

GANDHI INSTITUTE OF ENGINEERING AND TECHNOLOGY UNIVERSITY

GUNUPUR- 765022



OFFICE OF THE CONTROLLER OF EXAMINATIONS

EXAMINATION POLICY AND GUIDELINES

(2019-2020)

OFFICE OF THE CONTROLLER OF EXAMINATIONS
EXAMINATION POLICY AND GUIDELINES

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GIET UNIVERSIT GUNUPUR 765022
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Examination Policy and Guidelines

1. Background

Gandhi Institute of Engineering and Technology University (GIET-University) adopts limited Choice Based Credit System (CBCS) for providing unique learning experience to the students. Features of the system include (i) teaching methodology as Outcome Based Education concepts (ii) Units (iii) credits (iv) experiential learning in terms of close interaction with industry and (v) scopes to undertake entrepreneurial activities. Assessments of the students are carried out continuously using formative modes as well as summative assessment, incorporating innovative methods like Surprise tests, individualized assignments, Cycle tests and evaluating learning outcomes, mini-projects, open book tests etc.

2. Objectives

To facilitate and ensure the effective assessment and evaluation of outcome of the courses enrolled by the UG and PG students, under the state University system. We adopt a robust internal mechanism and / or methodologies for (i) preparation of academic calendar (ii) announcement of examination schedules (iii) appointment of convener Exams (iv) Selection and appointment of the Examiners – Internal and External (v) decisions on question paper pattern (vi) question paper setting for theory and practical courses (vii) conduct of examination for courses specified / approved by the Academic Council (continuous assessment and end-semester examinations) (viii) selection and appointment of gate checking , surprise checking squad and invigilators (ix) evaluation procedure (x) examiners for valuation (xi) selection and appointment of scrutinizing the answer sheets (xii) venue for answer paper valuation (xiii) retaining answer papers after the examinations and evaluation, formulation of moderation policy (xiv) formation of Results conducting Board (xv) conduct of supplementary examinations (xvi) re-totalling / revaluation of answer scripts (xvii) issuing Grade sheets, Provisional and Degree certificates (xviii) decisions on malpractice issues and any other relevant / related issues that may arise in due course.


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3. Academic Calendar / Announcement of Examination Schedules

Academic calendar of the forthcoming semester/Year shall be prepared two weeks in advance before the commencement of the academic year and circulated to all the students and members of faculties with details of reopening dates after vacation/break, registration due dates/ schedules of internal tests / examinations and other important events / celebrations.

4. Appointment of Asst. Controller-Examinations and Asst. Controller – Evaluations.

They are appointed on deputation basis, as per the guidelines issued by the UGC from time-to-time. However, experience of the faculty members nominated for the posts shall not be less than 10 years (with minimum three years in GIET) and shall not be less than the Associate Professor cadre.

5. Selection and appointment of the Examiners – Internal and External

Examiners for conducting examinations are appointed by the Controller of Examinations in consultation with the Registrar, time-to-time, from the approved list (by respective Boards of Studies) of examiners maintained in the Office. Faculty members appointed as the examiners for project viva voce / conducting laboratory / practical examinations and preparation of the question papers for summative (end-semester examination) shall satisfy the following requirements:

Examiner	Internal	External
Laboratory / Practical Examinations		
Qualification	Master Degree	Master Degree
Experience (yrs)	2	5
Theory Paper – Question Paper Setting		
Qualification	Master/Doctoral Degree	
Experience (yrs)	3 years in the case of Master Degree 1 year in the case of Doctoral Degree	5

6. Decisions on question paper pattern

It is expected that question papers are prepared to assess the programme outcomes in terms of the student's learning in cognitive domains, problem solving and ability to use novel tools and methods with respect to theory and laboratory courses enrolled.


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Scope of the questions shall encompass mapping of Course Outcomes against each question, Cognitive Domains (R-Remember, U-Understand, Ap-Apply, An-Analyze, E-Evaluate and C-Create) as well as Knowledge Dimensions (F-Factual, C-Conceptual, P-Procedural and M-Meta-Cognitive) and Learning Levels (1-Average, 2-Medium, 3-High). Question paper shall comprise of Multiple-choice Questions, Fill-in the blanks, true or false, Short answers, Long answers and Case study analysis (Annexure-I).

7. Question paper setting for theory and practical courses

Question papers are prepared by both internal as well as external examiners, as may be decided by Office of the Controller of Examination in consultation with the respective Heads of the school and registrar. However, the decisions on question paper pattern are unambiguously conveyed to the examiners appointed for the question paper setting. Question papers may also be generated using software, provided that the final form of the question paper shall adhere to the required pattern suggested. On-line question paper is recommended from the course coordinators in the case of cycle examinations to conduct internal examinations to evaluate the students. Examiners shall follow the guidelines given in Annexure II while preparing the question paper for the given course, and submit the question paper and Declaration Form (Annexure III). Under any circumstance, no examiner shall be allowed to set question papers for more than two courses in a given semester.

