



Vidyayāmruthamashnuthe

**BNM Institute of Technology,  
BENGALURU**  
Autonomous Institute Affiliated to VTU

**Assessment Manual**

**Applicable to all Autonomous UG/PG Programmes**

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Vidyayamruthamashruthe

# *B.N.M. Institute of Technology*

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## **TABLE OF CONTENTS**

<b>Section</b>	<b>Particulars</b>	<b>Page No.</b>
	Vision and Mission	01
1	Conduction of Examination	02
2	Appointment of Examiners	02
3	Duties and Responsibilities	03
	a Duties and responsibilities COE	03
	b Duties and responsibilities of Chief Superintendent	04
	c Duties and responsibilities of Deputy Chief Superintendents	05
	d Duties and responsibilities of Relieving Superintendents	05
e Duties and responsibilities of Room Superintendent (RS)	06	
4	Setting of Question Paper	07
5	Evaluation Process	08
6	Vertical progression (promotion to next Academic Year)	08
7	Grading Advisory Committee	08
	7.1 Gracing Policy	09
8	Award of Ranks	09
9	Malpractice	09
	9.1 Conduct during Examination	10
	9.2 Procedure for booking malpractices by the student during examination	11
	9.3 Setting up of Malpractice Investigating Committee	12
	9.4 Guidelines for recommending penalties and punishment to the students involved in malpractice during the examination	12
10	Examination result and appeal on grades	14



# *B.N.M. Institute of Technology*

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## **VISION**

To be one of the premier Institutes of Engineering and Management education in the country.

## **MISSION**

- To provide Engineering and Management education that meets the needs of human resources in the country.
- To develop leadership qualities, team spirit and concern for environment in students.



## Manual for Assessment

### 1. CONDUCTION OF EXAMINATIONS

#### 1.1 APPOINTMENT OF VARIOUS OFFICIALS

**a. Controller of Examination:**

Controller of Examination shall be a senior professor or Head of the Department nominated by the Principal and approved by Academic council. The tenure of Controller of examination shall be normally for three years.

All the activities of examination process will be performed under the supervision and seal of 'Controller of Examination' (CoE).

**b. Examination Board:**

This will consist of the following members, to help in the process of examination, recommended by the CoE and appointed by the Principal.

- (i) One senior faculty from Science group
- (ii) Two senior faculty from Engineering group
- (iii) Secretary, Academic Council

**c. Chief Superintendent:**

To conduct the Semester End Assessment (SEA), the Principal will act as Chief Superintendent or shall appoint a Chief Superintendent from amongst the senior heads of the departments.

**d. Examination coordinators:**

For smooth conduct of examination two senior faculties from the cadre of Asst professors or above shall be appointed as examination coordinators by the Chief Superintendent.

### 2. APPOINTMENT OF EXAMINERS

**a. Appointment of internal examiners**

- a) Chairman BoE / BOS is required to submit a list of internal and external examiners to the CoE.
- b) A course teacher who is a post graduate and has at least one year of experience can be appointed as examiner.
- c) For both theory and practical, as far as possible the teacher who has taught the course shall be appointed as one of the valuer in addition to external examiner.

**b. Appointment of external examiners.**

- a) Examiners in the grade of not less than Asst. Professor with a minimum experience of five years in teaching can be appointed as examiner.



- b) Specialization / courses taught by the examiners to be exclusively indicated.
- c) Address / phone numbers of examiners to be provided to CoE.
- d) The BOE/ BOS is required to send an approved list of examiners as per the requirement put in a and b.
- e) The allotment of examiners will be the sole discretion of the CoE from the list provided to him/her.

