



**KPR Institute of  
Engineering and  
Technology**

Learn Beyond

**(Autonomous, NAAC "A")**

Avinashi Road, Arasur, Coimbatore.



# **Examination Manual**



Learn Beyond

**KPRIET**



**KPR** Institute of Engineering  
and Technology

**(Autonomous)**

Avinashi Road, Arasur, Coimbatore, Tamilnadu - 641407

## **Vision**

To assess the knowledge and skill of the students and ensure that they are competitive towards the Technological Advancements.

## **Mission**

- Improve the Quality of Examination and Evaluation process flexible enough to adopt the changing environment.
- Implement the Best practices in the Examination and Evaluation system.

## **Quality Policy**

- To impart education to bring academic excellence
- To ensure students uphold moral and ethical values
- To cater the demand driven needs of various stakeholders
- To promote research and facilitate technology transfer of societal significance
- To develop and implement an Environmental Management System (EMS) for KPRIET Campus, which provides an operational framework for facilities and operations
- To continually improve all the process through promoting awareness, conducting periodical reviews and organizing training at various levels

## PREAMBLE

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KPR Institute of Engineering and Technology, is one of the reputed Self Financing Engineering Colleges in Tamil Nadu. The college was established at Coimbatore in the year 2009 by KPR Charities. At present, the institution offers eight Undergraduate and four Postgraduate programmes in Engineering and Technology. The college is awarded an autonomous status w.e.f 2019-20 as Lr No. F.22-1/2017(AC), dated 05.08.2019 for 10 years. The college is affiliated to Anna University, Chennai. Being an autonomous college, it is essential to constitute various functional bodies to develop suitable process for curriculum design, conduct of examination and valuation and to frame the rules/regulations for the institute to implement autonomy in the examination system effectively.

The college has constituted Academic Council (AC), Board of Studies (BoS) and Department Consultative Committee (DCC) with the approval of the College Governing Council (GC). These authorities are conferred with certain powers and duties as per UGC guidelines. The Institute has framed the regulations for UG and PG programmes and the Academic Council has approved the same.

The important responsibilities of the office of Controller of Examinations are: frame syllabi, question paper collections, selection and appointment of examiners, conduct of examinations, valuations, result passing and issue of grade sheets. The Choice Based Credit System (CBCS) is followed to give freedom and flexibility to the students. The CBCS helps the students to take courses of their own choice, learn at their own pace, undergo additional courses, acquire more than the required credits, and adopt an interdisciplinary approach in learning.

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## 1. OBJECTIVE AND SCOPE

The conduct of examinations and declaration of results is one of the important activities of an autonomous Institution. The office of the controller of the examination is the backbone of the examination system. It is of paramount importance that the examinations are conducted with utmost precision, fairness and transparency to get the confidence of the students.

This Ordinance / Manual defines the roles, responsibilities of the people involved, protocol and procedures to be followed and various steps that are to be taken at all levels associated with the conduct of the examinations.

All the Forms / Proforma for use in the examination process / system and documentation are drawn out in standardized formats. Measures to curb unfair and malpractices are listed along with the penalty and punishments as per the norms and procedures given by Anna University.

## 2. PRELIMINARY DEFINITIONS AND ABBREVIATIONS

- 2.1. **“Autonomous College”** – A College notified as an Autonomous college by the University, as per the Anna University Autonomous College Statute.
- 2.2. **“Academic Autonomy”** – It is the Autonomy granted by the University Grants Commission (UGC) and Anna University, Chennai to KPR Institute of Engineering and Technology, Coimbatore in all aspects of conducting its Undergraduates and Postgraduates programmes for promoting excellence.
- 2.3. **“Academic Year”**–A year commencing normally from June/July and ending with May/June of the following year.
- 2.4. **“Academic Calendar and Schedule”**–The exact date of all the important events, such as commencement of classes, Government / Institution holidays, conduct of Internal / External both Theory / Practical / Project work



examinations, last working day, vacation etc., during the Academic Session shall be specified in the Academic Calendar of the Institute. The date for Course Registration, Completion of Syllabus, and Submission of documents for various audits, Internal / External both Theory / Practical examinations, Mark entry, Last working day etc., shall be specified during the semester.

- 2.4. **“Head of the Institution”** – The Principal of the College
- 2.5. **“Commission”** – University Grants Commission (UGC)
- 2.6. **“Council”** – All India Council for Technical Education (AICTE)
- 2.7. **“University”** – Anna University, Chennai
- 2.8. **“Statute”** – Anna University Autonomous College Statute
- 2.9. **“College”** – KPR Institute of Engineering and Technology, Coimbatore
- 2.10. **“Programme”**– Undergraduate or Postgraduate or Ph.D. Degree of study pursued by the students. A Programme consists of several courses that need to be studied by the candidate over the specified duration of the Programme
- 2.11. **“Branch of Study”** – Specialization in a programme like B.E. Degree Programme in Civil Engineering, B.Tech. Degree Programme in Chemical Engineering
- 2.12. **“Choice Based Credit System (CBCS)”** – The Choice Based Credit System offers the students to take courses of their choice, learn at their own pace, undergo additional courses to acquire more than the required credits, and adopt an interdisciplinary approach in learning



- 2.13. **“Course”** – A subject either theory or practical or theory cum practical identified by its course title and code, and is normally studied in a semester, for example, ‘Basics of Electrical Engineering’.
- 2.14. **“Answer-booklet”** – A stitched booklet with fixed number of pages issued by the CoE office to the students during examination.
- 2.15. **“Answer script”** – The Answer-booklet in which the examinee has attempted/ written his/her answers in response to the questions found in the question paper on the examination day.
- 2.16. **“Dummy Number”** – A barcode sticker affixed on each Answer script after the examination in order to hide the identity of the examinee and have a fair and unbiased valuation.
- 2.17. **“Late Fee”** – After due date, a grace time will be given for the students to pay the fees as late fee with fine.
- 2.18. **“Arrear Candidate”** is a Student required to take the same examination by reason of his / her failure or absence or caught in malpractice in the examination conducted earlier
- 2.19. **“Attempt”** – After paying examination fee for a subject, if he/she is absent or appeared for that subject, then it is treated as an attempt in that examination
- 2.20. **“Statutory Body”** – The various statutory bodies constituted by an Autonomous Institution as per the guidelines of UGC.
- Board of Studies
  - Academic Council
  - Examination Committee
  - Finance Committee
  - Governing Council
- 2.21. **“Chief Superintendent”** – A senior faculty member who is appointed by the

Controller of Examinations (CoE) to supervise the overall conduct of Theory Examinations

- 2.22. “Hall Superintendent”** – Faculty members from various Departments who are appointed by the Controller of Examinations (CoE) for invigilation work.
- 2.23. “Panel of Examiners”**– A pool of examiners considered for examination drawn from other institutions (external) and locally (internal).
- 2.24. “Scrutiny”** – Validating the question papers prepared by Question paper setters for conformity with the Syllabus, Pattern, Bloom’s Taxonomy, quality and academic regulations in force. Any errata/ aberrations/formats/choice/pattern deviation etc. are subjected to necessary corrections before printing.
- 2.25. “Scrutinizer”** – Faculty members (Internal/External expert) appointed by the CoE to scrutinize the question papers received from the question paper setters to look into any mistakes or aberrations and provide remedy and validate it before it is taken up for printing the question papers.
- 2.26. “Valuators”** – Faculty members from various Universities/Colleges/ Departments appointed and approved by the Controller of Examinations for valuation of theory/practical papers for UG or PG Programmes or Ph.D programme course work.
- 2.27. “Tabulators”** – Faculty members appointed by the CoE to scrutinize the valued answer scripts and check whether the evaluators have evaluated all the questions and awarded marks, verify the total of all sections and final total during the central/revaluation period.
- 2.28. “Malpractice”** – Indulging in any one of the following activities during the conduct of Internal/External Examinations.
- A candidate is permitted to use geometric tools, non-programmable calculators, tables and data books during the theory and the practical

examinations. No other material/gadget (including cell phone) should be brought inside the examination hall.

- A candidate should neither possess/refer any forbidden material in any form nor should seek/obtain assistance in any form from any person/source towards answering the questions during the examinations.
- The candidate should not reveal his/her identity in any form in the answer scripts.
- The candidate should not indulge in canvassing either directly or indirectly to get more than deserving marks in the examinations.
- The candidate should maintain discipline and decorum in the examination hall.

**2.29. “Examination Review and Malpractices Enquiry Committee”**– The committee constituted by the CoE under the guidance of the Principal for the purpose of conducting necessary enquiry on matters of the examinations related to misconduct/ malpractice and student’s grievances.

**2.30. ‘Photocopy of answer script’**– A reprographic reproduction copies of the original answer script, given to the student after paying the fees if he/she is not satisfied with the grade/marks allotted by the valuator

**2.31. “Revaluation”** - Revaluation of the valued answer script again with a different examiner based on submission of appropriate application by a candidate with due fees after the announcement of the results and obtaining a photocopy of the answer script, when sufficient grounds exist for such a request.

## **2.32. Abbreviations and Nomenclature**

AC - Academic Council

ACoE - Assistant Controller of Examinations

AUR - Anna University Representative

BoS - Board of Studies

BS - Basic Science

CA - Continuous Assessment  
CFAC - Centre For Academic Courses  
CFLA - Centre For Liberal Arts  
CGPA - Cumulative Grade Point Average  
CIA - Continuous Internal Assessment  
CIAT - Continuous Internal Assessment Test  
CoE - Controller of Examinations  
CMS - Campus Management Software  
CS - Chief Superintendent  
DCC - Department Consultative Committee  
DCoE - Deputy Controller of Examinations  
DEO - Data Entry Operator  
DoTE - Directorate of Technical Education  
EC - Examination Committee  
EEC - Employability Enhancement Courses  
ENC - Examination Cell  
ERP - Enterprise Resource Planning  
ES - Engineering Science  
ESC - Eligibility Scrutinizing Committee  
ESE - End Semester Examinations  
GATE - Graduate Aptitude Test in Engineering  
GC - Governing Council  
GPA - Grade Point Average  
HoD - Head of the Department  
HSM - Humanities and Social Science (including Management)  
IQAC - Internal Quality Assurance Cell  
ISO - International Organization for Standardization  
LAC - Liberal Arts Courses  
MNC - Mandatory Non-credit Courses  
MOOC - Massive Open Online Courses  
MoU - Memorandum of Understanding  
NAVA - Numerical Aptitude & Verbal Ability  
OCC - Online Course Committee  
OCoE - Office of Controller of Examinations

OE - Open Elective  
 PC - Professional Core  
 PE - Professional Elective  
 QP - Question Paper  
 RA - Re-Appearence  
 RPB - Result Passing Board  
 SA - Shortage of Attendance  
 SS – Supporting Staff  
 W- Withdrawal

### 3. PROGRAMMES OFFERED

Under the autonomous status, the institution offers the following programmes.

#### 3.1 Undergraduate Programmes (B.E. / B. Tech.):

**Table 3.1**

<b>S.No.</b>	<b>Programmes</b>
1	B. E. – Biomedical Engineering
2	B.Tech – Chemical Engineering
3	B.E – Civil Engineering
4	B.E – Computer Science and Engineering
5	B.E – Electrical and Electronics Engineering
6	B.E – Electronics and Communication Engineering
7	B.E – Mechanical Engineering
8	B.Tech – Artificial Intelligence and Data Science

#### 3.2 Postgraduate Programmes (M.E.):

**Table 3.2**

<b>S.No.</b>	<b>Programmes</b>
1.	M.E. – Computer Science and Engineering
2	M.E. – CAD/CAM
3	M.E.– Structural Engineering
4	M.E. – VLSI Design

### 3.3 Ph.D. Programmes:

**Table 3.3**

<b>S.No.</b>	<b>Department</b>
1.	Ph.D. – Department of Civil Engineering
2.	Ph.D. – Department of Computer Science and Engineering
3.	Ph.D. – Department of Electronics and Communication Engineering
4.	Ph.D. – Department of Mechanical Engineering
5.	Ph.D. – Department of Physics
6.	Ph.D. – Department of Chemistry

### 3.4 Duration of the programme

1. The total period for completion of the programme from the commencement of the semester, to which the student was admitted, shall not exceed the maximum period (Refer Table 3.4), regardless to the break-of-study (vide Clause 16) or period of prevention in order.
2. Each semester shall consist of a minimum of 75 working days or 540 periods of 50 minutes duration each or equivalent. Head of the Department shall ensure that every faculty member teaches the course as prescribed in the approved curriculum and syllabi.
3. Special Theory / Practical Sessions are conducted for students who require additional inputs over and above the number of periods normally specified (Remedial Classes), as decided by the Head of the Department, within the specified duration of the Semester / Programme.

**Table 3.4 Programme duration from date of joining**

<b>S. No.</b>	<b>Programme</b>	<b>Minimum duration in years/semesters</b>	<b>Maximum duration in years/semesters</b>
1.	B.E. / B. Tech.	4/8	7/14
2.	B.E. / B. Tech. - Lateral Entry	3/6	6/12
3.	M.E. / M. Tech.	2/4	4/8
4.	Ph.D.	As per Anna University Regulations	

## **4. ORGANIZATION AND RESPONSIBILITIES**

### **4.1 Organizational structure of the office of CoE**

In accordance with the guidelines of the Statutory Bodies, the Controller of Examinations (CoE) shall be appointed by the Principal on the basis of the potential of the person in accordance with statutory stipulations, if any.

The CoE shall be assisted by Deputy Controller(s)/Assistant Controller(s) nominated by the Principal depending on the quantum of work. They shall continue to satisfy their teaching work as assigned by the College/Department. The organization structure and the responsibilities are depicted in Figure 4.1. There shall be a team of qualified Senior/Junior staff, data entry operators and other assistants in the CoE Office. The CoE office shall have all the required infrastructure and facilities for conduct of examinations and all other works confidential in nature.

The Assistant Controllers are allotted with specific task. The ACoE (Exam Cell) is responsible for conducting the Continuous Internal Assessment Tests (CIAT) and End Semester Examinations (ESE). The ACoE (Q.P.) is responsible for collection of Question papers, Scrutiny, Packing and Distribution of Question papers. The ACoE (Valuation) is responsible for the process of central valuation. The ACoE (revaluation) is responsible for revaluation related works. The ACoE (Grade sheets) is responsible for grade sheet printing, and verification of genuineness of the grade sheets.



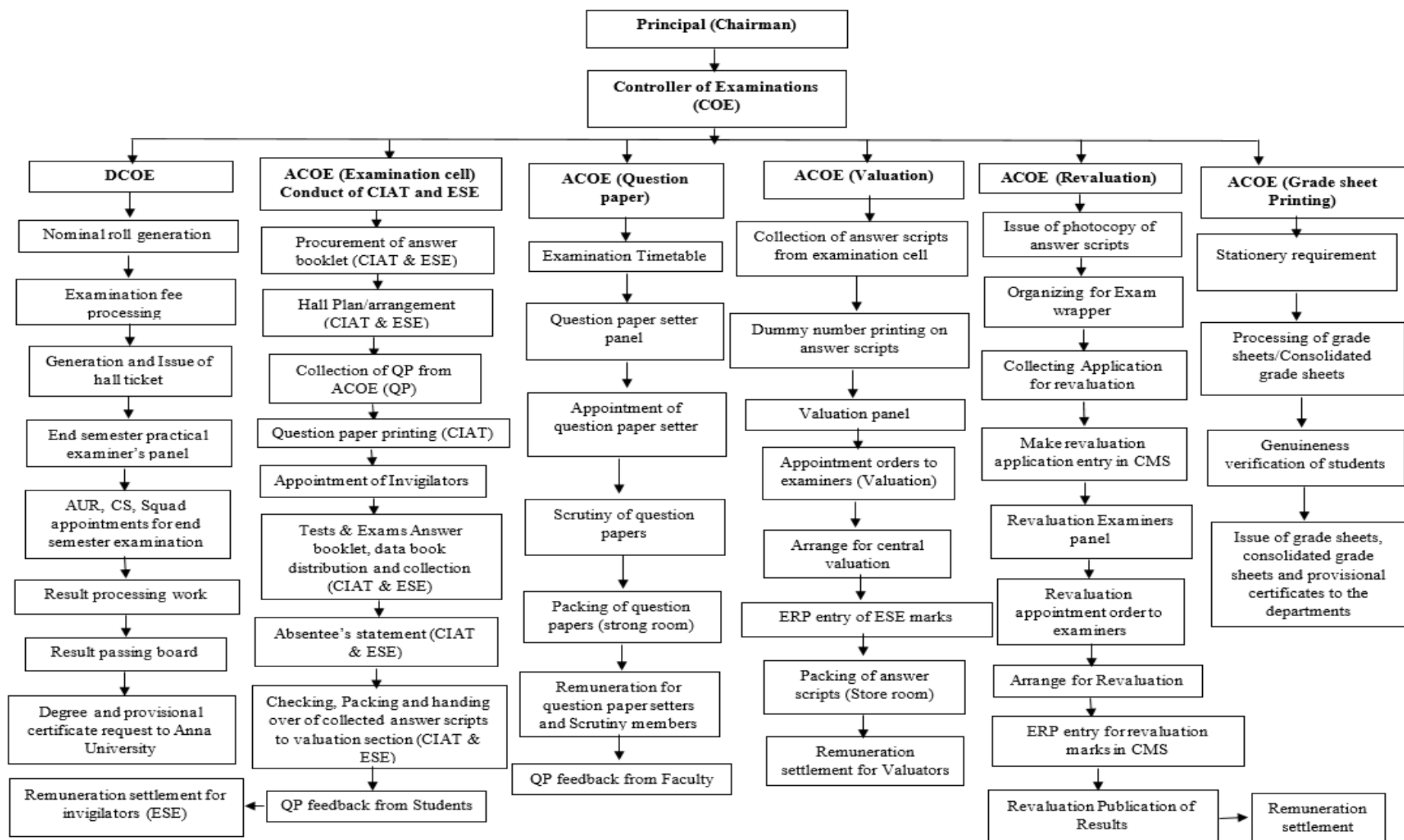


Figure 4.1: Organogram of CoE office

## 4.2 Duties and responsibilities of the Controller of Examinations (CoE)

CoE shall perform the following duties for examination reforms and the smooth conduct of examinations.

