

EXAMINATION MANUAL



**RAYAPATI VENKATA RANGA RAO & JAGARLAMUDI
CHANDRAMOULI COLLEGE OF ENGINEERING**

(AUTONOMOUS)

CHOWDAVARAM :: GUNTUR – 522 019

ANDHRA PRADESH

(An Autonomous College under the Jurisdiction of Acharya Nagarjuna University)

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1. INTRODUCTION

R.V.R. & J.C. College of Engineering was established in the year 1985 by Nagarjuna Educational Society (NES) affiliated to Acharya Nagarjuna University has been granted Autonomous status first time by UGC w.e.f. the academic year 2012-13. Later Autonomous Committee visited in the year 2018 and extended Autonomous status for another 5 years w.e.f. the academic year 2018-19. As part of its aspiration to develop into an institution that exhibits quality in teaching and examination system, the institute strives to implement credible and reliable evaluation system.

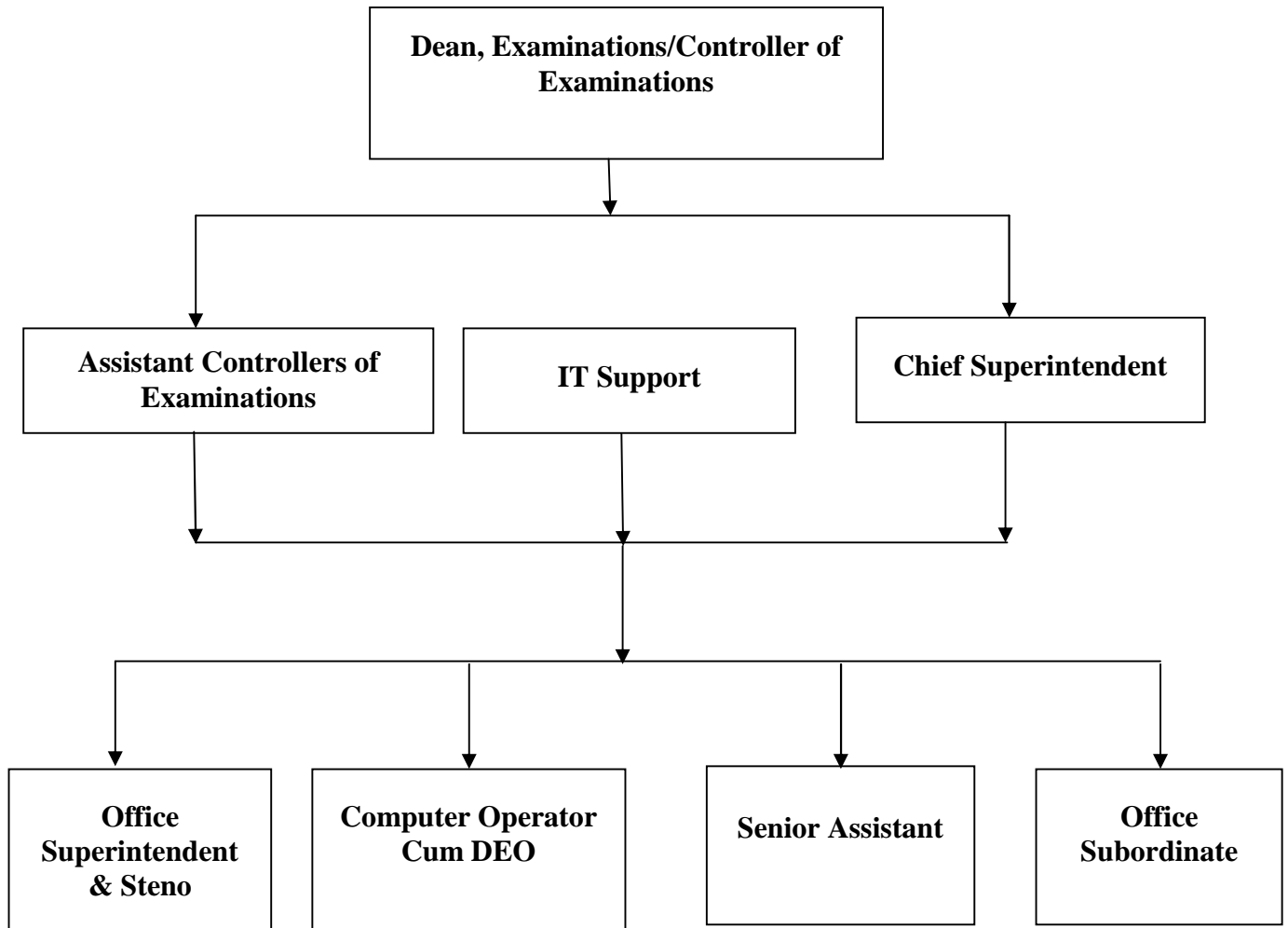
The institute believes that examination and evaluation policy is an integral part of learning process during the progression of a course. A variety of assessment methods will be used in the examination and evaluation process for students of UG (Under Graduation) and PG (Post Graduation) programmes.

The main emphasis is to assess the knowledge gained by a student and motivate him/her to improve upon it, inculcate confidence among students about the assessment system and timely publication of results. Continuous assessment of student's performance has become the order of the day. This process aims at measuring the degree of knowledge gained by the students during a course of study without bringing in excess pressure. A strict and flawless examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system. For achieving this RVR&JCCE established Special Section (Exams) in the academic year 2012-13 as an independent system, so that it can operate without fear, favor, pressure and prejudice. Based on sound principles, policies and procedures directed towards the achievement of its goals.

- (a) Flexibility and adaptability as per the needs.
- (b) Transparent policies and procedures.

Manned by persons with appropriate qualifications and qualities like self discipline, confidentiality, time consciousness, high degree of integrity in fulfilling the objectives of the system and complete understanding of the duties and responsibilities to achieve the targets. State of art facilities to process large data and generation of pre-defined documents with least human interaction.

2. ORGANIZATION STRUCTURE



3. INFRASTRUCTURE

a) Space

A total of 21 spans floor space is provided for Special Section (Exams) in the 2nd floor of Decennial Building.

S.No.	Description	Area in sq.ft	Area in sq. m
1	3 spans (A/C) for printing and processing section	1320	123
2	2 spans (A/C) for office of Dean / Controller of Exams, Asst. Controller of Exams and other staff.	880	81
3	3 spans for material storage (current examinations) & coding.	1320	123
4	3 spans (A/C) for distribution of answer booklets during spot valuation and scrutiny.	1320	123
5	7 spans (4 A/C spans) for spot valuation.	3080	286
6	3 spans for material storage (old)	1320	123
Total		9240	859

b) Equipment

S.No.	Name of the item and Description	Quantity
Computing Equipment		
1.	Desktop Computers: HP P3330, 3.3GHz/2GB	4
2.	HP 280G2,i3, 1TB hard disk, 4GB RAM	2
3.	Server: IBM X3100, 3.1GHz/4GB	1
Printers		
4.	Samsung – ML3310 – DXIP	2
5.	Samsung – ML3310-5510ND	1
6.	Epson – FX2175	1
7.	Xerox -Copier-5355	2
Scanner		
8.	Epson – Photo-V600	1
External Hard Disk		
9.	SEAGATE, 4TB	1

c) Software

Required Software is designed and developed by the Web Application Development Committee as per Autonomous regulations and also process and procedures adopted by Special Section (Exams).

