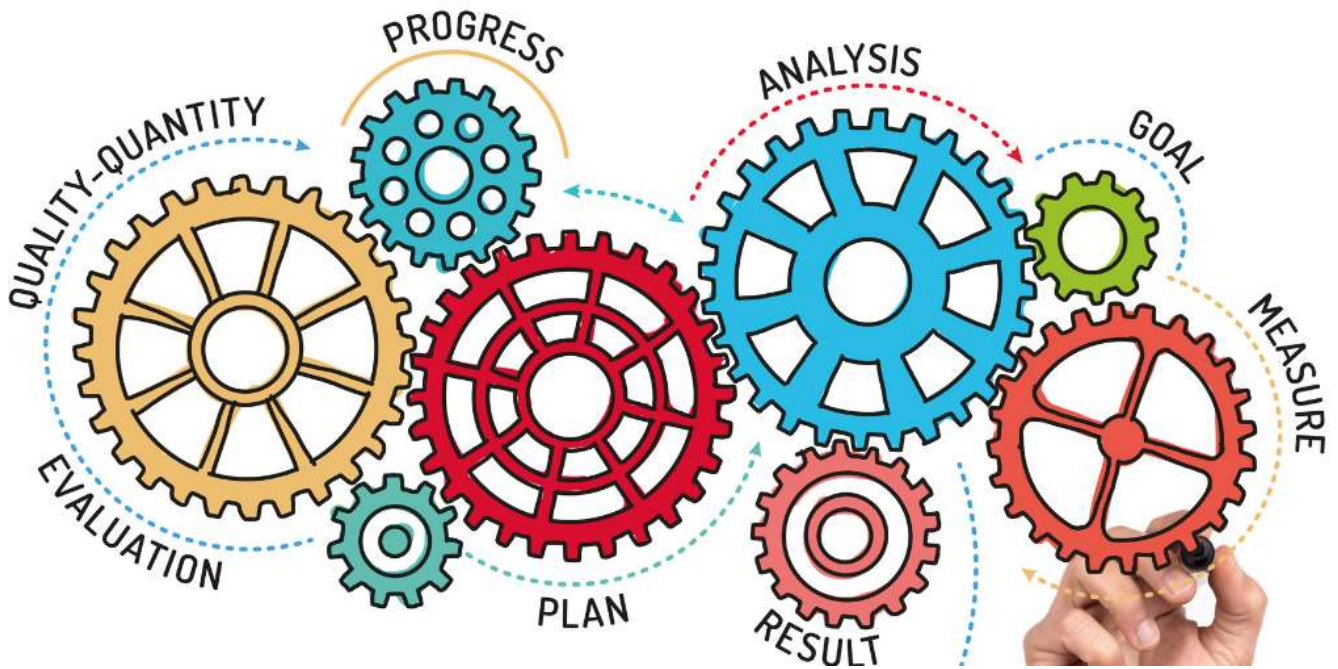


# MLR Institute of Technology

( UGC - Autonomous | Estd. 2005 )

## EXAMINATION POLICY




**EXAMINATION POLICY**

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## EXAMINATION POLICY

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#### 1. PURPOSE:

MLR Institute of Technology was established in the year 2005 by KMR Educational Society affiliated to JNTUH has been granted Autonomous status by UGC in the academic year 2015-16. As part of its aspiration to develop into an institution that exhibits quality in teaching and examination system, the institute strives to implement credible and reliable evaluation system. The institute believes that examination and evaluation policy is an integral part of learning process during the progression of a course. A variety of assessment methods will be used in the examination and evaluation process for students of UG (Under Graduation) and PG (Post Graduation) programmes. This Policy Document would provide the framework for the examination systems and procedure for the students and it is conjunction with the Assessment Policy, Curriculum Design and Approvals Policy, Curriculum Approval Procedures, Student Code of Conduct and Student Misconduct Rule.

#### 2. SCOPE:

The autonomy is conferred on MLR Institute of Technology by UGC, based on its performance as well as future commitment and competency to impart quality education. The Examination is to assess the breadth and depth of the student's knowledge and critical analysis of major areas in the information field. The Examination Cell of MLR Institute of Technology is a confidential wing with superior responsibility for conducting internal examinations, external examinations, evaluation, publication of the results and to maintain the records of all the students through automation and customization.

