



PKM EDUCATIONAL TRUST®
R R Institute of Technology

RAJA REDDY LAYOUT, NEAR CHIKKABANAVARA RAILWAY STATION, CHIKKABANAVARA, BENGALURU - 560090

An Autonomous Institution under VTU

Approved by AICTE, New Delhi & Government of Karnataka



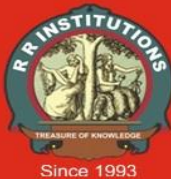
Examination Regulations

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Applicable to all Autonomous Programmes

Bachelor of Engineering

(With effect from August 2024)



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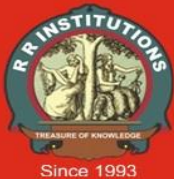
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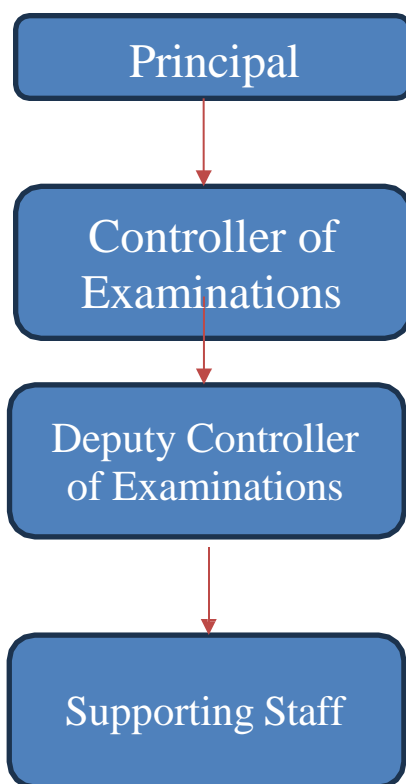
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1. OFFICE OF THE CONTROLLER OF THE EXAMINATIONS- ORGANIZATIONAL STRUCTURE



1.1. Introduction

Office of the Controller of Examinations is integral to an institution's operation, managing the conduction of examinations and the timely release of results. The Examination Section forms the backbone of this process, ensuring that exams are administered with utmost precision, fairness, and impartiality. To gain and maintain the trust and respect of all stakeholders, it is crucial to have well-defined



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rules and procedures / regulations that govern every aspect of the examination process, eliminating any room for uncertainty or assumptions. This meticulous approach not only safeguards the institution's credibility but also ensures fairness for everyone involved in the examination process.



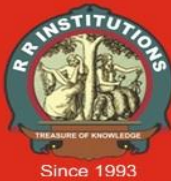
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2. FUNCTIONS AND RESPONSIBILITIES OF THE OFFICE OF THE CONTROLLER OF EXAMINATIONS

2.1. Work to be carried out by the Office of the Controller of Examinations

The following work is to be attended by the Office of the Controller of Examinations.

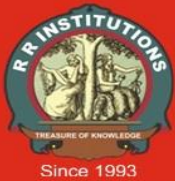
- 2.1.1. Prepare and release of schedule of examination concerning the academic calendar released by the Institution, notification of examination fees and inviting applications from the candidates to register for the Semester End Examination (SEE), issuing the grade cards and other examinations related work.
- 2.1.2. Preparation of detailed SEE Time Table and their publication on time.
- 2.1.3. Verification with ERP data, the scrutiny of examination application forms of eligible candidates before the commencement of Practical/ Theory examinations.
- 2.1.4. Preparation of question paper indent of the subject-wise, paper-wise, and date-wise statements to print question papers with code for SEE.
- 2.1.5. One hour earlier to schedule, Question Papers to be printed on the day and session of the SEE. Also, 10% extra / additional what is required in each subject.
- 2.1.6. The question paper packets shall indicate programme, course, semester, date of examination, time of examination, and number of question papers in each packet etc.
- 2.1.7. Maintenance of all records, statistics, stock registers and database of candidates pertinent to SEE.
- 2.1.8. Processing and passing of Bills of remuneration of TA, DA, other Conveyance/Allowance received from the Chief Superintendent, and Maintenance of correspondence thereon Registration, Distribution and dispatching of day-to-day communications/ letters.
- 2.1.9. Principal of the institution will be the Chief Superintendent for the Semester End Examinations and issue of instructions regarding the conduct of examinations. Appointment of officials and other staff required for the conduct



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of SEE.

- 2.1.10. Announcement of selection and issue of appointment orders to the internal and external examiners, question paper setters etc. includes issue of duplicate grade card, consolidated grade card, rank certificate, and other documents of manuscripts etc.,
- 2.1.11. Arrangement for conducting examination, collection of answer papers, valuation, processing, declaration of results, preservation and disposal of valued answer scripts at least for three years after the announcement of results.
- 2.1.12. Arrangement for preparation and distribution of marks /grade cards and other certificates to the candidates.
- 2.1.13. Collection and maintenance of statistical data regarding the number of examinations, number of candidates registered for each examination, the number of boys, girls, regular candidates and repeaters, percentage of passes, receipts and expenditure on each category of examination etc.,
- 2.1.14. Preparation of rank lists and their transmission to appropriate authorities/bodies. Collection of work done statements from the chairmen, question paper setters and examiners and forwarding them to the finance section for payment of remuneration.
- 2.1.15. Arrangement for Paper Viewing Process (PVP) of valued answer-booklets requested by the candidates on prescribed application form with necessary fees.
- 2.1.16. Preparation of the lists of lapses and irregularities committed by the evaluators and others. Forwarding the list to the competent authorities for consideration and necessary action.
- 2.1.17. Scrutiny and passing of the bills of printing and purchase of stationery etc.
- 2.1.18. Constitution of MPC to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.



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2.1.19. Dealing with matters of examination fees and refunds, if any.
Announcement of results of examinations, dealing the cases of withheld results for future announcement and follow up work in cases of any discrepancies.

Examination Centre

The Institution Examination section must possess / support the following infrastructure.

2.1.20. A centre should have the required infrastructure for the conduct of SEE, assessment and evaluation.

2.1.21. A strong room equipped with Computers, Printers, CCTV Surveillance, which records all the activities and stores the same.

2.1.22. Number of classrooms to conduct the SEE covered under CCTV Surveillance

2.1.23. Well-equipped laboratories for the conduct of practical examinations, covered under CCTV Surveillance.

2.1.24. The answer script storage area, answer script distribution area, examination blocks / rooms, and laboratories are to be covered under CCTV surveillance.

2.1.25. The Footage of CCTV shall be maintained at least for a period of one semester / year.

2.1.26. Number of teaching and non-teaching staff to be appointed for the conduct of SEE.

2.1.27. A separate steel almirah should be provided for storing answer books, the keys of which should only be in the safe custody of the Office of the Controller of Examinations / Chief Superintendent.



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LIST OF ROLES, MINIMUM QUALIFICATION AND EXPERIENCE FOR THE EXAMINATION ASSIGNMENTS

Sl No	Role	Minimum Qualification	Minimum Teaching Experience in Engineering Institution/s (in Years)	Remarks
1	Chief Superintendent	Principal		
2	An alternate arrangement for the Chief Superintendent.	Ph.D	15	
3	Room Superintendent / Relieving Superintendent	PG	-	The Principal /CS shall conduct an Orientation program regarding examination duties for faculty
4	DCS Internal	PG	10	
5	Chairman of Flying Squad	Ph.D.	6	Professor level or faculty have 6 years of experience at RRIT
6	Member of Flying Squad	PG	5	Associate Professor / Assistant Professor, have 5 years of experience at RRIT



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7	External Examiner for Project Viva-Voce			
	PG Programs	PG	5	
	UG Programs	PG	5	
	Practical Examiner (Internal) UG/PG	PG	3 years for UG	
9	Practical Examiner (external)UG/PG	PG	3 years for UG	
10	Valuer for Theory Examinations			
	UG Programs	PG	3	
11	Research Programs i.e. M.Sc. (Engg.) by research/Ph.D.	Ph.D	10	
12	Revaluation valuers for Theory Examinations			
	UG Programs	PG	5	
13	Moderators for UG Theory Evaluation	PG	5	

3. APPOINTMENT OF CHIEF SUPERINTENDENT

3.1. By virtue of the designation, the Principal shall act as Chief Superintendent (CS) of the examination centre of the Institution and he/she is responsible for the conduction of examinations.

3.2. The Chief Superintendent shall be available be in the institution during the time of both Theory and Practical Examinations to supervise the arrangements



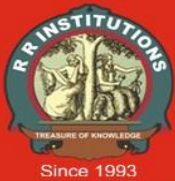
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as well as the effective conduct of Examinations.

