

EXAMINATIONS
& MALPRACTICES
COMMITTEE.
(2022 - 2023)



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/EMC/2022-2023/Constitution of Examinations and Malpractices Committee.

Dt. 05-07-2022

Proceedings of the Principal, Aditya College of Engineering, Surampalem

Sub: ACOE, Surampalem – Constitution of Examination Committee for the academic year
2022-23 - Orders – Issued – Reg.

* * *

The undersigned is pleased to constitute Examination Committee with the following members for the academic year 2022-23 to strengthen the examination facilities in the Institute and to procure the required Resources, Stationary, etc.

- Chairman
 - Dr. A Ramesh, Principal
- Convener
 - Dr. Pullela S V V S R Kumar, Dean - Academics & Administration
- Members
 - Prof. G Rama Krishna, HOD, Dept. of ECE
 - Dr. G Satyanarayana Murthy, HOD, Dept. of CSE
 - Mr. P Raja Sekhar Reddy, Asst. Professor and In-Charge Examination Cell
 - Mr. K Chandra Sekhar, Asst. Professor and In-Charge Examination Cell




PRINCIPAL

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Aditya College of Engineering
SURAMPALAM-533 437



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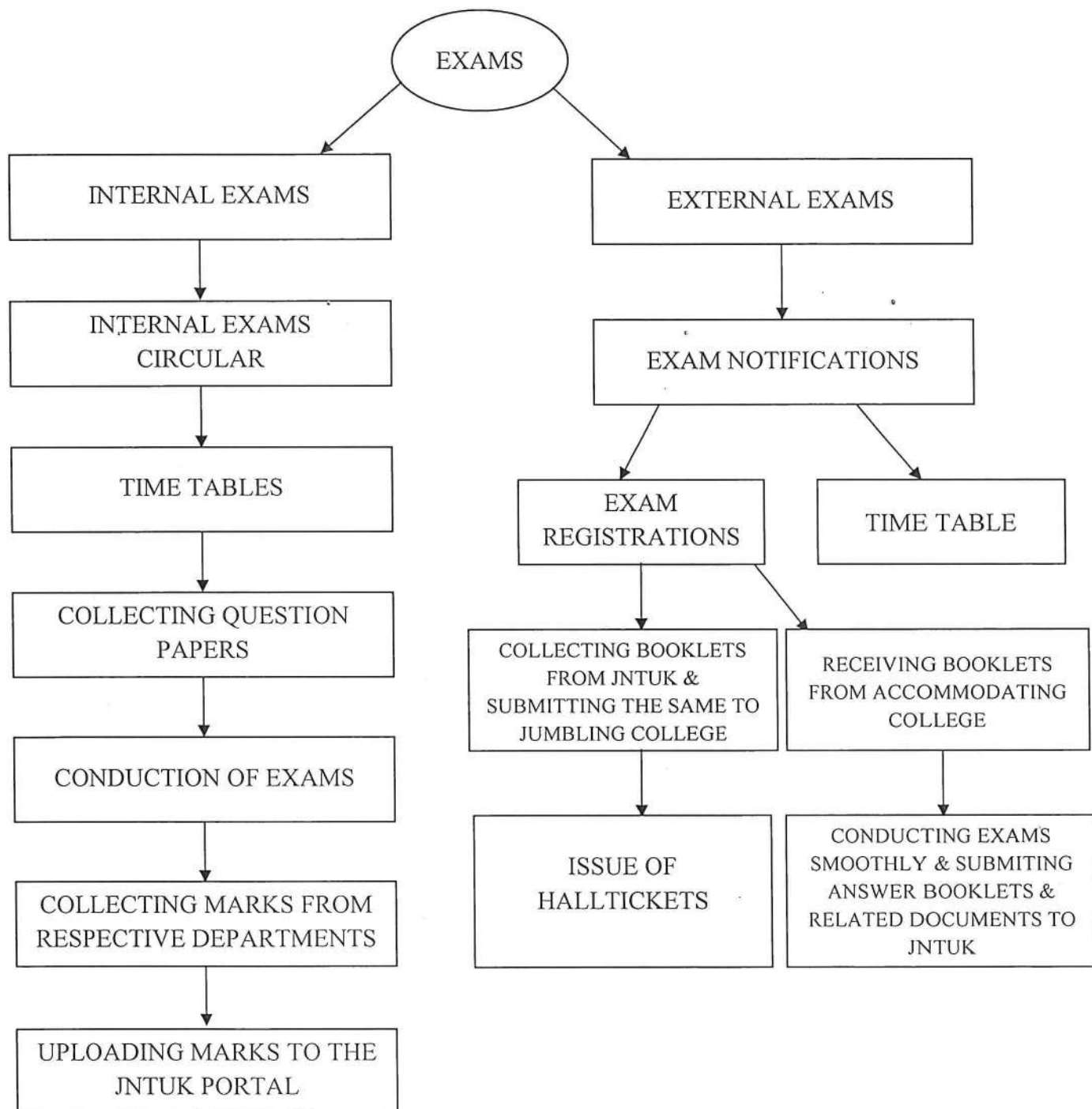
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EXAMINATIONS & MALPRACTICES COMMITTEE