- To prepare the time schedule for CIAT and ESE and fix the dates for declaration of the results in the beginning of the semester
- To issue appointment orders to the Chief Superintendent, Vigilance Squad, Invigilators, question paper-setters, experts for question paper scrutiny, Valuers etc. Such appointments shall not be issued to any person whose intimates of any kind are examinee in that programme. The office of CoE shall obtain appropriate undertaking in a specified form from examiners, question paper-setters, experts for question paper scrutiny, valuers etc. stating that his/her intimates of any kind is/are not examinee in that programme and submit all such undertaking to CoE. However, such members can participate in all other activities (if otherwise eligible) which are not related to confidential matters
- To monitor and facilitate the implementation of examination reforms suggested by Academic Council
- To ensure the eligibility of all the admitted students as per norms and procedures
- To take care and ensure for the strict vigilance during the conduct of all types of examinations to avoid unfair means by anybody
- To plan and conduct systematically all types of tests and examinations including CIAT and ESE, and arrange for valuation, issue of photocopy of answer scripts, Examination wrapper, revaluation, tabulation and declaration of results as per the instructions (or) directive of EC
- To coordinate the meetings of Examination Committee (EC) and Result Passing Board

- To compile result analysis and present the same in the Result Passing Board
- To issue semester Grade Sheet, Consolidated Grade Sheet and Transcription Certificates
- To monitor the overall work of the Office of Controller of Examinations

#### **4.3 Duties and responsibilities – Deputy Controller of Examinations (DCoE)**

- Nominal Roll Generation through CMS
- Issue of application for collections of examination fees (Arrear alone)
- Generation and Issue of hall tickets to the students through mentor
- Obtain Examiners' Panel to conduct End Semester practical examinations from the Head of the departments
- Anna University Representative (AUR), Chief Superintendent (CS), Squad appointment for End Semester Examination (ESE)
- Result Processing work
- Request to Anna University to provide Degree and Provisional certificates
- Maintain the record of minutes of meetings and related documents of the meetings of Examination Committee (EC) and Result Passing Board (RPB)
- Maintain the records of all students through Campus Management Software (CMS)

#### **4.4 Duties and responsibilities – Assistant Controller of Examinations (ACoE) - (Examination Cell)**

- Procurement of answer booklets for CIAT & ESE
- Hall Plan and seating arrangement of students for the conduction of CIAT & ESE
- Collection of Question Papers (QP) from internal test coordinators for CIAT and from ACoE (QP) for ESE
- Printing of Question papers
- Appointment of Invigilators
- Tests & Exams Answer booklet, data book distribution and collection (CIAT & ESE)
- Absentees statement (CIAT & ESE)
- Checking, Packing and handing over of collected answer scripts to valuation section (CIAT & ESE)
- After examination, collect QP feedback from Students
- Remuneration settlement for invigilators (ESE)

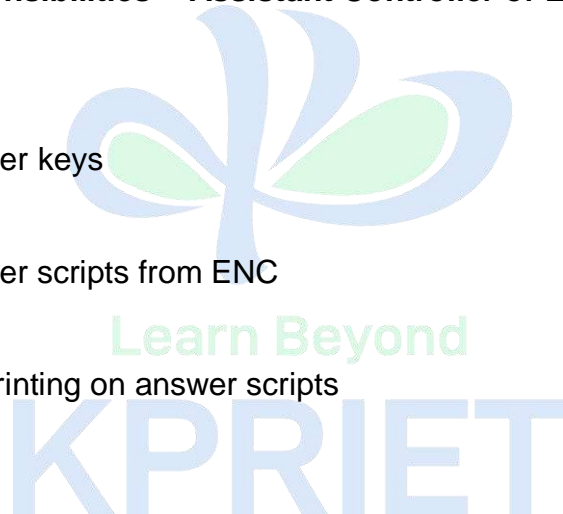
#### **4.5 Duties and responsibilities – Assistant Controller of Examinations (ACoE) - (Question paper)**

- Preparation of Examination Timetable
- Preparing panel of Examiners for Question paper setting
- Appointment of question paper setter

- Scrutiny of question papers
- Packing of question papers (strong room)
- Remuneration for question paper setters and scrutiny members
- Make sure the question papers are ready ahead of examinations schedule for ESE.
- QP feedback from faculty members

#### **4.6 Duties and responsibilities – Assistant Controller of Examinations (ACoE) - (Valuation)**

- Collection of answer keys
- Collection of answer scripts from ENC
- Dummy number printing on answer scripts
- Valuation panel
- Appointment orders to examiners (Valuation)
- Arrange for central valuation
- ERP entry of ESE marks
- Packing of answer scripts (Store room)
- Remuneration settlement for Valuers



#### **4.7 Duties and responsibilities – Assistant Controller of Examinations (ACoE) - (Revaluation)**

- Issue of photocopy of answer scripts
- Organizing for Exam wrapper
- Collecting Application for revaluation from the students
- Make revaluation application entry in CMS
- Arrangement of Revaluation Examiners panel with concerned departments
- Sending appointment order to the examiners (Revaluation)
- Arrange for Revaluation
- ERP entry for revaluation marks in CMS
- Publication of Revaluation Results
- Remuneration Settlement

#### **4.8 Duties and responsibilities – Assistant Controller of Examinations (ACoE) - (Grade Sheet Printing)**

- Procure the answer booklets, supplements, graph sheets and all other examination related stationery materials well in advance following the norms and procedures of the University
- Verification of Grade Sheets
- Processing of Grade Sheets/Consolidated Grade Sheets

- Verification of genuineness of student identity
- Issue of grade sheets, consolidated grade sheets and provisional certificates to the departments

#### **4.9 Duties and responsibilities of the staff of CoE**

All the works connected with OCoE are to be maintained in tack. The office staff of CoE should adhere to strict discipline in dealing with office documents. Further they will assist in the following works.

- To assist for preparation of answer booklets for various examinations
- To assist for the preparation of all the works related to question paper setting, scrutiny, list of examiners, valuation, revaluation mark list, tabulation, grade sheet printing registers in the section etc. in consultation with Deputy Controller of Examinations/ ACoE
- To receive papers submitted for typing and enter it in the register kept for the purpose
- To ensure timely completion of the typing work, compare with the draft and if required make appropriate corrections and put up file properly in consultation with the Deputy Controller of Examination
- To prepare all forms related to examinations (Applications, Hall tickets etc.)
- To process all the applications (from registrations to examinations)
- To help and arrange Board meetings of examiners as and when required and keep the minutes of the meetings in order
- To assist the ACoE in the transit of files, entry of marks, tabulation,



communications and stationery

- To make sure the CoE office and computer desks are neat and clean
- To keep examination related confidential works and records safely
- To discharge duties entrusted to them by superior officers from time to time and maintain discipline avoiding unauthorized persons to enter into CoE office

## 5. EQUIPMENT / FACILITIES IN THE COE OFFICE

S. No.	Items	Quantity
1.	HP- Server	1
2.	Bar Code Reader	10
3.	Photocopier Machines Color	1
4.	Photocopier Machines Black & White	1
5.	Printer with Scanner HP Laser Jet	1
6.	Paper Shredder	1
7.	Surveillance	10
8.	Computer Systems	12

## 6. AUTOMATION PROCESS

The Examination system is automated with Examination Modules of Campus Management Software (CMS) as given in the Figure 6.1.

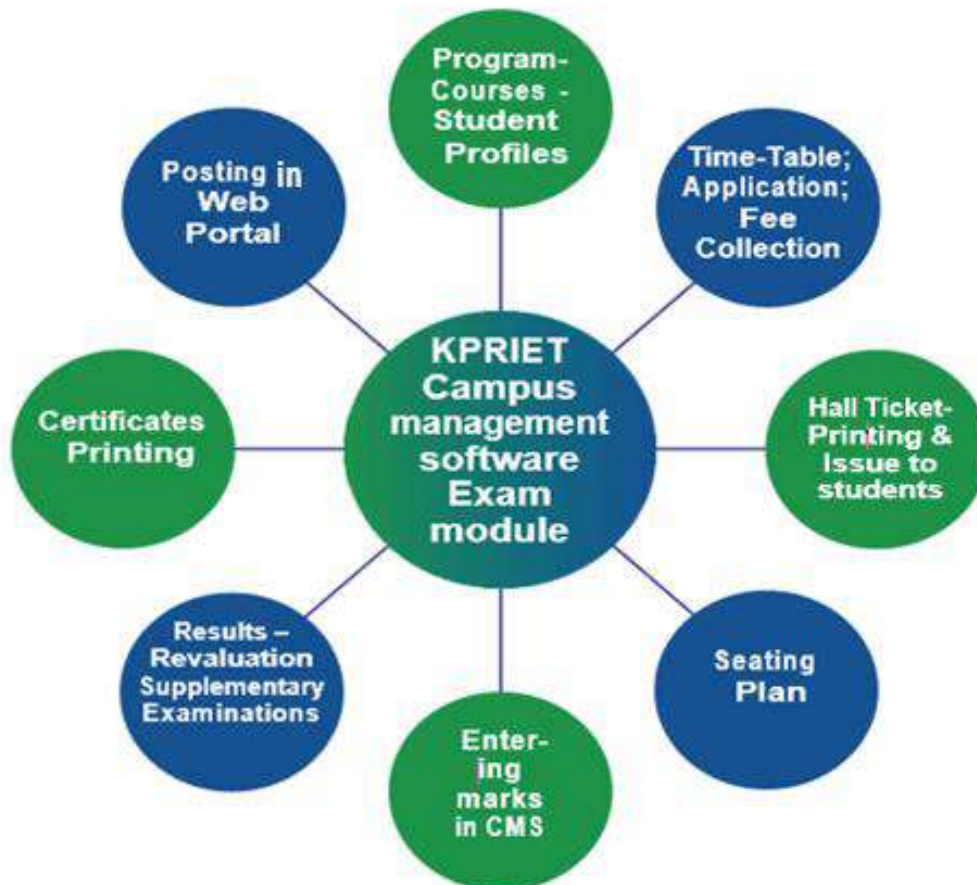


Figure 6.1: Various works in automation process

## 7. EXAMINATION PROCESS

### 7.1 Time schedule

Principal, Heads of Departments, Controller of Examinations and Centre for the Academic Courses shall discuss jointly and prepare the academic calendar before the commencement of the academic year. The office of the Controller of

examinations, based on the approval of the schedule, shall prepare time-table for internal and external theory and lab examinations, evaluation etc.

**Table 7.1 Time Schedule**

<b>S. No.</b>	<b>Description</b>	<b>Time Frame</b>
1.	Purchase of stationery	1 week before the commencement of the Semester
2.	Course Registration	1 week after the commencement of the Semester
3.	Examination Fees Notification	2 weeks before the commencement of examinations
4.	Collection of Question Papers	8 weeks before the commencement of examinations
5.	Scrutiny of Question Papers	Immediately after the collection of Question Papers
6.	Examination schedule	6 weeks before commencement of examinations
7.	Finalizing students' Detained list	2 weeks before the commencement of examinations
8.	Preparation of Examination materials	2 weeks before the commencement of examinations
9.	Appointment of Chief Superintendent, Squad and Invigilators	1 week before the commencement of examinations
10.	Valuation	After 3 days of completion of examinations
11.	Remuneration for Question Paper Scrutiny, Valuation, Chief Superintendent, Squad and Invigilators	Within 1 week after completion of Valuation
12.	Result Passing Board & Result Publication	Within 2 weeks after completion of Valuation
13.	Examinations wrapper	1 week after the Publication of results

14.	Revaluation	Notification along with the results
15.	Arrange for revaluation	Within 2 weeks after notification
16.	Announcement of revaluation Results	The next day of Revaluation
17.	Grade sheet printing and issue	Grade sheets will be issued within 3 weeks after the release of the Revaluation Results (Regular & Arrear }
18.	Information to Anna university	At the end of the academic year (Apr/May), the list of students eligible for provisional/degree certificates will be sent to the Anna University along with the necessary documents as prescribed by the University
19.	Planning and execution of CoE Academic Audit	Academic audit will be conducted with the external members at CoE Office at the end of every academic year both for odd & even semester
20.	Monitoring and Review	IQAC will conduct Academic audit for all departments for every semester and submit the report to the CoE office. ISO Quality Audit is also conducted to review and check the quality of the process and outcomes

## 7.2 Activities and Processes at CoE office

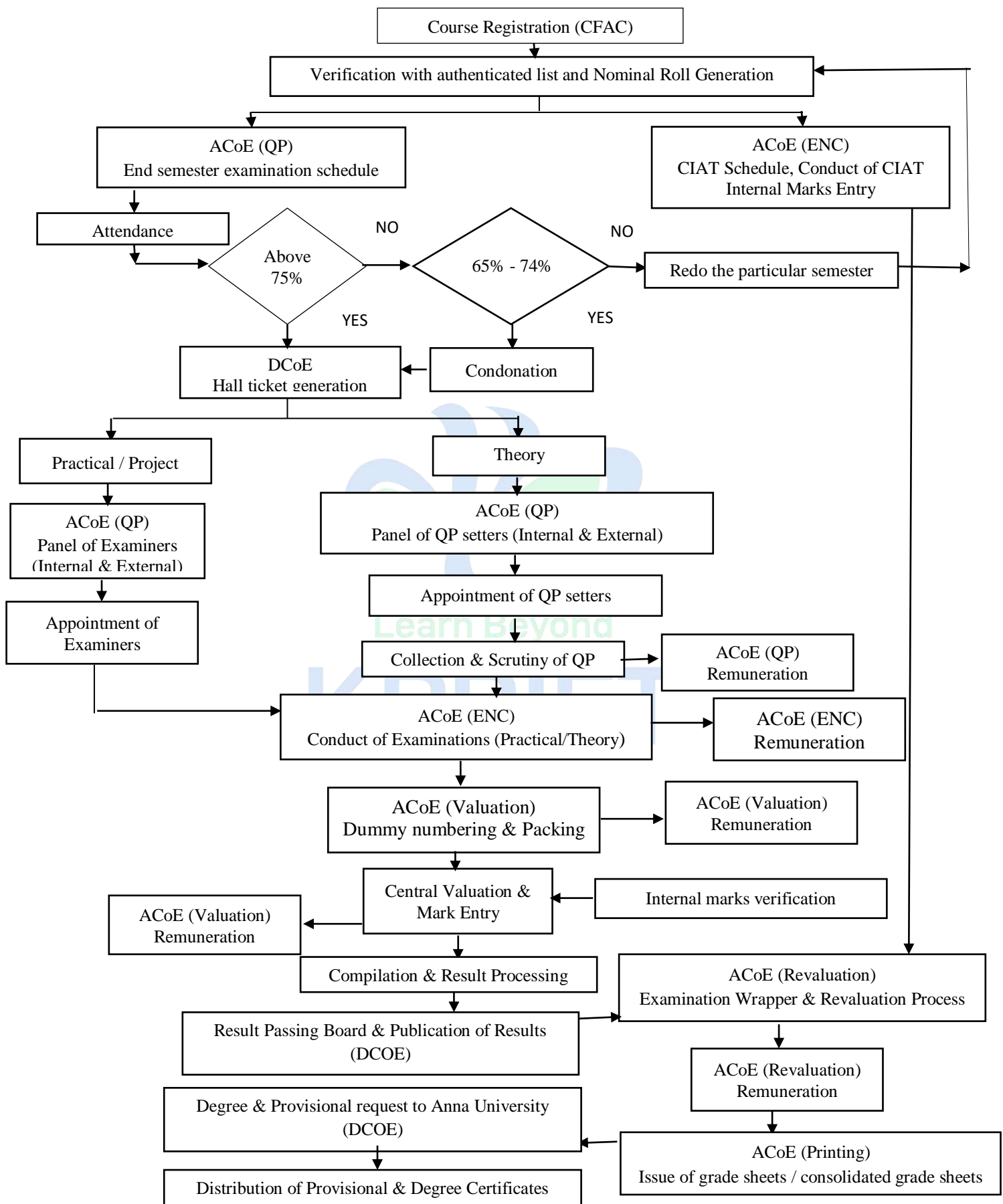


Figure 7.1: Flow diagram indicating the various activities & processes at CoE office

### **7.3 Course Enrollment and Registration**

- Every student, on admission shall be assigned to a mentor who shall advise/ counsel the student about the details of the academic programme and the choice of course(s) considering the student's academic background and career interest.
- All students, on admission to the programmes, shall register for all the courses prescribed in the curriculum in the first Semester of study (III Semester for students admitted under lateral entry stream).
- After registering the courses for the semester, a student shall attend the classes, satisfy attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
- Statement of Attendance are collected from the Departments as per Form 2.1.
- The students having attendance between 65% - 74% shall apply for condonation as per the Form 2.2 along with the medical certificates to appear in the end semester theory examination.

### **7.4 Continuous Internal Assessment Test (CIAT)**

- As per the academic calendar, the schedule for CIAT will be communicated to all HODs concerned, faculty and students through website. HODs of the concerned Departments will ensure the circulation of Schedule of CIAT to the faculty members, and read the same in the class rooms and further display in the department notice boards. Three CIATs for each theory course / theory cum laboratory course in a semester will be conducted as per academic regulations.
- The Department Examination Coordinator will submit the required answer booklets to the Examination Cell sufficient for conduct of CIAT and midterm practical examinations, two weeks before the commencement of examination.
- Course coordinators will prepare a set of question papers for CIAT in their

courses and submit in sealed covers to the department examination coordinator of concerned Department one week before the schedule of the CIAT. The Department examination coordinator will submit the same to the Examination Cell without any delay.

- The Examination cell will keep ready all the required materials before the examination schedule.
- The medium of instruction certificate is available in the college website <https://kpriet.ac.in/asset/frontend/pdf/exams/downloads/MOI.pdf> (Form 9.7).
- The Examination cell will prepare the duty chart of invigilators and circulate to the concerned departments. Invigilators Duty Schedule (Form 1.1) and Squad form for CIAT I/II/III (Form 1.2) are prepared by the ACoE (Exam cell).
- ACoE (ENC) will select one of the question papers from the set and prepare the required copies.
- The invigilators will collect the question papers and answer booklets and other examination materials 30 minutes before the scheduled time of CIAT and distribute the question papers and answer booklets in the stipulated time.
- At the end of the examinations, the invigilators will collect the answer scripts and handed over the same including unused answer booklets in the Examination Cell.
- The answer scripts collected from invigilators are to be verified, packed and hand over to the valuation section along with question papers and absentees statement.
- CIAT marks shall be entered in CMS Portal within three days after completion of the particular examinations.
- Department Examination Coordinators shall submit the CIAT marks immediately after completing entry of marks.



- If any malpractice, it is to be reported to CoE by the Invigilator or the Vigilance Squad.

## **7.5 End Semester Examination Process**

### **7.5.1 Process of Question Papers preparation for End Semester Examinations**

- The structure and syllabi for all courses of the programmes are to be prepared by the respective Board of Studies which will be duly approved by the Academic council.
- The model question papers and a panel consisting of not less than three subject experts having a minimum of 5 or 10 years teaching experiences, from different universities/reputed institutions shall be received by the Office of the Controller of Examinations from the Heads of Departments as per the Form 3.1 in the beginning of the semester to set the question papers on time.
- Appointment order (Form 3.2) with the Question Paper Format (Form 3.3) and Guidelines (3.4) are sent to the Question Paper Setters (Both Internal and External Examiners).
- After receiving the question papers from Question Paper Setters (Internal/External), Consolidated Statement of Claim for Question Paper Setters are prepared as claims are set through Accounts Division (Form 3.5 & 3.6).
- The received question papers are audited by the QP Scrutiny Committee (Form 4.1), constituted with HoDs and Subject Experts (both Internal & External) faculty members.

- Appointment Order is set to the Question Paper Scrutiny members (Form 4.2). Attendance of Question Paper Scrutiny member (Internal/External) are recorded in the Form 4.6.
- The Question Paper Setters are block listed in the Form 4.7, if the Quality of the Question paper is not up to the mark. Claim for QP scrutiny are settled through accounts division as per Form 4.5.
- The corrected course wise question papers with the concerned audit forms (Form 4.3) and Question Paper Scrutiny Summary (Form 4.4) are handed over to the CoE.
- On receipt of panel of question paper setters, the selection of examination question paper setters for both UG and PG will be done by the Controller of Examinations.
- The Assistant Controller of Examinations shall contact the selected question paper setters for setting the question papers keeping all this information confidential.

### 7.5.2 Question Paper Setting

- A set of two different question papers shall be prepared from the identified subject experts for both UG & PG programmes.
- End semester examinations question papers for UG/PG have questions under Part - A, B & C, with three hours duration. Part-A consisting of ten short questions of 2 marks each, is compulsory. Part-B is a compulsory question from any one of the units, for 16 marks with two/three subdivisions and part C is four questions from the units other than the one selected for part B (either or type), for 16 marks each, with two/three sub divisions.

### 7.5.3 Conduct of End Semester Practical Examinations

- End Semester Practical examinations shall be conducted after the last working day of the semester.
- End Semester Practical examinations is conducted by the panel of internal and external examiners (Form 5.4) collected from the Department.
- The CoE shall select one of the two external examiners submitted by HOD and inform the external examiner about the examination schedule and obtain his/her consent. The Internal examiners shall be appointed by the HODs concerned and inform to the Controller of the Examinations.
- Appointment order for External Examiner of End Semester Practical Examinations are sent as per the Form 5.5.
- End Semester Practical Examination Squad are appointed as per the Form 5.6 in the cadre of Professor/Associate Professor.
- Report by Squad of End Semester Practical Examination as per the Form 5.14 shall be submitted to the CoE office.
- After the Examinations, the Examiners shall enter the marks in the CMS (Campus Management Software) as per the guidelines given in the Form 1.3 and submit the hard copy of the marks downloaded and absentees statement signed by both internal and external examiners, in sealed covers and hand over to the Examination cell.
- Remuneration bills duly signed shall be submitted along with the mark sheets. Claim for invigilators of End Semester Practical Examinations as per Form 1.5 are settled through Accounts division.

