



THE NATIONAL INSTITUTE OF ENGINEERING

(An Autonomous Institute Affiliated to VTU, Belagavi)

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*Manual of Regulations for Conduct of Examinations under
the Autonomous Scheme*

(W.e.f. Academic Year 2025-26)

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Autonomous and Examination Cell (AEC)

The National Institute of Engineering (NIE), Mysuru

1. Preamble:

The National Institute of Engineering, Mysuru was accorded Autonomy under Visvesvaraya Technological University, Belagavi starting from the academic year 2007-08, as per VTU Autonomous College Statutes, 2006, which is framed under VTU Act- 1994 with amendment as on 2006. Further, the VTU Statutes on Autonomous Colleges was amended during 2011. Under this statute as per provision in section 4.4, NIE has evolved methods of assessment of students' performance, the conduct of examinations and notifications of results and follow the statutes pertaining to the award of the Degree / Diploma by the University. Further, NIE has setup an examination system as per the provisions in the VTU Act – 1994.

The following procedures are framed for effective, transparent and timely conduct of examinations specifying the role, duties and responsibilities of the staff involved in the conduct of examination.

Interpretation of Regulations, unless the context otherwise requires:

- i. 'Chief Superintendent' means, the Principal, NIE, Mysuru or any competent person appointed by the Principal, NIE, Mysuru, to be in overall control of the examinations conducted at NIE under autonomy.
- ii. 'Examination Centre' means, any premises consisting of examination halls.
- iii. 'Examination Hall' includes any room, hall, laboratory, workshop or any other premises such as drawing hall etc., used for conducting examination.
- iv. 'Malpractice' includes any one or more of the acts as specified in Annexure – I, committed by the candidate during the examination.
- v. 'Malpractice Inquiry Committee' (MEC) means the committee appointed by the Principal, NIE, Mysuru.
- vi. 'Institute' or 'College' means The National Institute of Engineering, Mysuru.
- vii. 'He' shall also mean he or she, and 'him' shall also mean him or her as the case may be in this document.
- viii. 'University' means Visvesvaraya Technological University, Belagavi.

Application of Regulations: These regulations shall apply to all the examinations held by the institute to recommend for grant and confer degrees and other academic distinction on persons who are pursuing any course of study at the institute.

2. Autonomous and Examination Cell (AEC)

The Autonomous and Examination Cell (AEC) of The National Institute of Engineering (NIE), Mysuru, is dedicated to ensuring the seamless and efficient management of examinations in accordance with regulatory guidelines. The AEC defines the roles and responsibilities of all personnel involved in the examination process. Clear guidelines are provided for each stage, ensuring consistent standards and accountability.

The AEC is entrusted with the following responsibilities:

- Organizing examinations, including planning, scheduling, and logistical arrangements.
- Managing the evaluation process to ensure fair and timely assessment of students.
- Publishing and displaying results accurately and promptly.
- Maintaining and securing student records, ensuring confidentiality and compliance with institutional policies.

Protocols and Procedures

Standard protocols and procedures are established for the entire examination lifecycle, from preparation for examinations to result publication. These guidelines cover all essential steps, ensuring clarity, consistency, and adherence to best practices.

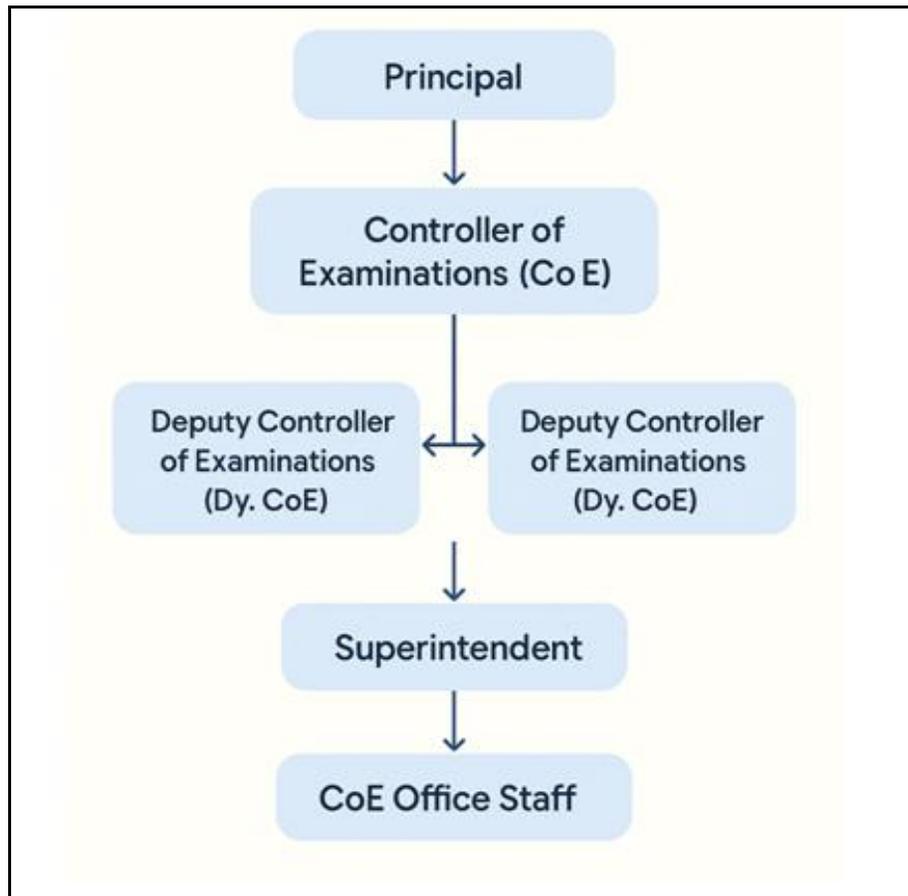
Prevention of Unfair Practices and Malpractices

The AEC enforces strict measures to prevent unfair means and malpractices. Specified penalties and disciplinary actions are defined to uphold integrity and fairness in the examination process.

Compliance with Guidelines

All procedures set by the AEC are in full compliance with the regulations of the affiliating university, Visvesvaraya Technological University (VTU), Belagavi, and adhere to national standards as prescribed.