Conduction of Examinations (2022-2023)

Standard Operating Procedure-Flowchart



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EXAMINATIONS & MALPRACTICES COMMITTEE

STANDARD OPERATING PROCEDURE (2022-2023)

EVALUATION PROCESSES

The main focus of the institution is to provide a student centric approach in assessment to improve the teaching learning process. As university takes care of the summative assessment, the formative assessment is taken care by the institution according to the norms of the University.

The Examination Committee shoulders the responsibility of all the assessment and evaluation process to ensure the above mentioned goals. The committee calls for periodic meetings and takes decisions for the smooth conduction of the assessment and evaluation process. It takes care of all the test/exam related work like the preparation of time-tables, preparation of invigilation duty charts, room allotment, preparation of absentees' statement and other required documents.

The Institution adopts effective assessment strategies not only for the benefit of students but also for the benefit of the entire institution, keeping in mind the importance of continuous evaluation for better learning and growth.

Continuous monitoring of the students learning at the classroom Level:

The teacher constantly monitors the student learning at every step. By using the traditional "Question and Answer Method", teachers in the classrooms, check the attainment of Student learning. The following is just an indicative list that the teachers put in practice for the formative assessment..

- debriefing questions at the end of all the activities, conducted in the classroom
- asking students to summarize the class
- individual/team presentations after every activity
- oral presentations
- Accepting students feedback on learning
- surprise tests

- quiz
- tests at the end of chapter
- worksheets

Based on the student requirements & the scope of the subject, the assessment is designed by the faculty concerned.

Assignments and Feedback:

- The faculty plans the assignments based on the learning outcomes. The same can be changed/alterd based on the context of the classroom dynamics.
- The faculty is expected to communicate and negotiate the same with the students.
- The purpose & the criteria of assessment of the assignments given by faculty, are discussed with the students in advance and sufficient time is provided to students for the preparation.
- Timely and adequate feedback of the faculty related to student learning and assessment is provided.
- For greater objectivity in oral feedback:
 1. Other subject experts in the department act as external evaluators
 2. The external evaluators provide their valuable feedback.
 3. All feedback provided should be empathetic, humane and focused on the improvement of learning.
- In the context of written assignments, faculty is expected to write their comments on the assignment sheet itself.
- If any student is absent due to genuine reasons, he or she may be given a new date to present the oral assignment. However, this is decided by the faculty keeping in mind the specific context.
- The allotted marks are tabulated and retained by the faculty for the overall assessment of the students and to improve the attainment of Student learning.
- The marks are uploaded to university through examination portal as per the guidelines.

Conduction of Internal Mid Semester Tests and Lab Internal Examinations:

The internal examinations are conducted at college level, based on the following instructions of the affiliated university.

R-20 Regulations:

(a) For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of (i) one online objective examination (ii) one descriptive examination and (iii) one assignment. The online examination (objective) shall be 10 marks and descriptive examination shall be for 15 marks with a total duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for descriptive paper).

(b) The first online examination (objective) is set with 20 multiple choice questions for 10 marks (20 questions x ½ marks) from first two and half units (50% of the syllabus) and it is conducted by University Examination Section. The descriptive examination is set with 3 full questions for 5 marks each from first two and half units (50% of the syllabus), the student has to answer all questions. In the similar lines, the second online and descriptive examinations shall be conducted on the rest of the syllabus.

(c) The assignment is given by the concerned class teacher for five marks from first two and half units (50% of the syllabus). The second assignment shall be given from rest of the syllabus. The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination.

(d) The total marks secured by the student in each mid-term examination are evaluated for 30 marks. The first mid marks (Mid-1) consisting of marks of online objective examination, descriptive examination and assignment shall be submitted to the University examination section within one week after completion of first mid examination.

(e) The mid marks submitted to the University examination section shall be displayed in the concerned college notice boards for the benefit of the students.

(f) If any discrepancy found in the submitted Mid-1 marks, it shall be brought to the notice of university examination section within one week from the submission.

(g) Second mid marks (Mid-2) consisting of marks of online objective examination, descriptive examination and assignment shall also be submitted to University examination section within one week after completion of second mid examination and it shall be displayed in the notice boards. If any discrepancy found in the submitted mid-2 marks, it shall be brought to the notice of university examination section within one week from the submission.