#### **7.5.4 Conduct of End Semester Theory Examinations**

The process of conducting the end semester examinations is as follows:

- The Controller of Examinations shall be responsible for the smooth conduct of the End Semester Examinations with the support of Chief Superintendent of Examinations, Deputy Controller of Examinations, Assistant Controller of Examinations, Squad, Office Assistants and Faculty invigilators drawn from various departments.
- After Scrutiny, question papers will be handed over to the ACoE (ENC) for preparing the required copies for distribution in the examination halls to the students.
- A request letter along with the Time Table are to be sent to Anna University, Chennai and Zonal Coordinator, Coimbatore for appointment of Anna University representative as per the Forms 5.7
- Chief Superintendent in the cadre of Professor & Head and Squad in the Cadre of Professor or Associate Professor are appointed by the CoE for smooth conduct of the End Semester Theory Examinations as per the Form 5.8 and Form 5.9 respectively.
- The Chief Superintendent and the Squad shall follow the instructions specified in the Form 5.10 and Form 5.11 respectively.
- If there is any discrepancy in the question paper, it shall be reported by the course coordinator within half an hour of the commencement of the Examination using Form 5.3 to the CoE office.
- University Representative, Chief Superintendent and Vigilance Squad shall visit all the examination halls and ensure that the examinations are conducted as per the code of conduct.

- After the completion of the Examination, the question paper feedback from the students and the course coordinator are collected as per the Form 5.1 and Form 5.2 respectively.
- Report by the Chief Superintendent and the Squad shall be submitted to the CoE office at the end of the Examinations as per the Form 5.12 and Form 5.13 respectively.
- Malpractices, if any, identified by invigilator / squad / University Representative / chief superintendent shall be reported to CoE office as Form per the 5.17 further action. After the malpractice enquiry committee, the punishments to malpractice case is awarded as per the guidelines given in the Form 5.18.
- Claim Form for AUR, Chief Superintendent / Squad and Invigilators are collected in the Form 5.15, Form 5.16, and Form 1.4 respectively and settled through accounts division.

## **7.5.5 Post - Examination Process**

### **7.5.5.1 Dummy numbering and Packing**

- The ACoE (Valuation) shall check the answer scripts received from the ACoE (Examinations Cell) along with the answer papers of malpractice cases if any.
- After verification, ACoE (Valuation) shall stick the system generated dummy numbers against register numbers, for each course and branch, on the answer scripts with the help of office assistants.
- The hard copy of the dummy numbers for the register numbers will be kept under the safe custody of Controller of Examinations.
- The answer scripts will be segregated in each pack containing 25 for central valuation.

### 7.5.5.2 Central Valuation

The institute follows the system of Central evaluation of the answer scripts by appointing the external examiners/valuators from autonomous/reputed institutions. The central valuation system is followed as given below:

- At least 10 days before the commencement of central valuation, the ACoE (Valuation), shall contact the examiners, from the panels of examiners recommended by the Heads of Departments and approved by Controller of Examinations.
- The Examiners shall have a minimum of 5 years of teaching experience working in reputed degree level institutions. However, faculty members with 3 years of experience may also be considered for certain specialized subjects.
- Central valuation shall be commenced only after getting the scheme of valuation, by course coordinator/external expert.
- Central valuation is conducted with the help of panel of internal and external valuators (Form 6.1), Board Chairman/Chief Examiner, Tabulators and the Data Entry Operators/Supporting Staff.
- Appointment order and instruction for Board Chairman/Chief Examiner (Form 6.5), Internal/External Evaluator (Forms 6.6 & 6.7), Tabulators (Forms 6.8 & 6.9) and the Data Entry Operators/Supporting Staff (Form 6.10) are sent from the CoE office.
- Evaluators are allocated with 50 scripts per day (Form 6.12) and the Chairman / Chief Examiner checks all the failure answer scripts and select randomly 10% of the remaining scripts in the concerned bundle to check the correctness of evaluation process and the same is recorded in the Form 6.4.
- The answer key shall be provided by the course coordinators in the format given in the Form 6.2 to assist in the evaluation process.

- The question papers with detailed answer key and other stationery requirements will be arranged in advance for the smooth conduct of central valuation.
- On the day of valuation, the question papers and detailed key shall be given to the valutors along with answer scripts.
- The valuator shall value all answers in each answer script and enter the marks obtained for each question and total marks in the respective boxes.
- The valuator shall not correct the marks by scratching and overwriting. In case of any correction, strike of previous figures by a line, write the revised marks aside and attest with initial.
- Valuator shall use red ball point pen for valuation.
- The total marks of the valuated answer scripts shall be entered in the computer system provided for mark entry with the help of Data Entry Operators appointed by the Controller of Examination are recorded in the Form 6.14, and printed copy of the mark sheets along with marks sheets signed by the valuator, shall be handed over to the tabulators appointed by the Controller of examinations.
- The tabulators shall check (a) all the questions answered by the students whether valued or not valued by the examiners, (b) If any answer is not valued, it shall be immediately brought to the notice of the examiner and get it valued, (c) check the marks awarded for all answers are posted in the marks table of the answer script and (d) whether total marks given in the valued answer script is entered in the mark list in the Form 6.13. If there is any discrepancy in any valued answer script identified by the tabulator (i.e., unvalued answers, wrong totaling etc.) that should be reported to the valuator and required corrections are to be made by the valuator with counter signature. If there is no discrepancy, the tabulator shall sign near grand total for correctness.

- The marks sheets after checking by the tabulators shall be submitted to the Chairman of respective boards for checking and signing.
- The Chairman shall hand over the mark sheets along with answer scripts to the Controller of Examinations every day after the valuation is over.
- Claim for Board Chairman/Chief Examiners are collected in the Form 6.15 along with the other integrated claim forms for the Evaluators, Tabulators and Data Entry Operators, Supporting Staff (Form 6.3).
- Attendance Certificate is given to the External Evaluator in the format given in the Form 6.11.

#### **7.5.5.3 Results processing and publication**

- DCoE shall process the results using the software, and submit the results to the Controller of examinations.
- Controller of examination on receiving the results with statistics from DCoE shall submit in the Result Passing Board (RPB) for approval.
- The RPB will approve its recommendations for publishing results.
- Based on the RPB recommendations and Principal's directions, the Controller of examinations shall publish the results through CMS/website of the college following the university norms.
- Following the publication of results, the Controller of Examinations shall issue notification to the students to apply for revaluation if he/she is not satisfied with the marks/results.

#### **7.5.5.4 Examination Wrapper System**

After declaration of results, the candidates are allowed to review their



performance by seeing his/her answer script.

If there is any discrepancy with regard to valued and unvalued answers or total mistakes or any other discrepancy raised by the candidates, and found to be genuine by the course coordinator, it will be recommended for revaluation/retotalling, on the request of the students following the prescribed procedure.

- Students who do not get satisfied with the marks has got the liberty to apply for the photocopy through the Form 7.1.
- Feedback for the Exam Wrapper Process are collected through the Form 7.2. These feedbacks are obtained from the students for further improvement of the system.
- Students after obtaining the Photocopy of the answer scripts they can apply for revaluation through the Form 7.3 after obtaining the recommendations from the course coordinator and HoD concerned.

#### **7.5.5.5 Revaluation**

Revaluation shall be carried out by two different examiners together other than the first examiner. The marks awarded by them shall be considered as the final marks and no further revaluation will be taken up.

#### **7.6 Printing and issue of grade sheets**

- After the announcement of results and revaluation results if any, the Controller of Examinations will arrange for printing the grade sheets.
- The grades obtained by a student and the credits given to the course will be entered using CMS.
- Once, all the data are entered, the printing of the grade sheets will be taken up.

- Before printing the grade sheets, the data viewed on the screen shall be compared and checked with the data in the result sheets.
- A record for grade sheets printed must be maintained.
- While issuing the grade sheet to a student, the signature should be obtained as an acknowledgement.
- The CGPA to percentage conversion certificate is available in the college website (<https://kpriet.ac.in/asset/frontend/pdf/exams/downloads/CGPA-percentage.pdf>) (Form 9.6).
- If any student applies for loss of the grade sheet issued to him/her, a duplicate grade sheet will be issued on application and payment of prescribed fees along with the prescribed fee and format (Form 9.1). Such grade sheets will be issued prominently indicating as “DUPLICATE”.
- If a student currently studying or completed the course has lost his/her grade sheet, then he/she must have to make the affidavit to get Duplicate Grade sheet (Forms 9.3 & 9.4) whereas to get consolidated grade sheet Affidavit shall be in the Form 9.5.

### **7.7 Request for Provisional and Degree Certificate**

After generating the consolidated statement of Grades, CoE office will request the Anna University, Chennai for issue of Provisional Certificate and Degree Certificate in the prescribed form given by Anna University.

The Provisional Degree Certificate is valid till the receipt of Degree Certificate. Normally the Degree Certificate will be received by the college after the University Convocation.

## 7.8 Issuing transcripts

- A transcript is an official document containing the performance of a student including the courses taken, the credits earned and the letter grades awarded.
- A student can obtain transcripts by submitting the application (Form 9.2) with prescribed fees.
- The application should be accompanied by photo copies of all the grade sheets issued to the student by the examination section.
- The staff concerned after verifying the entries made in the application with the photo copies of the grade sheets, will forward the application to the CoE concerned for further action.
- The ACoE concerned shall verify the entries made by the applicant with entries in the tabulation register.
- After checking the entries and found to be correct, the ACoE concerned will forward the application to the Controller of Examinations.
- The ACoE concerned will sign in all the printed transcripts.
- The ACoE concerned shall authorize the office assistant to issue the transcript to the students after obtaining signature in the “Transcript issue Register”.

## 7.9 Permission for scribe to appear for the examinations

Candidates in need of Scribe shall apply as per the requirement through the Forms 9.8 to Form 9.11 with the following evidences:

- Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
- Photo of the student/candidate mentioning his/her inability to sit and write the examination.
- The Particulars of proposed Scribe i.e., name, address, qualifications, photo and present occupation are to be given with evidence.
- A letter from the Scribe is required stating that he / she is willing to act as Scribe.
- A copy of the certificate of Scribe's qualification along with recent photograph should be duly attested by the head of the institution.
- After verification, the CoE will approve the Scribe as per norms and provide a separate place and an invigilator will be assigned separately to look into such candidates.

#### **7.10 Post Examination Audit Process**

- The examiners/students are requested to provide feedback about end semester question paper/answer key and the same shall be used as a tool for enhancing the quality of question paper(s) in forthcoming semesters.
- The examination cum evaluation committee members will be invited to audit the examination process and activities to assess the gaps, blind spots and improve further (Form 8.1).
- Consolidated feedback on the remuneration settlement from the valuers and other staffs are taken through the Form 9.12.

## 8 SCHEME OF ASSESSMENT

Courses offered under B.E./B.Tech. Programmes are assessed as given below:

S. No.	CATEGORY OF COURSES	CREDITS	MARKS	
			CIA	ESE
1.	Theory Courses (BS, ES, PC, PE & OE)	3 or 4	20	80
2.	Theory Courses with Lab component (BS, ES & PC)	3 or 4	40	60
3.	Practical Courses Integrated with Theory Component (ES)	3	40	60
4.	Laboratory Courses (ES & PC)	1 or 2	20	80
5.	Language Elective Courses (HSM)	2	100	-
6.	Project (EEC)	10	20	80
7.	Mini Project (EEC)	1	20	80
8.	Technical Seminar (EEC)	1	100	-
9.	Industry Oriented Course (EEC)	1	100	-
10.	Industrial Training/ Internship (EEC)	2	100	-
11.	Liberal Arts Course	1	100	-
12.	NAVA (EEC)	1	100	-
13.	Online courses	1 or 2 or 3	100	-
14.	Value Added Courses/ Soft Skill	1	100	-
15.	Mandatory non-credit courses	Non-credit	100	-

1. THEORY COURSES		Marks							
a)	CIAT I, II & III (CIAT- I = 50 marks, CIAT- II = 50 marks and CIAT- III = 100 marks) CIAT - I (4 Marks) CIAT - II (4 Marks) and CIAT - III (7 Marks)	15	20						
b)	MCQ/Open Book Test (20 Marks) (Converted to 5 Marks)	5							
c)	ESE will be conducted for 100 marks and converted to 80 marks		80						
<b>Total</b>			100						
2. THEORY COURSES WITH LAB COMPONENT									
a)	CIAT I, II & III (CIAT - I = 50 marks, CIAT - II = 50 marks and CIAT - III = 100 marks) CIAT- I (5 Marks) CIAT - II (5 Marks) and CIAT - III (10 Marks)	20							
b)	Assessment of Experiments– 50 marks (Rubrics based)	20							
	<table border="1"> <tr> <td>i.</td> <td>Preparation &amp; Observation</td> </tr> <tr> <td>ii.</td> <td>Results &amp; Interpretation</td> </tr> <tr> <td>iii.</td> <td>Quiz/Viva-voce</td> </tr> </table>			i.	Preparation & Observation	ii.	Results & Interpretation	iii.	Quiz/Viva-voce
i.	Preparation & Observation								
ii.	Results & Interpretation								
iii.	Quiz/Viva-voce								
c)	Final Laboratory Examination - 50 marks								
	<table border="1"> <tr> <td>i.</td> <td>Aim/Procedure/Algorithm</td> </tr> <tr> <td>ii.</td> <td>Theory/Tabulation/Flowchart/Diagram</td> </tr> <tr> <td>iii.</td> <td>Calculations/Result/Programs/Execution</td> </tr> <tr> <td>iv.</td> <td>Quiz/Viva-voce</td> </tr> </table> <p><b>Total marks b = 10 &amp; c = 10 (20 marks)</b></p>	i.	Aim/Procedure/Algorithm	ii.	Theory/Tabulation/Flowchart/Diagram	iii.	Calculations/Result/Programs/Execution	iv.	Quiz/Viva-voce
i.	Aim/Procedure/Algorithm								
ii.	Theory/Tabulation/Flowchart/Diagram								
iii.	Calculations/Result/Programs/Execution								
iv.	Quiz/Viva-voce								
d)	ESE (Theory Component only) will be conducted for 100 marks and converted to 60 marks	60							
<b>Total</b>			100						
3. PRACTICAL COURSES INTEGRATED WITH THEORY COMPONENT									
a)	Theory Assessment through CIAT I - 50 marks	20							
b)	Practical Assessment through CIAT II & III - 50 marks each	20							
c)	ESE (Practical) will be conducted for 100 marks and converted to 60marks	60							
<b>Total</b>			100						

<b>4. LABORATORY COURSES</b>										
a)	Assessment of Experiment (Rubrics based) - 40 marks	20								
	<table border="1"> <tr> <td>i.</td> <td>Preparation &amp; Observation</td> </tr> <tr> <td>ii.</td> <td>Results &amp; Interpretation</td> </tr> <tr> <td>iii.</td> <td>Quiz/Viva-voce</td> </tr> </table>		i.	Preparation & Observation	ii.	Results & Interpretation	iii.	Quiz/Viva-voce		
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ii.	Results & Interpretation									
iii.	Quiz/Viva-voce									
b)	Mid Semester Lab Examination - 30 marks									
	<table border="1"> <tr> <td>i.</td> <td>Aim/Procedure/Algorithm</td> </tr> <tr> <td>ii.</td> <td>Theory/Tabulation/Flowchart/Diagram</td> </tr> <tr> <td>iii.</td> <td>Calculations/Result/Programs/Execution</td> </tr> <tr> <td>iv.</td> <td>Quiz/Viva-voce</td> </tr> </table>	i.	Aim/Procedure/Algorithm	ii.	Theory/Tabulation/Flowchart/Diagram	iii.	Calculations/Result/Programs/Execution	iv.	Quiz/Viva-voce	
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ii.	Theory/Tabulation/Flowchart/Diagram									
iii.	Calculations/Result/Programs/Execution									
iv.	Quiz/Viva-voce									
c)	Innovative project / Application oriented project - 30 marks	80								
	<table border="1"> <tr> <td>i.</td> <td>Creative thinking / Novelty</td> </tr> <tr> <td>ii.</td> <td>Execution</td> </tr> <tr> <td>iii.</td> <td>Result</td> </tr> <tr> <td>iv.</td> <td>Quiz/Viva-voce</td> </tr> </table>		i.	Creative thinking / Novelty	ii.	Execution	iii.	Result	iv.	Quiz/Viva-voce
i.	Creative thinking / Novelty									
ii.	Execution									
iii.	Result									
iv.	Quiz/Viva-voce									
	<b>Total marks a = 10, b = 5 &amp; c = 5 (20 Marks)</b>									
d)	ESE will be conducted for 100 marks and converted to 80 marks									
	<table border="1"> <tr> <td>i.</td> <td>Aim/Procedure/Algorithm</td> </tr> <tr> <td>ii.</td> <td>Theory/Tabulation/Flowchart/Diagram</td> </tr> <tr> <td>iii.</td> <td>Calculations/Result/Programs/Execution</td> </tr> <tr> <td>iv.</td> <td>Quiz/Viva-voce</td> </tr> </table>	i.	Aim/Procedure/Algorithm	ii.	Theory/Tabulation/Flowchart/Diagram	iii.	Calculations/Result/Programs/Execution	iv.	Quiz/Viva-voce	
i.	Aim/Procedure/Algorithm									
ii.	Theory/Tabulation/Flowchart/Diagram									
iii.	Calculations/Result/Programs/Execution									
iv.	Quiz/Viva-voce									
	<b>Total</b>	100								
<b>5. LANGUAGE ELECTIVE COURSES (Continuous Assessment Only)</b>										
a)	CIAT I, II & III (CIAT - I = 50 marks, CIAT - II = 50 marks and CIAT - III = 100 marks) CIAT - I (5 Marks) CIAT - II (5 Marks) and CIAT - III (10 Marks) Listening, Speaking, Reading and Writing skills and other components as applicable	20								
b)	Final Examination will be conducted for 100 marks and converted to 80 marks	80								
	<b>Total</b>	100								

6. OPEN ELECTIVES		Marks								
a)	CIAT I, II & III (CIAT- I = 50 marks, CIAT- II = 50 marks and CIAT- III = 100 marks) CIAT - I (4 Marks) CIAT - II (4 Marks) and CIAT - III (7 Marks)	15	20							
b)	MCQ/Open Book Test (20 Marks) (Converted to 5 Marks)	5								
c)	ESE will be conducted for 100 marks and converted to 80 marks		80							
		<b>Total</b>	100							
7. PROJECT (Rubrics based)										
a)	Review - I (25 Marks)	20								
	<table border="1"> <tr> <td>i.</td> <td>Objective and Methodology</td> </tr> <tr> <td>ii.</td> <td>Demonstrate the proficiency to use correct technical language and ability to generate positive audience response</td> </tr> <tr> <td>iii.</td> <td>Team work</td> </tr> </table>			i.	Objective and Methodology	ii.	Demonstrate the proficiency to use correct technical language and ability to generate positive audience response	iii.	Team work	
i.	Objective and Methodology									
ii.	Demonstrate the proficiency to use correct technical language and ability to generate positive audience response									
iii.	Team work									
b)	Review - II (25 Marks)									
	<table border="1"> <tr> <td>i.</td> <td>Progress of the work</td> </tr> <tr> <td>ii.</td> <td>Demonstrate the proficiency to use correct technical language and ability to generate positive audience response</td> </tr> <tr> <td>iii.</td> <td>Team work</td> </tr> </table>			i.	Progress of the work	ii.	Demonstrate the proficiency to use correct technical language and ability to generate positive audience response	iii.	Team work	
i.	Progress of the work									
ii.	Demonstrate the proficiency to use correct technical language and ability to generate positive audience response									
iii.	Team work									
c)	Review - III (50 Marks)									
	<table border="1"> <tr> <td>i.</td> <td>Progress of the work</td> </tr> <tr> <td>ii.</td> <td>Demonstrate the proficiency to use correct technical language and ability to generate positive audience response</td> </tr> <tr> <td>iii.</td> <td>Team work</td> </tr> </table>	i.	Progress of the work	ii.	Demonstrate the proficiency to use correct technical language and ability to generate positive audience response	iii.	Team work			
i.	Progress of the work									
ii.	Demonstrate the proficiency to use correct technical language and ability to generate positive audience response									
iii.	Team work									
<b>Total marks a = 5, b = 5 &amp; c = 10 (20 marks)</b>										
d)	End semester evaluation and viva voce (100 Marks)									
	<table border="1"> <tr> <td>i.</td> <td>Project Demonstration</td> </tr> <tr> <td>ii.</td> <td>Project report</td> </tr> <tr> <td>iii.</td> <td>Demonstrate the proficiency to use correct technical language and ability to generate positive audience response</td> </tr> <tr> <td>iv.</td> <td>Team work</td> </tr> </table>	i.	Project Demonstration	ii.	Project report	iii.	Demonstrate the proficiency to use correct technical language and ability to generate positive audience response	iv.	Team work	80
i.	Project Demonstration									
ii.	Project report									
iii.	Demonstrate the proficiency to use correct technical language and ability to generate positive audience response									
iv.	Team work									
		<b>Total</b>	100							



