

Examination Rules Prescribed for the Academic Year (2021-2022) onwards:

A Class Test will be conducted by the respective course teacher during his/her period of teaching after **three weeks** of commencement of classes. However, the class test marks will not be taken into account for the calculation of CIA marks. For the absentees or late admission a retest will be conducted. Class Test will be considered as one of the **primary eligibility** to write Continuous Internal Assessment Test.

Continuous Internal Assessment Test I & II

There will be two continuous internal assessment tests (CIA). The test portion of syllabus for CIA Test I will be first 2 and half units of the concerned course syllabus and for CIA Test II will be the second 2 and half units of the concerned course syllabus.

Duration of Internal assessment test is 1½ hours. The time table will be drafted by the COE Office the same will be displayed in the Notice Board and also in their respective logins, for the information of the students. Answer scripts of the CIA Tests **will be valued by the respective course faculty** in the COE office.

The valued answer scripts will be distributed to the students for verification and signature. Then the marks are finalized and sent to COE Office, through the Principal along with the answer scripts.

Continuous Internal Assessment Test I & II - Assessment Details – UG Programmes

Theory Courses for Part – I, II, III, and IV (including Skill Based & Non – Major Elective)				
Sl. No.	Active Assessment Component	Maximum Marks	Converted To	Overall Distribution
1.	CIA - I	50	15	25
2.	CIA - II	50		
3.	Assignment/Seminar	10	5	
4.	Attendance	5	5	
End Semester Examination Mark - 75				

Value Education & Environmental Studies Courses				
Sl. No	Active Assessment Component	Maximum Marks	Converted Marks	Overall Distribution
1.	CIA - I	50	20	25
2.	CIA - II	50		
3.	Attendance	5	5	
End Semester Examination Marks - 75				

Physical Education Course				
Sl. No	Active Assessment Component	Maximum Marks	Converted Marks	Overall Distribution
1.	Internal Assessment	25	20	25
2.	Attendance		5	
End Semester Examination Marks - 75				

Lab / Practical Courses				
Sl. No.	Active Assessment Component	Maximum Marks	Converted Marks	Overall Distribution
1.	CIA - I	50	20	40
2.	CIA - II	50		
3.	Assignment / Viva-Voce	10	10	
4.	Project Reviews / Observation	10	10	
End Semester Examination Marks - 60				

CIA Test Question Paper pattern and blue-print - Theory Courses - UG

Part-A: 12 questions	12 x 01=12 marks
Part-B: (either or choice) 3 questions	03 x 06=18 marks
Part-C: (either or choice) 2 questions	02 x10=20 marks
Total	50 Marks

The CIA question paper consists of the following components:

- I. Part – A – (12 x 1 = 12) – 12 questions
- II. Part – B – (3 x 6 = 18) – 3 Either or questions
- III. Part – C – (2 x 10 = 20) – 2 Either or questions

The K – Level distribution mark ratio will be

- 60 Marks - (K1 – K3)
- 40 Marks - (K4 – K6)

The skeletal representation for the section-wise distribution is as follows:

Sl. No.	Section	Question Numbers	Maximum Marks	K Level	% of question in K Levels
1.	Part – A	Q1 – Q8	8	K1 – K3	K1 – K3 = 60%
		Q9 – Q12	4	K4 – K6	
2.	Part – B	Q13a, Q13b, Q14a, Q14b	12	K1 – K3	
		Q15a, Q15b	6	K4 – K6	
3.	Part – C	Q16a, Q16b,	10	K1 – K3	
		Q17a, Q17b	10	K4 – K6	
TOTAL MARKS			50		

Continuous Internal Assessment Test I & II - Assessment Details – PG Programmes

All PG Programmes - Master of Business Administration, M.Sc. Visual Communication & All P.G Diploma Programmes

CIA – Theory – 40 Marks				
Sl. No	Active Assessment Components	Conduction of Exam	Converted Marks	Over all distribution
1.	CIA – I	50 Marks	20	40
2.	CIA – II	50 Marks		
3.	Assignment I & II (M.Sc. VC & All PG Diploma Courses)	5 Marks	10	
	Assignment I & PLP (MBA)	5 Marks		
4.	Presentation	10 Marks	10	
End Semester Examination Marks – 60				