(h) Internal marks can be calculated with 80% weightage for better of the two mids and 20% Weightage for another mid exam.

Example:

Mid-1 marks = Marks secured in (online examination-1 + descriptive examination-1 + one assignment-1)

Mid-2 marks = Marks secured in (online examination-2 + descriptive examination-2 + one assignment-2)

Final Internal Marks = (Best of (Mid-1/Mid-2) marks $\times$ 0.8 + Least of (Mid-1/Mid-2) marks $\times$ 0.2)

(i) With the above criteria, university examination section will send mid marks of all subjects in consolidated form to all the concerned colleges and same shall be displayed in the concerned college notice boards. If any discrepancy found, it shall be brought to the notice of university examination section through proper channel within one week with all proofs. Discrepancies brought after the given deadline will not be entertained under any circumstances.

Lab Internal Examinations - R20:

- ❖ For practical subjects there shall be continuous evaluation during the semester for 15 internal marks and 35 end examination marks. The internal 15 marks shall be awarded as follows: day to day work - 5 marks, Record-5 marks and the remaining 5 marks to be

awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner appointed by controller of examinations, JNTUK.

Note: Laboratory marks and the internal marks awarded by the College are not final. The marks are subject to scrutiny and scaling by the University wherever felt desirable. The internal and laboratory marks awarded by the College will be referred to a Committee. The Committee shall arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final and binding. All the laboratory records and internal test papers shall be preserved in respective departments as per University norms and shall be produced to the Committees of University as and when they ask for.

R-19 Regulations:

For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of (i) one online objective examination (ii) one descriptive examination and (iii) one assignment. The online examination (objective) and descriptive examination shall be for 10 marks each with a total duration of 1 hour 50 minutes (20 minutes for objective and 90 minutes for descriptive paper). The online examination (objective) is set with 20 multiple choice questions for 10 marks (20 questions x ½ marks) from first two and half units (50% of the syllabus) and it is conducted by University Examination Section. The descriptive examination is set with 3 full questions from first two and half units (50% of the syllabus), the student has to answer all questions. The second online examination shall be conducted on the rest of the syllabus. The assignment is given by the concerned class teacher for five marks from first two and half units (50% of the syllabus). The second assignment shall given from rest of the syllabus. The first assignment should be submitted before the conduct of the first mid-term examination, and the second assignment should be submitted before the conduct of the second mid-term examination. The total marks secured by the student in each mid-term examination are evaluated for 25 marks. The first mid marks (Mid-1) consisting of marks of online objective examination, descriptive examination and assignment shall be submitted to the University examination section within one week after completion of first mid examination. The mid marks submitted to the University examination section shall be displayed in the concerned college

notice boards for the benefit of the students. If any discrepancy found in the submitted mid-1 marks, it shall be brought to the notice of university examination section within one week from the submission. Second mid marks (Mid-2) consisting of marks of online objective examination, descriptive examination and assignment shall also be submitted to University examination section within one week after completion of second mid examination and it shall be displayed in the notice boards. If any discrepancy found in the submitted mid-2 marks, it shall be brought to the notice of university examination section within one week from the submission. Internal marks can be calculated with 80% weightage for better of the two mids and 20% Weightage for other mid exam.

Example:

Mid-1 marks = Marks secured in (online examination-1+descriptive examination-1+one assignment-1)

Mid-2 marks = Marks secured in (online examination-2+descriptive examination-2+one assignment-2)

Final internal Marks = (Best of (Mid-1/Mid-2) marks $\times$ 0.8 + Least of (Mid-1/Mid-2) marks $\times$ 0.2)

With the above criteria, university examination section will send mid marks of all subjects in consolidated form to all the concerned colleges and same shall be displayed in the concerned college notice boards. If any discrepancy found, it shall be brought to the notice of university examination section through proper channel within one week with all proofs. Discrepancies brought after the given deadline will not be entertained under any circumstances.

Lab Internal Examinations - R19:

- ❖ For practical subjects there shall be continuous evaluation during the semester for 20 internal marks and 30 end examination marks. The internal 20 marks shall be awarded as follows: day to day work - 5 marks, Record-5 marks and the remaining 10 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner appointed by controller of examinations, JNTUK.

Note: Laboratory marks and the internal marks awarded by the College are not final. The marks are subject to scrutiny and scaling by the University wherever felt desirable. The

internal and laboratory marks awarded by the College will be referred to a Committee. The Committee shall arrive at a scaling factor and the marks will be scaled as per the scaling factor. The recommendations of the Committee are final and binding. All the laboratory records and internal test papers shall be preserved in respective departments as per University norms and shall be produced to the Committees of University as and when they ask for.