**NOTE: ANY PERSON NOMINATED / APPOINTED FOR EXAMINATION WORK WHERE CONFIDENTIALITY IS REQUIRED SHALL DECLARE IN WRITING THAT HE/ SHE DOES NOT HAVE ANY BLOOD RELATIVE OF FIRST CIRCLE (CHILDREN, SISTER, BROTHER, NIECE, NEPHEW, FIRST COUSIN, WIFE/HUSBAND, WIFE'S / HUSBAND'S BROTHER/ SISTER AND SO ON) TAKING EXAMINATION.**

### **3. DUTIES AND RESPONSIBILITIES**

#### **a. Duties and responsibilities COE**

- The Controller of Examination shall be totally responsible for smooth conduct of examination with confidentiality.
- CoE shall interact with the Principal / Vice Principal, Deans, Chairmen BoS's to draw the time table of examination.
- CoE will be responsible for getting all examination stationary printed.
- He/She shall get the Question Papers (QP) set from a panel of examiners recommended by various BoS/BoE and perform other related tasks concerned with QP.
- To get the question papers scrutinized and handover to the Chief Superintendent as per the indent on the date of examination(if offline)/ make sure that respective question paper appears on the Tab on the day of the examination exactly at the time of start of exam(if online).
- Approve the list of students taking examinations in each course that is provided by the examination section of the Principals' office and arrange for the issue of hall tickets(if offline)/ arrange to generate hall tickets based on the registration of the students (if online).
- Shall make all preparations connected with SEA examinations, like paper setting, answer paper booklets (if offline) / necessary hardware and software (if online), choosing examiners for both practical and theory, getting valuation done (offline / online), arriving at grades, announcement of results, printing and issue of grade cards etc.
- To call for grading advisory committee and malpractice investigating committee meetings before the announcement of results and implement their recommendations.
- Grading and announcement of results.
- Review of performance of valuers and prepare the short comings. Call meeting of Chairman of BoS , discuss and record important issues analysed.



- CoE shall submit the accounts for advance drawn from the BNMIT, to the office of the Principal within 15 days of completion of examination process.

### **b. Duties and responsibilities of Chief Superintendent (CS)**

The Chief Superintendent shall remain in the Headquarters for the entire period of examinations, except in case of emergency or valid reasons.

The Chief Superintendent be present in the college during the time of both theory and practical examinations and to supervise the arrangements for the effective conduct of examinations.

Chief Superintendent shall not leave the centre of examination without prior permission of the Principal, BNMIT, Bengaluru, and in such cases of absence, name of the next senior most professor should be suggested for appointment well in advance. The Chief Superintendent shall:

- a) Get the question paper indent ready (Offline/Online) and pass it on to CoE as and when required.
- b) Make arrangement to distribute hall tickets through respective departments.
- c) Appoint required number of Deputy Chief Superintendents(DCS), Relieving superintendents, Room Superintendents(RS) among the faculty of the college as per the guidelines given below.
  - One Deputy Chief Superintendent for every 300 candidates
  - One Room Superintendent for every 20 to 40 candidates
  - One Relieving Superintendent for every 150 to 200 candidates
- d) Also appoint required number of office and other staff among the employees of the college.
- e) Prepare well in advance the statement regarding seating arrangements for the candidates.
- f) Convene a meeting of all staff involved in the examination work, two or three days prior to the commencement of examinations and explain to them the duties and responsibilities. The Chief Superintendent shall inform them to strictly follow the instructions laid down. The Chief Superintendent shall also give the instructions to the room superintendent about the distribution of answer papers and question papers. The CS shall impress upon them the need for vigilance and prevention of any kind of malpractice during the examination.
- g) See that the candidates with valid admission ticket and identity card only are allowed to take the examination. If any candidate has lost the admission ticket, the Chief Superintendent shall issue a duplicate admission ticket on payment of required penal fee of Rs.250/- per admission ticket.
- h) Or his/her authorized nominee shall collect the question papers of the examinations and the same shall be delivered by the office of the CoE as per the arrangements made by the CoE from time to time in case of offline mode. In case of online where Tabs' are used COE shall arrange for distribution of question papers to the students online exactly at the start time of the examination. Chief Superintendent shall be solely responsible for the security of the question papers.
- i) COE or his/her authorized nominee should take sufficient care to verify the question papers with regard to the date, course code/title, time of examination, number of question paper etc, while collecting the question paper from the CoE.
- j) In case of offline, on the day of the examination, the relevant sealed packets of the question papers shall be opened in the office of the Chief Superintendent, not earlier than half an hour scheduled for the commencement of the examination in the presence of the Deputy Chief Superintendent(s), after carefully examining the seals, date, time etc on the packets (or take the printed question papers dynamically on the day of examination half an hour before the commencement of examination). He/She shall also verify the course as per the time table and check the number of question papers written on the packets and inside the packet. In case of discrepancy, the same shall be brought to the notice of the CoE.
- k) In case of offline, after opening the question paper packets, taking the help of the Deputy Chief and Reliving Superintendent, the Chief Superintendent shall arrange to put the question papers required



