

HAND BOOK

for

EXAMINATIONS



Examination Branch
GOKARAJU RANGARAJU
Institute of Engineering and Technology
(Autonomous)

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2018

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GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING & TECHNOLOGY
(Autonomous)

EXAMINATION BRANCH

Introduction

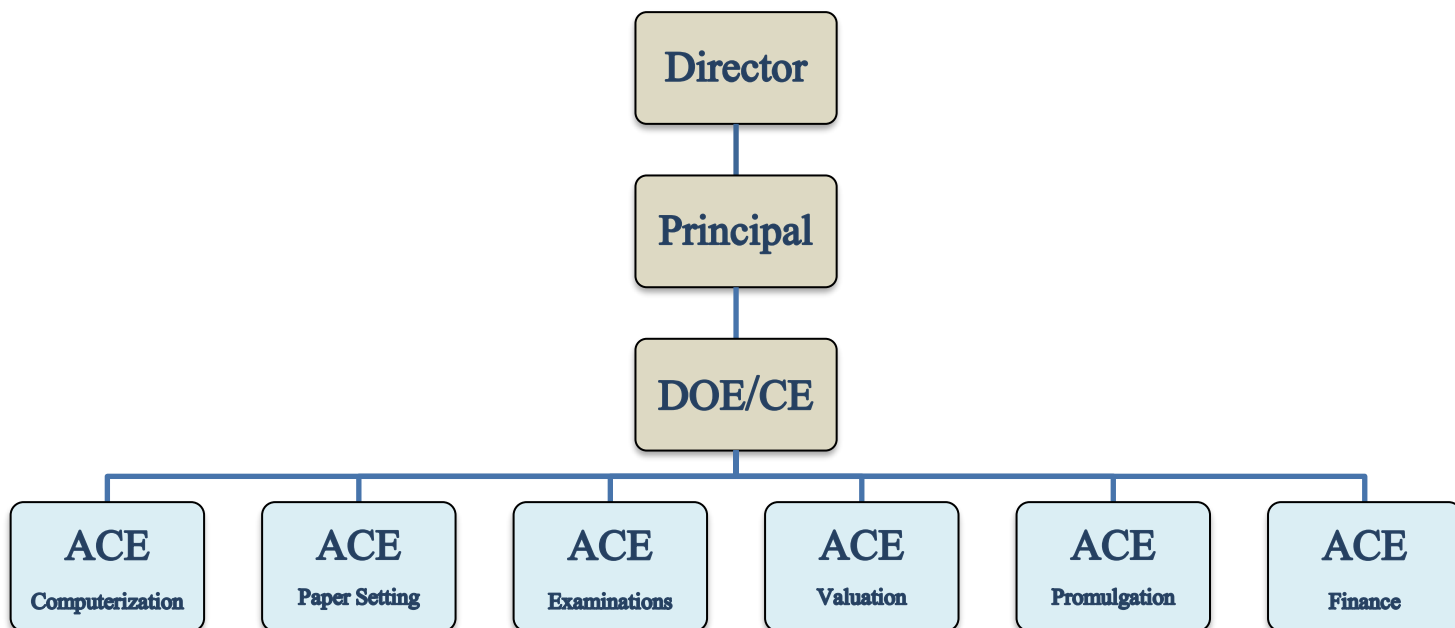
Gokaraju Rangaraju Institute of Engineering and Technology has been granted autonomous status by JNTUH Hyderabad w.e.f 2011-12 and by UGC w.e.f 2013-14. This facilitates an academic freedom that GRIET shall formulate its own syllabus for all UG and PG courses, starting from the academic year 2011-12 and carryout the assessments also. The examination branch therefore, is restructured to cater for all the examination activities hither to carried out under the direction of JNTU Hyderabad.

GRIET Campus Administration Portal (GCAP):

GRIET Examination System is completely automated using GCAP. Various modules of Examination System are

1. Student Exam Registration
2. Hall Ticket Generation
3. Nominal Roll Generation
4. Booklet Data Generation
5. D-Form
6. Result Processing & Declaration
7. Result Analysis
8. Revaluation/Recounting
9. Marks Memos/Grade Sheets
10. Transcripts

ORGANISATION CHART



Currently DOE and CE are the same considering the quantum of work.

DUTIES AND RESPONSIBILITIES

1. Dean of Examinations (DOE) : Overall incharge for examination system
2. Controller of Examinations (CE) : Chief Operating Officer for all the activities under examination system directly responsible to DOE.
3. Additional Controller of Examinations (Computerization): (ACE Comp): Responsible for Student Profiles, Status, Marks and Online registration.
4. ACE (Paper Setting): Responsible for setting of Question Papers and coordinating external examiners for Paper Setting.
5. ACE (Examinations): Responsible for Registration, Answer sheets, Blank OMRs and Conduct of exams.
6. ACE (Valuation): Responsible for Evaluation.
7. ACE (Promulgation): Responsible for Results, RV, RC, Marks Memo, CMM, PC, Certificates, Malpractices and Court cases.
8. ACE(Finance): Responsible for monitoring Examination fees, remuneration for all activities in Examination Branch and maintaining income and expenditure accounts
9. Exam Branch Coordinator: Coordinating all ACEs, Departments with Controller of Examinations.

