

PREAMBLE

Maharaja Institute of Technology Mysore has been at the forefront of technical and Management education since its inception. The furtherance of quality has always been fundamental in all the strategies, modalities and functionalities that have bore prosperous fruit to all stakeholders. Quality has been the driving force even to the end of being accorded by the esteemed University Grants Commission (UGC) the status of Academic Autonomy to the institute from 2023-24 onwards. The paradigm focus has always been on maintenance of consistency between design-delivery and assessment of the curriculum.

To this end the office of the controller examination that is now being instituted, even as part of the requirement shall better just the bare. To this tune this “Examination Manual, v2.0” is being proposed to be deployed at the institute w.e.f. 01/08/2025.

The stakeholders are invited to infer and garner insights to making the objective of this document concreted through iterations.

Upon the approval of the Hierarchical authoritative bodies constituted the same are to be upheld in all aspects within the spectra of the conductions of examinations until any modifications are amended from time to time.

Dr. Sharath Kumar Y H

Controller of Examinations

Dr. Murali S

Principal

Date: __/__/____

1. Preamble

The institution places a strong emphasis on the importance of honesty and integrity in the evaluation system, as it directly influences the quality of teaching and instills a necessary sense of seriousness among students regarding their academic pursuits. The assessment of students through examinations plays a pivotal role in determining the overall quality of education, with assessment serving as a driving force for learning.

The examination process is overseen by an administrative section led by a professor designated as the Controller of Examination. A committee known as the 'Evaluation Standards Committee (ESC),' headed by the Principal, monitors the overall execution of the evaluation process. The institute follows a continuous comprehensive evaluation system, aiming at fostering the holistic development of students. Adhering to the principles of outcome-based education, the examination papers for theory subjects are crafted by examiners from reputable institutions. Additionally, lab, project, and internship examinations are conducted in the presence of examiners appointed from external institutions.

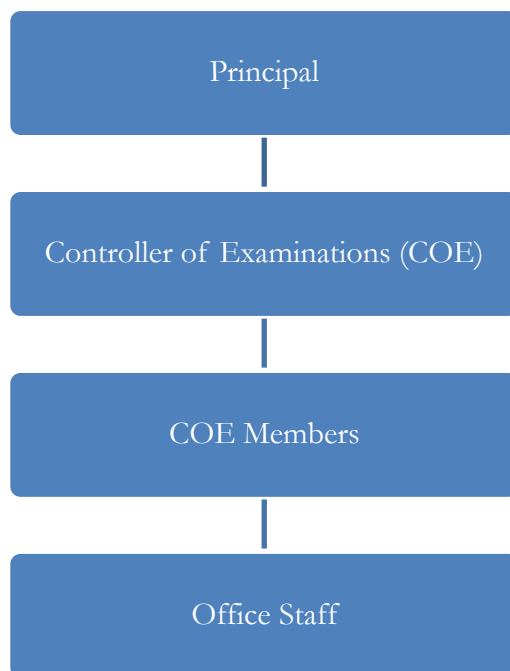
Stringent measures are implemented to ensure the secure conduct of examinations. Techniques such as encoding, jumbling, scrutiny, recounting, and revaluation are employed to guarantee a transparent and reliable evaluation process. The institution has established well-defined administrative procedures integrated with IT infrastructure to manage information, maintain transparency, and uphold necessary confidentiality.

The manual presented here serves as an endeavor to comprehensively document all the procedures and guidelines currently in effect. It outlines the roles and responsibilities of individuals involved, protocols, administrative procedures, and the various steps associated with the conduct of examinations at MIT Mysore. Standardized formats have been employed for all forms and documentation related to the examination process. Additionally, measures to prevent unfair practices and malpractices are detailed, along with the corresponding penalties and punishments, ensuring the integrity of the examination section.

2. Controller of Examinations

The Controller of Examinations is appointed by the Principal. The Controller of Examinations shall be the in-charge of the Examination Section of the Institute. All other staff at examination branch is appointed as per the institute guidelines. The Controller of Examinations will take guidelines from the examination regulations manual approved by Academic Council for delivering the duties.

2.1. Administration Structure



2.2. Responsibilities

- 2.2.1. Organize end-semester examinations for all courses across all academic years.
- 2.2.2. Develop the examination timetable in consultation with Dean (Academics), obtaining approval from the Principal.
- 2.2.3. Formulate the budget for conducting examinations.
- 2.2.4. Establish a roster of external examiners for tasks such as question paper setting, paper evaluation, assessment of lab experiments, project reviews, internship reviews, and viva voce assessments, proposing remuneration accordingly.
- 2.2.5. Safeguard the confidentiality of the examination section and implement measures to uphold it.
- 2.2.6. Prepare the semester's results sheet and seek approval from the Evaluation Standards Committee before result announcement.
- 2.2.7. Undertake necessary actions to preserve evaluation records following prescribed practices.
- 2.2.8. Formulate a panel of invigilators for examination administration.
- 2.2.9. Implement a foolproof mechanism to prevent malpractices.
- 2.2.10. All directives from the Controller of Examinations shall be in writing, maintaining a chronological stock file for all documents.
- 2.2.11. Uphold the highest standards of integrity in the execution of examinations, evaluation processes, and all activities related to finalizing and publishing

results.

2.2.12. Submit accounts for any funds disbursed as advances within a week of completing examinations and within a week of concluding the evaluation process.

