



**GANDHI INSTITUTE OF ENGINEERING AND
TECHNOLOGY, GUNUPUR
(AUTONOMOUS)**

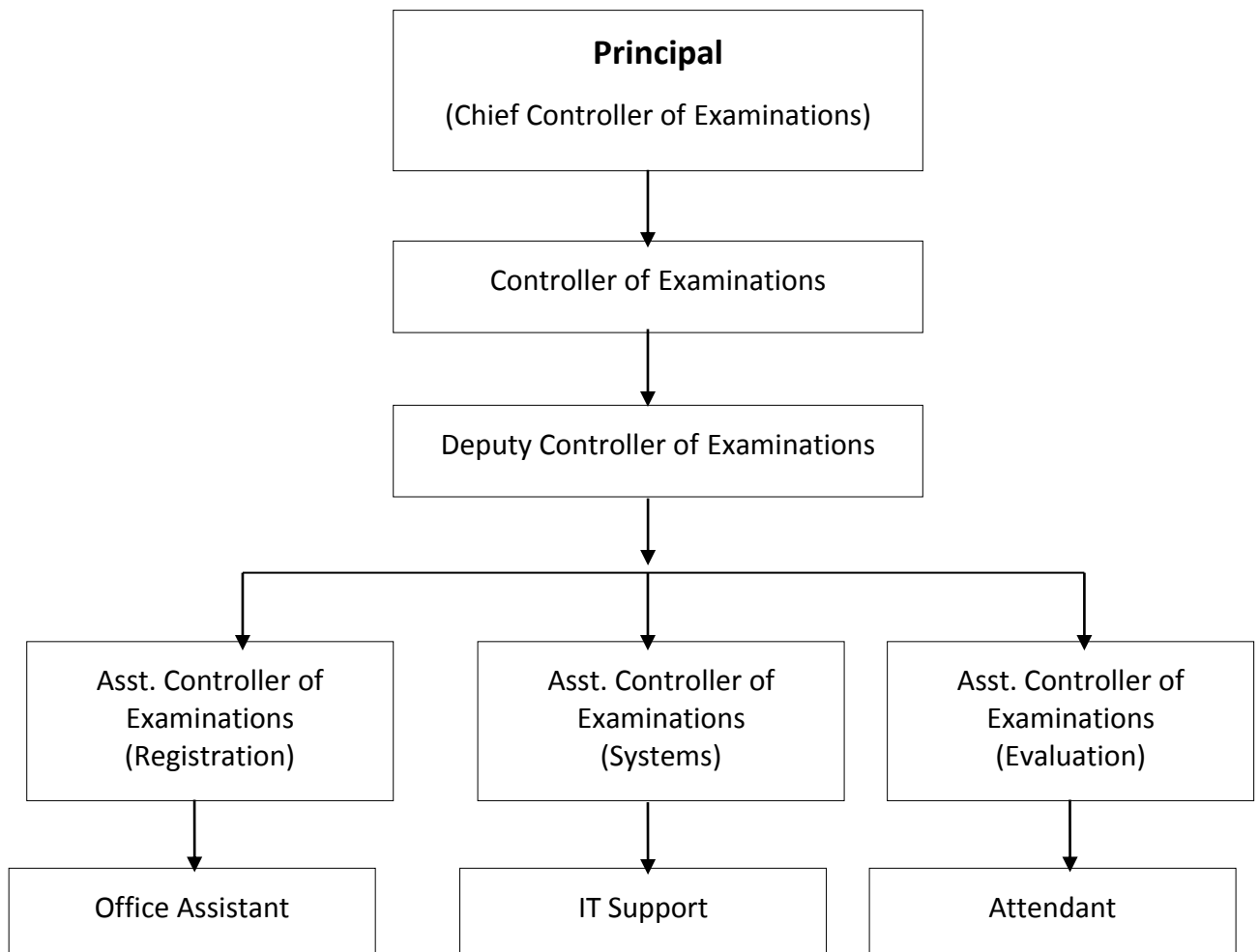
REGULATIONS FOR EXAMINATION

1. INTRODUCTION

Gandhi Institute of Engineering & Technology Gunupur, established in the year 1997 has been granted Autonomous status by UGC and BPUT Rourkela w. e. f., 2017-18 to 2022-23 for a period of 6 years. This facilitates an academic freedom that GIET formulates its own syllabus for all UG and PG courses, starting from the academic year 2017-18 and carries out the assessments also.

The Examination Cell therefore, has been restructured to carry out all the examination activities. The Examination Cell of GIET is a confidential section with the responsibility of conduction of examinations both internal and external, Evaluation, publication and display of results, maintenance of student records for all courses offering by GIET.