MBA Programme – Internal Only Courses

CIA – Theory / Practical – 50 Marks				
Sl. No	Active Assessment Components	Conduction of Exam	Converted Marks	Over all distribution
1.	CIA – I	50 Marks	30	50
2.	CIA – II	50 Marks		
3.	Assignment I &	5 Marks	10	
	PLP *	5 Marks		
4.	Presentation	10 Marks	10	

*PLP – Personal Learning Programme

M.Sc Visual Communication & All P.G Diploma Programmes

CIA – Lab / Practical - 40 Marks				
Sl. No	Active Assessment Component	Conduction of Exam	Converted Marks	Overall Distribution
1.	CIA - I	50	20	40
2.	CIA - II	50		
3.	Assignment / Viva-Voce	10	10	
4.	Project Reviews / Observation	10	10	
End Semester Examination - 60 Marks				

CIA Test Question Paper pattern and blue-print - Theory Courses – PG & PG Diploma Courses

The CIA question paper consists of the following components:

- I. Part – A – (12 x 1 = 12) – 12 Questions
- II. Part – B – (3 x 6 = 18) – 3 Either or Questions
- III. Part – C – (1 x 20 = 20) – 2 Open Choice Questions

The K – Level distribution mark ratio will be :

20 - (K1 – K3): 10 - (K4 – K6) – Part – A & Part – B

20 - (K1 – K3) OR 20 - (K4 – K6) – Part – C

The skeletal representation for the section distribution is as follows:

Sl. No.	Section	Question Numbers	Maximum Marks	K- Level	% of questions of K Level
1.	Part – A	Q1 – Q8	8	K1 – K3	K1 – K3 = 28% K4 – K6 = 72%
		Q9 – Q12	4	K4 – K6	
2.	Part – B	Q13a, Q13b,	6	K1 – K3	
		Q14a, Q14b Q15a, Q15b	12	K4 – K6	
3.	Part – C	Q16 (or) Q17 **	20	K4 – K6	
TOTAL MARKS			50		

** In Part – C section, the question 16 must be considered from the K – levels, K1 – K3 and the question 17 must be considered from the K – levels, K4 – K6.

Assignment / Seminar

This part of evaluation may be either in the form of two assignments or 1 Assignment + 1 seminar conducted before CIA 1 and CIA 2 respectively by the course faculty.

The marks secured by the students in their assignments and/or seminars will be averaged to a maximum of 5 marks.

Assignment - Both Theory and Practical		
Timely Submission	Method of Presentation	Content Delivery / Application / Analysis / Creativity
2 Marks	3 Marks	5 Marks

Viva – Voce – Lab / Practical	
Handling Queries	Experiment Result
5 Marks	5 Marks

Rubrics for Assignment: Master of Business Administration

Two types of assignments shall be given, as below:

- One assignment (Hand-written or Timely Submission) on the contemporary issues related to the subject; topic should be mandatorily to test the evaluation and creation skills of the students. (5 marks)

Timely Submission	Content	Comprehension	Communication	Creativity
1 Mark	1 Mark	1 Mark	1 Mark	1 Mark

- PLP (Personal Learning Paper): - 5 marks

Rubrics for Assignment: M.Sc Visual Communication & All P.G Diploma Programmes

Two Assignments of each 5 Marks will be given and it is consolidated to 5 marks as an Assignment component.

Timely Submission	Content Delivery	Creativity
1 Mark	3 Marks	1 Mark

Rubrics for Presentation: Master of Business Administration

- Parameters for presentations (10 Marks)
 - Content & Cognitive Process
 - Communication
 - Presentation Style
 - Handling Queries
 - Team Work (if team presentation)

Rubrics for Presentation: M.Sc Visual Communication & All P.G Diploma Programmes

Communication	Presentation Style	Content	Handling Queries
2 Marks	3 Marks	2 Marks	3 Marks

Attendance:

The students who have 86% and above attendance are eligible to write the End Semester Examination without any fine.

