

EXAMINATION CELL MANUAL

(The regulations and norms given in the manual are approved)



CMR INSTITUTE OF TECHNOLOGY

(UGC - Autonomous)

**Approved by AICTE, Permanently Affiliated to JNTUH, Accredited by NBA and NAAC with A Grade
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May 2021

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1. ABOUT THE EXAMINATION CELL

1.1 Introduction

CMR Institute of Technology was established in the year 2005. The Institute is Approved by AICTE, New Delhi, Permanently Affiliated to JNTUH, thrice Accredited by NBA and Accredited by NAAC with A Grade. The institution achieved Autonomous status by UGC and JNTUH w. e. f., 2017-18 for a period of 6 years. This facilitated an academic freedom to formulate its own syllabus and assessment procedures for all UG and PG courses from the academic year 2017-18.

Vision, Mission and Quality Policy of the Institute

Vision: To create world class technocrats for societal needs.

Mission: Impart global quality technical education for a better future by providing appropriate learning environment through continuous improvement and customization.

Quality Policy: Strive for global excellence in academics & research to the satisfaction of students and stakeholders.

The Examination Cell has been restructured to carry out all the examination activities in accordance with the UGC Autonomous status. The Examination Cell of CMRIT is a confidential wing with superior responsibility for conducting internal examinations, external examinations, evaluation, publication of the results and to maintain the records of all the students through automation and customization.

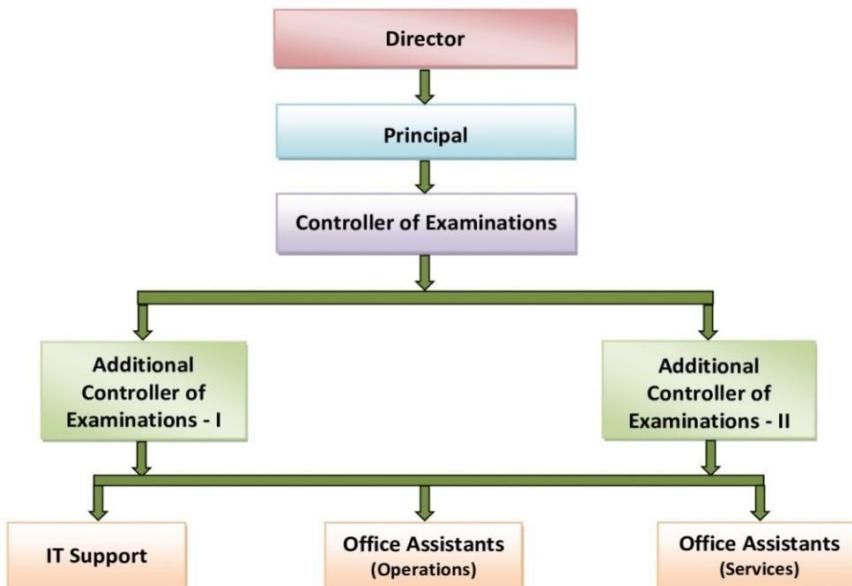
The following are the Examination Cell's Vision and Mission:

Vision: To create a world class student assessment environment.

Mission: Execute examinations meticulously by providing conducive student assessment environment through continuous improvement, automation and customization.

1.2 Organization Chart – Examination Cell

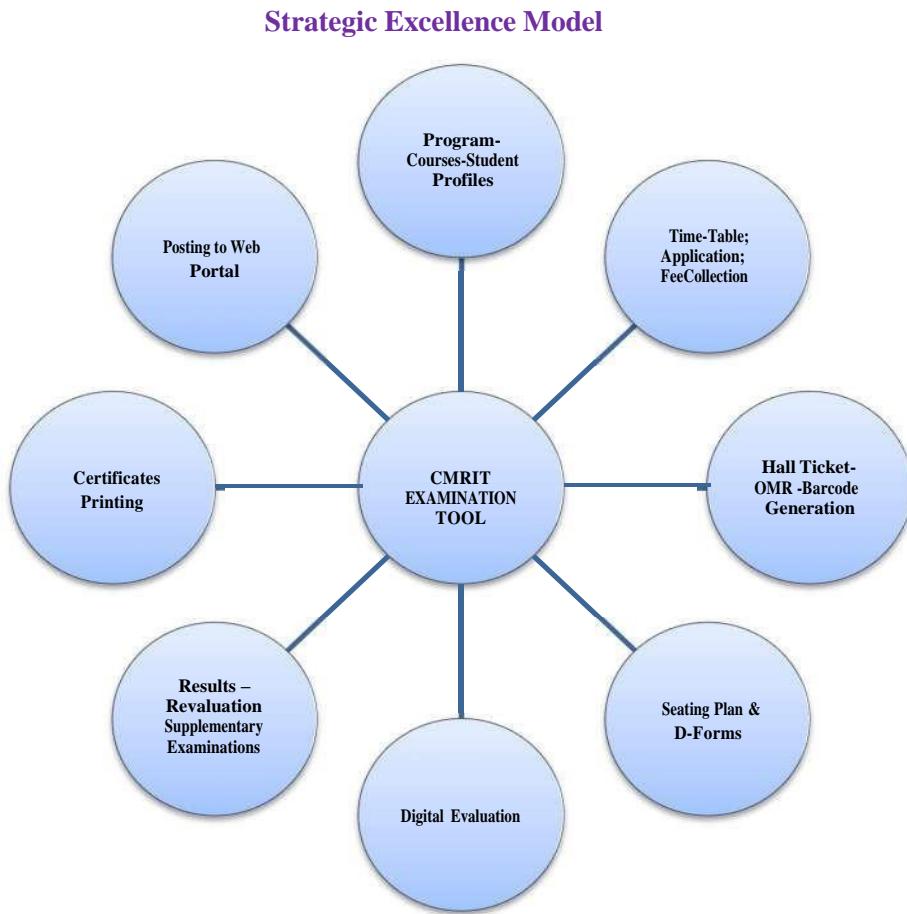
The following chart shows the decentralization and delegation process of the examination cell:



Apart from existing examination system, each department has a department level committee comprising HOD and Examination Coordinators.

1.3 Automation

The examination cell is a strategically developed automated system under high security in close surveillance. The following model shows strategic processes of the examination cell:



1.4 Infrastructure

The examination cell is well-equipped with Hardware, Reprographic, Software, etc. as detailed below:

S. No.	Item	Specification	No of units
1	Server	Dell Power Edge R730, 128 GB RAM	1
2	Scanners	Fijitsu, 60 ipm/80 page ADF	1
3	Barcode Scanner	Fijitsu, 60 ipm/80 page ADF	3
4	Sewing Machines	MAQI, Heavy Duty industrial stitching	2
5	Paper Cutter	VS 450 Paper Cutter	1
6	Xerox Machines (Black & White)	Cannon IR-5075	3
7	Xerox Machine (Colour)	Konica Minolta C258E without ADF	1
8	Computer Systems	Dell Vostro 3250, i3 6 th Gen, 8GB RAM	8
9	Printers	HP Laser jet 1020 plus	3
10	UPS	Delta 10 KVA	1
11	Generators	Kirloskar Green 320 KVA, 125 KVA	2
12	CC Cameras	Hikvision and 8 port DVR	8
13	CC TV	BPL	1

1.5 Physical Security Measures

The examination cell is fully under the surveillance system. Any person other than examination cell staff will not be allowed inside without prior permission and signature in visitors register.

2. THE CHIEF SUPERINTENDENT

The Head of the Institution (HOI) shall be the Chief Superintendent having thorough knowledge of examination system.

- a. The HOI is responsible for the planning, scheduling and conduct of all examinations.
 - b. The HOI appoints the COE and ACEs for the smooth functioning of all examination activities.
 - c. The HOI can visit and inspect the examination section at any time.
 - d. The HOI ensures enough manpower for the smooth conduct of examinations and convenes meetings for the publication of results.
 - e. During the examinations Chief Superintendent ensures that
 - i. Only teaching staff are appointed as invigilators.
 - ii. Subject teachers should not be posted as invigilators in the examination halls where the students are writing / write the examination in that subject.
 - iii. Seating arrangement is to be made in such way that two or more different branches are to be accommodated in each room and ensure that there should not be the same subject / branch student in all sides (i.e., in front, backside, both left and right sides).
 - iv. COE verify all bar coded OMR pre-printed answer booklets are correct well before the commencement of Examinations. No blank answer booklet shall be issued to the students.
 - v. For any discrepancy found in OMR Answer Booklets/Hall Tickets/Name/Photo on Hall Tickets the HOI instructs the COE for rectification before commencement of the Examinations.
 - vi. Proper account of answer booklets is maintained by COE.
 - vii. The packing of answer booklets branch wise, subject wise in separate bundles along with D-Form is taken care by the COE in coordination with concerned ACE on day to day basis.
 - viii. A Team of HODs/Senior Professors/Squad makes a surprise visit to the examination Halls during the conduct of Examinations.
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3. THE CONTROLLER OF EXAMINATIONS

The Controller of Examinations is the officer-in-charge responsible in the process of pre-examination, during-examination and post-examination related work of all programs. He shall discharge his duties under the superintendence, direction and guidance of the Director / Principal. He is a well disciplined, committed, trustworthy individual who exercises his functions with due diligence. He motivates his staff members to discharge their respective academic / administrative duties effectively with his leadership qualities.

Duties and Responsibilities of Controller of Examinations (COE) are to:

A) General

1. Prepare rules and regulations relating to courses of study, syllabi and examinations for approval by the appropriate authority and also recommend for reforms, time to time.
2. Liaison with affiliating bodies at regular intervals and make necessary payments.
3. Prepare and adhere to academic calendar and also maintain bulletin board.
4. Plan and schedule the examination process.
5. Recommend on changes in schedules with due reason to the HOI.
6. Delegate and supervise the activities of the personnel working in the Examination branch.
7. Coordinate with HODs for smooth functioning of examination system.
8. Prepare Budget for maintenance of examination cell and support to audit.
9. Arrange for student certificate verification by TSCHE / JNTUH / Any other statutory body.
10. Maintain end to end automated secured student database and upload necessary data to affiliating bodies.
11. Maintain files and documentary evidences in prescribed format for various inspections.
12. Provide semester wise list of promoted, readmitted / re-registered and detained / discontinued students before commencement of semester.
13. Procure necessary confidential and non-confidential stationery.
14. Procure Question Banks, identify Examiners for Theory, Practical, Comprehensive viva-voce and Project evaluation courses.
15. Take disciplinary action against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and were found guilty of malpractices.
16. Declare the results and issue relevant certificates.
17. Arrange graduation ceremony for successful graduates.
18. Provide information regarding genuineness of certificates for external verification.
19. Make necessary arrangements for conduct of various examinations of Government / Private Boards.
20. Perform any other tasks as assigned by the Director / Principal.

B) Pre-Examination

1. Issue notification for online payment of prescribed Examination fees.
2. Provide access for online registration of Semester End Examination as per schedule.
3. Release schedule of examinations for theory and practical.
4. Procure bar-coded answer booklets and ensure accuracy of the student details.
5. Identify and correspond with competent question paper setters well in advance for SEE.
6. Procure four sets of question papers per subject based on blooms taxonomy from two different question paper setters.
7. Release the list of condonation and detention students and provide access for payment of condonation fee after ensuring the genuineness.
8. Generate Hall Tickets and provide access to concerned ACE for downloading.
9. Approve nominal rolls, seating plan and list of invigilators.
10. Appoint Moderators / Observers / Invigilators / Examiners / Evaluators / Scrutinizers for Theory / Practical / Project and provide necessary guidelines.

11. Identify the evaluators by taking their consent and intimate to the evaluators the evaluation schedule of respective subjects.

C) During –Examination

1. On the day of practical examination, provide examination material, monitor the conduct of examination and ensure uploading of marks on the same day.
2. On the day of theory examination, pick one question paper from set of 4, per subject.
3. All the four sets are more sets may be moderated well before by an external subject expert, printing and bundling of the selected question paper for distribution as per seating plan.
4. Arrange for distribution of bundled Answer Booklets, Nominal Rolls and Seating Plan to respective invigilator(s).
5. Ensure timely distribution of Question Papers to the examination halls.
6. Ensure timely collection of absentees' statement along the nominal rolls, unused booklets, question papers and prepare the report (D-Form) for the same.
7. Ensure smooth conduct of examination as per the time schedule.
8. Arrange for distribution of necessary resources to the students, based on the requirement.
9. Arrange for meeting with malpractice prevention committee as and when any malpractice case is reported.
10. Arrange for collection and bundling of answer booklets soon after the completion of examination.

D) Post-Examination

1. Arrange for segregation, scanning, verification of answer booklets and generation of bundle key for digital evaluation.
 2. Assign the bundles to appointed evaluators along with evaluation guidelines and ensure smooth conduct of evaluation process.
 3. Arrange for scrutiny of evaluated bundles and generate the consolidated marks.
 4. Consolidate internal and external marks obtained in theory / practical / seminars / project.
 5. As member secretary, conduct meeting with result declaration committee, as per the committee's discretion apply moderation / normalization / grafting and publish the results.
 6. Release notification for recounting / revaluation and complete the process within the stipulated time.
 7. Arrange for the issue of Grade Memos / CMM / Provisional / other necessary certificates.
 8. List out the academic toppers and gold medalists as per academic rules and regulations.
 9. Release the consolidated remuneration bill(s) of all examinations, after approval.
 10. Release of remuneration to the faculty who are drafted for invigilation duty and other duties during the examinations.
 11. Maintain all relevant files and documents with authenticity.
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4. THE ADDITIONAL CONTROLLER OF EXAMINATIONS

Two Additional Controllers of Examinations assist the Controller of Examinations in the process of pre-examination, during-examination and post-examination related work of all programs.

Additional Controller of Examinations – I (ACE – I) is responsible for the conduct of pre-examination, during-examination and post-examination related work of first & second years of B.Tech. and MBA programs. He shall discharge his duties under the superintendence, direction and guidance of the COE.

Additional Controller of Examinations – II (ACE – II) is responsible for the conduct of pre-examination, during-examination and post-examination related work of third & fourth years of B.Tech. and all M.Tech. programs. He shall discharge his duties under the superintendence, direction and guidance of the COE.

Duties and Responsibilities of ACE – I and ACE – II are to:

A) General

1. Arrange for automation of student profile.
2. Ensure the course registration process of students before commencement of the semester.
3. Collect and file the class work time tables from the respective HOD's.
4. Collect and maintain the cumulative monthly attendance database department wise.
5. Propose budget(s) for procurement of confidential and non-confidential materials.
6. Co-ordinate with HODs regarding deputation of faculty for examination work.
7. Prepare and submit remuneration bills to COE for approval and payment.
8. Ensure generation of e-hall-tickets and provide access to students by uploading in website.
9. Prepare appointment / relieving orders to various examiners.
10. Perform any other tasks as assigned by the COE / Principal / Director.

B) Pre-Examination

I) *Continuous Internal Evaluation (CIE):*

1. Prepare and display mid-term examination time tables for theory and practical as per academic calendar.
2. Collect two sets of mid-term examination question papers for each theory subject based on blooms taxonomy from respective faculty within stipulated time.
3. Collect assignment marks before the commencement of mid-term examinations from respective departments.
4. Prepare nominal rolls, seating plan and list of invigilators.
5. Arrange the required stationery for theory and practical as per seating plan.

II) *Semester End Examinations (SEE):*

1. Prepare notification for online payment of prescribed Examination fees for approval of COE.
2. Ensure online registration of students for SEE as per schedule.
3. Provide the list of non-registered students for SEE to the respective HODs for necessary action.
4. Prepare the schedule of examinations for theory and practical.
5. Arrange bar-coded answer booklets and ensure accuracy of the student details.
6. Collect the four sets of question papers per subject from the identified paper setters well in advance for SEE.
7. Prepare the list of students who fall under condonation and detention category, forward the same to the concerned HODs through COE and monitor the online payment of condonation fee after ensuring the genuineness.
8. Arrange for distribution of Hall Tickets after receiving NOC in prescribed format.

9. Prepare nominal rolls, seating plan and list of invigilators.
10. Coordinate with the appointed Moderator / Observer / Examiners / Evaluators for Theory / Practical / Project.
11. Carryout the moderation of question papers by external experts and seal.

C) During-Examination

1. On the day of practical examination, issue examination material, monitor the smooth conduct of examinations and ensure uploading of marks on the same day.
2. On the day of theory examination, arrange for printing of required number of copies of selected question paper set, per subject.
3. Give necessary instructions to all the staff members involved in examination work
4. Allot invigilators to examination halls and issue bundled Answer Booklets, Nominal Rolls and Seating Plan to respective invigilator(s).
5. Arrange for timely distribution of Question Papers to the examination halls.
6. Arrange for timely collection of absentees' statement along with the nominal rolls, unused booklets, question papers and prepare the report (D-Form) for the same.
7. Ensure smooth conduct of examination as per the time schedule.
8. Arrange for distribution of necessary legitimate resources to the students based on the requirement.
9. Report case(s) of malpractice to COE, if any.
10. Ensure preparation of detailed scheme of evaluation for each subject.

D) Post-Examination

1. Collect and bundle the answer booklets, subject wise and regulation wise.
 2. Prepare action taken report for malpractice case(s) based on committee recommendations.
 3. Arrange for segregation, scanning, verification of answer booklets and generation of bundle key for digital evaluation.
 4. Grant bundle evaluation access to each appointed evaluator along with scheme of evaluation.
 5. Monitor the scrutiny of evaluated bundles and generate the consolidated marks.
 6. Consolidate internal and external marks obtained in theory / practical / seminars / project.
 7. Generate pre-result and/or final result sheets and submit to COE.
 8. Verify and print Grade Memos / CMM / Provisional / other necessary certificates with approval of COE after completion of recounting / revaluation process.
 9. Prepare the list of the academic toppers and the gold medalists and submit to COE.
 10. Maintain all relevant files and documents with authenticity.
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5. THE SUPPORTING STAFF

IT Support Staff, Office Assistants (Operations) and Office Assistant (Services) of Examination Cell assist each Additional Controller of Examinations in the process of pre-examination, during-examination and post-examination related work of all programs.

Duties and Responsibilities of IT support staff are:

A) IT Support Staff:

i) General

1. Provide access for upload and update of student profile.
2. Provide access to students for course registration before commencement of the semester.
3. Maintain the cumulative monthly attendance database department wise.
4. Generate list of promoted, readmitted / re-registered and detained / discontinued students before commencement of semester.
5. Co-ordinate with all supporting staff.
6. Process remuneration bills and submit to respective ACE.
7. Perform any other tasks as assigned by the ACE / COE / Principal / Director.

ii) Pre-Examination

1. Upload examination fee payment notification in web-portal.
2. Provide access to students for online payment of examination fees.
3. Upload examination time tables for theory and practical in web-portal.
4. Generate the list of condonation and detention students.
5. Generate list of students who paid examination fees after due date.
6. Generate answer booklets with barcode on each page along with OMR sheet for each registered student.
7. Generate hall-tickets, nominal rolls and seating plans.
8. Generate award lists for practical examinations.

iii) During-Examination

1. Provide access to upload the practical examination marks on the same day only.
2. On the day of theory examination, download and print the master copy of moderated question papers.
3. Generate D-Forms.
4. Upload the barcode and student details, in case of blank booklets are used.

iv) Post-Examination

1. Provide access for scanning, verification of scanned answer booklets and generation of bundle key for digital evaluation.
2. Grant bundle evaluation access to appointed evaluators along with scheme of evaluation.
3. Update the progress of evaluation subject-wise and examiner wise to ACE / COE.
4. Provide access for scrutinizers after completion of evaluation process.
5. Consolidate internal and external marks obtained in all subjects after the scrutiny.
6. Generate pre-result sheets and submit to COE for approval.
7. Upload the results in web-portal after approval.
8. Provide access for registration of revaluation / challenge valuation to the students.
9. Provide access for processing of revaluation / challenge valuation.
10. Generate final result sheets after revaluation / challenge valuation.
11. Generate and grant permission for printing of Grade Memos / CMM / Provisional / other necessary certificates with approval of ACE / COE.
12. Prepare the list of the academic toppers and the gold medalists and submit to COE.

13. Maintain all relevant files and digital resources in secured environment.

B) Office Assistants (Operations):

i) General

1. Prepare and submit the correspondence letters to all affiliating bodies through proper channel.
2. Prepare examination related appointment and relieving orders for internal and external examiners, observers, scrutinizers, paper setters, evaluators, invigilators etc.
3. Upload and update the student profiles.
4. Collect department wise cumulative attendance on monthly basis and forward the same to IT support staff.
5. Provide the list of promoted, readmitted / re-registered and detained / discontinued students before commencement of the semester to the concerned HODs.
6. Circulate all notices related to examinations among the staff and the students.
7. Co-ordinate with all examinations staff.
8. Collect remuneration bills and submit the consolidated bills to respective ACE.
9. Perform any other task as assigned by the ACE / COE / Principal / Director.

ii) Pre-Examination

1. Prepare examination fee notification and time-tables for circulation among staff and students.
2. Prepare the list of students who paid examination fees after due date.
3. Print and display the list of condoned and detained students.
4. Issue answer booklets, nominal rolls, question paper and award list for all practical examinations.
5. Print hall-tickets, nominal rolls, seating plans and bar-coded answer booklets.
6. Issue hall tickets to the students.
7. Display seating plan at conspicuous places.
8. Arrange nominal rolls and answer booklets as per seating plan.
9. Prepare the list of invigilators as per the number of examination halls.

iii) During-Examination

1. Issue seating plan, nominal rolls, answer booklets and statement of unused booklets to each invigilator half an hour before the commencement of examination.
2. Print required number of copies of moderated question papers, bundle them as per seating plan and hand over the same to the invigilator(s).
3. Collect unused answer booklets, unused question papers, absentees' statement and nominal rolls after half an hour from the commencement of examination.
4. Prepare D-Forms and malpractice cases, if any.

iv) Post-Examination

1. Print consolidated internal marks list and submit to HODs for verification.
2. Upload marks of Practical examinations on the same day of examination.
3. Collect answer booklets as per D-Form, bundle them subject wise and regulation wise.
4. Scan, verify each answer booklet and store them in server for digital evaluation.
5. Bundle the hard-copies of all answer booklets and keep in the safe custody.
6. Co-ordinate and assist the evaluator(s) and the scrutinizer(s).
7. Print external marks obtained in all subjects after the scrutiny for verification.
8. Print pre-result sheets and submit to COE for approval.
9. Display consolidated student result sheets in letter grades on notice board after approval.
10. Prepare notification for recounting / revaluation and display after approval.
11. Print final result sheet after the completion of recounting / revaluation process.
12. Print memorandum of Grades / CGM / Provisional / other necessary certificates in the presence of ACE / COE.
13. Print the list of the academic toppers and the gold medalists and submit to COE.

14. Maintain all relevant files and digital resources in secure environment.

C) Office Assistants (Services):

1. Maintain all students' individual files / records / certificates submitted at the time of admission in safe custody.
 2. Issue and receive certificates related to students after getting approval.
 3. Provide needful information to the students.
 4. Issue duplicate Hall Tickets based on genuine request by student.
 5. Issue Bona fide certificate, Bus Pass, Custodian certificate, Course Completion Certificate and Medium of Instruction Certificate.
 6. Issue Memorandum of Grades, Consolidated Grade Memo, Provisional Certificate and Transfer Certificate after receiving no dues certificate.
 7. Perform any other task as assigned by the ACE / COE / Principal / Director.
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6. EXAMINATION PROCEDURES

6.1 Academic Calendar

The Controller of Examinations in consultation with Director / Principal and other functionaries of the college prepares the academic calendar before commencement of the academic year and communicates to all the concerned about the academic programmes and various examination schedules to be conducted in each semester. The examination cell, based on the approved academic calendar, will prepare a time-table to conduct CIE & SEE of theory and lab examinations, evaluation etc.

6.2 Time Frame

The Controller of Examinations determines various academic schedules as detailed below before the commencement of the academic year and disseminates the same to all the stake holders.

