



VARDHAMAN
COLLEGE OF ENGINEERING

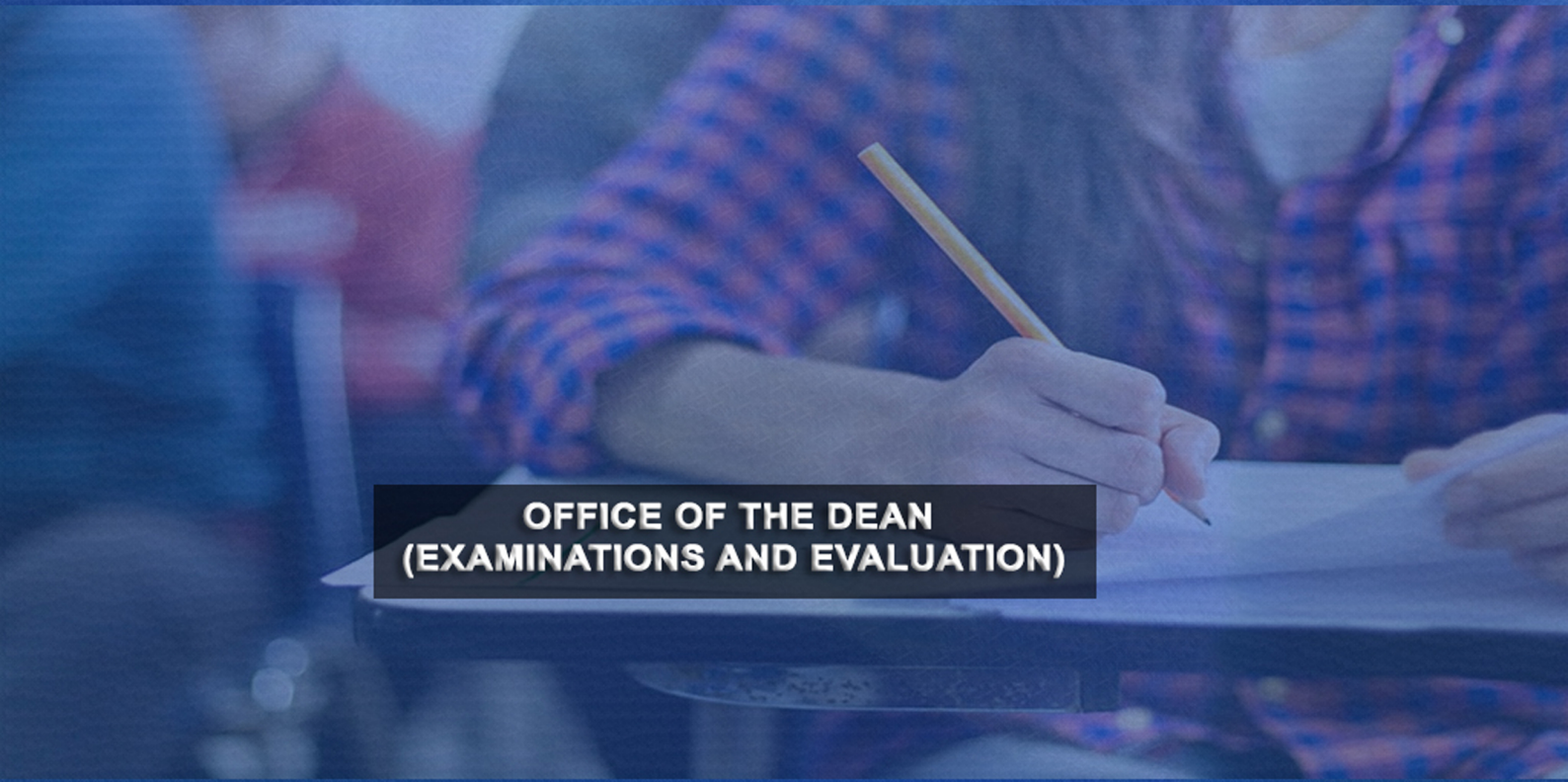
VARDHAMAN COLLEGE OF ENGINEERING



EXAMINATION MANUAL

**Regulations: R22
Academic Year:**

2022-23, 2023-24 & 2024-25



**OFFICE OF THE DEAN
(EXAMINATIONS AND EVALUATION)**

EXAMINATION MANUAL

Framework for Transparent, Fair, and Outcome-Based Examination Processes



VARDHAMAN
COLLEGE OF ENGINEERING

VARDHAMAN COLLEGE OF ENGINEERING (AUTONOMOUS)

Hyderabad, Telangana

Affiliated to JNTUH | NAAC Accredited | NBA Programmes

Prepared by
OFFICE OF THE DEAN
(EXAMINATIONS AND EVALUATION)

Regulations: R22
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INDEX

S. NO.	CONTENT	PAGE NO.
1.	INTRODUCTION	1
2.	OBJECTIVES	2
3.	ORGANIZATIONAL CHART	4
4.	EXAMINATION SYSTEM	15
	4.1 Pre - Examination Process	15
	4.2 Examination Process	16
	4.3 Post - Examination Process	18
5.	ACADEMIC ASSESSMENT AND EXAMINATION REGULATIONS	19
	5.1 Continuous Internal Assessment	19
	5.2 Policy for Appointment of Question Paper Setters and Examiners for Valuation	20
	5.3 Question Bank	21
	5.4 Question Paper Scrutiny Policy	22
	5.5 Conduct of End Semester Examinations	23
	5.6 Evaluation	24
	5.7. Malpractice Rules	25
	5.8. Result Processing	28
	5.9. Result Passing Board	29
	5.10. Publication of Results	30
	5.11. Revaluation / Challenging Evaluation	34
	5.12. Supplementary Examination	35
	5.13. Examination Grievance Redressal Mechanism	36
	5.14. Academic Transcripts to Students	36
	5.15. Genuineness of Certificate Verification	36
	5.16. Duplicate Certificate	36
	5.17. Graduation Day	36

NO.	CONTENT	PAGE NO.
6.	ACADEMIC BANK CREDITS	37
7.	AUTOMATION	38
8.	ANNEXURES	44

1. INTRODUCTION:

The Examination Section of Vardhaman College of Engineering plays a pivotal role in upholding the academic standards, integrity, and credibility of the institution. As an autonomous institution, the college is entrusted with the responsibility of designing, implementing, and administering a robust examination system that accurately evaluates student learning outcomes while adhering to statutory and regulatory requirements. The Examination Section functions as the central administrative authority responsible for planning, coordinating, executing, and monitoring all examination-related activities from student eligibility verification to the issuance of final academic credentials.

In the context of outcome-based education and academic autonomy, the Examination Section serves as the backbone of the academic evaluation framework. It ensures that assessment processes are aligned with the approved curriculum, course outcomes, program outcomes, and institutional academic objectives. By integrating continuous internal assessment with end semester examinations, the Examination Section facilitates a comprehensive evaluation of students' theoretical knowledge, analytical ability, practical skills, and professional competencies. The credibility of academic decisions such as promotion, graduation, and award of degrees depends largely on the effectiveness and transparency of the examination system administered by the Examination Section.

The Examination Section at Vardhaman College of Engineering operates through a well-defined, technology-enabled, and policy-driven framework. An ERP-based examination management system is employed to handle critical functions such as course registration, examination applications, hall ticket generation, answer script tracking, valuation, result processing, and publication. The adoption of digital systems enhances accuracy, minimizes manual intervention, ensures traceability, and creates auditable records at every stage of the examination lifecycle. This technology-driven approach strengthens governance and ensures consistency across departments and programs.

A key responsibility of the Examination Section is to ensure strict compliance with academic regulations approved by statutory bodies such as the Academic Council, Board of Studies, and Governing Body. Examination-related policies, including question paper setting, scrutiny, evaluation, revaluation, supplementary examinations, and grievance redressal, are implemented in accordance with approved norms. These policies are periodically reviewed and updated to reflect evolving academic requirements, regulatory guidelines, and best practices recommended by accreditation agencies such as NAAC and NBA.

The Examination Section also plays a crucial role in safeguarding the principles of fairness, confidentiality, and impartiality. Mechanisms such as bar-coded answer scripts, anonymized

valuation, appointment of qualified internal and external evaluators, and multi-level verification of marks are integral to the system. These measures ensure that evaluation is free from bias and that student performance is assessed solely on merit. The section further ensures confidentiality in handling question papers, answer scripts, and examination data, thereby maintaining the integrity of the examination process.

Another important dimension of the Examination Section is its role in grievance redressal and student support. Transparent mechanisms are in place for challenging evaluation, reevaluation, and verification of marks. By providing students with a structured platform to seek redressal of examination-related grievances, the Examination Section reinforces trust, accountability, and fairness. The timely conduct of supplementary examinations and declaration of results further supports students in their academic progression.

The Examination Section also contributes significantly to institutional quality assurance and academic improvement. Through systematic result analysis, the section provides valuable inputs to academic departments regarding student performance trends, attainment of learning outcomes, and areas requiring pedagogical intervention. These insights support curriculum review, teaching-learning enhancements, and strategic academic planning, thereby strengthening the overall academic ecosystem of the institution.

This Examination Manual documents the structure, functions, policies, and procedures of the Examination Section at Vardhaman College of Engineering. It serves as a comprehensive reference for students, faculty members, administrators, evaluators, and external stakeholders. By clearly defining roles, responsibilities, and processes, the manual ensures uniform understanding, consistent implementation, and effective governance of the examination system.

2. OBJECTIVES:

The primary objective of the Examination Section at Vardhaman College of Engineering is to ensure a fair, transparent, reliable, and efficient assessment of student learning outcomes. The examination system is designed to evaluate students' academic performance in alignment with the prescribed curriculum, course outcomes, and program outcomes, thereby supporting the institution's commitment to outcome-based education. Through systematic assessment practices, the Examination Section aims to uphold academic rigor and maintain the credibility of the degrees awarded by the institution.

One of the key objectives of the Examination Section is to ensure strict compliance with statutory regulations and academic policies approved by competent authorities. The section is responsible for implementing examination regulations in accordance with autonomous norms,

affiliating university guidelines, and quality assurance frameworks prescribed by accreditation agencies. By adhering to approved regulations and maintaining comprehensive documentation, the Examination Section ensures institutional accountability and regulatory compliance.

Another important objective is to establish and maintain a secure, confidential, and unbiased examination environment. The Examination Section strives to eliminate malpractices and evaluation bias through measures such as secure handling of question papers, controlled conduct of examinations, anonymized answer scripts, and appointment of qualified evaluators. These practices reinforce the integrity of the examination process and ensure that student performance is assessed objectively.

The Examination Section also aims to leverage technology to enhance efficiency, accuracy, and transparency. By adopting ERP-based examination management systems, the section minimizes manual errors, improves data accuracy, and enables real-time monitoring of examination activities. Digital record-keeping and automated workflows support faster processing of results, timely publication, and effective audit trails, thereby improving overall operational efficiency.

Ensuring timely conduct of examinations and declaration of results is another critical objective of the Examination Section. Adherence to academic calendars and examination schedules enables students to progress academically without delay and supports smooth academic planning at departmental and institutional levels. The timely issuance of grade sheets, consolidated marks memos, and degree certificates further ensures that students are able to pursue higher education or employment opportunities without administrative hindrance.

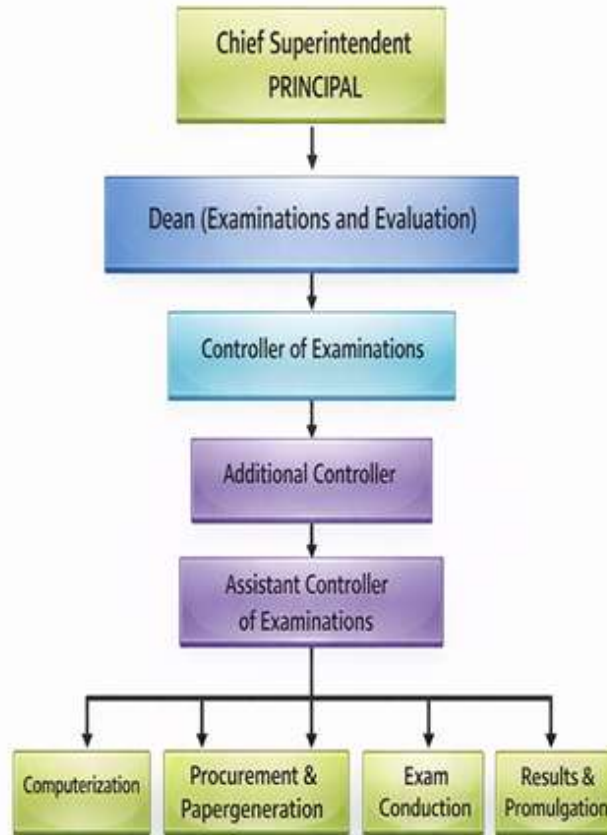
The Examination Section also aims to provide an effective and transparent grievance redressal mechanism for students. By facilitating processes such as revaluation, challenge valuation, and result verification, the section ensures that student concerns are addressed in a fair and timely manner. This objective reflects the institution's commitment to student-centric governance and ethical academic practices.

Another significant objective is to support continuous academic improvement through systematic result analysis and reporting. The Examination Section analyzes examination results to identify trends in student performance, attainment of learning outcomes, and areas requiring academic intervention. These analyses are shared with academic departments and institutional committees to inform curriculum review, faculty development initiatives, and teaching-learning enhancements.

Finally, the Examination Section aims to strengthen institutional credibility and stakeholder confidence. By maintaining high standards of examination governance, transparency, and accountability, the section reinforces the trust of students, parents, employers, regulatory bodies, and accreditation agencies in the academic processes of Vardhaman College of

Engineering. The objectives of the Examination Section are thus aligned with the institution’s vision of academic excellence, ethical governance, and continuous quality enhancement.

3. ORGANIZATIONAL CHART:



**Roles and Responsibilities of the Examination Cell
DEAN OF EXAMINATIONS AND EVALUATION:**

Item	Description
1	<p>Formulation of Policies: Develops strategic policies and Standard Operating Procedures (SOPs) governing examination conduct, ensuring alignment with external regulatory bodies like JNTUH, AICTE, and UGC.</p> <ul style="list-style-type: none"> a) Frame guidelines for setting, moderation, and printing of question papers. b) Establish policies for conducting theory, practical, online, and makeup exams. c) Maintain strict protocols for confidentiality and data security. d) Standardize procedures for malpractices, revaluation, and grievances. e) Regularly update SOPs to reflect regulatory changes.
2	<p>Academic Planning: Plans and oversees the academic and examination schedule, ensuring seamless coordination with various academic departments.</p> <ul style="list-style-type: none"> a) Prepares and publishes the academic and examination calendar. b) Coordinates with Deans and HoDs for slot allocation, lab examinations, and invigilation duties. c) Ensures synchronization of midterm and end-semester exams with teaching schedules.

	d) Organizes preparatory meetings with departments for smooth conduct.
3	<p>Governance and Compliance: Ensures that all examination practices comply with statutory regulations and institutional frameworks.</p> <ul style="list-style-type: none"> a) Ensures adherence to AICTE norms for credits, grading systems, and evaluation. b) Aligns university-level policies with JNTUH guidelines for question paper pattern and assessment. c) Implements UGC directives related to academic integrity and exam reforms. d) Maintains compliance records for academic audits and NAAC/NBA visits.
4	<p>Leadership and Supervision: Provides oversight and leadership to the Examination Cell by guiding the Controller of Examinations and associated staff.</p> <ul style="list-style-type: none"> a) Mentors the Controller and Assistant Controllers in operational execution. b) Conducts training for examination staff on updated processes and responsibilities. c) Approves duty allocation plans, including question paper setters, evaluators, and invigilators. d) Monitors performance of teams during pre-exam, in-exam, and post-exam phases.
5	<p>Quality Assurance: Ensures high standards of confidentiality, fairness, and transparency in the examination process.</p> <ul style="list-style-type: none"> a) Implements double valuation or moderation protocols where applicable. b) Regularly reviews question papers for coverage, difficulty balance, and Bloom's taxonomy levels. c) Conducts statistical analysis post-exam to assess question reliability and student performance. d) Takes feedback from faculty and students to improve assessment practices.
6	<p>Chairperson - Exam Committee: Chairs the Examination Committee and facilitates policy decisions related to exam reforms, scheduling, and grievance redressal.</p> <ul style="list-style-type: none"> a) Calls and leads periodic committee meetings. b) Reviews and approves exam-related proposals like changes in pattern, online exams, etc. c) Facilitates inter-department coordination and ensures consensus-based decision making. d) Signs off on final result declaration, revaluation policies, and convocation eligibility.
7	<p>Legal Matters: Handles and represents the institution in legal or regulatory matters concerning examination disputes or policies.</p> <ul style="list-style-type: none"> a) Prepares institutional responses to RTIs, court notices, or student petitions. b) Coordinates with legal counsel in case of malpractice appeals or result-related cases. c) Maintains documentation of legal communication related to examinations. d) Ensures that all procedures are legally defensible and documented as per norms.

CONTROLLER OF EXAMINATIONS

Item	Description
1	<p>Operational Management: Oversees the complete end-to-end administrative operations of examinations across semesters and programs.</p> <ul style="list-style-type: none"> a) Coordinates internal, external, and supplementary exams. b) Ensures timely procurement of stationery, answer booklets, and sealing materials. c) Implements digital systems for hall ticket generation, attendance tracking, and seating plans. d) Conducts pre-exam meetings with faculty and invigilators.
2	<p>Certificate Distribution: Manages the issuance and distribution of marks memos, provisional certificates, and consolidated grade sheets.</p> <ul style="list-style-type: none"> a) Verifies academic records before issuing final documents. b) Ensures proper authorization and signature protocols for certificates. c) Maintains acknowledgment receipts from students. d) Facilitates dispatch of documents to JNTUH or students as needed.
3	<p>Question Paper Management: Responsible for creating, securing, and delivering question papers.</p> <p>Subpoints:</p> <ul style="list-style-type: none"> a) Maps correct subject titles to JNTUH course codes. b) Formats and codes question papers as per standard templates. c) Oversees confidential printing and packetization of question papers. d) Manages secure storage and timely distribution on exam day.
4	<p>Record Maintenance: Maintains all records and statistics related to examinations and student performance.</p> <ul style="list-style-type: none"> a) Updates subject-wise and batch-wise exam data in digital registers. b) Maintains physical stock registers for materials and consumables. c) Archives statistical performance reports by branch, subject, and semester. d) Ensures safe backup of student results and grade history.
6	<p>Official Communications: Manages formal correspondence between the Examination Cell, university, departments, and external bodies.</p> <ul style="list-style-type: none"> a) Issues appointment letters to examiners and invigilators. b) Sends official memos, schedules, and approvals to concerned HoDs and Deans. c) Maintains dispatch registers (physical/digital) for all outgoing communications. d) Keeps a record of university circulars, guidelines, and instructions.
7	<p>Examiners/Staff Appointments: Appoints and notifies all personnel involved in the conduct and evaluation of exams.</p> <ul style="list-style-type: none"> a) Prepares panel of Chief Examiners, Internal and External Examiners. b) Assigns invigilation duties based on timetable and availability. c) Allocates support staff for logistics, control room, and room supervision. d) Maintains duty rosters and collects attendance/payment details.
8	<p>Exam Conduct and Result: Executes all activities from exam start to result publication.</p> <ul style="list-style-type: none"> a) Conducts theory and practical exams as per schedule. b) Handles malpractice cases and student grievances. c) Oversees internal and external valuation processes. d) Publishes results after moderation and committee approvals.
9	<p>Record Retention: Preserves evaluated answer booklets and other confidential records as per norms.</p>

	<ul style="list-style-type: none"> a) Stores valued scripts securely for the prescribed retention period. b) Maintains year-wise and program-wise storage records. c) Disposes of old records through proper protocols and documentation.
10	<p>Results Processing: Finalizes and publishes results, addressing discrepancies and grievances.</p> <ul style="list-style-type: none"> a) Compiles internal and external marks, attendance, and credits. b) Calculates SGPA and CGPA using automated systems. c) Manages revaluation, recounting, and result correction requests. <p>Updates student academic records after revisions.</p>
11	<p>Liaison with University: Acts as the point of contact with JNTUH and ensures regulatory compliance.</p> <ul style="list-style-type: none"> • Submits internal assessment marks, attendance, and practical records. • Attends meetings, workshops, and audits organized by the university. • Submits periodic reports and compliance documentation.

ADDITIONAL CONTROLLER OF EXAMINATIONS

Item	Description
1	<p>Registration Oversight: Ensures accurate student registration for exams, generation of register numbers, and reconciliation of fee payments.</p> <ul style="list-style-type: none"> a) Allocates unique register numbers to students semester-wise and course-wise. b) Verifies fee payment details before permitting exam registration. c) Prepares lists of eligible students based on attendance and fee status. d) Coordinates with the accounts section for fee reconciliation and reporting
2	<p>Statistics Compilation: Compiles academic and operational data for analysis, reporting, and audits.</p> <ul style="list-style-type: none"> a) Prepares summaries of student counts by program, year, and semester. b) Maintains records of exams conducted, results declared, and malpractices handled. c) Generates reports required for NBA, NAAC, and other regulatory audits. d) Submits institutional data to university and AICTE upon request.
3	<p>Merit List: Prepares and dispatches merit lists and rankings based on exam performance.</p> <ul style="list-style-type: none"> a) Identifies top performers program-wise and batch-wise. b) Coordinates with departments to confirm academic records and ranks. c) Issues official merit certificates to students. d) Sends final lists to university or placement cell when required.
4	<p>Remuneration Claims: Handles examiner and invigilator claims for remuneration after completion of assigned duties.</p> <ul style="list-style-type: none"> a) Collects duty reports, attendance, and bills from examiners. b) Verifies roles, hours, and eligibility for each claim. c) Prepares consolidated remuneration statements for approval. d) Ensures prompt disbursement of payments after scrutiny.
5	<p>Financial Processing: Manages travel and daily allowances (TA/DA) for external examiners and visiting officials.</p> <ul style="list-style-type: none"> a) Verifies travel details and eligibility for TA/DA as per norms. b) Processes claims with supporting documents like travel tickets, stay bills, etc. c) Ensures timely sanction and transfer of amounts. d) Maintains communication logs for claims and queries.
6	<p>Purchase Bills: Reviews and processes payments related to procurement of examination materials.</p>

	<ul style="list-style-type: none"> a) Verifies vendor bills for printing, question papers, OMR sheets, and answer booklets. b) Cross-checks quantity delivered with indent and stock usage. c) Ensures proper authorization and budget head mapping. d) Forwards bills to the accounts section after verification and entry in registers.
7	<p>Refunds and Allowances: Processes refunds for eligible cases and disburses student allowances if applicable.</p> <p>Subpoints:</p> <ul style="list-style-type: none"> a) Verifies cases of excess fee payment or exam fee refund due to cancellations. b) Processes revaluation fee refunds where applicable. c) Maintains ledger of approved refunds and claimants. d) Coordinates with accounts department for disbursement and documentation.

ASSISTANT CONTROLLER OF EXAMINATIONS – 1

Item	Description
1	<p>Irregularities and Malpractice: Identifies, records, and reports any examination-related irregularities and malpractice incidents, ensuring action is taken per institutional and university guidelines.</p> <ul style="list-style-type: none"> a) Detection & Documentation: Ensures invigilators and squad members report suspicious behavior during exams (copying, impersonation, possession of unauthorized material, etc.). b) Preliminary Inquiry: Verifies reports submitted by exam staff and gathers statements from students and witnesses. c) Immediate Action: Prevents continuation of the malpractice during the exam and issues a written memo to the concerned candidate. d) Malpractice Committee: Forwards cases to the Exam Malpractice Committee for formal inquiry and final decision. e) Reporting & Recordkeeping: Maintains a database of all malpractice cases, actions taken, and penalties imposed, and reports serious cases to JNTUH if necessary. f) Preventive Measures: Suggests improvements such as increased squad rounds, mobile jammers, and awareness sessions to minimize future malpractice.

ASSISTANT CONTROLLER OF EXAMINATIONS - 2

Item	Description
1	<p>Eligibility Lists: Prepares course-wise and program-wise student eligibility lists for appearing in internal and end-semester exams.</p> <ul style="list-style-type: none"> a) Verifies minimum attendance percentage and internal assessment requirements. b) Confirms fee payment status before finalizing eligibility. c) Coordinates with departments to finalize backlogs, detained, and promoted lists. d) Shares final lists with HoDs and exam staff for reference.
2	<p>Seating & Hall Tickets: Generates Hall tickets and prepares seating arrangements for all examinations.</p> <ul style="list-style-type: none"> a) Creates hall tickets with subject codes, student details, and photograph. b) Allocates rooms based on strength and branch combinations. c) Generates seating plans, control room copies, and attendance sheets. d) Distributes hall tickets through departments or student portals.