2.3. Powers

2.3.1. Propose the budget for the execution of examinations.

2.3.2. Authorize the selection of required invigilators from the faculty for examination administration.

2.3.3. Recommend disciplinary measures against staff or students involved in any unfair practices.

2.3.4. Recommend the cancellation of an examination to the Examination Committee following an inquiry into incidents leading unto it. However, a decision on this matter must be reached within 48 hours of the incident.

2.3.5. Prepare an analysis of examination results, identifying trends, areas of improvement, and conducting variance analysis.

2.3.6. Authorize the printing of finalized question papers and answer sheets.

2.3.7. Order the printing of all necessary stationery for the examination branch, subject to the approval of the Principal.

2.3.8. Propose revisions in examination fees and remuneration rates for various activities within the examination section.

3. Eligibility of Candidates for Semester End Examinations

3.1.1. As provided in the regulations of respective course approved by the academic council from time to time

4. Semester End Examinations Time Tables

This is meticulously crafted document, and its thoughtful planning serves to alleviate stress among students, ultimately enhancing their performance during examinations. It is imperative that this schedule is devised and shared with students at least 30 days prior to the commencement of examinations.

Before the final release, a draft copy of the timetable is circulated to Heads of Departments (HoDs) for their valuable comments. These comments undergo discussion in a designated meeting, allowing for a thorough examination of feedback. Any necessary modifications are then incorporated into the timetable before its official release.

In an effort to support students, particularly with challenging subjects, every attempt is made

to schedule tough examinations immediately following a holiday. The initial preparation of the examination timetable involves a manual process, which is subsequently computerized. This systematic approach ensures the creation of a well-structured and student-friendly examination schedule.

5. Application fees for Examination

- 5.1. Candidates intending to appear for any Institute examination must submit their application using the provided prescribed form, which is made available by the Institute.
- 5.2. The Institute will notify the last date for the receipt of application forms for admission to any examination.
- 5.3. If a candidate is unable to attend an examination for any reason, there will be no refund of the examination fee. However, in the unfortunate event of a candidate's death before the examination commences, a refund of the fee may be considered. Additionally, candidates prevented by the institution from taking the examinations may also be eligible for a refund.
- 5.4. When applying for admission to one or more subsequent examinations, a candidate is required to pay the prescribed fee for each examination on every occasion they apply for admission.
- 5.5. The fee for a Provisional Certificate and Consolidated Marks Memos, issued at the end of the course, is to be deposited along with the examination fee for the examination after which the degree is scheduled to be awarded. The specific fees for these services shall be determined and approved by the Examination Committee periodically.

6. Hall ticket/ Loss of Hall Ticket

- 6.1. Upon receipt of the prescribed fee, the Institute will provide the candidate, if admitted, with a hall ticket authorizing their participation in the examination.
- 6.2. Permission to participate in the Institute examination may be revoked in cases where the conduct of a candidate justifies their exclusion.
- 6.3. A candidate will not be allowed entry into the examination hall unless they present their examination admission card to the officer conducting the examination or can sufficiently demonstrate that it will be produced.
- 6.4. In the event that a candidate loses or destroys their examination hall ticket, the Chief Superintendent, upon satisfaction of the circumstances, can issue a duplicate hall

ticket. This service, however, incurs an additional fee, the amount of which is approved by the Institute.

7. Schemes of Evaluation for Continuous Internal Evaluation and Semester End Examinations

7.1. The guidelines outlined in the syllabus book must be adhered to.

8. Conducting Examinations

8.1. Pre-Examinations

The Controller of Examination is responsible for conducting a meeting with the Additional Controller of Examinations at least one month prior to the commencement of examinations. The purpose of this meeting is to finalize various requirements and establish a schedule for completing necessary tasks. The following requirements should be discussed and planned for:

- a) Examination hall requirements
- b) Details of applied candidates
- c) Invigilator requirements
- d) Generator requirements
- e) Junior Assistants requirements
- f) Office Assistants requirements
- g) Bell requirements
- h) Security guard requirements
- i) Hall ticket issuance
- j) Requirements for announcements and announcers
- k) Posters requirements
- l) Documentation requirements such as instructions and formats
- m) Drinking water requirements
- n) Water boys
- o) Special squad staff
- p) Availability of CC TV monitoring systems
- q) Transportation requirements

The Controller of Examination must ensure that information regarding the actions taken to meet these requirements and the timeline for meeting them are clearly identified. Instructions should be disseminated to all relevant parties through office orders, circulars,

posters, notes, or any other suitable means. The Controller of Examination should conduct additional meetings as necessary to ensure that all requirements are met effectively.

8.2. During Examinations

- 8.2.1. Ensure that examination rooms are set up well in advance of the examination, and exam cell staff must inspect the examination halls to confirm that seating arrangements are in accordance with the plan.
- 8.2.2. Dispatch question papers in a timely manner to the designated locations.
- 8.2.3. Ensure that invigilators are present at their assigned locations on time.
- 8.2.4. Monitor the entry of students into examination blocks to ensure that they enter the exam halls only with permitted materials and within the specified timeframe. Late entry should not be permitted under normal conditions.
- 8.2.5. Invigilators should ensure the proper distribution of question papers to all students and make necessary announcements.
- 8.2.6. Compile a list of absentees within the first 30 minutes of the commencement of the examinations for the preparation of absentee statements.
- 8.2.7. Formulate squads to identify and prevent malpractices, ensuring the smooth conduct of examinations.
- 8.2.8. The Chief Superintendent of Examinations should guarantee the availability of drinking water at candidates' seats, maintain cleanliness in washrooms, and address any other requirements to create a conducive environment for students taking the examination.
- 8.2.9. Receive answer scripts and cross-check against the attendance statement.
- 8.2.10. Seal the bundles of answer scripts and send them to the office of the Controller of Examinations.
- 8.2.11. Verify, account for, and preserve all other materials used for the examinations for future reference.