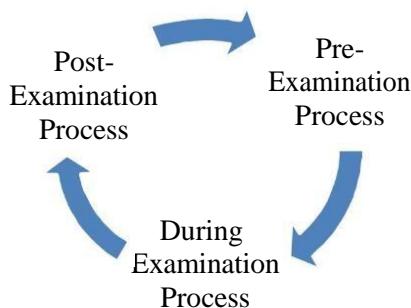
S. No.	Particulars	Time Frame
1	Preparation of Academic Calendar	First week of May of that Academic Year
2	Quotations for Examination materials	First week of May of that Academic Year
3	Examination Fee Notification	4 weeks before commencement of examinations
4	Requisition of Question Papers	5 weeks before commencement of examinations
5	Time-Tables	3 weeks before commencement of examinations
6	Finalizing Detained List	1 week before commencement of examinations
7	Preparation of Exam Material	1 week before commencement of examinations
8	Results	2 weeks after completion of examinations
9	Revaluation / Challenge Valuation	Notification along with results
10	RC/RV Results	2 weeks from the last date of notification

6.3 Examination Process

The structure and syllabus for all courses of each department is prepared by the board of studies which is duly approved by the academic council. The internal and external assessment is carried out as per the norms prescribed in academic regulations of B.Tech., M.Tech. and MBA programmes.

The performance of each student in each semester shall be evaluated subject-wise (irrespective of credits assigned) for a maximum of 100 marks. These evaluations shall be based on 30 marks allotted for CIE (Continuous Internal Evaluation) and 70 marks for SEE (Semester End Examination), and a letter grade corresponding to the percentage of marks obtained shall be given.

The entire examination cell functions under standard operating procedures. All CIE and SEE assessments are in alignment with blooms taxonomy, COs and POs. The evaluation process is digitized with end to end security ensuring transparency, reliability, flexibility, trust and confidentiality. All the answer booklets are provided with barcode. The process cycle for CIE and SEE assessment of both theory and practical is as follows:



7. THE PROCESS OF CONTINUOUS INTERNAL EVALUATION

7.0 Conduct of CIE for all theory and practical subjects / courses

The Controller of Examinations will prepare the schedule of CIE and the same will be communicated to all HODs, faculty and students through circular, website, etc. HODs of the concerned Departments ensure circulation of schedule of CIE among the faculty to announce the same in the class rooms and display it in the department notice boards. Two CIEs for each theory & practical will be conducted as per academic regulations.

The department examination coordinator gives an estimation of necessary answer booklets along with other related material to conduct CIE for each theory and practical subjects to the examination cell one week before the commencement of the exam. The concerned HOD is responsible for conduct of CIE under the supervision of COE.

7.1 Conduct of CIE for theory Subjects

Two mid-term examinations shall be conducted for 30 marks each with a duration of 90 minutes. Each mid-term examination consists of subjective paper for 25 marks & assignment for 5 marks and the final CIE marks are calculated by taking 80% weightage from best of the two mid examinations and 20% weightage from the least scored mid examination in each subject.

7.1.1 Pre-Examination Process

The process is as follows:

- a. The respective subject teachers prepare two sets of soft copies of CIE question papers and mail them to official mail of COE one week before the schedule. Each paper comprises two parts (Part-A and Part-B). Part-A consists of one compulsory question with five sub questions carrying two marks each. Part-B consists of 3 essay questions carrying five marks each with internal choice; the student has to answer all 3 questions.
- b. Arrange the required material (answer booklet with bar code on each page, nominal rolls and seating plans) before the examination schedule.
- c. Prepare the duty chart of invigilators and send to concerned departments.
- d. Prepare seating plan and send to concerned departments.

7.1.2 During-Examination Process

- a. The Controller of examination will open one of the two sets and makes a note of the same. Then the set will be handed over to the concerned ACE for printing the required number of copies and arranging for distribution in the examination halls.
- b. On receipt of question papers from COE, the ACE shall print the necessary copies of question papers and bundles them examination hall-wise.
- c. The invigilators collect the answer scripts hall-wise and other examination material 30 minutes before the scheduled time of examination from ACE.
- d. The concerned ACE hands over question papers to the invigilators in the examination hall 5 minutes before beginning of the examination. The invigilators distribute the same to the candidates.
- e. The examination staff shall collect attendance sheets, unused answer booklets, question papers and absentees statement after 30 minutes from the commencement of examination.
- f. The examination supporting staff prepares the D-Form, prints and hands over the same to ACE for approval and collection of answer booklets from invigilators.

- g. At the end of examination, all the invigilators shall collect and segregate the answer booklets subject wise and regulation wise and submit the same to ACE.
- h. The concerned ACE verifies the answer booklets as per D-forms and bundles them subject wise along with question paper and scheme of evaluation for the purpose of digital evaluation.

7.1.3 Post-Examination Process

- a. The supporting staff of examination cell scans the segregated answer booklets, question paper and scheme of evaluation for each subject and bundles them to generate the bundle number & key for the same.
- b. The IT support team of examination cell provides the protected access to each appointed evaluator for digital evaluation under secured clustered environment.
- c. The appointed evaluator should access through a link sent to their official mail in an identified cluster centre immediately. The evaluator accesses the link by filling the necessary information and proceeds for digital evaluation to be completed within three days. Simultaneously, all the faculty members have to upload the assignment marks of the students in the prescribed format.
- d. Soon after completion of digital evaluation process, IT support staff generates and provides view access for digitized evaluated answer booklets and subject wise marks for verification by the student for discrepancies if any, and the same should be brought to the notice of COE through proper channel within first three days only.
- e. The ACE should arrange and complete the process of rectification within two days and finalize the subject wise marks and send the same to the concerned teacher through HOD, so as to enable the respective faculty members to record marks in their attendance registers.
- f. The ACE finalizes the CIE marks as per academic regulations after completion of two mid examinations and forwards the same to respective teacher through HOD to record final CIE marks in their attendance registers.

7.2 Conduct of CIE for Practical / Project

Practical: For each practical subject, during the semester, there shall be 2 mid-term examinations of 30 marks each. Each mid-term examination consists of day-to-day work evaluation for 20 marks and internal test for 10 marks conducted by the concerned laboratory teacher for duration of 90 minutes. The final CIE marks (for total of 30) are calculated by taking 80% weightage from best of the two mid examinations and 20% weightage from the least scored mid examination.

Project: The internal evaluation shall be on the basis of two seminars delivered by a student on the topic of his project, which will be evaluated by a committee consisting of HOD, supervisor of the project and a senior faculty.

7.2.1 Pre-Examination Process

The process is as follows:

- a. The CIE of lab examinations will be coordinated by respective subject teacher and an examiner as appointed by COE in consultation with respective HOD.
- b. The concerned ACE arranges the required stationery, answer booklets, nominal rolls and award list well in advance.
- c. The department examination coordinator displays batch wise examination schedule on the notice board of respective department and laboratory.
- d. The concerned ACE ensures that all the required laboratory equipment is in working condition in consultation with respective HODs.
- e. The concerned HOD ensures the list of experiments to be offered for CIE.

7.2.2 During-Examination Process

- a. On the day of examination, the respective subject faculty collects the required stationery, answer booklets, nominal rolls and award list 30 minutes before the scheduled time of Examination from ACE.
- b. The examination staff shall collect nominal rolls, unused answer booklets, unused question papers, absentees' statement immediately after 30 minutes from the commencement of examination.
- c. After the completion of examination, on the same day, the ACE collects the evaluated answer booklets in sealed cover and award list from the respective subject teacher along with day-to-day work evaluation marks.

7.2.3 Post-Examination Process

- a. The examination office assistants upload the marks of each midterm examination as given in the award list on the immediate working day after the examination and forward the same to the respective subject faculty through HOD to record marks in their attendance registers.
 - b. The ACE finalizes the CIE marks as per academic regulations after completion of two mid examinations and forwards the same to respective faculty through HOD to record final CIE marks in their attendance registers.
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8. THE PROCESS OF SEMESTER END EXAMINATIONS

8.0 Conduct of SEE for all practical and theory subjects / courses

The Controller of Examinations will prepare the schedule of SEE and the same will be communicated to all HODs, faculty and students through circular, website, etc. HODs of the concerned Departments ensure the circulation of schedule of SEE among the faculty to announce the same in the class rooms and display it in the department notice boards.

8.1 Conduct of SEE for Practical / Design / Drawing

Practical: The semester end examinations for practical shall be of three hours duration and have weightage of 70% of the total marks.

Project: The semester end examinations for project viva-voce shall be conducted by a committee consisting of external examiner, HOD and supervisor of the project.

8.1.1 Pre-Examination Process

- a. Semester end lab examinations will be conducted after the last instruction day of the semester as per schedule.
- b. The conduct of Semester end lab examination is the responsibility of the respective HOD under the supervision of COE and Chief Superintendent of the examination.
- c. The lab examinations will be conducted by the concerned faculty and lab external examiner.
- d. The Head of the Institution will appoint one examiner per section for each laboratory out of the panel suggested by the concerned HOD and forwards the same to respective HODs through COE.
- e. The HOD will inform the concerned external examiner(s) about the time and number of students appearing and obtains their consent for issue of appointment orders by Head of the Institution through COE.
- f. The panel of internal examiners will be recommended by the concerned HOD, out of which, one examiner will be appointed by HOI and the same is forwarded through proper channel.
- g. Arrange the required stationery, answer booklets, Attendance Statement, D-form and award list to the respective examiners.
- h. The concerned HOD has to display batch wise examination schedule of respective laboratory on the notice board.
- i. The concerned ACE ensures that all the required laboratory equipment is in working condition in consultation with respective HODs.
- j. The concerned HOD ensures the list of experiments to be offered for SEE

8.1.2 During-Examination Process

- a. On the day of examination, the appointed internal and external examiners collect the required stationery, answer booklets, nominal rolls, D-Form award list 30 minutes before the scheduled time of Examination from ACE.
- b. The examination staff shall collects nominal rolls, unused answer booklets, unused question papers and absentees' statement immediately after 30 minutes from the commencement of examination.
- c. After the completion of examination, on the same day, the ACE collects the evaluated answer booklets in sealed cover along with award list from the respective examiner.
- d. Duly signed Remuneration bills should be collected and forwarded for payment.

8.1.3 Post-Examination Process

The examination office staff uploads the marks given in the award list on the same day after the examination.

8.2 Conduct of SEE for Theory Subjects

Semester end examinations for theory examinations shall be of three hours duration and have weightage of 70% of the total marks as per time table issued by COE.

8.2.1 Pre-Examination Process

- a. **Appointment of the paper setter:** The COE corresponds well in advance with the question paper setters from the list provided by BOS and approved by the academic council for setting of SEE question papers. On receipt of acceptance from various question paper setters, the COE instructs respective ACE to procure 4 sets of question papers from different paper setters by sending syllabus, guidelines, assessment format along with declaration and remuneration bill with advanced receipt. Thereafter the concerned ACE follows up with the paper setters and procures the question papers in a most confidential manner.
- b. **Question Paper Pattern:** SEE question paper comprises of Part-A and Part-B with duration of three hours. Part-A is compulsory and consists of **ten** questions (**two from each unit**) of **2** marks each. Part-B consists of **five** questions (numbered from 11 to 15) carrying **10** marks each. One question from each unit (may contain sub-questions) with internal choice.
- c. **Student Registration:** The examination cell invites online registrations for both fee payment and subjects' registration for SEE as per the schedule.
- d. **Attendance requirements:** The semester attendance has to be finalized by the concerned HOD on the last instruction day of the semester as per the following academic regulations.
 - (i) The student, who falls short of prescribed percentage of attendance (65% and above below 75%) on medical grounds, has to apply to the controller of examinations for condonation along with medical certificate and the prescribed fee. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall be cancelled.
 - (ii) Shortage of attendance below 65% in aggregate shall in no case be condoned. The list of the detained candidates sent by COE duly signed by the Principal shall be displayed on the notice boards.
- e. The final list of registered students for various courses should be prepared after detentions based on attendance if any, by the respective ACE for approval.
- f. **Preparation of Answer booklets:** After receiving the final list of course registrations generate and print answer booklets for each registered student in prescribed format with barcode on each page along with OMR sheet.
- g. **Preparation for Hall Tickets:** Generate Hall tickets and provide access to download to both students and ACE at least five days before the commencement of examinations. In case, any student does not possess hard copy of the hall-ticket at the time of examination, he/she will be penalized with an amount of Rs.100 for issue of the same.
- h. **Appointment of Examiners:** The respective ACEs have to dispatch the appointment order to various examiners upon approval of COE for smooth conduct of examination.
- i. **Arrangement for examination:** Print nominal rolls, seating plans, arrange answer booklets as per seating plan and bundle them.
- j. **Invigilation arrangement:** The respective ACEs have to prepare the duty chart of invigilators and send to concerned departments, well in advance.

8.2.2 During-Examination Process

- a. On the day of SEE, the controller of examinations coordinates with ACE, Observers, Squad, office staff and faculty invigilators as per the instructions of Chief Superintendent of Examinations for smooth conduct of examinations.
- b. On the day of examination, atleast 90 minutes before the commencement of examination, the COE picks and opens one question paper out of four sets in the presence of the Observer.
- c. The selected question paper shall be moderated and validated by the subject expert as per the norms of the moderation committee. Further moderator prepares the detailed key with scheme of evaluation on the same day during the examination.
- d. The COE hands over the validated question paper to the ACE for printing. The ACE gets the required number of copies printed and arranges the same for distribution in the examination halls.
- e. The invigilators collect the answer booklets, nominal rolls and seating plans 30 minutes before the scheduled time of examination from ACE.
- f. The concerned ACE hands over question papers to the invigilators in the examination hall five minutes before beginning of the examination. The invigilators distribute the same to the candidates.
- g. The Observer / Squad make surprise visits to all the examination halls and ensures that the examinations are conducted as per the code of conduct.
- h. The examination staff shall collect attendance sheets, unused answer booklets, question papers and absentees' statement immediately after 30 minutes from the commencement of examination.
- i. The examination supporting staff prepares the D-Form, prints and hands over the same to ACE for approval and collects of answer booklets from invigilators.
- j. The invigilator / observer / squad identify any malpractice cases and bring it to the notice of COE.
- k. After completion of examination, the invigilators collect and segregate the answer booklets subject wise and regulation wise and submit the same to ACE.
- l. The concerned ACE verifies the answer booklets as per D-forms and bundles the answer booklets subject wise and regulation wise.

8.2.3 Post-Examination Process

- a. The supporting staff of examination cell scans the segregated answer booklets, question paper and scheme of evaluation for each subject; bundles them to generate the bundle number & key.
- b. The IT support team of examination cell provides the protected access to appointed evaluator for digital evaluation under secured clustered environment for spot valuation.

8.3 Spot Valuation

The institute adopts the centralized digital evaluation system, wherein the digitized answer booklets are valued online by the appointed examiners / valiators from the list provided by BOS and approved by the academic council. The concerned ACE is responsible for conduct of digital evaluation process.

8.3.1 Digital evaluation

- a. The COE identifies the list of examiners by ensuring that they have a minimum of 3 years of teaching experience and must have taught the subject of valuation atleast two times. However, teachers with 2 years experience may also be considered for scarce specializations.
- b. All answer scripts of UG/PG courses will be evaluated by two examiners i.e. One Internal & one External.
- c. The concerned ACE contacts the approved examiners at least fifteen days before the commencement of spot valuation and appoints them based on their consent.

- d. The evaluator accesses the link and starts the digital evaluation and contacts IT support team in case of exigency.
- e. The evaluators should strictly adhere to the detailed key and contact ACE for any clarification.
- f. The Examiner can value a maximum of 100 digital answer booklets per day (i.e. 50 digital answer booklets in each session).
- g. The evaluator posts the marks in the space provided against each question; check total for each script, save marks after evaluating all the pages of scripts and finalize & export the bundle.
- h. The average of the marks of the two evaluations shall be considered as the marks secured by the candidate.
- i. If the difference in awarded marks between First Evaluation and Second evaluation is more than 15% then the third Examiner shall evaluate the script.
 - i. If the difference in awarded marks between the third Evaluation and best of the previous two evaluations is below 15% then the average of the best of the previous two evaluations and the third evaluation shall be the final awarded marks.
 - ii. If the difference in awarded marks between the third Evaluation and lower marks of the previous two evaluations is below 15% then the average of the lower of previous two evaluations and the third evaluation shall be the final awarded marks.
 - iii. If the difference between 1st and 3rd evaluation is more than 15% and also the difference between 2nd and 3rd evaluations is more than 15%, then the third evaluation marks and the nearest among 1st and 2nd evaluation marks shall be averaged, provided the 3rd evaluation marks shall not be in between 1st and 2nd evaluation marks. Otherwise all the three evaluation marks shall be averaged.

8.3.2 Scrutiny

After completion of the digital valuation, the ACE arranges for scrutiny by appointing staff for the same. If there is any discrepancy in the evaluated answer booklets as identified by the scrutinizer (i.e., non-valuated answers, wrong-posting etc.,) that should be reported to the evaluator through ACE and required corrections have to be made by the evaluator with approval.

8.3.3 Grading System

- a. As a measure of the student's performance, a 10-point Absolute Grading System using the following letter grades (UGC Guidelines) and corresponding percentage of marks shall be followed.

% of Marks Secured (Class Intervals)	UG		PG	
	Letter Grade (UGC Guidelines)	Grade Points	Letter Grade (UGC Guidelines)	Grade Points
Credit Courses				
≥ 90% and ≤ 100%	O (Outstanding)	10	O (Outstanding)	10
≥ 80% and < 90%	A ⁺ (Excellent)	9	A ⁺ (Excellent)	9
≥ 70% and < 80%	A (Very Good)	8	A (Very Good)	8
≥ 60% and < 70%	B ⁺ (Good)	7	B ⁺ (Good)	7
≥ 50% and < 60%	B (above Average)	6	B (Average)	6
≥ 40% and < 50%	C (Average)	5	F (Fail)	0
< 40%	F (Fail)	0	-	-
Absent	Ab	0	Ab	0
Mandatory Courses				
≥ 40%	S (Satisfactory)			
< 40%	U (Unsatisfactory)			

8.4 Results Processing and Publishing

Upon completion of scrutiny cum validation, the ACE proceeds for processing of results with an administrative approval from COE.

The processing of result is as follows:

- a. The concerned ACE has to process results and intimates the same to COE.
- b. The COE intimates the Head of the Institution to arrange for a meeting with result declaration committee.
- c. The Head of the Institution conducts a meeting with result declaration committee.
- d. The committee reviews the results and may or may not recommend the subject moderation / grafting / grace marks provision as mentioned in 8.4.2 to 8.4.4.
- e. After the discussions, the committee submits the final recommendations to the Head of the Institution to publish the results.
- f. The controller of examinations will arrange for publication of results through website of college as per the directions of the head of the institution along with notification of Revaluation.

8.4.1 Marks exemption for PHC students

For PHC students' exemption of minimum pass marks would be 10% less in comparison to the normal students.

8.4.2 Subject Moderation Procedures

The process is applicable to theory subjects and moderation marks will be added to external marks.

- i) When the percentage of pass is less than 30% in a subject then 4 marks will be added to the external marks for those candidates who have secured at least one mark limited to maximum marks.
- ii) When the percentage of pass is more than 30% and less than 50% in a subject, then 3 marks will be added to the external marks for those candidates who have secured at least one mark limited to maximum marks.

8.4.3 Grafting Procedures

GRAFTING is provided to the students with one or two backlogs in 6th semester or 8th semester only for the benefit of their placements or fulfilling graduation requirements. For this, 1% of the marks to the maximum of 6 marks from any of the passed subjects in that semester is taken and added to the failed subject(s) in the same semester.

8.4.4 Grace marks

There is provision for the student to apply for grace marks to a maximum of 0.15% of total marks of in the course when the student fails in one or two theory subjects (except labs, seminars, project and comprehensive viva-voce examinations) and is unable to complete the degree.

8.5 Revaluation

There is a provision for revaluation of failed or passed theory subjects and evaluation is done in absence of the student. The procedure for revaluation is as follows:

- a. Notification for Revaluation will be given by the COE on the day of results declaration.
- b. The ACE arranges the subject wise digitized answer booklets of applicants by matching bar-code with corresponding Hall Ticket Numbers.
- c. Faculty other than the first examiner is identified by the COE for Revaluation.
- d. The appointed examiner is given access to evaluate the digitized answer booklets.
- e. In the revaluation, if the marks secured are less than the previous marks awarded then the previous marks awarded hold good and there is no change in the status.

- f. In the revaluation, if the variation in the marks is less than or equal to 15% of awarded marks, then previous marks secured by the candidate holds good.
- g. If the variation is more than 15% of the awarded marks, then it will be sent to the third valuation. The marks obtained in the third valuation will be compared with the first and the second valuation.
 - i) If the difference in awarded marks between the third evaluation and best of the previous two evaluations is below 15% then, the average of the best of the previous two evaluations and the third evaluation shall be considered as the final awarded marks.
 - ii) If the difference in awarded marks between the third evaluation and lower marks of the previous two evaluations is below 15% then, the average of the lower of previous two evaluations and the third evaluation shall be considered as the final awarded marks.
 - iii) If the difference between 1st and 3rd evaluation is more than 16% and also the difference between 2nd and 3rd evaluations is more than 15%, then the third evaluation marks and the nearest among 1st and 2nd evaluation marks shall be averaged, provided the 3rd evaluation marks shall not be in between 1st and 2nd evaluation marks. Otherwise all the three evaluation marks shall be averaged.

8.6 Challenge Valuation

The challenge valuation is a facility given to the student where the valuation is done in the presence of the student. Challenge valuation of failed or passed subjects shall be performed as per the following norms.

- a. Applications after revaluation for challenging the semester end examination marks are submitted within one week from the date of declaration of Revaluation results.
- b. The request for revaluation by challenge must be made in the prescribed format along with the fee prescribed.
- c. The challenge revaluation will be carried out by a three member committee comprising an external subject expert nominated by the Principal, the faculty member chosen by the student and the BOS Chairman.
- d. Reflection of change in the marks after challenge evaluation will be done only if the difference is equal to or above 15% of the maximum marks in the concerned subject.
- e. After the challenge valuation, if the grade is improved or there is a change in the status i.e., fail to pass, the improved grade shall be notified, otherwise, the previous grade will remain.
- f. Challenge valuation fee will be refunded, if the difference in the grade obtained has two jumps when compared with the grade secured earlier otherwise the fee paid will be forfeited.

8.7 Tabulation and Declaration of Results

After the completion of Revaluation / Challenge Valuation, the Controller of Examinations updates the revaluation marks and generates and publishes the results along with grade points in the website upon the approval of Head of the Institution.

8.8 Supplementary Theory / Practical Examinations

- a. The supplementary examinations are conducted twice in a year at the end of odd and even semesters.
- b. The semester end supplementary examinations shall be conducted till the next regulation comes into force for that semester, after the conduct of the last set of regular examinations under the present regulation. Thereafter, supplementary examinations will be conducted in the equivalent courses.

8.9 Advanced Supplementary Examinations for UG Programs

- a. Candidate(s), who failed in IV-B.Tech.-II-Semester (end semester in the programme) can appear for advanced supplementary examination which will be conducted within one month after declaration of the revaluation results.
- b. However, those candidates who fail even in advanced supplementary examinations shall appear for subsequent examination along with regular candidates at the end of the IV-B.Tech.-II-Semester only.

8.10 Permission for Scribe

- a. Candidates in need of scribe should apply with genuine reasons and following evidences:
 - Medical Certificate issued by a Civil Surgeon working in a Government Hospital.
 - Photo of the student / candidate highlighting the inability to appear for the examination.
 - The Particulars of proposed scribe i.e., name, address, qualifications, photo and present occupation. The scribe should not exceed intermediate qualification.
 - A letter from the scribe stating that he / she is willing to act as scribe.
 - A copy of the certificate of scribe's qualification along with recent photograph duly attested by the head of the institution.
- b. The COE then verifies the details of the scribe, approves the same as per norms and provides a separate room and invigilator for all the examinations.

8.11 Court Cases

- a. The students who are permitted to write the examinations as per the court orders are not allowed to study the next semester until the court gives necessary order.
- b. Any Court Case is clearly indicated in the D form by encircling the Hall Ticket number in red ink and indicating as CC (Court Case).
- c. The Answer booklet of such students is sent to ACE along with a copy of D-form and the question paper.
- d. Even though the student is permitted to write the examination by the court order and is absent for a particular examination, the copy of D-form marked as absent and CC is sent to ACE.