<b>8. MINI PROJECT (Rubrics based)</b>			
a)	Review – I (50 Marks)		20
	i.	Objective and Methodology	
	ii.	Demonstrate the proficiency to use correct technical language and present and have positive discussion	
	iii.	Team work	
b)	Review – II (50 Marks)		20
	i.	Progress of the work	
	ii.	Demonstrate the proficiency to use correct technical language and present and have positive discussion	
	iii.	Team work	
<b>Total marks a = 10, and b = 10 (20 marks)</b>			
c)	End semester evaluation and viva voce (100 marks)		80
	i.	Project Demonstration	
	ii.	Project report	
	iii.	Demonstrate the proficiency to use correct technical language and present and have positive discussion	
	iv.	Team work	
<b>Total</b>		100	

<b>9. TECHNICAL SEMINAR (Rubrics based) (Continuous Assessment Only)</b>			
a)	Presentation – I		30
	i.	Knowledge of the content	
	ii.	Content organization and Presentation	
	iii.	Use of ICT tools	
	iv.	Reference /Selection of reliable sources	
	v.	Discussions	
b)	Presentation – II		30
	i.	Knowledge of the content	
	ii.	Content organization and Presentation	
	iii.	Use of ICT tools	
	iv.	Reference /Selection of reliable sources	

	v.	Discussions		
c)	Presentation – III			
	i.	Knowledge of the content		
	ii.	Content Organization and Presentation		
	iii.	Use of ICT tools		
	iv.	Reference /Selection of reliable sources		
	v.	Discussions		40
	<b>Total</b>			100
<b>10. INDUSTRY ORIENTED COURSES (Continuous Assessment Only)</b>				
a)	Valuation (Through LMS)			100
	<b>Total</b>			100
<b>11. INDUSTRIAL TRAINING/INTERNSHIP (Rubrics based) (Continuous Assessment Only)</b>				
			<b>2 Weeks</b>	<b>4 Weeks</b>
a)	Review – I (Valuation will be done during the mid of the internship period)			
	i.	Motivation		
	ii.	Reading/Writing/Computation Skills		
	iii.	Creative Thinking and Problem Solving Skills	15	30
	iv.	Listening and Oral Communication Skills		
	v.	Interpersonal and Teamwork Skills		
	vi.	Basic Work Etiquettes		
b)	Review – II (Valuation will be done immediately after completion of the internship)			
	i.	Reading/Writing/Computation Skills		
	ii.	Creative Thinking and Problem Solving Skills	15	30
	iii.	Listening and Oral Communication Skills		
	iv.	Interpersonal and Teamwork Skills		
c)	Report and final evaluation		20	40
	<b>Total</b>		50	100

<b>12. LIBERAL ARTS COURSES(Continuous Assessment Only</b>		
a)	Valuation (Through LMS)	100
	<b>Total</b>	100
<b>13. NAVA (Continuous Assessment Only)</b>		
a)	Test– I (Through LMS)	30
b)	Test – II (Through LMS)	30
c)	Final Valuation(Through LMS)	40
	<b>Total</b>	100
<b>14. ONLINE COURSES</b>		
a)	NPTEL, SWAYAM, MOOC etc., – Certificate submission	100
	<b>Total</b>	100
<b>15. VALUE ADDED COURSES / SOFT SKILLS(Continuous Assessment Only)</b>		
a)	Valuation (Through LMS)	100
	<b>Total</b>	100
<b>16. MANDATORY NON-CREDIT COURSES</b>		
a)	Valuation (Through LMS)	100
	<b>Total</b>	100

## ANNEXURE – I

### THEORY COURSES WITH LAB COMPONENT

Criteria		Excellent (4 Marks)	Good (3 Marks)	Adequate (2 Marks)	Inadequate (1 Mark)	Score
<b>A. Preparation &amp; Observation</b>	<b>Criterion #1</b> Ability to setup and conduct experiments.	Able to develop contingency or alternative plans and anticipate problems during experiment.	Able to develop contingency or alternative plans.	Able to use theoretical framework, measurement techniques, testing apparatus or model.	Unable to identify theoretical framework, measurement techniques, testing apparatus or model.	
	<b>Criterion #2</b> Ability to take measurements/readings and present data	Able to formulate controls and evaluate alternatives of the experiment. Able to evaluate data and relate to engineering phenomena for decision-making.	Able to evaluate data and relate to engineering phenomena for decision-making.	Able to apply constraint and assumption into the experimental design. Able to conduct experiment correctly and collect data.	Unable to discuss experimental processes and protocols	
<b>B. Results &amp; Interpretation</b>	<b>Criterion #3</b> Ability to analyze the data theoretically and logically to conclude experimental results	Able to combine /organize more than one set of data, interpret data and make meaningful conclusion.	Able to evaluate or compare data and make meaningful conclusion	Able to select and use and apply appropriate techniques or methods to analyze the data.	Unable to select and describe the techniques or methods of analyzing the data.	
	<b>Criterion #4</b> Ability to interpret and discuss any discrepancies between theoretical and experimental results	Able to verify and/or validate several sets of data and relates to engineering phenomena for decision making.	Able to verify and/or validate data and relate to engineering phenomena for decision making.	Able to identify and verify how results relate/differ from theory or previous results	Unable to identify how results relate/differ from theory or previous results.	
<b>C. Viva Voce</b>	<b>Criterion #5</b> Demonstrate the ability to effectively respond to questions	Able to listen carefully and respond to questions appropriately; is able to explain and interpret results to the teacher	Able to listen carefully and respond to questions appropriately	Misunderstand the questions and does not respond appropriately to the teacher, or has some trouble in answering questions	Unable to listen carefully to questions and does not provide an appropriate answer, or is unable to answer questions	
<b>Signature of the Lab In charge</b>				<b>Sub-total (A)</b>		
				<b>Total = (A/20)*50</b>		

## ANNEXURE – II

### LABORATORY COURSES

Criteria		Excellent (4 Marks)	Good (3 Marks)	Adequate (2 Marks)	Inadequate (1 Mark)	Score
<b>A. Preparation &amp; Observation</b>	<b>Criterion #1</b> Ability to setup and conduct experiments.	Able to develop contingency or alternative plans and anticipate problems during experiment.	Able to develop contingency or alternative plans.	Able to use theoretical framework, measurement techniques, testing apparatus or model.	Unable to identify theoretical framework, measurement techniques, testing apparatus or model.	
	<b>Criterion #2</b> Ability to take measurements/readings and present data	Able to formulate controls and evaluate alternatives of the experiment. Able to evaluate data and relate to engineering phenomena for decision-making.	Able to evaluate data and relate to engineering phenomena for decision-making.	Able to apply constraint and assumption into the experimental design. Able to conduct experiment correctly and collect data.	Unable to discuss experimental processes and protocols	
<b>B. Results &amp; Interpretation</b>	<b>Criterion #3</b> Ability to analyse the data theoretically and logically to conclude experimental results	Able to combine /organise more than one set of data, interpret data and make meaningful conclusion.	Able to evaluate or compare data and make meaningful conclusion	Able to select and use and apply appropriate techniques or methods to analyse the data.	Unable to select and describe the techniques or methods of analyzing the data.	
	<b>Criterion #4</b> Ability to interpret and discuss any discrepancies between theoretical and experimental results	Able to verify and/or validate several sets of data and relates to engineering phenomena for decision making.	Able to verify and/or validate data and relate to engineering phenomena for decision making.	Able to identify and verify how results relate/differ from theory or previous results	Unable to identify how results relate/differ from theory or previous results.	
<b>C. Viva Voce</b>	<b>Criterion #5</b> Demonstrate the ability to respond effectively to questions	Able to listen carefully and respond to questions appropriately; is able to explain and interpret results to the teacher	Able to listen carefully and respond to questions appropriately	Misunderstand the questions and does not respond appropriately to the teacher, or has some trouble in answering questions	Unable to listen carefully to questions and does not provide an appropriate answer, or is unable to answer questions	
<b>Signature of the Lab In charge</b>				<b>Sub-total (A)</b>		
				<b>Total = (A/20)*40</b>		

## ANNEXURE – III

### PROJECT

Review	Criteria	Excellent (4 Marks)	Good (3 Marks)	Adequate (2 Marks)	Inadequate (1 Mark)	Score
I	<b>Objective and Methodology of the Proposed Work</b>	Objective is well defined and thorough knowledge on methodologies.	Objective is well defined and good knowledge on methodologies.	Objective and knowledge on methodologies are moderate.	Inadequate knowledge on methodologies.	
II & III	<b>Progress of the work (2<sup>nd</sup>/3<sup>rd</sup> Review)</b>	40% completion / 70% completion	30% completion / 60% completion	20% completion / 50% completion	10% completion / 40% completion	
ESE	<b>Project Demonstration</b>	Project modules are well integrated and demonstrated as defined. Published one or two technical papers resulted from the outcome of the project in conferences/ Journals.	Project modules are well integrated and demonstrated with minor setbacks.	Project modules are integrated and not demonstrated as defined.	Project modules are not properly integrated.	
	<b>Project Report</b>	Report shall be prepared as per the specified format without any grammatical and typographical error. Adequate technical contents with appropriate representation. References, figures, tables and equations are properly cited.	Report shall be prepared as per the specified format without any grammatical and typographical error. Adequate technical contents with appropriate representation. References, figures, tables and equations are not properly cited.	Report shall be prepared as per the specified format with few grammatical or typographical errors. Adequate technical contents with inappropriate representation. References, figures, tables and equations are not properly cited.	Report shall be prepared with formatting and grammatical errors. Inadequate technical contents. References, figures, tables and equations are not properly cited.	

<b>I, II, III, ESE</b>	<b>Demonstrate the proficiency to use correct technical language and ability to generate positive audience reaction</b>	Able to use correct technical language with High proficiency. Proper gestures with eye contact. Able to demonstrate very good positive audience reaction with good	Able to use correct technical language with High proficiency. Gestures and eye contact are moderate. Able to demonstrate positive audience reaction with good	Able to use technical language with appreciable content delivery. Lack of gestures and eye contact. Able to generate partial positive audience reaction with good oral presentation.	Unable to demonstrate clearly with good English/technical language. No proper gestures and eye contact. Unable to generate positive audience reaction.	
<b>I, II, III, ESE</b>	<b>Team Work</b>	Equal distribution of work and active participation by all the members.	Equal distribution of work and active participation only by few members.	Unequal distribution of work and lack of involvement by team members.	No coordination among the team members.	
Review I				Sub-total (A)		
				Total= (A/12)*25		
Review II				Sub-total (B)		
				Total= (B/12)*25		
Review III				Sub-total (C)		
				Total= (C/12)*50		
ESE				Sub-total (D)		
				Total= (D/16)*100		

## ANNEXURE – IV

### MINI PROJECT

Review	Criteria	Excellent (4 Marks)	Good (3 Marks)	Adequate (2 Marks)	Inadequate (1 Mark)	Score
I	<b>Objective and Methodology of the Proposed Work</b>	Objective is well defined and thorough knowledge on methodologies.	Objective is well defined and good knowledge on methodologies.	Objective and knowledge on methodologies are moderate.	Inadequate knowledge on methodologies.	
II	<b>Progress of the work</b>	70% completion	60% completion	50% completion	40% completion	
Final	<b>Project Demonstration</b>	Project modules are well integrated and demonstrated as defined.	Project modules are well integrated and demonstrated with minor setbacks.	Project modules are integrated and not demonstrated as defined.	Project modules are not properly integrated.	
	<b>Project Report</b>	Report shall be prepared as per the specified format without any grammatical and typographical error. Adequate technical contents with appropriate representation. References, figures, tables and equations are properly cited.	Report is prepared as per the specified format without any grammatical and typographical error. Adequate technical contents with appropriate representation. References, figures, tables and equations are not properly cited.	Report shall be prepared as per the specified format with few grammatical or typographical errors. Adequate technical contents with inappropriate representation. References, figures, tables and equations are not properly cited.	Report shall be prepared with formatting and grammatical errors. Inadequate technical contents. References, figures, tables and equations are not properly cited.	



<b>I, II, Final</b>	<b>Demonstrate the proficiency to use correct technical language and ability to generate positive audience reaction</b>	Able to use correct technical language with High proficiency. Proper gestures with eye contact. Able to demonstrate very good positive audience reaction with good communication skill and body language.	Able to use correct technical language with High proficiency. Gestures and eye contact are moderate. Able to demonstrate positive audience reaction with good communication skill and body language.	Able to use technical language with appreciable content delivery. Lack of gestures and eye contact. Able to generate partial positive audience reaction with good oral presentation.	Unable to demonstrate clearly with good English/technical language. No proper gestures and eye contact. Unable to generate positive audience reaction.	
<b>I, II, Final</b>	<b>Team Work</b>	Equal distribution of work and active participation by all the members.	Equal distribution of work and active participation only by few members.	Unequal distribution of work and lack of involvement by team members.	No coordination among the team members.	
Review I				Sub-total (A)		
				Total = (A/12)*50		
Review II				Sub-total (B)		
				Total = (B/12)*50		
ESE				Sub-total (C)		
				Total= (C/16)*100		

## ANNEXURE – V

### TECHNICAL SEMINAR

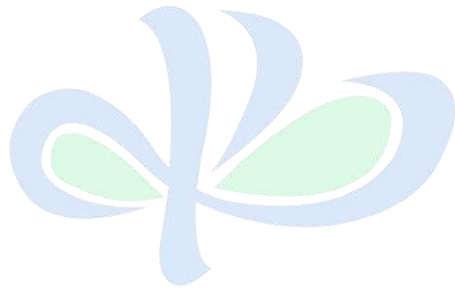
Criteria	Excellent (4 Marks)	Good (3 Marks)	Adequate (2 Marks)	Inadequate (1 Mark)	Score
<b>Content and Knowledge</b>	Demonstration of full knowledge of the content with explanation and elaboration.	At ease with content and able to elaborate and explain to some degree.	Fair knowledge of the content. Only basic concepts are demonstrated and interpreted.	Less grasp of information and knowledge.	
<b>Content Organization and presentation</b>	Information is presented in a logical and interesting way within the stipulated period. Audience can hear presentation, maintains eye contact, good posture and no distracting mannerisms.	Information is presented in a logical manner. Most of the audience can hear presentation, eye contact most of the time, but not an expressive.	Information is hard to follow as there is very little continuity. Difficult to hear, occasional eye contact and little expression.	Sequence of information is difficult to follow. No apparent structure or continuity. Audience can't hear presentation, no eye contact and hard to understand.	
<b>Use of ICT tools</b>	Visually pleasing and easy to read, enhanced content with images and graphics.	Easy to read the content with some images and graphics.	Difficult to read, cluttered appearance with distracting graphics or animations	No use of images or graphics	
<b>Reference / Selection of reliable sources</b>	Contents from well reputed journals and books.	Contents from books and blogs.	Contents from books only.	No references.	
<b>Discussion</b>	Masterfully defends, by providing clear and insightful answers to all questions.	Competently defends by providing very helpful answers with a little elaboration.	At ease with information and answered most questions with little insight.	Does not have grasp of information and answered only basic questions.	
Presentation I			Sub-total (A)		
			Total = (A/20)*30		
Presentation II			Sub-total (B)		
			Total = (B/20)*30		
Presentation III			Sub-total (C)		
			Total = (C/20)*40		

## ANNEXURE – VI

### INDUSTRIAL TRAINING/INTERNSHIP

Criteria	Excellent (4 Marks)	Good (3 Marks)	Adequate (2 Marks)	Inadequate (1 Mark)	Score
<b>Motivation (Review I)</b>	Ask pertinent and purposeful questions. Seeks out and utilizes appropriate resources for solving the given problem at industries. Accepts responsibilities and learn from experience.	More attentive and utilizes appropriate resources for solving the given problem at industries. Accepts responsibilities to some extent.	Attentive and tries to utilize appropriate resources for solving the given problem at industries.	Less attentive and struggles to use appropriate resources for solving the given problem at industries.	
<b>Reading/Writing/Computation Skills (Review I and II)</b>	Reads/Comprehends/follows written materials. Communicates ideas and concepts clearly in writing. Works with appropriate mathematical procedures pertaining to his job description.	Can able to read/comprehend/follow materials. Communicates well and uses mathematical procedures to some degree.	Ability to read/comprehend/follow materials. Communicates if needed. Can use basic mathematical procedures.	Poor in reading/comprehending/following materials. Less communicative and find difficulty in working with mathematical procedures.	
<b>Creative Thinking and Problem Solving Skills (Review I and II)</b>	Breaks down complex problems into discrete manageable pieces and integrate further to get a global solution. Brainstorms/develops options and ideas relevant to the task. Demonstrates and Conducts relevant laboratory and numerical investigations.	Identifies the problem definition for finding the solution. Solves the problem using the existing methods/ideas.	Understands the problems to some extent. Tries to find the ideas relevant to the task and conducts laboratory and numerical investigations.	Low level in understanding the problems. No ideas to solve the problems.	
<b>Listening and Oral Communication Skills (Review I and II)</b>	Listens to others in an active manner and understand things in a much better way. Active participation in	Listens to others and understands things. Participates in meetings or group discussions if needed.	Less listening capability. Difficulty in communicating with others.	Not an active listener with poor communication skills.	

	meetings or group discussions. Demonstrates effective verbal communication skills.				
<b>Interpersonal and Teamwork Skills (Review I and II)</b>	Supports and Contributes to a Team Atmosphere. Demonstrates assertive and appropriate behaviour. Manages and resolves conflict in an effective manner.	Work as a team with good behavior. Conflicts managed well.	Work as an individual and find difficulty with the team members. No participation in managing conflict.	Not cooperative with the team members. Creates conflicts within the team.	
<b>Basic Work Etiquettes (Review I)</b>	Punctual and honour the deliverable's deadline. Exhibits a positive and constructive attitude. Maintain a proper dress code in the working environment.	Punctual and have a positive attitude. Well-dressed according to the working environment.	Late sometimes with positive attitude. Dress code followed occasionally.	Unpunctual with no positive attitude. No dress code followed.	
Review I (2 weeks)			Sub-total (A)		
			Total = (A/24)*15		
Review I (4 weeks)			Sub-total (B)		
			Total = (B/24)*30		
Review II (2 weeks)			Sub-total (C)		
			Total = (C/16)*15		
Review II (4 weeks)			Sub-total (D)		
			Total = (D/16) *30		



Learn Beyond

**KPRIET**

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**INVIGILATORS DUTY SCHEDULE**

**Letter No.:** OoCoE.....

**Dated:**

The following faculty members are appointed as invigilators for the Examinations - .....  
.../ ..... to be held from ..... to .....

**NOTE:**

1. All the faculty members are requested to report to the office of the CoE before 9.30 AM for FN session and 1.30 PM for AN session exam.
2. Alteration can be done with the approval of the respective HoD.

S. No.	Name of the faculty	Date	Date	Date	Date
		FN/AN	FN/AN	FN/AN	FN/AN
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Controller of Examinations**

**SQUAD REPORT FOR CIAT I / II / III**

**Form 1.2**

AC. Yr :

Name of the Squad (Block Letters), Designation & Dept.	Semester	Date & Session	Programme	Exam
	ODD/EVEN (Strikeout if not applicable) Specify :		B.E. / B.Tech. / M.E.	CIAT (Strikeout if not applicable)

S.No.	Question attributes	Observations	Remarks	
1	Whether the hall plan is displayed in the department notice board?	Yes / No	(if NO, Specify the Department)	
2	Whether the seating plan is displayed in the examination hall?	Yes / No	(if NO, Specify the Hall No.)	
3	Whether the students are seated as per the seating plan?	Yes / No	(if NO, Specify the Hall No.)	
4	Whether the invigilators are Vigilant inside the hall?	Yes / No	(if NO, Specify the Faculty Name & Department)	
5	Did you find / notice any malpractice by the students?	Yes / No	(if YES, Specify the Register Nos.)	
6	Whether all the students are wearing ID card?	Yes / No	(if NO, Specify the Register Nos.)	
7	Whether the front page of the answer script is completed in all aspect? (Random verification)	Yes / No	<b><u>Register No. of verified answer scripts:</u></b>	
			<b>Hall Name</b>	<b>Register No.</b>
8	Whether the Exam Hall, Black board & verandah are Clean.	Yes / No	(if NO, Specify the Hall Name & Remark.)	