Attendance Eligibility % at the end of the semester	Eligibility and Low Attendance Fees
86% and above	No Fine
81-85%	Rs 100/-
76-80%	Rs 150/-
70-75%	Rs 300/-

Condonation Fee Details:	
60-69 %	Eligible with Condonation fee of Rs.1000/-
Below 60 %	Repeat the Semester

Rules Relating to the Grant of Condonation of Shortage of Attendance:-

1. The Minimum Attendance Eligibility is 70% (Mandatory).
2. The students who have below 70% attendance in a semester are permitted to apply for condonation only once during the academic year.
3. The fee for application for condonation of shortage of attendance shall be Rs. 1000/- (Rupees One Thousand only). Fee shall be paid in the College Office.
4. The application for condonation of shortage of attendance shall be accompanied by the receipt of condonation fee and be submitted in the College Office.
5. In case the shortage of attendance is beyond condonable limit (less than 60%) such students must repeat the semester for making up the shortage of attendance to become eligible for reappearing in the End Semester Examination after the completion of their programme.
6. He/she shall repeat the semester only after completion of his/her entire program i.e. all 6 semesters of an UG program or all 4 semesters of a PG program or all 2 semesters of a PG Diploma program.
7. Repeat semester of an odd semester can be studied only on the successive odd semester after course completion.
8. Similarly Repeat semester of an even semester can be studied only on the successive even semester after course completion.

9. The concerned HODs shall submit a declaration about the validity of syllabus of all courses he/she studies in the **‘Repeat semester’**.
10. The process of repeating the semester shall be applicable for the candidates who have lost their attendance due to suspension from classes on disciplinary grounds / due to non-payment of fees / Health issues.
11. Course-wise Attendance Marks shall be submitted to the CoE office as per the following scales, on the last working day of the Semester by the course faculty.

Attendance Percentage	Marks	Attendance Percentage	Marks
60-69	1.0	81-85	3.5
	(Applicable to condonation eligible students only)	86-90	4.0
70-75	2.0	91-95	4.5
76-80	3.0	96-100	5.0

Re-Test for CIA Test I & II

The students who are absent for Continuous Internal Assessment I (or) II, will be permitted to appear for Re-Test on any one of the following grounds. This retest process, on request, will be carried out through the proper channel.

- 1. Self-Hospitalization.**
- 2. Hospitalization of Parents.**
- 3. Marriage of Siblings.**
- 4. Condolence of any blood relations.**

The procedure for applying for the re-test will be as follows:

1. In case of any illness / accident, Re-test application should be submitted to the Principal's office within 3 days from the date of the student reporting to the classes.
2. Respective student must submit the Medical Certificate along with the application for the re-test.
3. In case of marriage of siblings the student shall submit the retest application before one week of commencement of CIA Tests with a copy of marriage invitation.
4. The application of the student appearing for the re-test must be forwarded to the Principal through the HoD with his / her remarks.
5. On the recommendations of the HoD, the Principal will forward the request to the CoE.
6. The Controller of Examinations will announce the re-test dates to the Principal's office with a copy to HoD.

End Semester Examination (ESE) – Theory Courses

At the end of Odd and Even semester, the End Semester Examinations will be conducted in the month of October/November & March in every year. The students should satisfy the attendance regulations for appearing in the semester examinations. The passing minimum regulation for ESE is as follows.

Programme	ESE Passing Minimum	Aggregate Passing Minimum
UG	40%	40%
PG	50%	50%
PG Diploma	50%	50%

The process of registration of candidates for regular courses is automatic. However, for arrear courses, the students shall register separately in the prescribed form mentioning the course for which the candidates appear for the examinations. The form can be collected from the Principal's office.

With respect to the date of application for arrear subjects, the dates "with or without fine" will be intimated by the CoE office 45 days before the commencement of the arrear examinations to the Principal's office. It will also be put up on the notice board for information to the students.

The time table for semester examinations will be drafted by the COE office staff and sent to HODs for verification. After incorporating the suggestions, if any proposed by the HODs, the Semester time table will be finalized and sent to Principal, SLCS, all the HODs, Exam-Cell and to the students through notice board.

The Hall Tickets and Nominal Roll will be printed and sent to the Principal office for distribution to eligible students, after observing relevant rules.