# B.N.M. Institute of Technology

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for each block in separate cover which shall contain actual number of papers as per the number of candidates taking the examination in that block. The packets containing question papers shall be delivered to the room superintendent not more than 10 minutes before the commencement of the examination.

- l) Arrange to print / type the candidate seat numbers on room superintendent's report, for notice board and attendance report - Form A before issuing it to the room superintendent.
- m) Maintain an allotment register and answer book issue register which shall be duly signed by Deputy Chief Superintendent, Reliving Superintendent and Room Superintendent.
- n) Ensure that the desks, tables and walls are free from any written matter as otherwise the student appearing on the allotted table may be apprehended under MPC rules.
- o) Immediately after the end of each examination session, the Chief Superintendent will arrange to receive and check the answer scripts (in case of offline) brought by the room superintendent at his / her office or collection center. In case of online COE shall ensure upload of answer scripts to the server immediately after the examination.
- p) In case of offline, arrange to prepare the packets branch wise, semester-wise, course-wise, paper-wise in serial order. The answer scripts shall be sent to the CoE in cloth bags branch wise enclosing the relevant proforma, the bag will be stitched and sealed. Also, it is to be ensured that in each bag at least two question papers of the concerned course are enclosed.
- q) Arrange to collect the answer scripts marks list of the practical / viva voce examination in sealed covers from the examiners and send the same to the CoE, maximum by subsequent day course-wise/paper-wise.
- r) Appoint a flying squad team of three senior faculty to curb and report Malpractice if any.

## c. Duties and responsibilities of Deputy Chief Superintendents (DCS)

The Deputy Chief Superintendent shall:

- a) Report 45 minutes before the commencement of examination.
- b) Verify the code and title of question paper as per the time table published by CoE and put their signature before opening the bundle/s (or take the printed question papers dynamically on the day of examination half an hour before the commencement of examination). Verify the Form-B and give it for typing. During the process they shall check the number of unused answer scripts and question paper received.
- c) Return unused answer scripts to exam section and unused question paper to be packed back in the respective packets (in case of offline).
- d) Verify Form-A and put signatures on both Form-A and Form-B
- e) Collect the answer scripts in the collection center, verify with Form-A and get it bundled in cloth bags (in case of offline).
- f) Assist the chief superintendent in the smooth functioning of examination.
- g) Go round the blocks where examination is going on and bring any *discrepancy* to the notice of the Chief Superintendent.
- h) In case of online, the procedure mentioned under duties CS shall be followed.

## d. Duties and responsibilities of Relieving Superintendents

The Relieving Superintendent shall:

- a) Report and sign the allotment register 45 minutes before the starting of the examination



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- b) In case he/she is not able to take duty on the assigned day, permission from Principal/ Chief Superintendent in writing should be obtained.
- c) Not expected to send substitutes at any cost.
- d) Assist in sorting and packing question papers and answer scripts (in case of offline).
- e) Assist the chief superintendent and deputy chief in the smooth functioning of examination.
- f) Give relief for a period not exceeding 15 minutes to the room superintendent. If any invigilator chronically takes more than 15 minutes it should be brought to the notice of CS or DCS
- g) Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief Superintendent, failing which; the relieving superintendent shall be equally responsible for the misconduct.
- h) Whenever flying squad visits, the relieving superintendent shall politely ask for identification (in case of doubt) and cooperate with them. He/She shall not allow the invigilators to move out of the examination hall in the first and last half an hour.
- i) Collect the answer scripts in the collection center, verify with Form-A and get it bundled in cloth bags (in case of offline).