R-16 Regulations:

- 1) For theory subjects the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End - Examinations.
- 2) For theory subjects, during the semester there shall be 2 tests. The weightage of Internal marks for 30 consists of Descriptive - 15, Assignment - 05, (Theory, Design, Analysis, Simulation, Algorithms, Drawing, etc. as the case may be and for Physics Virtual Labs to be consider as Assignments) & Objective -10 (Online examination, with 20 Multiple choice question with a weightage of ½ Mark each). The objective examination is for 20 minutes duration. The subjective examination is for 90 minutes duration conducted for 15 marks. Each subjective type test question paper shall contain 3 questions and all questions need to be answered.
- 3) The Objective examination conducted for 10 marks and subjective examination conducted for 15 marks are to be added to the assignment marks of 5 for finalizing internal marks for 30.
- 4) Internal Marks can be calculated with 80% weightage for best of the two Mids and 20% weightage for other Mid Exam As the syllabus is framed for 6 units, the 1st mid examination (both Objective and Subjective) is conducted in 1-3 units and second test in 4-6 units of each subject in a semester.
- 5) For the subject having design and / or drawing, (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and estimation, the distribution shall be 30 marks for internal evaluation (20 marks for day – to – day work, and 10 marks for internal tests) and 70 marks for end examination. There shall be two internal tests in a Semester and the Marks for 10 can be calculated with 80% weightage for best of the two

tests and 20% weightage for other test and these are to be added to the marks obtained in day to day work.

- 6) For the seminar, Each student is evaluated based on the presentation of any latest topic with report of 10-15 pages and a .PPT of min. 10 slides. The student shall collect the information on a specialized topic and prepare a technical report, showing his understanding over the topic, and submit to the department, which shall be evaluated by the Departmental committee consisting of Head of the department, seminar supervisor and a senior faculty member. The seminar report is evaluated for 50 marks. There is no external examination for seminar.
- 7) Out of a total of 200 marks for the project work, 60 marks are for Internal Evaluation and 140 marks for the End Semester Examination. The End Semester Examination (Viva – Voce) is conducted by the committee. The committee consists of an external examiner, Head of the Department and Supervisor of the Project. The evaluation of project work shall be conducted at the end of the IV year. The Internal Evaluation shall be on the basis of two seminars given by each student on the topic of his project and evaluated by an internal committee.

Examinations:

I mid exam + II mid exam (15% for descriptive tests+10% for online tests)= 25%
(80% for the best of two and 20% for the other)

Assignments= 5%

End semester exams=70%

Lab Internal Examinations:

- 1) For practical subjects there shall be continuous evaluation during the semester for 25 internal marks and 50 end examination marks. The internal 25 marks shall be awarded as follows: day to day work - 10 marks, Record-5 marks and the remaining 10 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner.
- 2) Laboratory marks and the internal marks awarded by the College are subject to scrutiny and scaling by the University wherever felt desirable.
- 3) The laboratory records and internal test papers are preserved in the respective

departments as per the University norms and are produced to the Committees of the University as and when they ask for

Rules of Re-examination:

- In case the student does not attend any of the internal tests, the college does not conduct any reexamination.
- However, this rule does not apply to any student who is representing the college in any Inter-collegiate/ Inter-university/ District/ State/ National level activities. In such a case, all support will be provided to the students, including conducting of special tests.

Responsibilities of Faculty:

- Faculty will have to announce the portions allotted for the test, the criteria of assessment and the schedule at least 2 weeks prior to the actual schedule. They can refer to the academic calendar provided in the beginning of the academic year.
- Faculty is expected to motivate the students to appear for the tests and give their best performance.
- Faculty is responsible for completing the syllabus and also having a session allotted for revision of concepts.
- Faculty members are expected to submit two sets of question papers (of equal difficulty level) for every course that they teach.
- The questions in each paper will be aligned to the PO's, PSO's and CO's outlined in the curriculum plan. This will be done to measure and verify the attainment of outcome.
- Along with the question papers, faculty is expected to submit schemes of evaluation for the internal test and the preparatory exams.
- Out of these two sets, one set of papers will be randomly selected by the Principal.
- Faculty is expected to follow a fair and transparent system of giving marks, adhering to the scheme of marks provided in the scheme of evaluation.

Result Analysis:

- An analysis of the results of the internal tests will be done and based on that - remedial classes will be held for underperformers.

CONDUCTION OF EXAMINATIONS

INTERNAL EXAMINATIONS

1. University releases the Internal Exams Time Table.
 - JNTUK dispatches the internal examination time table 1 week before the internal examinations.
2. Internal Time Table is prepared for theory Exams
 - A separate internal time table is prepared based on university exam schedule.
 - The examination schedule is circulated to all the HOD'S, Principal Office.
 - Examination halls are identified by the HOD'S.
 - Finally the exam schedule is displayed in all department notice boards and examination cell notice boards.
3. Internal Time Table for Online Exam
 - A separate online exam time table is prepared by the online exam in charges based on university exam schedule.
 - The schedule is circulated to all the HODs, In-charges, Principal Office and to students.
 - Verifications of Online servers and Network connectivity.
 - Verification of Power Back up and Generator for uninterrupted power supply.
 - Finally the exam schedule is displayed in all the department notice boards and examination cell notice boards.
4. Request for Computer Laboratories & HW staff:

The Hardware engineers & Online Exam In-charges monitor online exam process.