8.12 Answer booklet safe custody

The answer booklets are to be stacked in racks with proper ventilation, free from termites/ pests. Information about each answer-booklet in a bundle is kept for ease of retrieval at a later stage as per requirement. The answer booklets storage area is required to be fumigated and aired periodically for preservation without any damage. The Examination in-charge shall be responsible for accounting and proper storage of answer booklets till destruction.

8.13 Destruction of Answer Book

The answer booklets will be preserved for a minimum a period of eight years. Once clear instructions are issued by the Principal, all evaluated answer books will be destroyed by shredding after 8 years from the date of admission into the programme. A certificate is issued by the Controller of Examinations, indicating details of answer books that have been shredded.

9. ISSUE OF CERTIFICATES

9.1 Issue of Memorandum of Grades

There is a provision to issue of memorandum of grades after the completion of every semester without paying any fee to the examination cell. The memorandum of grades is printed on grade sheets with multiple security features.

- a. After the announcement of results and revaluation results, the controller of examinations should arrange for the printing of memorandum of grades.
- b. The grades obtained by the student and the credits allocated to the course are generated through the software server installed in the examination cell.
- c. Before printing the memorandum of grades, the data viewed on the screen should be compared and checked with the data on results sheets.
- d. A record of memorandum of grades must be maintained.
- e. While issuing the memorandum of grades to the student, the signature should be obtained as an acknowledgement.

9.2 Issue of Consolidated Grade Memo and Provisional Certificate

There is a provision to issue Consolidated Grade Memo (CGM) and Provisional Certificate (PC) immediately after the completion of graduation. The consolidated grade memo consists of the grades secured by the student in all courses in each semester, overall CGPA, equivalent percentage of the programme and class awarded for the student in the programme. The Provisional Certificate contains class corresponding to the CGPA.

9.3 Correction of Name in Memorandum of Grades / Consolidated Grade Memos / Provisional Certificate

There is a provision to make corrections in memorandum of grades / consolidated grade memo / Provisional Certificate, if any discrepancy in the name is reported by a student, such corrections will be carried out in original memorandum of grades / consolidated grade memo / Provisional Certificate as the case may be.

9.4 Issue of Duplicate Memorandum of Grades

There is a provision of issuing duplicate memorandum of grades if any student loses the memorandum of grades issued to him/her. The candidate has to apply in prescribed format and pay the prescribed fee. Such memorandum of grades may be oriented prominently as “DUPLICATE”.

9.5 Issue of Duplicate Consolidated Grade Memos / Provisional Certificate

There is a provision of issuing duplicate consolidated grade memo / Provisional Certificate, in cases where the Grade cards are lost or mutilated. The candidate has to lodge a complaint to local police station of the area where it was lost and submit the original copy of acknowledgement of complaint, application for the issue of the same along with the relevant documents through the office of the Principal, to the office of the Controller of Examinations. Such consolidated grade memo / Provisional Certificate may be oriented prominently as “DUPLICATE”.

9.6 Issue of Transcripts

A transcript is also an official document containing the performance of a student, course taken by the student, the credits earned and the grades awarded. A student can obtain transcripts by submitting the application through online with prescribed fee along with photo copies of all the grade cards issued to the student after thorough verification by COE.

9.7 Graduation Ceremony

There will be an annual graduation ceremony in which the institution awards the Provisional Degree Certificates to the students who have completed their prescribed academic requirements in each program of study and the same is recommended to JNTUH for the award of the degree. The Prizes, Medals and Ranks to the meritorious students will also be issued during the graduation ceremony.

9.8 Citizen Charter

Citizen Charter is a document which represents a systematic effort to focus on the commitment of the examination cell towards the students with respect to standard of services, information, grievance redressal, courtesy and value for money. The following is the citizen charter for various services:

S. No.	Certificate/Service	Fee Rs/-	Maximum Time of Delivery	Remarks
1	Memorandum of Grades (Original)	Free of Cost	6 working days	From the date of receipt of application
2	Consolidated Grade Memo (Original)	500/-	6 working days	From the date of receipt of application
3	Provisional Certificate (Original)	500/-	6 working days	From the date of receipt of application
4	Provisional Certificate (Original) (Tatkal)	3000/-	1 working day	From the date of receipt of application
5	Memorandum of Grades (Name Correction)	200/-	6 working days	From the date of receipt of application
6	Consolidated Grade Memo (Name Correction)	300/-	6 working days	From the date of receipt of application
7	Provisional Certificate (Name Correction)	300/-	6 working days	From the date of receipt of application
8	Memorandum of Grades (Duplicate)	300/-	6 working days	From the date of receipt of application
9	Consolidated Grade Memo (Duplicate)	1000/-	6 working days	From the date of receipt of application
10	Provisional Certificate (Duplicate)	1500/-	6 working days	From the date of receipt of application
11	Transcripts	50/- per sheet	1 working day	From the date of receipt of application
12	Medium of Instruction	Free of cost	1 working day	From the date of receipt of application
13	Duplicate Hall Ticket	100/-	1 working day	From the date of receipt of application
14	Equivalent Percentage	Free of cost	1 working day	From the date of receipt of application
15	Any Discrepancy	--	14 working days	From the date of receipt of application

9.9 Procurement of Stationery

The Controller of examination procures the required stationery for examinations of each academic year well in advance, with prior approval of the Head of the Institution. The procured stationery will be kept in the examination cell store room and log for the same is maintained.

10.

COMMITTEES FOR EXAMINATION PROCESS

The following committees are framed for the smooth functioning of examination activities.

1. Examination Committee
2. Question Paper Moderation Committee
3. Malpractice Prevention Committee
4. Results Processing & Declaration Committee

10.1 Examination Committee

The members of the examination committee are

- i) The Head of the Institution - Chairman.
- ii) Three Senior Faculty Members.
- iii) The Controller of Examinations - Member Secretary.
- iv) Additional Controllers of Examinations.

Duties and Responsibilities: The committee shall ensure

- a. Proper organization of paper setting, moderation, conduct of examination, digital evaluation, results processing, declaration of results and all examination related works.
- b. Timely execution of examination schedules.
- c. The smooth conduct of examination under strict vigilance.
- d. Suitable punishment based on the recommendations of the Malpractice Prevention Committee for students.
- e. Appropriate punishment for faculty, paper setters, examiners, moderators, valuers, referees, staff or any other persons, connected with the examination activities on sue motto basis.
- f. Examination reforms from time to time.
- g. To hold meetings at least twice in the semester and as the case may be.

10.2 Question Paper Moderation Committee

The questions / question papers received from the question paper setters shall be moderated by the committee in the office of the Controller of examinations confidentially before the commencement of that examination. The members of the question paper moderation committee consists of

- i) Controller of Examinations.
- ii) Additional Controllers of Examinations.
- iii) Subject Expert nominated by the BOS with approval of Principal.
- iv) Observer as appointed by the Principal.

The moderators shall observe the following guidelines:

- a. Check the course code, course name, time allotted, number of questions, distribution of marks, total marks, instructions given to the students.
- b. Keep the level of language of questions moderate which the candidates can understand and ensure that the question paper can be attempted in the given time.
- c. Ensure that the question papers are free from typographical and grammatical errors.
- d. Ensure that the questions are evenly distributed over the entire syllabus in accordance with the scheme of examination.
- e. Ensure that the desired course outcomes which are mentioned in the syllabus are being met in the question paper both at the level of the particular course and the problem level.

- f. Ensure that questions are not repeated.
- g. All above corrections need to be acknowledged on hard copy of the question paper and instructed for printing.

10.3 Malpractice Prevention Committee - Students

The committee shall examine the student's malpractice and indiscipline cases occurred, while conducting the examinations and recommend appropriate punishment to the examination committee after taking explanation from the student and concerned invigilator as per the malpractice rules mentioned below. The committee consists of

- i) Controller of Examinations - Chairman
- ii) Addl. Controller of Examinations - Convener
- iii) Observer - Member
- iv) Subject Expert - Member
- v) Head of the Department of which the student belongs to - Member
- vi) The Invigilator concerned - Member

Disciplinary Action for Improper Conduct in Examinations:

S. No.	Nature of Malpractices / Improper Conduct	Punishment
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 subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
1(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate 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 subject only of all the candidates 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 subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the Principal.
3	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all examinations.

		The continuation of the course by the candidate is subject 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 subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject 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 subject.
6	Refuses to obey the orders of the Addl. Controller of examinations / 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 addl. Controller of examinations 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 addl. Controller of examinations, 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 subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates 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 of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the

		remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9	If student of the college, who is not a candidate 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.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to 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 subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects 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 subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the principal for further action to award suitable punishment.	

10.4 Punishments to paper setter/examiner/moderator/evaluator/teacher/other persons involved in unfair means / malpractice

In every case, where a person performing examination duty is found using or attempting to use unfair means / malpractice at the examination following punishment may be imposed by examination committee. The Committee shall recommend punishment after due consideration of the type of use of unfair means / malpractice and remarks of the COE.

Sl. No.	Allegation	Punishment
1	Providing assistance to any candidate or any other person in any unauthorized manner in examination hall.	Rs. 500 and debarring from any subsequent examination(s) up to a maximum of three examinations including the re-examination.
2	Taking assistance from any other person in unauthorized manner for confidential work.	Rs. 1000 and debarring from any subsequent examination / examinations up to a maximum of five examinations including the re-examination.
3	Deliberately disclosing confidential things	
4	Assisting the candidate for smuggling in/out, replacing an answer-book or its any continuation sheet during examination.	
5	Assisting the candidate for getting impersonated by any other person in the examination.	
6	Any other case of use of unfair means.	
7	Leaving examination hall in any unauthorized manner	Rs 500
8	Remaining absent in any unauthorized manner for examination duty.	Rs 500
9	Using indecent and/or abusive language against the higher authorities during examination.	Debarring from any subsequent examination/examinations up to a maximum of five examinations including the re-examination and additional monitory fine.
10	Any other case of negligence of duty.	

10.5 Results Processing & Declaration Committee

The members of the results processing & declaration committee are

1. Head of the Institution - Chairman
2. University Nominee - Member
3. Governing Body Nominee - Member
4. Senior faculty - Member
5. Controller of Examinations - Member Secretary

The role of the Committee: The committee ensures

- a. that the Head of the Institution conducts a meeting with result declaration committee.
 - b. To review and comment on standards of question paper.
 - c. To check the scheme of evaluation of each and every question paper.
 - d. To conduct post-audit for evaluation process, at random.
 - e. To check whether the moderation process / grafting / grace marks is in accordance or not.
 - f. The publication of the results after the final recommendations.
 - g. To notify the results through website of college along with notification of revaluation / challenge valuation.
 - h. To declare the final results after revaluation / challenge valuation and issue further necessary instructions.
-

APPENDIX – A IMPORTANT INSTRUCTIONS

A1. INSTRUCTIONS TO QUESTION PAPER SETTERS

The question Paper-setters are requested to comply with the following instructions and guidelines while setting the Question papers.

1. The paper consists of Part – A (Compulsory) and Part – B.

Part-A: Ten questions are to be set covering all the 5 units. Each question carries 2 marks. There should be two questions from each unit. ($10 \times 2 = 20$ Marks).

Part-B consists of five questions, one question from each unit with internal choice (i.e., A or B). All questions carry equal marks of 10 each. ($5 \times 10 = 50$ Marks).

2. The questions must be framed within the scope of the syllabus from the prescribed text books only.
 3. If the question paper contains any diagrams they must be neatly presented and the dimensions must be clearly mentioned to avoid ambiguity if any, to the student.
 4. The paper setter shall indicate clearly the marks allotted to each part of the question.
 5. While setting the paper, the scope of answering the required number of questions within the time allotted must be kept in mind.
 6. Every question set shall be clear and definite in language and meaning.
 7. Use of data books, codes, graphs, charts, tables, diagrams etc. by the student in SEE should be indicated in the instructions part of question paper.
 8. The code number of the question paper should be written on each page.
 9. The question paper must be given continuous page numbers.
 10. The question papers must be sent by e-mail: coe@cmritonline.ac.in
 11. Delete the Question papers file after receiving conformation from the Controller of Examinations.
 12. Strict confidentiality is to be maintained.
 13. If the Paper Setter is unable to accept the offer; the same must be intimated to COE immediately.
-

A2. INSTRUCTIONS TO OBSERVERS

1. Observer is appointed by the Controller of Examinations.
 2. Observer must be present at the examination center at least 1½ Hours before the commencement of the examination to ensure smooth conduct of Examinations.
 3. The Observer should sign a certificate stating that he/she is present at the time of selecting the question paper set, taking copies of the question papers and at the time of sealing the bundles of the Answer Scripts at the end of the Examination.
 4. The ACE has to arrange to prepare the required number of copies of question papers using High Speed Printers/Photocopying Machines in the presence of the observer.
 5. The Observer must ensure that separate seating arrangements are made as per regulations.
 6. A certificate giving the details of question paper printed and number of question papers issued to the candidates and balance available should be signed by the Observer and Chief Superintendent for each day of examination.
 7. Observer should ensure that the candidates enter the examination halls before the commencement of the examination and no candidate is allowed after commencement of the examination.
 8. Candidates shall be permitted to leave the Examination Hall only after two hours from the commencement of the Examination.
 9. The Observer should ensure that Invigilators are appointed only from the Teaching Faculty.
 10. The Observer should ensure that subject teachers are not posted as invigilators in the Examination Halls where the students write the examination in that subject.
 11. The Observer should ensure that the answer scripts are sealed immediately after the completion of the examination.
 12. The answer scripts should be packed separately regulation wise and the packets should be distinctly labeled.
 13. The answer scripts should be packed subject-wise and regulation-wise in separate covers super scribing on each cover the Name of the Examination, Regulation, Branch, Subject, Question Paper Code Number and Number of Scripts packed. All the packets are bundled along with two copies of D-form and two copies of Question Paper. The Chief-Superintendent should sign on the bundle, after sealing it.
 14. Malpractice cases, if any, should be taken up immediately after the examination in the presence of the observer as per the guidelines of the academic regulations.
 15. The observers are requested to follow the above guidelines scrupulously and cooperate in smooth and fair conduct of the end semester examinations.
 16. Observer submits his observation report daily to the controller of the Examination. The COE initiates for necessary corrections.
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A3. INSTRUCTIONS TO INVIGILATORS

1. Report at the Examinations Cell at least 30 minutes before the time of commencement of Examination.
2. Collect the seating plan, nominal rolls and other examination stationery. Count and check the answer booklets and make sure that the hall ticket numbers on the booklets are matching with the seating plan as well as hall wise statement and the Controller of Examination's facsimile on the main answer script.
3. Be present at the respective hall to which you are allotted at least 30 minutes prior to the commencement of examination.
4. The candidates should be present in the respective examination hall before the commencement of examination. No candidate should be allowed after the commencement of the Examination.
5. The invigilators should ensure that students do not carry any material except Hall Ticket and ID card into the examination hall. Students without ID card and Hall Ticket should not be allowed to enter the Examination Hall.
6. Invigilator should distribute and collect the answer scripts personally. The invigilator should not ask the candidate to take (in the beginning) or keep (at the end) the answer scripts on the table. The invigilator will be held responsible for any loss of the answer scripts.
7. Candidates have to put their signature in the nominal rolls supplied. Invigilators should fill in the entries at the bottom of the nominal rolls and put the signature.
8. The invigilators are required to instruct the candidates to verify their details printed in OMR sheet provided in the first page of answer booklet.
9. The candidate/invigilators should not put their signature on graph / drawing sheets.
10. Invigilators have to sign on the main page of the answer booklet after checking the Hall Ticket Number and other details.
11. There will be a single common question paper for each subject. Ensure that students receive the correct question papers of the subjects of examination. Invigilator should distribute the question paper scripts personally.
12. If the candidate is absent, put a cross mark across the Hall Ticket Number in the seating plan.
13. Carrying Programmable Calculators, Cell Phones, Pagers and Wallets into the examination hall is totally prohibited.
14. The code books / data books and other books necessary for the examination will be sent to the examination halls. The invigilators are required to count and return the same at the end of the examination to the examination cell.
15. Drawing sheets should be folded to the size of main answer book and the stamp showing the Hall Ticket Number should be visible on the top after folding.
16. If any candidate strikes off the answers in his/her main answer books, ask the candidate to write "Struck off by me" on each page.
17. Candidates should be asked to strike off all blank pages at the end of the answer scripts before leaving the examination hall.
18. The invigilators should not allow the candidates to leave the examination hall during examination.
19. Invigilators are not permitted to take their cell phones to the Exam Hall. They need to either keep the cell phones in their office or hand over to the examination cell.

20. No invigilator shall leave the examination hall unless a reserve occupies his place on the instructions of the Examination Cell. A reserve will be sent only for attending some important work.
 21. In case of any discrepancies, the matter may be brought to the notice of the Examinations Cell.
 22. The invigilators are required to check thoroughly and watch carefully in the examination hall to prevent malpractice.
 23. Invigilators are advised to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination.
 24. Invigilators should make sure that staff members who don't have examination duties should not enter into the examination halls.
 25. At the end of examination, invigilator should collect, arrange the answer scripts of the candidates in the increasing order of Hall Ticket numbers for each subject/exam and submit the same to the examination cell. The invigilator will be held responsible for any loss of the answer scripts.
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A4. INSTRUCTIONS TO EXAMINERS (VALUERS) FOR THEORY

1. Evaluators should keep their appointment strictly confidential.
 2. This is a confidential assignment and the Examiner has to maintain strict confidentiality about the examiner-ship for valuation.
 3. The evaluator shall have minimum of 3 years of teaching experience and he/she must have taught the subject of valuation at least two times. However, teachers with 2 years experience may also be considered for scarce specializations.
 4. The evaluator shall not have any near relative appeared for the examination in the same subject.
 5. The evaluator shall value a maximum of 100 digitized answer scripts per day-50 scripts in each session by spending at least 3 to 4 hours per session. The Examiners should follow scrupulously the (Detailed Key) scheme of valuation, in awarding marks and have to evaluate the digitized answer scripts uniformly.
 6. The evaluator should evaluate all the questions answered by the student up to the last page of the booklet and fill the marks in the space provided for the same.
 7. No evaluator should interfere in the valuation of other evaluators.
 8. If any evaluator suspects the answer scripts for any reason (i.e. suspected case of malpractice etc.), that should be brought to the notice of the controller of examinations.
 9. If any evaluator notices that all answers in any answer booklet have been struck off, the evaluator may award only zero for such answer book and that should be brought to the notice of the controller of examinations.
 10. Avoid erratic valuation such as allotting zero marks where the candidate deserves more marks and / or not valuing some questions.
 11. All the evaluators are requested to submit their filled in remuneration form to the concerned ACE and collect the remuneration from examination cell office.
 12. All the evaluators should follow the above instructions strictly and cooperate for smooth valuation.
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A5. INSTRUCTIONS TO EXAMINERS (VALUERS) FOR PRACTICAL

1. Internal/External Examiners must follow scrupulously the schedule given by the COE. Changes in the schedule, if any should be approved by COE.
 2. Both the examiners (internal and external) should be present in the laboratory during and till the end of lab examination.
 3. Examiner must be acquainted with academic regulations, procedures and assessment methodologies pertaining to practical examinations / evaluation of project etc.
 4. The in-charge of laboratory must collect at least 5 sample copies of laboratory records and the same may be submitted to the examination branch.
 5. Examiners should verify the Hall Ticket and ID card of the students, while entering the laboratory or any other examination, report to COE in case of any discrepancy.
 6. If any student is resorting to unfair means/ malpractice at any point of time, it should be reported to the COE with written complaint mentioning the incident and handover the student to the COE along with the answer booklet, question paper and the forbidden material if any.
 7. Disclose to the COE, well in advance, any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) in doing a particular examination duty. This is essential to maintain transparency in examination system and avoid unnecessary complications / allegations and litigation following the examination.
 8. Examiners are required to post the marks in accordance with the scheme of evaluation provided by the examination branch for practical course / project evaluation etc in the space provided on the answer booklet.
 9. After evaluation, the answer scripts, marks awarded are to be kept confidential until the declaration of results announced by the examination cell. Answer booklets and award lists must be submitted to the examinations cell **on the same day** of examination by the internal examiner in presence of external examiner.
 10. Special attention should be given to the plagiarism check. In this regard, the student has to submit the anti-plagiarism report of projects signed by the competent authority to the examination cell.
 11. Submission of award lists to the examination cell must be done through proper channel and competent authority duly signed by the HOD & members of the PRC committee.
 12. The coordinators of the projects are requested to maintain the utmost confidentiality in respect of external examiner being appointed for engaging the viva-voce examination of UG & PG projects.
 13. The coordinators of the projects are requested to conduct the project reviews / pre-submission talk of the UG & PG dissertation works as per the schedule and have to submit the minutes of the meeting of Project Review Committee (PRC) to the examination cell.
 14. The faculty members, who are deputed as supervisors for the project, should be in a position to submit the project report to the examination cell as and when required.
 15. The concerned office staff has to claim the bills as per the remuneration rates approved by the examination cell.
 16. Return the unused stationery to the examination cell after conduct of any laboratory examinations or any equivalent examinations.
-

A6. INSTRUCTION TO THE CANDIDATES

1. All the students must be present in the examination hall at least 15 minutes before commencement of the examination and student who come after the commencement of examination will be not allowed.
2. Student should not carry any other material except: Hall ticket. Identity card and scientific non programmable calculator.
3. Programmable calculators, palm computers, mobile phones, smart watches, electrical gadgets and papers not permitted into the examination halls. They should show hall ticket and identity card to the invigilator/ACE/COE/observer/chief superintendent whenever they are asked.
4. Students are allowed to leave the examination hall only after two hours from the commencement of the examination. Students are permitted to carry question paper in the last half-an-hour only.
5. The answer booklet contains 32 pages. Candidates must ensure it before writing and in case a defective answer book is issued it must be returned to the invigilator and a new defect free answer book must be obtained.
6. Before the candidate begins to answer, registered number, particulars of class, semester, subject name, branch, question paper code etc., are to be verified in OMR of the first page of answer booklet.
7. If there is any discrepancy in student photo or any other details, it should be brought to notice of the controller of examinations immediately.
8. Candidate is prohibited form
 - a) Writing:
 - Their hall ticket number, name or any other matter of any symbol, which may lead to their identification in any part of the answer book
 - Anything addressing the examiner in any manner whatsoever, in their answer book
 - Objectionable / obscene language in the answer book
 - Anything other than their Registered Number on the question paper
 - b) Either seeking or providing any assistance to the fellow candidates in the exam.
 - c) Possessing a manuscript or a printed matter, in any form, in the examination hall.
 - d) Bringing loose sheets or paper into the examination hall and detaching any paper from the answer book.
 - e) Violation of above instructions will be viewed as a case of malpractice, which is a punishable offence.
9. Before beginning to answer any question, candidates must write the correct question number in the margin provided for question number only. Do not write anything including question number in the left margin.
10. Answers must be written legibly on both sides of the paper. There shall be about 25 lines in each page. It is not necessary to begin each answer on a fresh page. Candidates should not use any ink, except BLACK or BLUE ink.
11. All parts of the question must be answered at one place only.
12. Rough work, if any, must be done in the space provided for rough work.
13. The answer book, at the end examination, must be handed over to the invigilator by the candidate. This responsibility lies with candidate only.