4. FUNCTIONS OF EXAMINATION AND EVALUATION SECTION

1. Collecting data regarding syllabus, model papers and subject/course experts in all subjects/courses under all regulations within one month of commencement of class work.
2. Making the arrangements for question paper setting from the faculty of various reputed institutions.
3. Receiving the question papers in sealed covers and kept in strong room for safe custody.
4. Preparing the semester end examinations notifications and examination time table regulation wise.
5. Collecting the information regarding the subject registrations (galley) from the office.
6. Issue of hall tickets based on the galley.
7. Printing and submitting the question papers to the chief superintendent as per the requirement.
8. Seating plan arrangement, assigning invigilation duties to the faculty for conducting examinations.
9. Receiving answer booklets from the exam cell, after encoding the answer booklets they are arranged into 25 booklets per bundle.
10. Sending the subject details to various reputed institutions for deputing examiners to attend spot valuation.
11. Conducting the spot valuation by selecting the examiners from the examiners lists received from the colleges (Internal and External).
12. Conducting the scrutiny of answer booklets to ensure the correctness of marks entry.
13. Entering marks into examination management system (RAJEMS).
14. Consolidating, processing the test results and submitting to the results committee.
15. Publishing the results on the college website and sending information to the parents via SMS.
16. Printing and issuing of Grade Sheets.
17. Printing and issuing of Consolidated Grade Sheets (CGS) for eligible outgoing students.

5. EXAMINATION AND EVALUATION

The performance of the students in each semester shall be evaluated subject/course wise. The distribution of marks between sessionals (based on internal assessment) and semester end examination is as follows:

R12 Regulation (UG):

Nature of the subject	Sessional Marks	Semester End Exam Marks
Theory subjects/ Design and or Drawing/ Practical's	40	60
Mini Project/Term Paper	100	--
Project Work	80	120 (Viva voce)

R16 & R18 Regulations (UG):

Nature of the subject	Sessional Marks	Semester End Exam Marks
Theory subjects/ Design and or Drawing/Practical's	40	60
Mini Project/ Term Paper	100	--
Project Work	40	60 (Viva voce)

R17 Regulation (PG):

Nature of the subject	Sessional Marks	Semester End Exam Marks
Theory / Laboratory	40	60
Seminar/Internship/professional certification/ dissertation review	100	-
Dissertation	40	60

UG

In each semester, there shall be two Mid Term examinations (Sessional Examinations) and two Assignment Tests in every theory subject. The Sessional marks for the Mid Term examinations shall be awarded giving a Weightage of 15 marks out of 18 marks (approx. 80%) to that Mid Term examination in which the student scores more marks and the remaining 3 marks (approx. 20%) from the other Mid Term examination in which the student's scores less marks. Similarly a Weightage of 10 marks (approx. 80%) out of 12 marks earmarked for assignment tests shall be given for the assignment in which the student scores more marks and remaining 2 marks (approx. 20%) shall be given for the assignment test in which the student scores less marks.

Five marks are allotted for attendance in the respective theory subjects in a graded manner. The remaining 5 marks out of the 40 marks earmarked for the sessional marks are awarded (quiz/online examination) by the concerned teacher in the respective theory subjects. The semester end examinations will be conducted for 60 marks in each theory, laboratory and project work.

The evaluation for Laboratory class work consists of a Weightage of 25 marks for day to day laboratory work including record work and 15 marks for internal laboratory examination including Viva-voce examination.

In case of Project work, the sessional marks shall be awarded based on the weekly progress, the performance in two Seminars and the Project Report submitted at the end of the semester. The allotment of sessional marks for Seminars and day-to-day class work shall be 30 and 50 (R12), 15 and 25 (R16 & R18) respectively.

PG

M.Tech.

In each semester, there shall be two Mid Term examinations (Sessional examinations) consists of a sessional test for 30 marks and an assignment test for 10 marks. The semester end examination is conducted for 60 marks. The internal evaluation for theory subject is based on the 80% (24 out of 30 marks) weightage given to the best of the performances and remaining 20% (6 out of 30 marks) for the least performance, in the two mid-term examinations, one held in the middle of the semester and the other held immediately after the last instruction day. The internal evaluation for practical subjects is based on the day-to-day performance and semester end internal practical examinations.

The marks for seminar will be awarded by internal evaluation by a panel of the Department. For taking the semester end examination in any theory or practical subject, student shall be required to obtain a minimum of 50% marks in the internal evaluation in the subject failing the candidate is required to repeat that subject when next offered.

For each theory subject, there is a comprehensive semester end examination at the end of each semester. For each practical course the semester end examination is conducted by one internal and one external examiner appointed by the Principal of the college.

The duration of the examination is specified in the detailed scheme of instruction and examination. Examination in the dissertation is conducted by one internal examiner and one external examiner appointed by the Principal.

The performance of the student in each semester is evaluated subject-wise. The distribution of marks between internal assessment and semester end examination is as follows:

MBA

In each semester, there shall be two Mid Term examinations (Sessional examinations) consists of a sessional test for 30 marks and an assignment test for 10 marks. The semester end examination is conducted for 60 marks. The internal evaluation for theory subject is based on the best of the performances in the two Mid-term examinations, one held in the middle of the semester and another, held immediately after the last instruction day. The marks for seminar/project internship presentation are evaluated by a panel of two faculty members. A student who could not secure a minimum of 50% aggregate sessional marks is not eligible to appear for the semester end examination and shall have to repeat that semester.

For each theory subject, there is a comprehensive semester end examination. At the end of second year, second semester, a comprehensive Viva-Voce examination is conducted by one internal examiner and one external examiner appointed by the Principal. The performance of the student in each semester is evaluated subject-wise

MCA

In each semester, there shall be two Mid Term examinations (Sessional examinations) consists of a sessional test for 30 marks and an assignment test for 12 marks. The semester end examination is conducted for 60 marks. The internal evaluation for theory subject is based on the performance of two mid-term examinations, one held in the middle of the semester and another held immediately after completion of the last instruction day. The sessional marks for the mid-term examinations shall be awarded giving a Weightage of 15 marks out of 18 marks (approx. 80%) to that mid-term examination in which the candidates scores more marks and the remaining 3 marks (approx. 20%) for other mid-term examination in which the candidate scores less marks. Similarly a Weightage of 10 marks (Approx. 80%) out of 12 marks earmarked for assignment test shall be given for the assignment in which the candidate scores more marks and remaining 2 marks (approx.20%) shall be given for the assignment test in which the candidate scores less marks. The internal evaluation for laboratory subjects is based on the day-to-day performance and semester end internal laboratory examination.

The marks for mini project will be awarded by internal evaluation by a panel of two faculty members. A student who could not secure a minimum of 50% aggregate sessional marks

is not eligible to appear for the semester end examination and shall have to repeat that semester. If any student fails to get marks in internal assessment or abstains for the internal assessment tests, the candidate has to get required marks in the semester end examination for a pass. For each theory subject, there is a comprehensive semester end examination at the end of each semester.

For each laboratory subject, the semester end examination is conducted by one internal and one external examiner appointed by the Principal of the college. The duration of examination is specified in detailed schemes of instruction and examination. Viva-voce examination in major project work is conducted by one internal examiner and one external examiner appointed by the Principal. If any student fails in any subject, then the candidate has to appear the semester end examination in that subject in corresponding semester in subsequent academic year for a pass. The candidates can submit the applications for revaluation along with the fee receipt for revaluation of the candidate's answer scripts of theory subjects, if the candidate is not satisfied with the marks obtained.

Regular and Supplementary Examinations

- 1 Regular theory examinations will be conducted at the end of every semester with a minimum gap of 1 week for preparation.
- 2 Semester end lab examinations will be conducted after theory examinations.
- 3 Supplementary examinations for odd semesters shall be conducted separately in the month of February and even semesters in the month of August.
- 4 External examiners for lab and main project work will be appointed by the controller of examinations from the board of examiners given by the HOD's.

Examination Calendar

Academic calendar of the forthcoming year shall be prepared two weeks in advance before the commencement of the academic year and circulated to all the students and members of faculty with details of reopening dates after vacation, schedules of both internal and semester end examinations, preparation holidays and other important festival holidays etc.

Based on the approved academic calendar the Special Section (Exams) will prepare the examination calendar and plan for obtaining question papers, procurement of answer booklets, and issue of notifications for semester end examinations.