Electricians monitor the generator for continuous power supply.
5. Question Papers Preparation
 - HOD / Dept. Exam Cell In-charge select the questions from question bank.
 - Question papers setting is based on OBE by the faculty concerned & moderated by senior faculty members, If necessary.
 - Making required no of copies and preserving in sealed covers.
6. Room wise seating plan & arrangements
 - Preparation of examination pads
 - Each pad should contains the following stationary
 - o Seating plan.
 - o Answer sheets / Graphs / etc.
 - o Threads.
 - o Attendance statement.

7. Consolidated Examination Halls for student display
 - Preparation of consolidated seating plan.
 - Displaying in department notice boards.
8. Absentees Statements for all examinations
 - After every examination collecting branch wise consolidated absentee's statement.
 - Preparation of an overall consolidate statement for absentees.
9. Chief Superintendent/ Dean A&A/HOD act as observers
10. Assigning Class room boards cleaning duty to the attenders.
11. Reminder SMS to all faculties - to attend online examination duties.
12. Collection of answer scripts from invigilators
 - Branch wise answer scripts collection from invigilators.
 - Mark absentees on the summary report.
 - Specify the last date for submission.
 - Handed over the answer scripts to subject teacher.
13. Collection of corrected answer scripts from subject teacher by the Department concerned
 - Collecting the marks award statements
 - Verifying all the scripts
 - Absentees Numbers verification.
 - Entering the same data in ECAP Software by the subject teacher
14. Uploading MID marks to University Server by the Exam cell.
 - Verification of the marks file before uploading by the faculty concerned .

EXTERNAL EXAMINATIONS

1. Examination Notifications are released by the University.
 - Bringing the notifications to the notice of the principal & The HODs.
 - Circulating the important dates to all the departments and notice boards.
 - Preparing branch wise students data based on attendance eligibility.
 - Finalizing the list of detained candidates & Condoned candidates
 - Exam fee collection from students.
 - Submitting all the reports along with necessary examination fee to JNTUK as per the given schedule.

- University releases Exam Time Tables
 - Bringing the Time Tables to the notice of the principal & The HODs.
 - Circulating the Time Tables to all the departments and notice boards.
 - Circulating the university time table to all the departments including Transport department.
2. Sending invigilators requirement to Departments
 - No of invigilators = total strength / 18 per External Examinations
 3. Rooms identification and intimation to All HODs & In-charges
 - Identify the examination halls and intimating the same to HODs concerned
 - Making all the required arrangements for the smooth conduction of examinations.
 4. Proper Xerox machines maintenance with maintenance team prior to examinations for question papers printing.
 5. Collecting OMR Booklets from JNTUK, Kakinada in person
 6. University releases a circular related to jumbling of Examination Centers.
 7. Bringing the information to the notice of the Principal & HODs
 - Circular to the students and all other departments including Transport.
 8. Handing over our college students OMR Booklets & Registered Students galley to jumbling center as per JNTUK guidelines after a thorough verification.
 9. Receiving OMR Booklets of the students of the accommodating college after a thorough verification.
 10. University releases the Hall Tickets.
 - Downloading & Printing the Hall tickets from University Exam Portal.
 - Verification of hall Tickets with the No. of students applied for the exam
 - Issuing the Hall Tickets to the departments concerned for students issue.
 11. Receiving the Registered Students galley from the parent college for the preparation of Seating plans & Hall Wise statements.
 - Preparation of Room wise Seating plans & Hall wise statements
 - Preparation of Notice board seating plans for student display
 12. University releases the appointment order of observers.

Deputing observer to other colleges as per JNTUK guidelines, with a relieving Letter
 13. Preparation of examination pads as per room wise seating plans
 - Each examination pad should contain one seating plan, one signature statement,

invigilators guidelines and OMR Booklets.

14. Identification of log books/tables/graphs as per requirement of the subject.

15. Malpractice cases handling and preparation of reports as per JNTUK formats

- During the examination if malpractice cases are registered,
- Explanation letter from the student.
- Letter from the invigilator.
- Preparing reports as per JNTUK format and taking the signatures and sending by speed post after completion of examination.
- A copy of the report should be maintained in the college examination section.