14. Candidates should maintain absolute silence during the time of examination. Misbehavior, in any form, by the candidate, in the examination hall, will attract severe punishment.
 15. Candidates are not permitted to leave the examination hall for first two hours at any cost. Candidates will be permitted to carry the question paper when they are leaving the exam hall in the last 30 minutes only.
 16. Candidate has to strike off all the blank pages / unused pages.
 17. If the candidate strikes off any answer, then he/she should write as “struck by me” without fail.
 18. Student must handover answer booklet to the invigilator before leaving the examination hall.
-

APPENDIX – B

ACADEMIC CALENDAR

CMR INSTITUTE OF TECHNOLOGY

UGC Autonomous

(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade)

Kandlakoya (V), Medchal Road, Hyderabad-501 401

Phone: 08418 – 200720 / 8008557612 Fax: 08418 – 200240, www.cmritonline.ac.in

ACADEMIC CALENDAR: 20 - 20

II, III, IV – B.Tech. & II – MBA/M.Tech. – I – SEMESTER				
S. No.	EVENT	DATE		DURATION
		FROM	TO	
1	First Spell of Instructions			8 weeks
2	Submission of first mid Assignments			1 week
3	<i>First Mid Term Examinations (Theory & Practical)</i>			1 Week
4	Submission of First Mid Term Exam Marks on or before			--
5	Dussehra Vacation			4 days
6	Second Spell of Instructions			8 weeks
7	Parents Teacher's Meeting			
8	Submission of second mid Assignments			1 week
9	<i>Second Mid Term Examinations (Theory & Practical)</i>			1 Week
10	Preparation Holidays and Practical Examinations			10 days
11	Submission of Second Mid Term Exam Marks on or before			--
12	<i>End Semester & Supplementary Examinations</i>			2 Weeks
13	Semester Break			1 week
II, III, IV – B.Tech. & II – MBA/M.Tech. - II – SEMESTER				
S. No.	EVENT	DATE		DURATION
		FROM	TO	
1	First Spell of Instructions			8 weeks
2	Submission of first mid Assignments			1 week
3	<i>First Mid Term Examinations (Theory & Practical)</i>			1 Week
4	Submission of First Mid Term Exam Marks on or before			--
5	Second Spell of Instructions			8 weeks
6	Parents Teacher's Meeting			
7	Submission of second mid Assignments			1 week
8	<i>Second Mid Term Examinations (Theory & Practical)</i>			1 Week
9	Preparation Holidays and Practical Examinations			2 weeks
10	Submission of Second Mid Term Exam Marks on or before			--
11	<i>End Semester & Supplementary Examinations</i>			2 Weeks
12	Summer Vacation			8 weeks
13	<i>Commencement of Class work for Next Academic Year (2019-20)</i>			--

Controller of Examinations

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ACADEMIC CALENDAR : 20 - 20

I – B.Tech. I – Semester				
S. No.	EVENT	DATE		DURATION
		FROM	TO	
1	Induction Program/Orientation Program			2 weeks
2	First Spell of Instructions			8 weeks
3	Dussehra Vacation			4 days
4	Submission of first mid Assignments			1 week
5	<i>First Mid Term Examinations (Theory & Practical)</i>			4 days
6	Submission of First Mid Term Exam Marks on or before			--
7	Parents Teacher's Meeting			--
8	Second Spell of Instructions			8 weeks
9	Submission of second mid Assignments			1 week
10	<i>Second Mid Term Examinations (Theory & Practical)</i>			4 days
11	Preparation Holidays and Practical Examinations			1 week
12	Submission of Second Mid Term Exam Marks on or before			--
13	<i>End Semester Examinations</i>			1 Week

I – B.Tech. II – Semester

S. No.	EVENT	DATE		DURATION
		FROM	TO	
1	First Spell of Instructions			8 weeks
2	Submission of first mid Assignments			1 weeks
3	<i>First Mid Term Examinations (Theory & Practical)</i>			4 days
4	Submission of First Mid Term Exam Marks on or before			--
5	Parents Teacher's Meeting			
6	Second Spell of Instructions			8 weeks
7	Submission of second mid Assignments			1 week
8	<i>Second Mid Term Examinations (Theory & Practical)</i>			4 days
9	Preparation Holidays and Practical Examinations			1 week
10	Submission of Second Mid Term Exam Marks on or before			--
11	<i>End Semester & Supplementary Examinations</i>			10 days
12	Summer Vacation			5 weeks
13	<i>Commencement of Class work for Next Academic Year (2020-21)</i>			--

Controller of Examinations

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ACADEMIC CALENDAR : 20 - 20

I – M.Tech. / MBA - I – Semester				
S. No.	EVENT	DATE		DURATION
		FROM	TO	
1	Induction Program/Orientation Program			1 day
2	First Spell of Instructions			8 weeks
3	Dussehra Vacation			4 days
4	Submission of first mid Assignments			1 week
5	<i>First Mid Term Examinations (Theory & Practical)</i>			4 days
6	Submission of First Mid Term Exam Marks on or before			--
7	Parents Teacher's Meeting			--
8	Second Spell of Instructions			8 weeks
9	Submission of second mid Assignments			1 week
10	<i>Second Mid Term Examinations (Theory & Practical)</i>			4 days
11	Preparation Holidays and Practical Examinations			1 week
12	Submission of Second Mid Term Exam Marks on or before			--
13	<i>End Semester Examinations</i>			1 Week
I - M.Tech./MBA - II - Semester				
S. No.	EVENT	DATE		DURATION
		FROM	TO	
1	First Spell of Instructions			8 weeks
2	Submission of first mid Assignments			1 weeks
3	<i>First Mid Term Examinations (Theory & Practical)</i>			4 days
4	Submission of First Mid Term Exam Marks on or before			--
5	Parents Teacher's Meeting			
6	Second Spell of Instructions			8 weeks
7	Submission of second mid Assignments			1 week
8	<i>Second Mid Term Examinations (Theory & Practical)</i>			4 days
9	Preparation Holidays and Practical Examinations			1 week
10	Submission of Second Mid Term Exam Marks on or before			--
11	<i>End Semester & Supplementary Examinations</i>			10 days
12	Summer Vacation			5 weeks
13	<i>Commencement of Class work for Next Academic Year (2020-21)</i>			--

Controller of Examinations

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APPENDIX – C

STANDARD FORMATS FOR CONDUCT OF CIE (THEORY)



CMR INSTITUTE OF TECHNOLOGY
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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

CONTROLLER OF EXAMINATIONS
EXAMINATION CELL

CIRCULAR

All the **I/II/III/IV-B.Tech./M.Tech./MBA-I/II-Sem. (R-18)** students and staff are hereby informed that **I/II - Mid Term Examinations** will commence from _____. The detailed time table is displayed in examination cell notice board, department notice boards and website.

For any further clarifications, contact your concerned Mentor / HOD / ACE / COE.

Addl. Controller of Examinations - I / II

Controller of Examinations

Copy to:

1. All HODs to circulate among students, staff and to display on respective notice boards
2. P.A. to Principal and Deans

Dept. HODs	CSE	ECE	CE	ME	H & S	MBA	Library	Accounts
Signature								



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

CONTROLLER OF EXAMINATIONS
EXAMINATION CELL

I/II/III/IV-B.Tech.-I/II-Semester - I/II-Mid Term -Theory-Examinations, Month-20 .

TIME-TABLE

Time: 9:30 AM to 11:00 AM or 2:30PM to 4:00 PM

Branch	DATE, SESSION AND DAY					
	Date Day	Date Day	Date Day	Date Day	Date Day	Date Day
CE						
ME						
ECE						
CSE						

Addl. Controller of Examinations – I / II

Controller of Examinations



CMR INSTITUTE OF TECHNOLOGY
UGC AUTONOMOUS



(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade)
Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

CONTROLLER OF EXAMINATIONS
EXAMINATION CELL

I/II – MBA / M.Tech.-I/II-Semester - I/II-Mid Term-Examinations, Month -20 .

TIME-TABLE

Time: 9:30 AM to 11:00 AM or 2:30PM to 4:00 PM

Branch	DATE, SESSION AND DAY					
	Date Day	Date Day	Date Day	Date Day	Date Day	Date Day
Structural Engineering						
CAD / CAM						
VLSI						
CSE						
MBA						

Addl. Controller of Examinations – I / II

Controller of Examinations



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 Ph No. 08418-200720



Date: _____

CONTROLLER OF EXAMINATIONS EXAMINATION CELL

CIRCULAR

All the staff members are hereby informed that **I/II/III/IV-B.Tech./M.Tech./MBA-I/II-Sem. -I/II - Mid Term Examinations** will commence from _____. The detailed time table is available with the concerned HODs and also in the website. The respective faculty members have to submit two sets of the concerned subject mid examination question papers along with detailed scheme of evaluation in soft copy to cmritqp@gmail.com in the prescribed format confidentially on or before _____. The faculty members should follow the stipulated guidelines while preparing the question paper.

1. The questions have to be evenly distributed covering the prescribed syllabus.
2. The question paper should contain two parts A and B.
3. Part A should carry 5 questions of two marks each.
4. Part B should carry 3 questions of five marks each with internal choice.
5. The internal choice questions should be of same Bloom's Taxonomy level (BTL).

The digital evaluation process should be completed by the faculty members in three working days from the date of completion of respective subject examination. For any clarification, contact concerned HOD / ACE / COE.

Addl. Controller of Examinations-I / II

Controller of Examinations

Copy to:

1. All HODs to circulate among faculty members
2. P.A. to Principal

Dept. HODs	CSE	ECE	CE	ME	H & S	MBA	Library	Accounts
Signature								

Code No.:

R18

H.T.No.

	R	0							
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CMR INSTITUTE OF TECHNOLOGY : : HYDERABAD
UGC AUTONOMOUS
I/II/III/IV-B.Tech./M.Tech./MBA-I/II-Semester-I/II - Mid Term Examinations –
Month – 20_____
SUBJECT TITLE
(Branch)

[Time: 90 Minutes]**[Max. Marks: 25]**

- Note:**
1. This question paper contains two parts A and B.
 2. Part A is compulsory which carries 10 marks. Answer all questions in Part A.
 3. Part B consists of 3 questions. Answer all 3 questions. Each question carries 5 marks and may have sub questions.
 4. Illustrate your answers with NEAT sketches wherever necessary.

PART-A		5 x 2M=10M		
S. No.	Question	BTL	CO	PO
1	a			
	b			
	c			
	d			
	e			

PART-B		3 x 5M=15M		
S. No.	Question	BTL	CO	PO
2				
OR				
3				
4				
OR				
5				
6				
OR				
7				

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(Kandlikoya (v), Medchal Road, Hyderabad - 501 401) **UGC AUTONOMOUS**  **Code : CMRM**

I-B.TECH. I-SEM (R-18)MID II EXAMINATIONS-DECEMBER 2019

HALL TICKET		CIVIL ENGINEERING		ORIGINAL
Hall Ticket No: 19R01A0101				
Name: A SOUTANYA				
Father's Name: A V L N MURTHY				
Date	Time	Course Code	Registered Courses	
18/12/2019	09:30 AM TO 11:00 AM	BSC-101	Engineering Mathematics – I (Linear Algebra & Calculus)	
19/12/2019	09:30 AM TO 11:00 AM	BSC-107	Engineering Chemistry	
20/12/2019	09:30 AM TO 11:00 AM	ESC-101	Basic Electrical & Electronics Engineering	
21/12/2019	09:30 AM TO 11:00 AM	ESC-107	Engineering Mechanics	

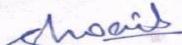
 

Signature of Student **Controller of Examinations**

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(Kandlikoya (v), Medchal Road, Hyderabad - 501 401) **UGC AUTONOMOUS** **Code : CMRM**

I-B.TECH. I-SEM (R-18)MID II EXAMINATIONS-DECEMBER 2019

HALL TICKET		CIVIL ENGINEERING		ORIGINAL
Hall Ticket No: 19R01A0102				
Name: ABDUL SHOAIB				
Father's Name: ABDUL SALEEM				
Date	Time	Course Code	Registered Courses	
18/12/2019	09:30 AM TO 11:00 AM	BSC-101	Engineering Mathematics – I (Linear Algebra & Calculus)	
19/12/2019	09:30 AM TO 11:00 AM	BSC-107	Engineering Chemistry	
20/12/2019	09:30 AM TO 11:00 AM	ESC-101	Basic Electrical & Electronics Engineering	
21/12/2019	09:30 AM TO 11:00 AM	ESC-107	Engineering Mechanics	

Signature of Student **Controller of Examinations**

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SEATING PLAN

Name of the Exam: __ -B.Tech. - __ -Mid Term Exam - Month – 20 __	Hall No.:
Subject: _____	Code: _____
Date & Session:	103

H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No. of Candidates Registered	No. of Candidates Absent	No. of Malpractice Cases, if any	No. of Candidates Present

Note: Cross the box containing the Hall Ticket number when the candidate is absent.

Name & Signature of the Invigilator

Controller of Examinations

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NOMINAL ROLLS

Name of the Exam: -B.Tech. - -Sem.-I / II-Mid Term Examinations - Month – 20 Subject:	Code:
Regulations: R18	Date & Session:

Hall Ticket No. of Registered Candidates:

S. No.	H.T. No	Name of the Student	Answer Booklet No	Signature of the Student	
1				Photo	
2				Photo	
3				Photo	
4				Photo	
5				Photo	
6				Photo	
7				Photo	
8				Photo	
9				Photo	
10				Photo	
11				Photo	
12				Photo	
13				Photo	
14				Photo	
15				Photo	
16				Photo	
17				Photo	
18				Photo	
19				Photo	
20				Photo	
21				Photo	
22				Photo	
23				Photo	
24				Photo	

Abstract:

No. of Candidates			Invigilator		Signature of COE
Allotted	Absent	Present	Name	Signature	



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 Ph No. 08418-200720



ASSIGNMENT ANSWER BOOKLET

ACADEMIC YEAR: 20____ - 20____

Hall Ticket No :

	R	0				
--	---	---	--	--	--	--

Name of the Student: _____

Controller of Examinations

Course : I/II/III/IV – B.Tech. – I/II – Sem.

Branch : B.Tech. (CE / ME / ECE / CSE)

Name of the Laboratory: _____

ASSIGNMENT / MARKS DETAILS

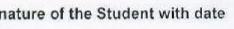
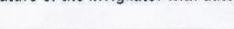
To be filled by the Student			To be filled by the Subject Teacher		
Submission Date	Assignment	Signature of the Student	Max Marks	Marks Obtained	Signature of the Subject Teacher
	I		5		
	II		5		

INSTRUCTIONS TO THE STUDENTS

1. No additional answer booklet will be supplied.
2. The same booklet will be used for all assignments. Pages 3 to 19 should be used for I – Assignment and 20 to 36 should be used for II – Assignment.
3. You are prohibited from tampering the booklet, rewriting the previous assignment or tampering the Marks. If found, you will be debarred from the course.
4. No papers must be detached from or attached to the answer booklets.
5. Candidate should write not less than 25 lines in each page. It is not necessary to begin each answer in a fresh page. Do not write in the margin.
6. The assignment booklet should be submitted to the subject teacher on or before the given schedule.
7. Answer should be written on both sides of the paper.
8. Answers must be legibly written.

INSTRUCTIONS TO THE SUBJECT TEACHER

1. The subject teacher is responsible to see that the previous answers, marks are not tampered by the student.
2. Do not correct the marks by overwriting or by scratching and writing.
3. The Subject teacher has to value with red ball point pen only.
4. The Subject teacher should award the marks on the left hand side of the margin and at the end of the each answer.
5. The Subject teacher has to post marks in the space provided.

<p>R-18</p> <p>Date: 17/10/2019 1:</p> <p>X</p>	 <p>CMR Institute Of Technology</p> <p>* Approved by AICTE, Permanently affiliated to JNTUH, NBA Accredited *</p> <p>(Kandlakoya (v), Medchal Road, Hyderabad - 501 401)</p> <p>UGC AUTONOMOUS</p> <p>NBA</p> <p>Code : CMRM</p>									
<p>SI No.: 32370</p> <p></p> <p>Hall Ticket No. 19R01A05Q0</p> <p>Name: TUNIKI NEHA</p> <p>Examination: I-B.TECH. I-SEM (R-18)</p> <p>Month-Year: OCTOBER 2019</p> <p>Branch: COMPUTER SCIENCE AND ENGINEERING</p> <p>Subject Code: ESC-109</p> <p>Subject Name: Engineering Graphics</p> <p>Date of Exam: 17/10/2019</p> <p>Examination: I-B.TECH. I-SEM (R-18) Sub Code: ESC-109 Sub Name: Engineering Graphics</p>	 <p></p> <p>Signature of the Controller of Exams</p> <p></p> <p>Signature of the Student with date</p> <p></p> <p>Signature of the Invigilator with date</p> <p>X</p> <p></p> <p>Branch: COMPUTER SCIENCE AND ENGINEERING</p> <p>Subject Name: Engineering Graphics</p> <p>Date of Exam: 17/10/2019</p> <p>Exam: I-B.TECH. I-SEM (R-18)</p> <p>Subject Code: ESC-109</p> <p>Month-Year: OCTOBER 2019</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Name & Signature of 1st Valuator</td> <td style="width: 75%;"></td> </tr> <tr> <td>Name & Signature of 2nd Valuator</td> <td></td> </tr> <tr> <td>Name & Signature of 3rd Valuator</td> <td></td> </tr> <tr> <td>Name & Signature of Examiner (Re-Valuation)</td> <td></td> </tr> </table> <p style="margin-left: 10px;">Remarks</p> <p>X</p>	Name & Signature of 1st Valuator		Name & Signature of 2nd Valuator		Name & Signature of 3rd Valuator		Name & Signature of Examiner (Re-Valuation)	
Name & Signature of 1st Valuator										
Name & Signature of 2nd Valuator										
Name & Signature of 3rd Valuator										
Name & Signature of Examiner (Re-Valuation)										



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref. No.: CMRIT/COE/MPPC/ /2020

Date: _____

To
The Chairman,
Examination Committee,
CMR Institute of Technology,
Hyderabad – 501 401.

Sir,

Sub: R0-CMRIT-Recommendation of the Malpractice Prevention Committee – reg.

- Ref:** 1. ___-B.Tech. -___-Sem. – I/II - Mid Term Examination - Month – 20_____
2. Name of the candidate Mr. /Ms._____ H.T.No. _____
3. Subject _____ Date: _____ Time: _____
4. Name of Invigilator / Observer _____ Hall No. _____

With reference to the subject stated above, the Malpractice Prevention Committee members meeting was held at **1:00 PM / 5:00 PM** on _____. The committee discussed on the extent of malpractice of the above mentioned candidate vide references 1, 2 and 3, who was caught by the invigilator/observer vide reference 4.

1. _____, Controller of Examinations
2. _____, HOD, _____
3. _____, Subject Expert
4. _____, Addl. Controller of Examinations
5. _____, Invigilator
6. _____, Observer

The members concluded that the incident comes under Rule No._____ of disciplinary action for Malpractices/Improper conduct in Examinations, which states _____.

Signatures of the Malpractice Prevention Committee Members:

1. _____, Controller of Examinations
2. _____, HOD, _____
3. _____, Subject Expert
4. _____, Addl. Controller of Examinations
5. _____, Invigilator
6. _____, Observer

<p>CMR INSTITUTE OF TECHNOLOGY UGC AUTONOMOUS (Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade) Kandlakoya (V), Medchal Road, Hyderabad – 501 401</p>		<p>College Code: R0</p>
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PARTICULARS OF MALPRACTICE CASE

1. Name of the Course : _____
2. Hall Ticket number of the student: _____
3. Name of the student : _____
4. Name of the examination : _____
5. Name of the subject (Theory/Lab): _____
6. Subject Code : _____
7. Regulation : _____
8. Date of Examination : _____

Punishment recommended by the Malpractice Prevention Committee in accordance with the guidelines of Examination Branch.

Controller of Examinations

Punishment awarded by the Examination Committee.

Chairman, Examination Committee



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 Kandlakoya (V), Medchal Road, Hyderabad – 501 401
 Ph No. 08418-200720

Ref. No.: CMRIT/EC/ / 2020

Date: _____

To
 The Controller of Examinations,
 CMR Institute of Technology,
 Hyderabad – 501 401.

Sub: Chairman, Examination Committee - CMRIT – Malpractice Punishment Awarded - Orders Issued - Reg.

Ref: Your Lr. No. CMRIT/COE/MPPC/ /2020, Dated: _____

ORDER:

With reference to the subject cited above, the Controller of Examinations, CMRIT has forwarded the recommendations of the Malpractice Prevention Committee in respect of the following student(s) who were involved in malpractice in _B.Tech.-I/II-Semester Examination-Month-20_.

After careful consideration of the matter, the Examination Committee awarded the following punishment for the concerned student(s) as shown against their hall ticket numbers.

S. No.	Reg	H.T. No.	Year & Semester	Date of Exam.	Subject	Nature of Malpractice	Punishment

The COE is instructed to serve this order to above student(s) and warn them that even severe disciplinary action can be initiated against him/her/them as per Malpractice norms if he/she/they repeat such type of malpractices in the examinations in future and also secure the acknowledgement of the student(s) on the order copy.

Chairman
Examination Committee, CMRIT



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401



**College
Code:
R0**

D - FORM

Name of the Exam: ___-B.Tech. - ___-Sem. – I/II - Mid Term Examination - Month – 20 ___	
Subject:	Code:
Date of the Examination:	Regulations: R18

Registered No. of candidates Present

Registered No. of candidates Absent

Registered No. of candidates MP Cases, if any

Abstract:

No. of Candidates Registered	No. of Candidates Absent	No. of Malpractice Cases, if any	No. of Candidates Present

Controller of Examinations



AWARD LIST

Name of the Exam:	-B.Tech. -	-Sem. I / II-Mid Term Examinations - Month – 20
Subject:	Code:	Regulations: R18
Branch:	Date:	

Marks obtained by the students

Abstract:

No. of Candidates				Name and Signature of the Examiner	
Registered	Absent	MP Case	Present	Internal	External

APPENDIX – D
STANDARD FORMATS FOR CONDUCT OF CIE
(PRACTICAL / PROJECT)



CMR INSTITUTE OF TECHNOLOGY
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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

CONTROLLER OF EXAMINATIONS
EXAMINATION BRANCH

I/II/III/IV-B.Tech.-I/II-Semester - I/II-Mid Term -Practical-Examinations, Month-20 .

TIME-TABLE

T1: 9:10AM-10:40AM

T2: 11:00AM-12:30PM

Branch	Date:	Date:	Date:	Date:
CE-A	Lab Name: HT No from – To (FN) HT No from – To(AN)			
CE-B				
ME-A				
ME-B				
ECE-A				
ECE-B				
ECE-C				
ECE-D				
CSE-A				
CSE-B				
CSE-C				
CSE-D				

Addl. Controller of Examinations – I / II

Controller of Examinations



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

CONTROLLER OF EXAMINATIONS
EXAMINATION BRANCH

I/II-MBA/M.Tech.-I/II-Semester - I/II-Mid Term-Practical-Examinations, Month -20 .

TIME-TABLE

T1: 9:10AM-10:40AM

T2: 11:00AM-12:30PM

Branch	Date:	Date:
Structural Engineering	Lab Name: HT No from – To (FN) HT No from – To (AN)	
CAD / CAM		
VLSI		
CSE		

Addl. Controller of Examinations – I / II

Controller of Examinations



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
 Ph No. 08418-200720



Date: _____

CONTROLLER OF EXAMINATIONS

EXAMINATION BRANCH

CIRCULAR FOR APPOINTMENT OF LAB EXAMINERS

I/II/III/IV-B.Tech.-I/II-Semester - I/II-Mid Term -Practical-Examinations, Month-20 ____.

It is hereby informed to all the Heads of Departments that the following is the list of internal and external lab examiners appointed for conduct of I/II/III/IV-B.Tech.-I/II-Semester - I/II-Mid Term - Practical-Examinations, Month-20 _____. Hence, you are requested to instruct the concerned examiners to make necessary arrangements for the same in their respective laboratories and upload the marks on the same day after completion of respective lab examinations.

Date	Day	Branch & Section	Lab Name	Lab Number	Internal Examiner	External Examiner
		CSE - A				
		CSE - B				
		CSE - C				
		CSE - D				
		ECE - A				
		ECE - B				
		ECE - C				
		ECE - D				
		CE - A				
		CE - B				
		ME - A				
		ME - B				
		CSE - A				
		CSE - B				
		CSE - C				
		CSE - D				
		ECE - A				
		ECE - B				
		ECE - C				
		ECE - D				
		CE - A				
		CE - B				
		ME - A				
		ME - B				
		CSE - A				
		CSE - B				
		CSE - C				
		CSE - D				
		ECE - A				
		ECE - B				
		ECE - C				

EXAMINATION CELL MANUAL

		ECE – D				
		CE – A				
		CE – B				
		ME – A				
		ME - B				
		CSE - A				
		CSE – B				
		CSE – C				
		CSE - D				
		ECE – A				
		ECE – B				
		ECE – C				
		ECE – D				
		CE – A				
		CE – B				
		ME – A				
		ME - B				

Addl. Controller of Examinations – I / II

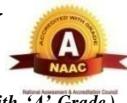
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 Ph No. 08418-200720



Date: _____

CONTROLLER OF EXAMINATIONS

EXAMINATION BRANCH

CIRCULAR FOR APPOINTMENT OF LAB EXAMINERS

I/II- M.Tech./ MBA-I/II-Semester - I/II-Mid Term-Practical-Examinations, Month -20

It is hereby informed to all the Heads of the Departments that the following is the list of internal and external lab examiners appointed for conduct of I/II- M.Tech./ MBA-I/II-Semester - I/II-Mid Term-Practical-Examinations, Month -20__. Hence, you are requested to instruct the concerned examiners to make necessary arrangements for the same in their respective lab and upload the marks on the same day after completion of respective examination.