**Any general observations made during the visit:**

Signature of the Squad member with date

Controller of Examinations

**GUIDELINES TO INTERNAL EXAMINERS FOR ENTERING THE MARKS OF  
LABORATORY COURSES / PROJECT WORK IN CMS**

1. Link: <http://erp.kpriet.ac.in:8181/erpopérations/login.aspx>
2. Enter Individual faculty ID as Username, followed by Password and Click Login
3. Goto COE → Examination → Final Examination → Final Practical Mark
4. A screen will appear as given below with respective staff name



5. Select Academic Year as “2020”
6. Select Academic Semester as “Odd”
7. Select Subject name
8. Then Exam No. will display
9. Select Exam Date and Exam session
10. Now Click Search icon
11. Now mark entry screen get open for all students registered for the particular subject
12. Internal examiners are instructed to take utmost care and enter the marks for students examined for the above mentioned date and session
13. Enter the marks out of 100, verify and click save icon



14. Now the marks are saved for particular student and it may be altered by other internal examiners mapped for the particular laboratory

**15. To Freeze the entered marks, select tick mark for Freeze option and click save icon. Now the marks are frozen and it cannot be altered by anyone.**



Academic COE Student

Masters Curriculum Time Table Attendance Examination Result

Final Practical Mark

Staff EED50 VIGNESH C J Academic Year 2020 Academic Semester Odd Freeze  Max. Mark : 100

Subject Power System Simulation Laboratory Exam No R17-Regular Nov/Dec 2020 Exam Date 28/12/2020 Exam Session Forenoon

16. Repeat the above steps for remaining date and sessions.

### Procedure to generate “Examination mark Statement” report

1. Go to COE → Examination → Final Examination → Reports → Final Practical Mark Statement.
2. Select Academic Year as “2020 - 2021”.
3. Select Academic Semester as “Odd”.
4. Select the appropriate Exam Number.
5. Enter staff code and name
6. Select Subject name.
7. Select Exam Date and Exam session.
8. Now press Print icon to generate “Examination mark Statement” report.
9. Take printout.
10. Repeat the above steps for remaining date and sessions.

\*\*\*\*\*

**CLAIM FORM FOR INVIGILATORS (END SEMESTER THEORY EXAMINATIONS)**

**End Semester Theory Examinations - ..... / .....**

S.No.	Name	Bank Name	Account number	IFSC Code	Total Amount (in Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Prepared by**

**Controller of Examinations**

**Name & Signature**

**CLAIM FORM FOR INVIGILATORS (END SEMESTER PRACTICAL EXAMINATIONS)**

End Semester Practical Examinations - ..... / .....

S.No.	Name	Bank Name	Account number	IFSC Code	Total Amount (in Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Prepared by

Controller of Examinations

Name & Signature



**APPLICATION FOR CONDONATION\***

**Date:**

**(Mandatory Form for Students with attendance between 65% - 74%)**

<b>Reg. No.</b>		<b>Name</b>	
<b>Year</b>		<b>Branch</b>	
<b>Semester &amp; Section</b>		<b>% of Attendance</b>	
<b>No. of condonations granted so far*</b>		<b>Semester in which last condonation was granted</b>	
<b>Reason for Absence</b>			
<b>Attached Certificate</b>	<b>Medical Certificate / Sports Certificate</b> <b>( Strike if not applicable)</b>		
<b>Signature of the student</b>			
<b>Recommendation by Chief Mentor</b>			
<b>Approval by HoD</b>			
<b>Approval by Principal</b>			

**\* As per Clause 8.2 of R2019, during the entire programme of study, a student can avail such a condonation for any two semesters only.**



**PANEL OF QUESTION PAPER SETTERS**

Form 3.1

End Semester Theory Examinations \_\_\_\_\_  
B.E/ B.Tech / M.E.

**Confidential**

Date:

S. No.	Academic Year	Sem.	Course Code	Course Title	Internal QP Setter Details	External QP Setter Details	External QP Setter Name, Designation/ Dept, College	Course Handling Experience in Yrs.	Mail id & Mobile no.
					Faculty ID:	Panel-1			Mail id:
					Faculty Name:				Mobile No.:
					Desgn:	Panel-2			Mail id:
					Dept:				Mobile No.:
					Mail ID:	Panel-3			Mail id:
					Exp:				Mobile No.:
					Faculty ID:	Panel-1			Mail id:
					Faculty Name:				Mobile No.:
					Desgn:	Panel-2			Mail id:
					Dept:				Mobile No.:
					Mail ID:	Panel-3			Mail id:
					Exp:				Mobile No.:

[Kindly provide 3 external examiners and 1 internal examiner for every course code & examiners should have minimum of 5 Yrs of teaching experience]

Head of the Department

Department Seal

Controller of Examination

**APPOINTMENT ORDER FOR QUESTION PAPER SETTER**

Letter No: COE / End Sem. Exam /....

Controller of Examinations

Date:

Dear Sir / Madam,

**Sub:** End Semester Examinations Month / Year..... Question Paper setting - Appointment of Examiner- reg.

This is to inform that you are appointed to set Question paper(s) for the End Semester Examinations to be conducted during \_\_\_\_\_ for the following Subject(s):

S. No	Degree (UG/PG)	Branch	Subject Code & Title	Duration	Marks	No. of QPs
				3 Hours	100	

1. Kindly submit the **password protected soft copy** of the Question Paper in word format (Template attached) to the e-mail : [dcoe@kpriet.ac.in](mailto:dcoe@kpriet.ac.in)
2. **Claim form and question paper password** shall be submitted through the Google Forms link given below:  
<https://www.kpriet.ac.in/passwordandclaim/>
3. Kindly send the Scanned copy of the Cancelled Cheque Leaf (or) Front page of the Bank Passbook along with the QP(s) to above mail id.
4. **Last Date for receiving QPs** is \_\_\_\_\_

Soliciting your early favorable response.

With warm regards

Controller of Examinations

Attachment files:

- ❖ Syllabus Copy
- ❖ Question Paper Format
- ❖ Model Question Paper
- ❖ Instructions to Question Paper Setters.

To

**Office of the Controller of Examinations**

KPR Institute of Engineering and Technology



Form 3.3

**QUESTION PAPER FORMAT R2019****B.E./B.Tech/M.E. DEGREE EXAMINATIONS**

\_\_\_\_\_ Semester

\_\_\_\_\_ Branch

Course Code &amp; Name of the Course

Month	Year

Instructions: (Mention instructions for the supply of permitted Code Book, Data Books, Charts, Tables, Drawing and Graph Sheets if any)

**Duration: Three Hours****Maximum: 100 Marks**

Q. No.	PART – A (10 x 2 = 20 Marks) Answer All Questions	M	BT	CO
1		2	R	CO1
2		2	U	CO1
3		2	R	CO2
4		2	U	CO2
5		2	R	CO3
6		2	U	CO3
7		2	R	CO4
8		2	U	CO4
9		2	R	CO5
10		2	U	CO5

Q. No.	PART – B (1 x 16 = 16 Marks) Answer All Questions (Sub-division is mandatory in each question either 8+8 or 10+6) (Compulsory Question derived from any of the Unit)	M	BT	CO
11	i. Case Study / Analytical / Application Oriented Question from any Unit.	8	U/Ap	Corresponding CO; Eg. CO3
	ii. Case Study / Analytical / Application Oriented Question from any Unit.	8	Ap/Dn	CO3

Note : In Part -B and Part- C each subdivision question marks may be  $8 \pm 2$

M - Marks; BT- Bloom's Taxonomy (Revised); CO – course unit

Q. No.	PART – C (4 x 16 = 64 Marks)		M	BT	CO
	Answer All Questions (Sub-division is mandatory in each question either 8+8 or 10+6) (Other than compulsory unit & uniformly distributed from remaining units)				
12 a)	i.			U/Ap	
	ii.			Ap/An	
<b>(Or)</b>					
12 b)	i.			U/Ap	
	ii.			Ap/An	
13 a)	i.			U/Ap	
	ii.			Ap/An	
<b>(Or)</b>					
13 b)	i.			U/Ap	
	ii.			Ap/An	
14 a)	i.			U/Ap	
	ii.			Ap/An	
<b>(Or)</b>					
14 b)	i.			U/Ap	
	ii.			Ap/An	
15 a)	i.			U/Ap	
	ii.			Ap/An /E	
<b>(Or)</b>					
15 b)	i.			U/Ap	
	ii.			Ap/An /E	

Table of Specification

Blooms Taxonomy (BT)	Divisions			Total
	Part - A	Part - B	Part - C	
Remember (R)				
Understand (U)				
Apply (Ap)				
Analyze (An)				
Evaluate* (E)				
Create* (C)				
Total				

Note : All the data entered in tabulation must be in terms of %

Revised Bloom's Taxonomy level expected : R/U : 30 to 45% ; U/Ap : 50 to 60% ; An / E / C : 16 to 20 %

\* Depending upon the course, E / C can be incorporated. Normally except design course, it will contain only the first 4 levels of BT.



**GUIDELINES FOR QUESTION PAPER SETTERS**

1. Particulars regarding Regulations, Programme, Branch, Semester, Course Code / Course, Duration and Maximum Marks must be clearly written in the Question Paper.
2. Take specific care while indicating the marks for questions (marks may be given for each sub-division separately).
3. Set the questions covering the entire syllabus.
  - Two questions (without subdivisions) from each unit for Part A
  - One question from any of the five units for Part-B as given in the format enclosed.
  - Four questions [Either or Pattern] from the remaining four units for Part-C, other than the unit covered in Part-B.

**4. Standard of Questions:**

The Question paper setter is required to set a standard question paper (as per the sample enclosed) to test the analyzing, designing and critical thinking skills of a student in addition to their basic understanding of the course. The questions should contain a judicious mix of the following types of questions:

- a) Lower order (LO) cognitive questions that will test the remembering, understanding capacity of a student.
- b) Intermediate order (IO) cognitive questions that will test the applications and analyzing abilities of student.
- c) Higher order (HO) cognitive questions that will test further the analyzing, evaluation and creative abilities of a student.

The question paper should contain the above types of questions in the following distribution:

Level of Questions	Lower Order Cognitive Questions	Intermediate Order Cognitive Questions	Higher Order Cognitive Questions
	Remember / Understand Type	Analyzing / Apply Type	Evaluate / Create Type
Mark Distribution Recommended	30-45 %	50-60 %	16-20 %

The list of verbs is only a guidance for framing the different levels of questions as given in the table below & not limited to: (Refer Revised Bloom's Taxonomy: RBT)

<b>Remember</b>	<b>Understand</b>	<b>Apply</b>	<b>Analyze</b>	<b>Evaluate</b>	<b>Create</b>
Define, State, List, Label, Reproduce, Retrieve	Identify, Indicate, Illustrate, Represent, Formulate, Subsume, Interpolate, Extrapolate, Abstract	Predict, Select , Assess, Find, Show, Demonstrate, Construct, Compute, Use, Carry-out, Design	Conclude, Compare, Contrast, Justify, Resolve, Breakdown, Parse, Outline, Structure, Integrate	Judge, Determine, Support, Defend, Criticize, Choose	Combine, Re-state, Argue, Derive, Relate, Generalize

5. Part-A questions should have 5 questions on Remembrance and 5 questions on Understanding.
6. Part-B question is a compulsory question derived from any of the units involving Intermediate order cognitive / higher order cognitive questions that test the application / analysis / design / evaluation / creativity / case study of the course.
7. Part-C should have 4 questions except the unit covered under Part-B with either / or type involving Intermediate / higher order cognitive questions.
8. In either or questions (Part-C) each question will have normally 2 parts. The IO and HO may be balanced so that each question will have same level.  
For example,

12 (a) i. - IO ii - HO	12 (b) i. - IO ii - HO
The mark distribution should also match the level in the respective subdivision	

9. Question paper should be set in such a way that it can be answered by an average student within the given time comfortably.
10. Figure No./Table No. must be given correspond to Question No. in which they occur.
11. S.I. Units must be followed.
12. Instructions for the use of statistical tables, data books, graph sheets, drawing sheets etc. should be clearly mentioned so that the same can be supplied during the examination by the CoE Office.

**Controller of Examinations**







**PANEL OF QUESTION PAPER SCRUTINY MEMBERS**

**Confidential**

End Semester Theory Examinations \_\_\_\_\_

Date :

Time :

Venue :

Sl. No.	Department	Category	Name of the Internal / External Expert member / Designation / Dept	Institution	Mobile Number	Mail ID
1.		HoD		KPRIET		
2.		External				
3.		Internal		KPRIET		
4.		HoD		KPRIET		
5.		External				
6.		Internal		KPRIET		
7.		HoD		KPRIET		
8.		External				
9.		Internal		KPRIET		

**Controller of Examinations**

**APPOINTMENT ORDER FOR QUESTION PAPER SCRUTINY MEMBER**

**Lr. No.: CoE/QP Scrutiny/End Semester Examinations/**

**Dear Sir / Madam**

**Date:**

Sub: Appointment Order – Scrutiny of Question Papers – Expert Member -  
Autonomous End Semester Theory Examinations ..... – Reg

**Greetings from KPR Institute of Engineering and Technology (Autonomous)**

I am happy to inform you that you have been appointed as Internal / External Expert member based on the recommendation by our Academic Panel for Scrutiny of the question paper(s) for the Autonomous End Semester Theory Examinations .....

- **Name of the Board :**
- **Date & Time :**
- **Venue : CoE Office, KPR Institute of Engineering and Technology**

Remuneration for the scrutiny work will be as per the norms of the institute. Kindly keep the order confidential. Solicit your kind cooperation in this regard.

with warm regards,

Yours truly,

Controller of Examinations

To

**QUESTION PAPER SCRUTINY FORM FOR END SEMESTER EXAMINATIONS**

Month/Year.....

Degree & Branch	Semester	Course Code	Course Title

S. No.	The following details are to be checked in the question paper.	SET - A		SET - B	
		Quality measure	Mention the Question No. in case of discrepancy	Quality measure	Mention the Question No. in case of discrepancy
1	How is the Coverage of Syllabus in the Question Paper? If the quality measure is 'P', correct the same in the question paper using RED ink pen.	VG / G / S / P		VG / G / S / P	
2	Comment about the overall standard of the Question Paper. If the standard is 'P', correct the same in the question paper using RED ink pen.	VG / G / S / P		VG / G / S / P	
3	Are the questions chosen uniformly from each unit? If not specify the question no.	Y / N		Y / N	
4	Are the RBT correctly specified against each question? If not, correct the same.	Y / N		Y / N	
5	Are the marks distributed uniformly and correctly?	Y / N		Y / N	
6	Is there any data missing in the question paper? If so, correct the same in the question paper using RED ink pen.	Y / N		Y / N	
7	Is there any grammatical error or measurements missing in diagram? if so, correct the same in the question paper using RED ink pen.	Y / N		Y / N	
8	Is there any question found to be repetitive? If so, change the question using RED ink pen.	Y / N		Y / N	
9	Mention the difficulty level : Tough% : Moderate% : Easy%	%:    %:    % =100%		%:    %:    % =100%	
10	Is the Question paper Approved?	Y / N		Y / N	
	Specify reason, if REJECTED				

Declaration: We will not discuss or disclose anything related to this audit to anyone & none of my family member(s) & relative(s) are appearing for the examination.

QP Set	Auditor Name	Designation / Department	College	Signature with date
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Internal / External Expert				
Board Chairman				



Form 4.4

**Confidential**

**QUESTION PAPER SCRUTINY SUMMARY**

**END SEMESTER THEORY EXAMINATIONS \_\_\_\_\_**

**Date:** \_\_\_\_\_

S. No.	Course Code	Course Title	Dept	Internal/External Expert Name	Designation	College	Mobile No.	Signature

**HOD**

**COE**



**CLAIM FORM FOR QUESTION PAPER SCRUTINY MEMBER**

Name of the Board		Date	
Name of the Faculty (With ID in case of Internal)			
Designation and Department			
Name of the College			
No. of QP Scrutinized	_____ X Rs. 100 =		
Travelling Allowance & Dearness Allowance (External Only)	_____ No. of Days x Rs. 300/Day =		
	_____ Kms X Rs. 5 (One Time Fare) =		
Claim Amount in words			Rs.
Account Holder Name (as per Bank)			
Account Number	Learn Beyond		
Bank	KPRIET		
Branch			
IFSC Code			
Signature of the Auditor			
Approved by the Board Chairman (Name & Signature)			

Verified by .....

Signature



**QUESTION PAPER SCRUTINY MEMBER ATTENDANCE (INTERNAL / EXTERNAL)**

End Semester Theory Examinations \_\_\_\_\_

Date:

Venue :

S.No.	Name of the Board	Name of the Faculty	Designation	Name of the College	Signature with Date
1.					
2.					
3.					
4.					
5.					
6.					

Verified by:.....

**Controller of Examinations**

**BLOCK LISTING OF QP SETTERS AFTER QP SCRUTINY** - \_\_\_\_\_(Month)/(Year)

**Confidential**

Name of the Board	Name of the Board Chairman	Date of QP Scrutiny

Sl. No.	Name of the QP Setter	Designation/Department	Name of the College	Course Code & Course Name	Reasons for Block Listing
1					
2					
3					
4					

Signature of the Board Chairman with Date

Name and Signature of the DCoE with Date

Signature of the CoE with Date

**QUESTION PAPER FEEDBACK FROM FACULTY**

End Semester Theory Examinations Nov/Dec 2021

Regular / Arrear :

Name of the Faculty :	Designation:
Department :	Course Code & Title :
Semester :	Date of Examination & Session :

S.NO	QUESTIONS	REMARK	
1	Are the questions within the syllabus?	Yes	No
If No, please specify			
2	Are the questions uniformly distributed over the syllabus?	Yes	No
If No, please specify			
3	Whether an Average student with adequate preparation could answer the questions?	Yes	No
If No, please specify			
4	Is the question paper more into <i>theoretical</i> or <i>analytical</i> or <i>balanced</i> ?	Specify :	
5	Is it feasible to complete within the given time?	Yes	No
If No, please specify			
6	Are the questions proportion to the weightage of marks?	Yes	No
If No, please specify			
7	Whether the diagram and data are clearly visible in the question paper?	Yes	No
If No, please specify			
8	Is there any discrepancy or missing data or mistake(s) in the question paper?	Yes	No
If Yes, please specify			
9	Whether the questions from CIAT are appearing in the End Semester Question paper?	Yes	No
If Yes, specify the Marks and percentage of Questions : _____ / 164 Marks & _____%			

Course In-charge Name & Signature with Date

Signature of the HOD with Date

Signature of the CoE with Date

**QUESTION PAPER FEEDBACK FROM STUDENTS**

End Semester Theory Examinations..... Regular / arrear: .....