3. Organizational Structure of AEC



3.1. Office of the Controller of Examinations:

The Office of the Controller of Examinations at The National Institute of Engineering (NIE) is dedicated to the examination and assessment process, making it reliable, fair, and effective to meet today's educational standards. As an autonomous body, the Controller of Examinations (CoE) is responsible for conducting timely and impartial exams for undergraduate and postgraduate programs in line with the academic calendar.

The CoE supervises the entire examination and evaluation process, under the guidance of the Principal, ensuring that each stage—from Continuous Internal Evaluation (CIE) and Semester End Examinations (SEE) to Make-up, Supplementary/Summer and Fast Track Semester examinations. The office provides clear guidelines to all departments to maintain high standards in evaluation and adheres to a structured process for monitoring student performance.

3.2. Controller of Examinations:

The Controller of Examinations shall be appointed by the Governing body to administer the examination related activities in the college.

Duties and Responsibilities of the CoE

Responsibilities of the CoE include organizing all examination activities, declaring results, and issuing essential documents such as semester grade cards, consolidated grade cards, transcripts, and provisional degree certificates. The Controller of Examinations is responsible for the overall management and administration of the examination processes, with specific duties as follows:

1. Examination Scheduling and Planning

The CoE shall prepare the examination schedule, aligning it with the academic calendar to facilitate smooth operations and proper resource allocation.

2. Examination Conduct and Supervision

The CoE shall oversee all aspects of the examination process, including:

- Examination preparation and logistics.
- Scheduling of examinations.
- Evaluation of answer scripts.
- Announcement and publication of examination results.

3. Confidentiality and Custody of Examination Materials

The CoE shall maintain the highest standards of secrecy and confidentiality for all examination-related documents. Secure custody arrangements shall be enforced to safeguard examination files, answer scripts, and confidential records.

4. Decision-Making Authority

The CoE holds the authority to make decisions on matters related to examinations that are not within the jurisdiction of other statutory officers, ensuring efficient handling of unforeseen or exceptional situations.

5. Space Management for Examination

The CoE shall oversee and manage the physical space allocated to the examination, including designated areas for centralized valuation, to support effective examination administration.

6. Result Declaration

The CoE shall declare examination results promptly, ensuring that Grades and Transitional Grades are accurately assigned and published in a timely manner.

7. Issuance of Academic Documentation

The CoE is responsible for issuing official academic documentation to students, including:

- Grade Cards.
- Grade Certificates.
- Transcripts.

3.3. Deputy Controller of Examinations (Dy.CoE)

The Deputy Controllers of Examinations shall perform duties allotted to them by the Principal / Controller of Examinations. Their duties shall include assisting the CoE in various activities related to examination. The responsibilities include, but are not limited to the following:

1. Overseeing communication with stakeholders at all stages of the examination process, including planning, preparation, execution, valuation, tabulation, and the printing and distribution of grade cards.
2. Ensuring that question papers are finalized and ready well in advance of the scheduled examination dates.
3. Assisting the CoE in all examination-related activities, such as identifying and selecting question paper setters and examiners, and facilitating the implementation of the examination system.
4. Preparing and maintaining various examination-related documents, reports, and records as required by the CoE.
5. Ensuring timely availability of stationery and other logistical materials related to examinations, such as application forms, hall tickets, and answer booklets.
6. Coordinating all tasks related to the conduct of the evaluation process and support for evaluators and other officials.

4. Preparation for the Examinations

The examination process is a critical component of the academic framework at The National Institute of Engineering, Mysuru. It serves as a structured mechanism to assess the academic performance and progress of students, ensuring that educational standards are maintained with integrity and transparency. This section outlines the chronological sequence of activities in the examination process, commencing with course registration and culminating in the final dispatch of grade cards.

Sequence of Events of Examination Process as follows:

1. Course Registration
2. Continuous Internal Evaluation (CIE)

3. Submission of Shortage of Attendance and CIE marks
4. Hall ticket Generation
5. Conduct of Examinations
6. Online submission of Form A – absentees
7. Evaluation of Answer Scripts
8. Conduct of Enquiry into malpractice cases.
9. Announcement of Results
10. Paper Seeing
11. Grievance Valuation
12. Announcement of Grievance Valuation Results
13. Grade Card printing and dispatch to Departments

4.1. Question Paper Setting Process

For each Semester End Examination (SEE), the list of eligible Internal and External Examiners shall be formally obtained from the Chairperson of the Board of Examiners (BoE) of the respective department. Faculty members possessing a minimum of three years of teaching experience and having taught the respective course at least once shall be eligible to set the question paper. In the case of courses handled by less experienced faculty, they may set the question paper under the guidance and supervision of a designated mentor.

- The department shall identify qualified question paper setters for each course as per the direction provided by the Controller of Examinations (CoE).
- The Chairman of the Board of Examiners (BoE) shall submit a signed list of selected question paper setters, including their email addresses, phone numbers, and mailing addresses, to the CoE in a sealed envelope.
- The AEC , through the Controller of Examinations (CoE), shall send formal requests to the approved list of examiners for setting of question papers. This must be done well in advance of the scheduled examination period to ensure timely receipt and scrutiny.

4.2. Instructions for Question Paper Setters

All question paper setters must adhere to the following instructions:

1. Maintain strict confidentiality regarding the appointment.
2. Ensure questions are consistent with the college's standards and syllabus.
3. Pay special attention to the clarity of mathematical symbols and captioned figures.
4. Include any necessary instructions, such as the use of graph sheets, data handbooks, or calculators.

5. Distribute questions evenly across the syllabus to cover all defined Course Outcomes (COs).
6. Ensure the paper can be completed within the allotted time.
7. Maintain confidentiality regarding all aspects of the question paper preparation.

Submission of Question Papers

- Question paper setters must submit soft copy of both the question paper and the corresponding scheme and solution by the deadline specified by the CoE.

4.3. Scheduling and Conduct of Board of Examiners (BoE) Meeting

- After receiving the question papers and schemes/solutions from all appointed setters, the CoE shall propose a date for the **Board of Examiners (BoE)** meeting.
- In the BoE meeting, the submitted question papers along with the corresponding schemes/solutions shall be reviewed and duly finalized.
- The BoE may modify question papers and/or schemes as needed to meet the requirements.
- The Chairman of the BoE shall submit the finalized question papers and schemes to the CoE in a sealed envelope.