In the case of practical courses, questions are set and allotment of marks for experimental work and viva-voce are to be followed as per the Regulations in-force.

8. Conduct of Examination - Continuous Assessment & End Semester Examinations

Schedule for the Tests (Continuous Assessment) and the End Semester Examinations are as per schedule in academic calendar and intimated to all the students and respective schools through e-mail and GIET Website. Arrangements of the venues for conducting the tests and examinations are arranged at least 5 working days prior to the conduct and circulated to both students and members of the faculty through e-mail notices. In the case of tests and examinations, the students are expected to occupy their respective places at least 15 minutes prior to the start and shall not leave the venue before 45 minutes. In the case of end-semester examinations, a printed / digital hall tickets along with the Instructions are issued to the students, showing the details of various courses registered for the examination.


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9. Appointment of Squad & Invigilators – Conduct of Examinations

Based on the experience, qualification and their academic credentials members are appointed by the Controller of Examinations in consultation with the registrar. Members of the Surprise Checking Squad and Hall Superintendent (Invigilators) are appointed by the Controller of Examinations with the guidelines given below:

Responsibility	Designation	Minimum Experience (Yrs)
Chief Superintendent	Professor	15
Squad Members	Professor /Associate Professor	10
Examiner for Laboratory Examinations	Associate/Assistant Professor	2
Invigilators and Skilled Assistants in Laboratory Examinations	Assistant Professor	1

The guidelines for the above responsibilities are given in the annexure V(Invigilators) and Annexure VI(squad).

10. Appointment of Examiners and Tabulators for Paper Valuation

In the case of continuous assessment (Periodical Tests) the faculty member (subject handling staff) shall evaluate the answer scripts and award the marks unless and otherwise the necessity is felt by the Controller of the Examinations. All the test papers shall be evaluated within three working days from the date of last test and papers shall be given back to the students for their verification. However, two or three sample answer scripts (Xerox) may be retained by the faculty members, for the purpose of accreditation and academic audits.

In the case of the End Semester Examinations, the Chief Examiners, Examiners (both internal as well as external) and tabulators are appointed as given below:

- i. Chief Examiner shall, normally, be the Head of the Department. In the case, if Head of the Department is unable to chair the valuation process, he / she may submit a written request to the Controller of Examinations with alternative, competent person as the Chief Examiner, preferably not below the rank of


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Professor / Associate Professor or the Registrar shall appoint the Chief Examiner, in the case if Head of the Department is unable to chair, from the same or related discipline as the situation may warrant for.

- ii. Chief Examiner shall be either from the Professor / Associate Professor cadre or a faculty member with at least 5 years of teaching experience.
- iii. Examiners, for paper valuation, shall have Ph. D or PG qualification with more than two years of teaching experience. Additionally, such examiners shall have handled the regular/elective subject.
- iv. Tabulators/ scrutinizers are appointed, comprising of newly recruited members of faculty or members with less than 2 years of experience from the list of Assistant Professors with a view to providing a hands on experience to them on valuation processes and also assigned with minimum work load, as decided by the Controller of Examinations.

11. Venues and Procedure for Evaluation of Answer Scripts

Venues for conducting continuous assessment tests, laboratory examinations and End Semester Examinations, along with the date, time and duration are announced to all the students, at least one week in advance, through individual notices and also through the respective schools.

Cycle Test papers of the continuous assessments are evaluated centrally by the faculty members and marks are posted in the PMS portal within the stipulated time.

In the case of End Semester Laboratory Examinations, the answer scripts are evaluated in the examination venue itself, jointly by the Internal and External Examiners (sourced internally or from other institutions / industry) and the results are submitted to the Office of the Controller of Examinations on the same day.

Venues for paper valuations for the End Semester Examinations are announced at least one week in advance to all the examiners through concerned Heads of the Departments. Answer scripts are given to the examiners as per the allotment, not exceeding 30 papers per session. Examiners carefully check, evaluate the answer scripts allotted to them and award marks (Annexure VIII).

12. Retaining of papers after the examinations and Evaluation

Answer papers, after the valuation and declaration of the results, shall be retained by the Office of the Controller of Examinations for a period of 4 years in the physical


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form and subsequently the valued answer papers may be digitized and kept for the retrieval whenever needed. However, if any candidate seeks the duplicate copy of the answer sheet after completion of the Degree programme or in the subsequent semesters before completion of the Degree, the same shall be made available either physical form or digital form, as may be available, after producing the written request by the candidate with the fee fixed, from time to time. In the case of End Semester Practical Examinations, the answer scripts shall be retained for a period of 1 year and then shall be disposed by the Office of the Controller of Examinations. However, the answer scripts of the continuous assessment tests shall be available in respective schools for students and other references.

13. Moderation policy

Moderation of the results after the examination, for individual subjects of the current and supplementary examinations is carried out, decided by the concerned Chief Examiners, Controller of Examinations and Registrar. Marks are allotted to the students who did not pass the subject for which moderation is exercised. Maximum of 5 marks shall be awarded to a student, in total, either to an individual subject or all the subjects put together. However, special moderation may also be considered for a particular subject, if it is desired. Such decisions may be taken by the Controller of Examinations in consultation with the Head of the Institution.