3	<p>Internal Assessments: Collects and compiles internal marks and attendance for inclusion in result processing.</p> <ol style="list-style-type: none"> Sets deadlines for departments to upload internal marks and attendance online. Verifies marks entered against answer scripts. Consolidates the data for SGPA/CGPA calculation. Flags anomalies or missing records for correction.
4	<p>Exam Materials: Procures, stores, and secures all essential materials required for smooth exam conduct.</p> <ol style="list-style-type: none"> Maintains stock of answer booklets, barcodes, additional sheets, and stationery. Ensures secure handling and sealed storage of materials. Issues materials to room invigilators under proper documentation. Records usage and returns after every exam session.
5	<p>Support Supplementary Exams: Provides logistical and administrative support for conducting supplementary (arrear) exams.</p> <ol style="list-style-type: none"> Coordinates with students and faculty regarding registration and timetable. Prepares separate seating arrangements and hall tickets for supplementary candidates. Maintains a distinct tracking system for backlog evaluation and results. Ensures timely result declaration to support eligibility for graduation or promotions.
6	<p>Results Documents Preparation: Provides backend support for exam result tabulation, notices, and circulars.</p> <ol style="list-style-type: none"> Assists in tabulating semester-wise and subject-wise results. Prepares official result sheets and error-free notifications. Ensures communication of exam dates, evaluation dates, and result declarations. Maintains records of all circulars and notices issued.
7	<p>Graduation Planning: Coordinates all activities related to student graduation from result finalization to convocation readiness.</p> <ol style="list-style-type: none"> Verifies credit completion and academic standing for all outgoing students. Finalizes CGPA and distinction lists for graduation eligibility. Generates consolidated marks memos and provisional certificates. Coordinates with departments for final clearance.
8	<p>Card & Passes: Prepares and distributes identity cards, invitation cards, and entry passes for convocation.</p> <ol style="list-style-type: none"> Prepares customized convocation cards with student and parent details. Distributes gowns, badges, and seating tags. Coordinates with security and event teams for entry control.
9	<p>Convocation Certificates: Ensures distribution of original degree certificates and medals during or after convocation.</p> <ol style="list-style-type: none"> Receives and verifies degree certificates from JNTUH. Sorts and packs certificates branch-wise and roll number-wise. Ensures acknowledgment from students upon collection. Handles dispatch for absentee candidates via registered post.
10	<p>Evaluation Follow-up – II and III Year: Ensures completion and quality control of valuation work for senior-year students.</p> <ul style="list-style-type: none"> Prioritizes evaluation of graduating batch scripts. Tracks progress of external and internal examiners in completing valuation. Ensures quick turnaround to meet convocation result deadlines. Handles revaluation or grievance cases on priority.

11	<p>Chief Examiners – Maintenance and Allotment: Responsible for maintaining records and allotting Chief Examiners for all theory and practical subjects, ensuring qualified and experienced faculty oversee the evaluation process as per academic norms.</p> <p>a) Panel Preparation:</p> <ul style="list-style-type: none"> ➤ Collects nominee lists from departments at the beginning of each semester. ➤ Prepares a subject-wise and program-wise panel of Chief Examiners (CE) and Co-Examiners (if applicable). <p>b) Eligibility Criteria:</p> <ul style="list-style-type: none"> ➤ Ensures Chief Examiners are senior faculty members with adequate subject knowledge and prior evaluation experience. ➤ Verifies qualifications as per JNTUH/UGC/AICTE norms (e.g., minimum Associate Professor or Ph.D. holders for PG courses). <p>c) Allotment Process:</p> <ul style="list-style-type: none"> ➤ Assigns Chief Examiners for each subject in coordination with HoDs and Deans. ➤ Issues formal appointment letters/duty memos with evaluation timelines and instructions. ➤ In case of central valuation, ensures CEs are available at the control room for coordination. <p>d) Monitoring and Follow-up:</p> <ul style="list-style-type: none"> ➤ Maintains a digital and physical Chief Examiner database with contact details and past responsibilities. ➤ Tracks performance, report submissions, and adherence to evaluation guidelines. <p>e) Coordination:</p> <ul style="list-style-type: none"> ➤ Chief Examiners are responsible for guiding Co-Examiners, preparing the final mark statement, and addressing discrepancies or revaluation cases.
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ASSISTANT CONTROLLER OF EXAMINATIONS - 3

Item	Description
1	<p>Examination Annual Report: Prepares an annual comprehensive report summarizing all examination activities, performance metrics, and policy implementations.</p> <p>Subpoints:</p> <ul style="list-style-type: none"> a) Includes number of exams conducted, results published, revaluations, and pass percentages. b) Summarizes supplementary exams, grievances handled, and reforms introduced. c) Provides graphical/statistical insights department-wise and year-wise. d) Aids in NAAC/NBA documentation and academic audit preparedness.
2	<p>Application Scrutiny: Reviews and approves student applications for graduation—either in-person or in-absentia during convocation.</p> <ul style="list-style-type: none"> a) Verifies eligibility based on CGPA, credit completion, and fee clearance. b) Maintains documentation for students opting to receive degrees in-absentia. c) Sends approved list to the university for degree printing. d) Coordinates convocation protocol for certificate distribution.
3	<p>Maintenance and Distribution of Attendance Registers: Ensures accurate record-keeping of class attendance by managing the collection of old registers and distribution of new ones on a regular, semester-wise basis.</p>

	<p>a) Collection of Previous Registers:</p> <ul style="list-style-type: none"> ➤ Collects attendance registers from all departments at the end of each semester. ➤ Ensures that registers are duly filled, signed by faculty, and counter-signed by HoDs. ➤ Maintains a checklist branch-wise and year-wise for record confirmation. ➤ Stores previous registers securely for audit, NAAC, and university inspections. <p>b) Branch-wise Distribution of New Registers:</p> <ul style="list-style-type: none"> ➤ Prepares fresh attendance registers semester-wise for each section/subject. ➤ Coordinates with departments to distribute registers before semester commencement. ➤ Ensures inclusion of relevant templates like CIA marks sheet, internal exam tracking, monthly attendance summary, etc. ➤ Maintains issue logs with department acknowledgment for accountability. <p>c) Tracking and Monitoring:</p> <ul style="list-style-type: none"> ➤ Periodically checks for proper usage of registers and completion status. ➤ Supports departments with additional registers in case of new sections or courses. ➤ Ensures registers are submitted before internal mark finalization or university audits.
5	<p>Schema of Evaluations – Maintenance and Submission Follow-up: Maintains the evaluation schema for all subjects and ensures timely submission of the same on the day of respective examinations — including CAT-1, CAT-2, and Semester End Examinations (SEE).</p> <p>a) Preparation and Approval:</p> <ul style="list-style-type: none"> ➤ Faculty must prepare a detailed schema of evaluation (key and marking scheme) aligned with Bloom’s Taxonomy and course outcomes (COs). ➤ The schema should be reviewed and approved by the subject expert or HoD before the exam. <p>b) Day-of-Exam Submission Requirement:</p> <ul style="list-style-type: none"> ➤ It is mandatory to submit the schema of evaluation of CAT-1, CAT-2 & SEE on the same day of the exam. <p>c) Components to Include:</p> <ul style="list-style-type: none"> ➤ Detailed marking guidelines, step-wise key, CO mapping, and weightage distribution. ➤ Indication of optional questions and alternate answers (if applicable). <p>d) Follow-up Mechanism:</p> <ul style="list-style-type: none"> ➤ Examination cell will maintain a checklist and tracking system to follow up with faculty who have not submitted the schema by the end of the exam day. ➤ Any delays are to be escalated to the department coordinator and HoD. <p>e) Archiving:</p> <ul style="list-style-type: none"> ➤ All schemas are stored digitally and physically for academic audits (NAAC/NBA), grievance redressal, and revaluation reference
6	Seating Plan – Management

	<p>Responsible for the planning, preparation, and execution of seating arrangements for all internal and external examinations to ensure smooth conduct and transparency.</p> <p>a) Seating Plan Preparation:</p> <ul style="list-style-type: none"> ➤ Generates room-wise and session-wise seating arrangements for CAT-1, CAT-2, SEE, and Supplementary Exams. ➤ Ensures proper branch-wise mixing to prevent malpractice. ➤ Prepares block-wise control room copies, invigilator copies, and student-wise seating allocations. <p>b) Logistics and Display:</p> <ul style="list-style-type: none"> ➤ Maps student register numbers to room numbers and seats. ➤ Coordinates with HoDs for any special cases (medical students, scribes, etc.). ➤ Posts seating plans on notice boards and digital portals (if available) at least 1 day before the examination. <p>c) Centralized Plan for SEE:</p> <ul style="list-style-type: none"> ➤ For Semester End Examinations, ensures use of centralized allocation software/tools (if applicable). ➤ Communicates final plans to invigilators and exam superintendents in advance. <p>d) Documentation and Backup:</p> <ul style="list-style-type: none"> ➤ Maintains master files of all seating plans semester-wise and session-wise. ➤ Keeps printed and digital backups for academic audits or future references.
7	<p>Reregistered / Readmitted Students:</p> <p>Manages academic and examination records, logistics, and eligibility for students who are reregistered (due to backlogs) or readmitted (due to detention or break in study).</p> <p>Subpoints:</p> <p>a) Eligibility Verification:</p> <ul style="list-style-type: none"> ➤ Verifies fee payment, attendance, and academic clearance before registering the student for exams. ➤ Ensures university approval or college committee recommendations for readmission cases. <p>b) Examination Registration:</p> <ul style="list-style-type: none"> ➤ Maintains separate lists for reregistered and readmitted students by branch and semester. ➤ Generates individualized hall tickets and seating plans due to non-standard course mappings. <p>c) Internal Marks and CIA Handling:</p> <ul style="list-style-type: none"> ➤ Coordinates with departments to assign faculty mentors for internal evaluation (for subjects not currently offered). ➤ Collects previous internal marks or facilitates fresh internal assessments where needed. <p>d) Timetable Adjustments:</p> <ul style="list-style-type: none"> ➤ Prepares custom exam schedules for students who are writing a mix of subjects from multiple semesters. ➤ Manages room allocations to avoid clashes and ensure fair conduct. <p>e) Record Maintenance:</p> <ul style="list-style-type: none"> ➤ Creates a dedicated student file including past performance, re-registration forms, and exam history. ➤ Ensures final results are updated in the consolidated mark memos accordingly.

8	<p>Panel of Examiners for Laboratory Examinations and Projects: Prepares, maintains, and approves a qualified panel of internal and external examiners for laboratory practicals, mini-projects, and major project evaluations, ensuring transparent and expert evaluation.</p> <p>a) Panel Formation:</p> <ul style="list-style-type: none"> ➤ Departments propose a list of internal and external examiners for each lab course and project, approved by the Examination Cell/Chairperson. ➤ Panel includes faculty with relevant subject expertise and prior lab/project evaluation experience. <p>b) Internal Examiners:</p> <ul style="list-style-type: none"> ➤ Typically appointed from the home department, often the course instructor or lab coordinator. ➤ Responsible for conducting and recording internal viva-voce, continuous assessment, and final practical marks. <p>c) External Examiners:</p> <ul style="list-style-type: none"> ➤ Sourced from other institutions (affiliated colleges, universities) or industry, based on subject relevance. ➤ Responsible for conducting final practical exams, project viva, and assessing student performance impartially. <p>d) Project Evaluation:</p> <ul style="list-style-type: none"> ➤ For final-year major projects, a panel of two or more members (including one external) is appointed. ➤ Evaluators assess project documentation, innovation, execution, and viva-voce. <p>e) Coordination and Communication:</p> <ul style="list-style-type: none"> ➤ Issues appointment letters and exam schedules to panel members in advance. ➤ Provides guidelines on mark distribution, rubrics, and evaluation formats. <p>f) Record Maintenance:</p> <ul style="list-style-type: none"> ➤ Maintains semester-wise database of all examiners with their institution/department, subject handled, and contact details. ➤ Stores signed mark sheets, evaluation reports, and viva records for audits and future reference.
9	<p>NPTEL Credit Transfer / Advanced Course Completion Student File: Maintains a structured and verifiable student-wise file for those who have completed NPTEL/SWAYAM/Advanced Online Courses and are eligible for credit transfer or academic recognition.</p> <p>a) Verification of Completion:</p> <ul style="list-style-type: none"> ➤ Collects certificates of course completion with final scores and examination proof. ➤ Verifies authenticity through official NPTEL/SWAYAM portals or coordinator communication. <p>b) Eligibility Mapping:</p> <ul style="list-style-type: none"> ➤ Maps the completed course with the internal curriculum (matching content and credits). ➤ Ensures credit equivalency meets AICTE/UGC/JNTUH guidelines <p>c) Academic Council Approval:</p> <ul style="list-style-type: none"> ➤ Submits course equivalency and mapping proposals for Academic Council ratification (if required).

	<ul style="list-style-type: none"> ➤ Ensures official endorsement of credit substitution for elective or open elective slots. <p>d) Transcript Update:</p> <ul style="list-style-type: none"> ➤ For approved credit transfers, forwards names and course details to the Controller of Examinations for entry in CMM and Grade Sheet. <p>e) Student File Maintenance:</p> <p>Creates a digital and physical folder with:</p> <ul style="list-style-type: none"> ➤ Course name, duration, score ➤ Certificate copy ➤ Credit transfer approval sheet ➤ Course mapping and academic audit notes <p>f) Report Preparation:</p> <ul style="list-style-type: none"> ➤ Prepares annual reports listing students who completed external MOOCs. ➤ Supports accreditation (NBA/NAAC) and AICTE reports under the “Student Development” and “Innovative Learning” categories.
10	<p>Evaluation Follow-up – I and IV Year:</p> <p>Ensures completion and quality control of valuation work for senior-year students.</p> <ul style="list-style-type: none"> ➤ Prioritizes evaluation of graduating batch scripts. ➤ Tracks progress of external and internal examiners in completing valuation. ➤ Ensures quick turnaround to meet convocation result deadlines. ➤ Handles reevaluation or grievance cases on priority.

BOARD OF EXAMINERS

Item	Description
1	The Chairman of the Board of Examiners has to prepare the list of question papers, with title and code, to be set Programme-wise, Semester-wise, course wise (Scheme/Regulations -wise).
2	Ensure Question Paper setting aligns with Bloom’s Taxonomy – covering various cognitive levels (e.g., Remember, Understand, Apply, Analyze, Evaluate, Create).
3	Review question papers for balance in difficulty, coverage of syllabus, and clarity.
4	After the preparation of the list of question papers to be set, the same has to be forwarded to the COE with the Syllabus of the paper, Question paper pattern/ Model Question paper, and if possible past Question paper.
5	The Chair of the Board shall ensure that the meetings of the Board of Examiners shall be conducted only in the college premises.
6	He/she shall also maintain the minutes of the meetings of the Board of examiners and send copies of these minutes to the COE.
7	The Chair shall arrange with the approval of the COE, for the conduct of practical/projects examinations preferably earlier to the commencement of theory examinations or later as the case may be.
	The BoE is responsible for identifying and preparing a panel of qualified internal and external examiners for laboratory examinations and project viva voce.
8	He/she shall verify and confirm the required number of examiners and ensure that the valuation work is completed within a week/ 10 days.
9	Oversee result analysis post-examination and recommend remedial actions if needed
10	BoE members shall conduct regular rounds in examination halls and laboratories during CAT and lab exams to ensure smooth conduct, maintain discipline, verify adherence to examination protocols, and promptly address any issues arising during the assessments.

4. EXAMINATION SYSTEM:

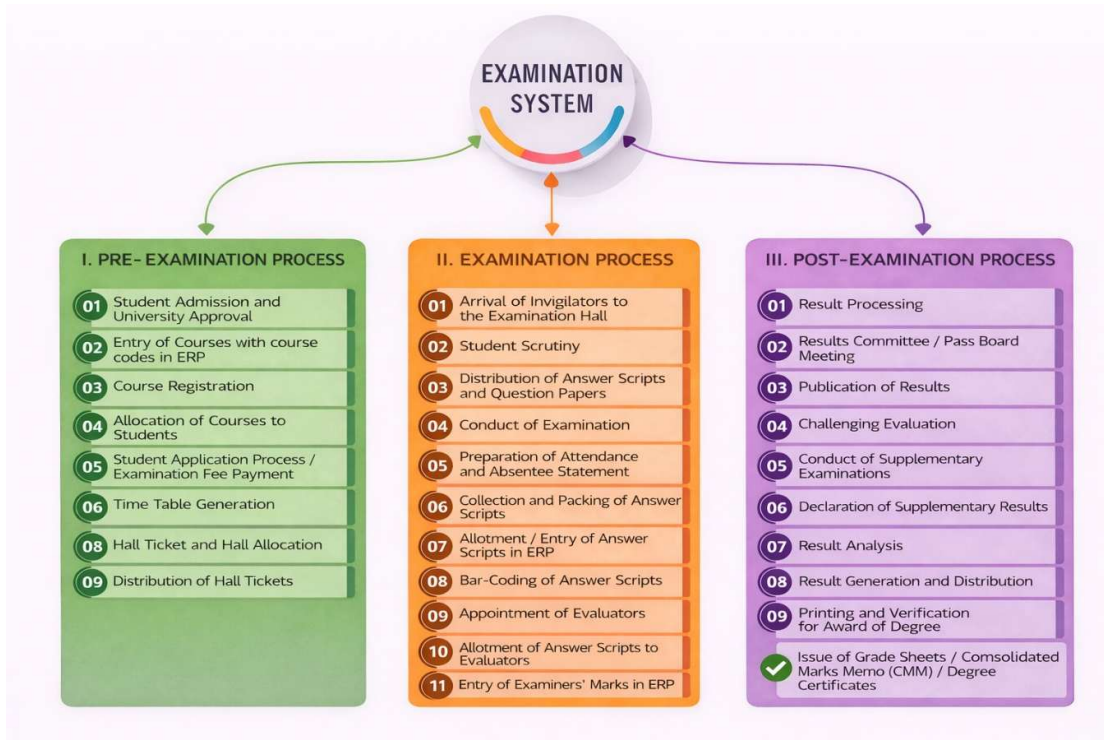


Figure 1: Examination System

Examination System – Item-wise Process Description

4.1. Pre-Examination Process

The pre-examination process establishes the academic and administrative readiness required for the smooth conduct of examinations. This phase ensures compliance with regulations, confirmation of student eligibility, and preparedness of schedules and infrastructure.

Student Admission and University Approval:

The examination process begins with the verification of student admissions to ensure compliance with statutory and affiliating university regulations. Only those students whose admissions are duly approved and recorded are permitted to enter the examination system, thereby ensuring authenticity and regulatory compliance.

Entry of Courses with Course Codes in ERP:

All approved courses are entered into the ERP system with accurate course codes, titles, credits, and assessment patterns. This centralized digital mapping ensures consistency across registration, examination, evaluation, and result processing stages, thereby eliminating discrepancies.

Course Registration:

Students register for their respective courses within the stipulated registration period. This

registration data serves as the primary basis for determining examination eligibility, hall ticket generation, and result processing.

Allocation of Courses to Students:

Following registration, courses are formally allocated to individual students in the ERP system. This step ensures correct subject–student mapping and prevents duplication or errors during evaluation and result generation.

Student Application Process / Examination Fee Payment:

Students submit applications for end semester examinations and remit the prescribed examination fees through the approved process. Only students who complete the application and fee payment within the notified timeline are considered for further processing.

Preparation of Eligible Candidates List:

An eligible candidates list is prepared after verifying attendance requirements, completion of internal assessments, and examination fee payment status. This ensures that only eligible students are permitted to appear for the examinations, thereby minimizing post-examination grievances.

Time Table Generation:

A centralized examination timetable is prepared by considering course combinations, student strength, and infrastructure availability. The timetable is designed to be conflict-free and compliant with academic regulations to ensure smooth conduct of examinations.

Hall Ticket and Hall Allocation:

Hall tickets are generated with student details, registered subjects, and examination schedules. Examination halls are allocated in a systematic manner to ensure adequate spacing, proper seating arrangements, and effective invigilation.

Distribution of Hall Tickets:

Hall tickets are issued to students as official authorization to appear for examinations. Entry into the examination hall is permitted only upon production of a valid hall ticket.

4.2. Examination Process

The examination process focuses on the secure conduct of examinations and the initiation of valuation while maintaining confidentiality, fairness, and discipline.

Arrival of Invigilators:

Invigilators report to the examination halls as per the approved duty roster and are briefed on examination rules, procedures, and malpractice prevention measures to ensure uniform implementation.

Student Scrutiny:

Students are subjected to identity verification through hall tickets and institutional identity cards before entering the examination hall. This scrutiny ensures impersonation-free and fair examinations.

Distribution of Answer Scripts and Question Papers:

Question papers and answer scripts are distributed to students at the scheduled start time under strict confidentiality and security protocols.

Conduct of Examination:

The examination is conducted in accordance with approved regulations, maintaining discipline, fairness, and adherence to the prescribed duration. Invigilators monitor the examination continuously to prevent malpractice.

Preparation of Attendance and Absentee Statements:

Attendance and absentee statements are prepared, verified, and authenticated at the end of each examination session. These records form an essential part of official examination documentation.

Collection and Packing of Answer Scripts:

After the examination, answer scripts are collected, counted, verified, and sealed in tamper-proof covers with proper labeling to ensure security and traceability.

Allotment / Entry of Answer Scripts in ERP:

Collected answer scripts are entered into the ERP system for digital tracking. This step ensures accountability at every stage of the valuation process.

Bar-Coding of Answer Scripts:

Bar-coding is carried out to mask student identity on answer scripts. This process ensures anonymity and eliminates evaluator bias during valuation.

Appointment of Evaluators:

Qualified evaluators are appointed based on academic credentials, subject expertise, and institutional policy. Wherever applicable, external evaluators are engaged to strengthen objectivity.

Allotment of Answer Scripts to Evaluators:

Answer scripts are systematically allotted to evaluators in a balanced manner while maintaining confidentiality and workload equity.

Entry of Examiners' Marks in ERP:

Evaluators enter marks directly into the ERP system. Automated validations and audit trails help minimize errors and ensure transparency in mark entry.

4.3. Post-Examination Process

The post-examination process ensures result accuracy, grievance redressal, analysis, and final certification of students.

Result Processing:

Marks entered by evaluators are compiled and processed through the ERP system. Multiple verification checks are performed to ensure completeness and accuracy of results.

Results Committee / Pass Board Meeting:

The processed results are placed before the Results Committee or Pass Board for review and approval. Any discrepancies or anomalies are examined and resolved prior to final approval.

Publication of Results:

Approved results are published through official institutional portals in a timely and confidential manner.

Challenging Evaluation / Revaluation:

A structured grievance redressal mechanism allows students to apply for challenging evaluation or revaluation within the prescribed timeframe. Revaluation is conducted strictly as per approved regulations to ensure fairness and transparency.

Conduct of Supplementary Examinations:

Supplementary examinations are conducted for eligible students to provide an opportunity to clear backlogs and progress academically.

Declaration of Supplementary Results:

Supplementary examination results are processed, approved, and published following the same standards of accuracy and transparency.

Result Analysis:

Comprehensive result analysis is carried out to evaluate student performance, assess course outcomes, and identify areas for improvement in teaching-learning processes.

Result Generation and Distribution:

Final consolidated results are generated and communicated to students and academic departments for academic and administrative use.

Printing and Verification for Award of Degree:

Before awarding degrees, academic records are thoroughly verified to ensure correctness of student details, credits, and results.

Issue of Grade Sheets / CMM / Degree Certificates:

Authenticated grade sheets, consolidated marks memos, and degree certificates are issued to students, marking the formal completion of the examination and certification process.

5. ACADEMIC ASSESSMENT AND EXAMINATION REGULATIONS:

5.1. Continuous Internal Assessment

Type of Course	CIE	
Theory	40 Marks for CAT	Average of Two Mid Term Examinations
	10 Marks for AAT	Assignment, Viva-Voce/ PPT/ Poster/ Case Study or any other
Practical	50 Marks	10M Day-to-Day Evaluation 10M Viva-Voce 10M Internal Exam (Average of CAT1 and CAT2) 10M Lab Project
Internship/ Mini-Project	50 Marks	20 Marks – Department Review 20 Marks – Supervisor Review
Project Work Phase-I	100 Marks	50 Marks – Department Review 50 Marks – Supervisor Review
Project Work Phase - II	50 Marks	20 Marks – Department Review 20 Marks – Supervisor Review

The Continuous Internal Evaluation (CIE) system is designed to assess students' academic performance through a structured and diversified assessment framework, tailored to the nature of each course. For theory courses, a total of 50 marks is allotted under CIE, comprising 40 marks from Continuous Assessment Tests (CAT), calculated as the average of two mid-term examinations, and 10 marks from Alternate Assessment Tools (AAT). The AAT component includes assignments, viva-voce, presentations, posters, case studies, or any other innovative assessment methods approved by the department, thereby encouraging continuous learning and skill development beyond written examinations.