3.3. In case of emergency or any other work related to academic & administration, the Principal can hand over the charge to a senior faculty of his confidence for a specific period / entire duration of the SEE as CS and intimated the same to the Controller of Examinations in writing.

4. DUTIES AND RESPONSIBILITIES OF CHIEF SUPERINTENDENT OF THE EXAMINATION CENTRE

- 4.1. The Chief Superintendent shall be responsible for the smooth and proper conduct of the Examinations. He / She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines of the University and shall be responsible, till the dispatch of the Answer Books to the office of the Controller of Examinations.
- 4.2. The Chief Superintendent shall look into the requirements, depending upon the number of candidates appearing for the Examination and acquire the required number of main Answer books, drawing sheets, and other stationeries required for the examinations and shall submit an indent to the Controller of Examinations.
- 4.3. The Chief Superintendent shall appoint the required number of Deputy Chief Superintendents (DCS), Relieving Superintendents (RES), Room Superintendents (RS), Office staff, and group D staff from among the employees of the institution as per the guidelines given below
 - a. One Deputy Chief Superintendent (DCS) for every 300 candidates
 - b. One Room Superintendent (RS) for every 20 to 40 candidates / room
 - c. One Relieving Superintendent for every 150 candidates or 4 / 5 rooms



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4.4. The Chief Superintendent shall prepare well in advance the statement regarding seating arrangements for the candidates.

4.5 The Chief Superintendent shall convene a meeting of all the staff involved in the SEE work two or three days before the commencement of Examinations and explain to them the duties and responsibilities and inform them to follow strictly the instructions laid down by the institution / University. The Chief Superintendent shall also give instructions to the room superintendent about the distribution of answer booklets, question papers and filling all required forms A / B without any error.

4.6 The Chief Superintendent shall strictly instruct the room superintendents in respect of curbing malpractice in the examinations. He shall also explain to them the procedure for identifying and reporting of malpractice. The Chief Superintendent shall record the proceedings of such a meeting.

4.7 The Chief Superintendent shall avoid the allotment of a particular room superintendent to the same room successively for same set of students.

4.8 The Chief Superintendent shall obtain any kind of help from the local authorities to maintain law and order in the premises of the examination centre and the same shall be informed to the Principal / Controller of Examinations of the institution.

4.9 The Chief Superintendent shall ensure that the candidates with valid admission / hall ticket, identity card only are allowed to take the examination.

4.10 The Chief Superintendent is responsible for collecting the answer booklets, question papers from the office of the Controller of Examinations after affix the signature on the relevant certificate.

4.11 The Question paper shall be opened in the “Distribution Room” at the Office of the Controller of Examinations by the Chief Superintendent, not earlier than an one hour scheduled for the commencement of the examinations. The Chief Superintendent shall arrange to distribute the question papers required for each block



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/ room in separate cover which shall contain actual number of papers as per the number of candidates taking the examination in the block / room.

4.12 The Chief Superintendent will distribute the Answer booklets to the Room Superintendent as per the seating allotted in each room 30 minutes before the commencement of the Examination. The packets containing Question Papers shall be delivered to the room superintendent just 10 minutes before the commencement of the Examination, either by Chief Superintendent or Deputy Chief Superintendent or Relieving Superintendent for distribution to the candidates through the Room Superintendent.

4.13 In case of any clarification in the question paper the Chief Superintendent shall immediately contact the Controller of Examinations or Deputy Controller of Examinations.

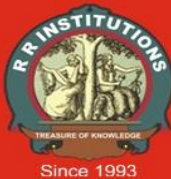
4.14 The Chief Superintendent shall arrange for satisfactory seating arrangement of the candidates at least one day earlier to the commencement of the examination and shall display on a notice board of the institution, which shall be accessible to all the candidates. The same to be given to the room superintendent too.

4.15 The Chief Superintendent of Examination shall remain in the centre for the entire sessions of the examinations.

5. IMPORTANT REQUIREMENTS TO BE NOTED DURING THE CONDUCT OF EXAMINATION

5.1. The Chief Superintendent shall ensure that the desks and tables are free from any written matter as otherwise the student appearing on the allotted table may be apprehended for MPC.

5.2. The Chief Superintendent shall give instructions to the room superintendent to read out the warning note to the candidates 20 minutes before the commencement of the examinations.



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Warning Note

5.3. All the candidates in the examination hall should search desks, tables, and their pockets before the issue of question papers and hand over to the room superintendents if any papers/notes manuscripts or books or prohibited electronic gadgets like programmable calculators, smartwatches, mobile, hearing aids etc., are found.

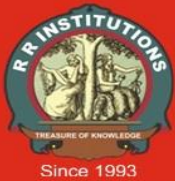
5.4. The candidates who leave before the completion of examination hours are not permitted to take the question paper with them and they are to hand over the question paper with their seat /USN numbers on the question paper to the Room Superintendents. However, they can collect the question paper immediately after the completion of examination hours from the Room Superintendent.

5.5. Whenever, the Chief Superintendent receives a report of any candidate's indulging in malpractice he/she should immediately take action as per the MPC regulations.

5.6. As per the Malpractice regulations, a candidate booked under MPC shall be permitted to write all subsequent lower and higher semester examinations (For more details refer to the Malpractice Practice Committee (MPC) regulations in section no.: 22).

5.7. Immediately after the end of each examination session, the Chief Superintendent will arrange to receive and check the answer scripts brought by the room superintendent at the Examination Centre.

5.8. The Chief Superintendent shall arrange to prepare the packets semester-wise, subject-wise, paper-wise in serial order and enclose the relevant proforma as directed by the Controller of Examinations from time to time. Then bundles of 100 papers each shall be prepared and kept in the cloth bag



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which shall be sealed.

6.

6.1. Each cloth bag shall be superscribed with the information such as semester, subject, subject code, Programme UG Branch – B.E/- AI&ML, ECE, CSE etc, Date and time of the examinations (FN or AN), total number of scripts and signature & seal of Chief Superintendent.

6.2. Packing, sealing and superscribing of the bundles of the answer paper are to be carried out immediately after the examination of each paper and shall be kept ready to hand over to the office of the Controller of Examinations session wise (FN at 1.15 p.m. to 1.30 p.m. & AN at 5.15 p.m. to 5.30 p.m.).

6.3. The Chief Superintendent shall receive answer booklets from the Controller of Examinations session wise.

6.4. The Chief Superintendent shall submit the session wise absentee report to the office of the Controller of Examinations along with the answer booklets, arranged branch-wise, semester-wise, and subject-wise.

6.5. The Chief Superintendent is responsible for maintaining and proper accounting of the main answer books issued daily and practical main answer books, different proformas, and all other stationery like covers, packing materials, cloth bags etc.

6.6. Only the Chief Superintendent is authorized to sign wherever he/she has been asked for.

6.7. The Chief Superintendent shall arrange to collect the marks list of the practical / viva voce examination in sealed covers from the examiners and send the same to the Controller of Examinations on the day or subsequent day subject-wise / paper-wise.



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6.8. The Chief Superintendent shall send the proforma given below within three days after the completion of the practical examination in each subject, two copies of the consolidated statement of work done by the examiners to the Office of the Controller of Examinations.

6.9. After the conduct of Practical Examinations, the Chief Superintendent shall send the work done statement to the Controller of Examinations

STATEMENT OF WORK DONE IN CONNECTION WITH PRACTICAL EXAMINATION.

Sl. No	COURSE		EXAMINATION		SUB / PAPER	
	Date & Time	Batch No.	Name of the Examiner	Name of the Examination	Reg. No. Assigned From	Reg. No. Assigned To
1						
2						

6.10. The Chief Superintendent shall send to the Controller of Examinations by name the consolidated statement of absentees for the practical examinations within three days after the completion of all practical examinations at the center (Scheme-wise, semester-wise, subject-wise).

6.11. The Chief Superintendent shall submit accounts with receipts, vouchers etc. within 15 days after the completion of the SEE.

6.12. The Chief Superintendent shall make arrangements for the availability of required handbooks, mathematical tables, tracing sheets, and polar graphs etc. well in advance before the commencement of SEE.



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6.13. The Chief Superintendent should appoint the Ministerial & Group 'D' staff as provided in the table given below.

Sl.No.	No. of Candidates	Ministerial Staff			Group 'D' Staff
		Office Superintendent	Typist	Clerk	
1	Up to 400	1	2	2	One peon for Every Two Blocks of the Examination or One Peon for every 50 Candidates
2	Up to 800	2	2	4	
3	Up to 1200	2	3	6	
4	1201 & above	2	4	8	

Whenever there are two sessions of examination in a day, the Chief Superintendent shall appoint, as far as possible separate staff for each exam works.