16. Collecting the filled exam applications from Department operators

- Collecting the applications and fee particulars from operators every day.
- Verifying the applications as per the regulations.
- Recording the day wise information in the prescribed format.

17. Student registration at JNTUK portal

- Examination cell staff members registers the students through the university portal .

18. Preparation of online transaction statements.

- Intimating the amount to be paid towards examination fee to university account, to account section.
- Providing all the proofs of student payments to the finance section.
- After making the payments to JNTUK, the transaction receipts should be collected & preserved for future correspondence.

19. Arrangement of all applications and cross checking with appearing list

20. Principal signature & stamping on each and every application

- In case of supplementary applications, one Xerox copy for every application for future reference.

21. Handing over the examination applications as per schedule at JNTUK

- As per JNTUK guidelines, the examination applications with examination fee receipts to be submitted to university.

22. Intimation to floor supervisor about cleanliness and water supply

23. Making & taking care of all the requirements one day before the commencement of examinations.

- University will announce starting question paper set no every day 10 minutes before the

commencement of the examination.

24. The Chief Superintendent calls for a meeting with all the staff members related to the examination conduction.
25. Senior faculty members from all departments are identified for invigilation duties .
26. Invigilators are provided with all JNTUK norms for the smooth conduction of examinations
27. On the day of Exam: Decryption of the question paper from JNTUK portal as per JNTUK guidelines
28. JNTUK intimates the session starting question paper set number, for distribution out of 04 sets before 15 minutes of the commencement of examination.
29. Arrangement of question papers room wise as per set no.
 - Based on starting question paper set number, arrangement of the question papers.
30. Distribution of question papers to all examination halls.
31. Collecting the absentees statement & Seating plan from examination halls.
32. Collecting filled OMR part-1 slips from examination halls.
 - Collecting Hall wise statements.
 - Cross Checking Absentees Statements with returned OMR Answer Booklets
33. D-Form preparation college wise and branch wise - Hard copy
 - This is very important activity during examinations. If any single entry is wrong student will be in trouble, result will be kept in withheld.
 - Updating all absentees information in JNTUK server
 - Taking the Printouts College wise and branch wise.
34. Branch wise and set wise verification of OMR Slips and preparation of bundle with necessary Documents.
 - Part I OMR slips should be arranged as per sets.
 - Checking with online D-Form. If all entries are correct, principal and observers signatures to be taken in the forms.
35. Collection of OMR booklets from invigilators.
 - College wise and branch wise OMR booklets collection from invigilators.
36. Branch wise and set wise OMR booklets verification
 - Verifying the received answer booklets with D-Form.

37. Bundle Preparation

- Packing of the examination bundle as per regulation.

38. Bundle sealing

- On the top of every bundle No., Date of examination, year and regulation, college code in a bigger font should be indicated.
- Signature of the principal and observer on the specified location.

39. Exam bundles dispatch to collection center before 4 PM

- After the completion of forenoon examination, packed bundles should be sent to collection centre before 4 PM. & afternoon session bundles should be submitted before 6 PM on the same day.

40. Remuneration Bills preparation for external observer JNTUK nominated person

- Preparation of remuneration bill to the external examination as per JNTUK guidelines.
- Exam Remuneration Bills Preparation as per JNTUK guidelines for all those who are involved in the examination works.

EXTERNAL LABORATORY EXAMINATIONS

1. University releases the schedule for the conduction of exams.
2. Collecting department wise time tables
 - Preparation of consolidated time table for labs, based on university time table
 - Display of Timetables in all notice boards concerned.
3. Preparation of tentative remuneration bill
 - Getting the approval from the accounts section through principal
 - Submitting the same at accounts office.
4. Collecting stationary from JNTUK
 - Laboratory stationary has to be collected from JNTUK as per the schedule.
5. Verification of OMR marks sheets
 - Verifying all received OMR marks sheets with reference to the registration data.
 - Arranging the stationary branch wise and laboratory wise.
 - In case of discrepancies, informing the same to the university without any delay.
6. Signature statements
 - Branch wise and laboratory wise preparation of student's signature statements.
7. Sending our Exam Schedule to external college with a request to depute the examiners as per the schedule through official mail, based on the allotment of external college by the affiliating university.
8. Handing over the related stationery to the internal examiners concerned
 - Envelops for keeping the left part of OMR sheets
 - Keeping the left side part inside the envelop along with attendance sheet.
9. Deputing lab examiners to other colleges as per JNTUK guidelines
 - Taking the approval from the principal.
 - Deputing the branch wise and laboratory wise examiners to other colleges.
 - Issue of appointment orders.
10. Collecting department wise filled OMR sheets
 - After completion of every laboratory external examination, the sealed original OMR sheets and other documents should be collected from the internal examiner
 - Verifying all the entries filled in the forms for the preparation of a consolidated statement to submit the same to university.
 - Make sure that all the entries are filled correctly or not.