4.3.1. Regulations on Question Paper Scrutiny

To uphold academic integrity, fairness, and consistency in examinations, the following regulations are issued for the scrutiny of question papers.

Constitution of the Question Paper Scrutiny Committee

A Question Paper Scrutiny Committee shall be constituted by the respective Board of Examiners (BoE). This committee must include:

- The Chairperson of the BoE
- 2 to 4 internal subject matter experts with proven experience in question paper setting and evaluation,
- 2 to 3 external subject experts.

Adherence to Syllabus and Coverage

All question papers must:

- Strictly adhere to the prescribed syllabus,
- Ensure proportional coverage across all modules,
- Maintain balanced representation of topics and learning outcomes,
- Follow the prescribed structure, including mark distribution and question format.

Question-Level Review

Each question must be scrutinized for:

- Clarity, accuracy, and completeness,
- Unambiguous and technically precise language,
- Correction of typographical errors, data inaccuracies, formula mistakes, and improper mark allocation.

Cognitive Level and Quality Standards

The committee must ensure:

- Inclusion of questions representing varied cognitive levels, as defined by Bloom's Taxonomy,
- Elimination of direct repetitions from past examinations,
- Equivalence in difficulty and scope between choice of questions,
- Consistency in terminology with textbooks and the approved syllabus.

Scheme and Solutions

- A clear and comprehensive scheme of evaluation,
- Correct answers with acceptable variations,
- A step-wise marking scheme

Modification to Schemes

Any changes to the official scheme or marking key during the valuation must:

- Be approved by the Chairperson of the BoE in consultation with the CoE and, where applicable, a panel of senior evaluators,
- Be formally documented and communicated to all evaluators prior to the commencement of valuation.

Documentation and Reporting

All errors, modifications, approvals, and scrutiny-related decisions must be:

- Recorded in the Question Paper Scrutiny and Correction Report,
- Submitted to the Office of the Controller of Examinations,
- Retained for future reference and audit purposes.

4.4. Conduction of Examination

4.4.1. Hall Ticket Issuance

Candidates who meet the eligibility criteria can download their hall tickets from the Student Portal. The hall ticket shall contain the candidate's name, registration number, recent photograph, and the list of courses registered for the semester-end examination. In the event of

loss or misplacement of the original hall ticket, a duplicate may be issued upon payment of the prescribed fee and submission of a written declaration, duly endorsed by the Special Deputy Chief Superintendent (DCS).

4.4.2. Printing and Distribution of Question Papers

- a. The CoE shall randomly select the question paper and ensure that an adequate number of copies are printed well in advance of the commencement of the examination.
- b. The exact quantity of question papers will be counted, sealed in envelopes, and sent to the examination rooms by the DCS of examinations.
- c. The Dy. CoE is responsible for the secure storage of the question paper packets and answer books provided by the CoE for the semester examination.

4.5. SEE Evaluation and Result Process

4.5.1. Valuation of SEE Answer Books

- a. All evaluators are required to keep their appointments and the marks/grades awarded by them strictly confidential.
- b. Every faculty engaged in the valuation of answer books shall be provided with a maximum of 30 to 40 answer scripts for valuation per day.
- c. All evaluators in a course should do their best to secure uniformity of marking.
- d. The scheme of valuation along with answers shall be provided for facilitating the valuation process.
- e. The answer books are blinded to ensure quality and accuracy of evaluation as per scheme.

4.5.2. Moderation

- a. The selection of courses and answer scripts shall be carried out randomly, considering a combination of scripts with low, average, and high marks. In addition, courses in which more than 25% of students have secured the highest grade, and courses with 30%–40% failure rates, shall also be selected for moderation.
- b. The answer books are blind reviewed to ensure quality and accuracy of evaluation as per scheme.
- c. An internal/ external (if required) subject expert is chosen as a Moderator for each course from the panel of evaluators by the CoE.
- d. 20% of total scripts in first valuation are randomly selected for moderation.
- e. If more than 50% of the total number of answer scripts that have undergone moderation show a difference of more than 15 marks between the first evaluation and the moderated marks, then all answer scripts/ in that section evaluated by that first valuer shall be

subjected to Third Valuation.

Else, if the difference is observed in 50% or fewer of the scripts, and if the difference between the first evaluation and the moderated marks is 15 marks or less, the marks awarded by the first valuer shall be considered final.

4.5.3. Tabulation of Marks and Publication of Results

The calculation of final marks will be carried out entirely through an automated software system. Before the results are published, the Review Committee will perform a comprehensive analysis. Once approved, the final examination results will be made available to students through the portal. Students may also download their provisional grade cards from the portal.

4.6. Paper Seeing

Following the announcement of examination results, the College shall notify the schedule for applying for Paper Seeing and Grievance Valuation. The schedule may be released for a single semester or a group of semesters, depending on the results declared. Students who wish to apply for Paper Seeing and Grievance Valuation may download the application form from the web portal, in accordance with the instructions issued from time to time.

To bring transparency in the evaluation system the evaluated answer books along with the marks awarded to each question is disclosed to students on request as detailed below.

- a. Interested students who are not satisfied with the results of a course can see the answer books after applying for it in a prescribed format by paying the fee within the dates notified by CoE.
- b. The student is required to report at the designated venue on the specified date and time. Non-compliance with this instruction shall result in forfeiture of any further opportunity.
- c. The student will not be allowed to carry a mobile phone, camera, or any type of electronic gadget and material like pen, pencil, books, notes, etc while the student is permitted to view his/her answer script. However, the student will be permitted to carry the relevant question paper.
- d. A Hall Ticket, Identity Card and the fee paid receipt for the answer book seeing are required for identification before allowing the student to view his/her answer book.
- e. Parents/Guardians/Advocates or any other person will not be allowed for the answer book seeing.
- f. The maximum time limit for a student to view an answer book and to communicate his/her remarks in the prescribed form is 30 (Thirty) minutes only.
- g. The student will be allowed to view his/her answer book only once.
- h. The students are not allowed to discuss the answers with other candidates inside the hall.
- i. No student will be allowed to damage/destroy or take away the answer scripts, if done,

he/she will be punished as per the rules of the institute.