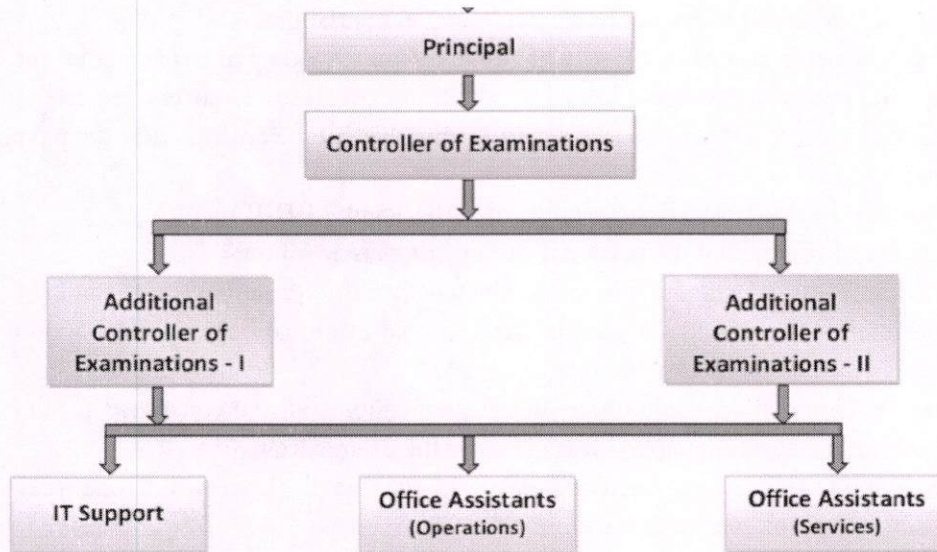
#### 3. POLICY STATEMENT

Exams help every teacher to understand the mental capacity of the students and to rectify their shortcomings. The Examination cell conducts Examinations to Moderate and validate the student's assessment performance. Assess the extent to which the student has achieved learning outcomes being assessed.

#### 4. RESPONSIBILITIES & IMPLEMENTATION METHOD

The exam evaluates the student's ability of learning. It is an effective way to analyze the knowledge of students. It is a measurement of how much they learn and constraint in the study. The Organization Structure for Examination Section as follows.

#### 4.1 Organization Structure for Examination Section




#### 4.2 Regular and Supplementary Examinations (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)

- Regular theory examinations will be conducted at the end of every semester with a minimum gap of 1 week for preparation.
- Semester end lab examinations will be conducted after the last working day of the semester. Apart from the regular end examinations the institute may also schedule and conduct supplementary examinations for all courses for the benefit of students with backlogs. Such students writing supplementary examinations as supplementary candidates may have to write more than one examination per day. Advanced supplementary examinations will be conducted for IV year II semester after announcement of regular results.
- External Examiners for lab, mini project and main project work will be nominated by the Principal.

#### 4.3. Question paper setting(Appeared in 1<sup>st</sup> Meeting Held on 01/12/2015)

- Question paper will be prepared by the external examiners appointed by principal/Chief Controller of examinations.
- Chief Examiners and examiners/evaluators for the courses will be nominated by Chairman-BOS. The chief examiner of the course will provide Scheme of Evaluation.
- \* Question paper pattern as per academic regulations.
- Question paper should prepare by using Blooms Taxonomy.

  
CONTROLLER OF EXAMINATIONS  
MLR INSTITUTE OF TECHNOLOGY  
DUNDIGAL, HYDERABAD-500 043.

#### **4.4 PROCEDURE FOR CONDUCTING INTERNAL EXAMINATIONS (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

4.4.1 Conduct of Sessional Examinations as mentioned in regulations.

If any candidate is absent or those who want to improve their internal marks for the regular CIE examinations are allowed to write any course of a current semester mid-term examination, a test will be conducted for him/her by the college after the payment of prescribed fee.