9. Appointment and Duties

9.1. Appointment of Paper Setters

The appointment of a Paper Setter is a crucial aspect of the examination process, involving the formulation of questions to assess students' understanding of specific subjects and learning outcomes. Here are the key steps involved in the appointment:

- 9.1.1. Selection by CoE: External examiners responsible for setting question papers are appointed by the CoE. Individual are selected from a panel of examiners

proposed by the Head of the Department for the relevant discipline.

9.1.2.Guidance and Model Paper: The Paper Setter is provided with a model paper and the syllabus to guide them in formulating questions. This ensures alignment with the expected learning outcomes and curriculum.

9.1.3.Detailed Guidelines: The Paper Setter is given a set of detailed guidelines to assist in the process of question paper setting. These guidelines may include specific formats, criteria, and considerations to maintain consistency and quality in the examination papers.

By following these steps and engaging qualified individuals from reputable institutions, the examination system aims to uphold the integrity and quality of question papers, promoting fairness and effectiveness in assessing students' knowledge and understanding.

9.2. Appointment of Evaluators

An Evaluator plays a critical role in the examination process, as they are responsible for reviewing and assessing the answers provided by students in response to the questions in the question paper. Here are the key points related to the appointment and responsibilities of an Evaluator:

9.2.1.Definition and Role: An Evaluator is an individual tasked with verifying and assessing students' answers based on the predetermined valuation scheme, ultimately assigning marks for each response.

9.2.2.Appointment Criteria: The CoE has the authority to appoint Evaluators. Typically, faculty members at the level of Assistant Professor or above are eligible for this role. It is a prerequisite that the Evaluator has previously taught the subject at least once to ensure a comprehensive understanding.

9.2.3.Detailed Guidelines: The appointed Evaluator is provided with a set of comprehensive guidelines to aid in the evaluation process. These guidelines may include specific criteria, marking schemes, and considerations to maintain consistency and fairness in the evaluation of answer sheets.

By appointing qualified faculty members and providing them with detailed guidelines, the examination system aims to ensure that the evaluation process is conducted with accuracy, fairness, and adherence to established standards. This approach helps maintain the integrity of the assessment and ensures that students' responses are evaluated consistently.

9.3. Appointment of Chief Evaluator

A Chief Evaluator is a crucial position in the examination process, responsible for

coordinating and ensuring consistency among different Evaluators assessing the same subject. Here are the key points regarding the appointment and responsibilities of a Chief Evaluator:

- 9.3.1. Definition and Role: The Chief Evaluator is an individual tasked with coordinating and overseeing the evaluation process for a particular subject. The primary responsibility is to ensure uniform implementation of the scheme of valuation by different Evaluators.
- 9.3.2. Appointment Criteria: Senior faculty members, typically at the level of Assistant Professor or above, are eligible for the role of Chief Evaluator. This appointment is made when the number of answer scripts exceeds 150 or when there is more than one Evaluator for a subject.
- 9.3.3. Appointment Process: The CoE appoints the Chief Evaluator from a panel prepared by Deputy CoE. The selection is based on the Chief Evaluator's previous experience in teaching the subject at least two times.
- 9.3.4. Detailed Guidelines: The Chief Evaluator is provided with a set of comprehensive guidelines to facilitate the coordination and uniform implementation of the valuation scheme. These guidelines include specific criteria, marking schemes, and considerations to ensure consistency in the evaluation process.

By appointing experienced senior faculty members as Chief Evaluators and providing them with detailed guidelines, the examination system aims to enhance coordination and maintain consistency in the assessment of answer scripts. This approach contributes to the overall fairness and effectiveness of the evaluation process.

9.4. Appointment of Scrutinizer

A Scrutinizer plays a significant role in the examination process by ensuring the accurate awarding of marks for each question attempted by a student, proper totaling of marks, and the correct posting of marks by Evaluators. Here are the key points related to the appointment and responsibilities of a Scrutinizer:

- 9.4.1. Definition and Role: A Scrutinizer is an individual responsible for overseeing the marking process, ensuring accuracy in the awarding of marks for each question attempted, verifying the proper totaling of marks, and confirming the correct posting of marks by Evaluators.
- 9.4.2. Appointment Criteria: Staff at the level of Lab Technician or Teaching Assistant

is eligible for the role of Scrutinizer. The CoE holds the authority to appoint Scrutinizers for the examination process.

9.4.3.Appointment Process: The CoE appoints Scrutinizers based on their qualifications and experience. The selection is typically made from the pool of Lab Technicians or Teaching Assistants.

9.4.4.Detailed Guidelines: Scrutinizers are provided with a set of detailed guidelines to assist them in the scrutinizing process. These guidelines may include specific criteria, procedures for cross-verification, and considerations to ensure accuracy and consistency in the assessment process.

By appointing Scrutinizers and providing them with detailed guidelines, the examination system aims to add an additional layer of verification, contributing to the overall accuracy and fairness of the evaluation process. The involvement of Scrutinizers helps maintain the integrity of the examination results and ensures that the marking process is carried out meticulously.