For practical courses, the CIE carries a total of 50 marks, distributed across multiple components to ensure comprehensive evaluation of laboratory performance. Day-to-day laboratory work accounts for 10 marks, emphasizing regular participation and consistency. Viva-voce carries 10 marks to assess conceptual understanding and experimental knowledge. Another 10 marks are allotted for internal practical examinations, calculated as the average of two Continuous Assessment Tests (CAT-1 and CAT-2). The remaining 10 marks are allocated to laboratory projects, encouraging application-oriented learning and experimentation.

In the case of internships and mini-projects, a total of 50 marks is assigned under CIE to evaluate both academic and practical engagement. Of these, 20 marks are awarded based on departmental review, focusing on progress, documentation, and outcomes, while the remaining 20 marks are awarded through supervisor review, reflecting industry or field-based performance

and professional conduct.

Project Work Phase–I carries a higher weightage of 100 marks under continuous evaluation, reflecting its significance in the curriculum. These marks are evenly divided between departmental review and supervisor review, with 50 marks allotted to each component. This dual evaluation ensures balanced assessment of academic rigor, project planning, literature review, and execution.

Project Work Phase–II is assessed for 50 marks under CIE, with equal weightage given to departmental review and supervisor review, each carrying 20 marks. This phase primarily focuses on project implementation, results, analysis, and professional presentation of outcomes.

Overall, the CIE framework emphasizes continuous assessment, transparency, and holistic evaluation by combining written tests, practical performance, project work, and alternative assessment methods. This approach ensures alignment with outcome-based education principles and supports comprehensive evaluation of students' knowledge, skills, and professional competencies.

5.2. Policy for Appointment of Question Paper Setters and Examiners for Valuation:

The institution follows a well-defined, transparent, and structured policy for the appointment of Question Paper Setters and Examiners for valuation to ensure academic rigor, fairness, confidentiality, and quality in the examination process. This policy is framed in accordance with autonomous examination regulations and approved academic governance practices. The objective of the policy is to ensure that the setting of question papers and the valuation of answer scripts are carried out by competent and qualified experts, thereby maintaining the credibility and integrity of the examination system.

Question Paper Setters are selected based on their academic qualifications, subject expertise, teaching and research experience, and familiarity with the prescribed syllabus and outcome-based education framework. Preference is given to faculty members holding postgraduate or doctoral degrees in the relevant discipline and possessing adequate experience in teaching the concerned course or allied subjects. To ensure objectivity and high academic standards, the institution draws question paper setters from both internal and external sources, giving due preference to reputed universities and autonomous engineering colleges.

The **Question Paper Setting and Moderation Committee** plays a key role in the identification and recommendation of question paper setters. The committee proposes a panel of reputed colleges and universities after due consideration of academic reputation, subject relevance, and past performance. This recommended panel is formally submitted to the **Principal for review**. The final authority for the selection and appointment of question paper setters rests with the

Principal, thereby ensuring institutional oversight, accountability, and adherence to approved governance mechanisms.

Selected question paper setters are required to strictly adhere to the approved syllabus, course outcomes, and examination pattern while framing question papers. They are instructed to ensure balanced coverage of all units, appropriate distribution of difficulty levels, and alignment with various cognitive levels. All question papers received from setters undergo a formal moderation and scrutiny process by subject experts or the moderation committee to verify correctness, clarity, syllabus coverage, and compliance with prescribed guidelines before final approval for conduct of examinations.

Examiners for valuation are appointed based on their academic competence, subject expertise, and experience in evaluation. A panel of qualified evaluators is prepared and approved in advance, following institutional norms. Wherever mandated or considered appropriate, external examiners are appointed to enhance transparency, impartiality, and credibility of the valuation process. Care is taken to avoid conflict of interest by ensuring that evaluators are not involved in teaching the same course to the same batch, wherever feasible.

To ensure fairness and objectivity in evaluation, the institution adopts anonymized valuation practices through bar-coded answer scripts, thereby concealing student identity during the valuation process. Examiners are provided with approved valuation guidelines, model answers, and marking schemes to ensure uniformity and consistency in awarding marks. The valuation process is closely monitored by the Examination Section to ensure adherence to timelines, confidentiality norms, and ethical standards.

Quality assurance mechanisms such as moderation, sample verification, and review of abnormal variations in marks are implemented wherever applicable. Any deviations observed during valuation are addressed through corrective measures in accordance with institutional regulations. Examiners are expected to complete valuation within the stipulated timeframe and maintain strict confidentiality regarding examination materials and student performance.

Overall, this policy ensures that the appointment of Question Paper Setters and Examiners for valuation is carried out in a systematic, transparent, and accountable manner. By engaging qualified experts, enforcing confidentiality, and implementing robust moderation and evaluation practices, the institution upholds the academic standards of its examination system and reinforces the confidence of students, faculty, and external stakeholders.

5.3. Question Bank:

The institution maintains a structured and comprehensive Question Bank as a key component of its assessment and evaluation system. The Question Bank is designed to support systematic question paper preparation, ensure uniform coverage of the prescribed syllabus, and promote

outcome-based assessment. It serves as an academic repository of validated questions that reflect course objectives and learning outcomes.

The Question Bank is developed and maintained at the departmental level under the supervision of the respective Board of Studies. Faculty members contribute questions periodically in accordance with the approved syllabus and academic calendar. The questions are framed to assess different levels of learning, including knowledge, understanding, application, analysis, and problem-solving skills, thereby ensuring balanced and comprehensive evaluation.

To ensure quality and relevance, all questions included in the Question Bank are reviewed and approved by subject experts or departmental committees. The Question Bank is periodically updated to incorporate curriculum revisions, emerging academic trends, and feedback from examination performance analysis. Obsolete or repetitive questions are removed to maintain the effectiveness and academic relevance of the repository.

The Question Bank is maintained in a secure manner with restricted access to ensure confidentiality. It serves as a reference for question paper setters and moderation committees during the preparation of internal and end semester examination papers. Through systematic maintenance and controlled usage, the Question Bank strengthens transparency, consistency, and academic rigor in the examination process.

5.4 Question Paper Scrutiny Policy:

The institution follows a structured and well-defined Question Paper Scrutiny Policy to ensure the quality, accuracy, and academic rigor of question papers used for internal and end semester examinations. The primary objective of this policy is to verify that question papers are free from errors, aligned with the approved syllabus, and designed to assess the intended course outcomes in a fair and balanced manner.

All question papers prepared by the appointed question paper setters are subjected to a formal scrutiny process prior to their final approval. The scrutiny is carried out by a designated Question Paper Scrutiny Committee or subject experts who possess adequate academic qualifications and experience in the relevant discipline. During the scrutiny process, the question paper is examined for syllabus coverage, clarity of questions, correctness of language, appropriateness of marks distribution, and adherence to the prescribed examination pattern.

Special emphasis is placed on ensuring balanced difficulty levels and alignment with various cognitive domains as per outcome-based education principles. The scrutiny process also verifies that there is no repetition of questions from recent examinations and that the paper provides sufficient scope for assessing analytical, problem-solving, and application-oriented skills, wherever applicable. Any ambiguities, typographical errors, or deviations identified during scrutiny are communicated to the setter for necessary corrections.

Only after incorporating all suggested modifications and receiving final approval from the scrutiny authority is the question paper cleared for conduct of the examination. The entire scrutiny process is carried out under strict confidentiality to maintain the integrity of the examination system. Through this policy, the institution ensures consistency, fairness, and academic excellence in question paper setting, thereby strengthening the credibility of its examination process.

5.5 Conduct of End Semester Examinations:

Type of Course	SEE Marks	Examination Components / Structure	Duration / Mode
Theory	60	Part-A: Compulsory question with 10 sub-questions from all units (equal weightage) – 10 Marks Part-B: Descriptive questions (5 questions, one from each unit with either/or choice) – 50 Marks	4 Hours
Practical	60	Write-up / Record – 10 Marks Experiment / Program Execution – 15 Marks Evaluation of Results – 15 Marks Presentation on another experiment / program – 10 Marks Viva-Voce – 10 Marks	As notified
Internship / Mini-Project	60	Viva-Voce examination conducted by External Examiner	Viva-Voce
Project Work Phase-I	—	Assessed through Continuous Internal Evaluation only (No SEE component)	—
Project Work Phase-II	60	Viva-Voce examination conducted by External Examiner	Viva-Voce

The institution conducts End Semester Examinations (SEE) as a summative assessment to evaluate students' comprehensive understanding of the course content at the end of each semester. The SEE is conducted in a structured, transparent, and standardized manner in accordance with the approved academic regulations and examination calendar. The conduct of examinations is supervised by the Examination Section to ensure fairness, confidentiality, discipline, and compliance with institutional and regulatory norms.

For **theory courses**, the End Semester Examination is conducted for a total of **60 marks** with a duration of **three hours**. The question paper is divided into two parts to ensure balanced

assessment across all units of the syllabus. **Part–A** consists of a compulsory question carrying **10 marks**, comprising **10 short sub-questions drawn from all units with equal weightage**, thereby ensuring comprehensive syllabus coverage. **Part–B** carries **50 marks** and consists of **five descriptive questions, one from each unit, with an either/or choice**, allowing students to demonstrate in-depth understanding, analytical ability, and problem-solving skills. This structure ensures assessment across multiple cognitive levels in alignment with outcome-based education principles.

For **practical courses**, the End Semester Examination is designed to evaluate hands-on skills, experimental competence, and conceptual understanding. The SEE for practicals includes assessment through multiple components such as **written record or write-up (10 marks)**, **execution of experiment or program (15 marks)**, **evaluation of results (15 marks)**, **presentation on an alternate experiment or program (10 marks)**, and **viva-voce (10 marks)**. This multi-component evaluation ensures a comprehensive assessment of procedural skills, analytical interpretation, and communication abilities.

For **internships and mini-projects**, the End Semester Examination carries **60 marks** and is conducted through a **viva-voce examination by an external examiner**, ensuring objectivity and industry or application-oriented assessment. **Project Work Phase–I** does not have an End Semester Examination component and is assessed through continuous evaluation as per regulations. **Project Work Phase–II** carries **60 marks**, assessed through a **viva-voce conducted by an external examiner**, focusing on project implementation, results, analysis, and professional presentation. The structured conduct of End Semester Examinations across all course types ensures uniformity, academic rigor, and credibility in the evaluation process.

5.6. Evaluation:

Aspect	Description
Question Paper Setting	The Semester End Examination (SEE) question papers are set by external examiners to ensure objectivity and academic rigor.
First Evaluation (E1)	The answer script is evaluated by Examiner E1 (Internal Examiner).
Second Evaluation (E2)	The same answer script is independently evaluated by Examiner E2 (External Examiner).
Normal Case (Difference < 15%)	If the difference between E1 and E2 marks is less than 15% of maximum marks (i.e., less than 9 marks for a 60-mark paper), the final mark is the average of E1 and E2.

Deviation Case (Difference \geq 15%)	If the difference between E1 and E2 marks is greater than or equal to 15% (i.e., 9 marks or more for a 60-mark paper), the answer script is sent to a Third Examiner (E4).
Final Marks after E4 Evaluation	The average of the nearest two marks among E1, E2, and E4 is considered as the final mark.
Equal Difference Situation	If the difference between marks is equal, the average of the best two evaluations is taken as the final mark.

The semester end examination (SEE) question papers shall be set by the external examiners. The SEE answer scripts shall be evaluated by two examiners (E1 and E2). Examiner E1 is the internal examiner and examiner E2 is the external examiner. The marks awarded for a course are the average of E1 and E2 if the difference in marks is less than 15% of maximum marks i.e., 9 marks for 60 marks paper. If the difference in marks obtained during E1 and E2 evaluations is greater than or equal to 9, then the answer script is evaluated by the third examiner (E4). The final mark in such a case is the average of nearest two evaluations. If the difference of marks is equal, then the average of the best two evaluations is considered as final marks.

5.7. Malpractice Rules:

#	Nature of Malpractices/Improper conduct	Punishment
	If the student:	
1 (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material concerned with or related to the course of the examination (theory or practical) in which student is appearing but has not made use of (material shall include any marks on the body of the student which can be used as an aid in the course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course only.
1 (b)	Gives assistance or guidance or receives it from any other student orally or by any other body language methods or communicates through cell phones with any student or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the students involved. In case of an outsider, he will be handed over to the police and a case is registered against him.

2	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the student is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that semester/year. The hall ticket of the student is to be cancelled and sent to the Controller of Examinations.
3.	Impersonates any other student in connection with the examination. The student who has impersonated shall be expelled from examination hall. The student is also debarred and forfeits the seat. The performance of the original student who has been impersonated, shall be cancelled in all the courses of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester/year.	The student is also debarred for two consecutive semesters from class work and all SEE examinations. The continuation of the course by the student is course to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred for two consecutive semesters from class work and all SEE examinations. The continuation of the course by the student is course to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that course.

6.	Refuses to obey the orders of the chief superintendent/assistant – superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the college campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the student(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that semester/year. The students also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears off the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred for two consecutive semesters from class work and all SEE examinations. The continuation of the course by the student is course to the academic regulations in connection with forfeiture of seat.
8.	Possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred and forfeits the

		seat.
9.	If student of the college, who is not a student for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The student is also debarred and forfeits the seat. Person(s) who do not belong to the college will be handed over to the police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the student has already appeared for including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the student has appeared for including practical examinations and project work of that semester/year examinations.

5.8. Result Processing:

- a. The student, in each field/research-based course, shall have to earn 35% of marks (i.e. 14 marks out of 40 marks) in CIE, 35% of marks (i.e. 21 marks out of 60 marks) in SEE and overall, 40% of marks (i.e. 40 marks out of 100 marks) in both CIE and SEE put together.
- b. The student is eligible to write Semester End Examination of the concerned course, if the student scores 35% (14 marks) of 40 in Continuous Internal Evaluation (CIE).
- c. In case, the student appears for SEE of the concerned course but not secured 35% of CIE marks, his performance in that course in SEE shall stand canceled in spite of appearing the SEE.

Component	Maximum Marks	Minimum % Required	Minimum Marks
CIE	40	35%	14
SEE	60	35%	21
CIE + SEE (Overall)	100	40%	40

5.9. Result Passing Committee:

The Result Passing Committee shall be duly constituted by the Principal, Vardhaman College of Engineering, for the approval of End Semester / Annual Examination results. The committee shall consist of the following members:

1. Principal – Chairperson
2. Dean (Examinations) – Convener
3. Nominee of Jawaharlal Nehru Technological University Hyderabad – External Member
4. Additional Controller of Examinations – Member
5. One Senior Faculty Member (nominated by the principal) – Member
6. Controller of Examinations – Member

The committee shall meet on the scheduled date at the college campus for deliberation and approval of results.

Proceedings of the Result Passing Committee

i. Tabulation and Presentation of Results

After the completion of valuation of answer scripts and compilation of results, the tabulated results, including pass percentages of all theory subjects, shall be placed before the Result Passing Committee for scrutiny and approval.

ii. Consideration of Moderation Issues

The committee shall carefully examine any moderation issues, including but not limited to:

- a. Wrong questions
- b. Out-of-syllabus questions
- c. Ambiguous or unsolvable questions
- d. Printing or framing errors in the question paper

Based on the nature and impact of such issues, the committee shall decide the quantum of marks to be awarded uniformly to all affected candidates.

iii. Review of Failed Candidates & Grace Marks

The committee shall review:

- a. Subject-wise failure statistics
- b. Shortfall of marks in each subject

Based on this analysis, the committee shall arrive at a moderation (grace marks) criterion, ensuring that marginally failed candidates are given a fair opportunity to clear the course, strictly in accordance with the norms of JNTU Hyderabad.

Policy for Award of Moderation (Grace) Marks:

(In accordance with the norms and guidelines of Jawaharlal Nehru Technological University Hyderabad)

a. Quantum of Moderation

A maximum of six (6) marks may be awarded as moderation in a single theory subject only, strictly as per the moderation norms prescribed by JNTU Hyderabad.

b. Eligibility for Moderation

Moderation (grace) marks shall be awarded only to candidates who fall short of the minimum passing marks prescribed for the End Semester / Annual Examination in a theory subject.

c. Exclusions

Moderation marks shall not be awarded for:

- Practical / Laboratory subjects
- Project work
- Seminar / Internship / Viva-voce components

d. Uniform Application

Moderation shall be applied uniformly to all eligible candidates of a subject, based on the approved criteria, ensuring transparency, fairness, and academic integrity, in line with JNTU Hyderabad regulations.

e. Authority and Finality

The Result Passing Committee, constituted as per the autonomous examination framework and JNTU Hyderabad guidelines, shall be the sole authority to recommend and approve moderation marks.

The decision of the committee shall be final and binding, and no individual claims for moderation shall be entertained.

5.10. Publication of Results:**5.10.1. Grading Procedure**

- a. Grades will be awarded to indicate the performance of students in each Theory Course, Laboratory / Practicals / Industry-Oriented Mini Project/Internship/SDC and Project Stage. Based on the percentage of marks obtained (Continuous Internal Evaluation plus Semester End Examination, both taken together) as specified in item 8 above, a corresponding letter grade shall be given.
- b. As a measure of the performance of a student, a 10-point absolute grading system using the following letter grades (as per UGC/AICTE guidelines) and corresponding percentage of marks shall be followed:

Percentage of Marks Secured in a Course	Letter Grade	Meaning	Grade Points
≥90	O	Outstanding	10
≥80 and <90	A+	Excellent	9
≥70 and <80	A	Very Good	8
≥60 and <70	B+	Good	7
≥50 and <60	B	Average	6

≥40 and <50	C	Pass	5
Below 40	F	Fail	0
Absent	AB	Absent	0

- c. A student who has obtained an ‘F’ grade in any course shall be deemed to have ‘failed’ and is required to reappear as a ‘supplementary student’ in the semester end examination, as and when offered. In such cases, internal marks in those courses will remain the same as those obtained earlier.
- d. To a student who has not appeared for an examination in any course, ‘Ab’ grade will be allocated in that course, and he is deemed to have ‘Failed’. A student will be required to reappear as a ‘supplementary student’ in the semester end examination, as and when offered next. In this case also, the internal marks in those courses will remain the same as those obtained earlier.
- e. A letter grade does not indicate any specific percentage of marks secured by the student, but it indicates only the range of percentage of marks.
- f. A student earns Grade Point (GP) in each course, on the basis of the letter grade secured in that course. The corresponding ‘Credit Points’ (CP) are computed by multiplying the grade point with credits for that particular course.

Credit Points (CP) = Grade Point (GP) x Credits for a course

- g. A student passes the course only when $GP \geq 5$ (‘C’ grade or above)
- h. The Semester Grade Point Average (SGPA) is calculated by dividing the sum of credit points (ΣCP) secured from all courses registered in a semester, by the total number of credits registered during that semester. SGPA is rounded off to two decimal places. SGPA is thus computed as

$$SGPA(S_i) = \frac{\sum_{i=1}^N C_i \times G_i}{\sum_{i=1}^N C_i}$$

where ‘i’ is the course indicator index (considering all courses in a semester), ‘N’ is the no. of courses ‘registered’ for the semester (as specifically required and listed under the course structure of the parent department), C_i is the no. of credits allotted to the i^{th} course, and G_i represents the grade points (GP) corresponding to the letter grade awarded for that i^{th} course.

- i. The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is the ratio of the total credit points secured by a student in all registered courses (of 160) in all semesters, and the total number of credits registered in all the semesters. CGPA is rounded off to two decimal places. CGPA is thus computed from the I year II semester onwards at the end of each semester as per the formula

$$CGPA = \frac{\sum_{j=1}^M C_j \times G_j}{\sum_j C_j}$$

(i.e., up to and inclusive of S semesters, $S \geq 2$),

where 'M' is the total no. of courses (as specifically required and listed under the course structure of the parent department) the student has 'registered' i.e., from the 1st semester onwards up to and inclusive of the 8th semester, 'j' is the course indicator index (takes into account all courses from 1 to 8 semesters), C_j is the no. of credits allotted to the jth course, and G_j represents the grade points (GP) corresponding to the letter grade awarded for that jth course. After registration and completion of I year I semester, the SGPA of that semester itself may be taken as the CGPA, as there are no cumulative effects.

j. Illustration of calculation of SGPA

Course (i)	Credits (C_i)	Letter Grade	Grade Points (G_i)	Credit Points $C_i \times G_i$
Course 1	4	A	8	$4 \times 8 = 32$
Course 2	4	O	10	$4 \times 10 = 40$
Course 3	4	C	5	$4 \times 5 = 20$
Course 4	3	B	6	$3 \times 6 = 18$
Course 5	3	A+	9	$3 \times 9 = 27$
Course 6	Σ 3	C	5	Σ $3 \times 5 = 15$
	$C_i = 21$			$C_i \times G_i = 152$

$$\text{SGPA} = 152/21 = 7.24$$

k. Illustration of Calculation of CGPA up to 3rd Semester

Semester	Course	Credits Allotted	Letter Grade secured	Grade Points	Credit Points (CP)
I	Course 1	3	A	8	24
I	Course 2	3	O	10	30
I	Course 3	3	B	6	18
I	Course 4	4	A	8	32
I	Course 5	3	A+	9	27
I	Course 6	4	C	5	20
II	Course 7	4	B	6	24
II	Course 8	4	A	8	32
II	Course 9	3	C	5	15
II	Course 10	3	O	10	30
II	Course 11	3	B+	7	21
II	Course 12	4	B	6	24
II	Course 13	4	A	8	32
II	Course 14	3	O	10	30
III	Course 15	2	A	8	16

III	Course 16	1	C	5	5
III	Course 17	4	O	10	40
III	Course 18	3	B+	7	21
III	Course 19	4	B	6	24
III	Course 20	4	A	8	32
III	Course 21	3	B+	7	21
Total Credits:		69	Total Credit Points:		518

$$\text{CGPA} = 518/69 = 7.51$$

The calculation process of CGPA illustrated above will be followed for each subsequent semester until 8th semester. The CGPA obtained at the end of 8th semester will become the final CGPA secured for entire B.Tech programme.

- l. For merit ranking or comparison purposes or any other listing, only the 'rounded off' values of the CGPAs will be used.
- m. SGPA and CGPA of a semester will be mentioned in the semester Memorandum of Grades if all courses of that semester are passed in first attempt. Otherwise the SGPA and CGPA shall be mentioned only on the Memorandum of Grades in which sitting he passed his last exam in that semester. However, mandatory courses will not be taken into consideration.

5.10.2. SGPA, CGPA and Percentage of Marks

- a. Computation of SGPA and CGPA are done using the procedure listed in 9.6 to 9.9
- b. For final percentage of marks equivalent to the computed final CGPA, the following formula may be used.

$$\% \text{ of Marks} = (\text{final CGPA} - 0.5) \times 10$$

5.10.3. Passing Standards

- a. A student shall be declared successful or 'passed' in a semester, if he secures a GP \geq 5 ('C' grade or above) in every course in that semester (i.e. when the student gets an SGPA \geq 5.0 at the end of that particular semester); and he shall be declared successful or 'passed' in the entire undergraduate programme, only when gets a CGPA \geq 5.00 ('C' grade or above) for the award of the degree as required.
- b. After the completion of each semester, a grade card or grade sheet shall be issued to all the registered students of that semester, indicating the letter grades and credits earned. It will show the details of the courses registered (course code, title, no. of credits, grade earned, etc.) and credits earned. There is NO exemption of credits in any case.

5.10.4. Award of Degree

A student who registers for all the specified courses as listed in the course structure and secures the required number of 160 credits (with CGPA \geq 5.0), within 8 academic years from the date of commencement of the first academic year, shall be declared to have 'qualified' for the award of B.Tech. degree in the branch of Engineering selected at the time of admission.

5.10.5. Award of 2-Year B.Tech. Diploma Certificate

- a. A student is awarded 2-Year UG Diploma Certificate in the concerned engineering branch on completion of all the academic requirements and earned all the 80 credits

(within 4 years from the date of admission) upto B. Tech. – II Year – II Semester, if the student want to exit the 4-Year B. Tech. program and requests for the 2-Year B.Tech. (UG) Diploma Certificate.

- b. The student once opted and awarded for 2-Year UG Diploma Certificate, the student will be permitted to join in B. Tech. III Year I Semester and continue for completion of remaining years of study for 4-Year B. Tech. Degree ONLY in the next academic year along with next batch students. However, if any student wishes to continue the study after opting for exit, he/she should register for the courses in III Year I Semester before the commencement of classwork for that semester.
- c. The students, who exit the 4-Year B.Tech. program after II Year of study and wish to re-join the B.Tech. program, must submit the 2-Year B.Tech. (UG) Diploma Certificate awarded to him, subject to the eligibility for completion of the degree.
- d. A student may be permitted to take one year break after completion of II Year – II Semester or B. Tech. III Year II Semester (with university permission through the principal of the college well in advance) and can re-enter the program in next Academic Year in the same college and complete the course on fulfilling all the academic credentials within a stipulated duration i.e. double the duration of the program (Ex. within 8 Years for 4-Year program).