Name of the Student :	Register Number :
(i) How was the Question Paper? : Easy / Moderate / Difficult	
(ii) Is there any discrepancy or missing data or mistake(s) in the question paper? Yes / No (if Yes, Specify)	
(iii) Question paper is more into : <i>theoretical / analytical / balanced</i>	
<b>Remarks (if any):</b>	
<b>Signature of the Student with Date</b>	

Name of the Student :	Register Number :
(i) How was the Question Paper? : Easy / Moderate / Difficult	
(ii) Is there any discrepancy or missing data or mistake(s) in the question paper? Yes / No (if Yes, Specify)	
(iii) Question paper is more into : <i>theoretical / analytical / balanced</i>	
<b>Remarks (if any):</b>	
<b>Signature of the Student with Date</b>	

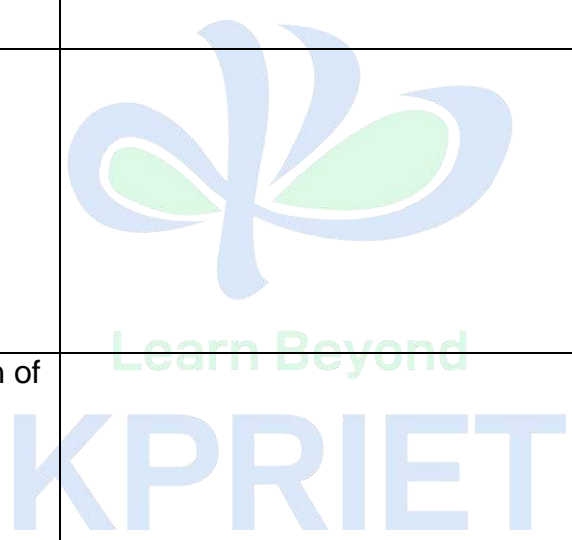
Name of the Student :	Register Number :
(i) How was the Question Paper? : Easy / Moderate / Difficult	
(ii) Is there any discrepancy or missing data or mistake(s) in the question paper? Yes / No (if Yes, Specify)	
(iii) Question paper is more into : <i>theoretical / analytical / balanced</i>	
<b>Remarks (if any):</b>	
<b>Signature of the Student with Date</b>	

**Signature of the Faculty with Date**

**Signature of the HOD with Date**

**Signature of the CoE with Date**

**QUESTION PAPER DISCREPANCY REPORT**

Sl. No.	Item Description	
1.	Valuation Board	
2.	Date of Examination	
3.	Course Code	
4.	Course Title	
5.	Candidates Registered	
6.	Discrepancy (if any)  Nil in case of 'No Discrepancy'	
7.	Recommendation of the course coordinator  Nil in case of 'No Discrepancy'	
8.	Recommendation of the Head of the Department  Nil in case of 'No Discrepancy'	

**Course Coordinator  
(Name & Signature)  
with date**

**Head of the Department  
(Name & Signature)  
with date**

**Controller of Examinations  
(Signature)**

**PANEL OF EXAMINERS FOR END SEMESTER PRACTICAL EXAMINATIONS**  
**(EXTERNAL & INTERNAL)**

**Confidential**

<b>UG / PG - Branch:</b>					
<b>Course Code &amp; Name</b>		<b>Regulation</b>	<b>Year &amp; Semester</b>	<b>No. of candidates</b>	<b>Date(s) of Examination</b>
			<b>Month/Year.....</b>		
			<b>UG / PG .....Semester</b>		
<b>Examiner</b>	<b>Name of the Examiner, Designation / Dept. &amp; College</b>	<b>Examiner Experience in Yrs.</b>	<b>Mail Id</b>	<b>Mobile Number</b>	<b>Office Use Only</b>
<b>External Examiner 1</b>					
<b>External Examiner 2</b>					
<b>Internal Examiner</b>					
<b>Skilled Assistant</b>					

**Note:**

1. Kindly provide 2 External Examiners for each course code.
2. External Examiners should have a minimum of 10 Yrs of teaching experience on a regular basis with expertise in the course
3. Internal Examiners should have a minimum of 5 Yrs of teaching experience on a regular basis with expertise in the course

Head of the Department

Department Seal

Controller of Examinations

**APPOINTMENT ORDER FOR PRACTICAL EXAMINATIONS (EXTERNAL)**

Lr No: CoE/End Semester Practical Exam \_\_\_\_\_/Ext. Appointment/

**Controller of Examinations**

Date:

Dear Sir / Madam,

**Sub:** End Semester Practical Examinations \_\_\_\_\_ - External Examiner Appointed - reg.

We are happy to appoint you as an External Examiner for the End Semester Practical Examinations to be conducted during \_\_\_\_\_ for the following Subject(s):

Degree	Branch	Course Code & Title	Date of Examination	Internal Examiner Contact Details

You are requested to be present 30 minutes before the start of examination. Question paper has to be set jointly by the internal and external examiners. After the examination, internal and external examiners have to enter the marks in the Campus Management Software (CMS). The following documents shall be handed over to the CoE immediately after the conduct of the practical examination.

1. Attendance Sheet.
2. Copy of the Mark Statement signed by the internal and external examiners.

Remuneration for conducting the practical examinations will be as per the norms of the institute.

Please keep this assignment confidential. Solicit your kind cooperation in this regard.

Controller of Examinations

To

**APPOINTMENT OF SQUAD (PRACTICAL EXAMINATIONS)**

Lr No: CoE/End Semester Practical Exam \_\_\_\_\_/Squad Duty/

Controller of Examinations

Date:

Dear Sir / Madam,

**Sub:** End Semester Practical Examinations \_\_\_\_\_ - Squad Duty Appointed - reg.

We are happy to appoint you as a Squad member for the End Semester Practical Examinations to be conducted during \_\_\_\_\_ for the following Laboratory Courses (s):

S.No	Degree	Semester & Branch	Course Code & Title	Date of Examination & Venue	Internal Examiner & Contact Detail	External Examiner & Contact Detail
1						
2						
3						
4						

You are requested to report to CoE on the day before start of the Laboratory examination. You are requested to have a surprise visit during the duration of the laboratory examination. The squad report shall be handed over to the CoE immediately after the surprise visit.

**Please keep this assignment confidential.** Solicit your kind cooperation in this regard.

Controller of Examinations

To





Lr.No. 7113-KPRIET/AUR/End Semester Theory Examinations \_\_\_\_\_/

Date :

**Dr. M. Akila**  
Principal

To

The Zonal Coordinator  
Zone – IX  
Anna University Regional Campus  
Maruthamalai Road  
Navaoor, Coimbatore 641 046

Sir,

**Sub: 7113-KPRIET-Autonomous End Semester Theory Examinations \_\_\_\_\_ -  
Appointment of Anna University Representative (AUR) Requested – Reg.**

It is requested to appoint **Anna University Representative (AUR)** for the **Autonomous End Semester Theory Examinations** \_\_\_\_\_ for B.E. / B.Tech / ME., programmes to be conducted in

Sl. No.	Date	Day	Session
1			
2			
3			
4			
5			
6			
7			
8			

our institute premises as per the following schedule:

Thanking you

**Yours sincerely,**

Copy to:

**(Dr. M. Akila)**

1. The Controller of Examinations  
Anna University  
Chennai - 600025.
2. CoE (KPRIET)

**APPOINTMENT OF CHIEF SUPERINTENDENT (END SEMESTER THEORY EXAMINATIONS)**

Lr. No. : COE / ESE \_\_\_\_\_/Appointment Chief Supt./

**Date:**

**To**

<Name of the Head of the Professor>

Department of \_\_\_\_\_

KPR Institute of Engineering and Technology

Avinashi Road, Arasur, Coimbatore – 641 407

\_\_\_\_\_ is appointed as Chief Superintendent for the Conduct of Autonomous End Semester Theory Examinations \_\_\_\_\_ ( \_\_\_\_Semester) to be held in our institute. The details of Date & Session of the Examinations are as follows:

Sl. No.	Date	Day	Session (Time)	
			FN	AN
1				
2				
3				
4				
5				

**(Reporting Time and Place: \_\_\_\_\_ @ CoE's office)**

The following are available in the COE's Office for your kind reference:

1. Report by Chief Superintendent (Form 5.12)
2. Details of Proctoring Hall and No. of candidates registered per session
3. Copy of the End Semester Theory Examinations Time Table

You are requested to extend the fullest co-operation for the smooth and successful conduct of the theory examinations.

**Controller of Examinations**

**APPOINTMENT OF SQUAD (END SEMESTER THEORY EXAMINATIONS)**

Lr No: CoE/End Semester Theory Exam \_\_\_\_\_/Squad Duty/

Controller of Examinations

Date:

Dear Sir / Madam,

**Sub:** End Semester Theory Examinations \_\_\_\_\_ - Squad Duty Appointed - reg.

We are happy to appoint you as a Squad member for the End Semester Theory Examinations to be conducted during \_\_\_\_\_ for the following venues:

Exam Date(s)	Exam Venue(s)

You are requested to report to CoE on the day before start of the Theory examination. You are requested to have a surprise visit during the theory examination. The observations made shall be handed over as a report to the CoE immediately after the surprise visit.

**Please keep this assignment as confidential.** Solicit your kind cooperation in this regard.

Controller of Examinations

To

**INSTRUCTIONS TO THE CHIEF SUPERINTENDENT (END SEMESTER THEORY EXAMINATIONS)**

1. The CS shall receive the question paper as per the Time Table from the CoE Session on the day of the before half an hour from start of the examinations
2. The CS along with the Anna University Representative (AUR) shall verify whether the question paper is available in a sealed cover and check for sufficient number of photocopy of the question papers with the student's strength.
3. The CS shall ensure that the Answer Booklet with different Serial Number and Booklet Code is made ready for distribution in the examination halls.
4. The CS shall verify the appropriate Code Book, Data Books, Charts, Tables, Drawing and Graph Sheets are supplied to the examination halls if necessary.
5. Report the cases of malpractice detected to the Controller of Examinations immediately for further action. The CS shall instruct the squad to use the required forms placed at the controller office for the said purpose.
6. If a candidate is booked under malpractice, the Chief Superintendent shall instruct them to attend the enquiry meeting, as fixed by the Controller of Examinations. The Squad shall submit all other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.
7. The CS shall report simultaneously, the instances of grave malpractice such as mass copying etc. to the Controller of Examinations.
8. The CS shall make necessary arrangements for Collection of Answered Booklets in a Packet with 25 answer scripts at Maximum and Sealed with Signature of the CS and AUR.
9. The CS shall sign on the register that contains summary of the examinations like Date of Examination, No. of Halls utilized, No. of Invigilators, No. of Malpractice reported, No. of candidates registered, No. of candidates appeared, No. of candidates absent, No. of Question Paper Code used, Etc...
10. The CS shall seek any clarifications / guidance and assistance from the Controller of Examinations whenever needed.

**Controller of Examinations**

## INSTRUCTIONS TO THE SQUAD MEMBERS

1. The squad shall conduct themselves with utmost caution, courtesy and respect, without disturbing the students attending the examination.
2. The squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
3. They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
4. Report the students who indulge in malpractice to the Controller of Examinations immediately through the Deputy Controller of Examinations for further action. The squad shall make use of the required formats available at the controller office for the said purpose.
5. Book the candidates who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature from the candidate.
6. The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc. to the Controller of Examinations and the Chief Superintendent.
7. The squad shall record their findings including satisfactory/or other remarks in the CoE's office. Each member of the squad shall affix their signature in the attendance register placed at the CoE's office in each session of the examination.
8. The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the CoE's office for the smooth conduct of examinations and to curb the number of malpractice cases.
9. The members of the squad shall not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the concerned candidate from the others, taking to the CoE's office without further enquiring in the hall disturbing others for a prolonged period.
10. The malpractice case shall be booked with the prior intimation to the chief superintendent and AUR.
11. If a candidate is booked under malpractice, the Chief Superintendent shall instruct them to attend the enquiry meeting, as fixed by the Controller of Examinations. The Squad shall submit all other relevant papers to the Controller of Examinations. This act shall strictly ensure that the candidate is aware of the enquiry meeting schedule.
12. The squad shall seek any clarifications / guidance and assistance from the Controller of Examinations whenever needed.

**Controller of Examinations**

**REPORT BY CHIEF SUPERINTENDENT - END SEMESTER THEORY EXAMINATIONS.....**

Name of the Chief Superintendent/ Desgn / Dept.	Date & Session	Hall Number

S.No.	Question attributes	Observations	Suggestions / Remarks (if any)
1	Whether the Invigilators were present at the allotted Venue during the entire duration of the exam?	Yes / No	
2	Was there any discrepancy in the question paper reported by faculty members / student?	Yes / No	
3	Whether all the Examination Halls were neat and clean including Black Boards?	Yes / No	
4	Whether the students were found sitting in the allotted venue with ID card and Hall Ticket?	Yes / No	
5	Whether the Invigilator was Vigilant in monitoring the students?	Yes / No	
6	Whether the seating of students was arranged as per the norms?	Yes / No	
7	Did you find any malpractice by the students?	Yes / No	
8	Whether the invigilators were using Mobile Phone during Invigilation?	Yes / No	
9	Whether the study materials were kept away from the exam hall?	Yes / No	
10	Whether the supplied data book (if any) was appropriate?	Yes / No	

**General observations during the visit:**

Signature  
of the Chief Superintendent with date

CoE

**REPORT BY SQUAD (END SEMESTER THEORY EXAMINATIONS \_\_\_\_\_)**

Name of the Squad Member / Desgn / Dept.	Date & Session	Hall Number

S.No.	Question attributes	Observations	Remarks
1	Whether the seating plan was available with the Hall Superintendent?	Yes / No	(if NO, Specify the Hall No. & Hall Superintendent Name.)
2	Whether the students were seated as per the seating plan?	Yes / No	(if NO, Specify the Hall No. & Hall Superintendent Name & College.)
3	Whether the invigilators were Vigilant inside the hall?	Yes / No	(if NO, Specify the Hall No. & Hall Superintendent Name & College.)
4	Whether the invigilators were using the Mobile Phones during the exam duty?	Yes / No	(if Yes, Specify the Hall No. & Hall Superintendent Name & College.)
5	Did you find any malpractice by the students?	Yes / No	(if YES, Specify the Hall No. & Register Nos.)
6	Whether all the students were wearing ID card?	Yes / No	(if NO, Hall No. & Specify the Register Nos.)
7	Whether any of the student was not possessing Hall Ticket?	Yes / No	(if Yes, Specify the Hall No. & Register Nos.) (if NO, Specify the Hall No. & Hall Superintendent Name & College.)
8	Whether the Exam Halls & Black Boards were neat and clean?	Yes / No	(if NO, Specify the Hall Name & Remark.)

**General observations during the visit:**

Signature  
of the Squad member with date

CoE

**REPORT BY SQUAD (END SEMESTER PRACTICAL EXAMINATIONS \_\_\_\_\_)**

Name of the Squad Member / Desgn / Dept.	Date & Session	Hall Number

S.No.	Question attributes	Observations	Remarks
1	Whether the Lab Schedule was available with the Hall Superintendent/Notice Board?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
2	Whether the students were seated as per the seating plan with enough space between two students?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
3	Whether the Internal and External examiners were present inside the lab?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
4	Whether the staffs were using the Mobile Phones during the examination process?	Yes / No	(if YES, Specify the Internal Examiner Name & Department)
5	Did you find any malpractice by the students?	Yes / No	(if YES, Specify the Hall No. & Register Nos. & Student Name)
6	Whether all the students were wearing ID card?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
7	Whether any of the student was not possessing Hall Ticket?	Yes / No	(if YES, Specify the Internal Examiner Name & Department)
			(if YES, Specify the Student Name & Department)
8	Whether the Viva Voce were conducted?	Yes / No	(if NO, Specify the Internal Examiner Name & Department)
9	Whether the Question Paper for the Laboratory exam was prepared both by Internal and External Examiners?	Yes / No	(if NO, Specify the Examiners Name & Department)

**General observations during the visit:**

Signature  
of the Squad member with date

Controller of Examinations



**Claim Form for Anna University Representative (AUR) (Theory Examinations)**

Ref: Anna University Letter number & Date .....

Name of the AUR	
Designation/Dept.	
College	
Name of the Examinations	Month & Year
Examination Dates & Session	1) _____ 6) _____ 2) _____ 7) _____ 3) _____ 8) _____ 4) _____ 9) _____ 5) _____ 10) _____
<b><u>AUR Claim:</u></b>  Sum of Rupees	No. of Session _____ X Rs. 200 = _____ TA : _____ Km X Rs 5 (One Time) = _____ DA : No. of Days _____ X Rs. 200 = _____ <p style="text-align: right;"><b>TOTAL =</b></p>
In words	

Signature with Date

(Affix Re. 1 Revenue Stamp, if amount Exceeds 5000)

Verified by:

Name & Signature

Name & Signature  
(AUR)

**Claim Form for Chief Superintendent / Squad (Theory Examinations)**

Date:

Name of the Chief Superintendent / Squad											
Designation/Dept.											
College											
Name of the Examinations	Month & Year										
Examination Dates & Session	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1)</td> <td style="width: 50%;">6)</td> </tr> <tr> <td>2)</td> <td>7)</td> </tr> <tr> <td>3)</td> <td>8)</td> </tr> <tr> <td>4)</td> <td>9)</td> </tr> <tr> <td>5)</td> <td>10)</td> </tr> </table>	1)	6)	2)	7)	3)	8)	4)	9)	5)	10)
1)	6)										
2)	7)										
3)	8)										
4)	9)										
5)	10)										
Sum of Rupees	<p>Chief Superintendent :</p> <p>_____ Sessions X Rs. 250 = Rs.</p> <p>Squad :</p> <p>_____ Sessions X Rs. 200 = Rs.</p> <p>(Strike out if not applicable)</p>										
In words											

Verified by:

Name & Signature

Signature with  
Date

(Affix Re. 1 Revenue  
Stamp, if amount  
Exceeds 5000)

Name & Signature of CoE

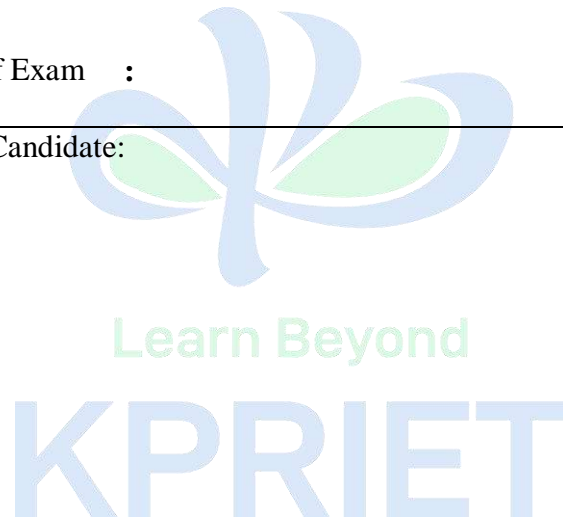
**MALPRACTICE REPORT**

**End Semester Examinations \_\_\_\_\_**

Date:

- 1. Name of the Candidate :
- 2. Register Number :
- 3. Department :
- 4. Year / Semester :
- 5. Subject Code & Title :
- 6. Date & Session of Exam :

7. Statement of the Candidate:




Signature of the Candidate with Date

8. Report of the Hall Superintendent/Proctor :

Name of the Hall Superintendent/Proctor with Signature and Date

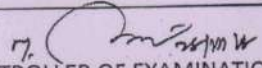
**GUIDELINES FOR AWARDING PUNISHMENTS TO MALPRACTICE CASE**

  
**ANNA UNIVERSITY : CHENNAI 600 025**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**GUIDELINES FOR AWARDING PUNISHMENT TO MALPRACTICE CASES OF STUDENTS**

Sl.No.	Nature of Malpractice	Maximum Punishment
1.	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks.	I - Fine of Rs.1000/- per subject.
2.	The candidate writing his/her name in the answer script.	
3.	The candidate writing his/her registration number /college name in place other than specified in the answer script.	
4.	Any special marking in the answer script by the candidate.	
5.	The candidate communicating with neighbouring candidate orally or non verbally; the candidate causing suspicious movement of his/her body.	
6.	Irrelevant writing by the candidate in the answer script.	
7.	The candidate writing answer on his/her question paper or making use of his/her question paper for rough work.	
8.	The candidate possessing of cell phone / programmable calculator(s)/any other electronic storage device(s) gadgets.	II - Invalidating the examination of the particular subject written by the candidate.
9.	The candidate facilitating the other candidate(s) to copy from his/her answer script.	
10.	The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall ticket, etc.	III A - If the quantum of the incriminating material is less than that could normally be printed in two lines of A5 size paper, then punishment is restricted to the subject concerned only. III B - If the quantum is equal to or more than that could normally be printed in two lines and less than that could normally be printed in the full page of the A5 size paper, then the punishment is invalidating the examination of the subject concerned and further the candidate is not considered for any moderation and revaluation in the current semester for any subject (including arrear subject). III C - When the quantum is equal to or more than that could normally be printed in full page of A5 size paper, then the punishment would be invalidating the examinations of the subject concern and all the theory and the practical subjects of the current semester registered by the candidate. Further the candidate is not considered for revaluation of answer scripts of the arrear subjects. If the candidate has registered for the arrear subjects only, invalidating the examinations of all the arrear subjects registered by the candidate. The punishment does not include Project work and the subjects with 100% internal evaluation.
11.	The candidate possessing cell phone(s)/ programmable calculator(s)/any other electronic storage device(s) gadgets and containing incriminating materials (whether used or not)	
12.	The candidate possessing the question paper of another candidate with additional writing on it.	
13.	The candidate passing his/her question paper to another candidate with additional writing on it.	
14.	The candidate passing incriminating materials brought into the examination hall in any medium (hard / soft) to other candidate(s)	
15.	The candidate copying from neighbouring candidate.	
16.	The candidate taking out of the examination hall answer booklet(s), used or unused.	
17.	Appeal by the candidate in the answer script coupled with a promise of any form of consideration.	