- j. The process of viewing the answer script(s) would be conducted under close supervision of CCTV surveillance.
- k. The student shall verify the answer script(s) for
 - Whether the question-wise marks awarded to all the questions?
 - Whether the total of the question-wise marks on the cover page is correct?
 - Whether all the answers or parts thereof in the answer script(s) have been valued by the examiner(s)?. Any other matter relevant to any of the above questions.
- l. Answer book seeing facility is provided only for theory courses and not for the practical courses.
- m. Answer book seeing facility is not provided for the Supplementary Semester & Make-up Examinations.
- n. The rules as amended from time to time by the Examination Review Committee (ERC) in this matter shall be binding to the students and others concerned in all respects.

4.7. Grievance Valuation

- a. A student can apply for Grievance Valuation of the answer books as per the announcement/circular from the office of the CoE, after by paying the prescribed fee. The students shall submit the application to the office of the CoE in the prescribed form. There shall be no restriction on the number of courses for which the candidate can apply for Grievance Valuation of the answer books.
- b. Grievance Valuation facility is provided only for theory courses and not for the practical courses.
- c. The final marks after Grievance Valuation are awarded as follows:
The Controller of Examinations (CoE) shall arrange for Grievance revaluation of answer scripts as per the approved procedure.
 - If the marks awarded after revaluation are higher than the original marks, the revaluation marks shall be considered final.
 - If the revaluation marks are lower than or equal to the original marks, the original marks shall be retained.
 - Further, if there is a variation of **±15 marks**, the CoE shall have the discretion to initiate an additional evaluation of the concerned answer script. The marks awarded after this evaluation shall be considered final, and the student shall be entitled to reimbursement of the fee as specified above.
 - In cases where the increase in marks after Grievance Valuation is **>= 15 marks**, the student shall be eligible for reimbursement of 100% of the fee paid towards Grievance Valuation.
- d. Grievance Valuation facility is not provided for the Supplementary/Summer Semester & Make- up Examinations.

4.8. Practical Examination

1. Practical examinations will be held at department level of the college by respective Chairman of BoE.
2. After the practical examination, the evaluators should enter the marks in the software on the same day.
3. Answer books and mark sheets of practical examinations shall be sent to the office of the CoE, immediately after the practical examination of the day.
4. In the case of practical examination answer books, revaluation shall not be permitted. However, the smooth conduct of the practical examinations and viva voce shall be overseen by the Chairman of the Board of Examiners (BoE).

5. Appointment of Deputy Chief Superintendent (DCS), Room Superintendent (RS), Relieving Room Superintendent (RLS) and Other Supporting Staff

Chief Superintendent:

The Principal, NIE, Mysuru, or a person appointed by him shall be the Chief Superintendent to be in charge of overall control of the Examinations conducted at NIE under Autonomy. The duties assigned by principal with reference to the conduction of SEE are mandatory for all the Faculty members and staff. The non-performance is liable for disciplinary action as per the institutional norms.

Special Deputy Chief Superintendent

The Chief Superintendent shall appoint one of the HODs or senior Professors of the college as the Special Deputy Chief Superintendent for conduction of the Semester End Examinations (SEE) and suitable number of coordinators to support him in discharging his duties.

The Controller of Examinations (CoE) appoints Deputy Chief Superintendents, Room Superintendent (RS), the Relieving Superintendent (RLS) and other supporting staff for conduction of SEE.

5.1. Duties and Responsibilities of the Special Deputy Chief Superintendent

The Special Deputy Chief Superintendent is responsible with specific duties as follows:

1. shall receive the data pertaining to examination schedule, allotment of DCS, RS and RLS, seating allotment, names of the squad members etc.
2. shall receive all the stationary material required for conduction of the SEE like Ledgers, answer booklets, drawing sheets, graph sheets, formats for registering the malpractice cases etc., from the office of the Controller of Examinations (COE).
3. shall report for duties 45 minutes prior to the start of examination on all the days.
4. shall receive the question papers from the office of COE and coordinate the distribution of question papers with the support of the DCS appointed.
5. shall facilitate the recording of the attendance of the DCS, RS, RLS and other staffs reported for duties on each day and shall report any discrepancies to the CoE.
6. shall allot the rooms for the RS and RLS etc.
7. shall liaise between the Controller of Examinations (CoE) and the squad members for monitoring and inspection during the conduct of the Semester End Examinations (SEE), as well as for recording cases of malpractice reported by the squad, DCS, RS, or RLS.
8. shall be responsible for bundling of the answer scripts and handing over the same to the valuation coordinator.

9. shall submit a report on the work done statement to the office of the COE to facilitate him for releasing the remuneration to all the staff involved in the conduction of the SEE.
10. All the coordinators and the supporting staff shall report to the special DCS and discharge the duties assigned to them.
11. shall make necessary arrangements for giving signal bell as noted below to have uniform time schedule in the entire college.
 - i. 10 minutes before the commencement of the examination for permitting the students to enter examination room.
 - ii. The second bell shall be given at the commencement of the examination, signaling the distribution of question papers.
 - iii. The third bell shall be given 30 minutes after the commencement of the examination.
 - iv. Fourth bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
 - v. The final bell shall be given at the conclusion of the examination.
12. At the end of an examination session, the special DCS shall handover the data of utilization of the stationary and the remaining stationary to the office of the COE.

5.2. Duties and Responsibilities of the Deputy Chief Superintendent (DCS)

1. The Deputy Chief Superintendent (DCS) shall assist the Special Deputy Chief Superintendent in general for the smooth conduct of Examination at the centre.
2. The DCS shall report to the Special DCS of the SEE at the control room 45 minutes before the SEE commences.
3. On examination days, the DCS shall arrange to supply blank answer books, additional books and other stationary required for each room and deliver the packets of question papers to the rooms concerned under the instructions of Special DCS.
4. The Deputy Chief Superintendent shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduct of examination.
5. The DCS shall sign all Form-Bs within 60 minutes of the commencement of the examination and ensure that one set of Form-B is submitted to the Control Room for the preparation of Form-A.
6. The DCS shall remain at the centre during the entire period of examination. In case of any emergency he / she shall take the permission of the Special DCS requesting him to make alternate arrangements.
7. The DCS shall ensure that only candidates possessing a valid admission ticket and identity card are permitted to appear for the examination. In the event of a lost admission ticket, upon

verification of the candidate's bonafides, the DCS shall request the Special DCS to issue a duplicate admission ticket on payment of the prescribed fee, as per the orders of NIE.