5.10.6. Student Transfers

- a. There shall be no branch transfers after the completion of admission process.
- b. The students seeking transfer to Vardhaman College of Engineering from various other Universities/institutions have to pass the failed subjects which are equivalent to the subjects of Vardhaman College of Engineering, and also pass the subjects of Vardhaman College of Engineering which the students have not studied at the earlier institution. Further, though the students have passed some of the subjects at the earlier institutions, if the same subjects are prescribed in different semesters of Vardhaman College of Engineering, the students have to study those subjects in VCE in spite of the fact that those subjects are repeated.
- c. The transferred students from other Universities/Institutions to Vardhaman College of Engineering who are on rolls are to be provided one chance to write the CBT (for internal marks) in the equivalent subject(s) as per the clearance letter issued by the University.
- d. The Vardhaman College of Engineering shall provide one chance to write the internal examinations in the equivalent course(s) to the students transferred from other universities/institutions to Vardhaman College of Engineering who are on rolls, as per the clearance (equivalence) letter issued by the Institution.

5.11 Challenging Evaluation Policy:

Vardhaman College of Engineering (Autonomous)

(In accordance with the regulations and guidelines of Jawaharlal Nehru Technological University Hyderabad)

5.11.1 Objective

The Challenging Evaluation mechanism is provided to ensure fairness, transparency, and academic integrity by offering students a final opportunity for reassessment of theory examination answer scripts.

5.11.2 Eligibility to Benefit

- a. The benefit of Challenging Evaluation shall be applicable only to candidates who have appeared for the End Semester / Annual Examination in the concerned subject.
- b. Only candidates who submit a valid application within the prescribed time limit, along with the prescribed fee, shall be eligible to avail the benefit.
- c. The benefit of Challenging Evaluation shall be restricted to theory subjects only. Candidates appearing for practical/laboratory courses, project work, seminar, internship, and viva-voce shall not be eligible.
- d. The benefit of Challenging Evaluation shall be applicable irrespective of the pass or fail status in the original evaluation.
- e. The revised marks awarded through Challenging Evaluation shall be final and binding, subject to approval by the Result Passing Committee, and shall be considered for revision of results.
- f. No further benefit in the form of revaluation, rechecking, or re-challenging shall be permitted after completion of Challenging Evaluation.

5.11.3 Application Procedure

- a. Eligible candidates shall apply for Challenging Evaluation in the prescribed format within the notified time period after declaration of results.
- b. Applications received after the stipulated deadline or without payment of the prescribed fee shall not be considered.

5.11.4 Evaluation Process:

- a. The answer script shall be evaluated by a senior external examiner or a committee of external examiners appointed by the Controller of Examinations.
- b. The evaluation shall be carried out afresh and independently, in accordance with the approved valuation scheme and JNTU Hyderabad academic standards.
- c. The identity of the candidate and examiners shall remain confidential throughout the process.

5.11.5 Declaration and Finality

- a. The marks awarded in Challenging Evaluation shall be final and binding, irrespective of whether they are higher or lower than the marks awarded earlier.
- b. No further request for review or reassessment shall be entertained under any circumstances.

5.12 Supplementary Examination

- a. Supplementary Examinations shall be conducted for candidates who **fail to secure the minimum passing marks** in one or more subjects in the End Semester / Annual Examinations.
- b. Supplementary Examinations shall be conducted **as per the academic calendar / notification** issued by the Examination Branch.
- c. Eligibility, syllabus, examination pattern, and valuation procedures for Supplementary Examinations shall be **the same as those prescribed for regular examinations**.
- d. The results of Supplementary Examinations shall be declared and incorporated into the student's academic record after due approval by the competent authority.

5.13 Examination Grievance Redressal Mechanism

- a. The college shall have a **well-defined Examination Grievance Redressal Mechanism** to address student grievances related to examination conduct, evaluation, results, and allied matters.
- b. Examination-related grievances shall be examined by the **Examination Grievance Redressal Committee**, constituted by the Principal.
- c. Grievances shall be submitted in the **prescribed format** within the stipulated time.
- d. The decision of the committee shall be **final and binding**, subject to compliance with university and statutory regulations.

5.14 Academic Transcripts to Students

- a. Academic Transcripts, including grade sheets and consolidated statements of marks, shall be issued to students **after completion of the prescribed academic requirements**.
- b. Transcripts shall be issued **upon written request and payment of the prescribed fee**, if any.
- c. The Examination Branch shall ensure **accuracy, confidentiality, and timely issuance** of transcripts.

5.15 Genuineness of Certificate Verification

- a. The college shall verify the **genuineness of certificates** issued to students upon request from employers, universities, government agencies, or the students themselves.
- b. Verification shall be carried out **only through the Examination Branch** after due authentication of records.
- c. Verification requests shall be processed **upon receipt of prescribed application and fee**, as notified.

5.16 Duplicate Certificate

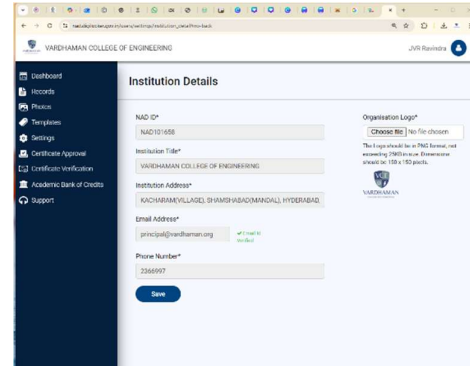
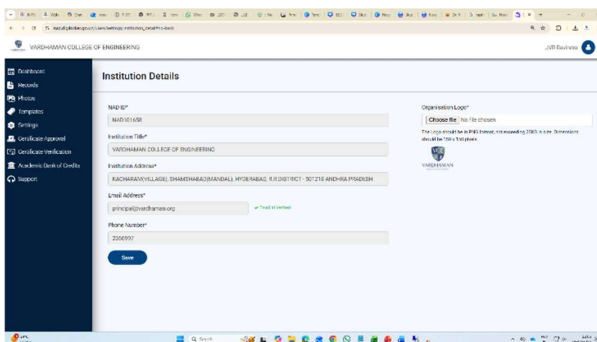
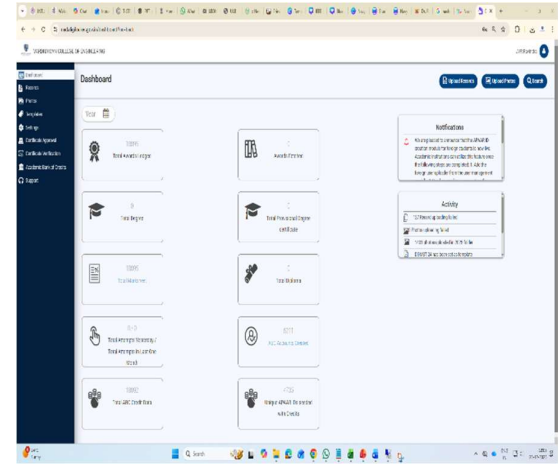
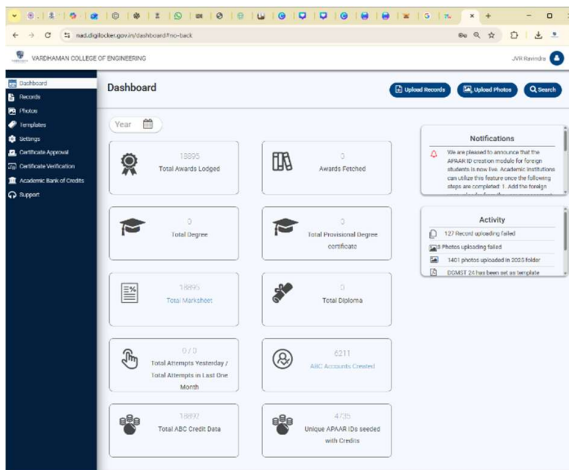
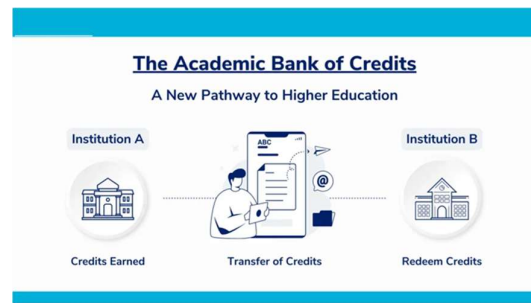
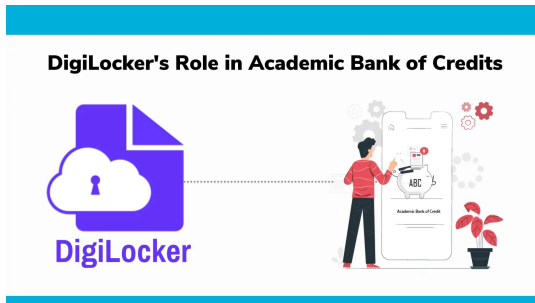
- a. Duplicate certificates (Marks Memo, Provisional Certificate, Degree Certificate, etc.) shall be issued **only in cases of loss or damage** of the original certificate.
- b. The applicant shall submit:
 - A prescribed application
 - Supporting documents (FIR / affidavit, if applicable)
 - Prescribed fee
- c. Duplicate certificates shall be clearly marked as **“DUPLICATE”** and issued after due verification.

5.17 Graduation Day

- a. Graduation Day (Convocation) shall be conducted for students who have **successfully completed all academic requirements** of the programme.
- b. Eligibility for award of degree shall be **as per the approved regulations** of the autonomous institution and JNTU Hyderabad norms.
- c. Degrees shall be awarded either **in person at the Graduation Day ceremony** or **in absentia**, as notified by the Examination Branch.

6. ACADEMIC BANK CREDITS AND AUTOMATION

- The Academic Bank of Credits (ABC) is a digital credit management system introduced as part of the National Education Policy (NEP) 2020 to promote flexibility, mobility, and lifelong learning in higher education.
- ABC functions as a digital repository (credit bank) where students can store, accumulate, transfer and redeem academic credits earned from recognized higher education institutions.



7. Automation

7.1. Student-Centric Policies

Provisions for reevaluation, grievance redressal, multiple entry–exit, and Academic Bank of Credits (ABC) support flexibility and inclusiveness as recommended by NAAC and NEP-2020.

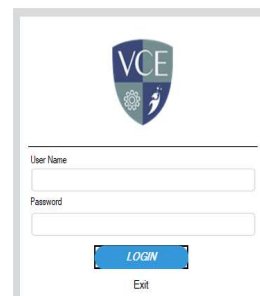
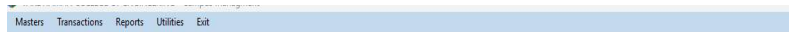
7.2. Feedback-Integrated Examination Cycle

- a. Post-exam student feedback collected.
- b. Used to refine:
 - i. Question quality
 - ii. Difficulty balance
 - iii. Evaluation timelines
- c. Forms a Continuous Quality Improvement (CQI) loop.

7.3. Digital Evaluation with Analytics

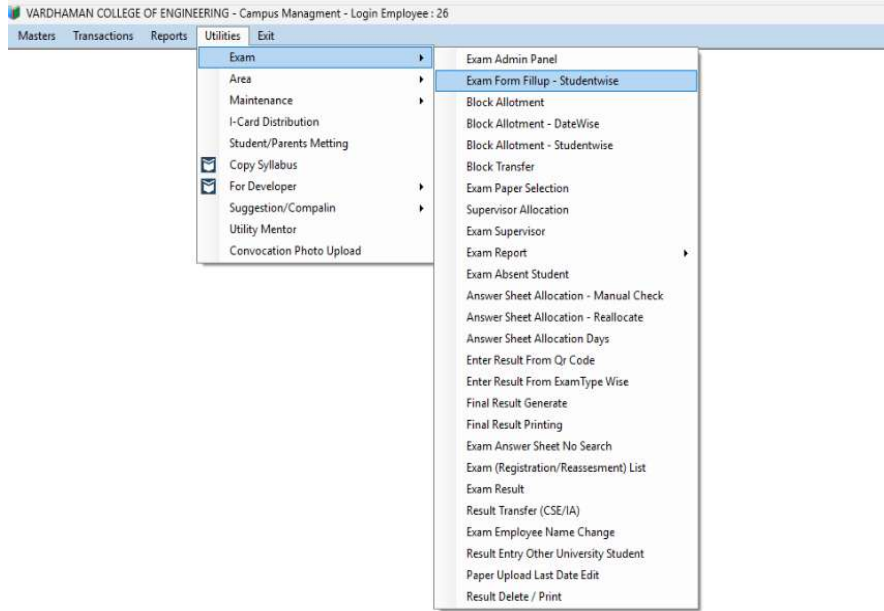
- a. Answer scripts are scanned and evaluated digitally.
- b. System generates **exam analytics** such as:
 - i. CO-wise performance
 - ii. Difficulty index
 - iii. Pass percentage trends
- c. Enables **data-driven academic decisions**.

7.4. Login Page:



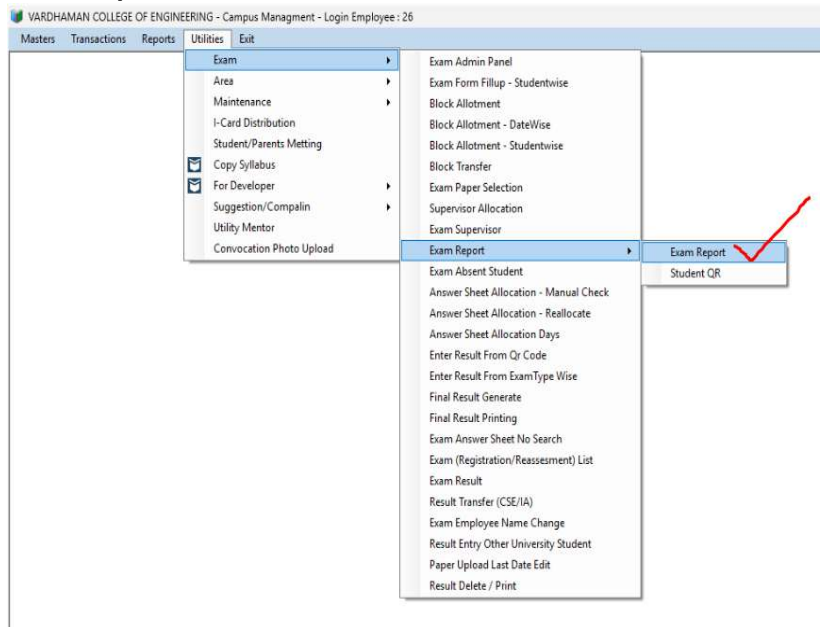
Description: "Login Page: The examination process begins with the login page, where authorized users are required to enter their unique login credentials (username and password) to access the system securely. This ensures that only authenticated personnel can proceed with examination-related tasks."

7.5. Examination Menu



The **Examination Menu** is a centralized section of the system that provides access to all examination-related functions and modules. From this menu, users can manage and monitor the entire examination process.

7.6. Examinations Reports



The **Examination Reports** section provides comprehensive data and summaries related to all aspects of the examination process. It helps administrators, faculty, and management review performance, track progress, and maintain academic records efficiently.

7.7. Answer booklets Checked Status:

Report Type: Online Answer Sheet Ch... Academic Year: 2425 Campus: Vardhaman Institute: VARDHAMAN COLLEGE OF ENGINEERING OK

Stream: B.TECH CIVIL ENGINEERING - Vardhaman Semester: 1 Exam Type: CAT-1 Pat: Odd

Exam Paper Selection

Year: 2526 University: Department: Stream: Semester: Exam Type: Exam Date: 02/09/2025

Stream	Semester	Subject	Subject Code	Date of Exam	From Time	To Time	Uploaded	Download	Paper Detail	Get QR Codes
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The Answer Booklets Checked Status module is designed to track and monitor the evaluation process of student answer booklets after examinations. It ensures transparency, timely completion of evaluations, and easy access to status updates for administrators, faculty, and examination controllers.

7.8. Internal and External Exam Paper Generation:

Report Type: Online Answer Sheet Ch... Academic Year: 2425 Campus: Vardhaman Institute: VARDHAMAN COLLEGE OF ENGINEERING OK

Stream: B.TECH CIVIL ENGINEERING - Vardhaman Semester: 1 Exam Type: CAT-1 Pat: Odd

Exam Paper Selection

Year: 2526 University: Department: Stream: Semester: Exam Type: Exam Date: 02/09/2025

Stream	Semester	Subject	Subject Code	Date of Exam	From Time	To Time	Uploaded	Download	Paper Detail	Get QR Codes
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The Internal and External Examination Paper Generation process is a highly confidential and secure operation managed under strict institutional protocols to ensure fairness, accuracy, and data protection. It involves multiple stages of question paper preparation, verification, and distribution, all carried out with limited access to authorized personnel only.

7.9. Re-Assessment Request from Student (CAT Examinations):

WARDHAMAN COLLEGE OF ENGINEERING - Campus Management - Login Employee : 26 - [Exam Reports]

Masters Transactions Reports Utilities Exit

Exam Reports Exam Admin Panel

Report Type: Reassessment Academic Year: 2425 Campus: Vardhaman Institute: WARDHAMAN COLLEGE OF ENGINEERING

Stream: B. TECH CIVIL ENGINEERING - Vardhaman Semester: 1 Exam Type: CAT-II Part: Odd

OK

1 of 1 Find Next

Reassessment Request Report

For CAT examination a students can apply re-assessment, if any discrepancy of marks.

7.10. Marks Entry Open for Faculty:

WARDHAMAN COLLEGE OF ENGINEERING - Campus Management - Login Employee : 26 - [Exam Admin Panel]

Masters Transactions Reports Utilities Exit

Exam Admin Panel

For: Exam Marks Entry University: Vardhaman

Academic Year: 2425 Department: PG ENGINEERING Semester: 2 Exam Type: AAT Win / Sum: Even

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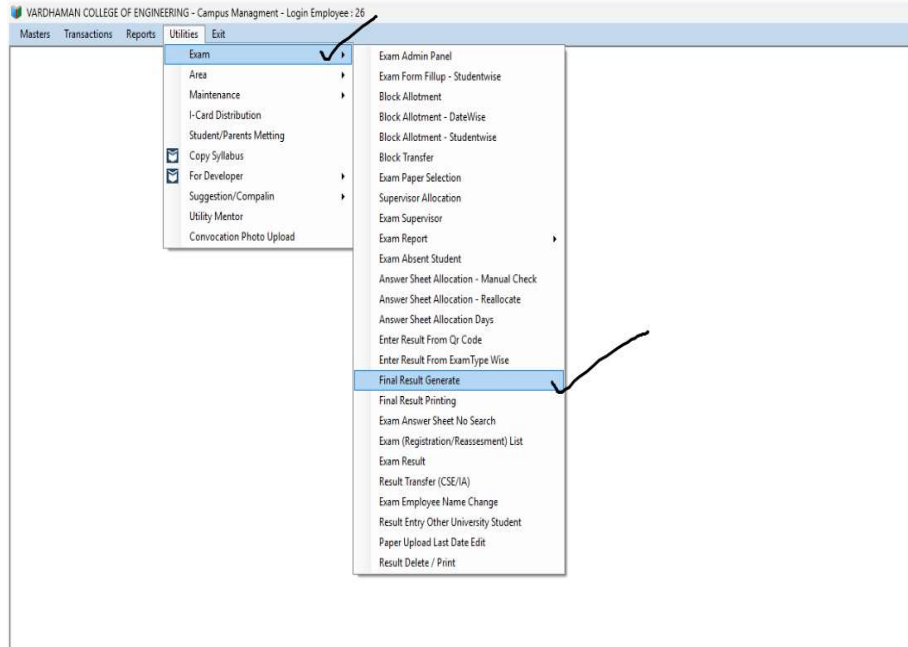
Apply To All

From: 02/09/2025 To: 02/09/2025 Total Marks: Min Marks: Apply to All

	Academic Year	Stream	Semester	Subject	Subject Code	From-Date	To-Date	Total Marks	Min Marks		
1	2425	M. TECH COMPUTER SCIENCE AND ENGINEERING	2	CONSTITUTION OF INDIA	B6093			0	0	Update	Remove
2	2425	M. TECH COMPUTER SCIENCE AND ENGINEERING	2	MACHINE LEARNING	B6505	30-07-2025	31-07-2025	10	0	Update	Remove
3	2425	M. TECH COMPUTER SCIENCE AND ENGINEERING	2	BIG DATA ANALYTICS	B6506	30-07-2025	31-07-2025	10	0	Update	Remove
4	2425	M. TECH COMPUTER SCIENCE AND ENGINEERING	2	MACHINE LEARNING LABORATORY	B6507			0	0	Update	Remove
5	2425	M. TECH COMPUTER SCIENCE AND ENGINEERING	2	BIG DATA ANALYTICS LABORATORY	B6508			0	0	Update	Remove
6	2425	M. TECH COMPUTER SCIENCE AND ENGINEERING	2	MINI PROJECT	B6541			0	0	Update	Remove
7	2425	M. TECH COMPUTER SCIENCE AND ENGINEERING	2	WEB AND DATABASE SECURITY	B6558	30-07-2025	02-09-2025	10	0	Update	Remove
8	2425	M. TECH COMPUTER SCIENCE AND ENGINEERING	2	WIRELESS AND MOBILE COMPUTING	B6559	30-07-2025	31-07-2025	10	0	Update	Remove
9	2425	M. TECH COMPUTER SCIENCE AND ENGINEERING	2	DIGITAL FORENSICS	B6561	30-07-2025	31-07-2025	10	0	Update	Remove
10	2425	M. TECH DIGITAL ELECTRONICS AND COMMUNICATION SYST	2	CONSTITUTION OF INDIA	B6093			0	0	Update	Remove
11	2425	M. TECH DIGITAL ELECTRONICS AND COMMUNICATION SYST	2	ANALOG AND DIGITAL CMOS VLSI DE...	B6405	30-07-2025	31-07-2025	10	0	Update	Remove
12	2425	M. TECH DIGITAL ELECTRONICS AND COMMUNICATION SYST	2	ADVANCED DIGITAL SIGNAL PROCESS...	B6406	30-07-2025	31-07-2025	10	0	Update	Remove
13	2425	M. TECH DIGITAL ELECTRONICS AND COMMUNICATION SYST	2	ANALOG AND DIGITAL CMOS VLSI DE...	B6407			0	0	Update	Remove
14	2425	M. TECH DIGITAL ELECTRONICS AND COMMUNICATION SYST	2	ADVANCED DIGITAL SIGNAL PROCESS...	B6408			0	0	Update	Remove
15	2425	M. TECH DIGITAL ELECTRONICS AND COMMUNICATION SYST	2	MINI PROJECT	B6441			0	0	Update	Remove
16	2425	M. TECH DIGITAL ELECTRONICS AND COMMUNICATION SYST	2	MIMO SYSTEMS	B6458	30-07-2025	31-07-2025	10	0	Update	Remove
17	2425	M. TECH DIGITAL ELECTRONICS AND COMMUNICATION SYST	2	SYSTEM VERILOG FOR VERIFICATION	B6460	30-07-2025	31-07-2025	10	0	Update	Remove
18	2425	M. TECH ENGINEERING DESIGN	2	CONSTITUTION OF INDIA	B6093			0	0	Update	Remove
19	2425	M. TECH ENGINEERING DESIGN	2	ADVANCED FINITE ELEMENT ANALYSIS	B6705	30-07-2025	31-07-2025	10	0	Update	Remove
20	2425	M. TECH ENGINEERING DESIGN	2	MECHANICAL VIBRATIONS	B6706	30-07-2025	31-07-2025	10	0	Update	Remove
21	2425	M. TECH ENGINEERING DESIGN	2	FINITE ELEMENT ANALYSIS LAB	B6707			0	0	Update	Remove
22	2425	M. TECH ENGINEERING DESIGN	2	ADVANCED DESIGN LAB	B6708			0	0	Update	Remove
23	2425	M. TECH ENGINEERING DESIGN	2	MINI PROJECT	B6741			0	0	Update	Remove
24	2425	M. TECH ENGINEERING DESIGN	2	DISSERTATION WORK REVIEW - I	B6742			0	0	Update	Remove

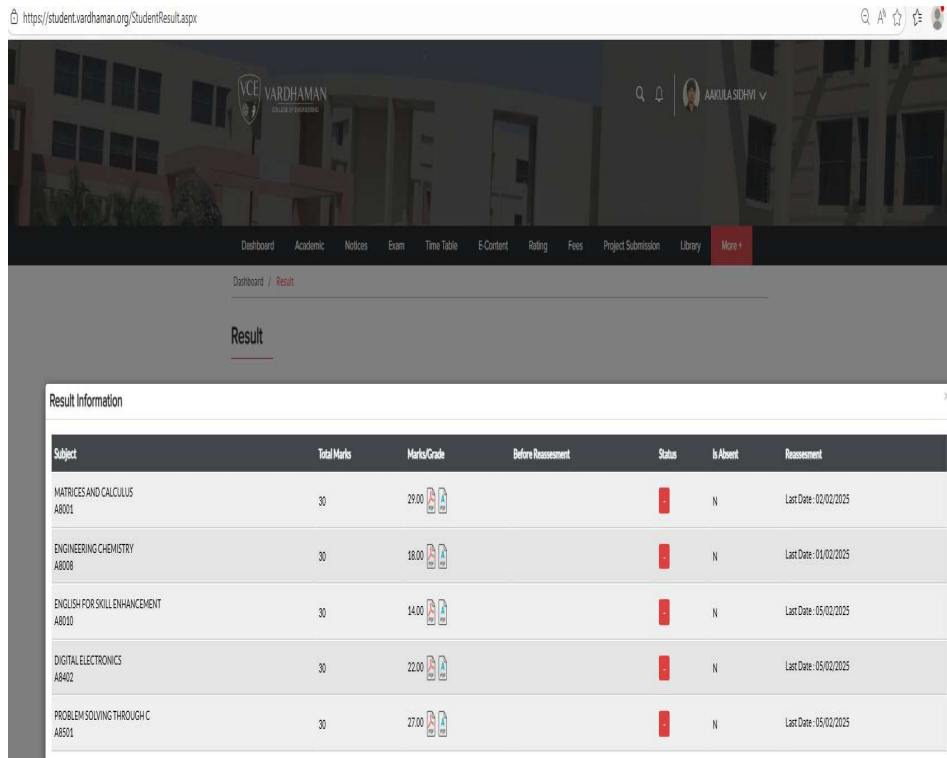
Through this module will enable marks entry in faculty login at the time of practical and internal assessment.