14. Results Passing Board

Results Passing Board shall be formed as per the guidelines of UGC. In general, the composition shall include the Head of the Institution (Chairperson). Heads of the Departments, Controller of Examinations, an academician nominated by the University and one academician from other University and one expert from the industry not below the rank of General Manager (with at least PG qualification and 10 years of experience) nominated by the Academic Council. Members nominated by the Academic Council shall hold the position for a maximum period of 2 years. However, the Controller of Examinations shall make a request to nominate a new member, within the two year period, if one does not attend two consecutive meeting. In the case, if a Head of the Department is unable to attend the meeting, he / she shall make a written request through the Controller of Examinations and same shall be informed to other members during the meeting.


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Meeting of the Board shall be convened, before declaration of the results, to analyze the course-wise and Department-wise results with related statistics. Minutes of the meeting shall be recorded and acknowledgement shall be obtained from the External Members and Chair Person immediately after the meeting.

15. Conduct of supplementary examinations

All the students who did not pass in one or more subjects in a semester shall register for the supplementary examinations conducted immediately after the regular examination or subsequently whenever conducted, in accordance with the regulation in force. However, a student in the final semester shall have an opportunity to appear in the Special Supplementary Examinations in the courses offered in the odd semester (as per the curriculum), provided the number of back paper is not more than one. Decision to conduct the special supplementary examination shall be decided in the Results Passing Board Meeting and in consultation with the Head of the Institution, Heads of the Department and other Members of the Board.

16. Re-totaling / Revaluation of answer scripts

A student shall have the right to apply for re-totaling or revaluation or both for one or more subjects immediately after the declaration of the results, if not satisfied. In such case, the student shall register with the Office of the Controller of Examinations through the proper application form along with the details of the fees paid for the same, duly authorized by the concerned Head of the Department. Controller of the Examinations shall make the necessary arrangements for re-totaling / revaluation and shall make the results available within two working days.

17. Exam Wrapper

Exam Wrapper is an activity that gives an opportunity to the students, to reflect on their internal exam performance and more importantly on the effectiveness of exam preparations. Exam wrappers help students reflect on what they got wrong on the exam and create a plan to improve on the next one. In a way, it is "self-examination", "introspective observation", "directed thought" a foundation of critical thinking.

We have been introducing many new concepts in Teaching – Learning Process in our University to ensure the transparency in the system. As a part of that we have decided to show the Cycle test answer papers to the students with effect from the academic year 2019-2020. For the students who represent their grievances, Re-totaling / Revaluation is done on the spot itself through the concerned Valuers.


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18. Issuing Grade Sheets, Provisional and Degree Certificates

Grade sheets will be issued to the students who have cleared all the subjects both in odd and even semesters at the end of the academic year within 4 weeks after declaration of the results of the revaluation. Course completion certificate shall be issued along with the Transfer Certificate at the end of the programme through registrar Office. If a student loses the grade sheet and needs the duplicate grade sheet, shall submit a written request to the Office of the Controller of Examinations along with the prescribed fee. The duplicate grade sheet shall be issued within three weeks. Provisional and Degree certificates will be issued to the candidates after completion of the programme successfully.

19. Transfer of students

Students, who wish to transfer to other colleges / Universities are informed to submit a written request to the controller of examinations to get the consolidated grade sheet till the last semester that he / she completed and the same shall be issued within 20 working days. A candidate who joins the University, from other University colleges, shall submit the mark sheets of all the semesters issued by the concerned University for normalization of the credits. Controller of Examinations, Chairperson of the Board of Studies (Head of the Department), a Senior Professor from the concerned Department and registrar shall decide the need for additional registration / exemption of courses to that candidate based on the current Regulation under the force.

20. Break-of-Study

A Student who wishes to avail the break-of-study shall follow the guidelines given in the Regulation that is under the force. At the time of re-joining, such students shall follow the current regulations, with credit normalization as specified in the previous section.

21. Decisions on malpractice issues and any other relevant issues

Any student, indulge in malpractice during the examination shall be referred to the Committee that monitors the Malpractices, comprising of three senior Professors and CoE. Based on the assessment, penal actions are taken as per GIET University norms. (Annexure X)


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22. Benchmark and Guidelines

Assessment and evaluation practices adopted by the GIET University are upgraded on need-basis, based on the changes in the curriculum, nature of the courses offered, guidelines received from AICTE or UGC. Office of the Controller of Examinations strives to assess the outcome of the courses effectively (to identify the gaps to be bridged in the learning process) and efficiently (to publish the results immediately after the evaluation) so as to provide the quick means for corrective action by the students. To enable the requirements of the Office of the Controller of Examinations, a software team and set up is provided to assimilate and disseminate the data for fruitful analysis and feedback for further improvement.