1.1. ORGANIZATIONAL STRUCTURE (Central Examination Section)



Apart from central examination system every department has departmental examination Coordinators for each year i.e., for B. Tech., first year examination coordinator, second year examination coordinator, third year examination coordinator and fourth year examination coordinator.

Currently Chief Controller of Examinations shall undertake the responsibilities of Question Papers, Student Services and Examination Conduction.

1.3. ACADEMIC CALENDAR OF THE SEMESTER

Dean and Principal in consultation with other functionaries of the college shall prepare the academic calendar before commencement of the academic year and communicate to all the concerned to inform the academic programme and various examinations schedules to be conducted in the semester. The examination cell, based on the approved academic calendar, will prepare a time-table for events to be conducted like internal and external theory and lab examinations, evaluation etc. Identification of subject experts is done in communication with respective HOD for Question paper setting and evaluation. Chief Superintendent of examination: The Principal acts as a Chief Superintendent of examination.

2. EXAMINATION PROCESS

SNO	TYPE OF EXAM	UG (B.TECH)	PASSING MARKS	PG(M.TECH)	PASSING MARKS
1	MID-SEM EXAM(Theory)	50	20	30	12
2	END-SEM EXAM (Theory)	100	35	70	25
3	END LAB EXAM	50	25	100	50

2.1. PRE-EXAMINATION PROCESSES:

2.1.1. Registration

Every student has to register themselves at the beginning of each semester by paying prescribed registration fee as per the academic calendar.

2.1.2. Mid- Semester Examinations

- a. Attendance in Mid-Semester Examinations is compulsory.
- b. As per the academic schedule, the Very surprise test (VST), Mid- Semester Examinations , Lab- examinations will be conducted by the Department examination coordinators and the same will be read out in the class rooms and display in the departmental notice boards. Two mid- Semester examinations for each theory subject will be conducted as per academic regulations.
- c. Re Mid-Examination will be conducted (in case student is absent due to genuine reasons or failed in the concerned subject) with a payment of Rs. 100/- per each subject.

2.1.3. Very Surprise Test (VST)

- a) VST is a part of continuous evaluation method, which will start 15 days after commencement of class work.
- b) VST will be conducted on every Wednesday/ Thursday afternoon, for two subjects, 20 marks each for 1 hour.

2.1.4. Conduct of end semester lab examinations:

- a. Apart from continuous evaluation, end semester lab viva will be conducted at the end of semester by inviting external examiners either from Government Engineering Colleges/ NITs/ IITs etc.
- b. The responsibility of the Semester end lab examination conduct lies with the respective HOD and the supervision of Chief Superintendent of the examination.
- c. Semester end lab examinations will be conducted by the teacher concerned and external examiner.

2.1.5. Eligibility for appearing end semester examination:

The semester attendance has to be finalized by the Coordinator and HOD concerned before one week of the last working day of the semester.

- a. The student, who falls short of prescribed percentage of attendance (70% and above below 80%) on medical grounds, has to apply to the Coordinator of the department concerned for condonation along with medical certificate. On the recommendation of the department Coordinator & Head of the department, the Principal will forward the condonation of the attendance and such list to be sent two weeks in advance before the issue of Hall Tickets. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination.
- b. Genuine medical certificates shall be submitted by the students soon after they reach headquarters.
- c. Shortage of attendance below 70% in aggregate shall in no case be condoned. The list of the Detained candidates duly signed by the Principal shall be displayed on the notice board by the departments and a copy of the same to be sent to the examination cell before two weeks of the course completion of the semester.
- d. The notification, calling for applications for form- fill-up of the ensuing end semester examination is issued at least two weeks before the commencement of examinations. Students are advised to clear their dues before form fill-up.
- e. Students must bring Identity card, Registration Card and Admit Card.
- f. In case any student loses his/her original admit card, a copy of admit card will be issued on payment prescribed fee of Rs. 100.

3 . POST EXAMINATION PROCESS:

3.1 . PROCEDURE PERTAINING TO RECOUNTING/RECHECKING OF UG/PG EXAMINATION

- a. Recounting/Rechecking of answer script is applicable for end semester theory examination only.
- b. Notification for Recounting / Rechecking will be notified by Examination Cell on the day of results declaration.
- c. For Recounting/ Rechecking, prescribed application given in the notification is mandatory. The Candidate has to apply for recounting or revaluation in prescribed application format as specified/notified.
- d. The application for Recounting/ Rechecking after the last date will not be entertained.

Category	Prescribed Fees
Recounting Only	Rs. 200.00
Rechecking Only	Rs. 300.00
Rechecking with Photocopy of Answer Script	Rs. 1000.00
Challenge Evaluation	Rs. 5000.00

3.1.1. RECOUNTING

- a. Senior faculty other than subject expert may be nominated.
- b. The script will be verified to ascertain whether all questions are valued or not.
- c. If there is any change in recounting and that is more than the previous marks, the recounting marks will be considered for award/grade in that subject.
- d. In Recounting, if the marks secured are less than the previous marks awarded then the previous marks awarded holds good and there is no change in the status.