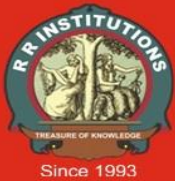
The Office Superintendent, Typists & Clerks shall have to work right from the day of the receipt of applications for examinations from the candidate at the centre.

They shall be responsible for the preparation of proper & correct statements of candidates taking the examination through the institution subject-wise / paper-wise, based on the list generated from the institution ERP.

The staff shall ensure that the particulars of candidates taking the examinations correctly.

5.22 The instructions issued by the University / Controller of Examinations from time to time are to be followed meticulously.

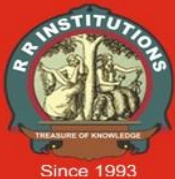
5.23 Violation of instructions or part of instruction issued by the University / Controller of Examinations will attract action as per institution regulations.



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6.0 DUTIES AND RESPONSIBILITIES OF THE DEPUTY CHIEF SUPERINTENDENT

- 6.1 The Deputy Chief Superintendent (DCS) shall assist the Chief Superintendent for the smooth conduct of SEE at the institution
- 6.2 The DCS shall assist the Chief Superintendent during the segregation, and distribution of question papers received from the office of the Controller of Examinations.
- 6.3 The DCS shall arrange to assign seat numbers to different rooms under the guidance of the Chief Superintendent.
- 6.4 The DCS shall on the days of examination arrange to supply the blank answer booklets and other stationery required for each room and deliver the packets of question papers to the rooms concerned under the instructions of the Chief Superintendent.
- 6.5 The Deputy Chief Superintendent shall ensure that the Room Superintendents are supplied with all necessary requirements for the smooth and fair conduct of the examination.
- 6.6 The DCS shall allot rooms to Room Superintendents at the time of examination. As far as possible, the room superintendents are not to be posted to the same room successively.
- 6.7 The DCS shall remain at the Centre during the entire period of the examination. In case of any emergency, he/she shall take the permission of the Chief Superintendent requesting him to make alternate arrangements.
- 6.8 The DCS shall see that the candidates with valid admission / hall tickets and identity cards only are permitted to take the examination. If any



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candidate has lost an admission / hall ticket, after ascertaining Bona fide, he/she will request the Chief Superintendent to issue a duplicate admission ticket as per the norms of the institution.

6.9 The DCS shall in addition to the above duties attends to any other work entrusted to him by the Chief Superintendent in connection with the Examination.

7. DUTIES AND RESPONSIBILITIES OF ROOM SUPERINTENDENT

7.1. The Room Superintendent shall report to the Chief Superintendent at least 60 minutes before the commencement of the examination and ascertain the examination block / hall assigned to him/her and the number of candidates in the block / hall. Also, check the number of Answer booklets issued before leaving the examination Centre.

7.2. The Room Superintendent shall go to the block / hall allotted to him / her at least 25 minutes before the commencement of the examination.

7.3. The candidates shall be admitted into the examination hall 20 minutes before the commencement of the examination.

7.4. The Room Superintendent shall announce to the students to keep the books, papers and other reference materials etc., outside the examination hall and instruct the candidates to search desks, tables, their pockets, wallets, and instrument boxes before the issue of question paper and hand over to the room superintendent if any papers/notes/manuscripts / books or any material.

The students are expected to ensure that they do not own any written material on hand/s, palm, writing pads, inner and outer covers of calculator/geometry box, handkerchief, mobile phones, on desk, rear side of the hall tickets / admit cards, etc.

7.5. Ten minutes before the commencement of the examination, the answer papers



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/ booklets shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat / desk.

7.6. The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.

7.7. The Chief Superintendent / Deputy Chief Superintendent / Room Superintendent shall ensure that candidates take their seats before 20 minutes of the commencement of the examination. No candidate shall be permitted to enter the examination hall after the commencement of examinations.

7.8. Candidates shall be allowed to leave the examination hall after 60 minutes have elapsed after the commencement of the paper. In this situation the candidate will leave the question paper to the Room Superintendent. The candidate may collect the used question paper from the respective Room Superintendent after the examinations.

7.9. The Room Superintendent shall affix his / her signature at the place marked as Room Superintendent's Signature only after ensuring that, the candidates have taken their proper seats and have entered the correct seat number and other particulars required on the facing sheet of the answer papers / booklets, check the identity of the candidate with photo on admission card / hall ticket and obtain signature of the candidates on attendance report (**FORM B**). The FORM B should not be circulated to the student. The RS must personally check all the details filled by the candidates personally and affix his / her signature provided in the space in the answer booklet.

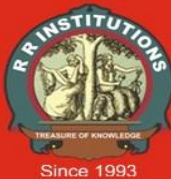
7.10. The Room Superintendent shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, data books etc which are permissible as mentioned in the question paper.

7.11. The Room Superintendent to inform the students to write the examination only in black / blue ball pen.



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- 7.12. If any student has not brought his / her admission card / hall ticket, the matter shall be brought to the notice of the Chief Superintendent.
- 7.13. If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet (FORM B), preferably in red ink. A consolidated statement showing the subject-wise, candidates present and absent be submitted in FORM A.
- 7.14. After half an hour of the commencement of the examination, the unutilized answer booklets and question papers shall be returned to the Deputy Chief Superintendent when he / she visits the examination hall or return it to the office of Chief Superintendent.
- 7.15. The Room Superintendent shall not accept the answer booklets of any candidate without ensuring that, it bears his / her correct University Seat Number and other information asked on the title page of the answer booklet.
- 7.16. The Room Superintendent shall not allow the candidate to behave unfair means in the examination hall.
- 7.17. No candidate shall be allowed to go out for the rest room, excluding medical reasons.
- 7.18. The Room Superintendent is expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent / candidates, while the examination is going on and also not possess mobile phones during the duty of RS.
- 7.19. The Room Superintendent should ensure that there is no communication among the candidates in the examination hall.
- 7.20. The violations of instructions by any candidate shall be brought to the notice of the Chief Superintendent immediately and a written report is to be made regarding such cases to the Controller of Examinations by the Chief Superintendent.
- 7.21. Possessing the mobile phone or any other electronic gadget in the



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examination hall is strictly prohibited.

7.22. Whenever the candidate wishes to change the pen/ink, the Room Superintendent SHALL AFFIX THE SIGNATURE ON THE TOP OF THE FACING SHEET OF THE ANSWER SCRIPT to this effect, indicating change of pen is permitted.

7.23. The Room Superintendent shall note that by the orders of the Chief Superintendent, a signal bell shall be given as mentioned below

7.23.1 First bell at 30 minutes before the commencement of the examination to allow the students to enter the examination room.

7.23.2 Second bell shall be given at the beginning of the examination for distribution of the question papers during each session.

7.23.3 Third bell shall be given 10 minutes before the closing time of the session.

7.23.4 Final bell shall be given at the conclusion of the examination.

7.24 After the expiry of the time of the examination, when the final bell is given, the Room Superintendent shall collect the answer papers and shall arrange University Seat Number wise and hand it over to the Chief Superintendent along with other reports in the examination centre.

7.25 The Room Superintendent shall be personally held responsible for loss, or misplacement of any answer booklet/s before handing over to the Chief Superintendent.

7.26 While taking rounds of the examination hall, if the Room Superintendent notices that, any candidate is indulging in Malpractice such as copying or by possessing a manuscript or any written material on calculator/geometry box / scale / hall tickets, he/she shall immediately take in his/her possession the candidate's answer booklet, question paper, and the materials which he / she has used for copying and immediately report to the Chief Superintendent. The Room Superintendent should not allow the candidate to leave the



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examination hall till the Chief Superintendent comes to the examination hall and takes over the charge.

- 7.27 Any dereliction of duty on the part of the Room Superintendent is seriously noted by the DCS and the Chief Superintendent shall take necessary action as per the guidelines of the Institution and report the same to the Head of the Institution immediately.
- 7.28 Whenever a flying squad of the Institution makes a surprise visit, the Room Superintendent shall ensure their identity and allow entering the examination hall for a surprise check.
- 7.29 The Room Superintendent shall not leave the Institution premises until, he / she personally hands over the answer booklets to the Chief Superintendent and return other stationery materials, hand books, charts, tables etc given (if any).
- 7.30 Room Superintendent to be more vigilant, as the institution is seriously considering calling him / her to the MPC meeting, in such cases, wherein the squad detects the malpractice case.