6. QUESTION PAPER SETTING

- 1) Controller of Examinations (COE) identifies the premier institutes like NITs, State Universities, Autonomous institutes and also from home institute for question paper setting and obtain the list of paper setters in consultation with the HOD's.
- 2) Based on the paper setter data, the arrangements are made for obtaining two sets of question papers for each subject / course pertaining to any particular semester end examinations. The papers will be obtained both in the form of hard and soft copies.
- 3) The question papers are received in sealed covers from the respective paper setters either in person or by registered post.
- 4) The sealed question papers are stored in the strong room under the lock and key with the surveillance of cameras.
- 5) The strong room key is maintained by the Dean / COE only.
- 6) A stock register is maintained for the used/unused Question Papers.
- 7) The sealed question paper covers are opened by the Dean / COE in the presence of Assistant Controller of Examinations two/three days before the commencement of examinations for printing.
- 8) Before printing, the question papers shall be scrutinized by the senior faculty of the Institute. The objectives of the scrutiny is to ensure that the questions are:
 - a. In conformity with the prescribed syllabus and scheme of examinations
 - b. Has maintained the required standard
 - c. Free of typographical and grammatical errors
 - d. Marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.
- 9) The moderator checks the Question paper thoroughly. Out of syllabus questions if any are replaced by suitable questions with in the syllabus. Data insufficiency is also corrected.
- 10) After such an exercise of scrutiny, the papers are printed as per the requirement and packed.
- 11) The sealed question papers will be handed over to Chief Superintendent to conduct semester end examinations one day before the examination.

7. GUIDELINES FOR QUESTION PAPER SETTING

- 1) Paper setters have to prepare two different sets of question papers and strictly adhere to the prescribed syllabus and the model paper enclosed.
- 2) A total of **9** questions are to be set in each question paper. The paper setter shall note the Question No. 1 is compulsory. It contains **12** one mark short answer questions covering the entire syllabus (all **4** units). The remaining **8** questions (2 to 9) carrying 12 marks are to be set from all the four units with two questions (either/or) from each unit (for R12 & R18 regulations).
- 3) A total of **11** questions are to be set in each question paper. The paper setter shall note the Question No. 1 is compulsory. It contains **10** one mark short answer questions covering the entire syllabus (all **5** units). The remaining **10** questions (2 to 11) carrying 10 marks are to be set from all the five units with two questions (either/or) from each unit (for R16 regulations).
- 4) A total of **10** questions carrying 12 marks are to be set from all the five units with two questions (either/or) from each unit for M.Tech. (for R17 regulations).
- 5) A total of **11** questions carrying 10 marks are to be set from all the five units with two questions (either/or) from each unit (Q.No.1 to 10) and Question No.11 (case study) is compulsory for MBA (for R17 regulations).
- 6) A total of **11** questions carrying 10 marks are to be set from all the five units with two questions (either/or) from each unit (Q.No.2 to 11) and question No.1 is compulsory which contains 10 one mark short answer questions covering the entire syllabus for MCA (for R17 regulations).
- 7) Each question shall be prepared in such a manner to meet the Course Outcomes (COs) and in accordance with the Blooms Taxonomy.
- 8) No question or part thereof should be out of the prescribed syllabus.
- 9) Repetition of questions must be avoided.
- 10) The question paper should be in typed format only and framing of the questions should be correct and in a complete form without giving any scope for confusion and ambiguity.
- 11) The Figures/Drawings/Circuit diagrams must be drawn clearly in black and label the diagrams indicating dimensions etc. properly.
- 12) Use of abbreviation should be avoided as far as possible.
- 13) The paper setter should indicate clearly the marks allotted to each part of the question.
- 14) The paper setter should specifically mention the graph sheets, charts, tables, IS codes, data books etc. required for the examination.

- 15) Before sending the paper, the paper setter must satisfy him/her self through careful scrutiny that no mistakes have crept in.
- 16) The number of question papers set by each faculty member is limited to one or two subjects only.
- 17) The paper setter should also provide the scheme of valuation and solutions for the numerical problems wherever necessary.
- 18) The paper setter should ensure strict confidentiality regarding questions papers.

8. SCHEDULE AND CONDUCT OF EXAMINATIONS

Schedule of Semester End Exams

- 1) The COE issues the notification for Semester End Examinations at least 30 days before the commencement of examinations.
- 2) The detailed timetable of examinations will be announced at least 15 days before the commencement examinations.
- 3) After receiving the list of registered students (galley) from Principal's office, hall tickets will be issued for the registered students two or three days before the examinations.

Conduct of Examinations

- 1) The Chief Superintendent of examinations shall be responsible for the conduction of all examinations.
- 2) The examination section under the guidance of the Chief Superintendent identifies the examination halls as per the time-table and based on the number of candidates appearing in respective subjects/courses.
- 3) Invigilators requirement for all the examinations is asked to provide from Heads of the Departments.
- 4) Specific instructions are issued to the invigilators from time to time in addition to the basic guidelines of invigilation.
- 5) To monitor the semester end examinations, two/three faculty members from other institutes are appointed as squad.
- 6) If the invigilators/squad reports the involvement of any candidate in any type of unethical practices during the examination, after receiving/obtaining the report from the invigilator regarding the suspected malpractice, the candidate should be booked under suspected malpractice.
- 7) The suspected malpractice cases should be forwarded to the Malpractices Enquiry Committee through proper channel.
- 8) After completion of the examination, the examination cell packed and sealed the answer booklets subject-wise and forward to the Special section (Exams) for further processing.

9. INSTRUCTIONS TO THE INVIGILATORS

1. The invigilators are required to be present in the examination cell at least 30 minutes before the commencement of examination or as informed by the Chief Superintendent.
2. The invigilators are required to count the main answer booklets and make sure that the serial number and Chief Superintendent's facsimile on the main answer booklet before leaving the examination cell.
3. The code books / data books and other books necessary for the examination will be sent to the examination halls. The invigilators are required to count and return the same to the examination cell after completion of the examination.
4. One of the invigilators is required to check the relevant hall ticket (Regular/Supplementary) before the candidate enters the examination hall. No candidate shall be allowed to enter the examination hall without hall ticket.
5. The invigilators must instruct the students not to keep any printed or written material or mobile phones or any type of wrist watches or any other electronic devices except scientific calculator with them, which leads to malpractice. The students must be asked to handover their purses / pouches etc. (except money) and also instruct them not to exchange calculators, scales, pencils, erasers, sharpeners etc.
6. The invigilators are required not to allow the candidates into the examination hall after half an hour from the commencement of the examination.
7. One of the invigilators is required to sign on the main answer booklets in the space provided and also to put the initial with date on the backside of hall ticket after verifying the identity of the candidate from the hall ticket and check elegance and correctness of the details entered including candidate's Regd. Number. The serial number on the main answer booklet and the candidate's signature is to be taken on the attendance sheet.
8. The invigilators are required to instruct the candidates not to write their Regd. Number i.e. hall ticket number anywhere except in the space provided at first page of main answer booklet/drawing sheet.
9. The invigilators should not put their signature on Graph Sheets or Drawing Sheets except on main answer booklet.
10. The invigilators are required to distribute and collect the answer booklets personally. The invigilators should not allow a candidate to take (in the beginning) or keep (at the end) the answer booklets on the table by the candidate. The invigilator will be held responsible for any

loss of the answer booklets. In case of any discrepancies, the matter may be brought to the notice of the Chief Superintendent immediately.

11. The invigilators are required to observe carefully in examination hall to prevent malpractices.
12. The invigilators are advised to maintain silence in the examination hall so as to provide conducive environment for the smooth conduct of examination.
13. The invigilators should not allow the candidates to leave the examination hall before half of the scheduled time. Further, they should not allow the candidates to leave the examination hall with the question paper before last half an hour of the scheduled time.
14. No invigilator shall leave the examination hall except for nature call, intimating the same to co-invigilators. Invigilators are expected not to use mobile phones.
15. The invigilators are required to hand over the answer booklets to the examination cell after the completion of examination.
16. The invigilators are required to strictly follow the college bell for the conduct of the examinations.