The Examination branch of GRIET is a confidential section with the responsibility of smooth conduct of examinations for all courses at all affiliated colleges, publication of results, maintenance of students' records etc.

Annexure 1

TIME FRAME			
1	Preparation of Academic Calendar	First Week of June of that Academic Year	DAA
2	Examination Fee Notification	8 Weeks before the commencement of Examinations	DOE
3	Requisition of Question Papers	8 Weeks before the commencement of Examinations	ACE (Paper Setting)
4	Time Tables	3 Weeks before the Commencement of Examinations	CE
5	Quotations for printed booklets	3 Weeks before the Commencement of Examinations	CE
6	Hall Tickets	2 Weeks before the Commencement of Examinations	ACE (Examinations)
7	Invigilators Notification	1 Week before the Commencement of Examinations	CE
8	Getting Printed Booklets, OMRs	1 Week before the Commencement of Examinations	ACE (Examinations)
9	Getting Question Papers	Initiate one month before the Commencement of Examinations and beready by 1 week before the Examinations	ACE (Paper Setting)
10	Seating Plan	1 Week before the Commencement of Examinations	CE
11	Preparation of Exam Material	2 Days before the Commencement of Examinations	ACE (Examinations)
12	Results	Within 4 Weeks after completion of Examinations	CE
13	RC/RV	Within 2 Weeks after last date of application	CE
14	Marks Memos	Within 2 Weeks after announcement of the Result	CE

GUIDELINES FOR THE CHIEF SUPERINTENDENT FOR CONDUCTING END EXAMINATIONS

1. Controller of Examinations should act as the Chief Superintendent, who should make through with Examination System.
2. Only teaching staff are to be drafted as invigilators.
3. Subject teachers should not be posted as invigilators in the examination halls where the students are writing the examination in that subject.
4. “No Relation Certificate” must be obtained from the staff drafted as invigilators stating that none of their relatives are appearing in that Examination Hall.
5. Seating arrangement is to be made in such way that two or more number of different branches are to be accommodated in each room and ensure that there should not be the same subject/branch student in all sides (i.e., in front, backside, both left and right sides).
6. The Chief Superintendent is requested to make through verification of bar coded OMR pre-printed answer booklets well before the commencement of Examinations. No blank answer booklet shall be issued to the students unless permitted by controller of Examinations.
7. Any discrepancy in OMR Answer Booklets/Hall Tickets/Name/Photo on Hall Tickets must be brought to the notice of CE before commencement of those Examinations.
8. The invigilators shall be instructed to tear off the Part-I portion of the cover page of the Answer Booklet at each end of the examination and they shall submit the Answer Booklets and Par-I cut slips branch wise, subject wise to the Chief Superintendent of the Examinations.
9. Proper account of both answer booklets and Part I cut slips shall be maintained with due care.
10. The Answer Booklets after separating Part-I must be packed branch wise subject wise in separate bundles along with D-Form and to be handed over to the concerned ACE on day to day basis.
11. A Team of HODs/Senior Professors may make a surprise visit to the examination Halls during the conduct of Examinations.

INSTRUCTIONS TO OBSERVERS

1. Observers must be present at the examination center at least 2 Hours before the commencement of the examination to ensure smooth conduct of Examinations.
2. The Observer should ensure that required number of Question Papers available with ACE(Paper Setting).
3. The Observer must ensure that the correct Question Paper is opened as per the Set number given by Principal.
4. The Observer should coordinate with moderator(if available) regarding the quality of Question Paper.
5. The Chief Superintendent has to arrange to prepare the required number of copies of question papers using High Speed Printers/Photocopying Machines in the presence of the Observer.
6. The Observer must ensure that separate seating arrangements are done as per regulations.
7. The Observer should sign a certificate stating that he/she is present at the time of taking copies of the question papers and at the time of sealing the bundles of the Answer Scripts at the end of the Examination.
8. A certificate giving the details of the number of question papers made for each set and number of question papers issued to the candidates and balance available should be signed by the Observer and Chief Superintendent for each day of examination.
9. Observer should ensure that the candidates enter the examination halls before the commencement of the examination and no candidate was allowed after commencement of the examination.
10. Candidates shall be permitted to leave the Examination Hall only after half-an-hour from the commencement of the Examination.
11. The Observer should ensure that Invigilators are appointed only from the Teaching Faculty.
12. The Observer should ensure that subject teachers are not posted as invigilators in the Examination Halls where the students write the examination in that subject.
13. Any correction made in the Hall Ticket Number written by the candidate should be attested by the Observer/Chief Superintendent.

14. The Observer should ensure that the answer scripts are sealed immediately after the completion of the examination and sent to the Nodal Center of GRIET.
15. The answer scripts should be packed separately regulation wise and the packets should be distinctly labeled.
16. The answer scripts should be packed subject-wise in separate covers super scribing on each cover the *Name of the Examination, Regulation, Branch, Subject, Question Paper Code Number and Number of Scripts packed*. All the packets are bundled along with two copies of *D-form* and two copies of *Question Paper*.
17. All such *Bundles* of the day of the examination with a separate covering letter giving the details of the answer scripts, should be sent to the Nodal Center of GRIET on the same day, without fail. There should not be any delay in dispatching of answer scripts to the Nodal Center, which will delay the subsequent processes of coding & valuation of the answer scripts etc.
18. Malpractice cases, if any, should be taken up immediately after the examination in the presence of the Observer as per the guidelines of the University.
19. The Observers are requested to follow the above guidelines scrupulously and cooperate in smooth and fair conduct of the end semester examinations.