9.5. Appointment of Moderators

The appointment of a Moderator is a crucial step in ensuring the quality and fairness of examination question papers. Here are the key points related to the appointment and responsibilities of a Moderator:

9.5.1.Role of a Moderator: A Moderator, typically a senior faculty member, is appointed by the Head of the Department (HoD) to verify the question paper set by an external expert. The primary purpose of moderation is to review and ensure the appropriateness, clarity, and alignment of the question paper with the curriculum and learning outcomes.

9.5.2.Appointment Process: The Head of the Department is responsible for appointing the Moderator. The selection is typically based on the seniority and expertise of the faculty member in the relevant subject.

9.5.3.Verification of Question Paper: The Moderator's main responsibility is to thoroughly examine the question paper created by the external expert. This involves checking for accuracy, clarity, relevance to the syllabus, and appropriateness for the level of the examination.

9.5.4.Guidelines for Moderation: The Moderator is provided with a set of detailed guidelines to assist in the moderation process. These guidelines may include specific criteria, considerations, and procedures to ensure a comprehensive

review of the question paper.

9.5.5. Reference to Moderation: The term "moderation" in this context likely refers to the process of reviewing and ensuring the quality of the examination question paper. It ensures that the paper meets the necessary standards and is suitable for fair and effective assessment.

By appointing a Moderator and providing them with detailed guidelines, the examination system aims to enhance the quality and fairness of question papers. The involvement of a senior faculty member in the moderation process adds an additional layer of expertise and scrutiny, contributing to the overall integrity of the examination process.

9.6. Appointment of Chief Coordinator, Coordinators, DCS, Room Superintendent, Relieving Room Superintendent and Other Supporting Staff.

The Principal/Vice-Principal shall be the Chief Superintendent of the examinations. The Chief Superintendent shall appoint one of the HODs or senior Professors of the college as the Chief Coordinator for conduction of the Semester End Examinations (SEE) and suitable number of coordinators to support him in discharging his duties. The Chief Coordinator shall assist the Chief Superintendent in identifying suitable persons for appointing them as Deputy Chief Superintendent [DCS], Room Superintendent [RS], the Relieving Superintendent and other supporting staff for conduction of SEE.

The duties assigned with reference to the conduction of SEE are mandatory for all the staff and non-performance is liable for disciplinary action as per the institutional norms.

9.6.1. Duties and Responsibilities of the Chief Coordinator and Other Coordinators

9.6.1.1. Upon receipt of the appointment order as the Chief Coordinator [CC], individuals are required to confirm their acceptance of the assigned duties within 48 hours.

9.6.1.2. The Chief Coordinator will be responsible for receiving information related to the examination schedule, allocation of DCS, Room Superintendent, and Relieving Superintendent, seating assignments, squad members' names, etc.

9.6.1.3. The Chief Coordinator will obtain all necessary stationary materials for conducting the SEE, such as ledgers, answer booklets, drawing sheets, graph sheets, and formats for recording malpractice cases, from the office of the Controller of Examinations [COE].

- 9.6.1.4. It is the Chief Coordinator's duty to delegate responsibilities to other coordinators and supporting staff, ensuring that everyone involved in the SEE wears/displays the ID card.
- 9.6.1.5. The Chief Coordinator must report for duties one hour before the examination starts on all scheduled days.
- 9.6.1.6. One hour prior to the commencement of examinations, the Chief Coordinator will receive question papers from the COE and coordinate their distribution with the support of appointed DCS.
- 9.6.1.7. Recording the attendance of staff reporting for duties each day and reporting any discrepancies to the CS is part of the Chief Coordinator's responsibilities.
- 9.6.1.8. The Chief Coordinator will allocate rooms/blocks for the DCS, RS, and Relieving Superintendent.
- 9.6.1.9. Acting as a liaison between the CS and squad members for monitoring/inspection during SEE and recording cases of malpractice reported by squads/DCS/RS falls under the Chief Coordinator's duties.
- 9.6.1.10. The Chief Coordinator is responsible for bundling answer scripts and delivering them to the COE's office with acknowledgment, session-wise.
- 9.6.1.11. Submitting a work statement report to the COE for remuneration release to all staff involved in SEE is a requirement for the Chief Coordinator.
- 9.6.1.12. All coordinators and supporting staff must report to the Chief Coordinator and carry out assigned duties.
- 9.6.1.13. The Chief Coordinator will arrange for signal bells to maintain a uniform time schedule throughout the college.
- 9.6.1.14. The Chief Coordinator will oversee the signaling of bells at specific times during the examination, ensuring a structured process for student entry, question paper distribution, 30-minute intervals, no student departure, and the conclusion of the examination.
- 9.6.1.15. At the end of an examination session, the Chief Coordinator must hand over data on stationary utilization and remaining stationary to the COE's office.
- 9.6.1.16. Any insubordination or negligence of duties by coordinators/staff will be reported by the Chief Coordinator to the Chief Superintendent for