**e. Duties and responsibilities of Room Superintendent (RS)**

- 1. Room Superintendent is expected to report and sign the allotment register 30 minutes before the starting of the examination.
- 2. In case the RS is not able to take invigilation on the assigned day, take permission from Principal/ Chief Superintendent in writing.
- 3. The RS is not expected to send substitutes at any cost.
- 4. They should check the serial number of answer scripts (offline) / Tabs' (online) and their condition before issuing to candidates.
- 5. They should check the number of question papers, code and title of the paper as soon as it is delivered by Deputy Chief / Relieving superintendent.
- 6. Do not carry mobile to the examination hall.
- 7. Carry blue/ black pen and red pen.
- 8. Put signature on answer books (offline) only after ascertaining the identity of candidate/ checking admission ticket and identity card.
- 9. Get signature of candidate at the appropriate place in the answer script and Form-B.
- 10. Put signature at the bottom of the Form-B after entering the number of absentees.
- 11. For absentees, mark ABSENT in red ink.
- 12. Enter the details of malpractice in Form-B (If any).
- 13. Do not leave the examination hall during invigilation unless the relieving superintendent takes charge of the room.
- 14. Keep an eye on each and every student without disturbing them.
- 15. Announce and check that no student carries slips of any sort and/or mobile phone and/ or any electronic gadgets other than the allowed calculators.
- 16. Do not collect wallets.
- 17. If Handbook/ graph sheets/tables are required send word through the water boy.
- 18. Instruct the candidates to write in blue / black ink only in the beginning of the examination itself.
- 19. Announce the time when bells ring:
- 20. **First bell:** 10 minutes before the commencement of examination.
- 21. **Second bell:** To commence the examination/ distribution of question papers.





22. **Third bell:** After half an hour of commencement indicating finalization of Form-B and not allowing late comers.
23. **Fourth bell:** Ten minutes before closing time, when no student should be allowed to leave his/ her seat.
24. **Fifth bell:** Final bell to stop the examination and collect answer scripts.
25. Do not allow students to take question paper out of the hall if they want to leave early.
26. Do not allow the students to leave in the last 10 minutes.
27. Check, count and arrange the answer scripts serially before allowing the students to leave the examination hall.
28. Bring the answer script(offline) / Tabs' (online) to the designated collection center and handover personally to the Deputy Chief / Relieving superintendent.
29. The room superintendent shall be personally responsible for loss, misplacement of any answer book (offline) / Tabs' (online).
30. The room superintendents are expected to take rounds and shall not engage themselves in conversation with student or fellow room superintendent unnecessarily.
31. The room superintendent shall not read books/ magazines or newspaper while invigilating.
32. Whenever a candidate wishes to change the pen/ink, the room superintendent shall affix signature at the cover page in the prescribed place in case of offline.
33. Smoking and drinking tea/ coffee are strictly prohibited and shall be punishable.
34. Violation of any instructions by the candidate shall be immediately brought to the notice of the Chief Superintendent failing which the room superintendent shall be equally responsible for the misconduct.
35. Whenever flying squad visits, the relieving superintendent shall politely ask for identification (in case of doubt) and cooperate with them.