INSTRUCTIONS TO INVIGILATORS FOR CONDUCTING END EXAMINATIONS.

1. Report to the Chief Superintendent at least 45 minutes before the commencement of the examination. Invigilators who fail to report within the said time is considered as 'absent' and half-day salary will be duly deducted.
2. Collect the seating plan, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
3. The candidates allotted shall be permitted into the examination halls only after verifying their hall tickets.
4. Invigilators shall ensure that time schedules of the examinations are to be strictly adhered to
 - a) The student should be present in the Examination Hall before the commencement of Examination and no candidate is allowed to the examination hall after the commencement of examination.
 - b) No candidate shall be permitted for toilets during examination period.
 - c) Under emergency circumstances the candidate can be allowed to go out of the hall by handing over the Answer Booklet and question paper to the invigilator and shall not be permitted back to the hall.
 - d) The candidate can be allowed to go out only after one and half hour from the commencement of the examination by collecting the answer booklet and question paper. However, if the candidate wants to leave the hall in the last half an hour, can be allowed to take the question paper with him by submitting the answer booklet to the invigilator.
5. Ensure that the students should not carry any material except Hall Ticket, Identity card and non-programmable calculator into the examination halls.
6. *Programmable Calculators, mobiles and Pagers are not allowed for the examinations.* The invigilators are instructed make through verification to avoid such things before the students entered the examination hall. College management is not responsible for the student's belongings left outside the examination halls. Invigilators should not deposit those things.
7. Distribute the 'OMR Answer Book' 15 minutes before the scheduled examination time. Question papers should be distributed at the scheduled time.
8. The physical identity of the candidates shall be thoroughly checked by comparing their faces with that printed on hall tickets.

9. The Part-I of OMR sheet of the Answer Booklet is printed with all the details, and the invigilator should see that every student verifies the details. If there are any discrepancies, the same may be brought to the notice of the Chief Superintendent of Examinations who in turn will replace the damaged/spoiled/unrelated answer booklet by a Blank Answer Booklet. When a “Blank Answer Booklet” is issued to a student, the student has to enter all the details in blocks/spaces provided on the Part-I of OMR sheet. The student shall sign in the box specified in Part-I of the OMR sheet, after writing the Question Paper Set Number(1 or 2 or 3 or 4) in the box, provided at the right top corner.
10. The invigilator shall sign in the box specified in Part-I of the OMR sheet, after verifying the Answer Booklet with the Hall Ticket Number and the subject of the examination of the student.
11. Candidates are prohibited from writing their Hall Ticket Number anywhere in the “Answer Booklet”. Invigilator should instruct the candidates to enter the Set No. of the question paper and sign in the Proforma (a copy enclosed).
12. Invigilators should make a general announcement in the hall before commencement of the examination if any candidate possessing any written or printed material in any form will liable to be booked under malpractice case and punishment will be given as per the Exam Branch guidelines.
13. The Invigilator should make announcement that all the candidates have to strike of the unused blank pages before submitting the answer book to the Invigilator. Otherwise it may be treated as invalid for valuation.
14. The invigilator should verify each answer booklet whether the number of pages written by the candidates on Part II and Part III are matching with number of pages actually written and confirm whether the unused pages are struck or not.
15. The Invigilator should tear off the Part I portion of the cover page of the answer booklet at the end of the examination and shall submit the answer booklets and Part I Portions of the booklets separately.
16. Utmost care is to be taken while tearing and handling Part-I portions of answer booklets.
17. The Invigilator should not use cell phones/Laptops in and around the Examination Hall.
18. The Invigilator should not create any kind of disturbance to the students in and around the Examination Hall.

19. Any correction in the Hall Ticket Number on the first page of “OMR Answer Book” (Generally in the case of Blank OMR Answer Book) should be attested by Observer or Chief Superintendent.
20. Drawing sheets should be folded to the size of OMR Answer Book and the stamp showing the Hall Ticket Number should be attested by Observer or Chief Superintendent.
21. If any student strikes off all answers in his/her answer, ask the student to write, “struck off by me” on each page.
22. Invigilators should not leave their respective Examination Halls during examination time.
23. Invigilators should not permit any person other than Director, Chief Superintendent, Principal, DOE, CE and Observer during the Examination.
24. All the invigilators shall be relieved only after submitting the ‘Answer Books’ and Part-I portions of their respective Exam Halls.