3.1.2. RECHECKING

- a. Rechecking will be carried out by other than the first examiner.
- b. In the rechecking, if the variation in the marks is less than or equal to 15% of marks secured, then previous marks secured by the candidate holds good.
- c. If the variation is more than 15% of the external marks, then it will be sent to the third valuation. The marks obtained in the third valuation will be compared with the first and the second valuation. The marks among these two which are closer to the third valuation are considered. If the marks obtained in third valuation in mid way of valuation one and valuation two, then the case to be considered on lower Side.
- d. In Rechecking, if the marks Secured are less than the previous marks awarded then the previous marks awarded holds good and there is no change in the status.

3.1.3. RECHECKING WITH PHOTOCOPY OF ANSWER SCRIPT

Photocopy of answer script which was reevaluated can be made available to the students on submission of prescribed application along-with prescribed fees.

3.1.4. CHALLENGE EVALUATION

In case a script has not been evaluated in a proper manner as per regulations, then the prescribed fees paid by the student will be refunded. The concerned evaluator will be taken action against him/her as deemed fit.

4 . Backlog Examinations

- a. Detained/ Failed / absent students will be allowed to appear backlog examination as per eligibility.
- b. Candidates, who have failed in Mid-semester examination, can appear Re-Mid-Semester examination by paying a fee of Rs. 200.00 per subject.
- c. Candidates who have failed in the Lab can reappear the same by paying a fees of Rs. 1000.00 per lab.
- d. In case a student fails in Re-Mid-Semester / Lab examination, he/she will appear the next Mid-Semester/ Lab examination along-with the subsequent batch of students.

5. Special Examinations

Candidate(s), who failed in theory / seminar / project work etc. in 8th Semester (end semester in the programme) can appear for Special supplementary examination which will be conducted within one month after declaration of the revaluation results.

However, those candidates who failed in these special supplementary examinations shall appear for subsequent examination along with regular candidates in the examinations which will be conducted at the end of the respective semester.

6. GRADING SYSTEM FOR UG AND PG PROGRAMMES

6.1. B.Tech/ M.Tech

QUALIFICATION	GRADE	SCORE ON 100% POINTS	POINT
OUTSTANDING	O	90 to 100	10
EXCELLENT	E	80 to 90	9
VERY GOOD	A	70 to 80	8
GOOD	B	60 to 70	7
FAIR	C	50 to 60	6
AVERAGE	D	40 to 50	5
FAIL / ABSENT	F	< 40	2
MALPRACTICE	M	-	0

6.1. 1: A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA – Semester Grade Point Average

CGPA– Cumulative Grade Point Average

It shall be the basis of judging his/her overall competence in the course.

6.1. 2: Definition of terms:

- a) **POINT** - Integer equivalent each letter grade
- b) **CREDIT** - Integer specifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and syllabus.
- c) **CREDIT POINT** - (b) x (a) for each course item
- d) **CREDIT INDEX** - Σ CREDIT POINT of course items in a Semester
- e) **GRADE POINT** - CREDIT INDEX / Σ CREDIT

Calculation of Semester Grade Point Average (SGPA):

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as given below

$$\text{SGPA} = \text{CREDIT INDEX} / \Sigma \text{ CREDITS for each semester}$$

Calculation of Cumulative Grade Point Average (CGPA) for Entire Program:

The CGPA is calculated as given below:

$$\text{CGPA} = (\Sigma \text{CREDIT INDEX all previous semester}) / (\Sigma \text{CREDITS of all previous semester})$$

6.1. 3: Conversion of CGPA to PERCENTAGE:

$\text{Equivalent Percentage of Marks} = (\text{CGPA} - 0.50) * 10$

7. 1. Issue of Grade Sheets

- a. After the announcement of revaluation results, grade sheets will be printed year-wise.
- b. Grade sheets will be issued to students after 15 days from announcement of revaluation results.
- c. If any student loses the grade sheet issued to him/her, a duplicate grade sheet may be issued on application and payment of prescribed fee of Rs. 200/- (per grade sheet) with submission of FIR Copy from nearest police station. Such grade sheet may be oriented prominently as "DUPLICATE".