8. APPOINTMENT, DUTIES & RESPONSIBILITIES OF THE RELIEVING SUPERINTENDENT

8.1 The Chief Superintendent appoints the Relieving Superintendent.

Generally, a senior staff member is appointed.

8.2 There shall be one Relieving Superintendent for every 150 candidates. If the number of students is less than 75, the Deputy Chief Superintendent (Internal) shall take the responsibilities of the Relieving Superintendent.

8.3 He / She shall be active and shall be moving from block to block / room to room during the examination.

8.4 The Relieving Superintendent shall not permit the Room Superintendent to leave the examination hall during the first and last half an hour of the examination. During the intervening period, he/she shall relieve the Room



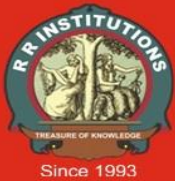
Examination Regulations

Superintendent to attend nature calls.

- 8.5 The Relieving Superintendent shall assist the Deputy Chief Superintendent in general for the smooth conduct of examination at the centre.
- 8.6 The Relieving Superintendent shall in addition to the above duties attend to any other work entrusted to him / her by the Chief / Deputy Chief Superintendent.
- 8.7 The Relieving Superintendent shall give relief to the Room Superintendent for a **maximum of 10 minutes** & be in charge of the duties of the Room Superintendent during that period and discharge all the duties & Responsibilities of the Room Superintendent. He / She shall submit the Relieving Superintendent's slip duly filled to the Chief Superintendent at the end of the examination of each session.
- 8.8 The Relieving Superintendent shall report for duty half an hour earlier to the time scheduled for the commencement of the examination.
- 8.9 The Relieving Superintendent shall assist CS / DCS during the collection and bundling of Answer Booklets after the completion of the examination.

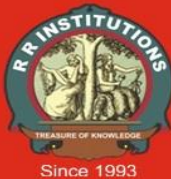
9. DUTIES AND RESPONSIBILITIES OF SQUAD

- 9.1. The Controller of Examinations shall appoint Flying Squads with the consent of the Principal / Chief Superintendent to ensure proper conduct of examinations and to curb malpractice at Semester End Examinations (SEE).
- 9.2. Each team may consist of two members, one male and one female faculty of whom one shall be designated as the Chairman of the team.



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- 9.3. The Controller of Examinations will provide instructions to the Squad team for their visit to the SEE for each examination.
- 9.4. The squad members must wear the institution identity card and also ensure the arrangements made at the Centre for the conduct of examinations are proper and adequate.
- 9.5. The squad team shall do the squad duty at the examination centre with the utmost caution, courtesy and respect, without causing any kind of commotion, which shall disturb the students attending the examination.
- 9.6. The squad team shall not cause a Centre.
- 9.7. They shall initiate action to curb malpractice like copying, and possession of incriminatory materials related to the University examinations during SEE.
- 9.7.1. The Chairman of each squad team will obtain and maintain a Day Book and carry it with him/her while visiting each examination Centre.
- 9.7.2. After the inspection of examination halls and before leaving the examination Centre, the signature of the Chief Superintendent shall be taken in the DAY BOOK about his/her visit to the concerned Centre.
- 9.7.3. The DAY BOOK shall be returned to the office of the Controller of Examinations at the end of the SEE by the CS.
- 9.8. Report the cases of malpractice detected to be informed to the CS immediately for further action. Further, the report of Malpractice together with the documents shall be sent by the office of the Controller of Examinations.
- 9.9. Book the candidates under Malpractice, who are found indulging in Malpractice and send such candidates out of the examination hall to report to the CS after taking necessary undertaking and signature from the candidate on the prescribed forms.
- 9.10. Report simultaneously the instances of malpractice such as mass



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copying etc., to the Principal / CS / Controller of Examinations for further action as per regulations.

9.11. Carry out the squad duty assigned by the Principal / CS / Controller of Examinations for the smooth conduct of examinations and to curb the number of malpractice cases at the examination centre.

9.12. Not to disclose malpractice details to anyone other than the Principal /CS / Controller of Examinations under any circumstances.

9.13. Ensure utmost care to take the Chief Superintendent into confidence in the process of execution of their duties and not to use improper language.

9.14. Flying squads shall not create unnecessary 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 guilty from the rest, taking to the office of the Chief Superintendent, without further enquiring in the hall disturbing others for a prolonged period.

9.15. The external deputy chief superintendent shall give his/her observations, in case malpractice is booked.

9.16. The malpractice case shall be booked with the prior intimation to the Chief Superintendent. When once a candidate is booked under malpractice, the Chief Superintendent shall serve a memo to the concerned candidate instructing him/her to attend the MPCC meeting, as fixed by the Controller of Examinations. A copy of this memo shall be sent along with other relevant papers to the office of the Controller of Examinations.

This act shall strictly ensure that the candidate is aware of the MPCC meeting case.

9.17. See to it that, while appreciating all the efforts of the RS, it is expected that, instructions may be given to the RS to be more vigilant. The institution is seriously considering calling RS to the MPCC meeting, in such cases, wherein the squad detects the malpractice cases.



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9.18. Contact the Chief Superintendent / Controller of Examinations for any clarification/guidance and / or assistance whenever needed.

9.19. The Chairman and the squad members for Autonomous examinations are entitled to draw Remuneration, as per rates prescribed by the Institution from time to time

9.19.1. Submitting a consolidated bill and the report duly signed by all the squad members of the concerned team.

9.19.2. Producing original attendance certificates obtained from the Chief Superintendent of institution along with bills (the attendance certificates shall contain the timing of the sessions visited by the squad), if necessary.

9.19.3. The Principal / Controller of Examinations is authorized to call for explanation from the members of the Squad including the chairman of the team in case he/she receives any kind of complaint against the squad team.

10. INSTRUCTIONS TO STUDENTS

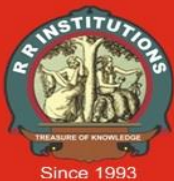
10.1. Only a single answer booklet will be issued. No additional Answer Books are permitted.

10.2. The candidate should write his/her University Seat Number and give other information like examination, subject code, etc., against the space provided on the title page of the answer book and fill the OMR portion of the answer booklet meticulously with black ink.

10.3. The candidate shall not write his / her name/USN or put any identification mark inside any part of the answer booklet, which may disclose his / her identity which will be treated as malpractice and liable for penalization.

10.4. The question numbers should be legibly mentioned in the margin only.

10.5. The candidate shall write answers on both the sides of pages of the answer booklet. All rough work must be done in the space provided at the end of the answer booklet. Answers must be written using blue/black ball pen. If there is a change in ink, the same shall be attested by the Room Superintendent



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on the facing sheet of the answer script.

10.6. Answer booklet should be handed over personally to Room Superintendent before leaving the examination hall.

10.7. No candidate shall be permitted to go to the toilet during the period of examination.

10.8. The candidate should not take any books/notes, log table, scribbling pads, Cell phones, programmable calculators or any kind of reference material into the examination hall. The candidate should make sure that he / she has doesn't possess any unauthorized book or paper in the examination hall with him or in his / her desk. He / She should have only articles permitted like Identity Card, Hall / Admission Ticket. The candidate should not write anything on the Hall / Admission Ticket or Identity Card or Calculator.

10.9. A warning bell will be given 10 minutes before the commencement of the examination when all the candidates should take their possession of seats. No student is permitted to enter the examination hall after the warning bell before 10 minutes of the starting of examinations. Another bell will be given at the beginning of the examination when question papers will be distributed, and the students should start writing the answers. No candidate should leave his / her seat during last 10 minutes.

Warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. Then all the candidates should stop writing or revising the answers and should handover the answer booklet to the Room Superintendent.

10.10. The candidate should see that, the Room Superintendent has appended his / her signature at the specified space on the answer booklet as and when he/she received the answer booklet.

10.11. Smoking and taking tea or coffee or cold drink in the examination hall is strictly prohibited. However, drinking water will be supplied on request.



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

10.12.1. Bringing into the examination hall or being found in possession of portions of a book, manuscript, Programmable Calculator or any other material or matter, which is not permissible to be brought into the examination hall.

10.12.2. Having any written matter on scribbling pad, Question Paper / Admission Ticket, Calculator, Palm, Hand, Leg, hand kerchief, Clothes, Socks, Instrument Box, Identity Card, Hall / Admission Ticket, Scales etc.

10.12.3. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.

10.12.4. Copying from the material or matter or answer of another candidate or similar aid or assistance is rendered to another candidate within the Examination Hall.

10.12.5. Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.

10.12.6. Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or officer of the University/Institution for favors in the examination hall or to the Examiner in the answer booklet.