#### **4. SETTING OF QUESTION PAPER**

- a) The CoE will insist the examiners to set question papers for various courses as per the scheme and syllabus approved by the BOS and Academic Council (AC) of the college.
- b) The paper setters shall consist of the teacher who has taught the course and external examiners proposed by the BOE.
- c) The CoE shall get at least five sets of question papers.
- d) The CoE shall send the scheme of setting, syllabus, list of reference/text books to the paper setters.
- e) The paper setters shall be asked to send detailed scheme of evaluation in separate envelop along with question paper.
- f) The question paper shall be scrutinized on a specific day under the supervision of CoE keeping strict confidentiality.
- g) The chairman BOE / BOS shall form a scrutiny committee of not less than three senior faculty members in whom he/she has confidence from different specializations to scrutinize the question paper. The BOE should contain at least one senior external member. The name of the committee members shall be intimated to COE in advance in a confidential communication.
- h) The scrutinized question paper shall contain seal 'accepted' or 'rejected' and signed by the scrutinizer and Chairman BOE.
- i) During scrutinizing only 15% of questions can be changed if found unsatisfactory. If more than 15% of questions are substandard, then the total question papers need to be rejected.
- j) The scrutinized papers should be put in separate covers, sealed and handed over to the CoE.



# *B.N.M. Institute of Technology*

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- k) The CoE shall get the question paper printed (offline) / upload (online) by random selection and he/she will be solely responsible for confidentiality of printed / uploaded question paper.
- l) As far as practical examination QP is concerned the internal and external examiners shall set the questions for every batch. The internal examiners shall provide all the inputs to the external examiners as to the procedure and calculations taught to the students.

## **5. EVALUATION PROCESS**

- a) The answer scripts will be mixed and coded by the examination officers under the supervision of CoE, course wise. This should be done in a manner that the identity of the student is not revealed.
- b) The coded papers may be put in to the packets with 10 scripts each.
- c) The above process shall be carried out for all theory answer scripts before giving to the examiners for valuation.
- d) Every answer script shall be valued by an examiner and 30% of the valued scripts will be reviewed by another examiner. (For PG each answer script will be evaluated two evaluators, if the marks awarded has a difference more than 10 it will be evaluated by a third evaluator. The average of nearer two marks of the three evaluations will be the final marks). The valuers are appointed by CoE from among the panel of examiners provided by BOE/BOS Chairman.
- e) As far as possible there will be at least one external examiner for every 100 scripts to be valued.
- f) In case of a reviewed answer script the marks awarded by the reviewer shall be considered.
- g) The valuers shall write marks sheets for each of the packets and hand over the same to the custodian / CoE.
- h) The custodian / CoE shall maintain a register to record which packet was valued by which examiner.
- i) The examiners shall strictly follow the scheme given to them by the chief valuer/ CoE. In case of any discrepancy in the scheme, same will be brought to the notice of the custodian /CoE.
- j) 40 scripts / day can be valued by a valuer if he/she has reported at the valuation center before 10AM.
- k) Appropriate measures shall be taken with regard to coding, issue, assigning, evaluation, decoding of answer scripts maintaining confidentiality in case of online evaluation.

Note: For revaluation and third valuation VTU norms applicable from time to time shall be followed.

## **6. VERTICAL PROGRESSION (PROMOTION TO NEXT ACADEMIC YEAR)**

For vertical progression the conditions laid down by the University from time to time may be followed.

## **7. GRADING ADVISORY COMMITTEE**

The Grading Advisory Committee (GAC) shall consist of Principal, Dean (Academics), at least three chairmen of BoS and three nominated members of the rank of Professor/ Asst. Professor with CoE as convener.

- The GAC may moderate the results and approve announcement with or without changes.
- The GAC will recommend changes without diluting the standard.
- The recommended changes should be ratified by the Academic council.



- The GAC shall go through the 'I' grade applications and recommend for the award of I grade /reject the request.