Date	Day	Branch & Section	Lab Name	Lab Number	Internal Examiner	External Examiner
		Structural Engineering				
		CAD / CAM				
		VLSI				
		CSE				
		MBA				
		Structural Engineering				
		CAD / CAM				
		VLSI				
		CSE				
		MBA				

Addl. Controller of Examinations – I / II

Controller of Examinations

Code No.:

R18

H.T.No.

		R	0									
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CMR INSTITUTE OF TECHNOLOGY : : HYDERABAD
UGC AUTONOMOUS
I/II/III/IV-B.Tech./M.Tech./MBA-I/II-Semester-I/II - Mid Term Examinations –
Month – 20
LABORATORY TITLE
(Branch)

[Time: 90 Minutes]

[Max. Marks: 10]

- Note:** 1. The student has to pick any one from the list of experiments randomly.
2. Student has choice of change of experiment in case of inability to execute the allotted experiment subject to a deduction of 2 marks from the total marks.

S. No.	Question / Experiment	BTL	CO	PO
1				
2				
3				
4				
5				
6				

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NOMINAL ROLLS

Name of the Exam: -B.Tech. - -Sem.-I/II-Mid Term-Lab - Examinations - Month – 20	
Lab Name:	Code:
Branch:	Date:

Registered No. of the Students:

S. No.	H.T. No.	Name of the Student	Answer Booklet No	Experiment No.	Signature
1					Photo
2					Photo
3					Photo
4					Photo
5					Photo
6					Photo
7					Photo
8					Photo
9					Photo
10					Photo
11					Photo
12					Photo
13					Photo
14					Photo
15					Photo
16					Photo
17					Photo
18					Photo
19					Photo
20					Photo
21					Photo
22					Photo
23					Photo
24					Photo
25					Photo
26					Photo

EXAMINATION CELL MANUAL

27					Photo	
28					Photo	
29					Photo	
30					Photo	
31					Photo	
32					Photo	
33					Photo	
34					Photo	
35					Photo	
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42					Photo	
43					Photo	
44					Photo	
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46					Photo	
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57					Photo	
58					Photo	
59					Photo	
60					Photo	
61					Photo	
62					Photo	

EXAMINATION CELL MANUAL

63					Photo	
64					Photo	
65					Photo	
66					Photo	

Abstract

No. of Candidates			Invigilator		Signature of COE
Allotted	Present	Absent	Name	Signature	



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 Kandlakoya (V), Medchal Road, Hyderabad – 501 401
 Ph No. 08418-200720

INTERNAL LABORATORY EXAMINATION ANSWER BOOKLET

ACADEMIC YEAR: 20____ - 20____

Hall Ticket No :

	R	0				
--	---	---	--	--	--	--

Name of the Student: _____

Controller of Examinations

Course : I/II/III/IV – B.Tech. – I/II – Sem.

Branch : B.Tech. (CE / ME / ECE / CSE)

Name of the Laboratory: _____

EXAMINATION / MARKS DETAILS

Term	MID-1					MID – II				
	Write up	Result & Viva-Voce	Day to Day Work	Total	Write up	Result & Viva-Voce	Day to Day Work	Total	80% from Best + 20% from least	
Max Marks	05	05	20	30	05	05	20	30	30	
Marks obtained										
Signature of the Examiner										

INSTRUCTIONS TO THE STUDENTS

9. This booklet consists of 12 pages only. No additional answer booklet will be supplied.
10. You are prohibited from tampering the booklet. If found, you will be debarred from the course.
11. No papers must be detached from or attached to the answer booklets.
12. Candidate should write not less than 25 lines in each page. Do not write in the margin.
13. The answer booklet should be returned to the invigilator before leaving the laboratory.
14. Students should stay in the laboratory for the whole time allotted to them.
15. Addressing the examiner in any manner what so ever in the answer booklet is prohibited.
16. Answer should be written on both sides of the paper.
17. Answers must be legibly written.

INSTRUCTIONS TO THE EXAMINER

6. Do not correct the marks by overwriting or by scratching and writing.
7. The Examiner has to value with red ball point pen only.
8. The Examiner should award the marks on the left hand side of the margin and at the end of the each answer.
9. The Examiner has to post marks in the space provided.



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401

Ph No. 08418-200720

Ref. No.: CMRIT/COE/MPPC/ /2020

Date: _____

To
The Chairman,
Examination Committee,
CMR Institute of Technology,
Hyderabad – 501 401.

Sir,

Sub: R0-CMRIT-Recommendation of the Malpractice Prevention Committee – reg.

- Ref:** 1. ___-B.Tech. - ___-Sem. – I/II - Mid Term Examination - Month – 20___
 5. Name of the candidate Mr. /Ms. _____ H.T.No. _____
 6. Subject _____ Date: _____ Time: _____
 7. Name of Invigilator / Observer _____ Hall No. _____

With reference to the subject stated above, the Malpractice Prevention Committee members meeting was held at **1:00 PM / 5:00 PM** on _____. The committee discussed on the extent of malpractice of the above mentioned candidate vide references 1, 2 and 3, who was caught by the invigilator/observer vide reference 4.

7. _____, Controller of Examinations
 8. _____, HOD, _____
 9. _____, Subject Expert
 10. _____, Addl. Controller of Examinations
 11. _____, Invigilator
 12. _____, Observer

The members concluded that the incident comes under Rule No. _____ of disciplinary action for Malpractices/Improper conduct in Examinations, which states _____.

Signatures of the Malpractice Prevention Committee Members:

7. _____, Controller of Examinations
 8. _____, HOD, _____
 9. _____, Subject Expert
 10. _____, Addl. Controller of Examinations
 11. _____, Invigilator
 12. _____, Observer

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--	---	---

PARTICULARS OF MALPRACTICE CASE

1. Name of the Course : _____
2. Hall Ticket number of the student: _____
3. Name of the student : _____
4. Name of the examination : _____
5. Name of the subject (Theory/Lab): _____
6. Subject Code : _____
7. Regulation : _____
8. Date of Examination : _____

Punishment recommended by the Malpractice Prevention Committee in accordance with the guidelines of Examination Branch.

Controller of Examinations

Punishment awarded by the Examination Committee.

Chairman, Examination Committee



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 Ph No. 08418-200720

Ref. No.: CMRIT/EC/ / 2020

Date: _____

To

The Controller of Examinations,
 CMR Institute of Technology,
 Hyderabad – 501 401.

Sub: Chairman, Examination Committee - CMRIT – Malpractice Punishment Awarded - Orders Issued - Reg.

Ref: Your Lr. No. CMRIT/COE/MPPC/ /2020, Dated: _____

ORDER:

With reference to the subject cited above, the Controller of Examinations, CMRIT has forwarded the recommendations of the Malpractice Prevention Committee in respect of the following student(s) who were involved in malpractice in _B.Tech.-I/II-Semester Examination-Month-20_.

After careful consideration of the matter, the Examination Committee awarded the following punishment for the concerned student(s) as shown against their hall ticket numbers.

S. No.	Reg	H.T. No.	Year & Semester	Date of Exam.	Subject	Nature of Malpractice	Punishment

The COE is instructed to serve this order to above student(s) and warn them that even severe disciplinary action can be initiated against him/her/them as per Malpractice norms if he/she/they repeat such type of malpractices in the examinations in future and also secure the acknowledgement of the student(s) on the order copy.

Chairman
Examination Committee, CMRIT



D - FORM

Name of the Exam: ___-B.Tech. - ___-Sem. - _ - Mid Term Lab Examination - Month - 20 ___		
Lab:	Code:	Regulations: R18
Branch:	Date of the Examination:	Academic Year: 2019-20

Registered No. of candidates Present

Registered No. of candidates Absent

Registered No. of candidates MP Cases, if any

--	--	--	--

No. of Candidates Registered	No. of Candidates Absent	No. of Malpractice Cases, if any	No. of Candidates Present

Controller of Examinations



AWARD LIST

Name of the Exam:	-B.Tech. -	-Sem. I / II-Mid Term Lab Examinations - Month – 20
Lab Name:	Code:	Regulations: R18
Branch:	Date:	

Marks obtained by the students

Abstract:

No. of Candidates				Name and Signature of the Examiner	
Registered	Absent	MP Case	Present	Internal	External

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--	---	-----------------------------------

PROJECT REVIEW FOR CIE

Name of the Exam: IV-B.Tech. –I/II-Sem.-Project Review I / II (CIE) - Month – 20		
Lab Name: Project – I / II	Code:	Regulations: R18
Branch:	Date:	

Project Title:					
Project Batch Details (Team Leader First)			Batch No		
S. No.	HT No.	Name of the Student	Email-id	Mobile No.	Student Signature
1					
2					
3					
4					
5					

CIE Marks Awarded by Examiners:						
S. No.	HT No.	Communication & Presentation Skill (10)	Project Knowledge (10)	Project Report (5)	Viva-Voce (5)	Total (30)
1						
2						
3						
4						
5						

Comments/Suggestions from examiners, if any:					

Abstract					
No. of Candidates			Name and Signature		
Registered	Absent	Present	Guide / Supervisor	Examiner	HOD



AWARD LIST

Name of the Exam: IV-B.Tech.-I/II-Sem. - Project Review I / II (CIE) - Month – 20		
Lab Name: Project – I / II	Code:	Regulations: R18
Branch:	Date:	

Marks obtained by the students

Abstract				
No. of Candidates			Name and Signature	
Registered	Absent	Present	Examiner	HOD



AWARD LIST

Name of the Exam: IV-B.Tech.-I/II-Sem.-Internship -I/II-Evaluation (CIE) - Month – 20		
Lab Name: Internship – I / II	Code:	Regulations: R18
Branch:	Date:	

Grade obtained by the students

Abstract:

Abstract:					
No. of Candidates			Name and Signature		
Registered	Absent	Present	Examiner - I	Examiner - II	HOD

APPENDIX – E

STANDARD FORMATS FOR CONDUCT OF SEE (THEORY)



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Ph No. 08418-200720



Date: _____

CONTROLLER OF EXAMINATIONS
EXAMINATION CELL

CIRCULAR

All the students and staff are hereby informed that **I/II/III/IV-B.Tech./M.Tech./MBA-I/II-Semester End Examinations – Month – 20____** will commence from_____. The details of payment of Examination fee along with time tables are displayed in all notice boards and website.

For any clarification, contact concerned Mentor / HOD / ACE / COE.

Addl. Controller of Examinations-I / II

Controller of Examinations

Copy to:

1. All HODs to circulate among students, staff and to display on respective notice boards
2. P.A. to Principal and Deans

Dept. HODs	CSE	ECE	CE	ME	H & S	MBA	Library	Accounts
Signature								

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Kandlakoya (V), Medchal Road, Hyderabad-501 401

Phone: 08418 – 200720 / 8008557612 Fax: 08418 – 200240, www.cmritonline.ac.in

Date: 26.11.2019

CONTROLLER OF EXAMINATIONS

EXAM FEE NOTIFICATION

I/II/III/IV-B.Tech./M.Tech./MBA I/II-Sem. (R17&R18) –Reg./Supply-), Exams – Month '19

All the students of I/II/III/IV-B.Tech./M.Tech./MBA I/II-Sem. (R17/R18/R20) – Nov / May – 20____ are hereby informed that the Regular/Supply examinations commence from **DD/MM/YYYY**.

The schedule for payment of fee and online registration for examinations are as follows:

S. No.	Exam registration Fee Particulars	Starting Date	Ending Date
1.	Without Late Fee		
2.	With Late Fee of Rs.100 /-		
3.	With Late Fee of Rs.1000 /-		

I/II/III/IV-B.Tech./M.Tech./MBA I/II-Sem. (R17/R18/R20) – Reg./Sup.), Exams – Month – 20

S. No.	Exam registration Fee Particulars	Rs.
1.	For Whole Semester Examination fee(Regular)	1820
2.	For One Subject (Theory/Practical)	1120
3.	For Two Subjects (Theory/Practical)	1320
4.	For Three Subjects (Theory/Practical)	1520
5.	For Four and above Subjects (Theory/Practical)	1820
6.	For Comprehensive Viva Voce	520

The students are instructed to pay their examination fee online only (**Website: www.cmritonline.ac.in**) **through student login** after clearing all dues.

Note: 1) Cash payment will not be accepted.

- 2) Fee once paid cannot be refunded or adjusted for any future examinations.
- 3) Download hall tickets from the student login 2 days before the commencement of examinations.

Addl. Controller of Examinations-I/II

Controller of Examinations

Copy to:

1. Secretary & Correspondent
2. Principal
3. For circulation

AO	Accounts	H&S	CE	ME	ECE	CSE	Library



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Ph No. 08418-200720*



Date: 01.11.2019

CONTROLLER OF EXAMINATIONS EXAMINATION CELL

I/II/III/IV-B.Tech.-I/II-Semester (R-18) - Semester End Examinations (Theory), Month-20 .

TIME-TABLE

Time: 10 AM to 1 PM or 2PM to 5 PM

Branch	DATE, SESSION AND DAY					
	Date Day	Date Day	Date Day	Date Day	Date Day	Date Day
CE						
ME						
ECE						
CSE						

Addl. Controller of Examinations – I / II

Controller of Examinations



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Ph No. 08418-200720*



Date: _____

CONTROLLER OF EXAMINATIONS EXAMINATION BRANCH

I/II-MBA/M.Tech.-I/II-Semester (R-18)-Semester End Examinations (Theory), Month-20 .

TIME-TABLE

Time: 10 AM to 1 PM or 2PM to 5 PM

Branch	DATE, SESSION AND DAY					
	Date Day	Date Day	Date Day	Date Day	Date Day	Date Day
Structural Engineering						
CAD / CAM						
VLSI						
CSE						
MBA						

Addl. Controller of Examinations – I / II

Controller of Examinations

ACADEMIC PROFILE OF QUESTION PAPER SETTER

1. JNTUH UID if any : _____
2. Name : _____
3. Designation : _____
4. Department : _____
5. Name of the Institution : _____
6. Academic Qualifications :
 - a) Doctoral Degree : _____
 - b) Master Degree (Specialization): _____
 - c) Bachelors Degree : _____
7. a) Subjects Taught : _____
b) Subject(s) preferred for Setting of Paper: _____

8. Teaching Experience : _____
9. Address for Correspondence: _____

10. E-mail Id : _____
11. Mobile No. : _____
12. PAN No. : _____
13. Aadhar No. : _____
14. Bank Account Details :
 - a) Bank Account No. : _____
 - b) Name of the Bank : _____
 - c) Branch & IFSC Code : _____

Signature



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref. No.: COE/B.Tech./2019/R____/____/____

Date: _____

To

_____,
_____,
_____.

Dear Sir/Madam,

Sub: R0-CMRIT (Autonomous) – Examination Cell - B.Tech./M.Tech./MBA – I/II - Semester (R17/R18) Regular/Supply Examinations, Month – 20 - Appointment of Examiner for Question Paper(s) setting – Reg.

I am pleased to inform you that you are appointed as Examiner for setting of Semester End Examinations Question Paper(s) for the **Subject: _____ code No: _____**, for the forthcoming - B.Tech./M.Tech./MBA – I/II - Semester (R17/R18/R20) Regular/Supply Examinations, Month – 20 of our college. I request you to prepare **TWO Sets of Question Papers** and email them to ace2@cmritonline.ac.in with password protection on or before _____. Please find enclosed the following documents for your reference.

1. Acceptance letter to be filled.
2. Instructions and model Question Paper.
3. Syllabus copy of the subject.
4. Academic Profile of the Paper Setter to be filled.
5. Remuneration Bill.

I request you to confirm your acceptance immediately. For any other details, contact the **Additional Controller of Examinations-I/II, Ph. No.: 9989698489** or by e-mail: ace2@cmritonline.ac.in.

Thank you.

Yours truly,

Date: _____
Hyderabad.

Controller of Examinations

ACCEPTANCE LETTER

From

_____,
_____,
_____,

To

The Controller of Examinations,
CMR Institute of Technology (Autonomous),
Kandlakoya (V), Medchal Road,
Hyderabad – 501 401.

Dear Sir/Madam,

Sub: Acceptance for Setting Question Paper(s) of ____-B.Tech.-I/II-Semester End Examination – Reg.
Ref: Your Lr. No.

With reference to your letter, I hereby accept to set the Question Paper
(Subject: _____, Subject code: _____) of -B.Tech. - Semester End
Examinations (Regular / Supply) as per your requirements.

I will abide by the time schedules.

I hereby declare that none of our blood relations are studying in your college.

Thanking You Sir,

Yours Sincerely,

BLOOM'S TAXONOMY

The question paper sets must adhere to the Bloom's taxonomy that distributes questions and marks according to their level of complexity. The Revised Bloom's Taxonomy Action Verbs

Definitions Bloom's Definition	I. Remembering Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.	II. Understanding Demonstrate understanding of facts and ideas by organizing, comparing, translating, interpreting, giving descriptions, and stating main ideas.	III. Applying Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	IV. Analyzing Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	V. Evaluating Present and defend pinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	VI. Creating Compile information together in a different way by combining elements in a new pattern or proposing alternative solutions.
Verbs	<ul style="list-style-type: none"> • Choose • Define • Find • How • Label • List • Match • Name • Omit • Recall • Relate • Select • Show • Spell • Tell • What • When • Where • Which • Who • Why 	<ul style="list-style-type: none"> • Classify • Compare • Contrast • Demonstrate • Explain • Extend • Illustrate • Infer • Interpret • Outline • Relate • Rephrase • Show • Summarize • Translate 	<ul style="list-style-type: none"> • Apply • Build • Choose • Construct • Develop • Experiment with • Identify • Interview • Make use of • Model • Organize • Plan • Select • Solve • Utilize 	<ul style="list-style-type: none"> • Analyze • Assume • Categorize • Classify • Compare • Conclusion • Contrast • Discover • Dissect • Distinguish • Divide • Examine • Function • Inference • Inspect • List • Motive • Relationships • Simplify • Survey • Take part in • Test for • Theme 	<ul style="list-style-type: none"> • Agree • Appraise • Assess • Award • Choose • Compare • Conclude • Criteria • Criticize • Decide • Deduct • Defend • Determine • Disprove • Estimate • Evaluate • Explain • Importance • Influence • Interpret • Judge • Justify • Mark • Measure • Opinion • Perceive • Prioritize • Prove • Rate • Recommend • Rule on • Select • Support • Value 	<ul style="list-style-type: none"> • Adapt • Build • Change • Choose • Combine • Compile • Compose • Construct • Create • Delete • Design • Develop • Discuss • Elaborate • Estimate • Formulate • Happen • Imagine • Improve • Invent • Make up • Maximize • Minimize • Modify • Original • Originate • Plan • Predict • Propose • Solution • Solve • Suppose • Test • Theory

Code No.:

R18

H.T.No.

<input type="text"/>	R	0	<input type="text"/>					
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CMR INSTITUTE OF TECHNOLOGY : : HYDERABAD
UGC AUTONOMOUS

I/II/III/IV-B.Tech./M.Tech./MBA—I/II—Semester End Examinations (Regular / Supply)
— Month – 20 _____
SUBJECT TITLE
(Branch)

[Time: 3 Hours]**[Max. Marks: 70]**

- Note:**
1. This question paper contains two parts A and B.
 2. Part A is compulsory which carries 10 marks. Answer all questions in Part A.
 3. Part B consists of 5 questions. Each question carries 10 marks and may have i, ii as sub questions.
 4. Illustrate your answers with NEAT sketches wherever necessary.

S. No.	Question	PART-A		10 x 2M=10M	
		BTL	CO	PO	
1	I – Unit Question				
2	I – Unit Question				
3	II – Unit Question				
4	II – Unit Question				
5	III – Unit Question				
6	III – Unit Question				
7	IV – Unit Question				
8	IV – Unit Question				
9	V – Unit Question				
10	V – Unit Question				

S. No.	Question	PART-B		5 x 10M=50M	
		BTL	CO	PO	
11A	i) I – Unit Question ii) I – Unit Question				
	OR				
11B	i) I – Unit Question ii) I – Unit Question				
12A	i) II – Unit Question ii) II – Unit Question				
	OR				
12B	i) II – Unit Question ii) II – Unit Question				
13A	i) III – Unit Question ii) III – Unit Question				
	OR				
13B	i) III – Unit Question ii) III – Unit Question				
14A	i) IV – Unit Question ii) IV – Unit Question				
	OR				
14B	i) IV – Unit Question ii) IV – Unit Question				
15A	i) V – Unit Question ii) V – Unit Question				
	OR				
15B	i) V – Unit Question ii) V – Unit Question				



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Ph No. 08418-200720

Date: _____

REMUNERATION CLAIM FORM

Reference No. /Purpose : _____

Name of the Examination : _____

Name of the Subject : _____ Subject code: _____

Name of the Examiner : _____

Designation : _____ Phone/Cell No: _____

Address : _____

Bank A/C No. : _____

Name of the Bank & Address : _____

Bank IFSC code : _____

PAN : _____

Nature of Work	No. of Sets	Rate (Rs.)	Total (Rs.)
Question Paper Setting	2	2000/-	4000/-

Received rupees **Four thousand** only

It is certified that the work assigned is completed.

Station: Hyderabad

Date:

Signature

(For Office use only)

The bill is passed for **Rs.4000/-** only

Office Assistant

ACE – I / II

Controller of Examinations

Payment details: _____

Signature of Accounts Officer:



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Ph No. 08418-200720

Ref. No.: COE/B.Tech./2019/R__/CSE/04

Date: _____

APPOINTMENT ORDER FOR OBSERVER

To
The Principal,

_____,
_____.

Dear Sir,

Sub: Request for deputation of your faculty as an observer for __-B.Tech.-_Semester (Regular) End Examinations- Month – 2020 -Reg.

Ref: Telephonic conversation between COEs.

We are pleased to inform you that _____, Asst. Prof. / Assoc. Prof. / Prof., Department of _____ of your college is being appointed as an **observer** for external examination of I/II/III/IV-B.Tech./M.Tech./MBA-I/II-Semester End Examinations from _____ to _____.

You are requested to spare the services of the above staff member for the smooth conduct of the examination at our college. Your support and cooperation is highly appreciable in this regard.

Thanking You,

Yours truly

Principal

Copy to:

1. Concerned faculty member through proper channel
2. COE office



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Ph No. 08418-200720

OBSERVER DIARY

(For B.Tech./M.Tech./MBA Examinations)

1. Name of the Observer : _____
2. Designation with Address : _____
3. Name of the Examination : _____
4. Date and Session of Examination : _____
5. No. of Candidates Registered for Examination: _____
6. Whether Moderation process conducted in the presence of observer: **Yes / No**
7. Number of changes made in question paper : _____
8. The paper printing process commenced at : _____
9. No. of Questions Papers Printed : _____
10. Time taken for printing : _____
11. Starting time of examination : _____
12. Whether seating plan is made as per norms : **Yes / No**
13. General conditions in the Examination Halls : **Satisfactory / Unsatisfactory**
14. Any malpractice case is found : **Yes / No**
If yes, H.T. No(s) of malpractice case(s) : _____
15. Whether the invigilator(s) is/are performing duties properly: **Yes / No**
If No, mention the details of the invigilator(s) and observations: _____

16. Whether bundles of answer booklets are sealed in the presence of observer: **Yes / No**
17. Any other information (specify in detail) :

Signature of the Observer



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

REMUNERATION BILL FOR OBSERVER

Name of the Observer: _____

Designation : _____

Address : _____

Mandatory Details	Name of the Bank _____		Branch _____	
	A/c. No.		IFSC Code	
	PAN No.		Mobile No	

Observer Duty Attended:

S. No.	Date	Day	Exam. held in Fore noon	Exam. held in the Afternoon
1				
2				
3				
4				
5				
6				
7				
8				

A. Remuneration Bill for Observer's Duty:

Number of Sessions attended _____ x Rs.500 = Rs. _____

B. TA/DA Bill for Observer's Duty:

Number of days attended _____ x Rs.200 = Rs. _____

Total (A+B):

Total amount of Rs. _____ (Rupees _____ only)

Signature of the Observer with date
 (Affix Revenue Stamp if claim exceeds Rs.5,000/-)

(Office Use only)

Passed for Rs. _____ (Rupees _____ only)

Office Assistant

Controller of Examinations



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref No.: CMRIT/COE/ RO/Observer/ ___ / 20 ___

Date: _____

RELIEVING ORDER

To
The Principal,
_____,
_____,

Dear Sir,

Sub: Relieving order of Mr./Ms/Dr./Prof._____, Asst. Prof. / Assoc. Prof. / Professor as External observer for B.Tech. / M.Tech. / MBA Examinations – from ___-20___ to ___-20___ Reg.