8. The DCS shall help the Special DCS to prepare the packets, semester wise /subject wise / paper wise in serial orders enclosing the relevant proformas.
9. The DCS shall assist the Special DCS in dispatching the answer book bundles in cloth bags duly sealed
10. The DCS shall be responsible for reporting the cases of malpractices in the standard format and handing over the case to the CoE.
11. The DCS shall in addition to the above duties attend to any other work entrusted to him by the Special DCS in connection with the Examination and function under the control of the Chief Superintendent.

5.3. Duties and Responsibilities of Room Superintendent (RS)

1. The Room Superintendent shall report to the special DCS at least 30 minutes before the commencement of the examination and ascertain the examination room assigned to him / her and the number of candidates in the room.
2. The Room Superintendent shall report to the allotted examination hall at least 15 minutes prior to the commencement of the examination.
3. The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination.
4. The Room Superintendent shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their pockets, wallets, instrument box before the issue of question paper and hand over to the room superintendent if any papers /notes / manuscripts / books or any material. The students are expected to ensure that they are not in possession of any written material on hand/s, palm, writing pads, inner and outer covers of calculator / geometry box, hand kerchief, . . .etc.
5. Ten minutes prior to the commencement of the examination, answer booklets shall be distributed only to the candidates seated in the examination hall and shall not be placed on vacant seats.
6. The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
7. The Room Superintendent shall ensure that candidates take their seats before 10 minutes of the commencement of examination. No candidate shall be permitted to enter the examination hall after 30 minutes from the commencement of examinations.

8. Candidates shall be allowed to leave the examination hall after 30 minutes have elapsed after the commencement of the paper.
9. The Room Superintendent shall affix signature at the place marked as Room Superintendent's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the facing sheet of the answer paper, check the identity of the candidate with photo on admission ticket and obtain signature of the candidates on attendance report (FORM B).
10. The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, which are permissible.
11. If a student fails to produce the admission card, the matter shall be immediately reported to the Special DCS.
12. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink. A consolidated statement showing the subject-wise, candidates present and absent be submitted
13. After the commencement of the examination, the spare answer books and question papers shall be returned to the Deputy Chief Superintendent.
14. The Room Superintendent shall not accept the answer paper of any candidate without ensuring that, it bears his / her correct University seat number and other information asked on the title page of the answer paper.
15. The Room Superintendent shall not allow the candidate to use unfair means in the examination hall.
16. No candidate shall be permitted to leave the examination hall for toilet purposes, except on medical grounds.
17. The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent, while the examination is going on and also shall not read magazine or newspaper.
18. The Room Superintendent should ensure that, there is no communication among the candidates in the examination hall.
19. The violations of instructions by any candidate shall be brought to the notice of the special DCS immediately.
20. Smoking and taking Tea / Coffee or any other refreshment in the hall where the examination is in progress is strictly prohibited.
21. Whenever, the candidate wishes to change the pen / ink the room invigilator shall affix the signature on the top of the facing sheet of the answer script to this effect.

22. Upon the conclusion of the examination, indicated by the final bell, the Room Superintendent shall collect all answer papers, arrange them in order of seat numbers, and submit them to the DCS along with the relevant reports.

5.4. Duties and Responsibilities of the Relieving Superintendent (RLS)

1. The Relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of examination.
2. The Relieving Superintendent shall not permit Room Superintendent to leave the examination hall during the first and last half an hour of the examination.
3. The Relieving Superintendent shall assist the Deputy Chief Superintendent in general for smooth conduct of examination at the center.
4. The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him / her by Chief / Deputy Chief Superintendent.
5. The Relieving Superintendent shall provide relief to the Room Superintendent for a maximum of 15 minutes and shall assume full responsibility for all duties of the Room Superintendent during that period. At the conclusion of the day's examination, the Relieving Superintendent shall submit the duly completed Relieving Superintendent's diary to the Special DCS.

5.5. Duties and Responsibilities of the Flying Squad

1. The Chief Superintendent shall appoint a Squad Team according to the need to ensure proper conduct of examinations and to curb malpractice at the Examination Process and Guidelines examination.
2. The squad team may consist of 3 to 5 senior faculty members with at least one female member.
3. The squad team shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
4. The squad shall provide their identity and inform the Room Superintendent about the purpose of their visit to the examination hall.
5. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
6. Report the cases of malpractice detected to the CoE immediately through the DCS/Chief Superintendent, for further action.
7. The squad team shall record their findings including satisfactory/or otherwise remarks in the Squad Report.

8. Each member of the squad shall affix their signature, in the attendance register placed at the control room, in each session of the examination.

5.6. Guidelines for Valuation Coordinators

1. Valuation at a valuation centre is under the charge of the Valuation Coordinator as per the guidelines from the CoE.
2. The valuation centre shall be kept open from 9:00 am to 5:00 pm on all 6 days of the week. Appropriate arrangements must be made by the Valuation Coordinator for smooth operation of the valuation centre. Time relaxation beyond specified working hours is left to the discretion of the Valuation Coordinator.
3. Movement register must be maintained in the valuation centre to monitor the movement of the individuals into and out of the valuation centre. Only authorized persons must be permitted to enter the valuation centre.
4. The Valuation Coordinator shall monitor the daily progress of the valuation process to ensure accurate and timely completion of valuation, thereby facilitating the prompt announcement of results for the benefit of the student community.
5. On completion of valuation, printing of marks sheet is mandatory and must be signed by the Valuer and the valuation co-ordinator.
6. Coordinator must monitor progress of valuation and submit report in the prescribed format at the end of each day of valuation.
7. In all matters pertaining to valuation at a given valuation centre, decision of CoE/Valuation Coordinator is final and binding on all Valuers.

5.7. Guidelines for SEE Script Evaluation

The following guidelines must be strictly followed during the Semester End Examination (SEE) script evaluation:

1. The valuation of 60 to 75 answer scripts must be completed within a minimum of 3 days and a maximum of 4 days
2. No Marking inside the Answer Script
Evaluators should avoid marking or making any comments inside the SEE answer script. All markings should be made in the designated areas only.
3. ***Guidance for Faculty with Less Than Two Years of Experience***
Faculty members with less than two years of experience must evaluate their first 10 scripts under the supervision of a moderator assigned by the department.
4. No Use of Headphones or Listening to Music

The use of headphones, earphones, or playing music during valuation is strictly prohibited.