### **7.1 GRACING POLICY**

Grace marks shall be awarded to specified limits only in the cases where such grace marks would enable a candidate to pass either in a subject/ theory/practical or the whole examination.

a. 2% of Grace Marks shall be awarded to any subject (Theory/Practical/Project/Seminar etc.) if, after the grace marks are added, the candidate gets minimum prescribed marks in the Theory/Practical/Project/Seminar etc. and passes in that subject.

b. Candidate shall be eligible to a maximum of 4% of grace marks, provided

- He / She has failed in only one subject of the examination.
- Passes the whole examination by such grace marks.
- Gets minimum prescribed grade in the Theory/Practical/Project/Seminar etc. and satisfies aggregate for passing by such grace marks provided not graced as per (a).

### **8. AWARD OF RANKS**

Ranks are awarded in each branch of Engineering, MBA and M.Tech. based on the CGPA secured by the candidates (considering all the semester subjects).

Provided the candidate

- Has completed the entire course in the college itself.
- Has passed all the subjects in first attempt only, including the mandatory subjects with a CGPA of at least 7 (FCD) or more.
- Has not repeated/rejected/withdrawn/secured I, F, W, X, NP grades in any of the subjects in the entire course.
- Has not discontinued the program for any period during the course of study.
- Has not been awarded any punishment for being involved in malpractice or indiscipline during the course of study in the college.

A minimum of 10 candidates should have appeared for the final semester examination in that branch of Engineering and MBA. Total no. of ranks shall be 10% of total no. of candidates appeared in the final semester examination in that branch of Engineering and MBA subject to a maximum of 5 ranks if the sanctioned intake of the branch is 60 and a maximum of 10 ranks if the sanctioned intake of the branch is 120 or more in the considered batch at admission.

For M.Tech, a minimum of 5 candidates should have appeared for the final examination and total number of ranks shall be 2.

### **9. MALPRACTICE**

- a) Whenever, the Chief Superintendent receives a report of any candidate's indulging in malpractice he/she shall immediately take action as per the manual.
- b) A candidate booked under MP (1 to 12 in the table 1) shall be permitted to write all subsequent examination papers except for the one in which he/she was booked.



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- c) The chief superintendent shall send the seized answer books along with evidence to the office of the CoE on the same day, in a separate sealed cover with suitable label.

## **9.1 CONDUCT DURING EXAMINATION**

- a) Only one main answer book will be issued, and no additional Books are permitted.
- b) The candidate should write his/her seat number and give other information like examination, semester, subject, subject code etc., against the space provided on the title page of the answer book.
- c) 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.
- b) The question numbers should be mentioned in the margin only.
- c) The candidate shall write answers on both the sides of sheets 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 at the top.
- d) Answer book should be handed over personally to Room Superintendent before leaving the examination hall.
- e) Candidate shall be permitted to go to toilet (one faculty of same gender has to accompany) in case of emergency during the period of examination.
- f) The candidate should not take any books/notes, log table, scribbling pads, Cell phones, programmable calculators, Pen Drive, or any kind of reference material into the examination hall. The candidate should make sure that he/she has no unauthorized book or paper in the examination hall with him/her 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 should not have any writings other than officially printed.
- g) A warning bell will be given 10 minutes before the commencement of the examination when all the candidates should take possession of their seats, another bell will be given at the beginning of the examination when question papers will be distributed and the students should start writing the answers. No candidates shall be admitted 30 minutes after the commencement of the examination and also shall be allowed to leave the examination hall before 45 minutes of since the commencement of the examination. No candidate should leave his/her seat during last 10 minutes. Warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. Then all the candidates should stop writing or revising the answers and should handover the answer book to the Room Superintendent.
- h) The candidates 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.
- i) Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.
- j) Any candidate appearing for the examination is liable to be charged with committing malpractice in the following cases:
  - Bringing to the examination hall or being found in possession of portions of a book, manuscript, Cell phones, Programmable Calculator Pen Drive, digital watch or any other material or matter.
  - Having any written matter on scribbling pad, Question Paper, Admission Ticket, Calculator, Palm, Hand, Leg, Hand Kerchief, Clothes, Socks, Instrument Box, Identity Card, Scales etc.