7. 2. Issue of Transcripts / Original Degree / Migration Certificate

- a. A transcript is an official document containing the performance of a student, course taken by the student, the credits earned and the grades awarded.
- b. A student can obtain transcripts by submitting the application with prescribed fee.
- c. The application should be accompanied by photo copies of all the grade sheets issued to the student by the examination section.
- d. The staff concerned after checking the entries made in the application with the photo copies of the grade cards, will forward the application to the Assistant controller of examination concerned for further checking.
- e. The Assistant controller of examinations concerned should check the entries made by in the application with entries in the tabulation register.
- f. If the entries are found to be correct, the Assistant controller concerned forwards the application to the Controller of Examinations.
- g. Assistant controller of examinations will forward the application along with copy of grade sheets to the parent University for issuing of transcript.
- h. The above procedure shall also be followed for obtaining "**Original Degree Certificate**" and "**Migration Certificate**".

8. BRANCH CHANGE

1. Any student pursuing B. Tech programme, may be allowed a change of branch after completion of course requirements for the first (autumn) and second (spring) semesters of the first year programme, subject to availability of seats in a programme. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA) at the end of the first year which should be 8.00 or more.
2. Only such students who have cleared all examination of both the semesters in first attempt, in examinations held during academic session of his / her first admission to the course shall be qualified to apply for a change of branch. Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process.

3. To award benefit of branch change, a Branch Change Committee shall be formed with the Principal as its Chairman. The committee shall invite options from the students. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. Institutional decision on the matter shall be final. The college shall intimate the decision on branch change within seven calendar days starting of the 3rd semester.

9. PERMISSION FOR SCRIBE TO APPEAR FOR EXAMINATIONS

1. Candidates in need of Scribe should apply with the reason and following evidences.
 - (a) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
 - (b) Photo of the student / candidate highlighting the inability to appear for the examination.
 - (c) The Particulars of proposed scribe i.e., name, address, qualifications, photo and present occupation. [The scribe should not exceed intermediate qualification].
 - (d) A letter from the scribe stating that he / she is willing to act as scribe.
 - (e) A copy of the certificate of scribe's qualification along with recent photograph duly attested by the head of the institution.
2. Controller of Examinations in consultation with Principal approves that he /she personally verify regarding qualification of the scribe as per norms and provide a separate room and invigilator for all examinations of the candidate.

10. MALPRACTICE RULES

	Nature of Malpractices/ Improper conduct	Punishment
	<i>If the candidate:</i>	
1 a.	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, palm computers, blue tooth or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she 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 course of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
1. 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 examination 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/she will be handed over to the police and a case is registered against him.
1 c.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course 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.

2.	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 for four consecutive semesters from class work and all end examinations. If he/she is not a student of the college he/she shall be handed over to police.
3.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects. The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations.
4.	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 and handover him/her to Disciplinary committee for appropriate action.
5.	Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects. The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations.
6.	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	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year.
7.	Comes in a drunken condition to the examination hall.	Rustication from all examinations as well as from the college for one semester.
8.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject depending on the recommendation of the committee.
9.	If any malpractice is detected which is not covered in the above clauses 1 to 8 shall be reported to the Principal for further action to award suitable punishment.	

11. Rules and Regulations to be followed by students during End Semester Examinations:

1. Students should reach examination hall **before 30 minutes** from commencement of examination.
2. Identify the correct **Hall Number** from the display boards before going to the examination hall, any difficulty can be reported to exam section.
3. **Duplicate admit card** will be issued in the Examination section by submitting a letter signed by HOD on payment of prescribed fees.
4. Students will **not be allowed** into the examination hall after **30 minutes** of the scheduled time of examination and not permitted to leave the hall before **half of the total time (90 minutes)** allotted for the Examination.
5. Mobile phones, Electronic Gadgets, any study Materials / Notes etc. are **not allowed** into the exam hall.
6. Possession of study material in any form **either on body or on cloths** is strictly prohibited.
7. **Admit Card, IDENTITY CARD and Registration Card** are to be made available to the invigilator in the Examination hall for verification and issue of answer booklet.
8. Discussions / exchange gestures inside the examination hall is prohibited. Strict silence to be maintained in examination hall and violation will lead to punishment.
9. **Name and Registration Number** should not be written on any part of the answer booklet except in the space provided.
10. Verify the question paper for the day's examination and check the **total number of pages** with printing or not, any deviation may be informed to the invigilator.
11. On receipt of question paper, Registration number can only be written, writings of any other kind are **not permitted** and punishable.
12. During semester exam, **attendance sheet** should be signed by all the students.
13. Necessary **information booklets** can be asked as required for answering the questions.
14. Required rough work (if any) can be done on the two sides of the last page with title "**Rough work**".
15. All **necessary equipment and writings** mentioned to be brought by the students themselves (pen, pencil, scale, eraser etc.) and no exchange of above is permitted.
16. Students **will not be permitted** to write the answers **beyond the stipulated time** and to remain in the seats till answer booklet is collected.

* **The above exam rules are framed for information of all concerned, which may be changed/altered/ modified/ revised from time to time with the approval of authority.**

Chief Controller of Examinations