7.11. Result Process:



The Result Process Module is a key feature of an examination management system designed to **automate and streamline the preparation, calculation, and publication of results** for students.

7.12. Student Portal:



Student can check internal marks & can Apply Re-Assessment if required.

7.13. Final Result Display:

VCE VARDHAMAN COLLEGE OF ENGINEERING

Dashboard Academic Notices Exam Time Table E-Content Rating Fees Project Submission Library More +

Dashboard / Result

PRINT SEMESTER CREDIT

I.B. TECH I SEM I.B. TECH II SEM

Vardhaman College of Engineering
Semester Credit : 20 | Grade Point : 194 | SGPA : 9.70

Subject Code	Subject Name	Credit	Grade	Grade Points	Result
AB001	MATRICES AND CALCULUS	4	O	10	Pass
AB008	ENGINEERING CHEMISTRY	3	O	10	Pass
AB009	ENGINEERING CHEMISTRY LABORATORY	1	O	10	Pass
AB010	ENGLISH FOR SKILL ENHANCEMENT	2	A+	9	Pass
AB011	ENGLISH LANGUAGE AND COMMUNICATION SKILLS LABORATORY	1	A+	9	Pass
AB025	COMMUNITY-CENTERED DESIGN THINKING	1	O	10	Pass
AB302	COMPUTER AIDED DRAWING	1	O	10	Pass
AB402	DIGITAL ELECTRONICS	3	A+	9	Pass
AB501	PROBLEM SOLVING THROUGH C	3	O	10	Pass
AB502	PROBLEM SOLVING THROUGH C LABORATORY	1	O	10	Pass

- The final results screen shows the **overall exam outcome** Semester Credit, Grade Point & SGPA.
 - It displays **student and exam details**, such as course/semester, for easy identification.
 - Subject-wise results** are listed below, showing individual performance.
 - Important sections are **highlighted in color** to quickly notice the final status.
- This page serves as the **official confirmation of exam completion and result**.

ANNEXURE – I

Question Paper Scrutiny:

1. Every question paper shall undergo mandatory scrutiny before approval and printing.
2. Scrutiny shall ensure:
 - a. Strict adherence to the approved syllabus
 - b. Proper mapping with Course Outcomes (COs)
 - c. Balanced coverage of Bloom’s Taxonomy levels
3. The paper shall be checked for:
 - a. Correct marks distribution
 - b. Clarity and unambiguity of questions
 - c. Absence of repetition or overlap
4. Any out-of-syllabus, wrong, ambiguous, or unsolvable questions shall be identified and corrected before examination.
5. The Scrutiny Committee shall submit a certification report to the Controller of Examinations.
6. Any post-examination issues shall be reported for moderation consideration by the Result Passing Committee.

ANNEXURE – II

Important Instructions to Candidates:

1. Candidates shall report to the examination hall at least 30 minutes before commencement.
2. Possession of Hall Ticket and valid College ID is mandatory.
3. Candidates shall occupy only the seat allotted to them.
4. Mobile phones, smart watches, Bluetooth devices, written material, or unauthorized calculators are strictly prohibited.
5. Candidates shall follow all instructions issued by the Chief Superintendent and Invigilators.
6. Any act of malpractice or unfair means shall result in disciplinary action as per regulations.
7. Candidates shall remain in the examination hall until permitted to leave.

ANNEXURE – III

Duties and Responsibilities of Chief Superintendent:

1. The Chief Superintendent shall be responsible for the overall conduct of examinations at the centre.
2. Ensure safe custody, confidentiality, and timely distribution of question papers.
3. Appoint and brief invigilators and supporting staff.
4. Maintain discipline and prevent malpractice during examinations.
5. Record and report any irregularities or malpractice cases to the Controller of Examinations.
6. Ensure proper packing, sealing, and dispatch of answer scripts.
7. Submit a Centre Report after completion of examinations.

ANNEXURE – IV

Duties and Responsibilities of Observer:

1. The Observer shall oversee the examination process to ensure compliance with examination regulations.
2. Verify procedures related to:
 - a. Question paper handling
 - b. Invigilation practices
 - c. Candidate identity verification

3. Inspect examination halls, strong rooms, and control rooms.
4. Record observations objectively without interfering in routine conduct.
5. Report deviations or irregularities to the Controller of Examinations / University authorities.
6. Submit a confidential Observer's Report after the examination.

ANNEXURE – V

General Instructions to Invigilators:

1. Invigilators shall report at least 45 minutes before the start of the examination.
2. Verify each candidate's Hall Ticket and ID Card.
3. Ensure proper seating arrangement and discipline in the hall.
4. Remain vigilant throughout the examination to prevent malpractice.
5. Do not engage in any activity that distracts from invigilation duties.
6. Report immediately any suspicious behavior or malpractice to the Chief Superintendent.
7. Collect and account for all answer scripts before candidates leave.

ANNEXURE – VI

Instructions to Examiners:

1. Examiners shall evaluate answer scripts strictly as per the approved valuation scheme.
2. Ensure fairness, uniformity, and objectivity in evaluation.
3. All answers shall be evaluated completely; no answer shall be left unchecked.
4. Marks shall be awarded clearly and legibly.
5. Confidentiality of evaluation process shall be strictly maintained.
6. Evaluated scripts and marks shall be submitted within the stipulated time.
7. Any discrepancies noticed shall be immediately reported to the Chief Examiner / Controller of Examinations.

ANNEXURE – VII

Instructions to Chief Examiners:

1. The Chief Examiner shall ensure uniformity in valuation across all examiners.
2. Clarify doubts related to valuation scheme and model answers.
3. Monitor consistency in award of marks and address deviations.
4. Consolidate and verify marks submitted by examiners.
5. Ensure timely completion of valuation and submission of results.
6. Report major anomalies or valuation issues to the Controller of Examinations.
7. Maintain strict confidentiality throughout the valuation process.



VARDHAMAN COLLEGE OF ENGINEERING

Autonomous institute, affiliated to JNTUH
Shamshabad - 501 218, Hyderabad, Telangana, India



Examination Registration Successfully Completed

**Pay Examination Fee at College Examination
Branch(Block-1,3rdFloor) Note: Please check the
Examination Notification.**

You Have to produce This Copy of Printout at the Time of paying Examination Fee

StudentDetails

Name	DVAMSHY
RollNumber	2401202009
Semester	SEM1
Branch	M.TECHPOWERELECTRONICSANDELECTRICALDRIVES
Exam Type	EM-Theory
ExamFee	2000

Signature of Student

Acknowledgment

Name	DVAMSHY
RollNumber	2401202009
Semester	SEM1
Branch	M.TECHPOWERELECTRONICSANDELECTRICALDRIVES
Exam Type	EM-Theory
ExamFee	2000



Sd/-
Controller of Examinations

ANNEXURE -IX



VARDHAMAN COLLEGE OF ENGINEERING

Autonomous institute, affiliated to JNTUH
Shamshabad - 501 218, Hyderabad, Telangana, India



Examination Registration Successfully Completed
Pay Examination Fee at College Examination Branch (Block-1,3rd Floor) on or before 17-02-2026 without Late Fee.

You Have to produce This Copy of Printout at the Time of paying Examination Fee

Student Details	
Name	SRIRAMULA PAVAN
Roll Number	22881A66J3
Current Semester	VII
Branch	CSE(Artificial Intelligence & Machine Learning)
Exam Type	REGULAR
Exam Fee	Rs. 2200/--

Signature of Student

Student Details	
Name	SRIRAMULA PAVAN
Roll Number	22881A66J3
Current Semester	VII
Branch	CSE(Artificial Intelligence & Machine Learning)
Exam Type	REGULAR
Exam Fee	Rs. 2200/--

Signature of Student

ANNEXURE – X

EXAMINATION FEE

Particulars	B.Tech	B.Tech	M. Tech		MBA	
	I, II, III, IV, V, VI, VII Semester Rs.	VIII Semester Rs.	I ,II. III Semester Rs.	IV Semester Rs.	I to III Semester Rs.	IV Semester Rs.
I. Regular						
Whole Examinations	2200	4000	2200	7500	2200	7500
II. Supplementary						
Single Subject	1000	1000	1000	-	1000	1000
Two Subjects	1400	1400	1400	-	1400	-
Three Subjects	1800	1800	1800	-	1800	-
Four Subjects Above Subjects	2200	2200	2200	-	2200	-

OTHER FEE:

S. No.	Other fee details	Fee Rs.
1	Cost of Application	10/-
2	Late Registration of Exam with in stipulated time	100/-,1000/-,2000/-,5000/-
3	Late Registration of Exam : 3 days before the commencement of the Examinations	1,0000/-
4	Challenge Valuation	10000/- Per Subject
5	Revaluation	3000/- Per Subject
6	Personal Verification	1,000/- Per Subject
7	Cost of Memorandum of Marks	20/-
8	Provisional Certificate	500/-
9	Original Degree	2,500/-
10	Cost of Transcript / Grade Sheet	50/-
11	Duplicate Memorandum of Marks	200/-
12	Duplicate Provisional Certificate	750/-
13	Duplicate Original Degree	5,000/-
14	Condonation for Shortage of Attendance	1,000/-

ANNEXURE – XI

RATES OF REMUNERATION TO STAFF IN CONNECTION WITH CONDUCT OF EXAMINATIONS

S. No.	Description	Remuneration Rs.
1.	For setting question paper of theory exams	750/-
2.	Preparation of detailed solution, scheme of valuation & Key	750/-
3.	Valuation of Answer Scripts (Semester end Examinations)	15/- Per Script
4.	Scrutinizer for full paper	1/- per script
5.	Chief Examiner (Internal / Spot valuation Centre)	3/- per script
6.	For conducting practical examinations (inclusive of paper setting) per Examiner (for two examiners)	15/- per candidate (minimum of 150/-)
7.	Incidental Expenses during conduction of Practical Examinations for a lab of 60 students	125/-
	LAB Remuneration for supporting Staff	
	Laboratory Expert (Teaching Staff)	150/- (per Batch)
8.	Technician/Instructor	70/- (per Batch)
	Attendant / Skilled person	30/- (per Batch)
	Note: Batch consisting of 20 students	
9.	Chief Controller of examinations / Controller of examinations per session	200/-
10.	Invigilator per session (ONE invigilator for every 20 candidates)	75/-
11.	Confidential invigilator per session (ONE per session)	100/-
12.	Ministerial staff: one per session for every 100 candidates	75/-
13.	Attendant: ONE per session for every 100 candidates	50/-
14.	Water Boys: ONE per session for every 50 candidates	50/-
15.	Seating arrangement (per session) (to be distributed by the controller of examinations among staff involved)	100/-
16.	Flying Squad per session (ONE for every 300 students)	100/-
17.	Packing and dispatching of valued answer scripts for revaluation (to be shared by the staff of examination section)	2/- per script
18.	Typing of question paper (per subject)	50/-
19.	Coding answer scripts	0.25/- per script
20.	Remuneration for Camp officer for External valuation	4,000/- for PG and 6,000/- for UG courses
21.	Power house staff (during theory & practical Examinations)	2000/- per each Spell (to be shared by power

		house staff in consultation with the principal)
22.	Project viva-voce:	
	(i) B.Tech: per examiner (for three examiners: one internal one external and Head of Department)	15/- per candidate (minimum of 200/-)
	(ii) M.Tech:	
	a. For valuation of Project Work (External Examiner Only)	250/- per candidate
	b. For conducting viva-voce Examination:- per examiner (ONE External & ONE Internal Examiner)	250/- per candidate
	c. Remuneration to HOD for conducting viva-voce Examination	100/- per candidate
	(iii) MCA	
	a. For valuation of Project Work (External Examiner Only)	200/- per candidate
	b. For conducting viva-voce Examination:- per examiner (ONE External & ONE Internal Examiner)	200/- per candidate
	c. Remuneration to HOD for conducting viva-voce Examination	50/- per candidate
	(iii) MBA	
	a. For valuation of Project Work (External Examiner Only)	200/- per candidate
	b. For conducting viva-voce Examination:- per examiner (ONE External & ONE Internal Examiner)	200/- per candidate
	c. Remuneration to HOD for conducting viva-voce Examination	50/- per candidate

ANNEXURE – XII

**TA, DA AND LODGING CHARGES TO THE FACULTY
IN CONNECTION WITH CONDUCT OF EXAMINATIONS**

DA & TA RATES	
Dearness Allowance (DA)	
(i) Professor / Associate Professor	Rs. 300/- per day
(ii) Assistant Professor	Rs. 200/- per day
Traveling Allowance (TA)	
(i) Professor / Associate Professor	2nd A/C Train Fare
(ii) Assistant Professor	3rd A/C Train Fare
Lodging Charges:	
(i) Professor / Associate Professor	Rs. 1500/- per day
(ii) Assistant Professor	Rs. 1000/- per day

ANNEXURE – XIII



Date: _____

Place: _____

To
The Principal
Vardhaman College of Engineering
Shamshabad – 501 218
Hyderabad

Sub: Shortage of attendance – Undertaking to makeup the deficiency – Regarding.

Respected Sir,

I am a student of B.Tech / M.Tech / MCA / MBA _____ semester bearing the college registration number _____, branch _____, having attendance of _____. I am falling short of Attendance during academic year _____.

I am aware of the fact that an attendance of **75 % and above** is required for writing the end semester examinations and promotion to the next semester. I am also aware that condonation of shortage of attendance is permitted only once twice for 4 year courses (8 semesters) for the entire course. In case I fail to do so, **I will withdraw the admission from the college.**

I further undertake to attend all my classes regularly in the semesters to come and take part in all the academic activities of the college viz midterm tests, assignments, seminars etc.

Thanking You,

Yours faithfully,

(SIGNATURE)

NAME OF THE STUDENT: _____

UNDERTAKING FROM THE PARENTS

I hereby give the undertaking that my ward will attend all the classes regularly. In case, he or she falls short of attendance in the semesters to come, I will withdraw the admission of my ward from the college.

(SIGNATURE)

NAME OF THE PARENT : _____

PHONE NUMBER : _____



VARDHAMAN
COLLEGE OF ENGINEERING

REGISTRATION FORM FOR UG (REGULAR / BACK LOGGER / RE-REGISTRATION)

(Fill in this form in consultation with respective Head of Department)

Name: _____

Registration Number _____ Section: _____ Category: Male / Female

Address for Correspondence: _____

Phone Number of the Student: _____ Phone number of the Parent: _____

Email: _____

Programme: CSE / IT / ECE / EEE / ME / CE / CSE (AI&ML) / CSE(DATA SCIENCE) / AIDS / AIML)

Semester and Academic Year:

I-I	I-II	II-I	II-II	III-I	III-II	IV-I	IV-II	Academic Year 20 - 20
-----	------	------	-------	-------	--------	------	-------	-----------------------

Registration of Credit Courses:

S. No	Course Code	Course Name	Credits
1			
2			
3			
4			
5			
6			
7			
TOTAL CREDITS			

UNDERTAKING

I, the undersigned is a student of Vardhaman College of Engineering, Shamshabad – 501218, Hyderabad hereby agree to abide by the rules of this college. I am fully aware that I must attend the classes with minimum 75% attendance in each course. I am also aware that I shall become eligible only then to appear at the end semester examinations. I shall maintain healthy atmosphere within the college.

Date:
Student

Signature of

CERTIFICATE FROM THE HEAD OF DEPARTMENT

Certified that the above entries made by the student wherever applicable, are verified and are found correct.

Date:
Enclosures:

Signature of Verifier

Signature of HOD

ANNEXURE – XV

Fee Receipt and Marks Memos of previous semesters



VARDHAMAN COLLEGE OF ENGINEERING

**Autonomous institute, affiliated to JNTUH
Shamshabad - 501 218, Hyderabad, Telangana, India**

HALL TICKET for Semester End Examinations 2025-2026	
Student Name	VADITHYADINESH
Father Name	VADITHYARAMCHANDER
Roll No	24881A12J2
Stream	B.TECH INFORMATION TECHNOLOGY
Examination	REGULAR

Sr No	Subject Code	Subject Name	Year & Semester	Date of Exam	Time	Signature of the Invigilator	Practical Date & Examiner Sign.
1	A9001	MATRICES AND CALCULUS	IB.TECHISEM	30/12/2025	10:30AM-1:30PM		
2	A9007	ENGINEERING PHYSICS	IB.TECHISEM	02/01/2026	10:30AM-1:30PM		
3	A9204	BASIC ELECTRICAL ENGINEERING	IB.TECHISEM	05/01/2026	10:30AM-1:30PM		
4	A9801	FOUNDATIONS OF DATA SCIENCE	IB.TECHISEM	07/01/2026	10:30AM-1:30PM		
5	A9501	PROGRAMMING FOR PROBLEM SOLVING	IB.TECHISEM	09/01/2026	10:30AM-1:30PM		
6	A9008	ENGINEERING PHYSICS LABORATORY	IB.TECHISEM				
7	A9021	COMMUNITY CENTERED DESIGN THINKING	IB.TECHISEM				
8	A9205	BASIC ELECTRICAL ENGINEERING LABORATORY	IB.TECHISEM				
9	A9302	ENGINEERING WORKSHOP	IB.TECHISEM				
10	A9502	PROGRAMMING FOR PROBLEM SOLVING LABORATORY	IB.TECHISEM				

IMPORTANT NOTE (As per R22 Regulations)

As per R22 Regulations, if a student has not secured the minimum Continuous Internal Evaluation (CIE) marks as specified below, his/her performance in the concerned course shall stand cancelled, even if the student has appeared for the Semester End Examination (SEE).

- **B.Tech:** Minimum 35% of CIE marks
- **M.Tech:** Minimum 40% of CIE marks
- **MBA:** Minimum 40% of CIE marks

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. Candidates shall take their seats in the examination hall **at least 15 minutes before the commencement** of the examination.
Candidates reporting **after the commencement of the examination shall not be admitted.**
2. Candidates must bring their **Hall Ticket and valid Identity Card** on each day of the examination for inspection.
3. **Mobile phones and all electronic communication devices** are strictly prohibited inside the examination hall.
4. Candidates are prohibited from **writing anything on the Hall Ticket or Question Paper,**

except their **registered number** where permitted.

5. No candidate shall be allowed to leave the examination hall **before the expiry of half of the allotted time**.

Candidates who leave the hall after handing over the answer book **shall not be permitted to re-enter**.

6. Candidates shall not **communicate with other examinees**. Any such act shall be reported to the **Chief Superintendent / Principal** for disciplinary action.
7. Candidates are strictly prohibited from:
 - Bringing books, notes, manuscripts, papers, or any written material
 - Copying from others or allowing others to copy
 - Communicating with any person inside or outside the examination hall

Any candidate found indulging in **malpractice, misconduct, indiscipline, nuisance, or disturbance** shall be **immediately expelled from the examination hall**.

His/her answer script for the concerned examination shall be **cancelled**, and the candidate may be **debarred from appearing for examinations** for a period as decided by the **Examination Committee**.

8. **Data books, code books, charts, and tables**, if permitted, shall be supplied by the Examination Branch.

Candidates shall **not bring their own copies**.

Non-programmable electronic / scientific calculators are permitted.

9. Candidates must use **only blue or black ink / refill pens** for writing answers.
10. Candidates are permitted to **carry the question paper** only if they leave the examination hall **during the last half-hour** of the examination.

ANNEXURE – XVI



Autonomous Institute, Affiliated to **JNTUH**,
Approved by **AICTE**, Accredited by **NAAC** with **A++**
Grade
Kacharam. Shamshabad. Hvdderabad- 501 218.



OFFICE OF THE DEAN OF ACADEMIC AFFAIRS
APPLICATION FORM FOR THE GRANT OF CONDONATION DUE TO
SHORTAGE OF ATTENDANCE

(The application form to be submitted in Examination Branch)

To be filled by the student:

1	Name of the Student	:				
2	Roll Number	:				
3	Programme	:				
4	Year & Semester	:				
5	Branch & Section	:				
6	Whether condonation of attendance was already granted in any semester during the course of study? If YES, give details	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO			
			I	II	III	IV
7	Semester for which condonation is applied	:				
Checklist for Enclosures						
8	Leave sanction letter approved by HOD	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO (Enclose copy of leave sanctioned by HOD)			
	Declaration and undertaking form signed by student and parent	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO (Enclose copy of declaration and undertaking form)			
	Medical Records	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO (Enclose copy of medical records)			
	Medical certificate issued by registered medical practitioner	:	<input type="checkbox"/> YES / <input type="checkbox"/> NO (Enclose medical certificate)			
Note: Submit the application form in the examination section on or before 14-08-2024 (Wednesday) , failing which the application will not be processed and deemed to be detained due to the shortage of attendance.						
Date:			Signature of the Student			

For Office Use Only:

Verified by _____ (Name of the Mentor)	Signature of the Mentor
Recommendations of the Head of the Department:	
Date:	Signature of the HOD
Office of the Dean of Academic Affairs	
Date:	Signature of the Dean (Academic Affairs)

ANNEXURE – XVII



Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++ Grade
Kacharam, Shamshabad, Hyderabad- 501 218,



EXAMINATION BRANCH
ATTENDANCE AND ANSWER BOOKLET DISTRIBUTION SHEET
I / II / III / IV B. TECH / M. TECH / MBA _____ SEMESTER
CAT-[I / II] / REGULAR / SUPPLEMENTARY
EXAMINATION _____

Note: Please (✓) whichever is applicable
Year)

(Month &

Room Number	:		No. of Answer Booklets Issued	:	
Date & Time	:		No. of Answer Booklets Used	:	
Branch & Section	:		No. of Answer Booklets Returned	:	
Subject Name & Code	:		Regulation		

S. No	Registered Number	Serial Number of Answer booklet	Signature of the Student
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Absentees Registered Number(s):

S. No.	Invigilator Id (Faculty ID)	Name of the Invigilator	Designation	Signature of the Invigilator
1.				
2.				

Name & Signature of the Exam Coordinator(s)

ANNEXURE – XVIII



Autonomous Institute, Affiliated to **JNTUH**,
Approved by **AICTE**, Accredited by **NAAC** with **A++** Grade
Kacharam, Shamshabad, Hyderabad- 501 218,



AWARD LIST - INTERNAL EVALUATION FOR PRACTICALS

Course	
Branch	
Semester	
Section	
Exam Name	
Subject Code	
Subject Title	
Faculty Name	
Max Marks	
Date of Submission	

		Day to Day	Viva	Lab Exam	Lab Project	Total

No. of correction in this page:

VERIFIED BY
INCHARGE
DATE:

SIGNATURE OF THE LAB-
NAME:

ANNEXURE – XXI



Autonomous Institute, Affiliated to **JNTUH**,
Approved by **AICTE**, Accredited by **NAAC** with **A++** Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



STATEMENT OF ATTENDANCE FOR LABORATORY EXAMINATIONS

B. Tech / M.Tech / MBA _____ Semester Regular / Supplementary
(Month & Year)

Subject: _____ Subject Code: _____

Branch: _____

Regulations: _____ Max Marks: _____

Date(s) of Examination: _____

Name & Official Address of the Examiner 1: _____

Name & Official Address of the Examiner 2: _____

1. Hall Ticket Numbers of Candidates Registered:

--

2. Hall Ticket Numbers of Candidates Absent:

--

3. Hall Ticket Numbers of Candidates Malpractice:

--

4. Summary of absentee statement:

No. of students registered (a)	No. of students absent (b)	No. of malpractice cases (c)	No. of answer scripts (a – b – c)

SIGNATURE OF EXAMINER – 1

SIGNATURE OF EXAMINER

– 2

SIGNATURE OF
HEAD OF DEPARTMENT

SIGNATURE OF
CONTROLLER OF EXAMINATIONS

ANNEXURE – XXII



Autonomous Institute, Affiliated to **JNTUH**,
Approved by **AICTE**, Accredited by **NAAC** with **A++** Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



**EXAMINATION BRANCH
REMUNERATION BILL**

Name of the Faculty:

Emp id:

Designation & College Name:

Semester:

Branch & Section: Regular / Supplementary Date of Exam :

Course Name:

Course Code:

Name of the Chief-Examiner / Co-Examiner:

	No. of Answer Scripts / No. of Candidates	Rate	Amount	Remarks
THEORY / PRACTICAL / PROJECT WORK VIVA				
Scheme of Evaluation / Chief – Examiner Remuneration				
Total :				

Received Rupees _____ only.