11. Lab Remuneration Bills preparation for external examiners

- Preparation of remuneration bill to the external examination as per JNTUK guidelines.
- Per every student Rs.18/- per script
- o TA & DA as per the JNTUK Norms to external examiners

12. Final Remuneration bills preparation

- Preparation of remuneration bill as per JNTUK guidelines, including all the persons those who are involved in the examination works.

13. Submission of Lab reports

- As per JNTUK guidelines, the laboratory reports with proper documents should be submitted to university.

INTERNAL LABORATORY EXAMINATIONS

1. Collecting department wise internal laboratory time tables.
2. Display of Time tables in all the notice boards concerned.
3. Preparation of Marks award statements
4. Absentees Statement
 - Branch wise and laboratory wise absentees statement preparation.
5. Issue of Stationery required to Examiners with required instructions.
6. Collection of department wise answer scripts & marks award lists.
 - Making sure that all the entries are filled correctly or not.
7. Entering the marks in the online server
8. Sending the entered marks to departments concerned for final verification
9. After final verification, the file should be uploaded to the university through the link provided in the JNTUK portal.
10. Keeping all the documents as per the file numbers for future reference.



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CONVENOR



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EXAMINATION COMMITTEE ACTIVITY DIARY (2022-2023)

Instructions to the students regarding Exams:

1. Check the answer booklet thoroughly if all the 32 pages are intact and the booklet is not damaged.
2. check your particulars on part-1 of OMR sheet, like, Name, Hall Ticket No., Examination, subject name, subject code and Regulation etc.,
3. Report to the invigilator if the answer booklet is damaged or if your particulars are not correct and get the booklet replaced by blank answer booklet.
4. Bringing any unauthorized material other than pens (blue/black), pencils & erasers make you liable to be booked under malpractice case as per the Malpractice rule No. 1.
5. Enter the answer booklet serial number and sign in the nominal rolls supplied in the examination hall.
6. Sign in the space provided in Part-I of the booklet. Ensure that the invigilator puts his/her signature in the space provided in part-I.
7. You are not permitted to leave the examination hall at least one and a half hour after the commencement of the examination.
8. Verify the subject name, code and regulation on the question paper with those registered and also those printed in the answer script before beginning to answer.
9. No additional answer sheets will be provided.
10. Do not write answers with sketch pen as it blots, making the answers unreadable and barcodes inadvertently tampered.
11. Write on both sides of all the pages. Do not write anything other than the question numbers in margins.
12. Write in all 24 lines on each page. Each new answer need not start in a fresh page.
13. Last page may be used for rough work by duly indicating on the top of the page as 'ROUGH WORK.'
14. Strike off blank sheets after the last page written.
15. If answers are written after leaving one or more blank sheets in between, write P.T.O on all the blank sheets to ensure evaluation of the answers written after the blank sheets.
16. Before beginning to answer any question, write correct number of that question including sub question number. Complete the answer for any question and commence

writing answer for the next question. Answers written at different places for the same question may not be evaluated.

17. Revealing personal details, writing hall ticket numbers, religious symbols or slogans, objectionable and irrelevant matter or requests to pass etc., anywhere in the answer script will be treated as punishable offence. It leads to the cancellation of performance in the subject.
18. For any objectionable material/writings found in the answer script during evaluation and random checking phases, you will be booked under malpractice case and the entire series of examinations will be cancelled as per the Malpractice rules.
19. Tampering of barcodes is also treated as malpractice case.
20. Return your answer booklet to the invigilator before leaving the examination hall.
21. Taking away the answer booklet from the examination hall or tearing any part of the answer booklet will make cancellation of your entire series of examinations. Further you will be debarred from the class work for two consecutive semesters and will be given all punishments.

Instructions to Invigilators

1. Report to the Exam branch/Chief Superintendent 20 minutes before the commencement of the University Examination.
2. Inform the chief superintendent if any of your relatives or other parent colleges is writing examinations at your college host centre.
3. Collect the seating plan of the hall allocated to you along with the hall tickets, nominal rolls, answer scripts and a sealed cover containing question papers, from the chief superintendent/confidential invigilator.
4. Verify the number of answer scripts against the strength assigned to your exam hall.
5. Verify the number of question papers packed and listed on the sealed cover against the seating plan.
6. No student will be allowed to leave the examination hall before 90 minutes after the commencement of the examination.
7. Do not allow cell phones and other electronic gadgets except scientific calculators.
8. Guide the students to their respective seats as per the seating plan.
9. Distribute the answer scripts 15 minutes before the commencement of the examination and instruct the students to verify his/her details and the subject details to ensure that it is his/her own answer script.
10. Distribute the question papers 3 minutes before the commencement of the examination.