Blueprint of End Semester Examinations – Question Papers - UG Programmes - Theory

End Semester Examination for theory courses is conducted as two phases as follows

1. Course Viva – 20 marks
2. Written Examination – 80 marks

On account of introduction of Course Viva there will be no Part – A (objective type questions) in the written examination. The written examinations will be conducted in descriptive mode for the duration of 2.5 hours for all theory courses. With regard to practical courses the duration will be 3 hours.

Also for arrear examinations, there will be no course Viva and the examination will be conducted for 3 hours.

End Semester Written Examination - Question Paper – Pattern

The End Semester Examination question paper consists of the following components:

- ✓ Each section contains the distribution of marks as
 - Part – A – (20 x 1 = 20) – 20 questions
 - Part – B – (5 x 6 = 30) – 5 Either or Questions
 - Part – C – (2 x 25 = 50) – 3 Open Choice Questions
- ✓ The K – Level distribution ratio will be : **60 (K1 – K3) : 40 (K4 – K6)**

The skeletal representation for the section distribution is as follows:

Sl. No.	Section	Questions	Question Numbers **	Total Marks 100	K – Level	% Of Questions In K – Level
1.	Part – A	Mandatorily the questions must be considered from all the FIVE modules	Q1 – Q12	12	K1 – K3	K1 – K3 = 60% K4 – K6 = 40%
			Q13 – Q20	8	K4 – K6	
2.	Part – B		Q21a, Q21b, Q22a, Q22b, Q23a, Q23b	18	K1 – K3	
			Q24a, Q24b, Q25a, Q25b	12	K4 – K6	
3.	Part – C		Q26a, Q26b, Q27a, Q27b, Q28a, Q28b	30	K1 – K3	
			Q29a, Q29b, Q30a, Q30b	20	K4 – K6	
TOTAL MARKS				100		

Note:

- In the Skeletal Representation table the column Question Numbers ** defined as:
 - Q1 – Q12 – must be covered from the 5modules.
 - Q13 – Q20 – must be covered from the 5modules
 - Q21 – Q25 – must be covered from the FIVE modules.
 - Q26 – Q28 – must be covered from the FIVE modules.
- In Part – B section, the choice questions (a) or (b) must be considered from the same K – Levels.
- In Section B and C, the choice questions (a) or (b) must be considered from the same K-Levels.

Blueprint of End Semester Examinations – Question Papers - PG & PG Diploma Programmes - Theory

The End Semester Examination question paper consists of the following components:

- ✓ Total Marks of End semester examination is 100 Marks

- ✓ Each section contains the distribution of marks as
- ✓
 - Part – A – (20 x 1 = 20) – 20 Questions
 - Part – B – (5 x 6 = 30) – 5 Either or Questions
 - Part – C – (2 x 25 = 50) – 3 Open Choice Questions

The K – Level distribution ratio will be : **55 (K1 – K3) : 45 (K4 – K6)**

The skeletal representation for the section distribution is as follows:

Sl. No.	Section	Questions	Question Numbers **	Total Marks 100	K – Level	% Of Questions In K-Level
1.	Part A	Mandatorily the questions must be considered from all the FIVE modules	Q1 – Q12	12	K1 – K3	K1 – K3 = 43%
			Q13 – Q20	8	K4 – K6	
2.	Part B		Q21a, Q21b,	6	K1 – K3	K4 – K6 = 57%
			Q22a, Q22b, Q23a, Q23b, Q24a, Q24b, Q25a, Q25b	24	K4 – K6	
3.	Part C		Q26, Q27	25	K1 – K3	
			Q28	25	K4 – K6	
TOTAL MARKS				100		

Note:

- In the Skeletal Representation table the column Question Numbers ** defined as:
 - Q1 – Q12 – must be covered from the FIVE modules.
 - Q13 – Q20 – must be covered from the FIVE modules.
 - Q21 – Q25 – must be covered from the FIVE modules.

- Q26 – Q28 – must be covered from the FIVE modules.
- In Part – B section, the choice questions (a) or (b) must be considered from the same K – Levels.
- In Part – C section, the questions 26 and 27 must be considered from the K – levels, K1 – K3 and the question 28 must be considered from the K-levels, K4 – K6.