Bell Timings:

Warning Bell-I (Short Bell)	:	10 minutes before the commencement of examination
Long Bell-I	:	Issue of Question Paper and the commencement of the examination.
Warning Bell-II (Short Bell)	:	Half an hour after the commencement of the examination. No student will be allowed into the examination hall.
Warning Bell-III (Short Bell)	:	5 minutes before the end of examination.
Long Bell-II	:	At the end of examination.

10. INSTRUCTIONS TO THE CANDIDATES

1. The College has the right to cancel the admission of the candidate at any stage when it is detected that his/her admission to the College or approval for any examination is against the rules.
2. Candidates should carry their hall ticket and Photo ID card to the examination hall.
3. Candidates are advised to present in the Examination Hall half an hour before the commencement of examination.
4. Once candidate enters the examination hall, they are governed by the examination rules and will not be permitted to leave the examination hall till the end of the time specified there for.
5. Candidates are prohibited from bringing cell phones, watches, books, note books, wallets or any written/printed material and electronic gadgets other than simple scientific calculator to the examination hall.
6. Candidates are prohibited from bringing their own mathematical tables, data tables etc., to the examination hall.
7. Candidates are prohibited from writing their register number (except on the front page) or name on any other part of the answer booklet.
8. Candidates should write all answers in the given answer booklet only. No additional sheets will be supplied.
9. Strict silence should be maintained in the examination hall.
10. Candidates have to verify whether the correct question paper is received from the invigilator before answering the questions.
11. Candidates should not write anything on the question paper except register number and they should ensure that they don't have any write-ups on their body as well as on their garments.
12. Candidate should not allow or assist any one to copy from them. Observer, Flying Squad members are empowered to check any candidate in the examination hall or outside the examination hall during the examination for detecting any malpractice.
13. The Candidates are prohibited from exchanging calculators, scales, pencils, erasers and sharpeners etc.
14. The responsibility of handing over the answer script to the invigilator lies with the candidate only.

15. Legal suits against the College, if any, shall be filed in the Courts within the jurisdiction of Guntur city only.

16. Appointment of scribe:

16.1. Preamble:

Disabled candidates writing the exam can seek assistance from another person who is normally called as Amanuensis. An Amanuensis can be appointed by the COE to the candidate who is really disabled and cannot write his/her examination his/her own. The concession extended by the government will be provided to the eligible candidates i.e. exemption in the payment of examination fee and extension of time (20 minutes extra time for every hour of exam). While appointing an Amanuensis the following guidelines are to be followed strictly.

16.2. Guidelines:

- (a) An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
- (b) A candidate seeking the assistance of an Amanuensis shall submit an application to the COE duly recommended by the HOD concerned with the following documents:
 - (i) Medical Certificate from Medical Officer of a Government District or higher-grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination on his/her own which shall be attested by the HOD.
 - (ii) No relation Certificate – An understanding by the student and the Amanuensis showing that there is no relation between them with an authentication by the Notary Public.
 - (iii) Attested copies of testimonials of the Amanuensis.
 - (iv) One A4 size paper hand written matter which is written by the Amanuensis.
 - (v) Three recent passport size photos of the Amanuensis attested by the HOD.
- (c) An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field of Engineering.
- (d) The Chief Superintendent/COE shall arrange a suitable room for the candidate & the amanuensis and appoint a room invigilator for the candidate who shall be changed daily.

- (e) If the disabled candidate (temporarily disabled) requests to write the examination with his/her own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the Principal of the college through the COE seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.
- (f) The permission granted in the case of permanently disabled students shall be valid for the entire period of his/her study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.

17. The candidates are required to strictly follow the examination schedule bells at the following times.

Bell Timings:

Warning Bell-I (Short Bell)	:	10 minutes before the commencement of examination
Long Bell-I	:	Issue of Question Paper and the commencement of the examination.
Warning Bell-II (Short Bell)	:	Half an hour after the commencement of the examination. No student will be allowed into the examination hall.
Warning Bell-III (Short Bell)	:	5 minutes before the end of examination.
Long Bell-II	:	At the end of examination.

11. APPOINTMENT OF SQUAD; DUTIES & RESPONSIBILITIES OF SQUAD

- 1) The Dean/Controller of Examinations (COE) appoints squad from among the faculty of other institutions, according to the need to ensure proper conduct of examinations and to curb malpractice during the examinations.
- 2) The squad should conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
- 3) The Squad should not cause any kind of harassment either to the students or to any of the officials of the examination cell.
- 4) The Squad should report the cases of suspected malpractice detected, to the Chief Superintendent of Examinations immediately for further action.
- 5) The members of the squad should not create distractions to the examinees by unnecessarily shouting while handling malpractice cases in the examination halls.
- 6) The squad shall seek any clarification/guidance and/or assistance from the Dean/COE whenever needed.

12. PROCEDURE TO RESOLVE SUSPECTED MALPRACTICE CASES

The following procedure is followed to resolve Suspected Malpractice cases booked during the Examinations:

- 1) Details of Suspected Malpractice cases consisting of Answer Book, Invigilator's statement, Student's statement, Subject Expert's statement and proof of Suspected Malpractice are submitted to the Dean/Controller of Examinations in a sealed cover.
- 2) Dean/Controller of Examinations refers the Suspected Malpractice cases to the Malpractice Enquiry Committee.
- 3) Based on the Guidelines, the Malpractice Enquiry Committee recommends the punishment and submits the same to the Principal for approval.
- 4) After the approval, Dean/Controller of Examinations sends the recommendations of the enquiry committee to the concerned Head of the Department to intimate the same to the concerned student.

<i>S.No.</i>	<i>Nature of Malpractices/Improper conduct If the candidate</i>	<i>Punishment</i>
1	<p>Found in possession of any material relevant to the subject of examination (even when present in a coded form)</p> <p>a) Written / typed / printed / photo copy or in any form, matter relevant to the subject or Question Paper on clothes worn or possessed on any part of the body (other than palm) or pad or hall ticket or single or multiple papers, vanity bag or purse or any other instrument normally permitted into hall.</p> <p>b) Found copying or has copied from the forbidden material (the copied portion in the answer book is to be marked and signed by the invigilators and chief superintendent).</p> <p>c) Matter (A Question or Answer to a Question in the paper or anything related to the subject) written on his/her own question paper or on the palm. The matter available on the palm should be transferred onto a paper and should be attested by the Invigilator & Chief Superintendent as a piece of evidence.</p> <p>d) Matter written on a desk or wall is established to be in the handwriting of the candidate in the examination hall (the evidence has to be established). Even if the</p>	<p>Expulsion from the examination hall and</p> <p>i) Cancellation of performance of the candidate in all papers at the current session of examinations, if the matter copied into the answer booklet is relevant to the concerned examination.</p> <p>ii) Cancellation of performance of the candidate in all papers attempted up to the current exam, at the current session of examinations, if the forbidden material is relevant to the concerned examination but not copied into the answer booklet.</p> <p>iii) Cancellation of performance of the candidate in the current paper at the current session of examinations, if the matter copied into the answer booklet is not relevant to concerned examination or if the matter is not copied at all.</p>

	matter is in somebody's handwriting taking into account the nearness and circumstantial evidences the invigilator is empowered to book the case.	
2	Gives assistance or guidance or receives it from any other candidate orally or by any other body-language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider(s), they will be handed over to the police and a case will be registered against them.
3	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall and debarred from college/forfeits the seat. The performance of the original candidate who has been impersonated shall be cancelled in all the subjects of the examination already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester (including practical's and project work). The candidate is also debarred for two consecutive semesters from class work and all semester end 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(s), they will be handed over to the police and a case is registered against them.
4	Smuggles the answer booklet or takes out or arranges to send out the question paper during the examination or answer booklet 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 and shall not be permitted for the remaining examinations of the subjects of that semester (including practical examinations and project work). The candidate is also debarred for two consecutive semesters from class work and all semester end examinations including supplementary 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 booklet or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6	<p>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,</p> <p>(or) threatens the officer-in charge or any person on duty in or outside the examination hall or causing any injury to his person or to any of his relations by words, either spoken or written</p> <p>(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,</p> <p>(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,</p> <p>(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.</p>	<p>Expulsion from the 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 (including practicals and project work).</p> <p>The candidates are also debarred from the college/forfeit their seats.</p> <p>In case of outsiders, they will be handed over to the police and a police case will be registered against them.</p>
7	Leaves the exam hall by taking away the answer booklet or intentionally tears of the answer booklet or any part thereof, inside or outside the examination hall.	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared and shall not be permitted for the remaining examinations of the subjects of that semester including practical examinations and project work.</p> <p>The candidate is also debarred for two consecutive semesters from class work and all semester end examinations including supplementary examinations.</p>