4.4.2 The final CIE Exam marks, is the average of MID-I and MID-II.

4.4.3 The process of conducting the sessional examinations is as follows:

- a) The coordinator of examinations nominated by the Principal/HoD shall be responsible for the smooth conduct of the sessional examinations with the support of the office staff and faculty invigilators.
- b) As per the common schedule of sessional examinations, all the concerned faculty shall submit the question papers/ Banks before the examination.
- c) The valuation shall be completed and the marks shall be displayed within one week after the conduct of every examination.
- d) Answer scripts will be shown to the students and any discrepancies/ errors will be attended by the faculty before submitting the final marks to the exam cell.

#### **4.5. CONDUCTION OF SEMESTER END EXAMINATION(Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

##### **4.5.1 Theory Course**

Semester end examination shall be of three hours duration and having weightage as per regulations of the total marks for UG & PG programs.

The process of conducting the semester end examinations is as follows:

- a) The controller of examinations for the concerned semester examinations shall be responsible for the smooth conduct of the semester end examinations with the support of the office staff and faculty invigilators drawn from the various departments.
- b) As per the schedule of examinations, the Controller of examinations in the presence of Principal will select one question paper of the course concerned from four question papers available and duly certified by the course moderator at least one hour before the conduct of examination.
- c) Controller of examinations with the help of the special invigilators will get all the selected question papers of the concerned courses printed in the required numbers and will be distributed 10 minutes before the commencement of examinations.
- d) An internal inspection squad comprising of three members constituted for the day of examinations by the Principal will visit all the examination halls and ensures that the examinations are conducted as per the code of conduct.
- e) By the next day of the completion of examination of the course concerned, all the answer scripts are coded with random number generation and transferred to the spot valuation coordinator.
- f) The spot valuation is completed within four days after the conduct of every examination.

- g) Examiners/Evaluators for the respective courses are identified and nominated by the chairman of the respective BOS.
- h) Results are announced within two weeks after the completion of the evaluation and approval from University.

#### **4.5.2 Laboratory Course(Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

Semester end examination shall be of three hours duration.

The process of conducting the semester end examinations is as follows:

- a) The common schedule for the semester lab examinations will be notified in the academic calendar.
- b) External Examiner shall be nominated by the Principal from the panel of experts recommended by HOD.
- c) Evaluation will be done by both internal and external examiners together.
- d) Results shall be submitted to the examination section in a sealed cover immediately after the completion of the laboratory examination.

#### **4.6 Evaluation Procedure for Theory Courses (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

The evaluation procedure shall be as follows:

- a) All answer scripts of UG/PG courses will be evaluated by two examiners i.e. One Internal & one External
- b) The best of the marks of the two evaluations shall be considered as the marks secured by the candidate.
- c) If the difference between First Evaluation and the Second Evaluation is more than 15% then the third examiner shall evaluate the script. If the difference between the third evaluation and the best of the previous two evaluation is above 15% then the third evaluation will be considered as final. In case, the difference between the third evaluation and the best of the previous two evaluation is below 15% then average of the best two would be considered.
- d) Reflection of change in the marks after challenge evaluation will be done only if the difference is equal to or above 15% of the maximum marks in the concerned subject.

#### **Evaluation Procedure for Theory Courses (Revised & Approved in 5<sup>th</sup> Meeting Held on 26/08/2019)**

The evaluation procedure shall be as follows:

- a) The institute shall adopt the system of central evaluation of the answer scripts by appointing the external examiners/evaluator from reputed institutions.
- b) All answer scripts of UG/PG courses will be evaluated by two examiners i.e. one Internal & one External.
- c) The best of the marks of the two evaluations shall be considered as the marks secured by the candidate.
- d) If the difference in awarded marks between First Evaluation and Second Evaluation is more than 15% then third examiner shall evaluate the script.