23. Roadmap and Target

Office of the Controller of Examinations is expected to implement the best practices on par with other higher educational institutions and also novel ideas for improving the evaluation process and provide the services to both academic Departments and students. Some of the measures proposed for both short-term and long-term are given below:

S No	Objectives	Action Proposed	Target Period
1.	To improve the evaluation process	Reducing the number of pages in the answer paper from 36 to 30 pages	Implemented from 2019-20 Odd Semester
2.	To introduce a structured system in evaluation system of Ph D candidates	Ph D Comprehension Examinations through CoE Office Conducting	Implemented from 2019-20 Even Semester
3.	To facilitate quick information transfer and effective utilization of IT infrastructure	Shifting to e-circulars from printed circulars	Implemented from 2019 -20 Odd Semester
4.	To facilitate on-line transfer of student data	Integrating course registration of students with Examinations	Implemented from 2019 -20 Odd Semester


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5.	To facilitate easy payment option	Collection of Examination Fee in advance	Implemented from 2020 - 21 Odd Semester
6.	To decentralize the distribution of Hall Tickets	Introduction of E- all tickets	Implemented from 2020 -21 Odd Semester
7.	Scrutiny of Internal Exam Question Papers	Scrutiny of Question Papers with HoDs, and a Sr Faculty	Implemented from 2019 -20 Odd Semester
8.	To enhance the teaching-learning and evaluation process	Revision of Question Paper Pattern	Implemented from 2019 -20 Even Semester
9.	To stream line the examination process with other academic programmes	Arranging the Ph D viva voce examination through CoE office	Implemented from 2022 -23 Even Semester
10.	To improve the accountability and responsibilities of the evaluators and ensure fairness in evaluation process (Exam Wrapper)	Providing access to the answer scripts of cycle tests to all the students before declaration of the results	Implemented from 2019-20 Odd Semester
11.	To tune the examination process similar to other competitive examinations	On-line examinations for Multiple Choice Questions(VST)	To be implemented from 2019 - 20 Odd Semester
12.	To implement individualized question papers	On-line Tests for continuous assessment -UG & PG	To be implemented from 2020 - 21 Odd Semester
13.	To emphasis on learner centric approach rather than end exam oriented	Increased weight to Continuous Assessment	To be implemented during 2019-20 Odd Semester after approval by Academic Council


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24. Strategy for Implementation

Strategy for implementation of above measures envisages manpower development, preparation of question bank, infrastructure and necessary security systems. Manpower development involves building necessary capabilities for preparation of question papers, invigilation and monitoring examination related activities, evaluation of answer scripts and training the technicians and secretarial staff responsible for maintenance of records and documents. To organize training programmes, at least once in a semester in building the capacities and shall maintain the list of faculty members and staff who can take up various responsibilities.

Question Bank, for every taught course, shall be prepared to assess the learning outcome of the students at specified intervals. Questions, prepared and compiled as question bank, shall have mapping with the course outcomes expected from the teaching – learning process, assess the learning in terms of cognitive domains, knowledge domains, STEM concepts associated with the subject matter and the marks that may be awarded for every question submitted. Members of faculty are expected to submit the question bank comprising the questions suitable for preparing a question paper with different weights as may be assigned. Care shall be taken to avoid redundancy (multiple questions that lead to the same answer), repetition of questions under different weights or categories, mundane / abstract questions. However, members of faculty are encouraged to frame open-ended questions, which might have multiple answers thereby stimulating the thinking process of the students. Exhaustive collections of question banks may be made available to the students for their reference.

Office of the Controller of Examinations is well established with infrastructure facilities including controlled access at the entry, surveillance cameras / systems, safe vaults to keep confidential documents, protected environment for storage of answer scripts, printing and photocopying facilities.


25. Perceived Outcomes

Implementation of short-term, medium term and long term measures recommended in the Policy shall result in an effective assessment of teaching – learning system, identification of areas that might require additional focus by the students and members of the faculty, transparency and achievement of the Vision of the University.


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Annexure-II

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	END SEMESTER THEORY EXAMINATIONS

GUIDELINES TO QUESTION PAPER SETTERS

Question Paper setters are requested to


1. Refrain from accepting the offer if any of his / her family member or relative is writing the Examination on the Subject for which he / she is appointed as Question Paper setter.
2. Keep the appointment confidential and maintain secrecy.
3. **The Question paper must be set confining to the prescribed syllabus and in accordance with Bloom's Taxonomy.**
4. **Adhere to the Question Paper Pattern furnished.**
5. Ensure that the Questions are neither ambiguous nor time consuming.
6. Verify that the Correct Course code, Course title, Duration, Max. Marks are written in the appropriate places on the Question Paper.
7. Mention specifically about **Special Instructions** such as **Codes, Data Books, Charts, Tables, Drawing and Graph Sheets** to be supplied or permitted in the box given above the Part A question.
8. Ensure that the Questions are neatly typed.