		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 shall not be permitted for the remaining examinations of the subjects of that semester including practical examinations and project work. The candidate is also debarred/forfeits the seat. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of 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 subjects the candidate has already appeared shall not be permitted for the remaining examinations of the subjects of that semester including practical examinations and project work. The candidate is also debarred/forfeits the seat. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of 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 shall not be permitted for the remaining examinations of the subjects of that semester including practical examinations and project work.
11	Copying detected on the basis of internal evidence, during valuation or during scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared of that semester including practical examinations and project work.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the academic council of the Institute for further action to award suitable punishment.	

13. GUIDELINES FOR CONDUCTING SPOT VALUATION

- 1) Examiners/Evaluators should ensure that none of their relatives (brother, sister, son, daughter, cousin, nephew, niece, spouse, brother-in-law, sister-in-law or any other relative financially dependent on you) have appeared in the said examination.
- 2) Make use of red pen only to evaluate the answer booklets.
- 3) The examiner/evaluator will receive 25 answer booklets from the Assistant Controller of Examinations for every session, subject to a maximum of 50 per day (2 sessions per day) and make necessary entry in the issue register. The examiner/evaluator is expected to devote reasonably sufficient time (minimum of two hours) for evaluating the 25 answer booklets.
- 4) No question or part of a question should remain unvalued.
- 5) If answer to a particular sub-part/question does not deserve any marks, then zero marks against that question should be awarded.
- 6) If the candidates write wrong question/part/sub-part number, the examiner/evaluator should correct the question number before evaluating the particular sub part/part/question.
- 7) While evaluating an answer booklet, if the examiner/evaluator found any new page(s) inserted or any handwritten chit pasted on any page of the answer booklet or mentioning Register Number in any part of the answer booklet, the examiner/evaluator requested to bring it to the notice of the Dean/COE. Same procedure should be followed if any evidence of double handwriting or request for more marks than deserved.
- 8) No marks should be awarded to a question where the answer is crossed/strike-off even though the answer is correct to the extent of 100%. However, the matter should be reported immediately to the Dean/COE for further necessary action.
- 9) Marks awarded to a question or any part of a question must be written only on the front page of the answer booklet.
- 10) Ensure that the marks counted correctly before writing the sum (total) on the front page.
- 11) In case of either/or choice pattern of question paper, if the student has attempted all the choices, all questions should be evaluated. The lowest marks should be circled and write 'Extra' by the side and the highest awarded mark should be taken for totalling.

- 12) Avoid corrections while entering the marks. Wherever correction becomes unavoidable, please put the signature to the right/left of the correction.
- 13) Do not use whitener on the award sheet. Do not overwrite/damage the correction part with multiple strikes. Single and gentle strike is allowed with the counter sign of the examiner/valuator.

14. EVALUATION OF ANSWER BOOKLETS

Pre-Evaluation:

1. After receiving the answer booklets from Chief Superintendent, the special section (Exams) personnel will verify the answer booklets and they are shuffled subject wise and branch wise.
2. All the Answer Booklets are coded and the portion containing Registered Number is removed.
3. The coded answer booklets are arranged as per the code number and bundles are prepared subject / branch wise indicating the total number of booklets & code numbers.

Evaluation:

1. The Institute adopted the system of Central evaluation of the answer booklets by appointing the external examiners/evaluators from reputed institutions and internal faculty.
2. Double valuation system is adopted for PG, one by appointing the external examiners/evaluators from reputed institutions and other by the internal faculty.
 - a) If the marks variation between two valuations exceeds 15%, then the answer script will sent to third valuation.
 - b) The final mark will then be the average of the nearest of the two marks obtained in the three valuations.
3. Controller of Examinations acts as the Chief Coordinator and Assistant Controller of Examinations acts as the Assistant Chief Coordinator for the Spot Valuation.
4. For each subject a detailed key (solutions cum scheme of valuation), will be prepared by one of the faculty who taught the subject in the current semester.
5. The question paper and detailed key will be given to the examiner/evaluator along with answer booklets.
6. Examiner/Evaluators will be given a maximum of 50 answer booklets per day in two sessions (i.e 25 booklets in each session).
7. The code numbers (starting and ending numbers) of answer booklets and quantity issued are recorded in a register and the signature of the examiner/evaluator is obtained.
8. At the beginning of valuation, to normalize the scheme of valuation, 5 booklets will be valued by the entire board of examiners/evaluators in the concern board (subject).

9. After valuation of five booklets, the board members will discuss the variations, if any and will be nullified to get uniformity in the valuation.

Scrutiny:

1. After evaluation, the marks posted on the answer booklets and marks award lists are verified.
2. For each session of two hours, a maximum of 100 Answer booklets are allowed for scrutiny.
3. Each page of the answer booklet and each of the entries in the award list will be verified in order to ascertain the following items:
 - a) Whether all the answers are evaluated or not, including the extra answers without leaving the choice, if any.
 - b) Whether marks awarded are posted properly or not, on the first page of the answer booklet.
 - c) Whether the counting is proper or not, and whether the total marks are transferred properly to the award list or not.
 - d) If any corrections are identified by the scrutinizer, it is brought to the notice of the examiner/evaluator.

15. CONSOLIDATION AND PUBLICATION OF RESULTS

1. The consolidation and publication of results will be done using the Institute designed and developed software and after thorough verification physically.
2. The software is used for:
 - i. Maintaining the examinations related students data
 - ii. Coding and decoding of answer booklets
 - iii. Publication of results
 - iv. Printing of Grade sheets
 - v. All other certificates related to autonomous stream
3. The constitution of the result committee is as follows:
 - i. Principal - Chairman
 - ii. Dean/Controller of Examinations - Convener
 - iii. Dean, Academics - Member
 - iv. HOD of one of the Departments (nominated by principal) - Member
4. After the consolidation of marks, the results committee will go through the results of individual subjects as well as overall performance of the class.

The following two methods shall be adopted, if necessary

- i. Moderation - considering the question paper standards, valuation and results in any subject, a moderation of maximum 5 marks will be awarded by considering pass percentage.
 - ii. Grafting - a maximum of 5 marks will be added, if the student passed in all subjects except in one subject, by grafting from other subjects.
5. Results will be published through College website and the same can be downloaded by the students.
 6. After verifying the results in the form of marks as well as Grades, the students may apply for personal verification/revaluation.

16. PERSONAL VERIFICATION & REVALUATION

Personal Verification:

The provision for personal verification is given to the student where the student can verify their answer booklet in the presence of Asst. Controller of Examinations. The student is asked to write comments on the valuation of the answer booklet. The comments will be sent to the Examiner along with answer script for valuation if student applies for revaluation.

Revaluation:

- 1) There is a provision for revaluation of subjects/courses provided the candidate fulfills the following norms for revaluation.
 - a) Applications for personal verification/revaluation for semester end examination are to be submitted within the specified dates.
 - b) The request for personal verification/revaluation must be made in the prescribed format along with the prescribed fee.
- 2) The answer booklet will be attached with fresh award sheet and sent to the examiner for revaluation without disclosing the marks awarded by the first examiner.
- 3) After the revaluation marks received, the difference of marks between the two valuations will be calculated.
 - a) Case I: The difference in marks between two valuations is less than or equal to 15% and then the final marks are maximum of two valuations.
 - b) Case II: The difference in marks is more than 15% and then the answer booklet will be sent for third valuation. The final marks will then be the average of the nearest of the two marks obtained in the three valuations or the marks obtained in the first valuation whichever is higher.