Ref: 1. No.: COE/B.Tech./2019/R___/CSE/___, dated: _____
2. No.:

This is to certify that Mr. /Ms._____, Assistant Professor / Associate Professor / Professor in the Dept. of _____ of your college attended observer duty from _____ to _____ to monitor the process of ___- B.Tech. / M.Tech. / MBA - I/II-Semester End Examinations – Month – 2020. He / she have been relieved from his / her duties on _____ at _____ AM/PM.

Thanking you,

Yours Sincerely,

Principal

Copy to:



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref. No.: COE/SEE/01/2020

Date: _____

DEPUTATION ORDER FOR OBSERVER

To
The Principal,

_____,
_____.

Dear Sir,

Sub: Deputation of faculty as observer for ___-B.Tech.-_Semester End Examinations - Month - 2020 -Reg.

Ref: Your Lr. No.:

With reference to the subject cited above Mr./Ms./Dr. _____, Asst. Prof. / Assoc. Prof. / Prof. in Department of _____ of our institution is deputed as **Observer** for I/II/III/IV-B.Tech./M.Tech./MBA-I/II-Semester End Examinations at your institution from _____ to _____. Hence, He / She is relieved from his/her duties on _____ at _____ AM/PM.

This is for your information and to acknowledge the same.

Thanking You,

Yours truly

Principal

Copy to:

1. Concerned faculty member
2. COE office
3. Principal of _____



CMR INSTITUTE OF TECHNOLOGY

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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref. No.: CMRIT/COE/SEE/01/2020

Date: _____

To

The Head, Department of ECE/CSE/CE/ME/H&S/MBA,
CMR Institute of Technology.

Dear Sir/Madam,

Sub: Appointment of Moderation Committee Member(s) - Reg.

Ref:

With reference to the subject cited above, the following faculty members of your department are appointed as moderation committee subject expert members for__- B.Tech./M.Tech./MBA ____- Semester End Examinations –Month- 2020 commencing from_____. Hence you are advised to instruct your respective faculty members to report to the concerned ACE two hours before the commencement of examination for moderation process as per the schedule mentioned below.

S. No.	Date	Year & Sem.	Subject with Regulations	Name of the Moderator

Instructions to the Member Moderators:

- h. Hand over the mobile and other personal belongings at Examination Cell.
- i. Check the course code, course name, time allotted, number of questions, distribution of marks, total marks, instructions given to the students.
- j. Ensure that the questions are framed in simple, straight forward and meaningful language so as to avoid any ambiguities.
- k. Ensure that the questions can be attempted within the given time.
- l. Ensure that the question papers are free from typographical and grammatical errors.
- m. Ensure that the questions are evenly distributed over the entire syllabus in accordance with the scheme of examination.
- n. Ensure that the desired course outcomes which are mentioned in the syllabus are being met in the question paper.
- o. Ensure that questions are not repeated.
- c. All above corrections need to be acknowledged on hard copy of the question paper and instructed for printing.
- d. The subject expert member has to prepare detailed scheme of evaluation with distribution to the level of one mark.
- e. Moderator has to be with examination branch till the paper is distributed to students.

Copy to

1. Examination file
2. HOD _____
3. Concerned faculty

Controller of Examinations



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

EXAMINATION CELL QUESTION PAPER MODERATION REPORT

1. Name of the Moderator : _____
2. Designation : _____
3. Date and Time of moderation held : _____
4. Name of the Examination : _____
5. Subject with Code : _____
6. Date and Time of Examination : _____
7. **Report on the question Paper** :
 - a. whether subject code & name, time allotted, number of questions, distribution of marks, coverage of syllabus, total marks, instructions given to the students are correct : **YES / NO**
 If No, Comment: _____
 - b. Whether the questions are framed on the basis of blooms taxonomy and mapped with CO – PO as mentioned in the syllabus : **YES / NO**
 If No, Comment: _____
 - c. Whether the questions are framed in simple & meaningful language without typographical & grammatical errors to avoid any ambiguities : **YES / NO**
 If No, Comment: _____
 - d. Whether the questions can be attempted within the given time : **YES / NO**
 If No, Comment: _____
 - e. Whether any questions are repeated : **YES / NO**
 If Yes, Comment: _____
 - f. Rate the overall quality of the question paper (1 to 5) : **5 / 4 / 3 / 2 / 1**
 (5: Excellent; 4: Very Good; 3: Good; 2: Satisfactory; 1: Unsatisfactory)
 - g. Suggestions, if any: _____

Signature of the Moderator

Signatures of Question Paper Moderation Committee Members

S. No.	Name and Designation of the Faculty	Role	Signature
1		COE	
2		ACE - I	
3		ACE - II	
4		Observer	



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Ph No. 08418-200720

EXAMINATION CELL STUDENT FEEDBACK ON SEMESTER END EXAMINATION QUESTION PAPER

1. Name of the student : _____
 2. H.T. No. : _____
 3. Name of the Examination : _____
 4. Subject with Code : _____
 5. Date and Time of Examination : _____
 6. Feedback on the question paper :
 - a) Whether the question paper is easy or moderate or difficult : **Easy / Moderate / Difficult**
 - b) Whether the question paper covers all the units : **YES / NO**
If No, Comment: _____
 - c) Whether any question(s) is out of syllabus : **YES / NO**
If Yes, Comment with question No.: _____
 - d) Whether the questions are evenly distributed between theory and problems : **YES / NO**
If No, Comment with question No.: _____
 - e) Whether the questions can be attempted within the given time : **YES / NO**
If No, Comment with question No.: _____
 - f) Overall feedback on the question paper: _____
-

Date: _____

Signature of the Student



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720*

Date: _____

ACADEMIC COMMITTEE MINUTES

The meeting of Academic committee was held on _____ at Principal's office. The following members attended the meeting.

S. No.	Name with Designation	Position in Committee	Signature
1			
2			
3			
4			
5			
6			
7			
8			

The Principal & Chairman of the College Academic committee welcomed all the members for discussion of the points mentioned in the agenda. After thorough discussion all the members unanimously approved the following points.

1. The members reviewed the attendance reports of I/II-Semester of the Academic Year 2018-19 students as submitted for condonation and detention cases.
2. The members reviewed the evidence collection, documentation process and genuineness of cases for condonation and detention and were satisfied with the same and approved the list.

Condonation List

S. No.	Course	Year & Semester	Branch	H.T. No.	Name of the Student	% of Attendance

Detention List

S. No.	Course	Year & Semester	Branch	H.T. No.	Name of the Student	% of Attendance

3. The members have decided to take proper measures to improve the attendance percentage among students from time to time.
4. The Chairman requested the members to prepare time tables, prepare lab manuals, lesson plans and establish required labs or equipments well in advance for next semester.

The Chairman concluded the meeting and thanked all the members.

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Kandlikoya (V), Medchal Road, Hyderabad - 501 401
UGC AUTONOMOUS **NBA** **Code : CMRM**

I-B.TECH. I-SEM REGULAR (R-18) JANUARY 2020 EXAMINATIONS

HALL TICKET		CIVIL ENGINEERING		ORIGINAL
Hall Ticket No:	19R01A0101			
Name:	A SOUTANYA			
				
Date	Time	Subject Code	Registered Subjects	
02/01/2020	10.00 AM TO 01.00 PM	BSC-101	Engineering Mathematics – I (Linear Algebra & Calculus)	
04/01/2020	10.00 AM TO 01.00 PM	BSC-107	Engineering Chemistry	
06/01/2020	10.00 AM TO 01.00 PM	ESC-101	Basic Electrical & Electronics Engineering	
08/01/2020	10.00 AM TO 01.00 PM	ESC-107	Engineering Mechanics	

Signature of Student **Controller of Examinations**

.....Instructions to the student.....

- All the students must be present in the examination hall before commencement of the examination and student who come after the commencement of examination will be not allowed.
- Student should not carry any other material except Hall ticket, Identity card and scientific non programmable calculator.
- Programmable calculators, palm computers, mobile phones and papers not permitted into the examination halls. They should show hall ticket and identity card to the invigilator/overseer/chief superintendent whenever they are asked.
- Students are allowed to leave the examination hall only after one and half hour from the commencement of the examination.
- Student must handover answer books to the invigilator before leaving the examination hall.
- The university reserves the right to cancel admission of the student at any stage when it is detected that his/her admission to the examination or the college is against rules

NOTE: If there is any discrepancy in student photo or any other details, it should be brought to notice of the controller of examinations immediately

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UGC AUTONOMOUS **NBA** **Code : CMRM**

I-B.TECH. I-SEM REGULAR (R-18) JANUARY 2020 EXAMINATIONS

HALL TICKET		CIVIL ENGINEERING		DUPLICATE
Hall Ticket No:	19R01A0101			
Name:	A SOUTANYA			
				
Date	Time	Subject Code	Registered Subjects	
02/01/2020	10.00 AM TO 01.00 PM	BSC-101	Engineering Mathematics – I (Linear Algebra & Calculus)	
04/01/2020	10.00 AM TO 01.00 PM	BSC-107	Engineering Chemistry	
06/01/2020	10.00 AM TO 01.00 PM	ESC-101	Basic Electrical & Electronics Engineering	
08/01/2020	10.00 AM TO 01.00 PM	ESC-107	Engineering Mechanics	

Signature of Student **Controller of Examinations**

 CMR INSTITUTE OF TECHNOLOGY UGC AUTONOMOUS <i>(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade)</i> Kandlakoya (V), Medchal Road, Hyderabad – 501 401		College Code: R0
--	---	-----------------------------------

SEATING PLAN

Name of the Exam: ___ -B.Tech. - ___ -Semester End Examination - Month – 20___		
Subject:	Code:	Hall No.:
Date & Session:		103

H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H.T. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No. of Candidates Registered	No. of Candidates Absent	No. of Malpractice Cases, if any	No. of Candidates Present

Note: Cross the box containing the Hall Ticket number when the candidate is absent.

Name & Signature of the Invigilator

Controller of Examinations

 CMR INSTITUTE OF TECHNOLOGY UGC AUTONOMOUS <small>(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade) Kandlakoya (V), Medchal Road, Hyderabad – 501 401</small>		College Code: R0
--	---	-----------------------------------

NOMINAL ROLLS

Name of the Exam: -B.Tech. -		-Semester End Exam (Regular / Supply)- Month – 20
Subject:		Code:
Regulations: R18	Date & Session:	Hall No.: 103

Sl. No.	H.T. No	Name of the Student	Answer Booklet No	Signature of the Student	
				Photo	Photo
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

No. of Candidates			Invigilator		Controller of Examinations
Allotted	Present	Absent	Name	Signature	

 CMR Institute Of Technology Approved by AICTE, Permanently affiliated to JNTUH, NBA Accredited Kandikoya (V), Medchal Road, Hyderabad - 501 401 UGC AUTONOMOUS	NBA NATIONAL BOARD FOR HIGHER EDUCATION	Code : CMRM
SI No.: 206878		
		
Course: B.Tech		
Hall Ticket No.: 18R05A0503		
Name: GANNERLA RASHI	Signature of the Controller of Examinations	
Examination: II-B.TECH. II-SEM SUPPLEMENTARY (R-17)		
Month-Year: Nov/Dec 2019	Signature of the Student with Date	
Branch: COMPUTER SCIENCE AND ENGINEERING		
Subject Code: 17CS2204PC	Signature of the Invigilator with Date	
Subject Name: Design & Analysis of Algorithms		
Date of Exam: 14/12/2019	Last Page Written	
Year Code	2	

INSTRUCTIONS TO STUDENTS

1. Candidates must ensure the same information before writing and in case a defective answer book is issued, it must be returned to the invigilator and a new and defect - free answer booklet must be obtained.
2. Before the candidate begins to answer, HT No, particulars of programme, branch, semester, course etc, are to be verified.
3. Candidates is prohibited from
 - (a) Writing:
 - Anything addressing the examiner in any manner whatsoever in the answer book.
 - Objectionable/Obscene language in the answer book
 - Anything other than their HT No on the question paper
 - (b) Either seeking assistance from or providing assistance to fellow candidates in the examination.
 - (c) Possessing a manuscript or a printed matter, in any form, in the examination hall.
 - (d) Bringing loose sheets or paper into the examination hall and detaching any paper from the answer book.
 - (e) Carrying mobile phone or any other electronic instrument to the examination hall.
4. Before beginning to answer any question, candidate must write the correct question number in the margin only and should not write anything else in the margin.
5. Answers must be written legibly on both sides of the papers. It is not necessary to begin each answer on fresh page. Candidates should use only BLACK or BLUE pen.
6. Rough work must be written at the end of the booklet.
7. The answer book, at the end of the examination, must be handed over to the invigilator by the candidate.
8. Candidates should maintain absolute silence during the time of examination. Misbehavior, in any form in the examination hall, will attract severe punishment.
9. Candidates are permitted to leave the examination hall only after the allotted time.
10. No additional answer sheets are allowed.
11. Student should write answers only within the margins provided

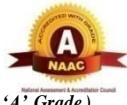




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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720



Ref. No.: CMRIT/COE/MPPC/ /2020

Date: _____

To
 The Chairman,
 Examination Committee,
 CMR Institute of Technology,
 Hyderabad – 501 401.

Sir,

Sub: R0-CMRIT-Recommendation of the Malpractice Prevention Committee – reg.

- Ref:** 1. ___-B.Tech. - ___-Semester End Examination - Month – 20___
 2. Name of the candidate Mr. /Ms. _____ H.T.No. _____
 3. Subject _____ Date: _____ Time: _____
 4. Name of Invigilator / Observer _____ Hall No. _____

With reference to the subject stated above, the Malpractice Prevention Committee members meeting was held at **1:00 PM / 5:00 PM** on _____. The committee discussed on the extent of malpractice of the above mentioned candidate vide references 1, 2 and 3, who was caught by the invigilator/observer vide reference 4.

13. _____, Controller of Examinations
 14. _____, HOD, _____
 15. _____, Subject Expert
 16. _____, Addl. Controller of Examinations
 17. _____, Invigilator
 18. _____, Observer

The members concluded that the incident comes under Rule No. _____ of disciplinary action for Malpractices/Improper conduct in Examinations, which states _____.

Signatures of the Malpractice Prevention Committee Members:

13. _____, Controller of Examinations
 14. _____, HOD, _____
 15. _____, Subject Expert
 16. _____, Addl. Controller of Examinations
 17. _____, Invigilator
 18. _____, Observer

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PARTICULARS OF MALPRACTICE CASE

9. Name of the Course : _____
10. Hall Ticket number of the student: _____
11. Name of the student : _____
12. Name of the examination : _____
13. Name of the subject (Theory/Lab): _____
14. Subject Code : _____
15. Regulation : _____
16. Date of Examination : _____

Punishment recommended by the Malpractice Prevention Committee in accordance with the guidelines of Examination Branch.

Controller of Examinations

Punishment awarded by the Examination Committee.

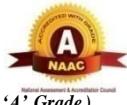
Chairman, Examination Committee



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401

Ph No. 08418-200720

Ref. No.: CMRIT/EC/ / 2020

Date: _____

To

The Controller of Examinations,
CMR Institute of Technology,
Hyderabad – 501 401.

Sub: Chairman, Examination Committee - CMRIT – Malpractice Punishment Awarded - Orders Issued - Reg.

Ref: Your Lr. No. CMRIT/COE/MPPC/ /2020, Dated: _____

ORDER:

With reference to the subject cited above, the Controller of Examinations, CMRIT has forwarded the recommendations of the Malpractice Prevention Committee in respect of the following student(s) who were involved in malpractice in _B.Tech.-I/II-Semester Examination-Month-20_.

After careful consideration of the matter, the Examination Committee awarded the following punishment for the concerned student(s) as shown against their hall ticket numbers.

S. No.	Reg	H.T. No.	Year & Semester	Date of Exam.	Subject	Nature of Malpractice	Punishment

The COE is instructed to serve this order to above student(s) and warn them that even severe disciplinary action can be initiated against him/her/them as per Malpractice norms if he/she/they repeat such type of malpractices in the examinations in future and also secure the acknowledgement of the student(s) on the order copy.

**Chairman
Examination Committee, CMRIT**



D - FORM

Name of the Exam: __-B.Tech. - __-Sem. End Exam - Month – 20__	Exam: Reg. / Supply
Subject:	Code:
Date of the Examination:	Regulations: R18

Registered No. of candidates Present

Registered No. of candidates Absent

Registered No. of candidates MP Cases, if any

--	--	--	--

No. of Candidates Registered	No. of Candidates Absent	No. of Malpractice Cases, if any	No. of Candidates Present

Note: Cross the box containing the Hall Ticket number when the candidate is absent.

Name & Signature of the Invigilator

Controller of Examinations



CMR INSTITUTE OF TECHNOLOGY
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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref. No.: COE/B.Tech./2019/R____/CSE/04

Date: _____

APPOINTMENT OF EVALUATOR

To

_____,
_____,
_____.

Dear Sir/Madam,

Sub: R0-CMRIT (Autonomous) – Examination Cell - ____ - B.Tech./M.Tech./MBA - I/II - Semester (R17/R18) Regular/Supply Examinations, Month - 20____ - Appointment of Evaluator - Reg.

Ref:

With reference to the subject cited above, I am pleased to inform you that you are appointed as evaluator for digital evaluation of the **Subject:** _____ code No: _____ from _____ to _____.

Soon after receiving the willingness from your end, our ACE grants login access with necessary fields to your registered email. Early response is highly appreciable. For any other details, contact the **Additional Controller of Examinations-I/II, Ph. No.:** 9989698489 or by e-mail: ace2@cmritonline.ac.in.

Thank you.

Yours truly,

Date: _____
Hyderabad.

Controller of Examinations

ACCEPTANCE LETTER

From

_____,
_____,
_____,

To

The Controller of Examinations,
CMR Institute of Technology (Autonomous),
Kandlakoya (V), Medchal Road,
Hyderabad – 501 401.

Dear Sir/Madam,

Sub: Acceptance for digital evaluation of answer booklets of the subject _____ – Reg.
Ref: Your Lr. No.

With reference to your letter, I hereby accept to evaluate digitally the answer booklets of the
Subject: _____, Subject code: _____ as per your instructions confidentially.

I will abide by the time schedules.

I hereby declare that none of our blood relations are studying in your college.

Thanking You Sir,

Yours Sincerely,



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

REMUNERATION CLAIM FORM

1. Name of the Evaluator : _____
2. Designation : _____
3. Address of the Institution : _____

4. Contact Number : _____
5. Email ID : _____
6. Bank Details for Payment :
 Name of the Bank & Branch : _____
 Account Number : _____
 IFSC Code : _____
 PAN Number : _____
 Aadhar Number : _____

7. Details of evaluation of digital answer booklets

S. No.	Year & Sem.	Branch	Subject	No. of Bundles	Total No. of Scripts	Amount @ Rs.	Total

Total Amount in words: _____

Receiver's Signature

(Affix Revenue Stamp, if the amount exceeds Rs.5000/-)

Note: Remuneration: Rs. 20/- per Script (Subject to a minimum of Rs. 200/-)

(For Office use only)

The bill is passed for Rs. _____ only

Office Assistant

ACE – I / II

Controller of Examinations

Payment details: _____

Signature of Accounts Officer:



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

RELIEVING ORDER

To

The Principal,

_____,
_____,

Dear Sir,

Sub: Relieving order of Mr./Ms/Dr./Prof. _____, Asst. Prof. / Assoc. Prof. / Professor as Evaluator for B.Tech. / M.Tech. / MBA Examinations – Month - 2020– Reg.

Ref: 1. No.: COE/B.Tech./2019/R_/CSE/04, dated: _____
2. No.:

With reference to the subject cited above, Mr./Ms. _____, Assistant Professor / Associate Professor / Professor in the Dept. of CE/ME/CSE/ECE/S&H/MBA attended as digital evaluator for the subject _____ code: _____ from _____ to _____ at our institution. He / she have been relieved from his / her duties on _____ at _____ AM/PM.

Thanking you,

Yours Sincerely,

Principal

Copy to:



CMR INSTITUTE OF TECHNOLOGY
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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

DEPUTATION ORDER FOR EVALUATION

To
The Principal,

_____,
_____.

Dear Sir,

Sub: Deputation of faculty for evaluation of answer scripts of the subject _____ of ____-
B.Tech.-_Semester End Examinations - Month - 2020 -Reg.

Ref: Your Lr. No.:

With reference to the subject cited above Mr./Ms./Dr. _____, Asst. Prof. / Assoc.
Prof. / Prof. in Department of _____ of our institution is deputed to evaluate the answer
scripts of the subject _____ of I/II/III/IV-B.Tech./M.Tech./MBA-I/II-Semester
End Examinations at your institution from _____ to _____. Hence, He / She is relieved from
his duties on _____ at _____ AM/PM.

This is for your information and to acknowledge the same.

Thanking You,

Yours truly

Principal

Copy to:

1. Concerned faculty member
2. COE office
3. Principal of



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref. No.: CMRIT/COE/SEE/01/2020

Date: _____

To

The Head, Department of ECE/CSE/CE/ME/H&S/MBA,
CMR Institute of Technology.

Dear Sir/Madam,

Sub: Appointment of faculty members for scrutinizers - Reg.

Ref:

With reference to the subject cited above, the following faculty members of your department are appointed as scrutinizers for _____ - B.Tech./M.Tech./MBA - _____ - Semester End Examinations – Month- 2020. Hence you are advised to instruct your respective faculty members to report to the concerned ACE as per the schedule mentioned below.

S. No.	Date	Year & Sem.	Branch	Subject with Regulations	Name of the Scrutinizer

Instructions to the Scrutinizers:

- b. Follow time schedules strictly and report to concerned HOD and ACE time to time about duty.
- c. Hand over the mobile and other personal belongings at Examination Cell.
- d. Should not leave confidential cell without any valid reason which is admitted by concerned ACE.
- e. Check whether all questions attempted by the students are awarded marks or not.
- f. Notice for discrepancies such as non-valuated answers, wrong-posting, totaling errors, etc.
- g. All the discrepancies should be reported in prescribed format to the concerned ACE.
- h. Submit remuneration bills after completion of scrutiny process.

Copy to

1. Examination file
2. HOD
3. Concerned faculty

Controller of Examinations



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref. No.: COE/SEE/ ___/2020

Date: _____

APPOINTMENT OF EVALUATOR FOR RE-EVALUATION

To

_____,
_____,
_____.

Dear Sir/Madam,

Sub: R0-CMRIT (Autonomous) – Examination Cell - B.Tech./M.Tech./MBA - I/II - Semester (R17/R18) Regular/Supply Examinations, Month - 20 - Appointment of Evaluator for Revaluation - Reg.

Ref:

With reference to the subject cited above, I am pleased to inform you that you are appointed as evaluator for digital Re-evaluation of the **Subject:** _____ code No: _____ from _____ to _____.

Soon after receiving the willingness from your end, our ACE grants login access with necessary fields to your registered email. Early response is highly appreciable. For any other details, contact the **Additional Controller of Examinations-I/II, Ph. No.: 9989698489 or by e-mail: ace2@cmritonline.ac.in.**

Thank you.