- i) If the difference in awarded marks between the third evaluation and best of the previous two evaluations is below 15% then the average of the best of the previous two evaluations and the third evaluation shall be the final awarded marks.
- ii) If the difference in awarded marks between the third evaluation and lower marks of the previous two evaluations is below 15% then the average of the lower of previous two evaluations and the third evaluation shall be the final awarded marks.
- iii) If the difference between 1<sup>st</sup> and 3<sup>rd</sup> evaluation is more than 15% and also the difference between 2<sup>nd</sup> and 3<sup>rd</sup> evaluations is more than 15%, then the third evaluation marks and the nearest among 1<sup>st</sup> and 2<sup>nd</sup> evaluation marks shall be averaged, provided the 3<sup>rd</sup> evaluation marks shall not be in between 1<sup>st</sup> and 2<sup>nd</sup> evaluation marks. Otherwise all the three evaluation marks shall be averaged.

**The following officials for central evaluation system will be appointed by the Chief Controller of examinations/Principal. (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

**(i) Coordinator- Central Evaluation**

Any faculty member at Professor/Associate Professor level shall be nominated as the in-charge of the spot valuation on rotation basis and will be responsible for conduct of the evaluation of the semester end answer scripts.

**(ii) Chief Examiners- Course wise:** Any faculty having at least 5 years of total teaching experience and taught the course concerned at least for three times shall be appointed as Chief Examiner by the Principal.

**(iii) Evaluators:** Evaluators shall be appointed by the Principal from the panel of the experts recommended by Controller of Examinations who are having at least three years of teaching experience and he/she must have taught the concerned course at least once.

**(iv) Scrutinizers/Tabulators:** The Controller of Examinations shall nominate Scrutinizers/Tabulators to scrutiny the answer scripts and tabulation of award list. Scrutinizers/Tabulators may be the faculty/Non-teaching staff from other disciplines to ensure the proper correction and tabulation of marks.

**4.7 Working Model for Central Evaluation System**

**(Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

- a) The concerned Chief Examiner of each course shall convene a pre-evaluation meeting of all the examiners/ evaluators associated and provide the scheme, solutions and discuss in details the various aspects of the evaluation process.
- b) No examiner/ evaluator shall leave the evaluation hall without completing the assigned work i.e. completion of evaluation and tabulation of all the answer scripts allotted.
- c) The spot coordinator shall issue to an examiner/ evaluator two bundles of answer books in a day each containing 40 scripts.
- d) To ensure uniformity in marking, a given question (or a set of questions) shall be evaluated by a single examiner for all the students registered in the course.

- e) After evaluation of each bundle the answer books along with the award list shall be handed over to the Scrutinizer/Tabulator by the concerned course Chief Examiner.
- f) To ensure the compliance with the scheme of valuation Chief examiners of the concerned course shall evaluate any four answer scripts selected randomly.
- g) In case the variation of marks awarded by the chief examiner is more than 15% of the evaluator, then Evaluator will be asked to re-evaluate.
- h) The chief examiner, examiner/ evaluator and scrutinizer shall sign on the marks tally of answer books which they have checked/evaluated and scrutinized in the space provided on the answer books.

**4.9 Academic Requirements for Promotion (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

As per Academic Rules and regulations.

**4.9 Completion of Regular B.Tech Program Course Study (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

**4.9.1 For UG:**

- a) For a Course: A student shall be deemed to have satisfied the Academic Requirements and earned the Credits allotted to each Course, if he secures not less than 35% marks in the End Semester Examination, and a minimum of 40% of marks in the sum Total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of Letter Grades, this implies securing P Grade or above in that Course.
- b) For Non-Credit Courses offered in a Semester has secured not less than 35% marks in the SEE, and a minimum of 40% of marks in the sum Total of the CIE and SEE taken together in such a course, then the student is **PASS** and will be qualified for the award of the degree. No marks or Letter Grade shall be allotted for these courses/activities. However, for non-Credit courses ‘**Satisfactory**’ or ‘**Unsatisfactory**’ shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

**4.9.2 For PG :**

- a) For a course : A student shall be deemed to have satisfied the Academic Requirements and earned the Credits allotted to each Course, if he secures not less than 40% marks in the End Semester Examination, and a minimum of 50% of marks in the sum Total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of Letter Grades, this implies securing P Grade or above in that Course.
- b) For Non-Credit Courses offered in a Semester has secured not less than 40% marks in the SEE, and a minimum of 50% of marks in the sum Total of the CIE and SEE taken together in such a course, then the student is **PASS** and will be qualified for the award of the degree. No marks or Letter Grade shall be allotted for these courses/activities. However, for non-Credit courses ‘**Satisfactory**’ or ‘**Unsatisfactory**’ shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

**4.10 Moderation/Grafting Rules (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

- 4.10.1 Results Committee/Moderation committee will decide the evaluation and moderation up to date.
- 4.11.2 For PHC students exemption of minimum pass marks would be 10% less in comparison to the normal students.