10.12.7. Smuggling out or smuggling in or tearing off of the answer booklet sheets or supplementary sheets or inserting papers written outside the examination hall into the answer booklet or running away along with the answer booklet from the examination hall or premises.

10.12.8. Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.

10.12.9. Supply of copying material inside or from outside the examination



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hall.

10.12.10. Passing mobile phone to the examination hall.

10.12.11. Unruly behavior inside or near the examination hall.

10.13. Read carefully the instruction given in the facing sheet of the Answer Booklet.

11. REMUNERATION FOR EXAMINATION

Refer Annexure 1 (As per the Institute norms)

12. Guidelines for submission of:

12.1. Fee Collected from the students for various examination activities: Examination application forms, Paper Viewing Process of answer scripts are to be collected as per the notifications issued by the Institution / office of the Controller of Examinations from time to time.

12.2 Student Resume:

The Institution will release the circular for uploading candidates' resumes consisting of all personal and academic data. This shall be completed for all the candidates admitted during that academic year for the I/III Semester (Lateral Entry) to all the programs through online in the institution ERP portal with USN. The data collected will be used for the generation of SEE Seat numbers of candidates admitted afresh and for any other purpose like categorization of students for various academic purposes and etc.

12.3. Examination application form:

The dates for filling out the examination application form will be notified from time to time from by the office of the Controller of Examinations. The students must follow the instructions given hereunder and additional instructions if any, issued with the notification.

13. PROCEDURE FOR ONLINE FILING OF EXAMINATION APPLICATIONS

13.1. The institution ERP is utilized for submission of examination application



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forms and it will be notified from time to time.

- 13.2. Principal of the Institution shall identify a coordinator for each branch to enter applications of the students.
- 13.3. The coordinators shall follow the instructions in the User Manual available. (ERP).
- 13.4. The application shall be filled out meticulously.
- 13.5. Do not allow any candidate who is not eligible to apply for the examination to submit his/ her application.
- 13.6. After completion of data entry of the examination application form, student must be given a print copy of the application which must be signed by the student and a copy of the same must be retained in the department.
- 13.7. Any modification in the already submitted application can be done with the edit option before the last date of submission of the examination application form.
- 13.8. Printout must be given to the students on every edit. After withdrawing the previous printout, which must be retained with the department / institution.
- 13.9. Any application left incomplete at the end of the day will be automatically removed by the system. Such applications are required to be resubmitted afresh with a suitable penalty.
- 13.10. All credit courses are to be considered for eligibility.
- 13.11. Students must be informed to verify course codes, backlog courses, electives and open electives before submitting the data.
- 13.12. If offered open elective course is a core course in the same branch, students are not permitted to register for such course as an open elective.
- 13.13. HODs must ensure that, data submitted by the students must be entered without fail and no request will be considered for modification.
- 13.14. Students must be instructed to necessarily obtain a print of the



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application, verify for correctness and sign the print copy.

13.15. The information in respect of Application Printouts, Report Generation, etc., are made available in the ERP, available for download in the dashboard.

13.16. A consolidated list of applications shall be submitted to the office of the Controller of Examinations as per the instructions issued from time to time.

13.17. Results of the students, who have applied hiding ineligibility and writing examinations, will not be announced.

13.18. Institution has to start the application entry on the date specified in the Academic Calendar/ Notification, without fail.

13.19. For any queries please send an email to coe@rrit.ac.in

13.20. No student shall be permitted to file their examination application form without verifying the maximum duration of the Regulations.

13.21. Examination application forms of students are to be accepted after verifying eligibility and duration clause.

13.22. For any reason, no student shall be permitted to appear for more than one regular semester Examination.

13.23. It is observed that the applications submitted by the students within the specified time are kept pending and later requesting the office of the Controller of Examinations accepts the applications at a later date. Such applications will not be accepted.

14. INSTRUCTIONS TO STUDENTS RELATED TO THE EXAMINATION'S APPLICATION FORM

14.1. Students are required to appear for examinations as per the Time Table.

14.2. No candidate is permitted to apply for an examination without eligibility.

15. ACTIVITIES TO BE CONSIDERED FOR IMPOSING PENALTY (For Students)

15.1. Applications submitted during the penalty period



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15.2. If the submitted application is edited during the penalty period will attract additional penalty.

15.3. Requests for editing exam forms after the closing date will attract an additional penalty.

15.4. Applications submitted and every edit of the application will be logged. Every request for change will be verified. The Examination Notification released by the office of the Controller of Examinations from time to time will explicitly cover all the information for that particular examination and the instructions issued therein are to be followed scrupulously.

16. Submission of CIE/Internal Assessment Marks

16.1. CIE (Continuous Internal Evaluation) / Internal Assessment marks are to be finalized as per the Regulations Governing respective programs. At the end of each Semester, the CIE/Internal Assessment Marks entered in the ERP will automatically calculate. All CIE/Internal Assessment marks are to be submitted electronically through ERP.

If the name of any student is missing in the portal for submitting CIE/Internal Assessment marks entry, such marks are to be entered by using the additional IA marks entry option after getting approval from the Principal and the hard copy to be duly signed by the subject teacher, HOD, Principal and the same to be submit before the due date to the Office of the Controller of Examinations.

Marks once submitted are final and no correction will be entertained without sufficient documents.

In case of corrections if any, the institution should bring the same to the notice of the Office of the Controller of Examinations and produce the following records for the corrections:

- i. Regular Attendance Register and CIE/Internal Assessment Test attendance register.
- ii. Blue Books in respect of CIE/Internal Assessment tests.
- iii. Question paper and



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scheme of evaluation.

- iv. In the case where the assignment marks are part of CIE/Internal Assessment Marks, original assignment books are also to be produced.
- v. In case of the Practical subjects, lab records are to be submitted.
- vi. Copy of the CIE/Internal Assessment is displayed on the notice board. The above documents are to be produced by the subject teacher, who taught the subject for the student whose CIE/Internal Assessment Marks are to be corrected. The above documents shall be forwarded through the HOD for verification of the award of CIE/Internal Assessment Marks, if any. If the documents produced are found genuine and satisfactory, the Controller of Examinations will accept CIE/Internal Assessment Marks with the penalty to be paid by the erring faculty.

NO correction of CIE/Internal Assessment marks is entertained after the announcement of the result.

Submission of Practical Answer Booklets and Practical Marks:

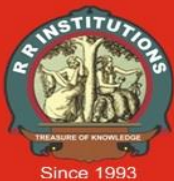
16.2. Practical Answer Booklets

16.2.1. All Practical Answer booklets are to be submitted to exam section / Office of the Controller of Examinations along with sealed mark sheet cover and B Form.

16.3. Practical Marks Sheets:

16.3.1. Practical Marks are to be entered in ERP as per the instructions issued from time to time by the Office of the Controller of Examinations. The marks entered are to be verified and submitted online. Printout of marks submitted has to be taken and after the due signature of both the examiners, the marks sheet is to be inserted into a cover and the cover is to be sealed.

16.3.2. The sealed cover containing signed practical marks sheets is to be submitted to the Office of the Controller of Examinations on the day of practical exams.



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17. Submission of theory answer booklets

17.1. The Chief Superintendent is hereby requested to submit the Answer Scripts of UG/PG courses to the Office of the Controller of Examinations after completion of each session of examinations at designated place as “Unit Work”.

17.2. One credit course Semester End Examinations will be conducted through online and the answer sheet should be downloaded after the examinations and should be signed by the students and the Room Superintendent. The same to be submitted to the Office of the Controller of Examinations.

18. PAPER VIEWING PROCESS (PVP)

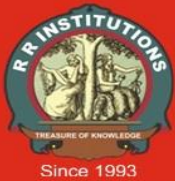
18.1. After the provisional results are announced, the candidate can view his / her answer scripts for any discrepancy. Paper viewing process eliminates issue of Photostat copying of answer scripts, revaluation, challenge revaluation and bring total transparency in the evaluation process and practice.

19. PVP involves the following steps:

19.1.1 The registration schedule will be announced by the COE office once the provisional results have been announced. For each course for which the student wishes to verify the answer script, the student needs to register for the course in the prescribed format along with necessary fee.

19.1.2 The schedule to view the answer scripts will be announced and the student should be present personally to view the answer scripts through online. The students need to mention in the grievance form for question the revalued

19.1.3. The Revaluation will be done a team of three experts, the BoE Chairperson and two subject experts. Even one mark in revaluation (PVP) will be added in the total marks for grade declaration. No negative evaluation in



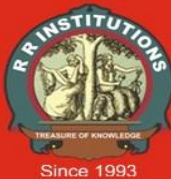
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PVP; it there is a “No Change” in the PVP, the earlier grade retained.