appropriate action

9.6.2. Duties and Responsibilities of the Deputy Chief Superintendent (DCS)

- 9.6.2.1. The Deputy Chief Superintendent (DCS) will support the Chief Superintendent/Chief Coordinator in ensuring the smooth execution of Semester End Examinations.
- 9.6.2.2. Reporting to the Chief Coordinator of SEE at the control room 45 minutes prior to the commencement of SEE, the DCS will register their attendance by signing the designated register.
- 9.6.2.3. Assisting the Chief Coordinator, the DCS will organize question papers block-wise (branch-wise/course-wise) according to the seating arrangement.
- 9.6.2.4. The DCS will supervise the distribution of blank answer books and additional materials, such as data handbooks, tables, charts, graph sheets, and drawing sheets. They will ensure that Room Superintendents have all necessary resources for a fair and smooth examination.
- 9.6.2.5. Remaining within the allotted block throughout the entire examination period, the DCS will not leave without prior permission from the Chief Superintendent.
- 9.6.2.6. Signing all B-Forms at the end of the initial 30 minutes of the examination, the DCS will ensure that one set of B-Forms reaches the Control Room for A-Form preparation.
- 9.6.2.7. Confirming that Room Superintendents make mandatory announcements, such as checking for prohibited items in students' possession, the DCS will emphasize the prohibition of programmable calculators and electronic devices. Violations will be considered malpractice and reported for disciplinary action.
- 9.6.2.8. It is the responsibility of the DCS to ensure that only candidates with valid admission tickets and identity cards are allowed to take the examination. Lost admission tickets are to be reported to the Chief Coordinator/COE.
- 9.6.2.9. Reporting cases of malpractice in the standard format and handing them over to the Chief Superintendent are a duty assigned to the DCS.
- 9.6.2.10. Collaborating with the appointed squad to oversee fair examination

conduct, the DCS must ensure Room Superintendents comply strictly with their duties and responsibilities.

9.6.2.11. At the examination's conclusion, the DCS will collect answer booklets from Room Superintendents; pack them as per the A-Form and Chief Coordinator/CS instructions, with the assistance of relieving superintendents. Each packet should be labeled with Semester, Branch, Course Code, Course Title, Date & Time, and Total Number of Scripts.

9.6.2.12. Any discrepancies, like misplaced booklets or errors in forms, will be the responsibility of the DCS, who must be available for clarification.

9.6.2.13. Any negligence in duties by staff working in examination halls/blocks allocated to the DCS should be reported in writing to the CS/Chief Coordinator.

9.6.3. Duties and Responsibilities of the Room Superintendent

The Room Superintendent [RS] is required to follow a set of responsibilities and protocols for the smooth conduct of Semester End Examinations:

9.6.3.1. Reporting and Registration:

- a) Report to the Chief Coordinator at the Control Room at least 40 minutes before the examination begins.
- b) Record attendance by affixing a signature in the provided register.

9.6.3.2. Pre-Examination Preparations:

- a) Identify the assigned examination room/block and note the number of candidates.
- b) Collect answer booklets/drawing sheets, seating allotment, or B-Forms from coordinators, acknowledging receipt.
- c) Verify stationary received for distribution to students.

9.6.3.3. Room Setup and Student Entry:

- a) Arrive at the allocated examination room/block 30 minutes before the examination.
- b) Facilitate the entry of students, ensuring they occupy assigned seats.
- c) Ensure candidates are seated before the examination starts, allowing entry up to half an hour from the paper's commencement (noted in the invigilator's diary for special cases).

9.6.3.4. Question Paper Distribution:

- a) Receive question papers from the respective DCS.
 - b) Distribute answer papers to candidates 10 minutes before the examination begins.
 - c) Only distribute to seated candidates upon the commencement bell.
- 9.6.3.5. Examination Conduct:
- a) Monitor the examination hall.
 - b) Ensure candidates comply with regulations regarding personal items and electronic devices.
 - c) Permit candidates to leave the examination hall only after 60 minutes have passed since the paper's commencement.
- 9.6.3.6. Verification and Reporting:
- a) Verify candidate identity using admission ticket and College ID.
 - b) Sign answer booklets after confirming seat numbers and required particulars.
 - c) Report absent candidates after 30 minutes from the examination start.
 - d) Submit a consolidated statement of candidates present and absent in Form A.
- 9.6.3.7. Returning Materials:
- a) Return spare answer books and question papers to DCS/Relieving Superintendent after 30 minutes of the examination.
- 9.6.3.8. Security Measures:
- a) Ensure all answer papers bear correct university seat numbers (USN).
 - b) Prevent unfair means and report any violations promptly.
- 9.6.3.9. Examination Hall Etiquette:
- a) Prohibit candidates from leaving for the toilet.
 - b) Conduct rounds without engaging in conversation with other Room Superintendents.
 - c) Prevent communication among candidates.
- 9.6.3.10. Disciplinary Measures:
- a) Report violations to DCS/CS immediately.
 - b) Prohibit smoking and consuming refreshments in the examination hall.

- c) Handle changes in pen/ink with invigilator's signature on the facing sheet.
- 9.6.3.11. Post-Examination Procedures:
- a) Collect answer papers at the final bell.
 - b) Arrange them seat number-wise and hand them over to DCS along with reports.
 - c) Personally responsible for preventing loss or misplacement of any answer book.
- 9.6.3.12. Malpractice and Reporting:
- a) Act promptly if malpractice is observed, collecting relevant materials and reporting to DCS.
 - b) Any observed dereliction of duties by the Room Superintendent will be documented by the DCS and reported to the CS for necessary disciplinary action.
- 9.6.3.13. Surprise Visits and Exit Protocols:
- a) Verify the identity of designated flying squad members during surprise visits.
 - b) Do not leave the College premises until personally handing over answer books to DCS and returning materials to the coordinator at the control room.
- 9.6.3.14. MPCCC Meetings:
- a) Attend MPCCC meetings if a case of malpractice is discovered in the respective block, on demand.