**4.12 Challenge Valuation (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

The challenge valuation is a facility given to the student where the valuation is done in the presence of the student. Challenge valuation of failed or passed subjects shall be performed as per the following norms.

- a. Applications for challenge for semester end examination are submitted within one week from the date of notification of the results/issue of marks card.
- b. The candidate should have attended the internal examination(s) as well as semester end examination for the courses applied for challenge valuation.
- c. The request for challenge valuation must be made in the format prescribed along with the challenging fee prescribed.
- d. The revaluation by challenge will be carried out by a three member committee comprising an external subject expert nominated by the Chief Controller, the faculty member chosen by the student and the third member is the BOS Chairman.
- e. Reflection of change in the marks after challenge evaluation will be done only if the difference is equal to or above 15% of the maximum marks in the concerned subject. If the grade is improved or there is a change in the status i.e., fail to pass, the improved grade shall be notified, otherwise, the previous grade will remain.
- f. Challenge valuation fee will be refunded, if the difference in the grade obtained has two jumps when compared with the grade secured earlier otherwise the fee paid will be forfeited.

**4.13. Issue of Transcripts. (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

After successful completion of prerequisite credits for the award of degree a Transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued if required after the payment of requisite fee and also as per norms in vogue.

**4.14. Improvement of Grades and Completion of the Course (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

Candidates who have passed in a theory paper are allowed to appear again for one theory paper only once in order to improve his/her grade, by paying the fee prescribed by the College. Such candidates are allowed to appear for improvement examination only once in the next immediate instant examination only. If candidate improves his/her grade, then his/her improved grade will be taken into consideration for the award of GPA only. The improved grade shall not be higher than A+. Such improved grade will not be counted for the award of prizes/medals, Rank and Distinction. If the candidate does not show improvement in the grade, his/her previous grade will be taken into consideration. Candidates will not be allowed to improve marks/grade in the internal assessment, Lab, seminars and Project Work.

**4.15. Letter Grade and Grade Point (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

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

**For UG Programmes**

<i>% of Marks Secured (Class Intervals)</i>	<i>Letter Grade (UGC Guidelines)</i>	<i>Grade Points</i>
80% and above ( $\geq 80\%$ , $\leq 100\%$ )	O (Outstanding)	10
Below 80% but not less than 70% ( $\geq 70\%$ , $< 80\%$ )	A <sup>+</sup> (Excellent)	9
Below 70% but not less than 60% ( $\geq 60\%$ , $< 70\%$ )	A (Very Good)	8
Below 60% but not less than 55% ( $\geq 55\%$ , $< 60\%$ )	B <sup>+</sup> (Good)	7
Below 55% but not less than 50% ( $\geq 50\%$ , $< 55\%$ )	B (above Average)	6
Below 50% but not less than 45% ( $\geq 45\%$ , $< 50\%$ )	C (Average)	5
Below 45% but not less than 40% ( $\geq 40\%$ , $< 45\%$ )	P (Pass)	4
Below 40% ( $< 40\%$ )	F (FAIL)	0

**For PG Programmes**

<i>% of Marks Secured (Class Intervals)</i>	<i>Letter Grade (UGC Guidelines)</i>	<i>Grade Points</i>
80% and above ( $\geq 80\%$ , $\leq 100\%$ )	O (Outstanding)	10
Below 80% but not less than 70% ( $\geq 70\%$ , $< 80\%$ )	A <sup>+</sup> (Excellent)	9
Below 70% but not less than 60% ( $\geq 60\%$ , $< 70\%$ )	A (Very Good)	8
Below 60% but not less than 55% ( $\geq 55\%$ , $< 60\%$ )	B <sup>+</sup> (Good)	7
Below 55% but not less than 50% ( $\geq 50\%$ , $< 55\%$ )	B (above Average)	6
Below 50% ( $< 50\%$ )	F (FAIL)	0

A student obtaining F Grade in any Subject shall be considered 'failed' and will be required to reappear as 'Supplementary Candidate' in the End Semester Examination (SEE), as and when offered. In such cases, his Internal Marks (CIE Marks) in those Subject(s) will remain same as those he obtained earlier.