Certified that the above work for which remuneration claimed is completed and in case, if the amount claimed is found to be in excess than eligible, I will refund the excess amount.

Place:

Date:



Signature of the Examiner

- Note: 1. Affix revenue stamp when claim exceed Rs. 5000/-
2. Attach appointment letter.
3. Attach lab examination schedule.

VERIFIED BY:

Passed for

_____ (Rupees _____ only)

CONTROLLER OF EXAMINATIONS

ANNEXURE – XXIII

Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++
Grade
Kacharam, Shamshabad, Hyderabad- 501 218,



EXAMINATION BRANCH
ACQUAINTANCE OF REMUNERATION FOR SUPPORTING STAFF

B. TECH / M. TECH /MBA _____ SEMESTER REGULAR / SUPPLEMENTARY EXAMINATION _____
20__

Name of the Laboratory:
Branch & Section:

Date(s) of Exam:
No. of Batches:

S. No.	Emp ID	Name of the Staff member	Designation	No. of Batches	Rate per batch Rs.	Total Amount Rs.	Signature
1							
2							
3							
Total Amount							

Date:

SIGNATURE OF HOD

-

OFFICE USE ONLY

Bill passed for Rs. _____ (Rupees _____
only) paid by cash / Cheque No. _____.

Date:

CONTROLLER OF EXAMINATIONS

ANNEXURE – XXIII

Autonomous Institute, Affiliated to **JNTUH**,
 Approved by **AICTE**, Accredited by **NAAC** with **A++** Grade
 Kacharam, Shamshabad, Hyderabad- 501 218,
 Telangana, India.



**EXAMINATION BRANCH
 BILL FOR TRAVELLING ALLOWANCE**

Name of the Examiner: _____ Designation.: _____

Address: _____

Proceedings No.: _____

(Copy of the Proc. to be enclosed)

Bank Account details for electronic clearance of remuneration

S.No	Details	Particulars
1	Account Number	:
2	Name of the account holder	:
3	Name of the Bank	:
4	Branch and Location	:
5	IFSC Code	:

Place Date and Time of Journey (onwards)		Distance in KMS	Actual Expenditur e	Purpose / Remarks
From	To			
Place				
Date				
Time				
Place Date and Time of Journey (Return)				
Place				
Date				
Time				
D.A. claimed for _____ days @ Rs. _____ per day				
Lodging charges for _____ days (Original receipt is to be enclosed)				
		Total Rs.		

Received Rupees _____ only

CONDITIONS:

- I certify that I have traveled by the class for which the claim is made
- I certify that I have not availed of any concession
- I certify that no advance is drawn by me for which the above bill is submitted

Contents received

SIGNATURE



VERIFIED BY:

Passed for Rs.

_____ rupees _____ only)

CONTROLLER OF EXAMINATIONS

ANNEXURE – XXIV



Autonomous Institute, Affiliated to **JNTUH**,
Approved by **AICTE**, Accredited by **NAAC** with **A++** Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



EXAMINATION BRANCH

Bill Format for Remuneration to Members of Flying Squad

B. Tech / M.Tech / MCA / MBA _____ Semester Regular / Supplementary _____
(Month & Year)

Name of the flying Squad Member & department:

The remuneration is given as per chart & approved rates to the staff who worked in flying squad.

S. No	Date of Examination (Theory)	Date of Examination (Practical)	Dept. / Room Numbers Visited	Time	Rate Rs	Total Amount Rs

Certified that I have personally visited different examination Blocks / Halls / Labs in the college on working days as detailed above.

Date:

Member of Flying Squad

Receipt

Received Rs. _____ (In words Rs. _____)
_____)

Receivers Signature

ANNEXURE – XXV



Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++ Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



EXAMINATION BRANCH

Format for report of visit by Flying Squad

B. Tech / M.Tech / MCA / MBA _____ Semester Regular / Supplementary _____
Year) (Month &

Name of the flying Squad Member & department:

S. No	Date of Examination (Theory)	Date of Examination (Practical)	Dept. / Room Numbers Visited	Time	Flying Squad Observations

Date:

Member of Flying Squad

ANNEXURE – XXVI

Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++ Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



EXAMINATION BRANCH
BILL FOR REMUNERATION TO EXAMINERS FOR EVALUATION OF ANSWER BOOKS
B. Tech / M.Tech / MCA / MBA Semester Regular / Supplementary
2025

Name of the Examiner (in block letters)			
Designation		Department	
College Name		Teaching Experience (years)	
Mobile No		E-mail ID	
Aadhar Number		Pan card Number	
Name of the examination			
Subject Code & Subject Name			
No. of Answer Books examined			
Total Remuneration			
Total Remuneration in words			

For electronic clearances, kindly provide the following details:

Bank Account details for electronic clearance of remuneration

1. Account Number :
2. Name of the account holder :
3. Name of the Bank :
4. Branch and Location :
5. IFSC Code :

Signature of Examiner

RECEIVED PAYMENT

Signature on One Rupee
Revenue Stamp if
exceeding Rs. 1000/-

Statement showing the Postal Charges incurred in connection with the examinations on registered letters, parcels and letters under speed post / registered post / certificate of posting (This payment is subject to submission of original vouchers).

S. No.	Particulars of correspondence	Receipt No. & Date	Postal Amount of (Rs.)	Enclosures No.	Remarks

DECLARATION FORM

I declare that all the statements made in this application are true to the best of my knowledge and belief and if found incorrect, I am prepared to bear the consequences.

Date: _____ Place: _____ Name: _____ **Signature:** _____

FOR OFFICE USE ONLY

The claim preferred in this bill has been verified and is found in order. The bill may be passed. Passed for Rs. _____ (Rupees _____ only).

CONTROLLER OF EXAMINATIONS

ANNEXURE – XXVII



Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++ Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



EXAMINATION BRANCH EVALUATOR'S DECLARATION

I, the undersigned, have accepted the appointment as the evaluator for assessing, the answer books
of the course / subject _____

Course code _____ B. Tech / M.Tech / MCA / MBA _____ Semester

Regular / Supplementary _____

I declare that

- 1) None of my close relative* is appearing for this term end examinations conducted by Vardhaman College of Engineering, Shamshabad, Hyderabad.
- 2) I have not been debarred from examination work by any competent authority.
- 3) I am not a student of post graduate programme run by this college.

(*Close relative means mother, father, husband, wife, sister, brother, son, daughter)

Signature of Assessor

ANNEXURE – XXVIII



Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++ Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



OFFICE OF THE CONTROLLER OF EXAMINATIONS

No.: «No»

Date: «Date_»

To

«NAME»

«DESIGNATION»

«COLLEGE_NAME»

«CITY»

Subject: Appointment order as External Examiner to conduct«DESCRIPTION»- reg.

Dear «NAME»,

I am pleased to appoint you as the External Examiner for«DESCRIPTION», at Vardhaman College of Engineering, in accordance with the following details:

Programme	:	«Programme»
Semester	:	«Semester»
Branch	:	«Branch»
Course	:	«Course»
Date of Exam	:	«Date_of_Exam»
Time of Exam	:	«Time_of_Exam»
Contact Details	:	«Contact_Details»

You are requested to confirm your availability for the examination. As per rules and regulations of Vardhaman College of Engineering, you are entitled to T.A. /D.A. / remuneration.

Controller of Examinations

ANNEXURE – XXVIII



Autonomous Institute, Affiliated to **JNTUH**,
 Approved by **AICTE**, Accredited by **NAAC** with **A++** Grade
 Kacharam, Shamshabad, Hyderabad- 501 218,
 Telangana, India.



**OFFICE OF THE CONTROLLER OF EXAMINATIONS
 PAPER SETTER INFORMATION / REMUNERATION FORM**

Name of the Examiner with designation		
Address for Correspondence		
Phone Number and E-mail ID		
Teaching Experience		
Area of Specialization		
Subject (s) Taught		
Course Code and Name of the Subject in which Question Paper is set		
Bank Account details	Name as per Account:	
	Account number:	
	Bank and Branch	
	IFSC Code:	
REMUNERATION FOR SETTING OF QUESTION PAPER		
Number of sets of Question Papers	Rate of Paper Setting	Amount
TWO		
POSTAL CHARGES INCURRED ON SPEED POST / REGISTERED LETTERS		
Particulars of correspondence	Receipt number and date	Amount
TYPING CHARGES / SPEED POST / REGISTERED POST (Optional)		
Total Amount		

Certified that the above work for which remuneration claimed is completed and this is the first bill of remuneration.

Affix revenue Stamp if claim is Rs. 1000/- & above

Date:
SETTER

SIGNATURE OF THE PAPER

FOR OFFICE USE ONLY

The claim preferred in this bill has been verified and is found in order. The bill may be passed. Passed for Rs. _____ (Rupees _____ only).

CONTROLLER OF EXAMINATIONS

ANNEXURE – XXIX



Autonomous Institute, Affiliated to **JNTUH**,
Approved by **AICTE**, Accredited by **NAAC** with **A++** Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



EXAMINATION BRANCH

9th January 2026

CIRCULAR

All the members of Examination Malpractice Committee are requested to attend a meeting in the Examination Branch at 04:30 PM on 9th January 2026(AN).

Agenda:

To examine and recommend the punishment to be given to the candidate Mr. Mukkanti Shiva charan Reddy bearing Regd. No. 25881A12H1 involved in malpractice during I B.Tech. I Semester Regular Theory examination held on 9th January 2026(FN).

Dean (Examinations & Evaluation)

Copy to:

Dean (Academic Affairs)
Controller of Examinations
Additional Controller of Examinations
Assistant Controller of Examinations
Head of the Department, IT
Chief Examiner
Invigilator

ANNEXURE – XXX



Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++ Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



EXAMINATION BRANCH

9th January 2026

Minutes of Examination Malpractice Committee Meeting No.2025-26/738 held on 9th January 2026(AN)

Members Present:

#	Members	Signature with Date
1.	Dr. H. Venkateswara Reddy Dean (Examinations & Evaluation)	
2.	Dr. S. Rajendar Dean (Academic Affairs)	
3.	Dr. S. Venu Gopal Controller of Examinations	
4.	Mr. K. L. Raghavender Reddy Additional Controller of Examinations	
5.	Mr. A. Rama Krishna Assistant Controller of Examinations	
6.	Dr. G. Sreenivasulu Head of the Department, IT	
7.	Mr. Ganesh Deshmukh Assistant Professor of CSE(Chief Examiner)	
8.	Mr. Tareeq Zaid Assistant Professor of ECE(Invigilator)	

During I B.Tech. I Semester Regular Theory Examination held on 9th January 2026(FN), the following candidate resorted to malpractice.

Mr. Mukkanti Shiva charan Reddy bearing Regd. No. 25881A12H1 from the Department of Information Technology was *caught copying* on 9th January 2026(FN) during I B.Tech. I Semester Regular Theory Examination in the course “A9501-Programming for problem solving”.

The committee took notes on the invigilator's, subject expert's and candidate's statements. Based on the statements and a thorough investigation of the answer booklet and the mechanism of copying, the committee concluded that the candidate was involved in the malpractice. The committee further informed the concerned Head of the Department to notify the respective parents about their ward's involvement in malpractice and to direct them to meet with the Principal for further information and to receive a copy of the proceedings.

Recommendation(s):

1. The candidate's performance in the respective course (A9501-Programming for problem solving) may be cancelled.

This recommendation has been forwarded to the Principal for further action.

Dean (Examinations & Evaluation)

ANNEXURE – XXXI



Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++ Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



EXAMINATION BRANCH

Proc. No. : 2025-26/738P

9th January 2026

PROCEEDINGS

Sub: Case of Malpractice in I B.Tech. I Semester Regular Theory Examination held on 9th January 2026(FN) - Issue of punishment - Reg.

Ref.: Minutes of Meeting of Examination Malpractice Committee No. 2025-26/738 dated 9th January 2026(AN).

Mr. Mukkanti Shiva charan Reddy, bearing Regd. No. **25881A12H1** from the Department of Information Technology, was found to have engaged in malpractice during **I B.Tech. I Semester Regular Theory Examination** for the course "**A9501-Programming for problem solving**" on 9th January 2026(FN).

After a thorough review and based on the recommendations of the Examination Malpractice Committee, the following decision has been made in accordance with Section 2 of the Malpractice Rules and Disciplinary Action for Improper Conduct in Examinations under the VCE-R25 regulations.

The candidate's performance in the "A9501-Programming for problem solving" examination has been nullified.

Furthermore, the candidate is hereby cautioned that any future involvement in malpractice or unethical behaviour will result in more stringent penalties, as per institutional regulations.

PRINCIPAL

Copy to:

Dean (Examinations & Evaluation)
Dean (Academic Affairs)
Head of the Department, IT
Parent/Guardian/Student

ANNEXURE – XXXII



VARDHAMAN COLLEGE OF ENGINEERING
(AUTONOMOUS)

Affiliated to JNTUH, Approved by AICTE, Accredited by NAAC with A++ Grade, ISO 9001:2015 Certified
Kacharam, Shamshabad, Hyderabad - 501218, Telangana, India

EXAMINATION BRANCH

**Report of Invigilator regarding unfair means and Malpractice by
Examinee at
End Semester / Midterm Examination**

1. Block Number : _____
2. Room Number : _____
3. Examination : _____
4. Name of Course : _____
5. Course code : _____
6. Date : _____

To
Dean of Examinations & Evaluation
Vardhaman College of Engineering
Shamshabad – 501 218, Hyderabad

Sir,

I, the undersigned invigilator appointed on the above mentioned block / room for the
..... Examination held on
..... at FN/AN, hereby submitting report regarding unfair means adopted by examinee, Roll No.
..... Shri / Kum.
at the examination as follows.

1.
.....
2.
.....
3.

Yours faithfully
(Invigilator)

Name of the invigilator:
Designation and Department:
Place:
Date and Time:

Forwarded to Dean of Examinations & Evaluation

On the basis of the report made by the invigilator, I am of the opinion that there is a prima case of unfair means resorted to by the aforesaid examinee, Roll No. Therefore forwarding the suspected case of unfair means along with sealed confiscated material and answer books for necessary action.

Enclosures:

- 1)
- 2)

Place:
Date:

Signature of Head of Department
Name:

ANNEXURE – XXXIII



Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++ Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



EXAMINATION BRANCH

**Form of undertaking from examinee involved in unfair means at/
End Semester / Midterm examination**

- 1. Name in full :
- 2. Roll No :
- 3. Examination :
- 4. Name of Course:
- 5. Course code :
- 6. Date and Time :

To
Dean of Examinations & Evaluation
Vardhaman College of Engineering
Shamshabad – 501 218, Hyderabad

Sir,

I, the undersigned examinee of Vardhaman College of Engineering, Shamshabad – 501 218, Hyderabad appearing for _____ Examination at this college do hereby state, on solemn affirmation as under:

I undersigned that I am involved in respect of an alleged use of unfair means in the examination hall and therefore, a case against me is being reported to competent authority.

That in spite of the registration of a case of Unfair Means against me I request the authority to **allow me for attending** the subsequent Examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the competent authority in the matter of dispose of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request is liable to be treated as null and void.

Signature of the Candidate

Place:
Date and Time:

Signed before me

1
Dean of Examinations & Evaluation
Name _____
Address _____
Date _____

2.
Invigilator
Name _____
Address _____
Date _____

ANNEXURE – XXXIV



Autonomous Institute, Affiliated to JNTUH,
Approved by AICTE, Accredited by NAAC with A++ Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



EXAMINATION BRANCH Show Cause Notice – Examination Malpractice

Case No.:681
2025

Date: 9th July

Mode of Service: Hand delivery / Email (official ID) / Speed Post (tracking no. _____)

To

Name: Mr. Gorre Eshwanth Tej (Roll No.: 24881A05F0)

Subject: Show cause notice regarding alleged use of unfair means during the I B.Tech. II Semester Regular Theory Examination held on 9th July 2025.

Dear Mr.Gorre Eshwanth Tej,

1) Background

On 9th July 2025, during the I B.Tech. II Semester Regular Theory Examination, Malpractice elimination team reported an incident involving you. The matter has been placed before the Malpractice Enquiry Committee as per our college norms.

2) Allegation(s)

It is alleged that you brought a slip containing related content to the examination which, if established constitutes the Malpractice Rules and Disciplinary Action for Improper Conduct in Examinations under the VCE-R22 regulations under section 2.

3) Material relied upon (enclosed)

1. Invigilator's report dated _____
2. Candidate's seized material/photographs/device log
3. Statements of witnesses _____
4. Any other relevant record

4) Opportunity to show cause (your right to be heard)

You are hereby called upon to show cause in writing within 2 calendar days of receipt of this notice on or before 11th July 2025 as to why action should not be taken against you in accordance with section 2 of the Malpractice Rules and Disciplinary Action for Improper Conduct in Examinations under the VCE-R22 regulations.

You are instructed to submit your signed explanation to office of the Dean (Examinations & Evaluations) on or before 11th July 2025.

5) Possible consequences (for transparency)

If the allegation is established, punishment will be given as per Malpractice Rules and Disciplinary Action for Improper Conduct in Examinations under the VCE-R22 regulations.

6) Non response

If you do not submit a reply by the above deadline the Committee may proceed ex parte on the basis of the available record.

7) Conduct and confidentiality

Pending disposal, you are advised to maintain decorum and not attempt to contact witnesses/invigilators regarding this matter. Case records are confidential and will be handled as per institutional policy.

Dean (Examinations & Evaluation)

Acknowledgment of receipt (to be signed by examinee)

I _____ [student name], bearing roll no. _____
acknowledge receipt of this show cause notice on _____.

Signature: _____

ANNEXURE – XXXV



Autonomous Institute, Affiliated to **JNTUH**,
Approved by **AICTE**, Accredited by **NAAC** with **A++** Grade
Kacharam, Shamshabad, Hyderabad- 501 218,
Telangana, India.



Application for Revaluation/Personal Verification of End Semester Examinations

To
The Controller of Examinations
Sir,

I, the undersigned is submitting this application for **Revaluation** of End Semester Examination.

The details of examination are as under:

1. Name of the Student :
2. Registration Number :
3. Program : **B. Tech / M. Tech / MBA**
4. Name of the Examination :
5. Branch :
6. Regulation :
7. Mobile no :

S. No	Course Code	Course Name	Status
1			
2			
3			
4			
5			
6			

Signature of Candidate

Place:

Date:

FOR OFFICE USE ONLY

Received Rs. _____ (Rs. _____ only)
from the above student vide receipt No. _____ date
_____.

Signature of A.O



Application for Challenging Evaluation of End Semester Examinations

To
The Controller of Examinations
Sir,

I, the undersigned is submitting this application for **Challenging Evaluation** of End Semester Examination.

The details of examination are as under:

1. Name of the Student :
2. Registration Number :
3. Program : **B. Tech / M. Tech / MBA**
4. Name of the Examination :
5. Branch :
6. Mobile NO :

S. No	Course Code	Course Name	Status
1			
2			
3			
4			
5			
6			

Signature of Candidate

Place:


Date:


FOR OFFICE USE ONLY

Received Rs. _____ (Rs. _____ only)
from the above student vide receipt No. _____ date
_____.

Signature of A.O

ANNEXURE – XXXVII

 VARDHAMAN COLLEGE OF ENGINEERING Autonomous institute, affiliated to JNTUH Shamshabad - 501 218, Hyderabad, Telangana, India	
IB.TECHISEMESTERSUPPLEMENTARYEXAMINATIONS(R-22)DEC-2025- BT1S22DEC25	
Date of Examination	
Time of Examination	FN
Semester	I
Regulation	VCE-R22
Course	
Question Paper Code	
Total No.of answer Scripts	4
Packet No	12
Ecode No : 728155 TO 728158	
Sealing Assistant	Controller of Examinations

 VARDHAMAN COLLEGE OF ENGINEERING Autonomous institute, affiliated to JNTUH Shamshabad - 501 218, Hyderabad, Telangana, India	
IB.TECHISEMESTERSUPPLEMENTARYEXAMINATIONS(R-22)DEC-2025- BT1S22DEC25	
Date of Examination	
Time of Examination	FN
Semester	I
Regulation	VCE-R22
Course	
Question Paper Code	
Total No.of answer Scripts	4
Packet No	12
Ecode No : 728155 TO 728158	
Sealing Assistant	Controller of Examinations

FORM-5B**(Application for Grace Marks)**

(For B.Tech (R18/R19/R20/R21) 2018,2019,2020 and 2021, Regular and 2019,2020,2021 and 2022 lateral entry admitted students who will get the degree in the A.Y:2024-2025 only after adding enhanced grace marks)



VARDHAMAN COLLEGE OF ENGINEERING
(AUTONOMOUS)



Date: _____

To
The Principal,
Vardhaman College of Engineering,
Kacharam, Shamshabad –501218

Sir,

Sub: Request for processing of award of Grace Marks and issue of PC & CMM–Reg.
Ref: Hall–ticket number of the candidate is _____

I, _____ bearing the H.T.No _____ department of _____ in **Vardhaman College of Engineering** studied final **B.Tech.** in R18/R19/R20/R21 Regulations during the 2024-25, failed in theory subjects only and addition of a few marks will enable me to pass in the failed subject(s). The details of the failed theory subject(s) for which award of grace marks is requested is given below:

SL. No.	Year & Semester	Subject code	Subject Name	Internal Marks	External marks Secured in recent exam

Mobile No.: _____ **Email.ID :** _____

Alternate Mobile No. : _____

I hereby submit that I did not apply for supplementary examinations and will not apply in future for any supplementary examinations. Hence, I request for processing of my Grace Marks application. Further, I request you to issue me my Consolidated Marks Memo and Provisional Certificate, at the earliest, after adding grace marks.

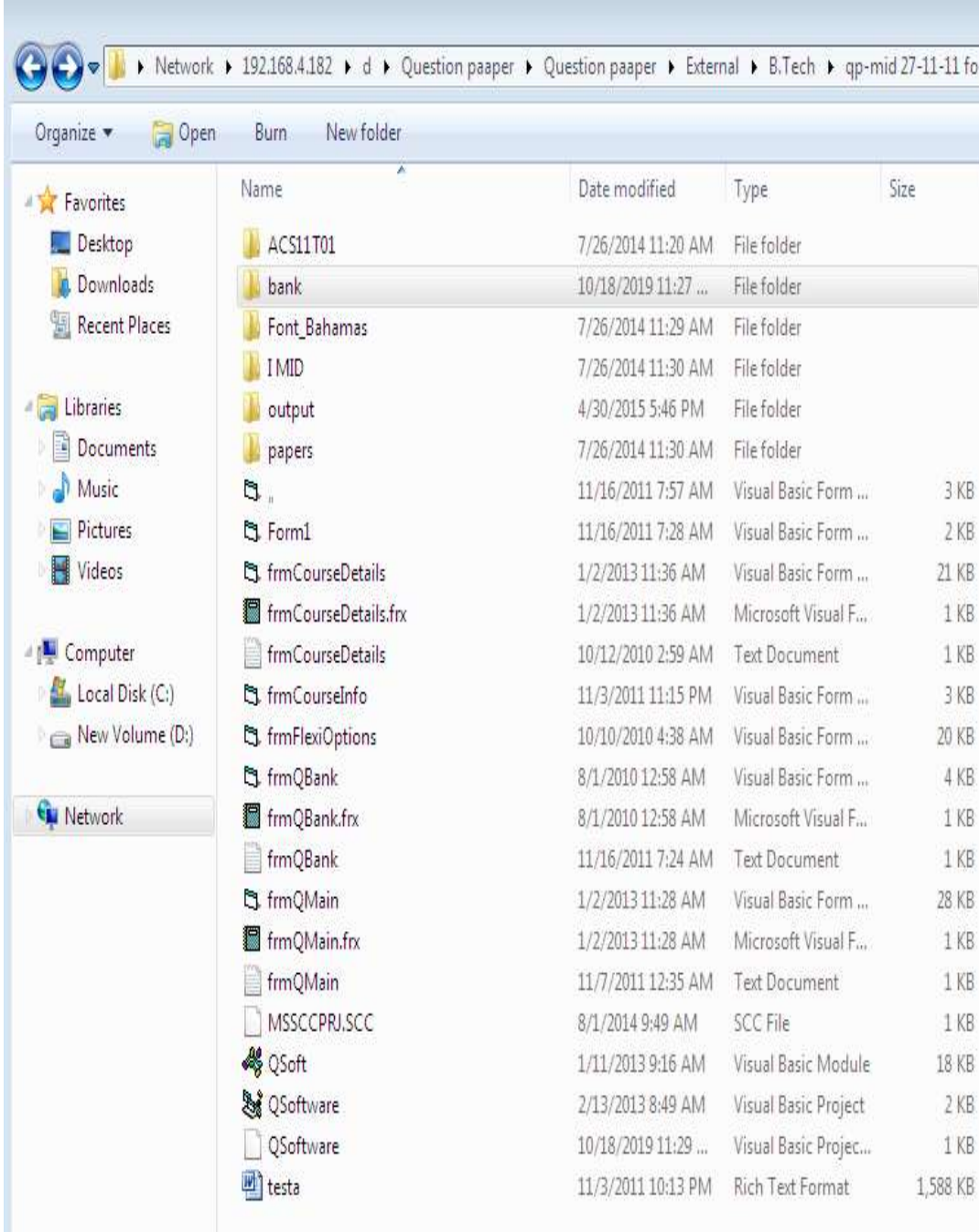
Signature of the student

Enclosure: Original Marks Memo(s) containing subject(s) for which award of Grace Marks requested. INSTRUCTIONS: The application along with the necessary documents is to be submitted at the EXAM CELL - VARDHAMAN COLLEGE OF ENGINEERING.