INSTRUCTIONS TO STUDENTS

- 1.All the Candidates must be present in the Examination Halls before the commencement of the examination and candidates who come after the commencement of examination *will not be allowed*.
- 2.Candidates should not carry any other material except Hall Ticket, Identity Card and Scientific non-programmable calculator. Programmable calculators, Palm computers, Cell phones and pagers are not permitted into Examination Halls.
- 3.They should show Hall Ticket and Identity Card to the Invigilator/Observer/ Chief Superintendent whenever they are asked.
- 4.There are four different question papers (with set numbers 1, 2, 3 and 4) for each subject. Each student will get any one of the above four question papers (set numbers 1 or 2 or 3 or 4).
- 5.Every candidate has to enter the set number of the question paper, received, in the two blocks specified on the first page of the “Main Answer Book”.
- 6.Every candidate has to enter Serial No. of the “OMR Answer Book” and the question paper set number in the “HALL-WISE ATTENDANCE” sheet and he/she has to put his / her signature.
- 7.Candidates should not write their H.T.No. in any other part of the OMR Answer Book or on any of the Additional Answer books. Any correction in the H.T. number should be attested by the Observer/Chief Superintendent.
- 8.Candidates should not write their names or any irrelevant matter in any part of their answer books.
- 9.Candidates should not address the examiner in any manner, whatsoever, in their answer books.
- 10.Candidates have to write the correct number and sub number of the question they answer.
- 11.Candidates have to leave a margin of 1½ inches left side of each page and should write answers on both sides of the page.
- 12.Candidates must attach additional books, graph sheets, drawing sheets etc., to the main answer book.
- 13.Candidates are allowed to leave the examination hall only after ½ hour from the commencement of the examination.
- 14.Candidates must handover the answer book to the invigilator before leaving the examination hall.
- 15.The students shall be vigilant and is made responsible to check any unwanted material/ writing lying around or written on the table. If he finds any the same need to brought to the notice of the invigilator.
- 16.The students should abide by the instructions of the invigilator. In case of any discrepancy should report to the DOE.
- 17.College management is not responsible for the belongings of the students left outside Exam halls. So the students are advised not to bring cell phones, programmable calculator and pagers to the Examination Centre.



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Bachupally, Kukatpally, Hyderabad-500090

SEATING PLAN

Name of Exam:

Date:

Subject:

Hall No.:

CSE	CE	CSE	CE
CE	CSE	CE	CSE
CSE	CE	CSE	CE
CE	CSE	CE	CSE
CSE	CE	CSE	CE
CE	CSE	CE	CSE

No. Registered:	No. Absent:	No. Present:
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Note: Cross the box containing the Hall Ticket number when the candidate is absent

* CE – Civil Engineering

CSE – Computer Science and Engineering

Signature of Invigilator

Signature of Chief Superintendent



Gokaraju Rangaraju
Institute of Engineering & Technology
 (Autonomous)
NOMINAL ROLL SHEET

Dept.

Course : Subject Code – Subject Name, Month, Year,
Program : Year & Sem M.Tech./B.Tech. (Dept.), Date of Exam: dd-mm-yyyy

Photograph of Student	Hall Ticket No :		Booklet No	
	Student's Name :		Student's Signature	
	Father's Name :		Invigilator's Signature	
Photograph of Student	Hall Ticket No :		Booklet No	
	Student's Name :		Student's Signature	
	Father's Name :		Invigilator's Signature	
Photograph of Student	Hall Ticket No :		Booklet No	
	Student's Name :		Student's Signature	
	Father's Name :		Invigilator's Signature	
Photograph of Student	Hall Ticket No :		Booklet No	
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	Father's Name :		Invigilator's Signature	
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Photograph of Student	Hall Ticket No :		Booklet No	
	Student's Name :		Student's Signature	
	Father's Name :		Invigilator's Signature	
Photograph of Student	Hall Ticket No :		Booklet No	
	Student's Name :		Student's Signature	
	Father's Name :		Invigilator's Signature	

Room No No of Students Present No of Students Absent

Annexure 2g

GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING & TECHNOLOGY (Autonomous) Bachupally, Kukatpally, Hyderabad - 500090					
Example			D-Form		
Programme Code – Branch Name					
Subject Code – Subject Name (Time) (SERIES)					
Regulation Year Semester M.Tech./B.Tech.		EXAM DATE: dd, mmmmmmmm,yyyy			
	SET 1	SET 1	SET 1	SET 1	
PRESENT					
ABSENT					
MALLPRACTICE					
COURT CASE					
	SET 1	SET 2	SET 3	SET 4	TOTAL COUNT
PRESENT					
ABSENT					
MALLPRACTICE					
COURT CASE					

Signature of Principal / Chief Superintendent

Packing

At each end of the examination the invigilators shall submit the Answer Booklets along with Part-I cut slips Branch wise, Subject wise to the Examination Branch in presence of Chief Superintendent.

For any Subject D-Form should be printed in a single sheet. The Answer scripts should be Packed/Bundled with D-Form and Question Paper Subject wise in separate bundles super scribing on the top number scripts, subject, paper code.

All such Packets/Bundles of the day of the examination with a separate letter giving the details of Answer scripts should be handed over to the ACE (valuation).

At the end of all examinations Answer Books of the absentees, Unused blank Answer Books, Damage Answer books and Unrelated Answer Books with a proper statement shall be maintained with due care.