**Letter Grade and Grade Point (Revised & Approved in 3<sup>rd</sup> Meeting Held on 05/08/2017) Implemented from 2017-18 academic year onwards**

**For UG Programmes**

<i>% of Marks Secured (Class Intervals)</i>	<i>Letter Grade (UGC Guidelines)</i>	<i>Grade Points</i>
90% and above ( $\geq 90\%$ , $\leq 100\%$ )	O (Outstanding)	10
Below 90% but not less than 80% ( $\geq 80\%$ , $< 90\%$ )	A <sup>+</sup> (Excellent)	9

Below 80% but not less than 70% ( $\geq 70\%$ , $< 80\%$ )	A (Very Good)	8
Below 70% but not less than 60% ( $\geq 60\%$ , $< 70\%$ )	B <sup>+</sup> (Good)	7
Below 60% but not less than 50% ( $\geq 50\%$ , $< 60\%$ )	B (above Average)	6
Below 50% but not less than 40% ( $\geq 40\%$ , $< 50\%$ )	C (Average)	5
Below 40% ( $< 40\%$ )	F (FAIL)	0

For PG Programmes

<i>% of Marks Secured (Class Intervals)</i>	<i>Letter Grade (UGC Guidelines)</i>	<i>Grade Points</i>
90% and above ( $\geq 90\%$ , $\leq 100\%$ )	O (Outstanding)	10
Below 90% but not less than 80% ( $\geq 80\%$ , $< 90\%$ )	A <sup>+</sup> (Excellent)	9
Below 80% but not less than 70% ( $\geq 70\%$ , $< 80\%$ )	A (Very Good)	8
Below 70% but not less than 60% ( $\geq 60\%$ , $< 70\%$ )	B <sup>+</sup> (Good)	7
Below 60% but not less than 50% ( $\geq 50\%$ , $< 60\%$ )	B (above Average)	6
Below 50% ( $< 50\%$ )	F (FAIL)	0

**4.16. Award of Degree (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

After a student has satisfied the requirement prescribed for the completion of the Program and is eligible for the award of B. Tech. Degree he shall be placed in one of the following four classes Shown in Table:

For UG Programmes

Table: **Declaration of Class based on CGPA (Cumulative Grade Point Average)**

<b>Class Awarded</b>	<b>Grade to be Secured</b>
First Class with Distinction	$\geq 7.75$ CGPA
First Class	6.75 to $< 7.75$ CGPA
Second Class	5.75 to $< 6.75$ CGPA
Pass Class	5.0 to $< 5.75$ CGPA
FAIL	CGPA BELOW 5

Degree with Distinction will be awarded to those students who clear all the subjects in single attempt and secure a CGPA  $\geq 8.0$  during his/her regular course of study.

For PG Programmes

Table: Declaration of Class based on CGPA (Cumulative Grade Point Average)

Class Awarded	CGPA
First Class with Distinction	$\geq 7.75$
First Class	$6.75 \leq \text{CGPA} < 7.75$
Second Class	$6.00 \leq \text{CGPA} < 6.75$
FAIL	CGPA BELOW 6

Award of Degree (Revised & Approved in 3<sup>rd</sup> Meeting Held on 05/08/2017)  
Implemented from 2017-18 academic year onwards.