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Annexure-III

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	END SEMESTER THEORY EXAMINATIONS

Question Paper Setter Declaration / Certification Form

I..... Question Paper setter for

Name of the Degree & Branch :

Name of the Subject with Subject Code:

certify that

1. None of my family members nor relative is writing the Examination on the subject for which I am the Question Paper Setter.
2. Question paper is set confining to the prescribed syllabus.
3. The Prescribed Question Paper pattern as per Blooms Taxonomy is followed.
4. All units of the syllabus have been covered.
5. **Same Question is not duplicated / repeated.**
6. Questions have been neatly typed and serially numbered.
7. Subject Code, Subject name, Page numbers are typed on the question paper.
8. **Password Protected Soft copy** of the Question Paper(s) is sent.
9. **Password** of the question paper(s), Claim details are sent through Google form.

Date:

Signature

Name and Designation


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Annexure-IV

INSTRUCTIONS TO THE CANDIDATES TO BE PRINTED AT THE BACK OF THE
ADMIT CARD

1. Admission to the examination is Provisional.
2. The Admit Card is issued subject to the candidate satisfying the Attendance and other requirements as per rules and regulations prescribed from time to time. The examination taken will be treated as Cancelled if at a later date it is found that the candidate has not complied with the above requirements.
3. The candidate is required to occupy his/her allotted seat at least 15 minutes before the commencement of the examination. On no account the candidate shall be allowed to occupy a seat other than the one allotted to him / her.
4. No Candidate shall be permitted to enter the examination hall after expiry of 30 minutes from the commencement of examination.
5. No candidate who leaves the hall during the period allotted for a paper will be allowed to re-enter the hall within that period.
6. Candidates suffering from infectious diseases of any kind shall not be admitted to the examination hall.
7. Strict silence should be maintained in the examination hall.
8. Candidates are required to bring in their own pens, pencils and eraser. Candidates should use only blue or black or blue black ink for answering their papers.
9. Before proceeding to answer, the candidates are required to write their Register Number and other details in the column provided on the first page in the Main Book.
10. If a candidate writes his/her register number on any part of the answer book/sheets or on any space other than the one provided for or puts any special mark or writes anything which may disclose, in any way, the identity of the Candidate, he/she will render himself/herself liable for disciplinary action.
11. Writing wrong register number in the answer book will entail rejection of the answer book.
12. Candidates shall not talk/ask questions of any kind during the examination.
13. Candidates are liable for disciplinary action if found in possession of any discriminating materials, cell phone, programmable calculator, unauthorized data


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sheet / table in the examination hall during examination hours.

14. Candidates are liable for disciplinary action if found committing malpractices such as Exchange of answer books or question papers, Copying from answer book of other candidate or Allowing to copy.
15. Candidates should not leave the hall without handing over the answer books to the Hall Superintendents.
16. No page nor any space should be left empty in the answer books.
17. Candidates are required to write 'No of pages written' and 'END' at the closure of all answers on the last page of the answer book.
18. Candidates should produce the hall ticket on demand by the Invigilator/ Chief Superintendent / Squad members.



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Annexure-V

INSTRUCTIONS TO CHIEF SUPERINTENDENT

1. On receipt of Question Paper packets it is expected to check the description mentioned with the course details and the students rolls. Non-receipt of any Question Paper packet, or shortage in required number may be brought to the notice of the COE immediately to avoid last minute problems.
2. All the question paper covers shall be preserved and forwarded to the Controller of Examinations at the close of Examinations.
3. Number of Answer Books and Question Papers issued to each Hall shall be equal to the total number of Candidates writing Examination in that Hall so as to avoid any malpractice.
4. Candidates shall occupy their seats at least fifteen minutes prior to the Commencement of the Examination and are not allowed to leave their seats under any pretext during Examination hours.
5. No Candidate shall be permitted to enter the hall after the expiry of 30 Minutes from the commencement of Examinations. Similarly no candidate shall be permitted to leave the hall earlier than 150 minutes from the commencement of Examination. No candidate who left the hall before the end of the session shall be permitted to re-enter the hall under any Circumstances.
6. Students roll, Time-table, Examination Halls, Seating Arrangement and Hall Superintendents name date-wise session wise are furnished to the Chief Superintendent.
7. Malpractices of any nature shall be reported to the COE with original records and documents.
8. The use of mathematical instruments while answering the papers in relevant subjects is allowed. Such instruments will not be supplied by the university. Only scientific calculators are allowed.
9. Programmable calculators, cell phones, smart watches are not allowed.
10. Hall Superintendents are to take attendance ten minutes after the commencement of Exam by getting Signature of Candidates present and complete the process immediately after 30 minutes in the Attendance sheet
11. Based on the ABSENTEE STATEMENT the Hall Superintendent should return the unused question papers, Main answer books.