17. AWARD OF CREDITS, CLASS AND RANK

Award of Credits (UG)

- 1) For R12 Regulations, credits are awarded for each Theory subjects/Laboratory/Project work. Each theory subject is awarded 4 credits and each Laboratory 2 credits.
- 2) Project work is awarded 10 credits for R12 & R16 Regulations.
- 3) However, for some specific subjects more/less than 4 credits may be awarded by individual boards (R16 & R18 Regulations).
- 4) The total number of credits for all the four years put together should be in the range of 218-224 (R12), 189 (R16) and 160 (R18 Regulations) for any branch.

Award of Class (R12 & R18)

A candidate who become eligible for the award of B.Tech. Degree shall be placed in one of the following classes.

S.No.	Class	CGPA
1.	First Class with Distinction	8.0 or more
2.	First Class	6.5 or more but less than 8.0
3.	Second Class	5.0 or more but less than 6.5

Award of Class (R16)

A candidate who become eligible for the award of B.Tech. Degree shall be placed in one of the following classes.

S.No.	Class	CGPA
1.	First Class with Distinction	8.0 or more
2.	First Class	6.5 or more but less than 8.0
3.	Second Class	5.5 or more but less than 6.5
4.	Third Class	5 or more but less than 5.5

Award of Rank (UG)

The rank shall be awarded based on the following:

- 1) Ranks shall be awarded in each branch of UG for the top ten percent of the students appearing for the Regular semester end examinations or the top ten students whichever is lower.

- 2) Only such candidates who pass the final year examination at the end of the fourth academic year after admission as regular final year student along with others in their batch and become eligible for the award of the degree shall be eligible for the award of rank. The Rank will be awarded only to those candidates who complete their degree within four academic years.
- 3) For the purpose of awarding rank in each branch, the CGPA calculated based on the Grades secured at the first attempt only shall be considered.
- 4) Award of prizes, scholarships or any other Honours shall be based on the rank secured by a candidate, consistent with the desire of the Donor, wherever applicable.

Award of Credits (PG)

M.Tech.

For R17 Regulations, credits are awarded for each Theory subject/Laboratory/MOOCs/Seminar/Project work. Each theory subject is awarded 4 credits and each Laboratory, MOOCs and Internship is 2 credits. Dissertation in II Year I Semester is 4 credits and in II Year II Semester is 10 credits for Project work.

MBA

For R17 Regulations, credits are awarded for each Theory subject/Project work/Comprehensive Viva-Voce. Each Theory subject/Project work/Comprehensive Viva-Voce is awarded 4 credits.

MCA

For R17 Regulations, credits are awarded for each Theory subject/ Laboratory/MOOCs/Mini Project/Major Project work. Each theory subject is awarded 4 credits and each Laboratory, MOOCs, Mini Project is 2 credits and Major Project work is 10 credits.

Award of Class (R17)

M.Tech./MBA/MCA

A candidate, who becomes eligible for the award of degree, shall be placed in one of the following classes.

S.No.	Class	CGPA
1.	First Class with Distinction	8.0 or more
2.	First Class	6.5 or more but less than 8.0
3.	Second Class	5.0 or more but less than 6.5

Award of Rank (PG)

The rank shall be awarded based on the following:

- 1) Ranks shall be awarded in each branch of PG (M.Tech.) for the top ten percent of the students appearing for the Regular semester end examinations or the top two students whichever is lower.
- 2) Ranks shall be awarded in PG (MBA/MCA) for the top five percent of the students appearing for the Regular semester end examinations or the top ten students whichever is lower.
- 3) The rank shall be awarded only to those students who complete their degree within two academic years (M.Tech/MBA) and three academic years for MCA students.
- 4) For the purpose of awarding rank in each branch, only such students who passed in all subjects in the first attempt shall be considered.
- 5) Award of prizes, scholarships or any other Honors shall be based on the rank secured by a candidate, consistent with the desire of the Donor, wherever applicable.

Grade Sheet

After each semester, Grade sheet will be issued which will contain the following details:

- 1) The list of subjects for each semester and corresponding credits and grades obtained.
- 2) The Semester Grade Point Average (SGPA) for each semester and
- 3) The Cumulative Grade Point Average (CGPA) of all subjects put together up to that semester from first semester onwards.

Calculation of SGPA and CGPA

Semester Grade Point Average (SGPA) for a semester is calculated as:

$$\text{SGPA} = \frac{\sum_m [C_m \times G_m]}{\sum_m C_m}$$

Cumulative Grade Point Average (CGPA) up to that semester is calculated as

$$\text{CGPA} = \frac{\sum_n [C_n \times G_n]}{\sum_n C_n}$$

Where C_m, C_n – Credits allotted to the subject as per curriculum.

G_m, G_n – Grade points obtained by the student for the subject.

Percentage of marks : 9.25 x CGPA

Percent of Marks Range, Grade and Grade points, UG (R12)

Percentage of Marks	85	75-84	65-74	55-64	45-54	40-44	≤ 39
Grade	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	5	0

Percent of Marks Range, Grade and Grade points, UG(R16)

Percentage of Marks	90	80-89	70-79	60-69	50-59	40-49	< 40
Grade	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	5	0

Percent of Marks Range, Grade and Grade points, UG(R18)

Percentage of Marks	90	80-89	70-79	60-69	50-59	40-49	< 40
Grade	O	A ⁺	A	B ⁺	B	C	F
Grade Points	10	9	8	7	6	5	0

Percent of Marks Range, Grade and Grade points, PG (R17)

Percentage of Marks	90	80-89	70-79	60-69	55-59	50-54	49
Grade	O	A ⁺	A	B ⁺	B	C	F
Grade Points	10	9	8	7	6	5	0

A student securing 'F' grade in any subject thereby securing zero grade points has to reappear and secure at least 'E' grade (R12 & R16 Regulations) and 'C' grade (R17 & R18 Regulations) in the subsequent examinations for that subject. The "W" represents withdrawal/absent.

FORMS & ANNEXURES

**R.V.R. & J.C.COLLEGE OF ENGINEERING**
(AUTONOMOUS)

CHANDRAMOULIPURAM :: CHOWDAVARAM :: GUNTUR-522 019 :: ANDHRA PRADESH

UNDERTAKING BY THE PAPER SETTER**(Strictly Confidential)**

1. Name of the Paper Setter :
2. Designation & Address :
3. Contact No. :
4. Code No. & Title of the subject :
5. Month & Year of Examination :
6. B.Tech./M.Tech/MBA/MCA Branch :
7. None of my relatives is appearing for this particular examination.
8. I, hereby, declare that two sets of question papers in the subject mentioned above have been set by me.
9. I have destroyed all the notes, rough work and other such scrap of paper used by me while writing the question paper.

Signature of the Paper Setter

Place:

Date:



R.V.R. & J.C.COLLEGE OF ENGINEERING

(AUTONOMOUS)

CHANDRAMOULIPURAM :: CHOWDAVARAM :: GUNTUR-522 019 :: ANDHRA PRADESH

REMUNERATION BILL FOR PAPER SETTING

Name and Address of the Examiner :
(In Block Letters)

Name of the Examination :

Title of the Subject :

Subject Code :

Branch :

<i>No.of Question Paper Sets</i>	<i>Rate for each Question Paper setting</i>	<i>Total amount for Question Paper setting in Rs.</i>
	@ Rs.1000/- (Question paper setting Rs.800/- for each set. Scheme of valuation & Key Rs.200/- for each. Postage as per actual)	
	Postal and Insured charges	
	GRAND TOTAL	

Rupees (in words) : _____ only.

I hereby certify that I have dispatched all the question papers with full confidentiality.