20. Sequence of Events of Semester End Examination Process :

- 20.1. Online submission of Student Resume registration.
- 20.2. USN Generation and Communication.
- 20.3. Filing of Examination Application Forms with Examination fee.
- 20.4. Submission of Shortage of Attendance.
- 20.5. Submission of CIE marks.
- 20.6. Hall ticket Generation.
- 20.7. Conduct of Semester End Examinations.
- 20.8. Online submission of Form A – absentees.
- 20.9. Digitization of Answer Scripts (Future plan).
- 20.10. Evaluation of Answer Scripts.
- 20.11. Conduct of Enquiry into malpractice cases ; ‘I’ and ‘X’ grades applications.
- 20.12. Make up examinations (As per Academic Regulations).
- 20.13. Announcement of Provisional Results.
- 20.14. Registration for Paper Viewing (PVP) with fee.
- 20.15. Schedule for PVP and updating with provisional results.
- 20.16. Announcement of PVP results.
- 20.17. Releasing of final results.
- 20.18. Grade Card printing and issue to the students through the academic section of the Institution.

21. REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING EXAMINATIONS (SEE) [As per REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING UNIVERSITY EXAMINATIONS – 2021 amended from the existing Regulations under Chapter VIII of 32 of VTU Act of 1994 approved by the



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Executive Council at its meeting dated 13.09.2021.]

21.1. PREAMBLE:

These Regulations shall be called “Regulations Governing Malpractices by the Students during Semester End Examinations (SEE) ” formed based on the Visvesvaraya Technological University Regulations.

21.2. APPLICABILITY:

These Regulations shall come into force from the date of its approval by the Executive Council.

21.3 ACADEMIC APPLICATION:

These Regulations shall apply to all the examinations held by the Institution to grant and confer Degrees and other academic distinctions by the University on persons who have pursued a course of study or have carried out research in the institution.

21.4 DEFINITIONS:

21.4.1. ‘Act’ means the Visvesvaraya Technological University ACT of 1994, amended from time to time.

21.4.2. ‘Answer script’ means a booklet/ Drawing sheet containing the handwritten / Computer printout sheets with answers to questions asked in an examination and answered by a student in the Examination Hall.

21.4.3. ‘Chief Superintendent’ means, any competent person appointed by the Registrar (Evaluation) of the University, to be in overall control of the Examination Centre. Generally the Principal of the institution / Senior Professor nominated by the Principal with the approval of the Registrar (Evaluation).

21.4.4. For the purposes of these regulations, "Institution" refers to any institution recognized by the University, which includes University



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Departments, Constituent Institution(s), Affiliated Institutions, and Extension Centres.

21.4.5. 'Deputy Chief Superintendent' means an internal faculty member nominated by

the Chief Superintendent to assist him/her during the examination process.

21.4.6. 'Deputy Chief Superintendent' to support the Chief Superintendent in the smooth conduction of SEE.

21.4.7. 'Examination Centre' means, premises in a institution centre for the conduct of examinations.

21.4.7. 'Examination Hall' means, a room, hall, laboratory, workshop or any other premises such as drawing hall etc., in the Examination Centre identified for the conduct of examinations.

21.4.8. 'Examiner' means a member of the teaching staff, appointed by the Institution to examine the answer booklets/scripts/ drawing sheets /Practical / Viva-Voce, Exams.

21.4.9. 'Academic Council' means, the Academic Council of the Institution.

21.4.10. 'Squad' means, a team of members of the teaching staff from the Institution appointed by the Principal to oversee the conduct of examinations at the examination Centers.

21.4.11. 'Hall Ticket' means the document, with photo identification and duly certified by the Principal of the institution, given to the student to appear for a particular examination by the institution.

21.4.12. 'Malpractice' means, any act committed by a student during the SEE

21.4.13. 'Malpractice Committee' (MPC) means, the committee appointed by the Institution to inquire into the malpractice cases registered during the SEE.

21.4.14. 'Official' means, a person appointed for the conduct of examination-related duties.



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21.4.15. ‘Room Superintendent’ means, a faculty member in charge of the Examination Hall during the examination.

21.4.16. ‘Student’ means, a person enrolled in the Institution for taking up studies/research

21.4.17. ‘Teaching Staff’ means, a person appointed for the teaching position in the institution.

21.4.18. ‘University’ means, Visvesvaraya Technological University.

21.4.19. ‘Unauthorized Material’ means, that which is not permitted by the Institution to be carried in the examination hall.

21.4.20. ‘USN’ means, an Unique “University Seat Number” assigned to a student by the University.

21.5 MALPRACTICES:

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

21.5.1. Committing misbehavior, with words or actions, against officials in the examination Centre.

21.5.2. Writing on the Question Paper / Admission Ticket or passing on the same to the other students(s) in the examination hall.

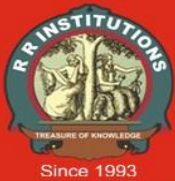
21.5.3. Disclosing his/her identity through certain words/markings/symbols or by any other means in the answer booklets.

21.5.4. Possession of electronic devices in the Examination Hall, such as mobile phones, Bluetooth devices, programmable calculators, smartwatches, pen-drives, or other storage or communication devices

21.5.5. Communicating with any other student(s) or any other person(s) inside or outside the Examination with a view to take assistance or aid to write answers in the examination.

21.5.6. Copying from the material or matter or answer(s) of another student(s) and/or providing assistance to other students (s) within the Examination Hall.

21.5.6. Making any request/representation/threat/inducement to any official



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for rendering favors in the Examination Centre.

21.5.7. Approaching the officials / any member of the staff directly or indirectly for rendering favors in the examination.

21.5.8. Smuggling in or smuggling out the answer scripts, tearing pages off and/or inserting them written outside the examination hall, and adding the same into the answer scripts.

21.5.9. Receiving any material from outside or inside the Examination Hall.

21.5.10. Being in possession of an unauthorized material or matter in the Examination Hall.

21.5.11. Copying or taking aid from any material or matter referred to in sub-clauses (21.5.4, 21.5.9 & 21.5.10) above to answer in the examinations.

21.5.12. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.

21.5.13. Any other act of commission or omission intending to gain an advantage or favor in the examination by misleading, deceiving, or inducing any official.

21.5.14. Possession of written matter on supporting hardboard, calculator, instrument box, drawing instruments, any part of the body, clothing, handkerchief, Identity Card, Hall Ticket, etc.

21.5.15. Destroying any evidence of Malpractice, such as, tearing or mutilating any material/answer script(s) or running away along with the answer script(s) from the Examination Hall.

21.5.16. Where it is reported by an authorized person that a large number of students are found carrying material to the examination hall, it shall be presumed that, the Room Superintendent, External Deputy Chief Superintendent and the Chief Superintendent also shall be made responsible, and the matter shall be referred to the malpractice committee for appropriate action to all concerned.



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However, where the MPC finds that there is involvement of concerned officials in the conduct of said examinations, the matter shall be referred to the Institutional Malpractice Committee for appropriate action.

21.5.17. Where repeatedly, the Principal and other officials in an Institution are found to be encouraging copying or allowing students to carry material to the examination hall for copying etc., the matter shall be referred to the Institutional Malpractice Committee for appropriate action.

21.6. PROCEDURE FOR REPORTING THE MALPRACTICE/S:

21.6.1. The Principal/ Controller of Examinations, conducting surprise visits as necessary, to ensure strict adherence to the established will designate one or more Squad teams as needed to uphold the proper conduct of examinations and deter any instances of malpractice in all Examination halls.

21.6.2. The Squad will regularly inspect the Examination halls assigned to them by the Principal/ Controller of Examinations, conducting surprise visits as necessary, to ensure strict adherence to the established procedures and arrangements for conducting examinations, which must be foolproof.

21.6.3. The Squad initiate action regarding any malpractices committed by candidates as covered in section 20.5 and reports the same to the Chief Superintendent and to the Principal/ Controller of Examinations for appropriate measures.

21.6.4. If a Malpractice Case is identified by the Room Superintendent, Squad, or any other official, they must confiscate any incriminating materials and the answer script(s), and promptly report the incident to the Chief Superintendent immediately as per the procedure laid down.

21.6.5. The Squad will report all detected cases of malpractice to the



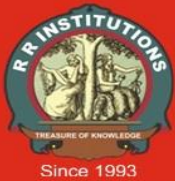
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respective Chief Superintendent and Principal/ Controller of Examinations on a daily basis for necessary action. The detailed report of malpractices committed, together with the relevant documents shall be submitted by the Chief Superintendent and also to the Principal/ Controller of Examinations on a daily basis for action.