5. Restricted Mobile Phone Usage

Frequent use of mobile phones inside the valuation hall is not allowed. Phones should only be used for official communication when necessary.

6. Restricted Entry

Only designated faculty and authorized staff are permitted inside the valuation center. No unauthorized personnel should be allowed.

7. Strict Confidentiality

Evaluators must maintain confidentiality regarding the evaluation process and student performance. Answer scripts and marks should not be discussed outside the valuation center.

8. Accuracy and Fairness

Marking should be done strictly as per the scheme of evaluation. Ensure consistency and avoid bias while awarding marks.

9. Completion within the Given Timeframe

Scripts must be evaluated within the assigned timeframe to ensure timely results.

10. Proper Placement of SEE script Bundles

While leaving the valuation hall, evaluators must place their script bundles at the designated counter. Leaving answer scripts unattended in the valuation center are strictly prohibited.

11. Marks Entry in Contineo

The entry of marks in the Contineo system should be done only by the evaluators. No other staff or personnel are allowed to enter marks on their behalf.

5.8. Waterboy / Exam Room Assistant

Responsibilities:

- Provide drinking water to candidates without disturbing the exam process.
- Collect additional answer booklets and assist with distribution if needed.
- Maintain exam room cleanliness and post-exam readiness.
- Assist with emergency communication as directed by the invigilator.

Restrictions:

- Must not handle confidential material like question papers alone.
- Cannot speak with students except to assist under invigilator guidance.
- Must maintain silence and professionalism during exam hours.

6. General guidelines for SEE Conduction

1. Acceptance of examination duties assigned by the Principal is mandatory. All assigned responsibilities must be carried out as per the allotted schedule
2. Reporting on time for assigned examination duties is mandatory.
3. All DCS, RS, RLS, and personnel involved in examination-related duties must affix their signature in the ledger along with their reporting time before commencing their responsibilities.
4. All RLS and standby duty members must remain present in the examination section to assist the DCS.
5. Last-minute alterations to examination duties are strictly prohibited, except in cases of genuine emergencies. Any such changes must be approved by the Special DCS before implementation.
6. During the examination, any clarifications or modifications to the question paper are strictly prohibited. Any issues related to the question paper must be immediately communicated to the respective Special DCS and the office of the Controller of Examinations (CoE) for appropriate resolution.
7. All assigned valuation tasks must be completed on time (3 days per Section) to facilitate the timely announcement of results.
8. Furthermore, all examination regulations must be strictly followed as per the norms prescribed by VTU and NIE.

7. General Instructions for Students Appearing for Examinations

1. Only a single answer book will be issued. No additional Answer Books are permitted.
2. The candidate should write his/her seat number and give other information like examination, course code, etc., against the space provided on the title page of the answer book.
3. The candidate shall not write his / her name/USN or put any identification mark inside any part of the answer book, which may disclose his / her identity which will be treated as malpractice and liable for penalization.
4. The question numbers should be mentioned in the margin only.
5. The candidate shall write answers on both the sides of pages of the answer book. All rough work must be done in the space provided at the end of the answer book. Answers must be written using blue/black ink (ball pen or ink pen). If there is a change in ink, the same shall be attested by the Room Superintendent on the facing sheet of the answer script.
6. Answer book should be handed over personally to Room Superintendent before leaving the examination hall.

7. No candidate shall be permitted to go to toilet during the period of examination.
8. The candidate should not take any books / notes, log table, scribbling pads, Cell phones, programmable calculators or any kind of reference material into the examination hall. The candidate should make sure that he / she has no any unauthorized book or paper in the examination hall with him or in his / her desk. He / She should have only articles permitted like Identity Card, Hall Ticket / Admission Ticket. The candidate should not write anything on the Admission Ticket or Identity Card or Calculator.
9. No student shall be permitted to enter the examination hall after 30 minutes from the commencement of the examination. A warning bell shall be given 10 minutes before the scheduled end of the examination, followed by the final bell at the conclusion of the examination. Upon the final bell, all candidates must cease writing or revising their answers and submit their answer books to the Room Superintendent.
10. The candidate should see that, the Room Superintendent has appended his / her signature at the specified space on the answer book as and when he/she received the answer book.
11. Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.

8. Malpractice

Any candidate appearing for the UG/PG examination is liable to be charged with committing malpractice in the following cases:

- a. Bringing into the examination hall or being found in possession of portions of a book, manuscript, Programmable Calculator or any other material or matter, which is not permissible to be brought into the examination hall.
- b. Having any written matter on scribbling pad, Question Paper / Admission Ticket, Calculator, Palm, Hand, Leg, hand kerchief, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.
- c. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.
- d. Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate within the Examination Hall.
- e. Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.
- f. Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official of for favors in the examination hall or to the Examiner.

- g. Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book or running away along with the answer script from the examination hall or premises.
- h. Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.
- i. Supply of copying material inside or from outside the examination hall.
- j. Bringing mobile phone to the examination hall.
- k. Unruly behavior inside or near the examination hall.

8.1. Procedure for Reporting the Malpractice/s

The Team of Flying Squad Committee need to ensure proper conduct of examination and to discourage Malpractice(s).

- a. The members of Flying Squad Committee are Associate / Assistant Professors of the college.
- b. The Flying Squad Committee members inspect the Exam halls assigned for frequent and surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and foolproof.
- c. The Flying Squad Committee shall initiate action to curb Malpractices and report any incident of Malpractice impartially to the Deputy Chief Superintendent(DCS)/Controller of Examinations(CoE)/Deputy Controller of Examinations(Dy.CoE).
- d. If a Malpractice Case is detected by the Room Superintendent(RS)/Flying Squad/ or any other Official, he/she shall seize the incriminating material and the answer book(s) and report the same to DCS.
- e. When malpractice is brought to his/her notice of the DCS either by the Flying Squad Committee member or by the Room Superintendent, he/she shall hold a preliminary inquiry and take on record the Report of the Room Superintendent, the statement of the student(s) concerned. Only then, he/she shall forward malpractice reports along with the answer book(s), other incriminating materials and other enclosures in a sealed cover to the CoE immediately.
- f. The students, the Room Superintendent, Deputy Chief Superintendent(DCS) and the concerned Flying Squad Committee members (if the case was detected by the Flying Squad) shall be required to give their statement in their own handwriting in the prescribed proforma. These statements shall always be concise, clear, specific and complete in every respect and include all the known facts and the relevant circumstances of the case and other evidences.