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Bachupally, Kukatpally, Hyderabad-500090


ACCOUNT OF ANSWER BOOKLETS

Name of the Examination	Answer Booklets			Remarks
	Received	Used	Returned	
TOTAL				

Total number of Blank Answer Booklets, used:

Model Answer Booklet

OMR (Front Page)

Year / Sem / Regulation / Branch Code / Sub. Code / Sub. Name IB.Tech Semester GR14-05-GR14A1005 English Date: 04/01/2016 DO NOT TEAR OFF THIS BARCODE Control Bundle No. _____ Sl. No. of Ans. Book in Bundle _____ YR CODE 1	SI. No. : 9423282  Course : B.Tech Hall Ticket No. : 14241A05C4 Name : Boorla Sachin Examination : IB.Tech Semester GR14 Month-Year : Dec/Jan 2015/16 Branch : CSE Subject Code : GR14A1005 Subject Name : English Date of Exam : 04/01/2016 College Name : GRIET Control Bundle No. : _____ Signature of the Examiner _____ YR CODE 1	GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING & TECHNOLOGY (Autonomous Institution under JNTU Hyderabad) Bachupally, Kukatpally, Hyderabad – 500090 (Read the Instructions given on the reverse side) Q. Paper Set No. : _____ Signature of the Controller of exams _____ Signature of the Student with date _____ Signature of the Invigilator with date _____	MARKS AWARDED FOR QUESTIONS (for Examiner's award only) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Q.No</th> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>e</th> <th>Total</th> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>f</td> <td>g</td> <td>h</td> <td>i</td> <td>j</td> <td></td> </tr> </table> Part - B <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Q.No</th> <th>a</th> <th>b</th> <th>c</th> <th>d</th> <th>Best Marks</th> </tr> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Grand Total</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> MARKS IN WORDS First Digit _____ Second Digit _____ Signature of the Scrutinizer _____	Q.No	a	b	c	d	e	Total	1								f	g	h	i	j		Q.No	a	b	c	d	Best Marks	1						2						3						4						5						6						7						8						Grand Total																																												
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OMR (Back Side)

INSTRUCTIONS TO THE CANDIDATES

- Please check your particulars printed on the PART I of the OMR Sheet and if any discrepancy found in the Name, Hall Ticket Number and Subject Code, please notify to the Chief Superintendent or Invigilator for change of Answer Booklet.
- You have to sign in the box specified in Part I, after writing the Question paper set number (1 or 2 or 3 or 4) in the box provided.
- You are prohibited from writing on or tampering the Barcodes & OMR sheets as they may affect marks allotted to you. **Answer scripts with tampered barcodes & OMR sheets will not be valued.**
- Do not use sketch pen while answering questions as it may inadvertently tamper the bar codes / OMR sheets.
- Question paper set number, Subject code and serial No. of the last page (written) of the Answer Booklet should be entered at the specified locations in part I, part II and Part III.
- Question paper set number in part-II and part - III of OMR sheet are to be bubbled in black/blue ball point pen. Do not write any thing else in part-II and part-III.
- Last page may be used for rough work by duly indicating on the top of the page as 'ROUGHWORK'.

INSTRUCTIONS TO THE EXAMINERS TO FILL IN PART – II

- The Valuer should verify all answer scripts in the bundle before valuation and find whether all scripts belongs to same subject, Regulation, year, semester and set number. If any discrepancy is found the matter should be brought to the notice of coordinator.
- The Valuer shall write the serial number (1 to 40) of the booklet in the bundle in the box provided on the left side of the perforation of the OMR Sheet also. He/She shall write and bubble the same serial number of the booklet in the right-side box of part - II.
- Fill in the boxes representing the Question Numbers with the marks obtained for each question in the respective boxes.
- Do not correct the marks by overwriting or by scratching and writing. In case of correction, strike off the previous figures by a line and write the new marks aside.
- Enter the Total Marks in figures & words in the boxes provided for.
- Use ball point pen (blue or black) for writing alphabets & numericals in boxes and in circles.
- Please carefully study the instructions before you start bubbling.
- As shown in the example, fill in the circles completely. For Example, the shading of circles for 61 marks is shown in figure.
- Do not write or mark on the Barcodes. Use this OMR sheet with care. Do not fold or smudge.
- Do not detach any part of the OMR Sheet. If detached, report the matter to the coordinator.
- Valuation should be done up to the serial no. of the last page written by the student in Part - II.
- Each bundle will be supplied with Control Bundle slip consisting of Part A and Part B particulars in part A and part B should be written/ bubbled properly.

Total Marks	
6	1
①	①
①	●
②	②
③	③
④	④
⑤	⑤
●	⑥
⑦	⑦
⑧	⑧
⑨	⑨

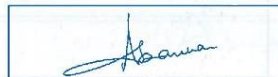
INSTRUCTIONS TO THE EXAMINERS TO FILL IN PART – III

- The Valuer should verify all answer scripts in the bundle before valuation and find whether all scripts belongs to same subject, Regulation, year, semester and set number. If any discrepancy is found the matter should be brought to the notice of coordinator.
- The Valuer shall write the serial number (1 to 40) of the booklet in the bundle in the box provided on the left side of the perforation of the OMR Sheet also. He/She shall bubble the same serial number of the booklet in the right-side box of part - III.
- Fill in the boxes representing the Question Numbers with the marks obtained for each question in the respective boxes.
- Do not correct the marks by overwriting or by scratching and writing. In case of correction, strike off the previous figures by a line and write the new marks aside.
- Enter the Total Marks in figures & words in the boxes provided for.
- Use ball point pen (blue or black) for writing alphabets & numericals in boxes and in circles.
- Please carefully study the instructions before you start bubbling.
- As shown in the example, fill in the circles completely. For Example, the shading of circles for 61 marks is shown in figure.
- Do not write or mark on the Barcodes. Use this OMR sheet with care. Do not fold or smudge.
- Do not detach any part of the OMR Sheet. If detached, report the matter to the coordinator.
- Revaluation/ Recounting should be done up to the serial no. of the last page written by the student in Part - III.