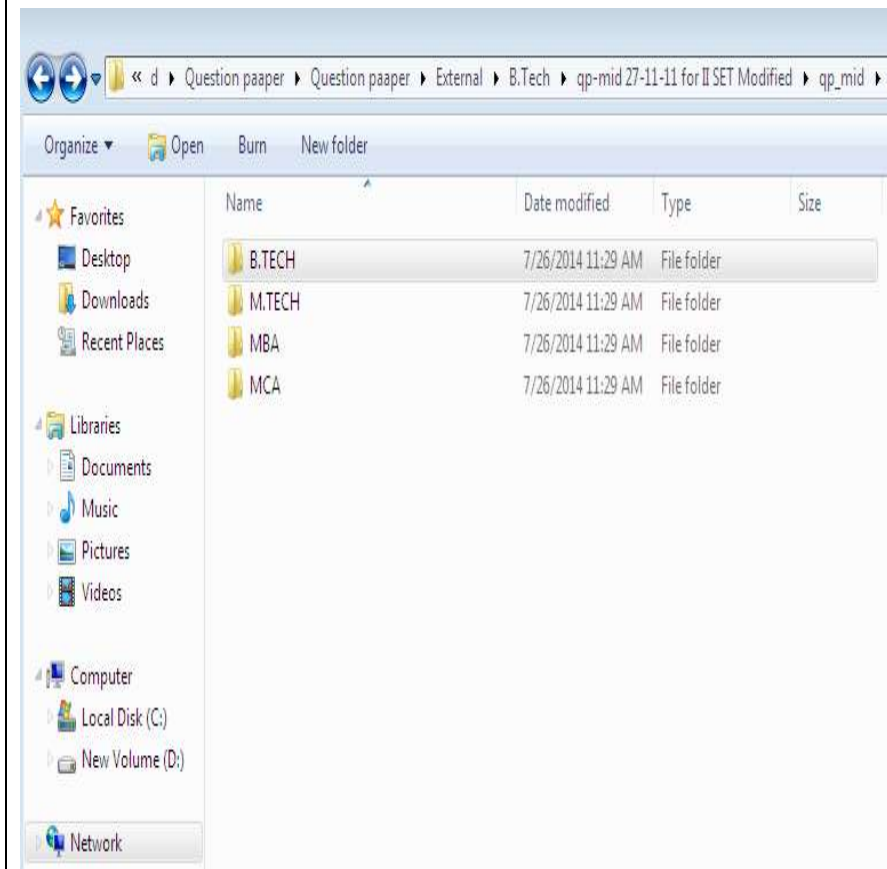
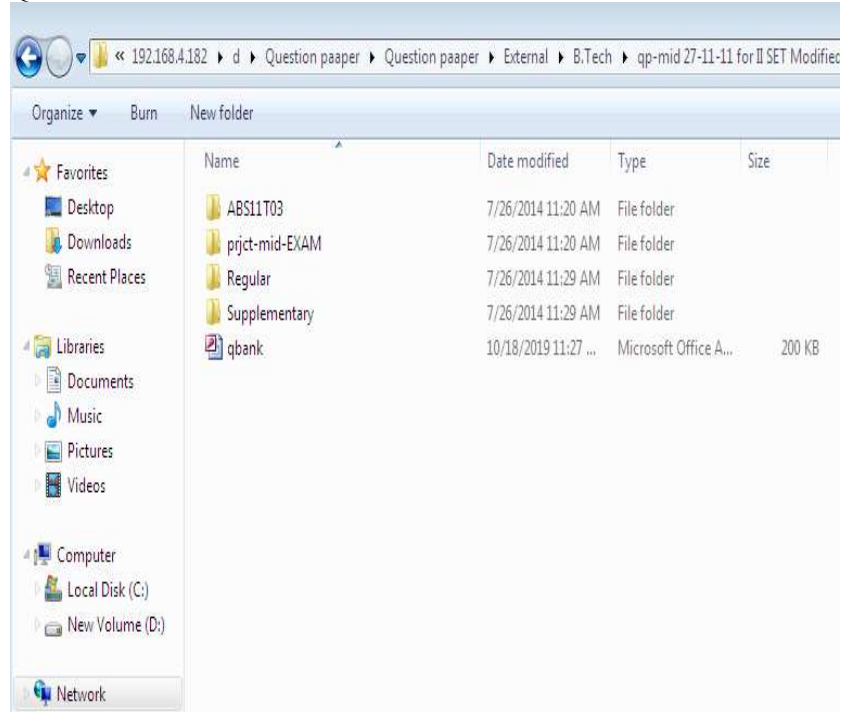
Last Date for submission of Application :

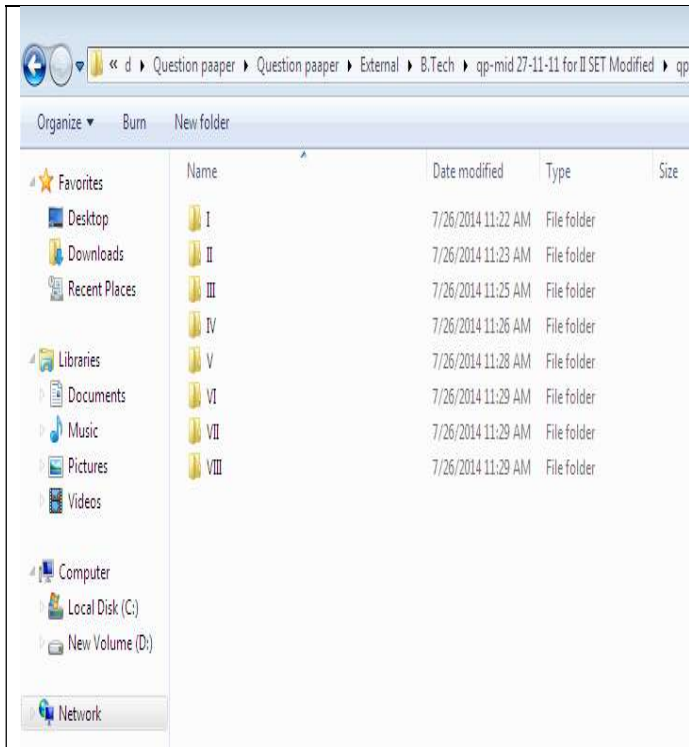
ANNEXURE – XXXIX

STEPS OF QUESTION PAPER GENERATION

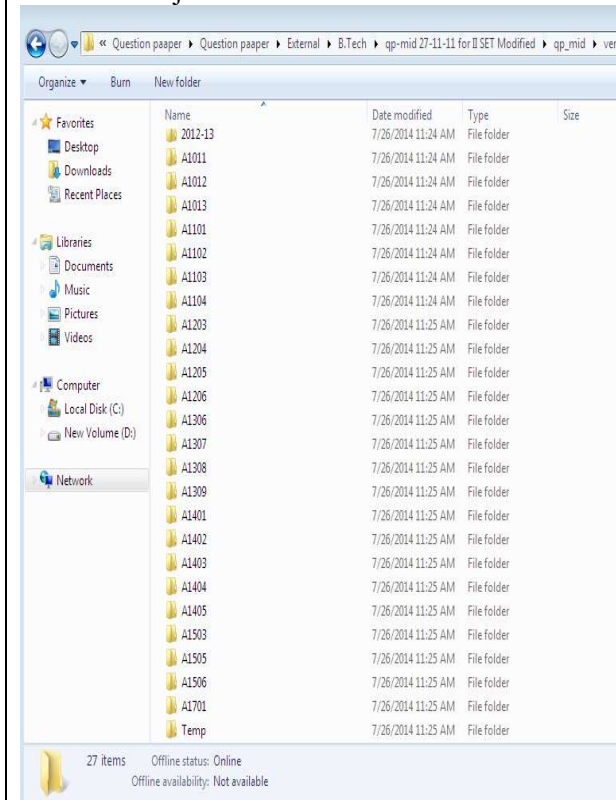
1 .	4 sets of SEE question paper are prepared by external examiners.																																																																																																				
2 .	<p>These 4 sets of question paper are dumped in to the bank.</p>  <table border="1" data-bbox="305 577 1369 1732"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>ACS11T01</td> <td>7/26/2014 11:20 AM</td> <td>File folder</td> <td></td> </tr> <tr> <td>bank</td> <td>10/18/2019 11:27 ...</td> <td>File folder</td> <td></td> </tr> <tr> <td>Font_Bahamas</td> <td>7/26/2014 11:29 AM</td> <td>File folder</td> <td></td> </tr> <tr> <td>I MID</td> <td>7/26/2014 11:30 AM</td> <td>File folder</td> <td></td> </tr> <tr> <td>output</td> <td>4/30/2015 5:46 PM</td> <td>File folder</td> <td></td> </tr> <tr> <td>papers</td> <td>7/26/2014 11:30 AM</td> <td>File folder</td> <td></td> </tr> <tr> <td>..</td> <td>11/16/2011 7:57 AM</td> <td>Visual Basic Form ...</td> <td>3 KB</td> </tr> <tr> <td>Form1</td> <td>11/16/2011 7:28 AM</td> <td>Visual Basic Form ...</td> <td>2 KB</td> </tr> <tr> <td>frmCourseDetails</td> <td>1/2/2013 11:36 AM</td> <td>Visual Basic Form ...</td> <td>21 KB</td> </tr> <tr> <td>frmCourseDetails.frx</td> <td>1/2/2013 11:36 AM</td> <td>Microsoft Visual F...</td> <td>1 KB</td> </tr> <tr> <td>frmCourseDetails</td> <td>10/12/2010 2:59 AM</td> <td>Text Document</td> <td>1 KB</td> </tr> <tr> <td>frmCourseInfo</td> <td>11/3/2011 11:15 PM</td> <td>Visual Basic Form ...</td> <td>3 KB</td> </tr> <tr> <td>frmFlexiOptions</td> <td>10/10/2010 4:38 AM</td> <td>Visual Basic Form ...</td> <td>20 KB</td> </tr> <tr> <td>frmQBank</td> <td>8/1/2010 12:58 AM</td> <td>Visual Basic Form ...</td> <td>4 KB</td> </tr> <tr> <td>frmQBank.frx</td> <td>8/1/2010 12:58 AM</td> <td>Microsoft Visual F...</td> <td>1 KB</td> </tr> <tr> <td>frmQBank</td> <td>11/16/2011 7:24 AM</td> <td>Text Document</td> <td>1 KB</td> </tr> <tr> <td>frmQMain</td> <td>1/2/2013 11:28 AM</td> <td>Visual Basic Form ...</td> <td>28 KB</td> </tr> <tr> <td>frmQMain.frx</td> <td>1/2/2013 11:28 AM</td> <td>Microsoft Visual F...</td> <td>1 KB</td> </tr> <tr> <td>frmQMain</td> <td>11/7/2011 12:35 AM</td> <td>Text Document</td> <td>1 KB</td> </tr> <tr> <td>MSSCCPRJ.SCC</td> <td>8/1/2014 9:49 AM</td> <td>SCC File</td> <td>1 KB</td> </tr> <tr> <td>QSoft</td> <td>1/11/2013 9:16 AM</td> <td>Visual Basic Module</td> <td>18 KB</td> </tr> <tr> <td>QSoftware</td> <td>2/13/2013 8:49 AM</td> <td>Visual Basic Project</td> <td>2 KB</td> </tr> <tr> <td>QSoftware</td> <td>10/18/2019 11:29 ...</td> <td>Visual Basic Projec...</td> <td>1 KB</td> </tr> <tr> <td>testa</td> <td>11/3/2011 10:13 PM</td> <td>Rich Text Format</td> <td>1,588 KB</td> </tr> </tbody> </table>	Name	Date modified	Type	Size	ACS11T01	7/26/2014 11:20 AM	File folder		bank	10/18/2019 11:27 ...	File folder		Font_Bahamas	7/26/2014 11:29 AM	File folder		I MID	7/26/2014 11:30 AM	File folder		output	4/30/2015 5:46 PM	File folder		papers	7/26/2014 11:30 AM	File folder		..	11/16/2011 7:57 AM	Visual Basic Form ...	3 KB	Form1	11/16/2011 7:28 AM	Visual Basic Form ...	2 KB	frmCourseDetails	1/2/2013 11:36 AM	Visual Basic Form ...	21 KB	frmCourseDetails.frx	1/2/2013 11:36 AM	Microsoft Visual F...	1 KB	frmCourseDetails	10/12/2010 2:59 AM	Text Document	1 KB	frmCourseInfo	11/3/2011 11:15 PM	Visual Basic Form ...	3 KB	frmFlexiOptions	10/10/2010 4:38 AM	Visual Basic Form ...	20 KB	frmQBank	8/1/2010 12:58 AM	Visual Basic Form ...	4 KB	frmQBank.frx	8/1/2010 12:58 AM	Microsoft Visual F...	1 KB	frmQBank	11/16/2011 7:24 AM	Text Document	1 KB	frmQMain	1/2/2013 11:28 AM	Visual Basic Form ...	28 KB	frmQMain.frx	1/2/2013 11:28 AM	Microsoft Visual F...	1 KB	frmQMain	11/7/2011 12:35 AM	Text Document	1 KB	MSSCCPRJ.SCC	8/1/2014 9:49 AM	SCC File	1 KB	QSoft	1/11/2013 9:16 AM	Visual Basic Module	18 KB	QSoftware	2/13/2013 8:49 AM	Visual Basic Project	2 KB	QSoftware	10/18/2019 11:29 ...	Visual Basic Projec...	1 KB	testa	11/3/2011 10:13 PM	Rich Text Format	1,588 KB
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Question bank location





Semester- subject codes:



Name	Date modified	Type	Size
0101	12/10/2013 8:36 PM	Rich Text Format	47 KB
0102	12/10/2013 8:37 PM	Rich Text Format	10,769 KB
0103	12/10/2013 8:38 PM	Rich Text Format	43 KB
0104	12/10/2013 8:39 PM	Rich Text Format	44 KB
0201	12/10/2013 8:36 PM	Rich Text Format	425 KB
0202	12/10/2013 8:37 PM	Rich Text Format	10,798 KB
0203	12/10/2013 8:38 PM	Rich Text Format	43 KB
0204	12/10/2013 8:39 PM	Rich Text Format	43 KB
0301	12/10/2013 8:36 PM	Rich Text Format	44 KB
0302	12/10/2013 8:37 PM	Rich Text Format	39 KB
0303	12/10/2013 8:38 PM	Rich Text Format	44 KB
0304	12/10/2013 8:39 PM	Rich Text Format	44 KB
0401	12/11/2013 9:29 AM	Rich Text Format	221 KB
0402	12/10/2013 8:37 PM	Rich Text Format	44 KB
0403	12/10/2013 8:38 PM	Rich Text Format	44 KB
0404	12/10/2013 8:39 PM	Rich Text Format	43 KB
0501	12/10/2013 8:37 PM	Rich Text Format	44 KB
0502	12/10/2013 8:38 PM	Rich Text Format	42 KB
0503	12/10/2013 8:39 PM	Rich Text Format	44 KB
0504	12/10/2013 8:40 PM	Rich Text Format	43 KB

4 sets of question paper to put in the bank.

For example:

First question of first set

Second question of first set

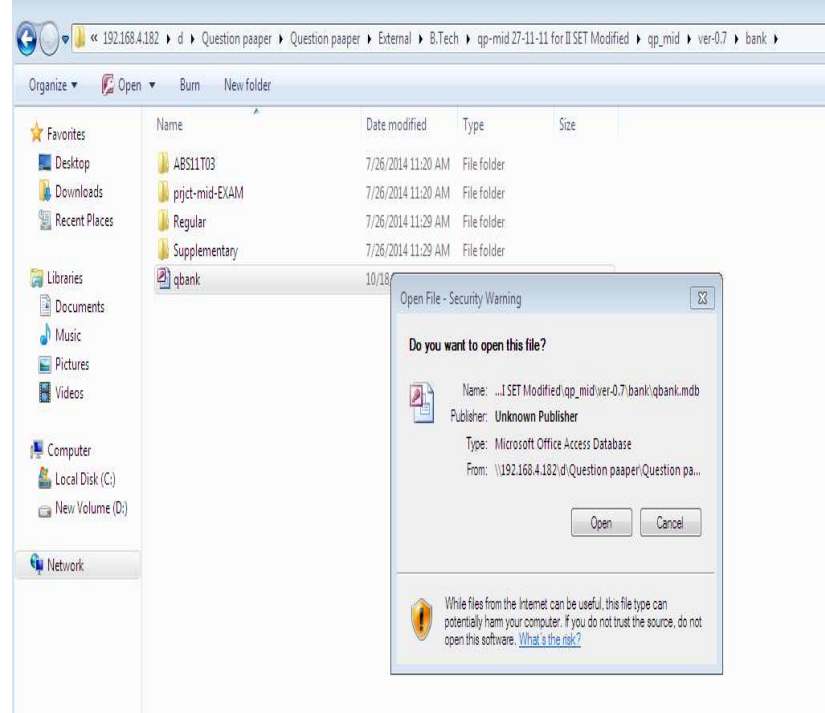
Third question of first set

Fourth question of first set

Fifth question of first set

Name	Date modified	Type	Size
0101	2/4/2014 12:37 PM	Rich Text Format	43 KB
0102	2/4/2014 12:39 PM	Rich Text Format	44 KB
0103	2/4/2014 12:40 PM	Rich Text Format	56 KB
0104	2/4/2014 12:41 PM	Rich Text Format	42 KB
0201	2/4/2014 12:38 PM	Rich Text Format	63 KB
0202	2/4/2014 12:39 PM	Rich Text Format	55 KB
0203	2/4/2014 12:40 PM	Rich Text Format	44 KB
0204	2/4/2014 12:41 PM	Rich Text Format	44 KB
0301	2/4/2014 12:38 PM	Rich Text Format	45 KB
0302	2/4/2014 12:39 PM	Rich Text Format	56 KB
0303	2/4/2014 12:40 PM	Rich Text Format	42 KB
0304	2/4/2014 12:41 PM	Rich Text Format	51 KB
0401	2/4/2014 12:38 PM	Rich Text Format	43 KB
0402	2/4/2014 12:39 PM	Rich Text Format	46 KB
0403	2/4/2014 12:40 PM	Rich Text Format	42 KB
0404	2/4/2014 12:41 PM	Rich Text Format	43 KB
0501	2/4/2014 12:38 PM	Rich Text Format	44 KB
0502	2/4/2014 12:39 PM	Rich Text Format	46 KB
0503	2/4/2014 12:40 PM	Rich Text Format	43 KB
0504	2/4/2014 12:41 PM	Rich Text Format	45 KB

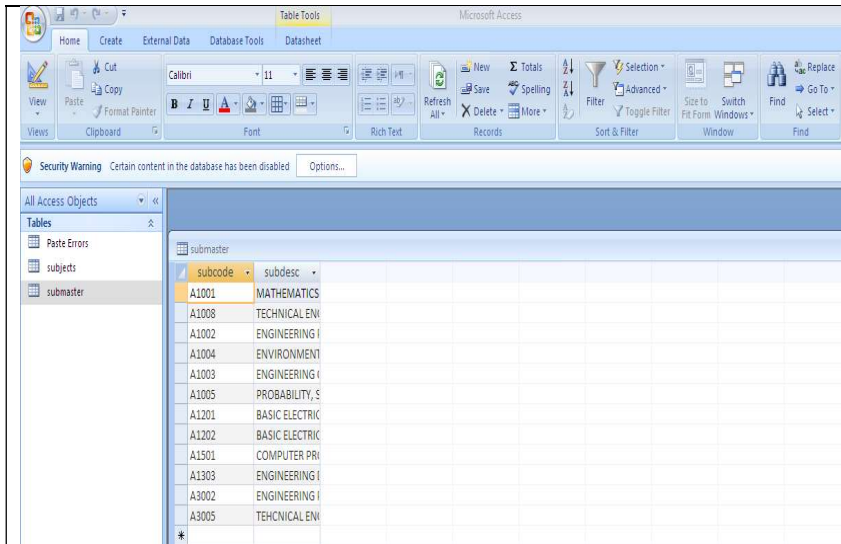
Add the subject names and codes in the qbank. Open the qbank display this window



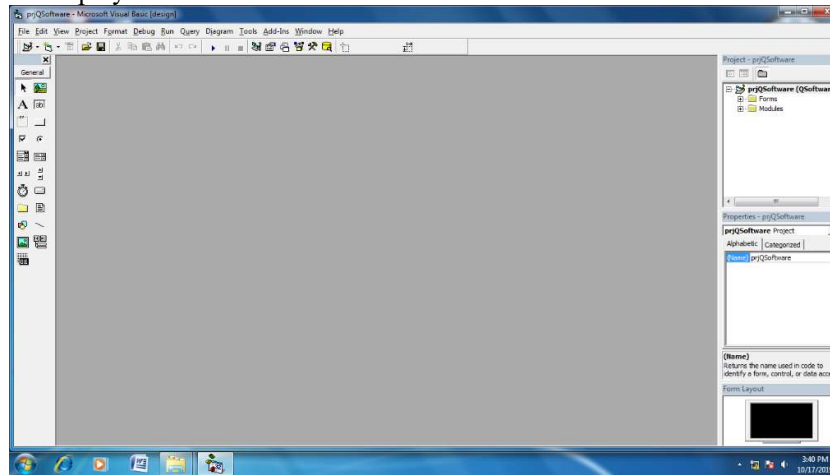
Click on the open button above display the window
Appears this window



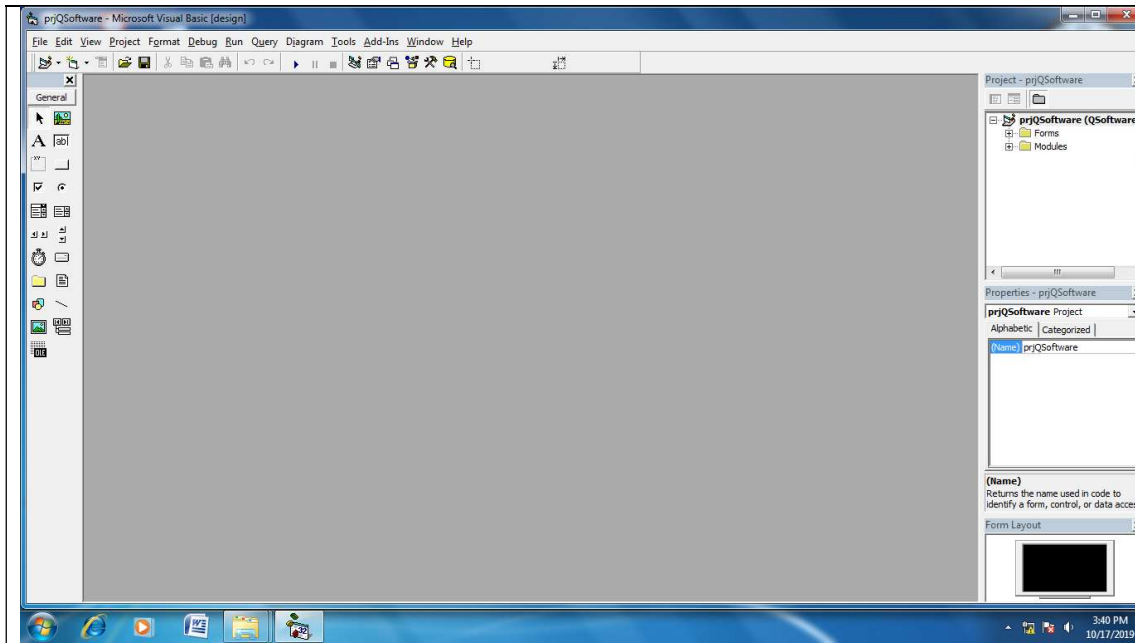
Click on the subject master above display the window
Appears this window
For example:



