on the recommendations of the MC 3.

12. When a student is booked under Malpractice(s), the Chief Coordinator / DCS shall strictly adhere to the following steps:

- (i) Stop the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
- (ii) Issue a memo instructing the student to attend the meeting of the Malpractice Cases Consideration Committee as per instructions of the COE.
- (iii) Send the answer script of that particular paper separately to the Office of the COE, along with other relevant documents, in a sealed cover. The said cover shall be super scribed as MPC.
- (iv) Do not confiscate the Hall Ticket.
- (v) Permit the student to write the subsequent papers of the examinations, if any and such answer scripts shall be sent to the COE along with other answer scripts, without being marked as MPC anywhere.

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

1 The MC3 shall be appointed by the Principal of the College consisting of Vice Principal as the Chairman, Two Members of the Academic Council, College Legal Advisor and Controller of Examination as Member Convener to inquire into the malpractices registered during Examinations. The Committee shall have tenure of two years.

2 The above Committee shall meet after the conclusion of each examination session on the dates fixed by the Controller of Examinations and inquire on all matters connected with the students booked under Malpractices. After detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Principal.

3 No penalties shall be imposed on a student except after an inquiry is held, as far as may be, in the manner hereinafter provided.

4 The MC 3 shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to make his/her submission during the hearing by the Committee.

5 In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the MC3 shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.

6 The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose. However, the student is permitted to present himself/herself before the MC3 along with his parent or a local guardian.

7 The MC3 shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge/charges. The student shall be entitled to cross examine the witnesses and documentary evidence/s produced in support of the charges as well as to give evidence/s in defense.

8 The MC3 shall not recommend the penalties on any student, twice in context of one paper.

9 A student is awarded punishment only once though she/he may have indulged in malpractices in several papers in the ensuing Examination session. This punishment will be decided taking into consideration all malpractices during the semester examination.

### **In General:**

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Malpractices and punishments imposed on the students shall invariably be intimated to the concerned parents / guardians in writing by the college authorities.
3. Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).
4. The student punished under Malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming of the punishments imposed on him/her.



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5. The malpractices and punishments imposed thereon by the Principal shall be placed before the Academic Council for approval/ratification.

### **INSTRUCTIONS TO CANDIDATES TAKING THE EXAMINATION**

- 1 Only a single answer book will be issued. No additional Answer books are permitted.
- 2 The candidate should write his/her seat number and other information like examination, semester, subject, subject code etc., against the space provided on the title page of the answer book.
- 3 The candidate shall not write his/her name / USN or put any identification mark inside any part of the answer book, which may disclose his/her which will be treated as malpractice and liable for penalization.
- 4 The question numbers should be mentioned in the margin only.
- 5 The candidate shall write answers on both sides of the pages of the answer book. All the rough work must be done in the space provided at the end of the answer book. Answer must be written using blue ink (ball pen or ink pen). If there is a change in ink, the same shall be attested by the Room Superintendent on the facing sheet of the answer scripts at the top.
- 6 Answer book should be handed over personally to room superintendent before leaving the examination hall.
- 7 No candidate shall be permitted to go to the toilet during the period of Examination.
- 8 The candidate should not take any books /Notes, Log table, Scribbling pads, cell phones, Programmable calculator or any kind of reference material into the examination hall. The candidate should make sure that he/she has no unauthorized book or paper in the examination hall with him/her or his/her desk. He/she should have only article permitted like Identity card, Hall ticket / Admission Ticket. The candidate should not write anything on the admission ticket or Identity card or calculator or question paper.
- 9 A warning bell will be given 10 minutes before the commencement of the examination when all the candidates should take possession of their seats, another bell will be given at the beginning of the examination when question papers will be distributed and the students should start writing the answers. No candidates shall be admitted after 30 minutes of the commencement of the examination and shall be allowed to leave the examination hall after 60 minutes of the commencement of the examination. No candidate should leave his / her seat during the last 10 minutes, warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. Then all the candidates should stop writing or revising the answers and should hand over the answer book to the Room-Superintendent.
10. The candidates should see that, the Room Superintendent has appended his/her signature at the specified space on the answer book as and when he/she received the answer book.
11. Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied upon request.
12. Any candidate appearing for the UG examination is liable to be charged with committing malpractice in the following cases:
  - (a) Bringing in the examination hall or being found in possession of portions of a book, a manuscript, programmable calculator or any other material or matter which is not permissible to be brought in to the examination hall.
  - (b) Having any written matter on scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, handkerchief, clothes, socks, instrument box, identity card, scales etc.
  - (c) Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.
  - (d) Copying from any material or matter or answer of another candidate or from the desk/table or similar aid or assistance is rendered to another candidate within the examination hall.
  - (e) Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.
  - (f) Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or officer of the University/College for favours in the examination hall or to the examiner in the answer script.



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- (g) Smuggling out or smuggling in or tearing off the answer script sheets or any other writing material given or inserting papers written outside the examination hall into the answer book or running away along with answer script from the examination hall or premises.
- (h) Impersonating or allowing any other person to impersonate to answer in his /her place in the examination hall.
- (i) Supply of copying material inside or from outside the examination hall.
- (j) Bringing mobile phone or any other prohibited electronic gadget to the examination hall.
- (k) Unruly behavior inside or near the examination hall.
- (l) Candidates are required to check the small inner boxes against the attended questions compulsorily.

### **ATTENDANCE REQUIREMENT, SHORTAGE OF ATTENDANCE & CIE MARKS SUBMISSION**

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

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

**CONTINUOUS INTERNAL EVALUATION (CIE) Marks:** The minimum CIE marks required for qualifying a candidate for the SEE main and make-up examination is as follows:

- (a) A student has to secure a minimum of 40% marks in CIE for a theory course to qualify for the main SEE in that particular course.
- (b) A student has to secure a minimum of 40% marks in CIE individually in both theory and practical / laboratory parts of an integrated course, to qualify for the main SEE in that particular course.
- (c) A student has to secure a minimum of 40% marks in CIE for a Laboratory course to qualify for the main SEE in that particular course.
- (d) A student has to secure a minimum of 60% marks in CIE for a theory course to qualify for the make-up SEE in that particular course.





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(e) A student has to secure a minimum of 60% marks in CIE individually in both theory and practical / laboratory parts of an integrated course, to qualify for the make-up SEE in that particular course.

### **SUBMISSION OF CIE MARKS TO THE COE:**

(a) The DAC of the department shall verify the CIE marks (hard & soft copies) submitted by the faculty members of the respective courses and forward the same to the COE, two days prior to the last working day of the semester.

(b) Once the hard & soft copies are submitted, the requests for any corrections or changes shall be processed through a committee consisting of the Dean [First Year BE], Dean (Aca) and the COE. The said committee shall seek explanation from the concerned faculty and recommend a course of action to the Principal.