9.6.4. Duties and Responsibilities of the Relieving Room Superintendent (RRS)

- 9.6.4.1. The Chief Superintendent designates senior faculty members as Relieving Room Superintendents (RRS).
- 9.6.4.2. One Relieving Room Superintendent is assigned for every 150 candidates. If the student count is below 75, the Deputy Chief Superintendent assumes the responsibilities of the Relieving Room Superintendent.
- 9.6.4.3. The Relieving Room Superintendent (RRS) must report to the Chief Coordinator of SEE 40 minutes before the examination begins and sign the attendance register at the control room.

- 9.6.4.4. The RRS receives a list of examination rooms/blocks for their duties and reports to the corresponding Deputy Chief Superintendent (DCS). They assist the DCS in ensuring the smooth conduct of the examination and carry out duties assigned by the DCS. In emergencies, the Chief Coordinator or DCS may assign RRS as RS, and the RRS will accept and discharge those duties.
- 9.6.4.5. During a particular examination session, the RRS provides relief to the Room Superintendent for a maximum of 10 minutes, taking charge of RS duties. The RRS returns the duly filled Relieving Superintendent's diary to the Deputy Chief Superintendent or Coordinator at the Control Room at the session's end.
- 9.6.4.6. The Relieving Superintendent does not permit the Room Superintendent to leave the examination hall in the first and last half-hour of the examination. During the intervening period, the RRS relieves the Room Superintendent for nature calls. The RRS moves from block to block to provide relief to RS during the examination.
- 9.6.4.7. The Relieving Superintendent assists the DCS in receiving answer booklets from RS and in the bundling process.
- 9.6.4.8. In addition to the mentioned duties, the Relieving Superintendent attends to any other tasks entrusted by CS/Chief Coordinator/DCS

9.7. Appointment of Squad, Duties and Responsibilities

- 9.7.1. The Principal/Vice Principal is responsible for appointing Flying Squads comprised of college teachers as needed to ensure the proper conduct of examinations and prevent malpractice.
- 9.7.2. Each squad team may consist of up to four members, with one designated as the team's Chairman.
- 9.7.3. The squad team must conduct themselves with utmost caution, courtesy, and respect, avoiding any disturbance to students during the examination.
- 9.7.4. The squad is required to provide their identity and inform the Room Superintendent (RS) about the purpose of their visit to the examination hall.
- 9.7.5. The squad should not cause any harassment to students or officials at the examination center.

- 9.7.6. Squad members are authorized to take action to prevent malpractice, such as copying or possessing incriminatory materials related to examinations.
- 9.7.7. Cases of malpractice detected by the squad should be reported immediately to the Controller of Examinations through the Deputy Chief Superintendent (DCS)/Chief Coordinator for further action, using the required stationary/formats available at the control room.
- 9.7.8. Candidates found in malpractice should be booked, and the squad must ensure they leave the examination hall only after obtaining necessary undertakings and signatures on prescribed forms.
- 9.7.9. Instances of grave malpractice, such as mass copying, should be reported simultaneously to the Controller of Examinations and the Chief Superintendent.
- 9.7.10. The Chairman of the squad team should record their findings, including remarks, in the Squad Book placed with the Coordinator at the control room. Each squad member must sign the attendance register at the control room in each examination session.
- 9.7.11. Squad members should refrain from making public statements or loose comments about their findings. The squad's primary goal is to assist the Controller of Examinations in conducting examinations smoothly and curbing malpractice.
- 9.7.12. Squad members should avoid creating distractions for examinees by unnecessary shouting while handling cases in examination halls. Further investigation of detected cases can be done by isolating the guilty party, taking them to the control room, and informing the concerned DCS without disrupting others in the hall for an extended period.
- 9.7.13. Malpractice cases should be booked with prior intimation to the Chief Superintendent.
- 9.7.14. Once a candidate is booked under malpractice, the Chief Coordinator should serve a memo instructing them to attend the MPCC meeting as scheduled by the Controller of Examinations. A copy of this memo should be sent, along with other relevant papers, to the Controller of Examinations.
- 9.7.15. The squad is encouraged to seek clarifications, guidance, and assistance from

the Controller of Examinations whenever needed.

9.8. Regulations Governing the Malpractices by the Student During Examinations (SEE)

9.8.1.**Preamble:** These Regulations shall be called as “Regulations Governing Malpractices by the students during Semester End Examinations (SEE)” formed based on the VTU Regulations.

9.8.2.Application: These Regulations shall apply to all the examinations held by the College to grant and confer Degrees by the University on persons who have pursued a course of study or have carried on research.

9.8.3.Definitions:

9.8.3.1. ‘Answer script’ refers to a booklet containing handwritten answers to questions in an examination by a student in the Examination Hall.

9.8.3.2. ‘Chief Superintendent’ is the Principal or any competent person appointed by the Principal of the College, responsible for the overall control of the Examination Centre.

9.8.3.3. ‘College’ specifically denotes Maharaja Institute of Technology Mysore (MITM).

9.8.3.4. ‘Deputy Chief Superintendent’ refers to an internal faculty member appointed by the Chief Superintendent to assist during the examination process.

9.8.3.5. ‘Examination Hall’ encompasses a room, hall, laboratory, workshop, or any designated premises, such as a drawing hall, for conducting examinations.

9.8.3.6. ‘Examiner’ signifies teaching staff or an expert appointed by the College to assess answer scripts.

9.8.3.7. ‘Academic Council’ is the College's Academic Council.

9.8.3.8. ‘Hall Ticket’ is the admission ticket issued by the College to a student, permitting them to attend the examination.

