



Vidyayāmruthamashnuthe

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

Assessment Manual

Applicable to all Autonomous UG/PG Programmes

www.bnmit.org



TABLE OF CONTENTS

Section	Particulars	Page No.
	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	08
8	Award of Ranks	09
9	Malpractice	09
	9.1 Malpractices	09
	9.2 Procedure for Reporting the Malpractice/s	10
	9.3 Procedure for Imposing Penalties & Punishments	11
9.4 Penalties & Punishments for Malpractices Committed by the Students	13	
10	Examination result and appeal on grades	15



B.N.M. Institute of Technology

An Autonomous Institution under VTU

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 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



B.N.M. Institute of Technology

An Autonomous Institution under VTU

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
- 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.



B.N.M. Institute of Technology

An Autonomous Institution under VTU

- 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.
- 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 GRADING 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 graded 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.

9.0 MALPRACTICE: REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING SEA / EXAMINATIONS (Amended as per the norms of VTU 2022)

9.1 MALPRACTICES:

Students taking a SEA examination may be charged with malpractice (s) if they are found to have committed any one or more of the following acts:

- a. Committing misbehavior, with words or actions, against officials in the examination centre.
- b. Writing on the Question Paper / Admission Ticket in the examination hall.
- c. Disclosing his/her identity through certain words / markings /symbols or by any other means in the answer script.
- d. Possession of electronic devices in the Examination Hall, such as mobile phones, Bluetooth devices, programmable calculators, Smart watches, Pen-drives, or other storage or communication devices
- e. Communicating with any other student(s) or any other person(s) inside or outside the



- Examination Hall with a view to take assistance or aid to write answers in the examination.
- f. Copying from the material or matter or answer(s) of another student(s) and / or providing assistance to other student(s) within the Examination Hall.
 - g. Making any request / representation / threat / inducement to any official for rendering favors in the Examination Centre.
 - h. Approaching the officials / any member of the staff directly or indirectly for rendering favors in the examination.
 - i. Smuggling in or smuggling out the answer scripts, tearing pages off and/or inserting them written outside the examination hall, and adding the same into the answer scripts.
 - j. Receiving any material from outside or inside the Examination Hall.
 - k. Being in possession of an unauthorized material or matter in the Examination Hall.
 - l. Copying or taking aid from any material or matter referred to in sub-clauses (d, j & k) above to answer in the examinations.
 - m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
 - n. Any other act of commission or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing any official.
 - o. Possession of written matter on supporting hard board, calculator, instrument box, drawing instruments, any part of the body, clothing, hand kerchief, Identity Card, Hall Ticket, etc.
 - p. Destroying any evidence of Malpractice, such as, tearing or mutilating any material / answer script(s) or running away along with the answer script(s) from the Examination Hall.

9.2 PROCEDURE FOR REPORTING THE MALPRACTICE/S:

- a. The Principal/Chief Controller of Examinations shall appoint sitting squad and one or more Squad teams as may be required, to ensure proper conduct of examination and to discourage Malpractice(s).
- b. The Squad shall inspect the Examination hall, frequently through surprise visits, for the conduct of examination(s).
- c. The Squad shall initiate action with respect to the Malpractices committed as covered in Section I and report the same to the Chief Controller of Examinations and CoE for appropriate action.
- d. Where a Malpractice Case is detected by the Room Superintendent/Squad / or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the Chief Controller of Examinations immediately as per the procedure laid down.
- e. The Squad/Sitting squad shall report all the cases of Malpractices detected, to the Chief Controller of Examinations and also to the CoE on a daily basis for action. The detailed report of Malpractices committed, together with the relevant documents shall be submitted by the Squad/Sitting squad to the CoE as per the procedure.
- f. When a malpractice case is reported to the Chief Controller of Examinations, either by the Squad or by the Room Superintendent, he/she shall hold a preliminary inquiry, after taking on record of the reports by the Room Superintendent/Squad member the presence of the External Deputy Chief Superintendent. The reports thus submitted shall be shown to the candidate and directed to submit his/her statement voluntarily and the same shall be authenticated by the Chief Controller of Examinations and the Deputy Chief



Superintendent (External). The statement of all concerned shall be in their own handwriting with signatures. On consideration of all these, he/she shall submit the factual Report of malpractice along with the answer script(s), other incriminating materials and enclosures in a sealed cover or box, to the CoE, on a day to day basis.

However, answer script(s) of subsequent papers of students who have been booked for Malpractice, shall be sent directly to the CoE office along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere. The answer scripts of such students shall be evaluated and the results shall be kept in abeyance, until the decision of the Malpractice Committee(MC).