For UG Programmes

Table: Declaration of Class based on CGPA (Cumulative Grade Point Average)

Class Awarded	Grade to be Secured
First Class with Distinction	CGPA $\geq 8.00$
First Class	$\geq 6.50$ to $< 8.00$ CGPA
Second Class	$\geq 5.50$ to $< 6.50$ CGPA
Pass Class	$\geq 5.00$ to $< 5.50$ CGPA
FAIL	CGPA $< 5$

For PG Programmes

Table: Declaration of Class based on CGPA (Cumulative Grade Point Average)

Class Awarded	CGPA
First Class with Distinction	CGPA $\geq 8.00$
First Class	$\geq 7.00$ to $< 8.00$ CGPA
Second Class	$\geq 6.00$ to $< 7.00$ CGPA
FAIL	CGPA BELOW 6

**4.17. MALPRACTICES RULES - DISCIPLINARY ACTION FOR /IMPROPER CONDUCT  
IN EXAMINATIONS (Approved in 1<sup>st</sup> Meeting Held on 01/12/2015)**

S. No	Nature of Malpractices / Improper Conduct	Punishment
1 (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.

(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the Principal.
3	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner	Cancellation of the performance in that subject.

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

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

**Digital Evaluation (Approved in 4<sup>th</sup> Meeting Held on 18.07.2018)**

- In order to make the existing evaluation system more transparent, it is proposed to introduce revaluation.
- From the academic year 2018-19 onwards there is an option to implement Digital Evaluation system

**Extend Digital Valuation for all years & courses ( UG & PG) (Approved in 4<sup>th</sup> Meeting Held on 26.08.2019)**

- The members were kind enough in permitting Digital Valuation for M.Tech & I B.Tech. II-Sem as pilot project in for the examinations held in May/June 2019. The Digital Valuation is implemented successfully overcoming all hurdles.
- In this connection the academic council has accorded permission to implement Digital Valuation for all the years and courses at UG & PG level.

**Grace Marks (Approved in 4<sup>th</sup> Meeting Held on 26.08.2019)**

- The academic council approved the proposal to award grace marks as follows.
- Maximum of 10% marks of external of subject will be given to candidate for a maximum of two subjects, those who are not able to obtain degree due to lack of one or two subjects. The grace marks shall be awarded based on the request of the student.

**Grace Marks (Revised & Approved in 7<sup>th</sup> Meeting Held on 16.03.2021)**

A maximum grace marks equal to 0.15% (Maximum 10 marks) of the total aggregate marks of all subjects / courses of all semesters can be awarded on the request of student". The academic council approved the proposal to award grace marks to a UG & PG student who is unable to complete the degree due to backlog(s) in one or two theory courses/subjects (except Labs, Seminars, Project work & Comprehensive Viva-voce examinations).

**Preservation of assessed answer books (Approved in 5<sup>th</sup> Meeting Held on 26.08.2019)**

- a) The proposal to preserve all the valued answer books for two years from the date of announcement of the concerned results in strong room of examination cell was approved by the academic council after thorough discussion on the requirements and logistics.
- b) The committee members suggested keeping few samples before disposal, two scripts all subjects/courses at least for any future verification by any agencies. The committee also advised to inform the students that the scripts shall be disposed after two years from declaration of results and they have no right to claim afterwards. Therefore it is advised to resolve any grievances within two weeks from the date of declaration of results.

**Cancellation of Improvement examinations (External) (Approved in 7<sup>th</sup> Meeting Held on 16.03.2021)**


As per the oral instructions received from JNTUH, it is proposed to withdraw the improvement examination offered for SEE (Semester End Examination) for the students admitted from the academic year 2021-22 onwards.

**5. COMPLAINTS/GRIEVANCES REGARDING EXAMINATIONS**

- a) Grievances/Complaints if any regarding examinations may be brought to the notice of the Controller of Exams in writing on the same day or the latest by the following office working day and they shall be referred to the concerned exam committee/person.
- b) It shall be communicated to the aggrieved and redress them at the earliest but not later than ten working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.

**6. COMMUNICATION**

Any communication uploaded on the official college website and displayed on notice board shall deemed to have been communicated to the persons concerned.

  
**CONTROLLER OF EXAMINATIONS  
MLR INSTITUTE OF TECHNOLOGY  
DUNDIGAL, HYDERABAD-500 043.**