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12. The number of absentees, main answer books and unused question paper should tally.
13. Hall Superintendents should collect answer books from candidates personally verifying whether correct Register number is entered in the answer book at the appropriate places on the title pages. Then the answer books should be carefully arranged subject wise in numerical order and handed over to the Chief Superintendent.
14. Wherever question papers are common for more than one branch Answer papers of candidates of different branch / degree shall be collected differently such that there is no mix up.
15. Hall Superintendent @ 1 per 25 Candidates are appointed keeping 10% of admissible invigilators as Reserved Hall Superintendents. The Reserved Hall Superintendents will assist the COE at times when there is no invigilation.


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Annexure-VI

INSTRUCTIONS TO THE HALL SUPERINTENDENTS / INVIGILATORS

1. Hall Superintendent must report to the Chief Superintendent at least 30 minutes before the commencement of Examination on the respective date and session for which invigilation work is assigned.
2. They must sign at the space provided on the first page of the answer book and not in any other page.
3. Before distributing question papers to the candidates, proper instructions are to be given to the candidates to write their register numbers legibly on the title page of the Main book and Question paper.
4. Candidate be instructed to verify the receipt of correct and appropriate question paper before start answering.
5. Prior to distribution of question papers, the candidates should be issued with a Main answer book and instructed to fill up the particulars on the title page of the book. Writing wrong register number will lead to rejection of answer paper. Making an appeal to the examiner or writing the internal assessment mark will be treated as an attempt to influence the examiner and will attract discipline proceedings.
6. Half-an-hour after the Commencement of the Examination, the attendance of the candidate may be finalized by getting the signature from individual candidates in the format prescribed.
7. Admit Cards of all Candidates should be inspected every session and while checking the Hall Superintendent should ensure that the REGISTER NUMBER of the candidate on the Hall Ticket, on the title page of the Main Answer book and on the table are identical.
8. The number of absentees and the number of undistributed answer books in the hall should tally and the unused answer books should be returned to the COE while the absentees list is sent.
9. No Candidate shall be permitted to the hall 30 minutes after the commencement of Examination.
10. a) Candidates are required to bring their own pens, pencils etc.


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- b) Not allowed to use books of any kind, except approved data books and Mathematical / Statistical tables.
11. Candidates be warned of against committing any malpractices such as in possession of incriminating materials, copying or communication with any person inside or outside. Any candidate violating this rule should be brought to the notice of CoE immediately.
 12. While collecting answer books utmost care should be taken to verify whether the Correct Register Number of the Candidate has been entered on the title pages. No loose sheets or papers shall be detached from the answer books of candidate.
 13. Candidates be informed that they should not leave the hall before 2 Hrs 30 minutes and without handing over the answer books to the Hall Superintendents.
 14. Candidates be instructed not to leave any page or any space empty in the answer books.
 15. At the end of the Examination, the hall Superintendent has to collect the Answer Books from the candidates and arrange them subject wise register number wise and personally hand over to COE. Hall Superintendents should be present till the Answer Papers are checked and collected.


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Handwritten text at the bottom right corner, possibly a stamp or additional signature, which is partially illegible.

Annexure-VII

APPOINTMENT OF SQUAD, DUTIES & RESPONSIBILITIES OF SQUAD

1. The Controller of Examinations shall appoint Squad from among the teachers of the college, according to the need to ensure proper conduct of examinations and to curb malpractice at the examination.
2. The squad shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
3. The squad shall provide their identity and inform the Hall Invigilator about the purpose of their visit to the examination hall.
4. The Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
5. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
6. Report the cases of malpractice detected to the Controller of Examinations immediately through the Assistant Controller of Examinations, for further action. The squad shall make use of the required stationery/formats placed at the controller office for the said purpose.
7. Book the candidates under Malpractice, who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature from the candidate.
8. The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc., to the Controller of Examinations and the Chief Superintendent.
9. The squad shall record their findings including satisfactory/or otherwise remarks in the Squad Google form at the controller office. Each member of the squad shall affix their signature, in the attendance register placed at the COE office, in each session of the examination.
10. The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the COE for the smooth conduct of examinations and to curb the number of malpractice cases.


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11. The members of the squad shall not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the COE Office, inform the concerned Deputy Controller of the Examinations, without further enquiring in the hall disturbing others for a prolonged period.
12. The Malpractice case shall be booked with the prior intimation to the chief superintendent.
13. When once a candidate is booked under malpractice, the Chief Superintendent shall instruct him/her to attend the enquiry meeting, as fixed by the Controller of Examinations. The Squad shall submit all other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.
14. The squad shall seek any clarifications/guidance and /or assistance from the COE, whenever needed.