- 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.
  - 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.
  - 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.
  - Making any request of representation or offers any threat for inducement 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.
  - 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.
  - Impersonating or allowing any other person to impersonate to answer in his / her place in the examination hall.
  - Supply of copying material inside or from outside the examination hall.
  - Bringing mobile phone to the examination hall. Unruly behavior inside or near the examination hall.
- k) In case of online ensure that each student gets exactly same paper for which he/she has registered, ensure that the question paper gets delivered in time and answer scripts gets uploaded on time without violating any of the norms of the University.

## **9.2 PROCEDURE FOR BOOKING MALPRACTICES BY THE STUDENT DURING EXAMINATION**

Any one or more of the following acts by the candidate during the examination shall be considered as Malpractice.

- a. Possession of any books, portion of a book, manuscript, Xerox or any other material pertaining to the course of the ongoing examination or bringing into examination hall other materials which are not permissible.
- b. Disclosing identity by making peculiar marks or writing their USNs in the answer books while answering.
- c. Copying from any other materials to answer script in the examination.
- d. Communication with any other candidate or any other person inside or outside the examination hall to obtain /give help or assistance for writing answers in the examination (both the candidates will be booked.)
- e. Copying from the material or answer book of another candidate or assisting another candidate to copy from his/her material or answer paper.
- f. Supply of copying materials.
- g. Smuggling of the answer paper / Tab or inserting paper written outside the examination hall into the answer book.
- h. Tearing of answer scripts.
- i. Impersonation or making any other person to appear in the examination in place of a candidate.
- j. Making request for help, giving threat or reporting to for bribery to any of the officials of the College or institution for favors in the examination.
- k. Having any written matter on (scribing pad, Calculator, palm, hand, leg, handkerchief, cloths, socks, Instrumentation Box, Identity Card, Hall ticket, Scales etc.,)
- l. Bringing mobile phone or any other communication/ messaging system in to the examination hall.
- m. Takes with him/her any answer book written or blank while leaving the examination hall.



- n. Attempting to use any unfair means.
- o. Destroying any evidence of malpractice.
- p. Making any appeal in the answer paper for more marks.
- q. Misbehavior with the officials or any kind of rude behavior in or near the examination hall, using obscene or abusing language.
- r. Any act enlisted above or such act, which may be deemed as unjustifiable by the Malpractice Investigating Committee.

As soon as the candidate is booked under MP, the answer scripts (of the course booked under malpractice shall be marked as MP on facing sheet of the answer book and sent separately to the office of the CoE, BNMIT, Bengaluru in sealed cover along with concerned documents.

The candidates booked under Malpractice shall be allowed to write the subsequent papers. Subsequent papers shall be dispatched to valuation center just like any other answer booklet of the candidate.

If any examiner suspects malpractice, while valuing the answer scripts, he/she shall report the same to the Custodian / CoE of BNMIT, and send the script(s), giving reasons for suspicion. The marks of such candidate shall not be entered in the regular Marks List in which the marks awarded to other candidates are furnished but, entered in a separate list which is to be placed in a sealed cover and forwarded to the CoE for further action.

The Examiner shall, if he/she suspects malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer script with reasons in writing to the CoE BNMIT, by name and stop evaluating that script and hand it over to the COE. If that script is already valued, marks shall not be entered in the regular marks lists in which the marks are awarded to other candidates. The answer script and details shall be furnished to the CoE, BNMIT the in a separate sealed cover with a note.

The decision pertaining to above activities of the candidate may be communicated to the Principal for further action.