- g. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by the External Deputy Chief Superintendent.
- h. The Deputy Chief Superintendent shall report each Malpractice case separately, unless it is inter-related to any other case(s).
- i. A Sketch Plan of the seating arrangements at the Examination Hall with location of doors/windows, and with all the University Seat Numbers in the hall and marking in red ink the USN of the student who has indulged in Malpractice, shall be prepared. Further, the CCTV footage of the entire duration of the session, in the concerned examination hall shall also be submitted as part of the records dealing with the malpractice.
- j. When, a student is booked under Malpractice(s), the following steps shall be strictly adhered to:
 1. Prevent such student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
 2. Issuance of a memo instructing the student to attend the inquiry conducted by the Malpractice Cases Consideration Committee as per instructions of the Chief Controller of Examinations.
 3. Send the answer script 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 an indication of MPC on the pages other than the facing sheet of the answer script.

9.3 PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:

1. Constitution of Malpractice Cases Consideration Committee

The Principal/Chief Controller of Examinations will be **the Chairman of the Committee. Director, Additional Director, CoE, and Deputy CoEs are the members of the committee.**

2. The Malpractice Committee shall meet after the conclusion of each semester examination on the date fixed by the Principal/ Chief Controller of Examinations to inquire into all matters connected with the students booked under Malpractices. After a detailed inquiry, the Committee shall prepare the reports giving its recommendations on the penalty and punishment to be imposed.
3. If a student remains absent for the inquiry with prior permission, one more opportunity shall be given to him/her to appear before the committee as per the date fixed by the Principal/ Chief Controller of Examinations. If he/she remains absent during the second meeting of the inquiry committee, an ex-parte decision shall be taken by the committee based on the documents submitted and statements made therein.



4. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
5. Even if a student commits malpractice in multiple papers, he will only be punished once. This punishment will be decided by taking into consideration all malpractices committed during the said examination.
6. The MC shall examine the charges submitted by the CoE. After ascertaining the severity of the case, the MC shall recommend suitable penalty and/or punishment. The severity of the case shall be categorized as follows:
 - a. Possession of Electronic Gadgets without any material(s) or matter. Material(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are unauthorized.
 - b. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed, or copied matter relevant to the paper the student is writing.
 - c. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed matter or a copy thereof, relevant to the paper the student is writing and specifically prepared for copying.
 - d. Possession of Electronic Gadgets with the material related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken into consideration to decide the severity of the case.
 - e. Repeated Malpractices during the Examinations
 - f. Threatening with weapons and impersonation.
7. At the conclusion of the inquiry, the MC shall submit a Report to the CoE with findings and the charges together with all the documents and the recommended penalties and punishments that may be recorded.



9.4 PENALTIES & PUNISHMENTS FOR MALPRACTICES COMMITTED BY THE STUDENTS

The penalties & punishments to the students Involved in Malpractices during SEA/Examinations shall be imposed as below:

S. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	<ol style="list-style-type: none"> 1. Writing on the Question Paper / Admission Ticket & or passing it to the other student in the Examination Hall. 2. 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. 3. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall. 4. 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. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,) 5. 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 MC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to 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. 2. Receiving material for copying from outside or inside the examination hall. 3. 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. 4. Copying or obtaining assistance from any material or matter referred to in sub-clause V(l) in order to answer questions in the examinations 5. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc., 	<p>The MC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.



B.N.M. Institute of Technology

An Autonomous Institution under VTU

III	<ol style="list-style-type: none"> 1. 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. 2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College. 3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the University/College for favours in the examination hall or to the Examiner in the answer script. 4. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue influence upon them for favour in the examination. 	<p>The MC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <ol style="list-style-type: none"> a. Fine not less than Rs.5000/- and denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice b. Fine not less than Rs.5000/-, and denial of the benefit of the performance of that Particular Paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three more subsequent examinations.
IV	<p>Repeated indulgence in malpractice in the same examination or in subsequent examinations.</p>	<ol style="list-style-type: none"> a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from appearing for subsequent examinations extending up to three more examination.
V	<p>Smuggling in or out or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.</p>	<p>The MC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <p>Fine not less than Rs.10,000/- and</p> <ol style="list-style-type: none"> a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from taking two more subsequent exams



VI	Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusive language.	Fine not less than Rs. 10,000/- and a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from taking two more subsequent examinations.
VII	Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers/University with weapons or other means	Rusticate the concerned student from University. However, the concerned student shall be handed over to the police by the Chief Superintendent with an intimation to the University.
VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	Rusticate the concerned student from University. Where the impersonator is also a student of the University, he/she shall also be rusticated from the University. However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the University.

In General:

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Examination performance rejection is not permitted for students who have been punished for malpractice(s).
3. The student who has been punished for malpractice (s) will be eligible for admission to the next higher semester and will only be able to appear for higher semester examinations.
4. The MC is the **AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS:**
5. **Disposal of confiscated materials:** The confiscated material shall not be returned to the students.

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.