ESE Evaluation Details For Lab / Practical Courses – PG programmes

M.Sc Visual Communication & All P.G Diploma Programmes

End Semester Examination – 60 Marks			
Sl. No	Active Assessment Component	Distribution of Marks	Overall Distribution
1.	Aim	5	60
2.	Procedure	5	
3.	Observation/ Methodology	25	
4.	Result	10	
5.	Viva – voce	5	
6.	Class Record	10	
Total		60	

Internship / Project Work / Summer Training

Internship / Project Courses	
Internal Components	
Attendance	5 Marks
Review – I	10 Marks
Review – II	10 Marks
Review – III	10 Marks
Implementation /Final Internship / Project Report Submission	25 Marks
Total	60 Marks
External Components	
Presentation	20 Marks
Viva Voce	10 Marks
Implementation /Final Internship / Project Report Submission	10 Marks
Total	40 Marks

Project Review components for CAPSTONE Projects

Master of Business Administration

Internal Component	
Pre-Project discussion	10 Marks
Mid Project Review / Presentation	20 Marks
Pre-Final Draft submission	10 Marks
Active Interaction with Faculty Guide	20 Marks
External Component	
Final Project Report / Presentation	40 Marks
TOTAL	100 Marks

Rubrics for Evaluation of Project / Internship / Summer Training

Internal - Review – I / II / III			
Title	Abstract	Presentation	Handling Queries
2 Marks	2 Marks	3 Marks	3 Marks

Guidelines for Internship / Project Work

Based on the Programme curriculum, the respective students will take up an internship / project at the end of the IV/V/VI semester each student shall submit an internship / project report. The topic selected must be unique and specific.

- Topics selected are to be specific and unambiguous.
- There will be three reviews in which progress of the candidate in each stage will be ascertained and marks will be awarded by the Internal Guide.
- The student either has to show the working file/ Shoot progress at each of the reviews.
- Five marks will be assigned for attendance during the project work. This will be monitored using a work diary signed by the company guide and countersigned by the faculty supervisor.
- The students should report on a date fixed by Internal Guide for review in the process in the project every month. The students are to report to the Internal Guide and correction should be obtained in the project then and there.
- At the end of third review, the Internal Guide should verify the project and must show to the HOD for verification.
- A copy of the synopsis should be sent through proper channel to the COE before 15 days of the commencement of Project Viva Examination.
- 2 copies of Final Project report signed by Internal Guide, HO and Principal should be forwarded to the COE before 5 days of commencement of Project examination.
- The project report submitted to the external examiner without the signature of the Principal / COE will be summarily rejected.
- The above procedure is applicable for Internal Projects also.

In case of an Internship / Project done at the end of IV Semester for any programs the mark will be reflected along with the V Semester mark statement and the same will be shown in the V Semester syllabus.

Common Transparency Session

1. The process of transparency is introduced for the End Semester Examination for all UG and PG Programmes.
2. By this process, the students are given an opportunity to view their answer scripts in the presence of examination authorities and concerned course teachers.
3. This process enhances credibility and minimizes the chance of revaluation and retotalling.
4. For the purpose, the HODs shall make arrangements for the display of the scheme of valuation for the question paper for which the examination is conducted, is displayed in the department notice board on the afternoon session.
5. The course faculty may also make the scheme of valuation in the students in Google classroom / group Email / Students Whatsapp group on the day of examination itself.
6. By this process the students are well informed about the scheme upon which their answer scripts for each theory course is evaluated.
7. In this system, there will be single valuation by the concerned Internal Course Faculty and no external evaluators shall be appointed.
8. After the completion of valuation by the course faculty the COE shall store the answer scripts in her office for further processing of results.
9. The process should not be missed as each student should be made aware of the answer scheme in which their answer scripts will be valued.
10. Once the valuation of all courses of a particular program is over the COE shall declare the provisional results i.e. Pass/RA status of the candidates.
11. After declaration of provisional results, a **Transparency** session shall be arranged by the COE.
12. A transparency panel will be constituted for each program with the HoDs and all faculty of the department as panel members.
13. The schedule for the Transparency session will be prepared by the COE office and will be intimated to the respective departments through Principal.
14. Students shall attend the Transparency session as per schedule. They are supposed not to bring any pens, pencils etc for the session.