21.6.6. Upon receiving a report of a malpractice case from either the Squad or the Room Superintendent, the Chief Superintendent will conduct a preliminary inquiry in the presence of the Deputy Chief Superintendent, after reviewing reports from the Room Superintendent/Squad member. The reports will be presented to the candidate, who will be directed to voluntarily submit their statement, which will be authenticated by the Chief Superintendent and External Deputy Chief Superintendent. All statements must be handwritten and signed by the concerned individuals. After considering all evidence, the Chief Superintendent will submit a factual report of the malpractice along with answer scripts, incriminating materials, and relevant documents in a sealed cover to the office of the Controller of Examinations on daily basis.

21.6.7. However, subsequent answer scripts of students involved in malpractice cases will be sent directly to the valuation center without marking them as Malpractice Committee. These answer scripts will be evaluated, but the results will be withheld pending a decision by the MCC. If the student refuses to hand over the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to handover the incriminating materials(s) or the students refuses to give statement. If he / she refuses to do even that, the facts shall be recorded, duly witnessed by the External Deputy Chief Superintendent.

21.6.8. The Chief Superintendent shall report each Malpractice case



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separately, unless it is interrelated to any other case(s).

21.6.9. A detailed seating arrangement plan of the Examination Hall, including the positions of doors/windows and all University Seat Numbers (USNs) in the hall and marking in red ink the USN of the student who involved in malpractice, shall be prepared. Additionally, the CCTV footage covering the entire duration of the session, in the relevant examination hall will be also be submitted as part of the records dealing with the malpractice incident.

21.6.10. When, a student is booked under Malpractice(s), the following steps shall be strictly adhered to:

21.6.10.1. Prevent such student from writing that particular paper, in which he/she has been booked under alleged Malpractice.

21.6.10.2. Issuance of a memo instructing the student to attend the inquiry conducted by the Malpractice Cases Consideration Committee as per instructions of the Controller of Examinations

21.6.10.3. Send the answer script of that particular paper directly to the Controller of Examinations, along with other relevant documents. It shall be super scribed on the left-hand corner of the facing sheet as MPC. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.

21.7. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS CONSIDERATION:

21.7.1. Malpractice Committee (MPC) shall be constituted by the Principal. The Principal shall nominate one of the Professors in the Academic Council, as the Chairman of the Committee. The other members of the committee to be nominated by the Principal shall be, one among the Senior Professor, Legal Advisor and Controller of Examinations as Member Convener. The Committee shall have a tenure of two years.



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21.7.2. The MPC shall meet after the conclusion of each semester examination on the date fixed by the Controller of Examinations to inquire into all matters connected with the students booked under Malpractices. After a detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Academic Council.

21.7.3. If a student remains absent for the inquiry with prior permission, one more opportunity shall be given to him/her to appear before the committee as per the date fixed by the Controller of Examinations. If he/she remains absent during the second meeting of the inquiry committee, an ex-parte decision shall be taken by the committee based on the documents submitted by the Institution and statements made therein.

21.7.4. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.

21.7.5. Even if a student commits malpractice in multiple papers, he will only be punished once. This punishment will be decided by taking into consideration all malpractices committed during the said examination.

21.7.6. The MPC shall examine the charges submitted by the institution. After ascertaining the severity of the case, the MPC shall recommend a suitable penalty and/or punishment. The severity of the case shall be categorized as follows:

21.7.6.1 Possession of Electronic Gadgets without any material(s) or matter. Material(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are unauthorized.

21.7.6.2. Possession of electronic gadgets containing subject-related material; materials or matter on hand, such as palms, calculators, etc.; written, printed, or copied matter relevant to the paper the student is writing.

21.7.6.3. Possession of electronic gadgets containing subject-related



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material; materials or matter on hand, such as palms, calculators, etc.; written, printed matter or a copy thereof, relevant to the paper the student is writing and specifically prepared for copying.

21.7.6.4. Possession of Electronic Gadgets with the material related to the subject / Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken into consideration to decide the severity of the case.

21.7.6.5. Repeated Malpractices during the Examinations

21.7.6.6. Threatening with weapons and impersonation.

21.7.7. At the conclusion of the inquiry, the MEC shall submit a Report to the Controller of Examinations with findings and the charges together with all the documents and the recommended penalties and punishments that may be imposed, to be placed before the Academic Council.

21.8 GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS TO THE STUDENTS INVOLVED IN MALPRACTICE DURING THE SEE EXAMINATIONS

The penalties & punishments to the students involved in Malpractices during the SEE shall imposed as per the norms of Visvesvaraya Technological University, Belagavi

Nature of Malpractice	Penalty / Punishment to be imposed
1. Writing on the Question Paper / Admission Ticket & or passing it to the other student in the Examination Hall.	The MPC shall recommend any of the following punishments based on the



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<p>2. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.</p> <p>3. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall.</p> <p>4. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.,)</p>	<p>severity of the case and the reasons for the same shall be recorded. Fine not less than Rs.5000/-</p> <p>b. Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice</p>
<p>5. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</p>	<p>c. Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.</p>
<p>1. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall.</p>	<p>The MPC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be</p>



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2. Receiving material for copying from outside or inside the examination hall.	recorded. Fine not less than Rs.5000/-
3. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall.	Denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice Debarring the student from appearing for that particular subject in which the student is booked under
4. Copying or obtaining assistance from any material or matter referred to in clause 21.7.6.4 in order to answer questions in the examinations	Malpractice up to three more subsequent examinations
5. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales tc.,	



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1. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.	The MPC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.
2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the Institution.	a. Fine not less than Rs.5000/- and denial of the benefit of the performance of that Particular Paper in which the student is booked under Malpractice
3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the University/Institution for favours in the examination hall or to the Examiner in the answer script.	b. Fine not less than Rs.5000/-, and denial of the benefit of the performance of that Particular Paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three more subsequent examinations.
4. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue influence upon them for favour in the examination.	
Repeated indulgence in malpractice in the same examination or in subsequent examinations.	a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from appearing for subsequent examinations extending up to three more examination.



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Smuggling in or out or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	<p>The MPC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded.</p> <p>Fine not less than Rs.10,000/- and</p> <p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>Debarring the student from taking two more subsequent exams</p>
Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusive language.	<p>Fine not less than Rs.10,000/- and</p> <p>a. Denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>Debarring the student from taking two more subsequent examinations</p>
Threatening the Room Superintendent, members of the Flying Squad, officers/officials of the Examination centers with weapons or other means	<p>Rusticate the concerned student from the institution.</p> <p>However, the concerned student shall be handed over to the police by the Chief Superintendent with an intimation to the institution.</p>



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Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	Rusticate the concerned student from Institution. Where the impersonator is also a student of the University, he/she shall also be rusticated from the institution. However, both the concerned students shall be handed over to the police by the Chief Superintendent with an intimation to the institution.
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In General:

- 1.The punishments shall be uniform and commensurate with the offense for all students committing similar offenses.
- 2.Examination performance rejection is not permitted for students who have been punished for malpractice(s).
- 3.The student who has been punished for malpractice(s) will be eligible for admission to the next higher semester and will only be able to appear for higher semester examinations.

21.9. Disposal of confiscated materials:

The confiscated material electronics gadgets only shall be returned to the students after the MPC meeting and proceedings. The copy of the order of punishment and act committed by the student shall be send to the parents for information.

Annexure -I

To,
The Controller of Examinations
RR Institute of Technology
Engineering Bengaluru 560090

Date:___/___/___

Sir/Madam,



Examination Regulations

Subject: Report of Malpractice Case- reg.

I am reporting herewith a case of Malpractice by (name).....Son / Daughter of Who has been a student of our Institution and has appeared for the Semester of Branch / Course examination from out Institution with USN. The case was detected on

All the relevant documents and materials are enclosed herewith.

Factual Report of the Chief Superintendent after preliminary inquiry as per clause 21.7 of these regulations:

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.....
.....
.....
.....

Thanking you,

Yours faithfully,

Chief Superintendent

Enclosures:

1. Answer booklet of the candidate along with Question Paper.
2. The materials seized from the candidate attested by CS and the RS.
3. Copy of the admission ticket of the candidate.
4. Plan of seating arrangement indicating the sitting position of the candidate in the block to be signed by RS authenticated by DCS and CS.
5. The statement of the candidate.
6. The report of the concerned Room Superintendent.
7. The report of the Deputy Chief Superintendent.
8. The report of the Chief Superintendent.
9. The report of the Squad, if necessary.
10. Copy of the Memo issued to the candidate to attend the meeting of the MPC.