Total Marks	
6	1
①	①
①	●
②	②
③	③
④	④
⑤	⑤
●	⑥
⑦	⑦
⑧	⑧
⑨	⑨

First page of Answer Booklet

GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING & TECHNOLOGY
(Autonomous Institution under JNTU Hyderabad)
Bachupally, Kukatpally, Hyderabad – 500090



INSTRUCTIONS TO CANDIDATES

1. **Check the Answer Book thoroughly before filling-in the details. The defective answer book may be returned to the invigilator.**
2. Please check the details of your particulars in the OMR Sheet. ie. Name, Hall-Ticket No., Examination and Paper etc.
3. Ensure that the OMR Barcode Sheet is properly secured to the Answer Booklet given.
4. You are prohibited from writing on or tampering the Bar-code. If you do so, your result shall be withheld.
5. Candidates are prohibited from :
 - (i) Writing their Hall-Ticket No. in any part of the answer booklet.
 - (ii) Writing their names in any part of the answer booklet.
 - (iii) Addressing the examiner in any manner whatsoever in the answer booklet. If they do so, their answers will not be valued.
 - (iv) Writing religious symbols.
 - (v) Being in possession of cell phones/programmable calculators/Tablets /material other than HT/I Card.
6. Before beginning to answer any question, the candidates should write the correct number of that question. They should complete the answer for any question and commence writing answer for the other question. Answers written at different places for the same question will not be valued.
7. Answers should be written on both sides of the paper.
8. Do not write in the margin.
9. No loose sheets of paper will be allowed in the examination room; no paper must be detached from or attached to the answer booklets.
10. Answers must be legibly written.
11. Candidates should write not less than 24 lines in each page. It is not necessary to begin each answer in a fresh page.
12. This answer booklet should be returned to the Invigilator before leaving the examination hall.
13. Enter the question paper set number 1 or as applicable in the block specified.
14. Enter the Question Paper Set Number, Answer booklet serial Number and sign in the attendance sheet supplied.
15. Students should stay in the Examination Hall at least for half-an-hour from the commencement of the Examination.
16. **NO ADDITIONAL ANSWER BOOKLET WILL BE SUPPLIED.**

START WRITING FROM NEXT PAGE (PAGE NO.2)

MALPRACTICE CASES

1. Malpractice cases if any should be strictly dealt as per the rules/guidelines (enclosed) supplied by examination branch by appointing a Malpractice Prevention Committee.
2. The Malpractice Prevention Committee consists of Principal/DOE, ACE of Examinations and Subject Expert/Teacher.
3. The recommendations of the Committee in the prescribed format as enclosed along the Answer script and relevant material along with a copy of D-form and concerned question paper should be sent to ACE (Promulgation).
4. The Chief Superintendent should take care of that Part-I of the script concerned to Malpractice should not be detached from the Answer Booklet.
5. Any Malpractice Case should be clearly indicated in the D-form by encircle the Hall Ticket number in red ink and indicating as MP(Malpractice Case).

DISCIPLINARY ACTION FOR MALPRACTICES/IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
	If the candidate:	
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 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 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 Exam Branch.
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 practicals 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 University 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 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 University 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 write as to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent/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 officer - in charge 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 officer-in-charge, 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 are also debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and 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 University 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.	If the student belongs to the college, expulsion from the examination hall and cancellation of the performance in that subject and all other subject 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 the 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.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Exam Branch for further action to award suitable punishment.	

Malpractice identified at Spot Center during valuation

The following procedure is to be followed in the case of malpractice cases detected during valuation, scrutiny etc. at spot center.

- i) A notice is to be served to the candidate(s) involved (i) through the Principal, (ii) to the candidate(s) to the college address and (iii) to the candidate(s) to his permanent address regarding the malpractice.
- ii) A committee consisting of the following is to be constituted at spot center to process such malpractice cases and the recommendations of the malpractice committee are to be sent to the Dean of Examinations.

1. Spot Coordinator	Chairman
2. Special Observer of Spot valuation center	Member
3. Chief examiner of that subject/subject expert from Spot Centre	Member
4. Examiner of that paper	Member

PARTICULARS OF MALPRACTICE CASE

1. Name of the course:
2. Hall Ticket number of the student:
3. Name of the student:
4. Name of the examination in which Malpractice committed:
5. Name of the subject (Theory/Lab)
6. Subject Code
7. Regulation:
8. Date of Examination

Punishment recommended by the Malpractice Committee in accordance with the guide lines of Examination Branch.

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Signature of Chief Superintendent

COURT CASES

1. The students who were permitted to write the Examinations as per the court orders should not be allowed to study the next semester until the court gives necessary order.
2. Any Court Case should be clearly indicated in the D form by encircle the Hall Ticket number in red ink and indicating as CC (Court Case).
3. The Answer scripts of such students should be sent along with a copy of D-form and the concerned question paper to ACE (Promulgation).
4. Even the student who is permitted to write the Examination by the Court order is absent for a particular examination the copy of D-form marked as absent and CC should be sent to ACE (Promulgation).
5. Court Cases should be handled as per the directions given by the administrative office.