**All the case of malpractice will be placed before the committee constituted for consideration of MP cases and for recommending punishment to the candidates. The recommendations of the MP committee will be placed before the Academic council for its consideration.**

### 9.3 Setting up of Malpractice Investigating Committee:

The Controller of Examination shall set up a committee with himself (as Chairman), Dean (Student Welfare), Dean (Academics) and two senior professors from among the faculty from BNMIT

### 9.4 GUIDELINES FOR RECOMMENDING PENALTIES AND PUNISHMENT TO THE STUDENTS INVOLVED IN MALPRACTICE DURING THE EXAMINATION

**Table 1 (Penalties and/or punishment guidelines for Malpractice cases)**

<u>Nature of malpractice</u>	<u>Penalty to be imposed</u>
1.Revealing the identity of the candidate	Deny the benefit of the performance of that course in which the candidate has revealed his/her identity and a minimum fine of Rs. 2500/-



# *B.N.M. Institute of Technology*

**An Autonomous Institution under VTU**

2. Possessing of mobile/ipod/iphone which are prevented from examination	Deny the performance of the course. Allow the student to appear for that course in immediate fast track or later and a minimum fine of Rs. 5000/-
3. Using of mobile and other electronic gadgets	Deny the performance of the course. Allow the student to appear for that course in the subsequent fast track or later and a minimum fine of Rs. 5000/-.
4. Possession of Manuscript / printed or typed matter, books or notes and written matter on calculator, instrument box etc., or having any other written matter on the person (For Example palm, hand, leg cloths, socks etc.,)	
5. Detection of identical answers of different candidates or allowing a candidate to copy from his/her answer scripts-	Deny the performance of the course. Allow the students to appear for that course in the subsequent fast track or later and a minimum fine of Rs. 5000/-.
6. Appeal to the examiner with money as enclosures to the answer book / use of abusive / obscene language or threatening remarks in the answer book	Deny the performance of the course. Allow the student to appear for that course in the subsequent fast track or later
7. Found giving or receiving assistance at the examination, passing the question paper with written answer / formulae / answer script / additional sheet / graph sheet / drawing sheet for the purpose of copying.	Deny the performance of ALL courses of that examination. Allow the student to appear for - courses in the subsequent fast track or later. The student can appear in number of courses as per the prescribed norms of the fast track.
8. Destroying the documentary evidence.	Deny the performance of the ALL courses of that examination. Allow the student to appear for - courses in the subsequent fast track or later. The student can appear in number of courses as per the prescribed norms of the fast track and a minimum fine of Rs. 5000/-.
9. Insertion of additional sheets / graph sheets / drawing sheets, use of answer book which are not issued at the examinational hall (in case of offline).	
10. In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the examination.	Denial of performance of all courses for which student has registered. Debarring the student(s) from registering for two subsequent years. Both, impersonator and the student to be handed over to the police. OR Both, impersonator and the student to be handed over to the police. Rusticate the student(s) from college.
11. Abusing, threatening, manhandling the examination authorities at the examination hall or in the premises of the examination centre, as well as misconduct of a very serious nature.	
12. Any other malpractices connected with the Examination	Committee shall recommend suitable penalties and punishment.

## **IMPORTANT NOTE:**



1. The above indicated punishments are only guidelines and the committee shall judiciously take decisions.
2. Repeated malpractice by a student (more than once), the punishment shall be more severe.
3. The punishment can even lead to rustication based on the severity of malpractice.
4. Enquiry under malpractice cases is independent of the criminal proceedings if any in the appropriate court of law.

The formats for reporting the malpractice cases and statements to be taken from students and room invigilators will be provided during examinations.

\* If the student indulge in any of the malpractices mentioned above during CIA, deny the benefit of the performance of that course and additionally penalty not more than Rs.5,000/- as decided by the malpractice investigating committee.

#### **10. EXAMINATION RESULT AND APPEAL ON GRADES**

- The results will be announced within ten days from the last examination.
- The facility of re-totaling, revaluation and photocopy of the answer scripts is only for theory examination where answer scripts are valued only once (valued by single examiner). The candidate can apply for any number of papers of theory examination.
- A candidate shall submit an application to the Examination section in the prescribed format for re-totaling, revaluation and photocopy of the answer scripts by paying the prescribed fee within three days from the announcement of the results.