18.	Vulgar/ offensive writings by the candidate in the answer script.	IV - Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears- subjects registered by the candidate
19.	The candidate possessing the answer script of another candidate.	
20.	The candidate passing his/her answers script to another candidate.	
21.	Candidate destroying evidence relating to an alleged irregularity.	V A - Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate . Further the candidate is not considered for revaluation of answer scripts of the arrears subjects. V B - If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears- subjects registered by the candidate. <b>Additional Punishment:</b> (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the student is permitted to appear for the examination in all the arrears subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears- subjects for two subsequent semesters.
22.	Involved in any one or more of the malpractices of serial no.8 to 21 for the second or subsequent times.	
23.	The candidate substituting an answer booklet prepared outside the examination hall for the one already distributed to the candidate.	
24.	The candidate misbehaving in the examination hall	
25.	The candidate indulge in any disruptive conduct including, but not limited to, shouting , assault of invigilator, officials or students using abusive and/ or threatening language, destruction of property.	VI A Invalidating the examinations of all the theory and practical subjects of the current semester and all the arrears - subjects registered by the candidate. VI B -If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears- subjects registered by the candidate. <b>Additional Punishment:</b> (i) If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for two years i.e., for four subsequent semesters. However, the student is permitted to appear for the examination in all the arrear subjects during the debarred period. (ii) If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears - subjects for four subsequent semesters.
26.	The candidate harass or engage others to harass on his/her behalf an Invigilator, official, witnesses or any other person in relation to an irregularity by making telephone calls, visits mails or by any other means.	
27.	Candidate possessing any firearm/ weapon inside the examination hall.	
28.	Cases of Impersonation	VII (i) Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the Chief Superintendent. (ii) If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University. (iii) Debarring the 'bonafide student' for whom the impersonation was done from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University.

  
 CONTROLLER OF EXAMINATIONS

**VALUATOR PANEL FOR CENTRAL VALUATION**

**Confidential**

End Semester Theory Examinations \_\_\_\_\_  
B.E/ B.Tech / M.E.

Date:

S. No.	Sem.	Course Code	Course Title	Script Count	Internal QP Valuators Name, Designation/ Dept, Mail-Id, Mobile No.	External QP Valuators Name, Designation/ Dept, College, Mail-Id, Mobile No.	Remarks (CoE office only)
					[Min: 5 Years of Exp.]	[Min: 10 Years of Exp.]	
					Int. Panel-1                      Exp:	Ext.Panel-1                      Exp:	
					Int. Panel-2                      Exp:	Ext.Panel-2                      Exp:	
					Int. Panel-3                      Exp:	Ext.Panel-3                      Exp:	
					Int. Panel-1                      Exp:	Ext.Panel-1                      Exp:	
					Int. Panel-2                      Exp:	Ext.Panel-2                      Exp:	
					Int. Panel-3                      Exp:	Ext.Panel-3                      Exp:	


[Kindly provide Internal Valuators (50%) and External Valuators (50%) for each course with minimum of 3 external experts for each course]

Head of the Department

Department Seal

Controller of Examination

Regulations:

 <b>KPRIET</b> <small>LEARN BEYOND</small>	<b>KPR INSTITUTE OF ENGINEERING AND TECHNOLOGY</b> (Autonomous Institution Affiliated to Anna University, Chennai) Avinashi Road, Arasur, Coimbatore - 641 407.	
	<b>END SEMESTER THEORY EXAMINATIONS</b>	

Month	Year

**ANSWER KEY & MARK DETAILS**

\_\_\_\_\_ Semester

DEGREE & BRANCH :  
BE/BTech/ME (    )

**COURSE  
CODE**

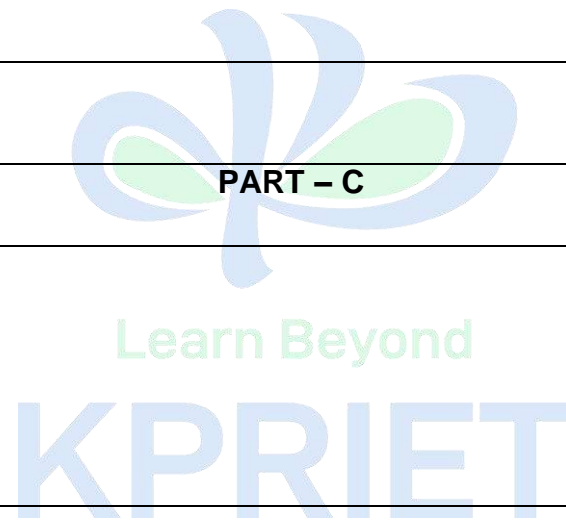
**COURSE TITLE (in Caps)**

Duration : 3 Hours

Max. Marks : 100

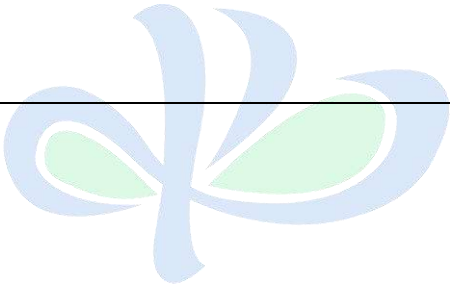
Q. No.	PART – A	M
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Q. No.	PART – B		M
11	i.		
	ii.		



Q. No.	PART – C		M
12 a)	i.		
	ii.		
12 b)	i.		
	ii.		



13 a)	i.		
	ii.		
13 b)	i.		
	ii.		
14 a)	i.	 Learn Beyond <b>KPRIET</b>	
	ii.		
14 b)	i.		
	ii.		
15 a)	i.		

	ii.		
15 b)	i.		
	ii.		



Name of Signature of the Faculty:

Approved by: Name & Signature of the HoD

Learn Beyond  
**KPRIET**

**CLAIM FORM FOR SUPPORTING STAFF**

Name of the Board	Month & Year of Examination	Name of the Staff	Designation	Staff ID	Working Department

Sl. No.	Date	Sess-ion	Course Code	Course Title	Dept	Packet No.	Total No. of Answer Scripts	Total No. of Answer Scripts X <b>0.25 Paise</b>	Total Amount in <b>Rs.</b>	Sign of the Lab Technician/ OA	Sign of the Supervisor
1											
2											
3											
4											
5											
6											
7											
8											
<b>Total of Page 1</b>											

Name & Signature of the Staff :

Name & Signature of the ACoE :

Name & Signature of the DCoE:

Signature of the CoE:

Sl. No.	Date	Sess-ion	Course Code	Course Title	Dept	Packet No.	Total No. of Answer Scripts	Total No. of Answer Scripts X <b>0.25 Paise</b>	Total Amount in Rs.	Sign of the Lab Technician/ OA	Sign of the Supervisor
9											
10											
11											
12											
13											
14											
15											
16											
17											
<b>Total of Page 2</b>								-			
<b>Total Claim Amount Page 1+ Page 2: ___ + ___</b>								-			
<b>Claim Amount in Words:</b>											

**Name & Signature of the Staff :**

**Name & Signature of the ACoE :**

**Name & Signature of the DCoE:**

**Signature of the CoE:**



**COURSE-WISE DISTRIBUTION OF MARKS**

The Chairman / Chief Examiners are requested to furnish the following details at the end of the valuation

Degree & Branch	Course Code	Name of the Board	Course Title	Name of the Chairman/Chief Examiner	Total No. of Bundles

Valuation Details	Bundle No.										Grade Distribution Count
	Date of Valuation										
	Session (FN/AN)										
	Faculty Name										
	College										
	INT / EXT										
No of scripts given for valuation											
No. of Scripts with	U: 0 to 44										
	B: 45 to 59										
	B+: 60 to 69										
	A: 70 to 79										
	A+: 80 to 89										
	O: 90 to 100										
Total Scripts											

Name & Signature of the Board Chairman:

Name & Signature of the DCoE:

Controller of Examinations:

**DUTIES & INSTRUCTIONS TO THE CHAIRMAN AND CHIEF EXAMINERS IN**

**THE PROCESS OF VALUATION**

1. The Chairman of the respective board shall convene a Pre-Valuation Board Meeting for the examiners on the first day (09.00 am) and give guidelines / instructions about the valuation process.
2. The Chairman shall discuss with the valuers about the comments (out of syllabus & any other discrepancies) on question papers received from the internal faculty members through HoD concerned and he/she has to take decisions in allotting the marks for the commented questions in consultation with the CoE.
3. The Chairman / Chief Examiners shall discuss and decline the offer to a valuator if any of his/her family members or relatives has written the examinations on the subject for which he/she is appointed as an examiner for valuation.
4. The Chairman / Chief Examiners shall distribute the Answer Scripts to the examiners based on their specialization and experience in handling those subjects.
5. The Chairman shall allot 25 answer scripts to a valuator per session, subject to a maximum of 50 per day (2 Sessions per day). On any account, 50 answer scripts will not be issued as one lot to anyone in the FN session.
6. The Chairman shall check the quality of the Answer Key and verify whether the valuator has valued the answer script assigned to him/her based on the key if provided.
7. The Chairman / Chief Examiners shall verify whether the valuator has valued the answer scripts correctly and carefully without any omission, spending the full allocated time for the valuation effectively.
8. The Chairman / Chief Examiners shall check all the given scripts less than pass marks and also check randomly at least 10% of the remaining valued answer scripts and counter sign on the answer script.
9. The Chairman / Chief Examiners shall collect the claim bills from the valuers on the last day before the commencement of the afternoon session, verify it and handover immediately to the office of controller of examinations.
10. The Chairman shall give the statistical details (No. of answer scripts received, valued and range of the marks secured by the students) to the CoE after the valuation is over.

11. The Chairman / Chief Examiners shall maintain a good rapport with the valuers during the time of valuation.
12. The Chairman / Chief Examiners shall monitor and maintain discipline during the Central Valuation continuously.
13. The Chairman / Chief Examiners shall make sure that the Final mark entry are made through CMS software at the Valuation center itself.
14. Usage of mobile phones are strictly prohibited inside the central valuation hall. All the valuers are to be instructed to keep their mobile phones in **SILENT mode** during the valuation.



**Controller of Examinations**



**APPOINTMENT ORDER FOR EXTERNAL/INTERNAL VALUATOR**

Letter No: COE / Autonomous Examination \_\_\_\_\_ / CV -

Date:

To

**Sub:** Autonomous Examinations \_\_\_\_\_ - Central Valuation - Appointment Order - reg.

Dear Sir / Madam,

This is to inform that you are appointed as a valuator for the Central Valuation for the Autonomous End Semester Examinations \_\_\_\_\_ as per the schedule given below:

Valuation Board : \_\_\_\_\_ Board

Date of Central Valuation :

Time :

Venue : KPR Institute of Engineering & Technology (CoE Office)

Kindly acknowledge your acceptance through reply mail to the details given below:

On the first day of valuation you are expected to be present half an hour before the commencement of the valuation to attend the pre-evaluation meeting.

Remuneration for valuation will be disbursed as per the norms of the institute.

Your kind cooperation is solicited in this regard.

Controller of  
Examinations

Encl.:

❖ Instructions to the Valuator

**ACCEPTANCE/DECLINE FORM**

Ref.: COE / Autonomous Examination \_\_\_\_\_ / CV -

Date :

From	To The Controller of Examinations KPRIET, Coimbatore coeoffice@kpriet.ac.in
------	--

I hereby **ACCEPT / DECLINE** to act as a valuator for the Central Valuation \_\_\_\_\_ to be held on

\_\_\_\_\_

Name & Signature of the Examiner with

Date

**INSTRUCTIONS TO THE EXTERNAL / INTERNAL VALUATORS**

1. The valutors are not allowed to attend the valuation if their relatives or any other financially dependent(s) have appeared in the said examination.
2. The valutors are requested to be in valuation hall at least 10 minutes before the commencement of central valuation.
3. The valuation will be conducted in the FN session from 9.30 a.m. to 12.30 p.m. and AN session from 1.30 pm to 4.30 p.m.
4. Totally 25 answer scripts are to be valued per session and use the Red color ball pen for valuation and blue / black pen for filling other details.
5. The examiners are informed to put in their utmost care in valuation of answer scripts. It is to be ensured that all questions and sub divisions are valued and marks posted in the first page of the answer script and not on pages against each answer. If answer to a particular question/sub-division does not deserve any marks, then zero mark against that question should be given. For any unanswered question, please put a '-' symbol in the box provided.
6. If there is any correction to the marks already entered, the correction should be self-attested. Overwriting/Whitening with correcting fluid is not permitted when such a correction is carried out.
7. If there is any evidence of double handwriting or any form of request for more marks in any page of answer scripts, it may be brought to the notice of the Controller of Examinations (CoE) through Board Chairman, immediately.
8. No marks should be awarded to a question where the answer is crossed even though the answer may be correct to the extent of 100%. However, the matter should be reported immediately to the Board Chairman for further necessary action.
9. In case of Either OR Choice pattern of question paper, if a student has attempted all the choices then all the questions should be evaluated. The lowest marks should be encircled. Write as "Extra" by the side and the highest awarded mark should be taken for totaling.
10. After verifying the marks of all papers in each session by the Chairman/Chief Examiner the valuator can enter the marks in CMS software through Data Entry Operators available in the valuation hall. The marks should be verified before entering it.
11. At the end of each session of valuation, valued answer scripts and mark sheets duly signed by the valutors should be handed over to the Chairman / Chief Examiner. Only after counter checking of the same by the Chairman / Chief examiner, the examiner should leave the hall.
12. The examiners are instructed not to use mobile phones inside the valuation hall.

**Controller of Examinations**

**APPOINTMENT ORDER FOR TABULATORS**

Lr. No. CoE/Central Valuation \_\_\_\_\_

Date:

**Sub. : Autonomous Examinations \_\_\_\_\_ ( \_\_\_\_ Semester) - Central Valuation – Appointment of Tabulators - Reg.**

The following staff members will act as Tabulators for Central Valuation of Autonomous Examinations \_\_\_\_\_ to be held on/between \_\_\_\_\_ and \_\_\_\_\_.

**HoDs are requested to ensure their presence for the smooth conduct of Central Valuation.**

Valuation Date	Sl.No.	Dept. of the Faculty	Teaching Staff deputed as Tabulator	Board Assigned for the Tabulator
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			

Copy to:

**Controller of Examinations**

1	All HoDs and Faculty Members
2	Principal and CE for Kind Information
3	CoE Office File

**INSTRUCTIONS TO THE TABULATORS**

1. The tabulators are not allowed to attend the valuation if their relatives or any other financially dependent(s) have appeared in the said examination.
2. The tabulators are requested to be in valuation hall at least 10 minutes before the commencement of central valuation.
3. The tabulation will start normally at 9.30 a.m. in the FN session and end at 12.30 p.m. and start at 1.30 p.m. in the AN session and end at 5.00 p.m.
4. Answer scripts are to be verified for the following discrepancies and reported to the valuator concerned after recording the same in the prescribed format under the heading “Nature of Mistakes” (if any):
  - Unvalued Answers in the script
  - Zero to be marked for the wrong answers
  - Mistake in total
  - Double time posting of marks for the same answers
5. The tabulators are informed to take utmost care in verifying the answer scripts. It is to be ensured that all questions and sub divisions are valued and marks posted in the first page of the answer scripts and not on the pages against each answer. If answer to a particular question/sub-division is wrong/unconnected, then verify whether zero mark against that question is given. For any unanswered question, verify whether ‘-’ symbol is posted.
6. If there is any correction to the marks already entered, verify whether the correction is self-attested by the valuator. Verify that the Overwriting/Whitening with correcting fluid are not done.
7. In case of Either OR Choice pattern of question paper, if the student has attempted all the choices then verify whether all the questions are evaluated. Ensure that the lowest marks are encircled and written as “Extra” and the highest awarded marks in that question is taken for totaling.
8. At the end of each session, valued answer scripts are to be duly verified and signed by the tabulators and handed over to the valuator concerned. Only after counter checking of the same by the Chairman / Chief examiner, the tabulator should leave the hall.
9. The tabulators are prohibited not to use mobile phones inside the valuation hall.

**Controller of Examinations**

**APPOINTMENT ORDER FOR DATA ENTRY OPERATORS / SUPPORTING STAFF**

Lr. No. CoE/Central Valuation \_\_\_\_\_

Date:

**Sub. : Autonomous Examinations \_\_\_\_\_ ( \_\_\_ Semester) - Central Valuation – Appointment of Data**

**Entry Operators and Supporting Staff - Reg.**

The following staff members will act as Data Entry Operator and Supporting Staff for Central Valuation of Autonomous Examinations \_\_\_\_\_ to be held on/between \_\_\_\_\_ and \_\_\_\_\_.

**HoDs are requested to ensure their presence for the smooth conduct of Central Valuation.**

Valuation Date	SI.No.	DEPT	OA (or) LAB TECHNICIAN AS DATA ENTRY OPERATORS
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		

Valuation Date	SI.No.	DEPT	NONTEACHING STAFF AS SUPPORTING STAFF
	1		
	2		
	3		
	4		
	5		
	1		
	2		
	3		
	4		
	5		

Copy to:

1	All HoDs and Faculty Members
2	Principal and CE for Kind Information
3	CoE Office File

**Controller of Examinations**

Date:

**ATTENDANCE CERTIFICATE FOR EXTERNAL VALUATOR**

This is to certify that Mr./Ms./Mrs./Dr. \_\_\_\_\_ acted as an External Examiner for Practical / Central Valuation / Question Paper Scrutiny Member / Invigilator on \_\_\_\_\_ / from \_\_\_\_\_ to \_\_\_\_\_ .

Seal



Controller of Examinations

Learn Beyond

Date:

**ATTENDANCE CERTIFICATE FOR EXTERNAL VALUATOR**

This is to certify that Mr./Ms./Mrs./Dr. \_\_\_\_\_ acted as an External Examiner for Practical / Central Valuation / Question Paper Scrutiny Member / Invigilator on \_\_\_\_\_ / from \_\_\_\_\_ to \_\_\_\_\_ .

Seal

Controller of Examinations







	<b>IFSC Code</b>
--	------------------

**Name & Signature of the Chairman :**

**Name & Signature of the DCoE:**

**Signature of the CoE:**



**ANSWER SCRIPTS VERIFICATION & CLAIM FORM FOR TABULATOR**

Name of the Board: ..... Name of the Tabulator: ..... Employee ID: .....

Name of the Chairman: ..... Tabulator Dept. ....

Sl. No.	Date & Session	Dummy Number of the Candidate	Course Code	Course Title	Name of the Evaluator / Institution	Nature of Mistake(s) if any
1						
2						
3						
4						
5						
6						
7						
8						

**Name & Signature of the Chairman / Chief Examiner**

**Details of Answer Books Scrutinized & Claim Form**

Sl. No.	Date & Session	Course Code	Course Title	Total Scrutinized	Sl. No.	Date & Session	Course Code	Course Title	Total Scrutinized
1					11				
2					12				
3					13				
4					14				
5					15				
6					16				
7					17				
8					18				
9					19				
10					20				
<b>Sub Total - 1</b>					<b>Sub Total - 2</b>				
<p><b>Grand Total (Sub Total -1 + Sub Total -2) : _____ X Re. 1 / Script = Rs.</b></p> <p align="center"><b>Claim Amount in Words:</b></p>									

Name & Signature of the Tabulator

Name & Signature of the Chairman/Chief Examiner

Name & Signature of the DCoE

Signature of the CoE



**Form 6.14**

**CLAIM FORM FOR DATA ENTRY OPERATOR**

Name of the Board	Name of the Staff	Month & Year of Examination ____ / ____ Year ( Phase I )	Designation	Staff ID	Working Department

Sl. No.	Date	Sess-ion	Staff Name	College	Course Code	Course Title	Dept	Packet No.	Total No. of Answer Scripts	Cumulative Total No. of Answer Scripts	Sign of the DEO	Sign of the
1												
2												
3												
4												
5												
6												
7												
8												
9												

10													
----	--	--	--	--	--	--	--	--	--	--	--	--	--

Sl. No.	Date	Sess-ion	Staff Name	College	Course Code	Course Title	Dept	Packet No.	Total No. of Answer Scripts	Cumulative Total No. of Answer Scripts	Sign of the DEO	Sign of the Supervisor
11												
12												
13												
14												
15												
16												
17												
18												
19.												
20.												