15. If a student is absent for the session, it shall be deemed that he/she agrees with the marks secured by him/her in all of the courses he/she appeared for.
16. During the transparency session, the semester Exam answer scripts of all courses of the program shall be distributed to the students for verification.
17. After verification, the students shall return the answer scripts to the Panel and acknowledges the marks he/she scored in a format provided. (with the pen kept in the panel table)
18. Once the verification process is over, the HoDs shall arrange to return all the verified answer scripts to the COE.
19. If the students feel that there is any deviation in the evaluation, or if they feel that their answer deserve more marks, or there is any total mistakes, they can make a formal claim to the Transparency Panel.
20. The panel will evaluate the representation of the students and shall prescribe remedial action, if the panel deems the representation fit.
21. The marks will be corrected accordingly. If the panel disagrees with the claim of the students, the same will be rejected.
22. If the student still insists on his representation, the same shall be brought to the notice of the Principal.
23. On recommendation of the Principal, the COE shall arrange for reevaluation of answer scripts by another examiner, either Internal faculty or external subject expert.
24. Subsequently after completion of the entire process, the final results shall be processed by the COE and final results will be declared after ratification by the Awards committee in its subsequent meeting.
25. The transparency session is conducted only for all regular theory courses.
26. No transparency process for arrear or repeat or instant examinations

Repeat/Supplementary (Instant Repeat) Examinations for each Semester

1. A student appears his first semester during the month of October.
2. After writing his first semester, if he has got any arrear in his first semester, he is given an additional opportunity to write his arrear papers, during the middle of the subsequent semester i.e. during the month of January. This exam is called 'Current Repeat Exam'.

3. Similarly, for the second semester, if he gets any arrear papers, he is given an opportunity during the middle of subsequent semester, i.e. during the month of August. This process applies for all semesters.
4. By this process the candidate can write the repeat examinations of the current semester arrears papers including practical papers.
5. The examination fees for writing repeat examination is proposed as follows (not discussed in the EEC Meeting)
6. Also with regard to the arrears appearance of any papers the candidates are restricted to write the odd semester arrear papers in odd semester and even semester arrears papers in even semesters only. For example the arrears papers of October can be written in the subsequent October examinations only.
7. The repeat examinations procedures are similar to the existing practice i.e. the candidate can write any number of arrear papers of all of his 1 to 6 semesters in the repeat examinations conducted during the end of the program.
8. In this new proposal, the program extension period may be cut short based on UGC guidelines as $N + 2$ years for both UG and PG programs as against the existing practice of $N + 4$ years for UG and $N + 3$ years for PG programs. (N is the program completion period) as more attempts are available for the student during the tenure of the program itself. Also the candidate will be given one year extension in addition to the above, in case of any exigencies, as per the guidelines of the UGC.
9. After the program completion period, he can write his arrear papers as private candidate.
10. While as a Private candidate he/she doesn't have any restriction of odd or even semester
11. The student can clear the arrear papers, while the knowledge of the course is afresh in student's mind.
12. The candidate need not carry the burden of the arrear examination throughout the entire Program period.
13. This system will be helpful for the faculty members also, as they can monitor and counsel the students to clear their arrears earlier.
14. Ultimately this will help the students to attain placement opportunities as they may complete the arrear examinations during the tenure of the program itself.

Extra Credit courses

Apart from regular curriculum students are offered extra credit courses and self study courses to hone their skills for employment. Some of the extra credit courses are Jeevan Kaushal, MOOCs, Course Innovation and Tech Presentation. The credits earned by the candidates in such extra credit courses will be incorporated in the Consolidated Mark Statements.

Transcript

Students those who have registered for their higher studies aboard can apply for transcript by paying the prescribed fees to the COE office with the following particulars

1. Xerox copy of all the semester Mark sheets & Consolidated Mark statement.
2. Proof for applying for higher studies aboard.

Issue of Mark Statement

After publication of the semester examination results, Individual Semester Mark Statements will be issued to the all students who have registered and appeared for particular semester examination. In respect of final semester students in addition to the Individual Mark Statement, a consolidated Mark Statement will be issued, if they have successfully completed the course.

Duplicate mark sheets (semester / consolidated) will be issued by the COE based on the request from the candidates on payment of prescribed fees along with the FIR copy of loss of mark sheet.