Station :

Signature :

Date :

Received Cash: _____

(Signature)

PRINCIPAL

FOR OFFICE USE

Dean, Examinations

Dean, Finance & Admn.

Principal



R.V.R. & J.C.COLLEGE OF ENGINEERING

(AUTONOMOUS)

CHANDRAMOULIPURAM :: CHOWDAVARAM :: GUNTUR-522 019 :: ANDHRA PRADESH

REMUNERATION BILL FOR SCHEME OF EVALUATION AND DETAILED ANSWERS

Name and Address of the Faculty :
(in Block Letters)

Mobile No. :

Name of the Examination :

Subject Code :

Title of the Subject :

Branch :

<i>Subject Code</i>	<i>Type of Paper</i>	<i>Honorarium for preparation of detailed scheme of valuation and answers</i>	<i>Amount Rs.</i>
	<i>Theoretical/Problematic</i>	@ Rs.400/ for each theoretical paper & @ Rs.500/ for each problematic paper	
GRAND TOTAL			

Rupees (in words) -----

Bank details:

<i>Name of the bank</i>	<i>Branch</i>	<i>IFSC Code</i>	<i>SB A/c No.</i>
Andhra Bank	Chowdavaram, RVR&JC College of Engg. Campus	ANDB0001483	

Station : Chowdavaram

Date :

Signature

Received Cash: _____
(Signature)

PRINCIPAL

Forward by HOD _____
(Signature)

FOR OFFICE USE

Dean, Examinations

Registrar

Principal



R.V.R & J.C.COLLEGE OF ENGINEERING
(AUTONOMOUS)

CHANDRAMOULIPURAM :: CHOWDAVARAM :: GUNTUR-522 019 :: ANDHRA PRADESH

Form-II(C)

REMUNERATION BILL FOR SPOT VALUATION

Name & Address of the Examiner :
(In Block Letters)

Month & Year of the Examination :

Code No. & Title of the Paper :

Code No. of the Question Paper	Theory/ Practical Examinations		Total in Rs.
	No. of Answer Scripts Valued	Fee for Valuation per Script in Rs.	

Rupees (in words)

Contents received, I agree to refund to R.V.R & J.C.COLLEGE OF ENGINEERING(A) any sum that is received by me in this bill and not passed by the Local Fund Audit at the time of the Auditing.

I hereby certify that I have dispatched all the answer scripts both theory/practical relating to this examination to the Examination Section on -----

Station :
Date :

Signature of the Examiner :
Examiner in (Code No.) :

Revenue
Stamp when
Claim
Exceeds

Received Cash:

(Signature)

For Office Use

Dean, Exams order Dt:
Passed for Rs.....
.....

Paid by Cash/Cheque No.....
Date.....
Rs.....

Controller of Exams / Dean, Exams

Registrar

Principal

Regular Exam Script details:

<i>S.No.</i>	<i>Date</i>	<i>Script No.</i>		<i>No. of scripts</i>
		<i>From</i>	<i>To</i>	
1)				
2)				
3)				
4)				
5)				
6)				
			TOTAL	

Supplementary Exam Script details:

<i>S.No.</i>	<i>Date</i>	<i>Script No.</i>		<i>No. of scripts</i>
		<i>From</i>	<i>To</i>	
1)				
2)				
3)				
4)				
5)				
			TOTAL	



R.V.R & J.C.COLLEGE OF ENGINEERING
(AUTONOMOUS)

CHANDRAMOULIPURAM :: CHOWDAVARAM :: GUNTUR-522 019 :: ANDHRA PRADESH

Form-III

TRAVELLING & DEARNESS ALLOWANCE BILL FOR EXAMINATION WORK

Name & Address of the Examiner :
(In Block Letters)

Month & Year of the Examination :

Code No. & Title of the Paper :

<i>Railway/ Road Journey</i>	<i>Date & Time of Journey</i>	<i>Kilo- meters traveled</i>	<i>From</i>	<i>To</i>	<i>Date & Time of Arrival</i>	<i>Amount in Rs</i>
To..... day's Daily Allowance Rs...../- per day						
Total Rs.						

Rupees (in words)

Bank details:

<i>Name of the bank</i>	<i>Branch</i>	<i>IFSC Code</i>	<i>SB A/c No.</i>

Basic Pay.....

Station: Chowdavaram
Date :

Signature:

Contents received, I agree to refund to R.V.R & J.C.COLLEGE OF ENGINEERING (A) any sum that is received by me in this bill and not passed by the Local Fund Audit at the time of the Auditing.

Revenue
Stamp when
Claim
Exceeds

Received Cash :
(Signature)

Signature

For Office Use

Dean, Exams order Dt:

Paid by Cash/Cheque No.....

Passed for Rs.....

Date.....

.....

Rupees.....

Controller of Exams / Dean, Exams



Registrar




Principal

Bloom's Taxonomy Action Verbs

Definitions	I. Remembering	II. Understanding	III. Applying	IV. Analyzing	V. Evaluating	VI. Creating
Bloom's Definition	Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.	Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.	Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.
Verbs	<ul style="list-style-type: none"> • Choose • Define • Find • How • Label • List • Match • Name • Omit • Recall • Relate • Select • Show • Spell • Tell • What • When • Where • Which • Who • Why 	<ul style="list-style-type: none"> • Classify • Compare • Contrast • Demonstrate • Explain • Extend • Illustrate • Infer • Interpret • Outline • Relate • Rephrase • Show • Summarize • Translate 	<ul style="list-style-type: none"> • Apply • Build • Choose • Construct • Develop • Experiment with • Identify • Interview • Make use of • Model • Organize • Plan • Select • Solve • Utilize 	<ul style="list-style-type: none"> • Analyze • Assume • Categorize • Classify • Compare • Conclusion • Contrast • Discover • Dissect • Distinguish • Divide • Examine • Function • Inference • Inspect • List • Motive • Relationships • Simplify • Survey • Take part in • Test for • Theme 	<ul style="list-style-type: none"> • Agree • Appraise • Assess • Award • Choose • Compare • Conclude • Criteria • Criticize • Decide • Deduct • Defend • Determine • Disprove • Estimate • Evaluate • Explain • Importance • Influence • Interpret • Judge • Justify • Mark • Measure • Opinion • Perceive • Prioritize • Prove • Rate • Recommend • Rule on • Select • Support • Value 	<ul style="list-style-type: none"> • Adapt • Build • Change • Choose • Combine • Compile • Compose • Construct • Create • Delete • Design • Develop • Discuss • Elaborate • Estimate • Formulate • Happen • Imagine • Improve • Invent • Make up • Maximize • Minimize • Modify • Original • Originate • Plan • Predict • Propose • Solution • Solve • Suppose • Test • Theory

HALL TICKET

	R.V.R. & J.C.COLLEGE OF ENGINEERING (Autonomous) Chandramoulipuram :: Chowdavaram :: Guntur-522019			HALL TICKET
	II BTech II SEMESTER REGULAR EXAMINATIONS, APRIL-2019			Registered Number
Name of the Candidate: ALLAMNENI VENKATA MADHU				Y17CE001
Name of the Parent : ALLAMNENI SOBHAN BABU				
Exam Date	Exam Day	Subject Code & Name	Exam Time: 9.00 am To 12.00 Noon	
15-04-2019	Monday	CE207 Professional Ethics and Human Values	 A. Venkatesh madhu	
17-04-2019	Wednesday	CE208 Surveying-II		
20-04-2019	Saturday	CE209 Hydraulics and Hydraulic Machines		
23-04-2019	Tuesday	CE210 Structural Analysis-I		
25-04-2019	Thursday	CE211 Environmental Engineering-I		
29-04-2019	Monday	CE212 Concrete Technology		
		CE254 Concrete Technology Laboratory		
		CE255 Hydraulic & Hydraulics Machinery Laboratory		
		CE256 Environmental Engineering Laboratory		
Principal				