9.8.3.9. ‘Malpractice’ encompasses one or more acts committed by students during Semester End Examinations as specified under section IV.

9.8.3.10. ‘Malpractice Committee’ (MPC) is the committee appointed by the College to consider malpractice cases registered during Continuous Internal

Evaluation (CIE) / Semester End Examinations (SEE).

9.8.3.11. 'Official' refers to an Officer recognized by the College and/or its Teaching Staff.

9.8.3.12. 'COE' designates an official entrusted with the task of conducting the Examinations of the College and declaring results.

9.8.3.13. 'Room Superintendent' denotes a faculty member in charge of the Examination Hall during examinations.

9.8.3.14. 'Student' refers to a person enrolled in the College for studies and/or research.

9.8.3.15. 'Teaching Staff' indicates a person appointed for teaching in the College.

9.8.3.16. 'University' specifically denotes Visvesvaraya Technological University (VTU).

9.8.3.17. 'USN' stands for a unique University Seat Number assigned to a student, issued by the University.

9.8.4. Malpractices: Every student appearing for the Examination is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

9.8.4.1. Misbehavior with officials or any form of rude behavior in or near the Examination Hall and using obscene or abusive language.

9.8.4.2. Writing on the Question Paper/Admission Ticket and/or passing it on to other student(s) in the Examination Hall.

9.8.4.3. Disclosing identity by writing the name or any words, making peculiar marks, or writing USN on pages other than the facing sheet in the answer scripts.

9.8.4.4. Possession of electronic gadgets like mobile phones, programmable calculators, pen drives, or other storage devices in the Examination Hall.

9.8.4.5. Communicating with any other student(s) or person(s) inside or outside the Examination Hall with the intention of seeking assistance or aid in writing answers.

9.8.4.6. Copying from the material, answers, or assistance provided by another student within the Examination Hall.

9.8.4.7. Making any request, representation, or offering threats, inducements, or bribery to the Room Superintendent and/or any other official for favors

in the Examination Hall or in the answer script.

- 9.8.4.8. Approaching teaching staff, officials, or examiners directly or indirectly or exerting undue pressure or influence upon them for favor in the examination.
- 9.8.4.9. Smuggling out or smuggling in answer script pages or supplementary sheets, tearing them off, and/or inserting pages written outside the examination hall into the answer scripts.
- 9.8.4.10. Receiving material from outside or inside the Examination Hall for the purpose of copying.
- 9.8.4.11. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or any other material or matter.
- 9.8.4.12. Copying or taking aid from any material or matter referred to in sub-clauses (9.8.4.9 & 9.8.4.10) above to answer in the examinations.
- 9.8.4.13. Attempting to write the exam without possessing a valid ID card/Hall Ticket/permission from competent authority.
- 9.8.4.14. Impersonating or allowing any other person to impersonate to answer in one's place in the Examination Hall.
- 9.8.4.15. Committing any other act, commission, or omission intending to gain an advantage or favor in the examination by misleading, deceiving, or inducing the examiner or official.
- 9.8.4.16. Having in one's possession any written matter on a scribbling pad, calculator, palm, hand, leg, or any other part of the body, handkerchief, clothing, socks, instrument box, identity card, hall ticket, scales, etc.
- 9.8.4.17. Destroying any evidence of malpractice, such as tearing or mutilating the answer script(s) or running away with the answer script(s) from the Examination Hall.

9.8.5. Procedure for Reporting the Malpractice(s):

- 9.8.5.1. The COE, with the consent of the Principal/Vice Principal, shall appoint Observers/squad according to the need to ensure proper conduct of examinations and to discourage malpractices.
- 9.8.5.2. The Observers shall be faculty members of the college and/or from other institutions.
- 9.8.5.3. The Observers/Squad shall inspect the Examination Blocks/Halls

assigned to them by the COE frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and foolproof.

9.8.5.4. If a Malpractice Case is detected by the Room Superintendent/or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the DCS and COE as per the procedure outlined in Annexure – III.

9.8.5.5. The Observers shall report all instances of grave Malpractices such as Mass Copying etc., to the CS/COE immediately.

9.8.5.6. When malpractice is brought to the notice of Chief Coordinator/CS/DCS, either by the Observer(s) or by the Room Superintendent, he/she shall hold a preliminary inquiry and record the Report of the Room Superintendent, the statement of the student(s) concerned in the presence of a teaching staff other than the Room Superintendent concerned. Only then, he/she shall forward malpractice reports along with the answer script(s), other incriminating materials, and other enclosures in a sealed cover to the COE immediately. However, answer script(s) of subsequent papers of such students booked under Malpractice shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.

9.8.5.7. The student, the RS, and the DCS/Observer (if the case was detected by the Observer) shall be required to give their statement in their own handwriting in the prescribed pro-forma (Annexure I - III). If the space provided in the printed pro-forma is not sufficient, extra sheet(s) shall be attached. These statements shall always be concise, clear, specific, and complete in every respect and include all known facts and relevant circumstances of the case and other evidences.

9.8.5.8. If the student refuses to handover the incriminating material(s) or the student refuses to give the statement, the student shall be asked to record in writing his/her refusal to give a statement. If he/she refuses to do even that, the facts shall be recorded, duly witnessed by any other two members of the faculty.

9.8.5.9. The DCS shall report each Malpractice case separately unless it is inter-related to any other case(s).

9.8.5.10. The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed appearing for the papers after booking the case under Malpractice, the student shall have no claim over the performance of the subsequent papers. The answer scripts of those students booked under Malpractice shall be evaluated, and the results shall be kept in abeyance until such time the Chief Superintendent passes his orders based on the recommendations of the MPC.