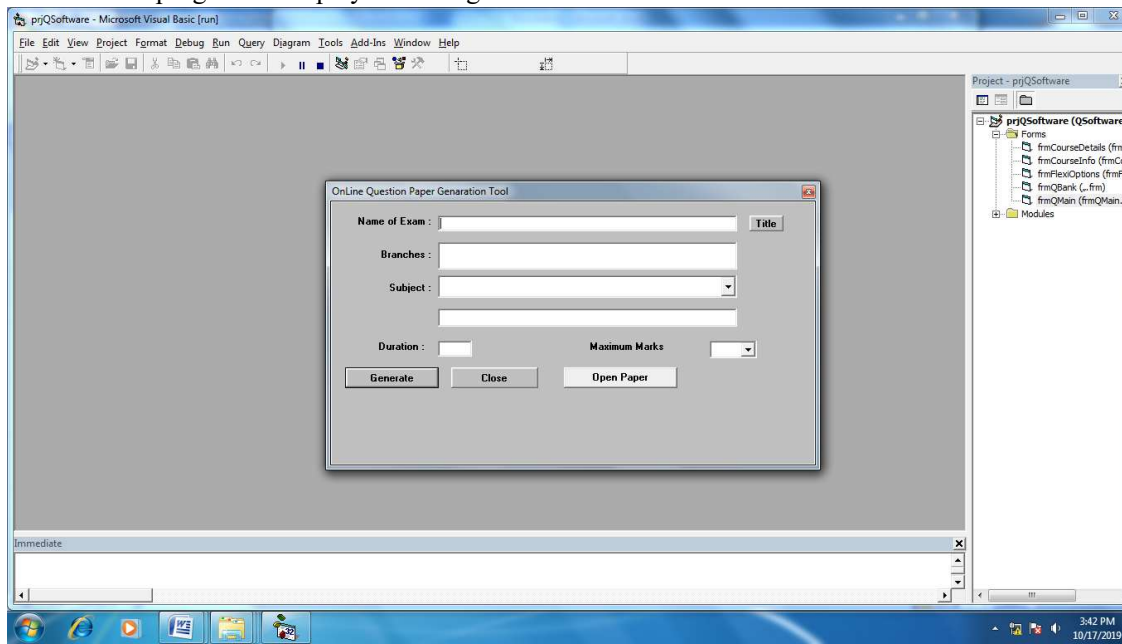
Open the qsoftware (VB Software).
To display the below window



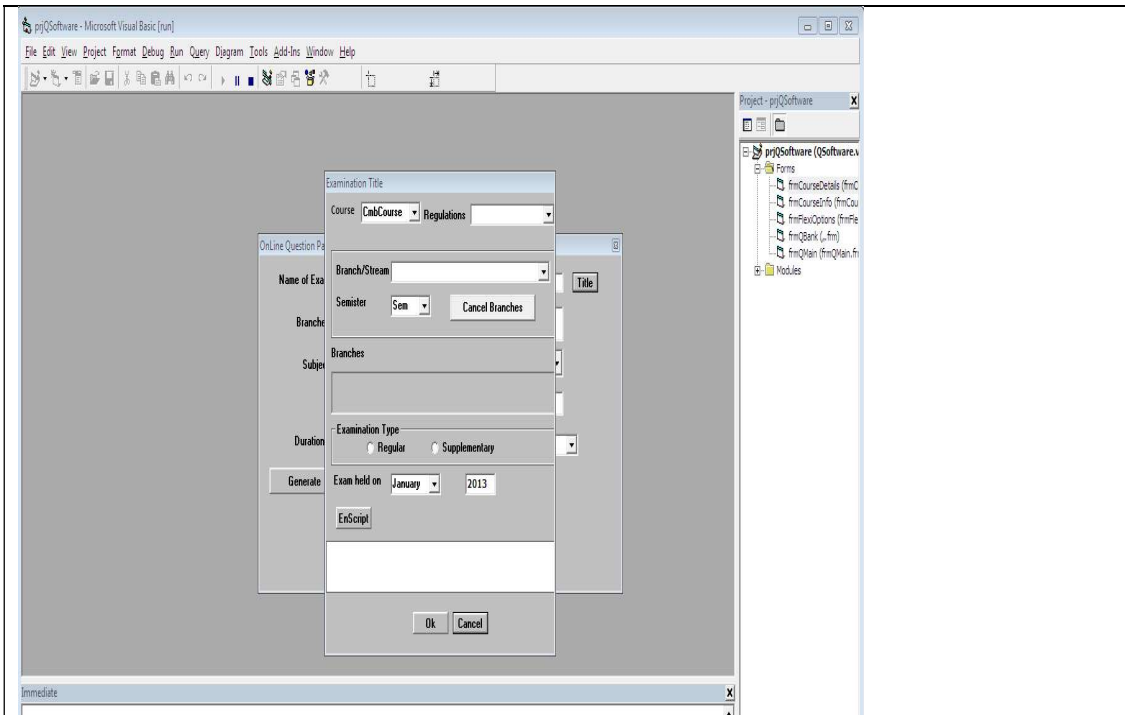
Run the program.



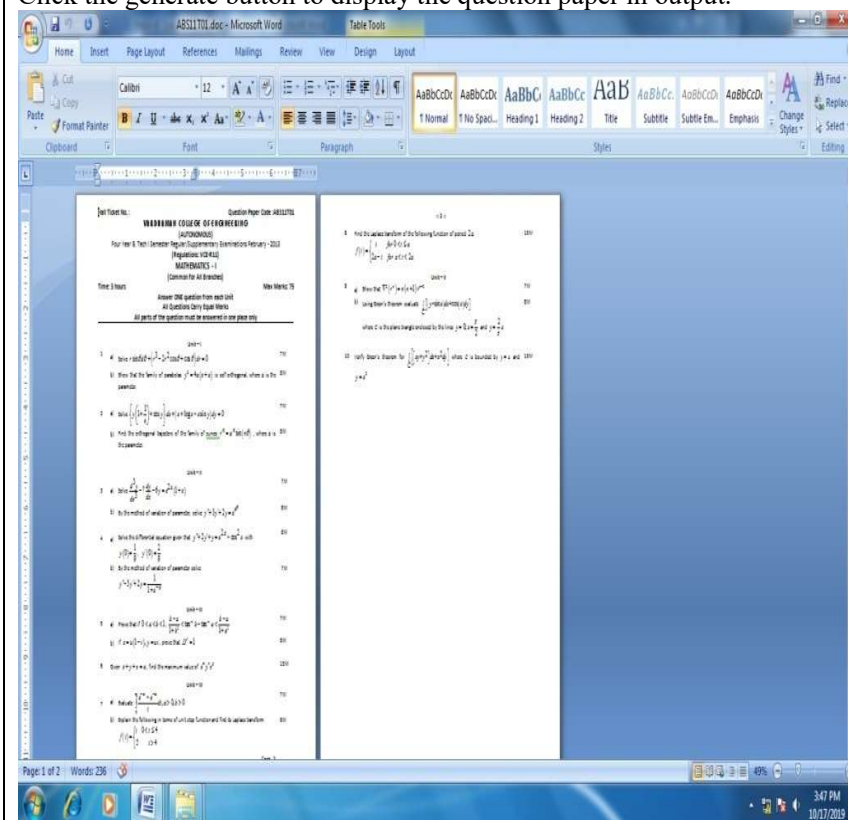
After run the program to display the dialog box.



Click on title button to display the above window, to appears below window for example:
All fields fill in the dialog box after click on generate button.



Click the generate button to display the question paper in output.

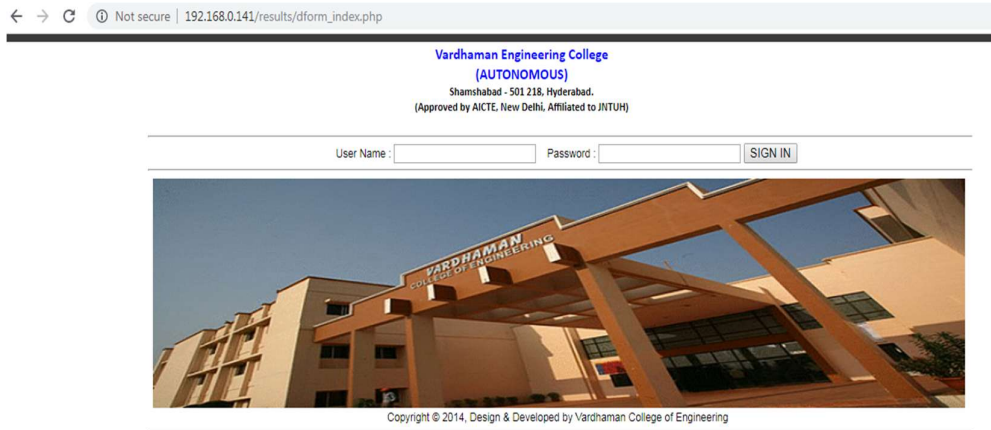


ANNEXURE – XL

END EXAM DFORM & GENERATE PACKET REPORT

1. The URL for DForm and Generate Packet Report followed link
http://192.168.0.141/results/dform_index.php

2. We have **Login Credentials** as seen in below image,



3. After login the page we observe **DFORM** option in menu bar, While selecting DFORM option we observe Three options, as shown in the image.

- a) External Dform,
- b) External Dform Report,
- C) Daywise Absent Report



A. External Dform: By selecting option, The **Date** and **Session** page appear as shown in below image.

192.168.0.141/results/src_programs/Internal_DForm/dform_datewise.php

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DATE:
SESSION:

- We have to give the Date and Session, and moves to next page here we have to select the Exam type and Select the Subject.

src_programs/internal_DForm/ext_dform.php

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D-Form

Select Exam Type

Select Subject

- After Selecting the above options we observe Registered Hall Ticket numbers and marking the attendance and submitting the data.

192.168.0.141/results/src_programs/Internal_DForm/ext_dform.php

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(AUTONOMOUS)
Shamshabad - 501 218, Hyderabad.
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D-Form

Select Exam Type

Select Subject

EXTERNAL D-FORM				
II Semester				
ADVANCED CALCULUS I				
S.No	Roll No.	Status		
1	18881A0101	Absent	MalPractice	Present
2	18881A0102	Absent	MalPractice	Present
3	18881A0103	Absent	MalPractice	Present
4	18881A0104	Absent	MalPractice	Present
5	18881A0105	Absent	MalPractice	Present
6	18881A0106	Absent	MalPractice	Present
7	18881A0107	Absent	MalPractice	Present
8	18881A0108	Absent	MalPractice	Present
9	18881A0109	Absent	MalPractice	Present
10	18881A0110	Absent	MalPractice	Present
11	18881A0111	Absent	MalPractice	Present
12	18881A0112	Absent	MalPractice	Present
13	18881A0113	Absent	MalPractice	Present

B. EXTERNAL DFORM REPORT: Here we can get the DFORM report.



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D-Form							
D-FORM STATEMENT FOR B.TECH II Semester Regular Examinations - April 2019							
Regulation	VCE-R18						
Semester	II						
Subject	ADVANCED CALCULUS1 - A4099						
Date(s) of Examination	2019-10-11						
Department	No. of Students Registered	No. of Students Present	No. of Students Absent	No. of Malpractice			
Civil	60	60	0	0			
EEE	118	117	1	0			
Mech	113	113	0	0			
ECE	241	241	0	0			
CSE	238	238	0	0			
IT	119	119	0	0			
Hall Ticket Numbers of Candidates Registered							
17881A0488	18881A0101	18881A0102	18881A0103	18881A0104	18881A0105	18881A0106	18881A0107
18881A0108	18881A0109	18881A0110	18881A0111	18881A0112	18881A0113	18881A0114	18881A0115
18881A0116	18881A0117	18881A0118	18881A0119	18881A0120	18881A0121	18881A0122	18881A0123
18881A0124	18881A0125	18881A0126	18881A0127	18881A0128	18881A0129	18881A0130	18881A0131
18881A0132	18881A0133	18881A0134	18881A0135	18881A0136	18881A0137	18881A0138	18881A0139
18881A0140	18881A0141	18881A0142	18881A0143	18881A0144	18881A0145	18881A0146	18881A0147
18881A0148	18881A0149	18881A0150	18881A0151	18881A0152	18881A0153	18881A0154	18881A0155
18881A0157	18881A0158	18881A0159	18881A0160	18881A0161	18881A0201	18881A0202	18881A0203
18881A0204	18881A0205	18881A0206	18881A0207	18881A0208	18881A0209	18881A0210	18881A0211
18881A1247	18881A1248	18881A1249	18881A1250	18881A1251	18881A1252	18881A1253	18881A1254
18881A1255	18881A1256	18881A1257	18881A1258	18881A1259	18881A1260	18881A1261	18881A1262
18881A1263	18881A1264	18881A1265	18881A1266	18881A1267	18881A1268	18881A1269	18881A1270
18881A1271	18881A1272	18881A1273	18881A1274	18881A1275	18881A1276	18881A1277	18881A1278
18881A1279	18881A1280	18881A1281	18881A1282	18881A1283	18881A1284	18881A1285	18881A1286
18881A1287	18881A1288	18881A1289	18881A1290	18881A1291	18881A1292	18881A1293	18881A1294
18881A1295	18881A1296	18881A1297	18881A1298	18881A1299	18881A12A0	18881A12A1	18881A12A2
18881A12A3	18881A12A4	18881A12A5	18881A12A6	18881A12A7	18881A12A8	18881A12A9	18881A12B0
18881A12B1	18881A12B2	18881A12B3	18881A12B4	18881A12B5	18881A12B6	18881A12B7	18881A12B9
18881A12C0							
Hall Ticket Numbers of Candidates Absent							
18881A0213							
Hall Ticket Numbers of Candidates Malpractice							
NIL							
Summary of Statement							
Absent	MalPractice	Present	Total Registered				
1	0	888	889				
Spot Incharge						Signature of Controller of Examinations	
Print							

C. DAYWISE ABSENT REPORT: Here we can get the Daywise Absent report



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DAY WISE STATEMENT				
Date(s) of Examination		17-10-2019		
Roll Number	SUBJECT CODE	SUBJECT TITLE	SEMESTER	STATUS
18881A0213	A4099	ADVANCED CALCULUS	2	A
Spot Incharge			Signature of Controller of Examinations	
<input type="button" value="Print"/>				

D. GENERATE PACKET:

In this Option we have following options

- a. Packet Allotment
- b. Packet Allotment R18/R19
- c. Day Wise DForm
- d. Packing Slip
- e. External Password



A&B) Packet Allotment & Packet Allotment R18/R19: We have to Select the Exam Type and Subject then click Ok. The Particular subject divides the Total number of Scripts in to Fifty Scripts in each packet as shown in the C) Daywise DForm Report.

C) Daywise DForm Report:

Here The Daywise Dform Report has Generated can View, AS Shown in the below image.



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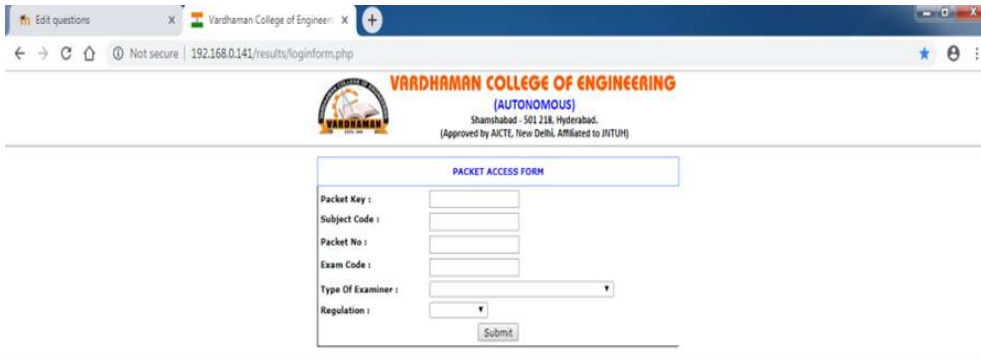
(Approved by AICTE, New Delhi, Affiliated to JNTUH)

Exam Title		B.TECH II Semester Regular Examinations - April 2019 - BT2R18APR19 - 2019-10-11			
S.No	Sub Code	Subject Title	Packet No	Total Scripts	Ecode No
1	A4099	ADVANCED CALCULUS	73	50	429320 To 429369
			74	50	429370 To 429419
			75	50	429420 To 429469
			76	50	429470 To 429519
			77	50	429520 To 429569
			78	50	429570 To 429619
			79	50	429620 To 429669
			80	50	429670 To 429719
			81	50	429720 To 429769
			82	50	429770 To 429819
			83	50	429820 To 429869
			84	50	429870 To 429919
			85	50	429920 To 429969
			86	50	429970 To 430019
			87	50	430020 To 430069
			88	50	430070 To 430119
			89	50	430120 To 430169
Total Packets			18	888	
Grand Total			18	888	

D) Packing Slips: Packing Slips Divison Report for each bundle as shown in below image.

 VARDHAMAN COLLEGE OF ENGINEERING (AUTONOMOUS) Shamshabad - 501 218, Hyderabad. (Approved by AICTE, New Delhi, Affiliated to JNTUH and Accredited by NBA)	
B.TECH II Semester Regular Examinations - April 2019 - BT2R18APR19	
Date of Examination	2019-10-11
Time of Examination	FN
Semester	II
Regulation	VCE-R18
Course	ADVANCED CALCULUS
Question Paper Code	A4099
Total No.of answer Scripts	50
Packet No	73
Ecode No : 429320 TO 429369	
Sealing Assistant	Controller of Examinations

1. Every Subject of all Branches and Common Subjects are Shuffled and Decoding each script with unique number. Packing a bundle with Fifty Scripts in each packet.
2. The below form is used to Access the Marks entry form. Here we have to enter below credentials. After enter the credentials it will check the details with database. If details are correct marks Entry form will appear otherwise error will occur.



Use MOZILLA FIREFOX browser to work in this Portal

3. In this faculty wants to fill the below form. After entering the details marks entry form will appear.

Vardhaman College of Engineering (AUTONOMOUS)
Shamshabad - 501 218, Hyderabad.
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Examiner Details

Employee ID :

Examiner Name :

Designation :

Department :

CollegeName :

Address :

Mobile Number :

4. In this form Faculty wants enter Question Wise Marks based on the entry the System will take the best marks.

Vardhaman College of Engineering (AUTONOMOUS)
Shamshabad - 501 218, Hyderabad.
(Approved by AICTE, New Delhi, Affiliated to JNTUH)

PACKET NO : 83
QUESTION PAPER CODE : A4099
E-CODE : 429820
PART-A

	A	B	C	D	E	F	G	H	I	J	Total
Q1	2	2	2	1							7
	A		B		Total		C		D		Total
Q2	4				2						6
	A		B		Total		C		D		Total
Q3	2		2		4						
	A		B		Total		C		D		Total
Q4	4				0						4
	A		B		Total		C		D		Total
Q5	2				2		1				1
	A		B		Total		C		D		Total
Q6	1					0					1
	A		B		Total		C		D		Total
					24						



PACKET NO : 83
 QUESTION PAPER CODE : A4099
 E-CODE : 429821

PART-A

	A	B	C	D	E	F	G	H	I	J	Total							
Q1																		
	A				B				Total									
Q2																		
	A			B			Total			C			D			Total		
Q3																		
	A				B				Total									
Q4																		
	A			B			Total			C			D			Total		
Q5																		
	A				B				Total									
Q6																		
	A				B				Total									

PREVIOUS SAVES/NEXT

Code Number	MARKS AWARDED																								Grand Total											
	Q1										Q2				Q3				Q4			Q5				Q6										
	A	B	C	D	E	F	G	H	I	J	Total	A	B	Total	A	B	Total	C	D	Total	A	B	Total	A	B	Total	A	B	Total	A	B	Total				
429820	2	2	2	1							7	4	2	6	2	2	4				4	0	4	2	2	1	1	1	0	1	1	1	24			
429821																																				
429822																																				

5. After entering all the Scripts Marks we will take Print out with Faculty Sign.

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AWARD LIST OF VALUATION

Examination Title : **B.TECH VIII Semester Regular Examinations - April 2019** Packet No : 1
Regulation : **VCE-R15** Course : **MANAGEMENT SCIENCE** Question Paper Code : **A3014**
Max Marks : **75** Name & Official Address of the Examiner : **DR YUGANDHAR YANCAVETI, ASSOC.PROFESSOR, BVKIT, F.NO.302, SRAAYYA BLOCK, POOJITHA ESTATES, SUNDAR NAGAR, HYDERABAD-500 038.** Date : **17 Oct 2019**

Code Number	MARKS AWARDED															Grand Total										
	UNIT-I			UNIT-II			UNIT-III			UNIT-IV			UNIT-V													
	A	B	Total	A	B	Total	A	B	Total	A	B	Total	A	B	Total											
408455	5	4	9													46										
408456				5	6	11	5	4	9	6	6	12	5	5	11	11	5	5	10			12	12	56		
408457				5	6	11	5	6	11				9	9					5	4	9			11	11	51
408458				3	5	8	4	4	8				7	7					4	4	8			10	10	41
408459				4	6	10	5	6	11			4	4	8	8				5	5	10			10	10	49
408460				5	6	11				5	6	11			5	4	9						4	4	8	35
408461				5	6	11				5	5	10	2	2	5	5	5	6	11			4	4	8	6	45
408462				5	7	12	5	7	12				11	11	5	4	9							7	7	51
408463				3	4	7	3	3	6				7	7	5	4	9							9	9	38
408464				5	5	10	3	4	7				8	8	6	4	10							8	8	43
408465				3	5	8	5	4	9				11	11	6	5	11							11	11	50
408466	3	3	6							6	6	12			7	7			5	4	9			12	12	46
408467				6	5	11				5	5	10			3	3	8	8	5	4	9			11	11	49
408468				5	5	10	5	4	9				9	9	6	5	11							9	9	48
408469				6	6	12	7	6	13			7	6	13					6	7	13			9	9	60
408470				5	7	12	4	6	10				11	11	4	4	8							10	10	51
408471	4	2	6				4	3	7				9	9	3	3	6							11	11	39
408472				5	5	10	6	4	10				10	10	4	3	7							8	8	45
408473	5	4	9				5	7	12				12	12	5	5	10							8	8	51
408474				5	6	11	5	4	9				7	7					3	3				9	9	39
408475				6	5	11				5	7	12			8	8			6	7	13	5	6	11		55
408476				5	6	11	6	3	9	1	6	7			9	9	2	4	6			4	4			39
408477				5	5	10	5	5	10				6	6					5	3	8			10	10	44
408478				3	4	7	5	4	9				7	7	5	4	9							7	7	39
408479				6	5	11				4	5	9			8	8	4	4	8					11	11	47

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INSTRUCTIONS FOR EXTERNAL EXAMINER

1. Open any Web Browser (Mozilla Firefox (prefer) / Google Chrome)
2. In the address bar type URL : www.vardhaman.org
3. Goto 'Home' Tab -> Examination -> Evaluation
4. Give User Name : external Password : external@123
5. Give the following details in PACKET ACCESS ROOM
Packet Key : vardhaman@2018
Subject Code : A3013
Subject Title : INTELLECTUAL PROPERTY RIGHTS
Packet No : 1
Exam Code : BT6R15APR19
Type of Examiner : external
6. After Filling the details Click Submit Button.
7. Give the Examiner Details in Full.
8. After Filling the details Click SAVE Button.
9. Evaluation Sheet is opened.
10. Give marks in the respective question no. fields. All attempted answers are to be awarded.
11. Best of the two from each unit will be automatically taken and grand total is also automatically calculated. Marks editing can be done. After awarding all the answers written, Click SAVE button.
12. The Marks awarded are automatically updated in the respective code number fields.
13. To logout at any time only Save Button is to be used and can Re-login at any time with the above procedure until all answer booklets are awarded.
14. FREEZE button is to be clicked only after awarding all the answer booklets i.e. all Code numbers are awarded.
15. Once Freeze button is clicked Examiner cannot Open or Update Evaluation Sheet.
16. AWARD LIST OF VALUATION Hard Copy is generated by the COC in which the Examiner should Sign.



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EXAMINATION MANUAL

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