GUIDELINES FOR QUESTION PAPERS FOR MID/EXTERNAL EXAMINATIONS

1. The teachers concerned must set their question papers themselves and type them for each Mid Examination and send them to the Exam Section at least two working days before each examination.
2. The objective question papers must contain FIVE questions with four answer choices for each question. The four choices must be related to the question and answers like None, All, Both, can't say, who knows, depends, Now and then and frequently must be avoided and FIVE fill in the blanks questions
3. At the end of the question paper the paper setter must append his name and mention the date on which the marks will be notified.
4. Principal/DOE/ACE will select the external examiners for setting the question paper from the reputed organizations like IIT's, NIT's, Universities and reputed colleges at least from two examiners in two sets.
5. ACE, on their acceptance, will then send the concern syllabus, model paper and template for setting the question paper.
6. ACE shall collect the paper either soft copy or hard copy by E-Mail/ post and release it on the day of the exam not earlier than one hour before commencement of the exam as per the set code given by the Principal.

INSTRUCTIONS TO EXAMINERS (VALUERS)

1. An OMR sheet is stitched to every Answer Booklet, and it is divided into three parts. The Part-I (top portion) contains complete details of the examinee relating to the examination. This Part-I will be detached from the answer booklet before sending it for valuation. The Part-II(middle portion) of OMR is for valuation purpose. The Examiner/scrutinizer should not handle Part-III (bottom portion) of OMR under any circumstances.
2. This is a confidential assignment and the Examiner has to maintain strict confidentiality about the examiner ship for valuation.
3. The Examiner shall have minimum of 5 years of teaching experience and he/she must have taught the subject of valuation at least once. However, teachers with 3 years experience may also be considered for scarce specializations.
4. The Examiner shall not have any near relative appeared for the examination in the same subject.
5. The Examiner shall value a maximum of 80 answer scripts per day-40 scripts in each session by spending at least 4 to 5 hours per session
6. The Examiner shall write the serial number (1 to 40) of the answer booklet of the bundle in the box provided on the left side of OMR sheet and also bubble the same serial number of the booklet in the right side box of Part-II or OMR sheet. Bubbling shall be done only with blue or black ball point pen. Red pen shall not be used.
7. The Examiners should follow scrupulously the scheme of valuation, in awarding marks, and have to evaluate the answer scripts uniformly. The marks awarded should be shown at the end of the answer and in the left margin with red color ball-point pen only. The marks shall be awarded for each part [(a), (b), (c)] of the question separately inside the answer booklet.

8. It is mandatory that all the blank pages and blank portions of the pages of the answer booklets are to be crossed, by the Examiners, in red color.

9. Fill in the boxes representing the question numbers with the marks obtained for each part of the question in the respective boxes with blue or black ball-point pen. Take the better marks of five answers and arrive at the total.

10. The Examiner must bubble correct total marks using blue or black ball-point pen. By mistake, if any Examiner bubbles a wrong digit, he has to necessarily take sufficient care to erase with white fluid on the wrongly bubbled digit.

11. Do not correct the marks by overwriting or by scratching and writing. In the case of correction. Strike off the previous figures by a line and write the new marks aside in the marks column.

12. Enter the Total marks in figures and words in the boxes provided for.

13. Use ball-point pen (blue or black) for writing alphabets and numerals in the boxes and in circles. Entries should not be made with red color ball-point pen or pencil as it will not be recognized during scanning.

14. Fill in the circles completely as shown in the example

15. Do not write or mark anything on the Barcode.

16. Do not detach any part of the OMR sheet. If by mistake the OMR sheet is detached, report the matter to the coordinator.

17. The Examiner has to put his signature and write his ID number in the relevant boxes provided on Part-II of OMR sheet.

18. If any mistake is committed by the Examiner in the valuation, which is found during scrutiny or later an amount of Rs.50/- per answer script will be deducted from the remuneration of that Examiner or non-payment of total remuneration or black listing depending upon the severity of the mistake committed.

Total Marks	
5	2
<input type="text" value="1"/>	<input type="text" value="1"/>
<input type="text" value="2"/>	<input checked="" type="text"/>
<input type="text" value="3"/>	<input type="text" value="3"/>
<input type="text" value="4"/>	<input type="text" value="4"/>
<input checked="" type="text"/>	<input type="text" value="5"/>
<input type="text" value="6"/>	<input type="text" value="6"/>
<input type="text" value="7"/>	<input type="text" value="7"/>
<input type="text" value="8"/>	<input type="text" value="8"/>
<input type="text" value="9"/>	<input type="text" value="9"/>
<input type="text" value="0"/>	<input type="text" value="0"/>