- g. If a student refuses to surrender the incriminating material or to provide a statement, the student shall be asked to record in writing their refusal. Should the student refuse to do so, the facts shall be documented and duly witnessed by any two other faculty members.
- h. The Special DCS, DCS, Squad member and RS concerned shall invariably sign all the documents used in or relating to the commission of Malpractice and also the other records forwarded, such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the student etc.
- i. The statement of all concerned shall be in their own handwriting.
- j. The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having been allowed to appear for the papers after booking the case under Malpractice, the student/ shall have no claim over the performance of the subsequent papers. The answer books of those students booked under Malpractice shall be evaluated and the results shall be kept in abeyance, until the student fulfills the penalty imposed by the committee.
- k. When, a student is booked under Malpractice(s), the official shall strictly adhere to following steps:
- The student shall be debarred from appearing for the particular examination paper in which they have been found involved in the alleged malpractice.
 - Issue a memo instructing the student to attend the meeting of the Examination Malpractice Inquiry Committee as per instructions of the CoE.
 - Send the answer book of that particular paper directly to the Office of the CoE, along with other relevant documents. It shall be super scribed on the left hand corner of the facing sheet as “MPC”. There shall not be any indication of MPC on the pages other than the facing sheet of the answer book.
 - Do not confiscate the Hall Ticket and the ID card. Permit the student to write the subsequent papers of the examinations, if any and such answer books shall be sent to the CoE along with other answer books, without being marked as MPC anywhere.

8.2. Procedure for Imposing Penalties & Punishments

Examination Malpractice Inquiry Committee appointed by the Principal to inquire into the malpractices registered during Examinations.

Examination Malpractice Inquiry Committee Constitution:

1. Dean (Academic Affairs): Chairman
2. Controller of Examinations: Member
3. Head of the Concerned Dept.: Member
4. Concerned Special DCS/DCS of that Session: Member
5. Member Sec., Academic Council/Dy.CoE: Member Convener

Procedure for Conducting Inquiry Against Students Booked Under Malpractice:

- a. The committee shall meet after the conclusion of each Test/Semester End Examination on the dates fixed by the CoE and inquire on all matters connected with the students booked under Malpractices.
- b. The committee shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
- c. In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the committee shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.
- d. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
- e. The committee shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or charges. The student shall be entitled to cross-examine the witnesses, and the documentary evidence/s are produced in support of the charges as well as to give evidence/s in defense.
- f. A student is awarded punishment only once though she/he may have indulged in malpractices in several papers in the ensuing Semester End Examinations. This punishment will be decided taking into consideration all malpractices during the semester examination.
- g. The committee shall examine the evidence/s placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the committee shall recommend suitable penalties or punishments on the student.
- h. In cases where an authorized person reports that a large number of students were found carrying prohibited material into the examination hall, it shall be presumed that the Room Superintendent, Deputy Chief Superintendent, and Special Deputy Chief Superintendent share responsibility. The matter shall be referred to the Malpractice Committee for appropriate action against all concerned.

8.3. Guidelines for Recommending Penalties and Punishments to the students involved in Malpractices

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Malpractice and punishments imposed on the students shall invariably be intimated to the concerned parents through the Office of the CoE.

3. Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).
4. The student punished under Malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming of the punishments imposed on him/her.

8.4. Regulations governing the malpractices by the students during Continuous Internal Evaluation (CIE)

The Malpractice Inquiry Committee shall recommend any of the following punishments based on the severity of the case and the same shall be recorded.

- a. Awarding Zero marks for the component of CIE in which malpractice is detected.
- b. Awarding Not Eligible Grade in the course in which malpractice is detected.
- c. Awarding Not Eligible Grade in all the courses registered for that semester.

With the fine of not less than Rs.5000

Nature of Malpractice
1. Possession of Electronic devices like mobile phone, smart watch, Programmable Calculator, Pen-drive and any other electronic devices / storage devices in the examination hall.
2. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall.
3. Having any written matter on desk, calculator, data handbook, any part of the body, handkerchiefs, clothes, identity card, scale etc.,
4. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall.
5. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination.
7. Smuggling in or out or tearing off of the answer book sheets or inserting papers written outside the examination hall into the answer book.
8. Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusive language.
9. Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers with weapons or other means.
10. Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.

8.5. The Guidelines for recommending penalties & punishments to the students Involved in Malpractices during Semester End Examinations shall be as given below

	Nature of Malpractice	Penalties &Punishment to be imposed
I.	<ol style="list-style-type: none"> 1. Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusing language. 2. Writing on the question paper/admission ticket or passing it to another student 3. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering. 4. Possession of Electronic devices like mobile, Programmable Calculator, Pen-drive and any other electronic devices / storage devices in the examination hall. 5. Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination. 6. Having any written matter on scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,) 7. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises. 	<p>The Malpractice Inquiry Committee shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- b. Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice c. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations). d. Debarring the student from appearing for one more subsequent examination. e. Debarring the student from appearing for two more subsequent examinations. f. Debarring the student from appearing for three more subsequent examinations.
II	<ol style="list-style-type: none"> 1. Copying from the material or matter or answer of another student or similar aid or assistance is rendered to another student within the Examination Hall. 	<ol style="list-style-type: none"> a. Fine not less than Rs.5000/- b. Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice

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| <ol style="list-style-type: none"> 2. Making any request of representation or inducing to bribery to Room Superintendent or and any other official or officer of the College for favors in the examination hall or to the Examiner in the answer script. 3. Approaching directly or indirectly the teachers, officers, officials or examiners or bring about undue pressure or undue influence upon them for favour in the examination. 4. Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book. 5. Receiving material for copying from outside or inside the examination hall. 6. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall. 7. Copying or taking aid from any material to answer in the examinations 8. Having any written matter on scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,) 9. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises. 10. 10. Committing any other act or omission | <ol style="list-style-type: none"> c. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations). d. Debarring the student from appearing for one more subsequent examination. e. Debarring the student from appearing for two more subsequent examinations f. Debarring the student from appearing for three more subsequent examinations |
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	intending to gain advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the College.	
III.	Repeated Indulging in malpractice.	a. Fine not less than Rs.5000/- b. Denial of benefit of performance of that Examination (all the subjects for which the student has registered for the examinations). c. Debarring the student from appearing for subsequent examinations extending up to three more examination.
IV.	Impersonating other person or to allowing impersonate any to Answer in his/her place in the examination hall. Threatening with weapons or any other means to the Room Superintendent, Members of the Flying Squad, officers /officials of the college	Rusticate the student from college In case of Impersonation, both the students concerned shall be handed over to the police by the Chief Superintendent with intimation to the College

Also, the Examiners shall, if he / she suspects Malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity enclosures, such as currency, shall return the answer script with reasons to the valuation coordinator by name and detest from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the Controller of Examination for further action.