	R.V.R. & J.C.COLLEGE OF ENGINEERING (Autonomous) Chandramoulipuram :: Chowdavaram :: Guntur-522019			HALL TICKET
	I M.Tech. II Semester REGULAR EXAMINATIONS, JULY-2019			Registered Number
Name of the Candidate: NURUBHASH MASTAN VALI				Y18MCS15
Name of the Parent : NURUBHASH SRINIVAS				
Exam Date	Exam Day	Subject Code & Name	Exam Time: 9.00 am To 12.00 Noon	
08-07-2019	Monday	CS521 Machine Learning	 N. Mastan Vali	
10-07-2019	Wednesday	CS522 Cloud Computing		
12-07-2019	Friday	CS523 Internet of Things		
15-07-2019	Monday	CS588 Multimedia Computing		
17-07-2019	Wednesday	CS589 Software Project Management		
19-07-2019	Friday	CS596 Visual Programming		
		CS561 Machine Learning Laboratory		
		CS562 Internet of Things Laboratory		
Principal			 Dean, Examinations	



Form-VII

R.V.R. & J.C. COLLEGE OF ENGINEERING
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ABSENTEE'S STATEMENT

DATE AND TIME OF EXAMINATION _____ AM /PM to _____ Noon/PM

Centre : RVR & JC COLLEGE OF ENGINEERING(AUTONOMOUS),CHOWDAVARAM,

Examination : _____

Subject Name: _____ Code No. _____

No. of Candidates Registered	No. of Candidates Absent	No. of Candidates Present	Remarks

1. Register number of candidates present

2. Register number of candidates absent

3. Total number of Answer books enclosed: _____ (In words: _____)

Station : CHOWDAVARAM

Date and Hour : _____

CHIEF SUPERINTENDENT'S SIGNATURE

To be verified by the Dean's Office

VERIFICATION OF ANSWER BOOKS

1. Register Numbers read by : _____,
(Name) (Signature)

2. Checked by : _____,
(Name) (Signature)

3. Remarks :



R.V.R. & J.C. COLLEGE OF ENGINEERING

(AUTONOMOUS)

CHANDRAMOULIPURAM :: CHOWDAVARAM :: GUNTUR-522 019 :: ANDHRA PRADESH

PROFORMA TO BE USED BY THE CHIEF SUPERINTENDENT FOR REPORTING OF SUSPECTED MALPRACTICE AT THE EXAMINATIONS HELD IN

1.	Name of the Candidate	
2.	Regd. No. of the candidate	
3.	Name of the Subject & Code No.	
4.	Date and time of the Exam	
5.	Address of the candidate	
6.	Whether he is appearing for other exams: (i) Whether material found in possession of candidate is enclosed (ii) Whether it is printed matter or manuscript matter (iii) No. of Papers found with the candidate	
7.	Whether candidate is found copying from the material, if so to what extent	
8.	Whether candidate's signature is obtained on the material	
9.	Whether the candidate's explanation is enclosed. If not, give reasons.	
10.	Whether Invigilator's report is enclosed (all the invigilators in the hall should sign)	
11.	Suspected malpractice of any other type may be reported in detail	
12.	Whether the candidate involved in violence in the examination hall, if so give details	
13.	Whether Police complaint has been lodged in case of violence	
14.	No. of enclosures sent along with the report with full particulars be given	

SIGNATURE



R.V.R. & J.C. COLLEGE OF ENGINEERING
(AUTONOMOUS)
CHANDRAMOULIPURAM :: CHOWDAVARAM :: GUNTUR-522 019 :: ANDHRA PRADESH

APPLICATION FOR PERSONAL VERIFICATION

Name of the candidate :
(in BLOCK letters)

Examination Centre : R.V.R. & J.C. COLLEGE OF ENGINEERING
GUNTUR – 19.

Register No. :

Month & Year of Examination :

B.TECH. : _____ Year _____ Semester

NAME & CODE OF THE SUBJECT(S) OPTED BY THE STUDENT FOR PERSONAL VERIFICATION

Subject Code							
Name of the Subject							
Marks obtained							

(Marks copy should be enclosed)

Fee amount paid Rs. :

Date of payment :

Address to which the
Communication to be sent :

Signature of the Student

Signature of the Principal

FOR OFFICE USE ONLY

Course :

Subject :

Regd. No. :

Code No.

Marks obtained



R.V.R. & J.C. COLLEGE OF ENGINEERING
(AUTONOMOUS)
CHANDRAMOULIPURAM :: CHOWDAVARAM :: GUNTUR-522 019 :: ANDHRA PRADESH

APPLICATION FOR REVALUATION

Name of the candidate :
(in BLOCK letters)

Examination Centre : R.V.R. & J.C. COLLEGE OF ENGINEERING
GUNTUR – 19.

Register No. :

Month & Year of Examination :

B.TECH. : _____ Year _____ Semester

NAME & CODE OF THE SUBJECT(S) OPTED BY THE STUDENT FOR REVALUATION

Subject Code							
Name of the Subject							
Marks obtained							

(Marks copy should be enclosed)

Fee amount paid Rs. :

Date of payment :

Address to which the communication to be sent :

Signature of the Student

Signature of the Principal

FOR OFFICE USE ONLY

Course :

Subject :

Regd. No. :

Code No.

Marks obtained

CONSOLIDATED GRADE SHEET - UG

Sl. No. : 04501



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CONSOLIDATED GRADE SHEET

Course : BACHELOR OF TECHNOLOGY

Name of the Candidate : _____

Father's Name : _____

Mother's Name : _____

Period of Study : _____

Class Awarded : _____ Regd. No. : _____

Subject Code & Title	Grade	Credits	Subject Code & Title	Grade	Credits
FIRST SEMESTER		I YEAR		SECOND SEMESTER	
THIRD SEMESTER		II YEAR		FOURTH SEMESTER	
FIFTH SEMESTER		III YEAR		SIXTH SEMESTER	
SEVENTH SEMESTER		IV YEAR		EIGHTH SEMESTER	

Semester-wise grade point average summary								
Semester	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
SGPA								
CGPA								

Cumulative Grade Point Average of the Candidate after Successful Completion of the Course :

Date: _____ **Verified by:** _____ **Principal** _____ **Controller of Examinations** _____

CONSOLIDATED GRADE SHEET - PG

Website: rvjce.ac.in

Memo No. 005009



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CONSOLIDATED GRADE SHEET

Course :

Specialization :

Aadhaar No. :

Regd. No:

Name of the Candidate		Father's Name		Mother's Name	
Period of Study		Month & Year of Passing		Division	
Subject Code & Title	Grade	Credits	Subject Code & Title	Grade	Credits
FIRST SEMESTER			SECOND SEMESTER		
I YEAR			II YEAR		
FIRST SEMESTER			SECOND SEMESTER		
I YEAR			II YEAR		

Date:

Verified by:

Principal

Controller of Examinations



R.V.R. & J.C. COLLEGE OF ENGINEERING

(AUTONOMOUS)
CHOWDAVARAM, GUNTUR-522 019

Form-XII

FEED BACK FORM ON EXAMINATION SECTION

By completing this form you will be providing us with valuable feedback that can be used to improve the quality and integrity of future examinations.

Student Name:

Register Number:

Year of Graduation:

Branch:

B.Tech. / M.Tech. / MBA / MCA

		Unsatisfactory	Satisfactory	Good	Very good	Excellent
1.	Access to the Examination Cell					
2.	Response of Staff in Examination Section					
3.	Procedure in applying for Examinations					
4.	Time for Preparation between Exams					
5.	Availability of Information related to examinations in Website					
6.	Information availability regarding Examinations					
7.	Timeliness of Result Declaration					
8.	Correctness of valuation					
9.	Availability of results in College Website					
10.	Time taken to issue Grade Sheets					

Please put Tick Mark (✓) on any one category level for each question.

	Not Necessary	Recommended	Strongly Agree
Your suggestion in implementation of Online System to applying for examinations.			

Comments / Suggestions for improvement:

Date:

Signature of Student