Malpractice in Examinations & Scale of Punishments

The students are expected to behave properly during examinations. No discussions or conversations in whatever matter is permissible in the Exam Hall. With respect to any malpractice during examination the invigilator of the particular examination hall will intimate the COE about Malpractice through the Principal with the documental evidence.

When malpractice is noticed, the student should be directed to give a letter stating that the mistake is committed and **counter signature of the students sitting in front and back of the student will have to be obtained as witness.** After the examination is over the malpractice case will have to be reported to the COE by the Principal in writing along with the documental evidences produced by the invigilator of the hall.

A discipline committee will be constituted by the COE with the following members **to enquire and to decide on the scale of punishment for malpractice as per the prevailing rules.**

Members of the Discipline Committee

1. The Principal, SLCS (Chairman).
2. Controller of Examinations
3. HOD of the respective department.
4. Examination Co-ordinator

The invigilator, the students who have counter signed in the malpractice document may be invited for enquiry. **No other person will be allowed to attend the enquiry.**

After enquiry is over, the student may be awarded punishment or exonerated as per the rules, depending upon the nature of mistake committed by the student. **The particular student may be permitted to write subsequent examinations, if permitted** by the Discipline Committee.

No Re-test / Re-Examination is permissible for Malpractice.

Scale Of Punishments For Malpractices

Offence:

1. A Candidate found in the possession of printed hand written notes or bits of paper

- Copying from printed or hand written notes or bits of paper
- Talking, whispering or making visible signs with other candidates.
- Found indulging in any activity that might be considered as malpractice by the invigilator and the chief superintendent.

Punishment:

1st TIME: Particular subject/paper in that particular component in which he has committed malpractice will not be valued and 'zero' marks will be awarded.

2nd TIME: All Examinations in that semester before the malpractices incident and including the said examination will stand cancelled. Further he/she shall be debarred from writing further examination during that particular semester.

3rd TIME: The name of the student will be removed from the rolls of the institution.

2. Carrying Mobile Phone Or Calculator:

Carrying mobile phone or calculator in the examination hall, has to be ascertained for intention. If there is any material loaded in the mobile or calculator that will help the students in that particular paper then it is assumed that carrying mobile phone/calculator is intentional.

Punishment:

1st TIME:

Unintentional: The mobile or calculator will be in the custody of the Principal. The same will be returned after those particular component exams are completed.

Intentional: All components in that particular subject paper stand cancelled. The mobile phone (or) calculator is confiscated and held in the custody of

Principal/it will be returned to the student at the end of the semester while proceeding on leave.

2nd TIME:

Unintentional: The mobile phone (or) calculator will be confiscated. It will be returned to student at the end of the semester while proceeding on leave.

Intentional: All examinations appeared in that particular semester stand cancelled. His/ Her mobile phone (or) Calculator will be returned to the cadet at the end of the semester while proceeding on leave.

3rd TIME: The name of the student will be removed from the rolls of the institution.

3. Exchange of papers between two or more candidates in the examination hall.

Punishment:

1st TIME: All Subjects for the particular Component including the subjects written before or after the malpractice incident for all those who are involved will stand cancelled .

2nd TIME: Examinations held for that particular subject stand cancelled for the entire semester for all those who are involved in such incident. Further they will be debarred from writing any further examinations during that particular semester

3rd TIME: The name of the student will be removed from the rolls of the institution.

4. Stealing of answer scripts and insertion of the same along with the answer sheets written in the examinations hall at any point of time and place.

Punishment:

1st TIME: All subjects written in the particular component before the malpractice stand cancelled. Further he/she will not be allowed to appear examinations in that particular semester.

2nd TIME: He/she will be debarred from appearing in the subsequent semester, over and above the punishment for first time offence.

3rd TIME: The name of the student will be removed from the rolls of the institution.

5. Impersonation

Punishment:

1st TIME: If the impersonating candidate is from our institution both the impersonator and the candidate for whom the impersonator appeared will be debarred for 3 years. If the impersonator is an outsider then a police complaint will be lodged against the impersonator for whom the impersonator appeared will be debarred for 3 years.

2nd TIME: The name of the student will be removed from the rolls of the institution.

CONTROLLER OF EXAMINATIONS