9. Guidelines for the Appointment of an Amanuensis for the Disabled Candidate appearing for UG/PG Examination

A physically handicapped candidate taking the SEE can get 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 to write his/her examination with his/her own hand.

When appointing an Amanuensis, the following guidelines are to be followed strictly.

1. An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his own hand.
2. A candidate seeking the assistance of an Amanuensis shall apply to the office of the CoE through the Principal of the college, with the following documents.

- a. Medical certificate from the Medical Officer of a Government District or higher-grade hospital showing the inability to write the examination with his / her own hand, which shall be attested by the principal.
 - b. No relation certificate, which shows there is no relation between the candidate and the Amanuensis, which shall be attested by Gazetted Officer.
 - c. Attested copies of testimonials of an Amanuensis.
 - d. Declaration from the candidate and the amanuensis, which are to be attested by the Principal of the college.
 - e. One A4 size paper handwritten matter, which is written by the Amanuensis.
 - f. Three recent Passport size Photos attested by the Principal.
3. An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in engineering field.
 4. The Special Chief Superintendent shall arrange a suitable room for the candidate and the amanuensis and appoint a room superintendent for the candidate and room superintendent are to be changed daily.
 5. If the disabled candidate (temporarily disabled) intends to write the examination with his/her own hand he / she shall submit an application to the CoE through Principal seeking grant of extra time (60 minutes for 3 hours examination) 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.

In addition to the above, the instructions received from the competent authorities like State Government, UGC, AICTE, MHRD, etc., are to be followed.

10. Eligibility for Award of Degree

B.E. /M.Tech/ MCA Degree

- Students shall be declared to have completed the undergraduate Programme of B.E. degree and is eligible for the award of degree provided they have undergone the stipulated course work of all the semesters under the Scheme of Teaching and Examinations and have earned the prescribed number of credits within the permitted maximum duration specified as per regulations.
- For the award of degree, completion of bridge courses, if any, as applicable is compulsory.

10.1. Award of Prizes, Medals, and Ranks

1. General Guidelines

For the award of Prizes, Medals, and Ranks in the B.E., M.Tech., and MCA programmes, the following regulations shall apply. Ranks shall be awarded to eligible students based on their Cumulative Grade Point Average (CGPA) at the completion of the respective programme, subject to the conditions prescribed herein.

2. Eligibility Criteria for Award of Rank

- a) Basis for Rank Declaration: The highest CGPA obtained upon completion of the prescribed semesters of the respective programme shall be considered for rank declaration:
 - B.E.: CGPA from I to VIII semesters
 - M.Tech./ MCA: CGPA from I to IV semesters
- b) Additional credits earned towards Honours/Minors shall not be considered for rank declaration.
- c) Course Completion Requirements: A student shall be eligible for a rank at the time of award of the degree, provided that the student:
 - Has passed all courses in the first attempt only, without obtaining any DX/NE/F/W/IC/I/X grade in any course.
 - For B.E. (Regular): Passed all courses from I to VIII semesters.
 - For B.E. (Lateral Entry): Passed all courses (including bridge courses) from III to VIII semesters.
 - For M. Tech / MCA: Passed all courses from I to IV semesters.
 - Has not repeated or rejected any semester due to result rejection, shortage of attendance, temporary discontinuation, or readmission.
 - Has completed the entire course of study within the prescribed duration of the programme:
 - B.E.: 4 academic years
 - M.Tech. / MCA: 2 academic years
 - Has not been transferred from any other college or university.
 - shall not have availed any grace marks in any course.
- d) Late submission of requirements or non-compliance with prescribed academic or examination deadlines may render a student ineligible for the award of rank and degree.

3. Conditions for Award of Ranks

- a) Ranks shall be awarded only if
 - B.E.: a minimum of 10 students must have appeared in the VIII semester examination,
 - M.Tech: at least 50% of the admitted intake in the programme
 - MCA: a minimum of 10 students must have appeared in the IV semester examination.
- b) Maximum Number of Ranks:
 - B.E.: Up to 5% of the total number of students who appeared for the VIII semester, subject to a maximum of 10 ranks per programme.
 - M.Tech.: Up to 10% of the total number of students admitted in the programme, subject to a maximum of 2 ranks.

- MCA: Up to 5% of the total number of students admitted, subject to a maximum of 6 ranks.
- c) In case of a fractional number of ranks, rounding off to the next higher integer shall be done only when the first decimal place is ≥ 5 .

4. Tie-Breaking Rules for Award of Medals / Ranks

In the event that two or more students secure the same Cumulative Grade Point Average (CGPA) for a programme, the following tie-breaking criteria shall be applied sequentially until the tie is resolved:

1. The student who has obtained the higher Semester Grade Point Average (SGPA) a greater number of times across all semesters shall be ranked higher.
2. If the tie still persists, the student with the higher total marks aggregated from Semester I to Semester VIII (as applicable to the programme) shall be ranked higher.

The Committee approved the above tie-breaking rules and recommended them for adoption for all future awards of Medals and Ranks.

5. Disqualification for Awards

A student shall not be eligible for the award of any rank, prize, or medal if he/she:

- a) Has been found guilty of academic malpractice, or
- b) Has been involved in any disciplinary action during the programme.

Note on Amendments

The regulations and guidelines outlined in this manual are subject to revision or modification from time to time, as deemed necessary, in accordance with the regulations and academic policies prescribed by Visvesvaraya Technological University (VTU) and The National Institute of Engineering (NIE), Mysuru. Any changes implemented by the university or the institute shall supersede the provisions stated herein and will be applicable as and when notified.