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Annexure-VIII

INSTRUCTIONS TO THE EXAMINERS FOR VALUATION

1. Evaluators should ensure that none of your relatives (brother, sister son, daughter, cousin, nephew, niece, spouse, brother-in-law, sister-in-law or any other relative financially dependent on you) have appeared in the said examination.
2. Evaluation of answer books, make use of red pen alone.
3. The Valuator will receive 30 answer booklets from the Chief Examiner every Session subject to a maximum of 60 per day (2 Sessions per day) and make necessary entry in the Allotment sheet.
4. The Evaluator is expected to devote at least 3 hours of time for evaluating the answer booklets allotted in a session.
5. No question or part of a question should remain unvalued.
6. If answer to a particular sub-part/question does not deserve any marks, then zero marks against that question should be allotted.
7. Marks awarded to a question or any part of a question must be written only on the front page of the answer booklet.
8. Ensure that you have correctly counted the marks before writing the sum (total) on the front page.
9. Sometimes, the candidates write wrong question/part/sub-part number. The evaluator should correct the question number before evaluating the particular sub part/part/question.
10. Avoid corrections. Whenever correction becomes unavoidable, please put your signature towards the right/left of the corrections.
11. Do not use whiteners on the mark list. Do not overwrite/damage the correction part with multiple strikes. Single and gentle strike is allowed with the counter sign of the valuator.
12. While evaluating an answer script if you find any new page(s) inserted or any handwritten chit pasted on any page of the answer script, please immediately bring it to the notice of the COE. Same procedure should be followed if there is


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any evidence of double handwriting or Request for more marks than the deserved in any answer script.

13. If you find the Dummy No, of any candidate mutilated, kindly bring it to our notice immediately.
14. No score should be awarded to a question where the answer is crossed even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the Controller of Examination for further necessary action.
15. In case of either or Choice pattern of question paper, if the student has attempted all the choices, all the questions should be evaluated. The lowest marks should be circled and write "Extra" by the side and the highest awarded mark should be taken for totaling.
16. Please sign each answer script and write your name at the appropriate places provided for the same.
17. No faculty who is going to evaluate the end semester answer scripts are normally allowed to go on leave without prior information to the authorities.


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Handwritten notes at the bottom right corner, including the words "Controller of Examinations" and "Gunupur".

Annexure-IX

PROCEDURE FOR APPLYING DUPLICATE
GRADESHEETS/CONSOLIDATED STATEMENT OF MARKS

(To be executed by the candidates who are at present studying)

AFFIDAVIT

I _____ aged _____ years, S/o, D/o _____
with permanent residence at _____ had joined _____
Course / programme during _____ at GIET UNIVERSITY with
Register Number _____ . I do here by solemnly affirm
and sincerely state as follows:

I am at present studying in _____ Course / Programme in _____ semester.
I received all the documents and statements pertaining to my study till date in the
college. No documents/statement remains to be issued to me from the college. Now I
found that I have inadvertently misplaced my _____ semester mark/grade
sheet issued by the college. Despite a diligent search undertaken by me to recover the
mark/grade sheet, I found it is impossible to retrieve the same. I presume that the
mark/grade sheet has been lost beyond retrieval.

I submit that the mark/grade sheet mentioned supra lost by me is a very essential
document concerning all my future ventures. I hence request the authorities of the
college to provide me a duplicate mark/grade lost/misplaced by me. I state that I have
not in any way mis-use or improperly handled the mark/grade sheet that has been lost by
me. I state that I will hand over the original mark/grade sheet in the event of retrieval of
the lost original mark/grade sheet at a later date.

I submit that all matters stated above are true and correct. I will indemnify you and
your authority if any disputes arise in the above matter and I will be held responsible for
the same.

DEPONENT

PLACE:

DATE:

Solemnly affirmed and signed before me at

_____ (Place) on this _____ (dated)

(Seal & Sign of Notary Public)


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FORMAT II

(To be executed by the candidates who have completed the course)

AFFIDAVIT

I agedYears, S/o, D/o-----
-----With permanent residence at
----- underwent
-----Course/programme from to
----- at GIET Universit Gunupur with Register Number
----- I do hereby solemnly affirm and sincerely state as
follows:

I joined the Course/programme in the year and completed the Same in the year On Completion of the course / programme, I received all the Documents and statements pertaining to my study in the college. No documents / statement remains to be issued to me from the college. After receipt of the documents, I found that I have inadvertently misplaced my ----- semester mark/grade sheet issued by the college. Despite a diligent search undertaken by me to recover the mark/grade sheet, I found it is impossible to retrieve the same. I presume that the mark/grade sheet has been lost beyond retrieval.

I submit that the mark/grade sheet mentioned above, lost by me is a very essential document concerning the course/programme that I have completed and is very much essential for all my future ventures. I hence request the authorities of the college to provide me a duplicate mark/grade lost/misplaced by me. I state that I have not in any way mis-used or improperly handled the mark/grade sheet that has been lost by me. I state that I will hand over the original mark/grade sheet in the event retrieval of the lost original mark/grade sheet at a later date. I assure that none of the companies/industries/institutions where I have worked or have been working is in possession of any of my original mark/grade sheet and certificate.

I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same.