11. Instruct the students to report immediately before the commencement of exam, if the answer script is torn or damaged.
12. Make the following announcements before commencement of examination.
 - A. No additional sheets will be provided.
 - B. Revealing personal details, writing hall ticket numbers/religious symbols or slogans/objectionable and irrelevant matter/requests to evaluators etc., anywhere in the answer script will be treated as malpractice and it is a punishable offence.
 - C. For any copied material found in the answer script during evaluation and random checking phases, the student will be booked under malpractice case and the entire series of examinations will be cancelled.
 - D. Tampering of barcodes is also treated as malpractice case.
13. Check if the photograph on the answer booklet and hall ticket are same as that of the student's face. Non-tallying cases should be brought to the notice of the chief superintendent.
14. Ensure that the student sign on the nominal rolls / attendance sheet and on Part-1 of the answer script at specified place.
15. Place your signature on the part-I of the answer script in the space provided for the signature of the invigilator after verifying the details of the student.
16. Prepare the absentee statement in the prescribed format provided by the college within the first half an hour of the examination which will be collected by the college exam branch.
17. Make rounds continuously to identify any suspicious movements of students and material for copying.
18. Collect the written answer scripts of the students and tally with the number of students present and submit to the exam branch.

Instructions to Chief Superintendents : General Instructions:

1. You are requested to conduct the examinations in a fair and orderly manner.
2. Take all precautions for the safety and security of the answer scripts while the answer scripts are in your custody.
3. Conduct of examinations under no circumstances should be disrupted.
4. Deviations from routine examination procedures, like, using blank answer scripts, packing answer scripts in the absence of assigned observer etc., can be done only after prior intimation and approval by Director of Evaluation and/or Controller of Examinations.

5. Temporary assignment of Chief Superintendent duty to any other faculty member due to any unavoidable reasons should be intimated to Director of Evaluation and/or Controller of Examinations at least one day prior to the commencement of Examinations.
6. Appoint sufficient number (one for every 24 students) of senior faculty as invigilators.
7. During spot valuation observation of requests to pass, any sort of personal data revelation, any religious slogans and other objectionable statements on answer scripts will be taken seriously and punishments such as booking under malpractice case will be given to the candidate. Hence, an arrangement to make announcements in the examination halls to this extent is mandatory.
8. Display the punishments awarded to different types of malpractices at prominent places in the notice boards. Also arrange to read out in the examination halls time to time.
9. Download filled up D-form and Bar coded D-form correctly and take the printout.
10. Incorrect counts of candidates present /absent listed in the bar coded D form, if any, should be communicated to Controller of Examinations and concerned Additional Controller of Examinations within one day after the examination. Later intimation at exam branch will be viewed seriously.
11. The part-1 cut slips of all the used blank answer booklets should be sent, in a separate sealed envelope to the Controller of Examinations along with the confidential material of last exam in the series.

Instructions Related to observers drafted from your college:

1. Inform the observers drafted from your college to other host colleges immediately after receiving the ORDER of observers from Exam branch of JNTUK.
2. In case of inability of any drafted faculty member to perform observer duty due to medical or any other genuine reasons, the same should be informed to Controller of Examinations and concerned Additional Controller of Examinations.
3. A suitable replacement by another faculty may be done and intimated to the concerned Additional Controller of Examinations.
4. Instruct the drafted observer to contact the chief superintendent of the assigned host college in time before the commencement of the spell of examinations.
5. Instruct the drafted observer to report at the host college at least half an hour before the commencement of the examination.
6. Please contact the host college time to time and verify the reporting of the observer deputed from your college.

C. Instructions related to observers assigned to your host centre:

1. Please bring it to the notice of Controller of Examinations and concerned Additional Controller of Examinations if the observer assigned to your college has not contacted you one day earlier to exams or has not reported in time on the day of exam.
2. Ensure that the question papers are printed in the presence of assigned observer only.
3. Insist the presence of assigned observer while packing the answer scripts after the examination.
4. Extend possible support to the observer to perform his/her duty sincerely.
5. Verify that the assigned observer puts his/her signatures on all required documents.
6. Responsibility and answerability lies on the chief superintendent along with the observer for any misconduct of Examination and any unwarranted situations, like, mass copying etc.

D. Instructions for packing of answer scripts:

1. Instruct the examination branch in-charge and the assigned observer to verify the written answer script count against the presentees in nominal rolls
2. Packing and sealing of answer scripts should be done only in the presence of the assigned observer.
3. Do not pack too many answer scripts in a single cloth cover. The possibility of sealed packs getting opened torn during transit should be avoided. Thick cotton cloth shall be used for packing.
4. Answer scripts booked under malpractice cases should be packed in a separate envelope and should be addressed directly to the Controller of Examinations.



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CONVENOR