**No. of Days:** \_\_\_\_\_ **No. of Sessions:** \_\_\_\_\_ **X Rs. 50/session** **Claim Amount Rs:** \_\_\_\_\_

**Claim Amount in Words :**

**Name & Signature of the Staff:**

**Name & Signature of the ACoE :**

**Name & Signature of the DCoE:**

**Signature of the CoE:**



**CLAIM FORM FOR BOARD CHAIRMAN / CHIEF EXAMINER**

Name of the Board		Date	
Semester & Year			
Sum of Rupees	Rs. 1500/- (Board Chairman) Rs. 1300/- (Chief Examiner) (Strike out if not applicable)		
In words			
Name of the Board Chairman / Chief Examiner			
Designation/Dept.			
College Name	KPR Institute of Engineering and Technology, Coimbatore		
On Account of	Board Chairman / Chief Examiner for Central Valuation		

Verified by:

Name & Signature

<p><b>Signature</b> (Affix Re. 1 Revenue Stamp, if amount Exceeds 5000)</p>
---

Name & Signature  
Chairman / Chief Examiner



**APPLICATION FOR PHOTOCOPY**

**Form 7.1**

1	Name of the Candidate	:	
2	Register Number	:	Batch :
3	Degree & Branch	:	
4	Month & Year of Examination	:	

**Details of the Course(s) for which photocopy is required:**

S.No .	Course Code	Sem	Name of the Course	Grade	Office Use Only
1					
2					
3					
4					
5					
<b>Total Fees : 300 X =</b>					

Name & Signature of the Candidate

Name & Signature of the Mentor

Name & Signature of the Chief Mentor

Name & Signature of the HoD

**Station:** Coimbatore

**Date:**

**Note:**

1. Submit the form to Chief mentor on or before \_\_\_\_\_(date) @ \_\_\_\_\_(time) along with Fees without fail. (Rs. 300 per course).
2. Application with fees paid receipt received after \_\_\_\_\_ (time) on \_\_\_\_\_(date) will not be accepted at CoE Office.

**EXAMINATIONS WRAPPER**

Register No.	Examination	Name of the Student	Semester	Programme and Branch	Year
Course Code for which Photocopy Received					
Name of the Course					
1	Are you satisfied with the evaluation?	Yes/No	Yes/No	Yes/No	Yes/No
	If not satisfied, Specify the reason				
Estimate the Marks you lost due to each of the following after going through the answer scripts					
2	a	Trouble in remembering the facts			
	b	Lack of understanding the concepts			
	c	Careless mistakes			
	d	Not knowing the answers			
	e	Others (Please specify)			
What help do you expect from the faculty member, further?					

Signature of the Student with date      Name & Signature of the ACoE with date      Name & Signature of the DCoE with date      Signature of the CoE

**APPLICATION FOR REVALUATION**

1	Name of the Candidate	
2	Register Number	
3	Degree & Branch	
4	Month & Year of Examination	

**Details of the Course(s) for which revaluation is required:**

S.No.	Course Code	Sem	Name of the Course	Grade	Office Use Only
1					
2					
3					
4					
5					
<b>Total Fees : 400 X      =</b>					

Signature of the Candidate

Name & Signature of  
the Mentor

Name & Signature of the  
Chief Mentor

Name & Signature of  
the HoD

**Station:** Coimbatore

**Date:**

**Note:**

1. Submit the form to Chief mentor on or before \_\_\_\_ (date) @ \_\_\_\_ (time) along with Fees without fail. (Rs.400 per course).
2. Application with fees paid receipt received after \_\_\_\_ (time) on \_\_\_\_ (date) will not be accepted at CoE Office.

**ACADEMIC AUDIT (EXTERNAL)**

Academic year: .....

Date:

<b>Auditor-1 Name:</b>		<b>Designation</b>	
<b>Auditor-1 College Address</b>			
<b>Auditor-2 Name:</b>		<b>Designation</b>	
<b>Auditor-2 College Address</b>			

Academic Year	
Programme	<b>B.E. / B.Tech. / M.E.</b>
Branch	
Year	<b>I / II / III / IV</b>
Semester	<b>ODD - I / III / V / VII</b> <b>EVEN - II / IV / VI / VIII</b>
Course Code	
Course Title	
Quality of the Question Paper	<b>Excellent / Good / Average / Poor</b>

(PTO)

<b>Regular Examination Process</b>	
Date of the Examination	
Session	FN / AN
Number of students registered	
Number of students appeared	
Number of students absent	
Name of the Chairman / Chief Examiner	
Name of the Examiner & College	
Sample scripts audited (Enter the Dummy Number / Register No.)	1 2 3 4 5
Discrepancy if any	Y/N
Remarks (if any)	
Chairman / Chief Examiner signed scripts	1 2 3
Remarks	

Number of Students Passed	
Number of Students Failed	
Pass Percentage without Moderation	
Pass Percentage with Moderation	
Malpractices if any	Y/N
Remarks (if any)	
Any other remarks	

Auditor	Auditor-1	Auditor-2
Name		
Signature		

**APPLICATION FORM FOR ISSUING DUPLICATE GRADE SHEET / CONSOLIDATED  
GRADE SHEET**

1. Name :  
2. Reg. No. :  
3. Degree & Branch :  
4. Mobile No. : Alternate Mobile No. :  
5. Address :

6. Duplicate Grade Sheet Requirement Details:

Category (Strike out not applicable) : Grade Sheet / Consolidated Grade Sheet

Batch :

Examination (Strike out not applicable) : Nov/Dec \_\_\_\_\_ / Apr/May \_\_\_\_\_

Regulations :

Semester (Strike out not applicable) : \_\_\_\_\_

7. Payment Details (Rs. 300 per Duplicate Grade Sheet / Rs. 1000 for Consolidated Duplicate Grade Sheet)

Amount of fees paid : \_\_\_\_\_

(Attach fees paid receipt)

Date:

Signature of the Candidate

**APPLICATION FORM FOR ISSUING TRANSCRIPTS**

1. Name :
2. Reg. No. :
3. Branch :
4. Year (Batch) :
5. Mobile No. : Alternate Mobile No.:
6. Address :
  
7. No.of Sets :
8. Certificates for which transcripts are required
  - a. Degree Certificate : Yes / No
  - b. Grade Sheet / Mark Sheet : Yes / No
  - c. Others (Specify) : \_\_\_\_\_
9. Whether originals of the above mentioned certificates have been produced : Yes / No
10. Whether sufficient photo copies of the certificates are available:  
Yes/ No (Neat and legible copies with sufficient space at the bottom of the certificates for attestation to be provided)
11. Whether the name and address of the Universities are written on the cover : Yes / No
12. Payment Details  
Amount of fees paid (Rs.200 per set) : \_\_\_\_\_  
(Attach payment challan)

**Date:**

**Signature**

Form 9.3

**AFFIDAVIT FOR DUPLICATE GRADE SHEET**  
**(CANDIDATE CURRENTLY STUDYING)**

I \_\_\_\_\_ aged \_\_\_\_\_ years, S/o \_\_\_\_\_ / \_\_\_\_\_ D/o \_\_\_\_\_  
\_\_\_\_\_ with \_\_\_\_\_  
permanent residence at \_\_\_\_\_  
have \_\_\_\_\_ joined \_\_\_\_\_ programme  
during \_\_\_\_\_ at KPR Institute of Engineering and Technology, Arasur,  
Coimbatore with Register Number \_\_\_\_\_. I do here by solemnly affirm  
and sincerely state as follows:

At present, I am studying in \_\_\_\_\_ programme  
\_\_\_\_\_

Branch in \_\_\_\_\_ semester. I received all the documents and statements pertaining  
to my study till date in the college. No document/statement remains to be issued to  
me from the college. Now I found that I have inadvertently misplaced my  
\_\_\_\_\_ semester grade sheet issued by the college. Despite a diligent search  
undertaken by me to recover the grade sheet, I found it is impossible to retrieve the  
same. I presume that the grade sheet has been lost beyond retrieval.

I submit that the above grade sheet lost by me is a very essential document  
concerning all my future ventures. I hence request the authorities of the college to  
provide me a duplicate grade sheet which was lost/misplaced by me. I state that I  
have not in any way misused or improperly handled the grade sheet that has been  
lost by me. I state that I will hand over the original grade sheet in the event of  
retrieval of the lost original grade sheet at a later date.

I submit that all matters stated above are true and correct. I will indemnify you and  
your authority if any disputes arise in the above matter and I will be held responsible  
for the same.

DEPONENT

Place :

Date :

Solemnly affirmed and signed before me at \_\_\_\_\_ on this \_\_\_\_\_  
(Place) (Date)

(Seal & Sign of Notary Public)



**AFFIDAVIT FOR DUPLICATE GRADE SHEET**  
**(CANDIDATE COMPLETED THE COURSE)**

I \_\_\_\_\_ aged \_\_\_\_\_ years, S/o / D/o \_\_\_\_\_ with permanent residence at \_\_\_\_\_ underwent \_\_\_\_\_ programme from \_\_\_\_\_ to \_\_\_\_\_ at KPR Institute of Engineering & Technology, Arasur, Coimbatore with Register Number \_\_\_\_\_ . I do hereby solemnly affirm and sincerely state as follows:

I joined the \_\_\_\_\_ programme \_\_\_\_\_ branch in the year \_\_\_\_\_ and completed the same in the year \_\_\_\_\_. On completion of the programme, I received all the documents and statements pertaining to my study in the college. No document / statement remains to be issued to me from the college. After receipt of the documents, I found that I have inadvertently misplaced my \_\_\_\_\_ semester grade sheet issued by the college. Despite a diligent search undertaken by me to recover the grade sheet, I found it is impossible to retrieve the same. I presume that grade sheet has been lost beyond retrieval.

I submit that the above grade sheet lost by me is a very essential document concerning the programme that I have completed and is very much essential for all my future ventures. I hence request the authorities of the college to provide me a duplicate grade lost/misplaced by me. I state that I have not in any way misused or improperly handled the grade sheet that has been lost by me. I state that I will hand over the original grade sheet in the event retrieval of the lost original grade sheet at a later date. I assure that none of the companies/industries/institutions where I have worked or have been working is in possession of any of my original grade sheet and certificate.

I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same.

DEPONENT

Place :

Date :

Solemnly affirmed and signed before me at ----- on this -----  
(Place) (Date)

(Seal & Sign of Notary Public)

**AFFIDAVIT FOR CONSOLIDATED GRADE SHEET**

(To be executed by the candidates who have completed the course)

Form 9.5

I \_\_\_\_\_ aged \_\_\_\_\_ years, S/o / D/o \_\_\_\_\_ with permanent residence at \_\_\_\_\_ underwent \_\_\_\_\_ programme from \_\_\_\_\_ to \_\_\_\_\_ at KPR Institute of Engineering and Technology, Arasur, Coimbatore with Register Number \_\_\_\_\_. I do hereby solemnly affirm and sincerely state as follows:

I joined the \_\_\_\_\_ programme \_\_\_\_\_ branch in the year \_\_\_\_\_ and completed the same in the year \_\_\_\_\_. On completion of the programme, I received all the documents and statements pertaining to my study in the college. No document / statement remains to be issued to me from the college. After receipt of the documents, I found that I have inadvertently misplaced my consolidated statement of grade sheets issued by the college. Despite a diligent search undertaken by me to recover the consolidated statement of grade sheets, I found it is impossible to retrieve the same. I presume that the consolidated statement of grade sheets has been lost beyond retrieval. I submit that the consolidated statement of grade sheets mentioned above lost by me is a very essential document concerning the programme that I have completed and is very much essential for all my future ventures. I hence request the authorities of the college to provide me a duplicate consolidated statement grade sheets lost / misplaced by me. I state that I have not in any way misused or improperly handled the consolidated statement of grade sheets that has been lost by me. I state that I will hand over the original consolidated statement of grade sheets in the event retrieval of the lost original consolidated statement of grade sheets at a later date. I assure that none of the companies/industries/institutions where I have worked or have been working is in possession of any of my original consolidated statement of grade sheets and certificate.

I submit that all matters stated above are true and correct. I will indemnify you and your authority if any disputes arise in the above matter and I will be held responsible for the same.

DEPONENT

Place:

Date:

Solemnly affirmed and signed before me at \_\_\_\_\_ on this \_\_\_\_\_  
(Place) (Date)

(Seal & Sign of Notary Public)



**KPR** Institute of Engineering  
and Technology

(Autonomous)

Avinashi Road, Arasur, Coimbatore - 641 407

Form 9.6

**Dr. M. AKILA**  
**PRINCIPAL**

**Date:**

**TO WHOMSOEVER IT MAY CONCERN**

The grade points are awarded to the candidates in the End Semester Examinations for UG and PG of our institution under Autonomous regulations 2019 onwards. In order to obtain the equivalent percentage of marks, the Cumulative Grade Point Average (CGPA) must be multiplied by the conversion factor 10.

Overall Percentage of Marks = CGPA x 10

**KPRIET**

**PRINCIPAL**

Note: This certificate can be viewed in our official website  
<https://www.kpriet.ac.in/exams/downloads>



**KPR Institute of  
Engineering and  
Technology**

Learn Beyond

(Autonomous, NAAC "A")

Avinashi Road, Arasur,  
Coimbatore - 641 407  
Tamil Nadu - India

Tel: 0422-263 5600

[kpriet.ac.in](http://kpriet.ac.in)

Lr. No. COE/2020-2021/Medium of Instruction/107

16.04.2021

**Dr. M. AKILA**  
PRINCIPAL

### CERTIFICATE

This is to certify that the medium of instruction to B.E. / B.Tech. and M.E. programmes offered in this Institution is English only since Inception (2009).

  
PRINCIPAL

**Note:**

This document can be viewed at our official website

| [www.kpriet.ac.in/exams/downloads](http://www.kpriet.ac.in/exams/downloads)

**Dr. M. AKILA M.E., Ph.D.**  
PRINCIPAL  
KPR INSTITUTE OF ENGINEERING  
AND TECHNOLOGY  
ARASUR, COIMBATORE - 641 407



**NBA Accredited**  
(CSE, ECE, EEE,  
MECH, CIVIL)

**Affiliated to**  
Anna University  
**Approved by AICTE**

**DSIR Certified**  
Scientific and Industrial  
Research Organization

**info@kpriet.ac.in**  
**75488 88555**

**SCRIBE REQUISITION LETTER**

From

Date:

To

The Controller of Examinations  
KPR Institute of Engineering and Technology  
Coimbatore

Through

Head of the Department / \_\_\_\_\_ (Branch)

Respected Sir/Madam,

Sub: Request for Scribe and Compensatory Time – Reg

I shall be appearing for the CIAT-\_\_\_ / End Semester Examinations \_\_\_\_\_ to be conducted from \_\_\_\_\_ to \_\_\_\_\_. Since I am a candidate with Visually impaired / low vision / dyslexia /disability in the upper limbs / loss of fingers / cerebral palsy with loco-motor impairment and writing speed is affected / disability \_\_\_\_\_.

I am attaching the medical certificate fulfilling the criteria for writing disorder by specifying the disability along with this letter.

In view of the above, I request to permit me to make use of the scribe for writing the examinations. I assure you that I will abide to the rules and regulations of the institute.

Thanking you

Yours faithfully

(Signature and Name of the Candidate/Guardian)

- Encl.: 1. Medical Certificate  
2. Scribe and Candidate Combined Declaration Form  
3. Candidate Hall Ticket

**INSTRUCTIONS, NORMS AND REQUEST FOR SCRIBE APPOINTMENT**

- 1) The Scribe shall be a person who should not be well versed with the subject. It is enough if the scribe is a person who can just carry out what all the examinee dictates.
- 2) He / She may be a non-teaching staff working in the college.
- 3) The scribe is identified by the candidate at his/her own cost and as per own choice subject to the approval of the Chief Superintendent.
- 4) The scribe must be suggested by the Chief Superintendent for the approval of the Controller of Examinations on the above conditions.
- 5) The candidate and the scribe must be seated in a separate hall and a Hall Superintendent shall be appointed to supervise them, under strict vigilance.
- 6) A fee of Rs. 500/- is to be collected for each subject from the candidate and it may be handed over to the scribe towards remuneration.
- 7) Candidate seeking for scribe should submit the following documents one day prior to the date of examinations to the Controller of Examinations:
  - a) Requisition letter from student
  - b) Medical Certificate
  - c) Scribe Acceptance form
  - d) Hall Ticket
- 8) Candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
- 9) Candidate / Chief Superintendent shall ensure that the scribe is not a candidate of similar/equivalent/competent from the same branch of study.
- 10) In case it is found that the qualification of the scribe is not as declared by the candidate and is beyond the qualification of the candidate, the candidate shall forfeit to the extent of cancellation of the examination.
- 11) Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above.

**Controller of Examinations**

**SCRIBE AND CANDIDATE JOINT DECLARATION**

**Form 9.10**

We, the undersigned, Shri/Smt/Kum. \_\_\_\_\_ candidate and Shri/Smt/Kum. \_\_\_\_\_ eligible writer (Scribe) having qualification \_\_\_\_\_ for the eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice and approved by the Chief Superintendent.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. The candidate has ensured that the scribe is not a candidate of similar/equivalent/competent from the same branch of study.
4. All the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of examination that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the examinations of the applicant will stand cancelled, irrespective of the result of the examination.
5. I, \_\_\_\_\_ (Scribe) certify that I am not a candidate of similar/equivalent/competent from same branch of study.

I, \_\_\_\_\_ the candidate for this examination certify that I have ensured that the above scribe is comfortable and I do not face any problem with the scribe. I am fully satisfied with the scribe.

**Given under are our signature and contact details: -**

SCRIBE	CANDIDATE
Name:	Name:
Address:	Address:
Contact No.:	Contact No.:
Signature: with Date	Signature with Date
Photo of the Scribe	Photo of the Candidate

**Name & Signature of Invigilator**

**Name & Signature of the Chief Superintendent**

**MEDICAL CERTIFICATE**

**Certificate regarding physical limitations for an examinee to write the examinations**

This is to certify that \_\_\_\_\_ studying \_\_\_\_\_ programme  
of \_\_\_\_\_ branch in the \_\_\_\_\_ semester of batch \_\_\_\_\_ in KPR  
Institute of Engineering and Technology, Coimbatore has got physical limitation to write the CIAT- \_\_\_ /  
End Semester Examinations \_\_\_\_\_ due to  
\_\_\_\_\_  
\_\_\_\_\_(nature and percentage of  
disability).

This certificate is issued to state that he/she has physical limitation due to the above said disability  
which hampers his/her writing capabilities in the examinations.

Chief Medical Officer/Civil Surgeon/Medical Superintendent  
(Name, Designation with Seal)

(Seal of the Hospital/Medical Centre)

Place:

Date:

Note: Certificate should be given by a specialist in the respective discipline / disability

(eg. Visual impairment / Ophthalmologist / Loco motor disability / Orthopedic Specialist / PMR)



**CONSOLIDATED FEEDBACK ON REMUNERATION SETTLEMENT**

<b>Date:</b>	<b>Department:</b>
Claim Acknowledgement Category	Scrutiny / Chief Superintendent / Squad - Practical / Squad - Theory / QP Scrutiny / Question Paper Setting / Central Valuation – Board Chairman / Board Chief Examiner / Valuator / Tabulator / Data Entry Operator / Supporting Staff / Answer Key / Invigilation / AUR / Result Passing Board Member  Other (Specify) : _____
Internal Member	Complain Reported / Received & No Problem
Internal Member Grievance Report (if any)	Date of submission of Claim:
External Member	Discrepancy in Payment Reported / Received & No Problem
External Member Grievance Report (if any)	Date of submission of Claim:
Name of the ACoE with Designation/Dept.	
Signature of the ACoE with Date	
Action Taken Report	

ACoE (Finance)  
(Name, Signature with Date)

DCoE  
(Name, Signature with Date)

Controller of Examinations  
(Signature with Date)