Yours truly,

Controller of Examinations



CMR INSTITUTE OF TECHNOLOGY

UGC AUTONOMOUS



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

REMUNERATION CLAIM FORM

1. Name of the Evaluator : _____
2. Designation : _____
3. Address of the Institution :

4. Contact Number : _____
5. Email ID : _____
6. Bank Details for Payment :
Name of the Bank & Branch : _____
Account Number : _____
IFSC Code : _____
PAN Number : _____
Aadhar Number : _____
7. Details of re-evaluation of digital answer booklets

S. No.	Year & Sem.	Branch	Subject	No. of Bundles	Total No. of Scripts	Amount @ Rs.	Total

Total Amount in words: _____

Receiver's Signature

(Affix Revenue Stamp, if the amount exceeds Rs.5000/-)

Note: Remuneration: Rs. 20/- per Script (Subject to a minimum of Rs. 200/-)

(For Office use only)

The bill is passed for Rs. _____ only

Office Assistant

ACE – I / II

Controller of Examinations

Payment details: _____

Signature of Accounts Officer:

APPENDIX – F
STANDARD FORMATS FOR CONDUCT OF
SEE (PRACTICAL / PROJECT)



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Date: 01.11.2019

CONTROLLER OF EXAMINATIONS
EXAMINATION BRANCH

I/II/III/IV-B.Tech.-I/II-Semester (R-18) -Semester End Examinations (Practical), Month-20 .

TIME-TABLE

FN: 9:30 AM to 12:30 PM

AN: 1:00 PM to 4:00 PM

Branch	Date:	Date:	Date:	Date:
CE-A	Lab Name: HT No from – To (FN) HT No from – To(AN)			
CE-B				
ME-A				
ME-B				
ECE-A				
ECE-B				
ECE-C				
ECE-D				
CSE-A				
CSE-B				
CSE-C				
CSE-D				

Addl. Controller of Examinations – I / II

Controller of Examinations



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Ph No. 08418-200720

Date: _____

CONTROLLER OF EXAMINATIONS
EXAMINATION BRANCH

I/II-MBA/M.Tech.-I/II-Semester (R-18)-Semester End Examinations (Practical), Month-20

TIME-TABLE

FN: 9:30 AM to 12:30 PM

AN: 1:00 PM to 4:00 PM

Branch	Date:	Date:
Structural Engineering	Lab Name: HT No from – To (FN) HT No from – To(AN)	
CAD / CAM		
VLSI		
CSE		

Addl. Controller of Examinations – I / II

Controller of Examinations

Code No.:

R18

H.T.No.

		R	0								
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**CMR INSTITUTE OF TECHNOLOGY : : HYDERABAD
UGC AUTONOMOUS****I/II/III/IV–B.Tech./M.Tech./MBA–I/II–Semester End Examinations – Month – 20_____****LABORATORY TITLE****(Branch)****[Time: 3 Hours]****[Max. Marks: 70]**

- Note:** 1. The student has to pick any one from the list of experiments randomly.
2. Student has choice of change of experiment in case of inability to execute the allotted experiment subject to a deduction of 5 marks from the total marks.

S. No.	Question / Experiment	BTL	CO	PO
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				



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Ph No. 08418-200720

Date: _____

APPOINTMENT ORDER FOR EXAMINER FOR PRACTICAL

To
The Principal,

_____,
_____.

Dear Sir,

Sub: Request for deputation of your faculty as external examiner to conduct I-B.Tech.-II-Semester (Regular) practical external examinations for the academic year 20 ----- Reg.

Ref:

With reference to the subject cited above, we are pleased to inform you that Mr/Ms/Dr _____, Asst. Prof. / Assoc. Prof. / Prof., Department of _____ of your institution is appointed as an external examiner for conduct of I/II/III/IV-B.Tech./M.Tech./MBA- I/II-Semester (Regular) practical examinations from _____ to _____.

You are requested to spare the services of the above staff member for the smooth conduct of the examination at our college. Your support and cooperation is highly appreciable in this regard.

Thanking You,

Yours truly

Principal

Copy to:



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720*



Date: _____

To

The Principal,

_____,
_____.

Dear Sir,

Sub: Request for deputation of your faculty members as external examiners for conduct of I-B.Tech.-II-Semester (Regular) practical external examinations -Reg.

Ref:

With reference to the subject cited above we are pleased to inform you that the following faculty members of your college are appointed as external examiners for conduct of I/II/III/IV-B.Tech./M.Tech./MBA- I/II-Semester (Regular) practical examinations- Month – 2020:

Date	Branch	Name of the Lab	Code	Regulations	Name of the External Examiner

You are requested to spare the services of the above staff members for the smooth conduct of the examinations at our college. Your support and cooperation is highly appreciable in this regard.

Thanking You,

Yours truly

Principal

Copy to:

1. Concerned faculty member through proper channel
2. COE office



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 Ph No. 08418-200720



Date: _____

CONTROLLER OF EXAMINATIONS

EXAMINATION BRANCH

CIRCULAR FOR APPOINTMENT OF LAB EXAMINERS

I/II/III/IV-B.Tech.-I/II-Semester End Examinations (Practical), Month-20_ .

It is hereby informed to all the Heads of Departments that the following is the list of internal and external lab examiners appointed for conduct of I/II/III/IV-B.Tech.-I/II-Semester End Examinations (Practical), Month-20_. Hence, you are requested to instruct the concerned examiners to make necessary arrangements for the same in their respective lab and upload the marks on the same day after completion of respective examination.

Date	Day	Branch & Section	Lab Name	Lab Number	Internal Examiner	External Examiner
		CSE - A				
		CSE - B				
		CSE - C				
		CSE - D				
		ECE - A				
		ECE - B				
		ECE - C				
		ECE - D				
		CE - A				
		CE - B				
		ME - A				
		ME - B				
		CSE - A				
		CSE - B				
		CSE - C				
		CSE - D				
		ECE - A				
		ECE - B				
		ECE - C				
		ECE - D				
		CE - A				
		CE - B				
		ME - A				
		ME - B				
		CSE - A				
		CSE - B				
		CSE - C				
		CSE - D				
		ECE - A				
		ECE - B				

ECE – C				
ECE – D				
CE – A				
CE – B				
ME – A				
ME - B				
CSE - A				
CSE – B				
CSE – C				
CSE - D				
ECE – A				
ECE – B				
ECE – C				
ECE – D				
CE – A				
CE – B				
ME – A				
ME - B				

Addl. Controller of Examinations – I / II**Controller of Examinations****Copy to**

1. PA to Principal
2. HODs to circulate among internal examiners



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Ph No. 08418-200720



Date: _____

CONTROLLER OF EXAMINATIONS

EXAMINATION BRANCH

CIRCULAR FOR APPOINTMENT OF LAB EXAMINERS

I/II- M.Tech./ MBA-I/II-Semester End Examinations (Practical), Month -20_.

It is hereby informed to all the Heads of Departments that the following is the list of internal and external lab examiners appointed for conduct of I/II- M.Tech./ MBA-I/II-Semester End Examinations (Practical), Month -20_. Hence, you are requested to instruct the concerned examiners to make necessary arrangements for the same in their respective lab and upload the marks on the same day after completion of respective examination.

Date	Day	Branch & Section	Lab Name	Lab Number	Internal Examiner	External Examiner
		Structural Engineering				
		CAD / CAM				
		VLSI				
		CSE				
		MBA				
		Structural Engineering				
		CAD / CAM				
		VLSI				
		CSE				
		MBA				

Addl. Controller of Examinations – I / II

Controller of Examinations



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Ph No. 08418-200720



Date: _____

B.Tech.- -Sem. (Reg. / Supply) End Examinations – Month – 20_____

PRACTICAL EXAMINATION REMUNERATION REQUISITION FORM

Name of Lab: _____ Code No of the Paper : _____

Branch & Section: _____ No. of Candidates Regd.: _____

No. of Candidates Present: _____ No. of Candidates absent: _____

No. of Batches (20 candidates per Batch): _____ Dates of Examinations: _____

REMUNERATION FOR EXTERNAL EXAMINER

Name of the Examiner with address	Remuneration	TA/DA	Total Amount (A)	Signature

EXTERNAL EXAMINER BANK ACCOUNT DETAILS

Bank A/C Number	
IFSC Code	
Bank Name	
Branch	
PAN No.	

REMUNERATION FOR INTERNAL EXAMINER & SUPPORTING STAFF

S.No.	Designation	Name of the Staff	Amount	Bank A/C No.	Signature
1	Internal Examiner				
2	Lab Assistant				
3	Lab Attender				
Total (B)					
Grand Total (A + B)					

Note: Remuneration to be calculated with the following norms:

1. External Examiners : Rs. 15/- per Script (Subject to a minimum of Rs. 200/-)
2. Internal Examiners : Rs. 10/- per Script (Subject to a minimum of Rs. 200/-)
3. Lab Assistant : Rs. 50/- per batch.
4. Lab Attender : Rs. 25/- per Batch.
5. TA/DA will be paid, if the distance is more than 8 K.M. (@ Rs. 150/- per day)

Head of the Department

Controller of Examinations

(Office Use only)

Passed for Rs. _____ (Rupees _____ only)

Clerk

Controller of Examinations



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Ph No. 08418-200720

Ref No.: CMRIT/COE/ RO/Observer/ ___/ 20___

Date: _____

RELIEVING ORDER

To
The Principal,
_____,
_____,

Dear Sir,

Sub: Relieving order of Mr./Ms/Dr._____, Assistant Prof. / Associate Prof. / Professor as External Examiner for B.Tech. / M.Tech. / MBA Semester End Examinations (Practical)– Month - 2020– Reg.

Ref:

With reference to the subject cited above, Mr./Ms._____, Assistant Professor / Associate Professor / Professor in the Dept. of CE/ME/CSE/ECE/S&H/MBA of your college attended as examiner for conduct of lab course _____ code: _____ from _____ to _____ at our institution. He / she have been relieved from his / her duties on _____ at _____ AM/PM.

Thanking you,

Yours Sincerely,

Principal

Copy to:

 CMR INSTITUTE OF TECHNOLOGY UGC AUTONOMOUS <i>(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade)</i> Kandlakoya (V), Medchal Road, Hyderabad – 501 401		College Code: R0
--	---	-----------------------------------

NOMINAL ROLLS

Name of the Exam: -B.Tech. - Semester End Examinations (Practical) - Month – 20		
Lab Name:	Code:	Regulations: R18
Branch:	Date:	Academic Year: 2019-20

Registered No. of the Students:

S. No.	H.T. No.	Name of the Student	Answer Booklet No	Experiment No.	Signature
1					Photo
2					Photo
3					Photo
4					Photo
5					Photo
6					Photo
7					Photo
8					Photo
9					Photo
10					Photo
11					Photo
12					Photo
13					Photo
14					Photo
15					Photo
16					Photo
17					Photo
18					Photo
19					Photo
20					Photo
21					Photo
22					Photo
23					Photo
24					Photo
25					Photo
26					Photo

EXAMINATION CELL MANUAL

27					Photo	
28					Photo	
29					Photo	
30					Photo	
31					Photo	
32					Photo	
33					Photo	
34					Photo	
35					Photo	
36					Photo	
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54					Photo	
55					Photo	
56					Photo	
57					Photo	
58					Photo	
59					Photo	
60					Photo	
61					Photo	
62					Photo	

EXAMINATION CELL MANUAL

63					Photo	
64					Photo	
65					Photo	
66					Photo	

Abstract

No. of Candidates			Invigilator		Signature of COE
Allotted	Present	Absent	Name	Signature	

No.: _____



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Ph No. 08418-200720

EXAMINATION BRANCH
PRACTICAL EXAMINATION ANSWER BOOKLET

Hall Ticket No :

		R	0				
--	--	---	---	--	--	--	--

Controller of Examinations

Name of the Examination: _____

Branch: _____

Name of the Laboratory: _____ Date: _____

For Examiner's Award only

S. No.	Division of Marks	Max. Marks	Marks Awarded
1	Theory / Program Write up	20	
2	Experiment Performance / Program Execution	25	
3	Result / Conclusion	10	
4	Viva Voce	15	
Total (in figures)		70	
Marks awarded (in words)			

Internal Examiner**External Examiner****INSTRUCTIONS TO THE CANDIDATES**

- Candidates are prohibited from:**
 - Writing their Roll Nos. in any part of their answer books except in the space specially provided for the purpose.
 - Writing their names or symbols in any manner whatsoever in their Answer-Books.
 - Addressing the examiner in any manner whatsoever in their Answer Books.

If they do so, their answer books will not be valued.

- Candidates are not allowed into the Examination Hall after the Commencement of the examination and are not allowed to leave the Examination Hall till completion of the first one and a half hour.
- They should not forget to enter H.T. Number; otherwise their answer book will not be valued.
- Before beginning to answer any question, they should write the correct number of the question.
- Answers should be written on both sides of the paper.
- No loose sheets of paper will be allowed in the Examination Hall and no paper must be detached from or attached to the answer books.
- All additional answer-books, if used, should be attached before the last sheet of the main answer book and fastened securely.
- Answers must be legibly written.
- Candidates should not write more than 25 lines on each page. It is not necessary to begin each answer on a fresh page.
- This answer-book should be returned to the invigilator before leaving the examination hall.



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref. No.: CMRIT/COE/MPPC/ /2020

Date: _____

To
The Chairman,
Examination Committee,
CMR Institute of Technology,
Hyderabad – 501 401.

Sir,

Sub: R0-CMRIT-Recommendation of the Malpractice Prevention Committee – reg.

- Ref:** 1. ___-B.Tech. - ___-Sem. – I/II - Mid Term Examination - Month – 20___
2. Name of the candidate Mr. /Ms. _____ H.T.No. _____
3. Subject _____ Date: _____ Time: _____
4. Name of Invigilator / Observer _____ Hall No. _____

With reference to the subject stated above, the Malpractice Prevention Committee members meeting was held at **1:00 PM / 5:00 PM** on _____. The committee discussed on the extent of malpractice of the above mentioned candidate vide references 1, 2 and 3, who was caught by the invigilator/observer vide reference 4.

1. _____, Controller of Examinations
2. _____, HOD, _____
3. _____, Subject Expert
4. _____, Addl. Controller of Examinations
5. _____, Invigilator
6. _____, Observer

The members concluded that the incident comes under Rule No. _____ of disciplinary action for Malpractices/Improper conduct in Examinations, which states _____.

Signatures of the Malpractice Prevention Committee Members:

1. _____, Controller of Examinations
2. _____, HOD, _____
3. _____, Subject Expert
4. _____, Addl. Controller of Examinations
5. _____, Invigilator
6. _____, Observer

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--	---	-----------------------------------

PARTICULARS OF MALPRACTICE CASE

17. Name of the Course : _____

18. Hall Ticket number of the student: _____

19. Name of the student : _____

20. Name of the examination : _____

21. Name of the subject (Theory/Lab): _____

22. Subject Code : _____

23. Regulation : _____

24. Date of Examination : _____

Punishment recommended by the Malpractice Prevention Committee in accordance with the guidelines of Examination Branch.

Controller of Examinations

Punishment awarded by the Examination Committee.

Chairman, Examination Committee



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 Ph No. 08418-200720

Ref. No.: CMRIT/EC/ / 2020

Date: _____

To

The Controller of Examinations,
 CMR Institute of Technology,
 Hyderabad – 501 401.

Sub: Chairman, Examination Committee - CMRIT – Malpractice Punishment Awarded - Orders Issued - Reg.

Ref: Your Lr. No. CMRIT/COE/MPPC/ /2020, Dated: _____

ORDER:

With reference to the subject cited above, the Controller of Examinations, CMRIT has forwarded the recommendations of the Malpractice Prevention Committee in respect of the following student(s) who were involved in malpractice in _B.Tech.-I/II-Semester Examination-Month-20_.

After careful consideration of the matter, the Examination Committee awarded the following punishment for the concerned student(s) as shown against their hall ticket numbers.

S. No.	Reg	H.T. No.	Year & Semester	Date of Exam.	Subject	Nature of Malpractice	Punishment

The COE is instructed to serve this order to above student(s) and warn them that even severe disciplinary action can be initiated against him/her/them as per Malpractice norms if he/she/they repeat such type of malpractices in the examinations in future and also secure the acknowledgement of the student(s) on the order copy.

Chairman
Examination Committee, CMRIT



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401

D - FORM

Name of the Exam: ___-B.Tech. - ___-Semester End Examinations (Practical) - Month – 20 ___		
Lab:	Code:	Regulations: R18
Branch:	Date of the Examination:	

Registered No. of candidates Present

Registered No. of candidates Absent

Registered No. of candidates MP Cases, if any

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No. of Candidates Registered	No. of Candidates Absent	No. of Malpractice Cases, if any	No. of Candidates Present

Controller of Examinations



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AWARD LIST

Name of the Exam:	-B.Tech. -	Semester End Examinations (Practical) - Month – 20
Lab Name:	Code:	Regulations: R18
Branch:	Date of the Examination:	

Marks obtained by the students

Abstract:

No. of Candidates				Name and Signature of the Examiner	
Registered	Absent	MP Case	Present	Internal	External



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Kandlikoya (V), Medchal Road, Hyderabad – 501 401

AWARD LIST FOR B.Tech. PROJECT

Name of the Exam:	-B.Tech. -	-Semester End Examinations (Project) - Month – 20
Project	Code:	Regulations: R18
Branch:	Date of the Examination:	

Marks obtained by the students

Abstract:

No. of Candidates				Name and Signature of the Examiner	
Registered	Absent	MP Case	Present	Internal	External



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

CONTROLLER OF EXAMINATIONS

EXAMINATION CELL

CIRCULAR FOR MBA / M.Tech. PROJECT EXAMINATION

All the MBA / M.Tech. students are hereby informed that the last date for online submission of Final Project Report for Viva-Voce Examinations is _____ for those admitted in the Academic Year _____ (Regular/Supply) subject to fulfillment of the following requirements:

1. The students are allowed to submit Final Project Report only after successful completion of theory, Practical, Seminar and internship courses.
2. The students can submit their Final Project Report only after completion of the specified duration of the project work.
3. The Fee for Project Viva – Voce Exam is Rs. _____/- (Rupees Three Thousand Five Hundred only) per candidate.
4. No Penalty will be levied to the student if a student submits Final Project Report within one calendar year after completion of penultimate semester (i.e. 6 months from the last semester), if the student is unable to submit the project within one calendar year, a penalty of Rs. _____/- will be levied for the first year of late submission, Rs. _____/- will be levied for the second year of late submission.
5. The HOD, MBA / M.Tech. are requested to submit the soft copy of project work of MBA / M.Tech. (Regular) students for anti-plagiarism check to the Controller of Examinations on or before _____ in prescribed format after ensuring the online payment of Rs. 500/- per candidate and per attempt.
6. The students have to submit a filled in application form along with three hard copies of Final Project Report in the prescribed format and online payment of fee receipt on or before the above said date for MBA / M.Tech. Project Viva – Voce Examination.

Controller of Examinations

Copy to:

1. All HODs to circulate among students, staff and to display on respective notice boards
2. P.A. to Principal and Deans

Dept. HODs	CSE	ECE	CE	ME	MBA	Library	Accounts
Signature							



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720



Date: _____

To
 The HOD, CE/ME/ECE/CSE/MBA,
 CMR Institute of Technology,
 Hyderabad – 501 401.

Dear Sir,

Sub: Examination Cell, CMRIT- upload panel of examiners for B.Tech. / M.Tech. / MBA project
 viva-voce external examination – Month -2020-reg.

Ref:

With reference to the subject cited above, the concerned HODs are hereby requested to mail (coe@cmritonline.ac.in) the panel of examiners for respective students to conduct project vive-voce examinations for B.Tech. / MBA / M.Tech. in the following format on or before _____ after proper verification:

S. No.	H.T. No	Name of the Student	Title of the Project	Examiner Details			
				Name	Designation with Address	Email_id	Mobile No
1							
2							

The cooperation of the HODs is highly solicited.

Thanking you,

Yours sincerely

Controller of Examinations



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

To
The Controller of Examinations,
CMR Institute of Technology,
Hyderabad – 501 401.

Dear Sir,

Sub: Department of _____, CMRIT- submission of panel of examiners for B.Tech. / M.Tech. / MBA project viva-voce external examination – Month -2020-reg.

Ref:

With reference to the subject cited above, I am herewith submitting the panel of examiners for respective students to conduct project vive-voce examinations for B.Tech. / MBA / M.Tech. in the prescribed format to the email_id coe@cmritonline.ac.in after verification of eligibility criteria.

S. No.	H.T. No	Name of the Student	Title of the Project	Examiner Details			
				Name	Designation with Address	Email_id	Mobile No
1							
2							

This is for your information and necessary action.

Thanking you,

Yours sincerely

HOD, _____



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720



Date: _____

Proceedings of Controller of Examinations

Proceeding No: CMRIT/EC/ B.Tech. / M.Tech. / MBA /VV /Month -2020, Dtd.: _____

Sub: Examination Cell, CMRIT- appointment of external examiners for conduct of B.Tech. / M.Tech. / MBA project viva-voce external examination – Month -2020-orders issued.

ORDER

The concerned HODs are informed that the following is the list of examiners appointed for conduct of B.Tech. / M.Tech. / MBA project viva-voce external examination – Month -2020. The respective HODs are requested to coordinate with external examiners and students to intimate about date and venue of examination and send the same to COE for further arrangements.

S. No.	H.T. No	Name of the Examiner	Designation with Address	Email_id	Mobile No
1					
2					

The respective HODs should make a note that the panels are live for one month only from the date of issue of this order. Any lapse in conduct of examination to any student should bring to the notice of COE and submit a fresh panel for further arrangements.

Controller of Examinations

To
 The HOD, CE/ME/ECE/CSE/MBA,
 CMR Institute of Technology,
 Hyderabad – 501 401.



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

APPOINTMENT ORDER FOR PROJECT VIVA-VOCE EXAMINER

To
The Principal,

_____,
_____.

Dear Sir,

Sub: Request for deputation of your faculty as external examiner to conduct Project Viva-Voce Examination of B.Tech./M.Tech./MBA (Regular/Supply) for the academic year 20____-____-Reg.

Ref:

With reference to the subject cited above, we are pleased to inform you that Mr/Ms/Dr _____, Asst. Prof. / Assoc. Prof. / Prof., Department of _____ of your institution is appointed as an external examiner for conduct Project Viva-Voce Examination of I B.Tech./M.Tech./MBA (Regular/Supply) from _____ to _____.

You are requested to spare the services of the above staff member for the smooth conduct of the examination at our college. Your support and cooperation is highly appreciable in this regard.

Thanking You,

Yours truly

Principal

Copy to:



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 Kandlakoya (V), Medchal Road, Hyderabad – 501 401
 Ph No. 08418-200720



MBA – PROJECT REPORT EVALUATION AND VIVA-VOCE EXAMINATION

1. Name of the Student : _____
2. H.T. No. : _____
3. Department : _____
4. Dissertation Title : _____
5. Date of Viva-Voce Examination : _____
6. Name of the External Examiner with Designation & Address : _____
7. Name of the Internal Examiner : _____
8. Evaluation of the Examiners : _____

S. No.	Name of the subject	Maximum Marks(100)	
		Internal(30)	External(70)
1	Project Report Evaluation		
2	Project Viva-Voce		

Signature
Internal Examiner

Signature
External Examiner



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
 Ph No. 08418-200720



M.Tech. – PROJECT REPORT EVALUATION AND VIVA-VOCE EXAMINATION

1. Name of the Student : _____

2. H.T. No. : _____

3. Department : _____

4. Dissertation Title : _____

5. Date of Viva-Voce Examination : _____

6. Name of the External Examiner with Designation & Address : _____

7. Name of Internal Examiner : _____

8. Evaluation of the Examiner : _____

S. No.	Name of the subject	Maximum Marks(100)	
		Internal(30)	External(70)
1	Project Report Evaluation (Viva-Voce)		

Signature
Internal Examiner

Signature
External Examiner

APPENDIX – G

STANDARD FORMATS OF LETTERS FOR CORRESPONDENCE



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

To _____

Dear Sir,

Sub: R0-CMRIT- Meeting of result declaration committee – request – reg.
Ref:

With reference to the subject cited above, it is hereby intimated that the result declaration committee meeting is scheduled on _____ at _____ AM/PM of I/II/III/IV-B.Tech./M.Tech./MBA-I/II-Semester End Examinations (Regular / Supply) – Month – 2020 to discuss the following agenda:

1. Review the result of various streams.
2. Provision for moderation / grafting / grace marks.
3. Declaration of result.
4. Any other point with the permission of the chair.