ANNEXURE – II

DETAILS OF THE MALPRACTICE CASE

Name of the Candidate:		USN	
Exam Centre:	RR Institute of Technology , Bengaluru -90		



Examination Regulations

Date:		Exact Time :	
Subject:		Sub Code :	
Nature of Malpractice:	Chits/Written matter on Calculator /Palm / foot/ leg/ hand/ Kerchief / bringing Mobile / pen drive / blue tooth device/sim etc.....(Mention the reason for booking the case)		
Case Detected by	RoomSuptd./DCS Suptd./Squad/Chief Suptd. (Ext)/DCS (Int)/Relieving		
Permanent address of the Candidate with pin code and Contact Number			
Name and department of the RS			
Mailing address of the RS with pin code and Contact Number			
Statement of the Candidate	Signature of the candidate		
A statement made and signed before me	Chief Superintendent		



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ANNEXURE - III

REPORT OF THE ROOM SUPERINTENDENT

Instructions given to the student before the distribution of question papers:
Before the distribution of the Question Papers, Room Superintendent had warned the candidates as “All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes and if you find any, keep them outside the examination hall before you start answering the paper”. This warning was given to the latecomers also.

The Candidate

.....USN.....

..... booked under malpractice during the examinations

on at.....

While writing the subjectsubject

code..... the case was detected

.....and thedetails of

case are

.....

.....

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Signature of the Room



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Superintendent REPORT OF THE DEPUTY CHIEF SUPERINTENDENT

I do agree with the statement of Room Superintendent OR

I do not agree with the statement of the Room Superintendent for the reasons given hereunder:

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.....

Signature of the Deputy Chief Superintendent

Date:

REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD)

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.....
.....
.....
.....
.....

Name and Signature of the Squad Member/s MEMO

Date:_____

Mr./Ms.....bearing University
Seat No-----, booked under Malpractice during-----
Autonomous Exams in

the course
.....on-----
---is

hereby directed to appear before the Mal-Practice Cases Consideration
Committee Meeting convened on at _____.

If you fail to

(Chief Superintendent of Examinations)



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To, Mr./Ms.

.....

Pin code.....

Copy FWC's to:

1. The Controller of Examinations, RRIT, Bengaluru 560090, information & needful.
2. File.
Signature of the candidate with date for having received the memo.....

22.REGULATIONS GOVERNING AWARD OF GRACE MARKS FOR THE STUDENTS ADMITTED UNDER CHOICE BASED CREDIT SYSTEM

The Gracing marks for the students for SEE examination will be given as per the regulations of the institution.

GMR 01: Grace marks shall be awarded to a Course/ Paper / Practical / Head of passing to a maximum of 2% of University Examination marks if, after gracing the candidate gets minimum prescribed marks in the Theory / Practical and passes in the course.

GMR 02: A candidate shall be eligible to a maximum of 5 grace marks, provided, He/she has failed in only one course (Practical /Theory/Head of Passing) of the examination Passes the whole examination by such gracing Gets minimum prescribed marks in the paper/ practical and aggregate for passing by such gracing.

GMR 03: Grace Marks shall be awarded for declaration of classes also. For obtaining a higher class a candidate is eligible for getting a maximum of 5 grace marks, which will be added to the total aggregate marks of the



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candidate and will declare the candidate to have passed the examination in FC / FCD.

GMR 04: Grace marks awarded as per GMR 01 for passing a course and GMR 02 for passing the whole examination are shown only in the ledger and not in the statement of marks. However, the grace marks awarded for getting a higher class shall be indicated along with the aggregate total of the examination.

GMR 05: A candidate is entitled for grace marks only under any one of the regulations either as per GMR 01 or GMR 02 or GMR 03.

GMR 06: A candidate is entitled for grace marks of 05 for the award of class of the degree.

23. GUIDELINES FOR THE APPOINTMENT OF AN AMANUENSIS FOR THE DISABLED CANDIDATE APPEARING FOR UG/PG EXAMINATION CONDUCTED BY THE COLLEGE (APPOINTMENT OF SCRIBE)

23.1. Preamble: A physically handicapped candidate writing the SEE can take assistance from another person who is normally called as AMANUENSIS. An Amanuensis can be appointed by the CoE of the college to the candidate who is really disabled to write his/her examination with his own hand. While appointing an Amanuensis the following guidelines are to be followed strictly.

23.2. Guidelines:

(a) An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.

(b) A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the HOD of the department duly recommended by the proctor, with the following documents.

(i) Medical Certificate from Medical Officer of a Government District or higher grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HOD.

(ii) No relation Certificate - An undertaking by the student and the Amanuensis showing that there is no relation between them with an authentication by the Notary Public.



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- (iii) Attested copies of testimonials of an Amanuensis.
 - (iv) One A4 size paper hand written matter which is written by the Amanuensis.
 - (v) Three recent Passport size photos of the Amanuensis attested by the HOD.
 - (c) An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field (Engineering/Architecture).
 - (d) The Chief superintendent shall arrange a suitable room for the candidate & the amanuensis and appoint a room superintendent for the candidate who shall be changed daily.
 - (e) If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the Principal of the college through the COE seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.
 - (f) The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.
- 23.3 As per the Government Circular ED 5 UNE 2004, dated 5.3.2004 and ED 5 JUNE 2004, dated 22.3.2004, the following guidelines are to be strictly followed:
- a) The blind student may select the scribe.
 - b) The scribe need not have a qualification lower than that of the student, provided that the scribe should not have the qualification (with the same optional and languages) pertaining to the examinations, which the student is writing (for ex: a student who has completed B.A. or M.A. can be a scribe for the student who is taking



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B. Sc. Examinations).

c) A physically disabled/blind / hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes per hour.

d) As the hearing impaired students are having language problems, possibilities of grammar mistakes, and mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.

24. ATTENDANCE REQUIREMENT, SHORTAGE OF ATTENDANCE & CIE MARKS SUBMISSION

Each semester is considered as a unit and a minimum of 85% of attendance in each of the courses is required to qualify for the SEE.

The requirement is as follows:

(a) For theory courses the minimum attendance required to appear for main SEE and Make-up examination is 85%.

(b) For Integrated courses, the minimum attendance, in theory, is 85% and the laboratory is 85% to appear for the main SEE and Make-up examination.

(c) For the make-up examination, the minimum attendance requirement is 85% for both Theory and Integrated courses. However, a student who has represented the college in sports/cultural/co-curricular activities on deputation and maintained a minimum attendance of 75% shall be eligible for the makeup examination.

(d) Condonation of attendance to the maximum extent of 10% can be done only by the Principal/HODs for which a genuine reason and a certificate to substantiate the same is to be submitted to the Principal with reasons.

The reasons could be any of the following:

(i) If the candidate was sick and has submitted a medical certificate to the HOD immediately after recovering from the sickness, through the Proctor.

(ii) If there has been a casualty in the family for which, there is substantial



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proof and has been submitted to the HOD either as a certificate from a competent authority or the Parent as a proof.

(iii) An approval letter from the Principal, which is taken a prior to participating in the sports / cultural / or any other extracurricular events like conferences/competitions/workshops etc. sponsored either by the college or the University.

(iv) An a prior approval by the HOD and proctor for attending a first family function like a wedding etc., which is substantiated by an invitation / a letter from the parent/guardian of the student.

25. GUIDELINES FOR DISTRIBUTION OF PRACTICAL EXAMINATION / VALUATION WORK

In an attempt to decentralize the system of examinations, the BOE in each discipline is constituted, comprising a chairman for each programme. The BOE shall provide the members for setting of Question Papers, Scrutiny of Question Papers, distribution of work to staff in respect of Practical Examinations & Central Valuation.

25.1. The Office of the Controller of Examinations requests full co-operation from all the BOE members and everyone connected to SEE.

25.2. The Chief Superintendent and Chairman of BOE shall act as coordinators shall be responsible for the smooth conduct of Practical Examinations. The coordinators shall also make substitute appointments wherever necessary.

25.3. Enough care shall be exercised to see that there shall be at least one external examiner for each of the practical examinations. Also, ensure the same examiner is not drafted for two examinations on the same day at different courses.

25.4. The Chairman, BOE in consultation with the members shall identify one faculty to act as coordinator for the theory course answer script evaluation.

25.5. The Chairman, BOE to have meeting of the above course with the examiner and to discuss the scheme in order to maintain uniformity in valuation in each course.