DEPONENT

PLACE:

DATE :

Solemnly affirmed and signed before me at

..... (Place) on this the..... (dated)

(Seal & Sign of Notary Public)


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Annexure - X

PROCEDURE FOR REPORTING THE MALPRACTICES

1. In all cases of malpractices as defined above, the chief Superintendent shall prevent the candidates from writing the examination and report the matter to the Controller of Examinations immediately. He shall also inform the head of the institution and take his advice to lodge a complaint with the police, in cases of necessity.
2. On receipt of such a report, the Controller of Examinations shall take appropriate action to deal with the matter / and later place the matter before the malpractice committee for enquiry.
3. In all cases of malpractice, the chief superintendent shall submit a report to the Controller of Examinations and follow the procedure described hereunder.
4. As soon as a case of malpractice is detected in the examination hall, the chief superintendent / Invigilator shall prevent the candidates from writing further and shall not allow the candidates to remove, displace or destroy the material involved in the malpractice.
5. The Chief Superintendent shall take the candidate out of the examination Hall and question him / her in the presence of two responsible witnesses like the Deputy Controller of Examinations and the Hall Invigilator and record his statement, which shall be attested by the witnesses. If the candidates refuse to give any statement, he / she shall be asked to record his / her refusal in writing and sign it. If the candidate refuses to do even that, the fact of his / her refusal shall be recorded
6. When a candidate in the examination hall is found in possession of some written material, it should be clearly stated whether the material was found on the body, in the pocket or in the hand of the candidate or in his / her desk, or elsewhere as the case may be.
7. A sketch plan of the seating arrangement in the examination hall with all the Register numbers in the hall and marking in red ink the Registration number of the candidate who indulges in malpractice, shall be prepared by the Chief Superintendent who shall also sign it. The sketch shall clearly give the idea of the


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probable distance between the positions of the Hall Superintendent / Invigilator at the time of detection of the malpractice and the location of the candidate found committing the malpractice.

8. The Chief Superintendent, the Deputy Controller of Examinations and the Hall / Superintendent / Invigilator concerned shall sign all the documents pertaining to the commission of the malpractice and also other connected records such as the sketch plan, answer book, etc.
9. The Candidate, the Hall Superintendent / Invigilator, the Deputy Controller of Examinations, (wherever available), the officials of the flying squad (if the case was detected by the squad) and the Chief Superintendent shall furnish their signed statement. These statements shall always be clear exhaustive in every respect and include all the facts and the relevant circumstances of the case and other evidence.
10. If and when the chief Superintendent is convinced that the candidate has committed malpractice during the examination, he shall send the candidate out of the examination hall for that session. Such candidate shall not be permitted to take the subsequent papers / practical and viva examinations of the examination for which the candidate has registered till the appropriate authority clears him / her.
11. On receipt of such reports the Controller of Examinations shall forward it to the Malpractice Prevention Committee who shall enquire into each case separately and send their report to the Controller of Examinations for presenting it to the Head of the Institution whose decision shall be the final.


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MALPRACTICE PREVENTION COMMITTEE

1. The Controller of Examinations shall appoint Malpractice Prevention Committee in consultation with the Chairman, Academic Council.
2. The committee shall enquire into all cases of indiscipline, misbehavior and malpractices, in accordance with the procedure laid down hereunder.
3. On receipt of the reports regarding indiscipline / malpractice from the Controller of Examinations, the Chairman Academic Council shall fix a date, in consultation with the members, for the enquiry of such cases.
4. The Chairman of the Committee shall communicate the date, time and place of such enquiry to the concerned candidate through the respective Head of the Department with a request to inform it to the concerned candidates, under acknowledgement. Such notices shall briefly mention the charge / charges against the candidates.
5. On receiving such notices, if the candidate admits his / her guilty in writing to the Chairman of the Committee, forwarding it through the Head of the Institution, the committee may decide the case in his / her absence and award punishment according to the merits of the case.
6. If the candidate is absent for the enquiry, one more date shall be fixed for the enquiry and he / she shall be informed of the adjourned date by the Chairman of the Committee. If the candidate be absent for the second time also, with or without any explanation, the Committee shall decide the case ex parte and award punishment according to the merits of the case, and subject to the Guide Lines for Awarding Punishments to Malpractice Cases of Students as the case may be.
7. In case of the candidate being present for the enquiry, the committee shall read out to him / her the charges against him / her and record the candidate's explanation.
8. The Malpractice Prevention committee shall then make its recommendations and forward the report to the controller of Examinations in a closed cover by name.
9. The Controller of Examinations shall place the report before the Chairman, Academic Council at the earliest opportunity and the decision of the Chairman, Academic Council shall be final.


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Gunupur, Rayagada District, Odisha - 765022

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Form No. 09
Email: coe@giet.edu

OFFICE OF THE CONTROLLER OF EXAMINATIONS

REPORT ON MALPRACTICE

UNIVERSITY PRACTICAL/THEORY EXAMINATIONS _____ (MONTH/YEAR)

1. Name of the Candidate & Reg. No. :

2. Branch :

3. Semester of the candidate :

4. Semester of the subject :

5. Subject Code & Title :

6. Date & Session of Exam :

7. Statement of the candidate(with signature and date):

8. Report of Hall Invigilator / Internal Examiner of Practical examination(with signature and date):

9. Report of squad member / External Examiner of Practical examination(with signature and date)


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