INSTRUCTIONS TO SCRUTINIZERS

1. An OMR sheet is stitched to every Answer Booklet, and it is divided into three parts. The Part-I (top portion) contains complete details of the examinee relating to the examination. This Part-I will be detached from the answer booklet before sending it for valuation. The Part-II (middle portion) of OMR is for valuation purpose. The Examiner/Scrutinizer should not handle Part-III (bottom portion) of OMR under any circumstances.
2. Verify the serial number (1 to 40) of the answer booklet written by the Examiner in the box provided on the left side of OMR sheet and also the same serial number of the booklet bubbled in the right side box of Part-II of OMR sheet.
3. Verify the set number of the question paper bubble by the student in the right side box of Part-II of OMR sheet. Also, check the right side box of Part-II OMR sheet, filled by the student with the serial number of the last page written by the student.
4. Verify whether all answer written by the student, are valued.
5. Verify whether the marks awarded are transferred on to the Part-II of OMR sheet, question-wise and bit-wise. If posted correctly, make a tick mark on question number printed on Part-II of OMR sheet.
6. Verify the total marks awarded for better five answers, and verify the relevant boxes for proper entries of total marks on the Part-II of OMR sheet. Also, check the bubbling of total marks.
7. Put signature and write ID number in the relevant boxes on Part-II of OMR sheet.
8. If any discrepancy is found in the process of scrutiny, it may be brought to the notice of the Coordinator, immediately.
9. In case of any mistake is committed in a bundle of answer scripts, scrutinized, the remuneration for that bundle will be deducted from the total remuneration of that scrutinizer, as penalty.

DECLARATION OF RESULTS

1. ACE (Promulgation) in association with ACE (Valuation) and ACE (Computerization):

Submit the final results to DOE in soft copy.

2. DOE finalizes the moderation scheme based on results, representations, inputs from

ACE(Valuation), ACE(Question Papers).

Guidelines for the same are as follows: NOTE: All these moderations marks are applicable to the external examination marks only.

The guidelines are approved for the by the Academic Council and are confidential.

Finalization of Moderation and Normalization should be discussed in Results Committee Meeting, consists of Principal, DOE, ACE (Computerization), ACE (Promulgation) and JNTUH Nominee.

RECOUNTING/REVALUATION (RC/RV) & CHALLENGE VALUATION(CV)

1. Recounting /Revaluation (RC/RV) applicability to each programme under UG or PG is defined in the respective Regulations.
2. Fees as decided by the Academic Council is applicable to RC/RV process for each subject.
3. ACE (Promulgation) should ensure the last date for applying for the RC/RV is declared while announcing the results of any programme in that academic year.
4. Students desirous of applying for RC/RV should apply in the format specified along with the required fees at Examination Branch.
5. ACE (Examinations) should ensure the registration for this service.
6. ACE (Promulgation) after the due date should take the following reports for RC/RV separately.
 - a) Student registration no, name, regulations, month of exam, semester, year, programme, regular/supple, subject code, name, external marks, date applied, money paid.
 - b) Regulations, month of exam, semester, year, programme, regular/supple, subject code, name, external marks, Script Bar Code, Bundle No, Script No.
7. Hand over 6(b) to ACE (Valuation) to carry out RC/RV, who in turn should complete within six working days and hand over the Parts III s to ACE (Promulgation) who in turn get the part III s read into the database and declare results after due moderation/normalization if already applied to this subject.
8. ACE (Promulgation) should follow all the RC/RV rules approved in the Results Committee Meeting.
9. The notification for challenge valuation should be issued by DOE. CE, ACE (Valuation) and ACE (Promulgation) should follow the guidelines given in the notification.

Enclosures to be submitted along with requisition letter for issue of the following examination related documents

(A) FOR NAME CORRECTION

1. Requisition from the Student through the Principal.

In the case of the Students who completed their course, can submit directly their requisitions to the Controller of Examinations.

2. Original Certificate(s) in which correction(s) is/are required.
3. Photocopy of SSC.
4. A DD/Cash for the total amount @ Rs.50/- per Marks Memo.
5. A DD/Cash for Rs. 1000/- for correction in Provisional Certificate/CMM.
6. If the student name is completely different then Clearance Certificate issued by the University.

(B) FOR DUPLICATES

1. Requisition from the Student through the Principal.

In the case of the Students who completed their course, can submit directly their requisitions to the Controller of Examinations.

2. A DD/Cash for the total amount @ Rs. 250/- per Marks Memo.
3. *Duplicate Provisional Certificate cannot be issued as per the University norms.*

(C) FOR PROVISIONAL CERTIFICATES & CONSOLIDATED MARKS MEMOS

1. Requisition from the Student through the Principal.

In the case of the Students who completed their course, can submit directly their requisitions to the Controller of Examinations.

2. Photograph of the student attested by the Principal along with a spare photograph or photocopy of SSC or both.

(D) PERMISSION FOR SCRIBE TO APPEAR FOR EXAMINATIONS

1. Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
2. Photo of the student / candidate highlighting the inability to appear for the examination.
3. The Particulars of proposed scribe i.e., name, address, qualifications, photo and present occupation.

[The scribe should not exceed intermediate qualification; preferable scribe should be given by the Institute].

4. A letter from the scribe stating that he / she is willing to act as scribe.
5. A copy of the certificate of scribe's qualification along with recent photograph duly attested by the Principal.
6. A letter from the Principal through proper channel stating that he /she personally verified and satisfied regarding qualification of the scribe as per norms and that he /she will provide a separate room and invigilator for all examinations of the candidate.

Annexure 10

ISSUE OF CERTIFICATES

In an appropriate design similar to JNTUH with Hologram the individual Marks Memo/Grade Sheet/Memorandum of Grades, Provisional Certificate (PC) and Consolidated Marks Memo (CMM)/Consolidated Grade Sheet shall be issued by the college. Original Degree (OD) will be issued by the University according to their norm.