Hence, you are requested to make yourself convenient to attend the same.

Thanking you.

Yours truly,

Principal



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720*

Date: _____

MINUTES OF MEETING OF RESULTS DECLARATION COMMITTEE

The Meeting is held on _____ at _____ A.M. in Principal's Board Room, CMR Institute of Technology, Kandlakoya(V), Medchal District, Hyderabad – 501 401.

Dr. B. Sathyanarayana, Principal & Chairman, Results Declaration Committee welcomed all the following members, presented the results of B.Tech, M.Tech and MBA Regular and Supplementary End Examinations held in _____ 2020.

S. No.	Name & Designation of the Member	Designation & Official Address	Contact No.	Status	Signature
1	Dr. B. Satyanarayana	Principal, CMRIT	8008557624	Chairman	
2	Sri P. Venkata Narayana	Asst. Professor in EEE & Addl. Controller of Examinations, JNTUH	9494235794	University Nominee (Nominated by the Vice Chancellor, JNTUH, Hyd.)	
3	Dr. K. Ramamohan Reddy	Professor, Dept. of CWR, JNTUHCEH	8978701133	Member (Nominated by the Governing Body, CMRIT)	
4	Dr. A.V.S.S.K.S. Gupta	Professor, Dept. of Mech. Engg., JNTUHCEH	9849427331	Member (Nominated by the Governing Body, CMRIT)	
5	Mr. D. Upendra Chary	Asst. Professor in ME & Controller of Examinations, CMRIT, Hyderabad	9247963534	Member Secretary (Nominated by the Principal, CMRIT)	

The Controller of Examinations presented a report on results of UG and PG courses for analysis and approval by the members of the committee. After thorough analysis and deliberations all the members are in opinion that there is no requirement of moderation / grafting / grace marks for any subject or courses. Further, the members unanimously approved the same and recommended for declaration of the results as follows:

B.Tech. (R18) Regular / Supply Examinations – Month - 2020						
S. No.	Name of the Examination	Branch	No. of Candidates			Pass Percentage
			Registered	Appeared	Passed	
1	I-B.Tech.(R18)-I/II-Semester (Regular)	CE				
		ME				
		ECE				
		CSE				
Over All						
2	I-B.Tech.(R18)-II/I-Semester (Supply)					
3	II-B.Tech.(R18)-I/II-Semester	CE				
		ME				

	(Regular)	ECE				
		CSE				
Over All						
4	II-B.Tech.(R18)-I/II-Semester (Supply)					
5	III-B.Tech.(R18)-I/II-Semester (Regular)	CE				
		ME				
		ECE				
		CSE				
Over All						
6	III-B.Tech.(R18)-II/I-Semester(Supply)					
7	IV-B.Tech.(R18)-I/II-Semester (Regular)	CE				
		ME				
		ECE				
		CSE				
Over All						
8	IV-B.Tech.(R18)-II/I-Semester(Supply)					

B.Tech. (R17) Regular / Supply Examinations – Month - 2020						
S. No.	Name of the Examination	Branch	No. of Candidates			Pass Percentage
			Registered	Appeared	Passed	
1	III-B.Tech.(R17)-I/II-Semester (Regular)	CE				
		ME				
		ECE				
		CSE				
Over All						
2	II-B.Tech.(R17)-II/I-Semester (Supply)					
3	I-B.Tech.(R17)-II/I-Semester (Supply)					
4	IV-B.Tech.(R17)-I/II-Semester (Regular)	CE				
		ME				
		ECE				
		CSE				
Over All						
5	IV-B.Tech.(R17)-II/I-Semester(Supply)					
6	III-B.Tech.(R17)-II/I-Semester (Supply)					
7	II-B.Tech.(R17)-II/I-Semester (Supply)					
8	I-B.Tech.(R17)-II/I-Semester (Supply)					

MBA Regular / Supply Examinations – Month - 2020						
S. No.	Name of the Examination	Regulations	No. of Candidates			Pass Percentage
			Registered	Appeared	Passed	
1	I-MBA-I/II-Semester (Regular)	R18				
2	II-MBA-I/II-Semester (Regular)	R18				
3	I-MBA-II/I-Semester (Supply)	R18				
4	II-MBA-I/II-Semester (Supply)	R18				
	I-MBA-I/II-Semester (Supply)	R17				
	II-MBA-I/II-Semester (Supply)	R17				

M.Tech. (R17) Regular / Supply Examinations – Month - 2020						
S. No.	Name of the Examination	Branch	No. of Candidates			Pass Percentage
			Registered	Appeared	Passed	
1	I-M.Tech.(R17)-I/II-Semester (Regular)	CSE				
		CAD/CAM				
		VLSI				
		Stru. Engg.				
Over All						
2	I-M.Tech.(R17)-II/I-Semester (Supply)					

The Chairman concluded the meeting and thanked all the members.

Encl: Detailed Result Analysis.



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401

Ph No. 08418-200720

Ref No.: CMRIT/CSF/ /2020

Date: _____

College Code: **R0**

To
The Registrar,
JNT University Hyderabad,
Kukatpally, Hyderabad – 500 085.

Dear Sir,

Sub: R0-CMRIT-Submission of common services fee for the academic year_____ - Reg.
Ref: Your Lr. No.:

* * *

With reference to the subject cited above, we are herewith submitting the demand drafts of university common service fee for the academic year_____ of **I, II, III & IV-B.Tech., I & II-M.Tech. and I, II-MBA** as detailed below.

S. No.	Program	Year	No. of Students	Amount Rs. @	Total	Program wise Total	DD No. with Date
1.	B.Tech.: CSE, ECE, CE, ME	I					
2.		II					
3.		III					
4.		IV					
5.	M.Tech.: CSE, VLSI, CAD/CAM, Struc. Engg.	I					
6.		II					
7.	MBA	I					
8.		II					

Kindly acknowledge the receipt of the Demand Draft(s).

Thanking you,

Yours faithfully

Principal

Encl:

11. Three Demand Draft(s) (Original)



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401

Ph No. 08418-200720

Ref No.: CMRIT/CSF/ /2020

Date: _____

College Code: **R0**

To
The Registrar,
JNT University Hyderabad,
Kukatpally, Hyderabad – 500 085.

Dear Sir,

Sub: CMRIT- Affiliation fee for the Academic Year: _____ – submission – reg.

Ref: Your Cir. No.:

With reference to the letter cited above, we are herewith submitting a crossed demand draft No. _____ drawn on HDFC Bank, Medchal Branch, Hyderabad, dated _____ for an amount of _____ towards affiliation fee for the academic year **20** ____ - ____.

S. No.	Program	Year	No. of Students	Amount Rs. @	Total	Program wise Total	DD No. with Date
1.	B.Tech.: CSE, ECE, CE, ME	I					
2.		II					
3.		III					
4.		IV					
5.	M.Tech.: CSE, VLSI, CAD/CAM, Struc. Engg.	I					
6.		II					
7.	MBA	I					
8.		II					

Kindly accept the same and acknowledge the receipt of Affiliation Fee.

Thanking you,

Yours faithfully,

Principal

Encl: Demand draft No. _____ drawn on HDFC Bank, Medchal Branch, Hyderabad, dated _____ for an amount of Rs. _____



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date: _____

To
The Registrar,
JNT University Hyderabad,
Kukatpally, Hyderabad – 500 085
Andhra Pradesh,

Sir,

Sub: R0-CMRIT - Extension of the date of University Common Service Fee for ___-B.Tech. Students
- Request– Reg.

Ref: Your Lr. No.

With reference to the subject cited above, we could not pay the University Common Service Fee which is supposed to be paid by _____ due to non receipt of scholarships and as well as no renewals were made. In addition, the budget of the college is very low as many students have not paid the college fee till date.

Considering the above stated reasons, we request you to extend the date of payment for a period of one month.

Kindly consider our request and do the needful.

Thanking you

Yours faithfully

Principal



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 Kandlakoya (V), Medchal Road, Hyderabad – 501 401
 Ph No. 08418-200720



To,
 The Registrar,
 JNTUH, Kukatpally,
 Hyderabad-500085.

Dear Sir,

Sub: R0-CMRIT - B.Tech. / B.Tech. (Lateral Entry) / M.Tech. / MBA - submission of original certificates for eligibility verification and ratification: Reg.

Ref: Your Lr. No. :

With reference to the subject cited above, we are herewith submitting the details of the following students and copies of relevant certificates along with approval letters from TSCHE and respective counseling conveners for verification and ratification.

S. No.	Course	Category	No. of Students	Fee @ Rs.	Total Fee Rs.
1	B.Tech.	B (Management)			
2		A (Counseling)			
3		Spot Admission			
4	B.Tech.	Lateral Entry			
5	M.Tech.	B (Management)			
6		A (Counseling)			
7		Spot Admission			
8	MBA	B (Management)			
9		A (Counseling)			
10		Spot Admission			
Grand Total					

In this regard, we are enclosing the Demand Draft for Rs. _____/- bearing DD No. _____ dated _____.

Hence, we are requesting you to ratify the above UG/PG students after verification / scrutiny.

Thanking you sir,

Yours faithfully

Principal

Encl:

1. Xerox copies of certificates of UG/PG students as mentioned above.
2. Copy of TSCHE Approval letter(s).
3. Demand draft.
4. Copies of News Paper Advertisement.
5. Softy Copy of students' list.

APPENDIX – H

STANDARD FORMATS FOR ISSUE OF CERTIFICATES



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401

Ph No. 08418-200720

APPLICATION FOR REVALUATION / CHALLANE VALUATION OF ANSWER BOOKLET(S) IN THEORY SUBJECT(S)

1. H.T. No. :

--	--	--	--	--	--	--	--	--
2. Name of the Student : _____
3. Name of the Examination : _____
4. Month and Year of Examination : _____
5. Revaluation / Challenge Valuation of external marks in the following theory subject(s) is / are requested.

S. No.	Name of the Subject	Subject Code	Amount Rs.
1			
2			
3			
4			
5			
Total Amount			

6. Fee particulars : Online paid Ref. No. _____ Date: _____

Note: 1. Fee for revaluation is Rs.1020/- per subject
 12. Fee for challenge valuation is Rs.10020/- per subject

Signature of the Student



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401

Ph No. 08418-200720

APPLICATION FOR PROVISIONAL CERTIFICATE

1. Name of the Candidate (In Block Letters as per SSC)	:														
2. H.T. No.	:														
3. Father's Name (In Block Letters as per SSC)	:														
4. Gender (Male / Female)	:														
5. Course and Branch	:	UG / PG													
6. Month and Year of Passing Exam (To be filled by the candidates, who completed the Course)	:														
7. Permanent Address	:														
												Pin code			

8. Fee particulars: Rs. 500/- , online paid Ref No. _____ Dt. _____
(For TATKAL PC Rs. 3000/- to be paid)

Note: Xerox Copy of SSC Certificate should be enclosed.

Date:

Signature of the Candidate

(For Office Use Only)

Certificate of Identification

This is to certify that Mr. / Ms. _____ S/o / D/o _____ is a Bonafide Student of **CMR Institute of Technology** (Code: **R0**) from _____ to _____ with H.T. No. _____.

Date:

Controller of Examinations

Remarks of the Principal: Issue / Not Issue

Date:

Principal



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401

Ph No. 08418-200720

APPLICATION FOR NAME CORRECTION IN MEMORANDUM OF GRADES / CGM / PC

1	Hall Ticket Number				
2	Name of the Candidate (In block letters as per SSC)				
3	Father's Name (In block letters as per SSC)				
4	Course & Branch				
5	Phone / Mobile Number				
6	Fee Particulars (if any)				

(i) For Name Correction in Memorandum of Grades / Consolidated Grade Memo

Semesters	Month & Year (Regular)	Month & Year (Supply)	Month & Year (Supply)	Month & Year (Supply)	Month & Year (Supply)
I Semester					
II Semester					
III Semester					
IV Semester					
V Semester					
VI Semester					
VII Semester					
VIII Semester					
CGM					
PC					

(ii) Details of Changes

Mistake in Name	Correct Name (As per SSC)

Signature of the Candidate

Encl.:

- (i) Approved letter from the Principal
- (ii) Attested copy of SSC marks memo
- (iii) Original Memorandum of Grades/CGC/PC



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401

Ph No. 08418-200720

APPLICATION FOR DUPLICATE MEMORANDUM OF GRADES / CGM / PC

1	Hall Ticket Number				
2	Name of the Candidate (In block letters as per SSC)				
3	Father's Name (In block letters as per SSC)				
4	Course & Branch				
5	Phone / Mobile Number				
6	Fee Particulars (if any)				

Duplicate Grade card applied for the Semesters

Semesters	Month & Year (Regular)	Month & Year (Supply)	Month & Year (Supply)	Month & Year (Supply)	Month & Year (Supply)
I Semester					
II Semester					
III Semester					
IV Semester					
V Semester					
VI Semester					
VII Semester					
VIII Semester					
CGM					
PC					

Signature of the Candidate

Encl.:

- (i) Approved letter from the Principal
- (ii) Xerox Copies of Memorandum of Grades / CGM / PC
- (iii) Police Complaint letter in case of CGM / PC



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Kandlikoya (V), Medchal Dist, Hyderabad-501 401

Phone: 08418 - 200720 / 8008557612 Fax: 08418 - 200240, www.cmritonline.ac.in



MEMO NO. : 007049

Memorandum of Grades

HALL TICKET NO. :

NAME :

BRANCH :

EXAMINATION :

MONTH & YEAR :

AADHAAR NO. :

S.No.	Subject Code	Name of the Subject	Grade	Credits
Credits :		SGPA :		
Cumulative Credits :		CGPA :		

Date of Issue

Verified by

Medium of instruction : English

CONTROLLER OF EXAMINATIONS

 <p>CMR INSTITUTE OF TECHNOLOGY <small>(UGC AUTONOMOUS)</small></p> <p>(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad and Accredited by NAAC with A Grade & NBA) Kandlikoya (V), Medchal Dist, Hyderabad-501 401</p> <p>Phone: 08418 - 200720 / 8008557612 Fax: 08418 - 200940, www.cmritonline.ac.in</p>	 
Consolidated Grade Memo / Credit Sheet	
CMM No : 000092	
Serial No. :	
NAME :	Month & Year of Final Exam :
Hall Ticket No. :	Year of Admission :
Class Awarded :	
	
Date of Issue	
<small>(*Courses registered but not counted for calculation of aggregate)</small>	
CONTROLLER OF EXAMINATIONS	





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Ph No. 08418-200720



TRANSFER CERTIFICATE

Photo

T.C. No:

Roll No.:

Date :

1. Name of the Student :
(As per SSC Records)
2. Name of the Parent / Guardian :
3. Gender :
4. Nationality, Religion :
5. Whether the candidate belongs to SC or ST or Other Backward Classes :
6. Date of Birth (As per SSC Records)
(in words) :
7. Course Admitted :
8. Date on which the student was admitted :
9. Whether qualified for promotion to the higher class :
10. Whether the student was in receipt of any scholarship? (Nature of scholarship to be specified) :
11. Identification Marks :
12. Date on which the student has actually left the College :
13. Date on which the application for TC was made :
14. Reasons for issuing the TC :
15. Conduct and Character of the Student :

Office Clerk

Principal



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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720



Date: _____

STUDY & CONDUCT CERTIFICATE

Serial No:

This is to certify that Mr/Ms _____ bearing H.T.No. _____ S/o / D/o of _____ has studied **B.Tech.** (____) / **M.Tech.** (____) / **MBA** Course from _____ to _____ in this Institution.

His / Her conduct and character were found to be **satisfactory** during his/her stay at the College.

Office Clerk

Principal



CMR INSTITUTE OF TECHNOLOGY
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Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720



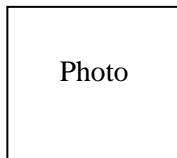
Date: _____

BONAFIDE CERTIFICATE

Sl. No.

This is to certify that _____ bearing H.T.No. _____ S/o / D/o _____ is a student of this Institution studying in I/II/III/IV-B.Tech./M.Tech./MBA in _____ Branch during the year _____. His / Her Date of Birth is _____ as per our records.

Present Address



Photo

Permanent Address

Prepared by

Principal



CMR INSTITUTE OF TECHNOLOGY

UGC AUTONOMOUS

(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade)



Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Date; _____

CUSTODIAN CERTIFICATE

This is to certify that Mr. / Ms. _____ bearing H.T. No. _____ S/o / D/o _____ is a bonafide student of this college studying I/II/III/IV-B.Tech./M.Tech./MBA in _____ Branch. The following original certificates of the student are in the custody of college and cannot be issued till completion of his/her course as per guidelines issued

S. No.	Particulars
1	Bonafide Certificate
2	Inter Long memo
3	SSC Long Memo
4	UG PC / Degree
5	TC

Prepared by

Principal



CMR INSTITUTE OF TECHNOLOGY

UGC AUTONOMOUS

(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade)



Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720

Ref No.: CMRIT/CCC/ /2020

Date: _____

College Code: **R0**

COURSE COMPLETION CERTIFICATE

This is to certify that Mr./Ms. _____ bearing H.T. No. _____ S/o / D/o _____ is a student of **B.Tech.** (_____) of CMR Institute of Technology (Autonomous) under Jawaharlal Nehru Technological University Hyderabad, is going to complete all the academic requirements for the award of the Degree by Month– **2020**.

Prepared by

Principal



CMR INSTITUTE OF TECHNOLOGY
UGC AUTONOMOUS

(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade)
Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720



Ref No.: CMRIT/MOI/ /2020

Date: _____

College Code: **R0**

MEDIUM OF INSTRUCTION CERTIFICATE
(TO WHOMSOEVER IT MAY CONCERN)

This letter is to confirm that Mr. / Ms. _____ bearing Hall Ticket No. _____ completed his / her graduation in B.Tech Computer Science and Engineering from CMR Institute of Technology (Autonomous) affiliated to JNTUH in the Month-2020 with medium of instruction in English.

Prepared by

Principal



CMR INSTITUTE OF TECHNOLOGY

UGC AUTONOMOUS

(Approved by AICTE, Permanently Affiliated to JNTUH, Hyderabad, Accredited by NBA and NAAC with 'A' Grade)
Kandlakoya (V), Medchal Road, Hyderabad – 501 401
Ph No. 08418-200720



Date: _____

To
 The Director,
 CMR Institute of Technology,
 Hyderabad – 501 401.

Respected Sir,

Sub: Request for issue of _____ certificate(s) – Reg.

I _____ bearing H. T. No. _____
 S/o / D/o _____ studying / completed
 I/II/III/IV-B.Tech./M.Tech./MBA in _____ am submitting
No Dues Certificate duly signed by the concerned heads of the departments mentioned below for
 issue of _____
 certificate(s).

Kindly issue the same.

Thanking You

Yours faithfully,

Signature

Signatures for No Dues:

S. No.	Department	Name of the signing authority	Remarks	Signature
1	Accounts			
2	Scholarship			
3	Library			
4	HOD			
5	Placement			
6	Examination			

Remarks of the Principal: Issue / Not Issue

Signature of the Director

APPENDIX – I

EXAMINATION FEE AND REMUNERATION DETAILS

EXAMINATION FEE AND REMUNERATION DETAILS

S.No.	Description	Amount
I. Examination Fee – UG & PG		
1	B.Tech. Examination Fee (Regular)	Rs. 1820/- per Semester for Regular Examinations
2	M.Tech. / MBA Examination Fee (Regular)	Rs. 1820/- per Semester for Regular Examinations Rs. 3500/- for Project Fee Rs. 500/- Comprehensive Viva Voce Fee
3	B.Tech. / M.Tech. / MBA Examination Fee (Supplementary)	Rs. 1120/- for one subject. Rs. 1320/- for two subjects. Rs. 1520/- for three subjects. Rs. 1820/- for Four and above subjects.
4	Revaluation of Answer Scripts	Rs. 2000/- per subject
5	Challenge Valuation	Rs. 10000/- per subject
6	Fine for late Registration for Semester End Exams	Rs. 100/- for First Three days Rs. 1000/- from Fourth day to Sixth day Rs. 2000/- from the Seventh day to before the Commencement of the Examination. Rs. 5000/- one day before the examinations.
7	Condonation Fee (UG & PG): Attendance (65% to 74.9%)	Rs. 3000/- for 1 st Time Rs. 5000/- for 2 nd Time Rs. 10000/- from 3 rd Time onwards
II. Conduct of Examinations – UG & PG		
8	Chief Superintendent (per session)	Rs. 300/-
9	Controller of Examinations (per session)	Rs. 300/-
10	Addl. Controller of Examinations (per session)	Rs. 150/-
11	Observer (per session)	Rs. 500/-
12	Invigilator: one for 20 candidates	Rs. 100/-
13	Clerk: 1 per session for 100 candidates	Rs. 75/-
14	Peon: 1 per session for 100 candidates	Rs. 40/-
15	Water Boys: 1 per session for 50 candidates	Rs. 40/-
16	Seating arrangement per semester	Rs. 4000/-
17	Answer Scripts stitching / Stapling for per semester	Rs. 4000/-
18	Answer Scripts cutting for Digital Valuation per semester	Rs. 4000/-
19	Answer Scripts scanning for Digital Valuation per semester	Rs. 5000/-
20	Power house Staff per semester	Rs. 1000/-
III. Conduct of Practical Examinations – UG & PG		
21	Examiners Remuneration for Three hours duration	Rs. 15/- per candidate - Internal Examiner Rs. 20/- per candidate - External Examiner Rs. 200/- minimum for a Lab Session
22	Technician	Rs. 50/- per session
23	Attender / Peon / Cleaner	Rs. 30/- per session
24	T.A. for External Examiner	Rs. 200/- per day
IV. Conduct of Spot Valuation (Theory) – UG & PG		
25	Valuation of Scripts	Rs. 20/- per script (Minimum of Rs. 200/-)
26	Proof Reading & Scheme of Evaluation	Rs. 500/- per paper
27	Scrutiny of valued answer scripts	Rs. 2/- per paper
28	Attender remuneration	Rs. 75/- per day
29	Coordinator honorarium	Rs. 2500/- per semester
V. Question Paper Setting – UG & PG		
30	Paper Setting	Rs. 2000/- per question paper
31	Coordinator honorarium	Rs. 2500/- per semester

VI. Conduct of Project Examinations – UG & PG

32	B.Tech. (Project work)	Rs. 30/- per candidate for External Examiner Rs. 15/- per candidate for Internal Examiner Rs. 15/- per candidate for HOD (Minimum of Rs.200/-)
33	M.Tech. (Project work)	Rs. 1500/- for External Examiner per candidate Rs. 250/- for HOD per candidate Rs. 500/- for Internal Examiner per candidate
34	MBA (Project work)	Rs. 1000/- for External Examiner per candidate Rs. 100/- for HOD per candidate Rs. 200/- for Internal Examiner per candidate
35	M.Tech. / MBA (Comprehensive Viva) (R17)	Rs. 15/- for HOD per student Rs. 50/- for External Examiner per student Rs. 10/- for Internal Examiner per student Rs. 25/- for Ministerial Staff per student
36	Allowances for Faculty / Staff deputed for confidential work	Rs. 1000/- for Teaching Staff per day Rs. 500/- per day for Non-Teaching Staff
37	Sitting Allowances for Results Declaration Committee	Rs. 10000/- for External Member

VII. Fee for Provisional and other certificates:

38	Provisional Certificate (Original)	Rs. 500/-
39	Provisional Certificate (Original) (Tatkal)	Rs. 3000/-
40	Provisional Certificate (Duplicate)	Rs. 1500/-
41	Consolidated Grade Memo (Original)	Rs. 200/-
42	Consolidated Grade Memo (Duplicate)	Rs. 1000/-
43	Memorandum of Grades (Duplicate)	Rs. 200/-
44	Name Correction in Memorandum of Grades	Rs. 100/-
45	Name Correction in Provisional Certificate	Rs. 300/-
46	Name Correction in CGM	Rs. 300/-
47	Transcripts (Per Sheet)	Rs. 50/-