9.8.5.11. When a student is booked under Malpractice(s), the Chief Coordinator/DCS shall strictly adhere to the following steps:

9.8.5.11.1. Stop the student from writing that particular paper in which he/she has been booked under alleged Malpractice.

9.8.5.11.2. Issue a memo instructing the student to attend the meeting of the Malpractice Committee as per instructions of the COE.

9.8.5.11.3. Send the answer script of that particular paper separately to the Office of the COE along with other relevant documents in a sealed cover. The said cover shall be super scribed as MPC.

9.8.5.11.4. Do not confiscate the Hall Ticket.

9.8.5.11.5. Permit the student to write the subsequent papers of the examinations, if any and such answer scripts shall be sent to the COE along with other answer scripts, without being marked as MPC anywhere.

9.8.6.Procedure for Imposing Penalties and Punishments:

9.8.6.1. The MPC shall be appointed by the Principal of the College, consisting of the Vice Principal as the Chairman, Two Members of the Academic Council, College Legal Advisor, and Controller of Examination as Member Convener, to inquire into the malpractices registered during Examinations. The Committee shall have tenure of two years.

9.8.6.2. The above Committee shall meet after the conclusion of each examination session on the dates fixed by the Controller of Examinations and inquire on all matters connected with the students booked under Malpractices. After a detailed inquiry, the Committee shall prepare a Report giving its recommendations on the penalties and punishments to be imposed, for the consideration of the Principal.

9.8.6.3. No penalties shall be imposed on a student except after an inquiry is

held, as far as may be, in the manner hereinafter provided.

- 9.8.6.4. The MPC shall frame definite charges together with a statement of allegations on which they are based, and direct the student in writing, and he/she shall be required to make his/her submission during the hearing by the Committee.
- 9.8.6.5. In the case of failure by the student to submit his/her reply or if he/she fails to attend the inquiry within the time specified, the MPC shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.
- 9.8.6.6. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose. However, the student is permitted to present himself/herself before the MPC along with his parent or local guardian.
- 9.8.6.7. The MPC shall, in the course of the inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material regarding the charge/charges. The student shall be entitled to cross-examine the witnesses and the documentary evidence/s produced in support of the charges, as well as to give evidence/s in defense.
- 9.8.6.8. The MPC shall not recommend the penalties on any student twice in the context of one paper.
- 9.8.6.9. A student is awarded punishment only once though he/she may have indulged in malpractices in several papers in the ensuing Examination session. This punishment will be decided taking into consideration all malpractices during the semester examination.
- 9.8.6.10. The MPC shall examine the evidence placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the MPC shall recommend suitable penalties or punishments on the student.

9.8.7.Guidelines for Recommending Penalties and Punishments to the Students Involved in Malpractice During the SEE Examinations:

- 9.8.7.1. Possession of electronic gadgets (such as Mobile Phone, Memory Stick etc.)

A fine of Rs.5,000/- and deny the benefit of the performance in the said course. Allow to write the Make-up

exam if eligible by awarding 'X' Grade.

- 9.8.7.2. Attempting to write the exam without possessing a valid ID card / Hall Ticket / permission from competent authority, but candidate is found to be genuine on verification.

A fine of Rs.5,000/- and deny the benefit of the performance in the said course.

- 9.8.7.3. Revealing the identity of the candidate.

A fine of Rs.2,000/- and deny the benefit of the performance in the said course and award 'F' Grade for the said course.

- 9.8.7.4. Possession of Manuscript / printed or typed matter, Books or notes and written matter on Calculator, Instrument Box, electronic gadgets (such as Mobile phone) etc., or having any other written matter on the person (For example, Palm, Hand, Leg, Clothes, Socks etc.,)

A fine of Rs.5,000/- and deny the benefit of the performance in the said course and award 'F' Grade for the said course.

- 9.8.7.5. Passing the written answer/ formulae/answer script/ additional sheet/ Graph Sheet / Drawing Sheet.

A fine of Rs.5,000/- and deny the benefit of the performance in the said course for the concerned and award 'F' Grade for the said course.

- 9.8.7.6. Appeal to the examiner with money as enclosures to the answer book / use of abusive / obscene language or threatening remarks in the answer book.

To deny the benefit of performance of all courses registered for the semester and award 'F' Grade.

- 9.8.7.7. Detection of identical answers in the answer scripts of different Candidates or allowing another candidate to copy from his / her answer script.

To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for two semesters

(inclusive of Supplementary Semester).

- 9.8.7.8. Copying / transferring the matter to the answer script from Manuscript / printed or typed matter, Books or notes and written matter on Calculator, Instrument Box, electronic gadgets (Mobile phone) etc., or any other written matter on the person (For example, Palm, Hand, Leg, Clothes, Socks etc.,)

To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for one academic year.

- 9.8.7.9. Destroying the documentary evidence, leaving the examination hall without handing over the script to the invigilator, taking away the question paper within the first 30 minutes from the start of the examination

To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for one academic year.

- 9.8.7.10. Insertion of additional sheets/ Graph Sheets / Drawing sheets, use of answer books which is not issued at the examination hall

To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for three academic years.

- 9.8.7.11. In case of Impersonation or found guilty of deliberate prior arrangements to cheat in the examination.

To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for three academic years.

- 9.8.7.12. Abusing, threatening, manhandling the examination authorities at the examination hall or in the premises of the examination center, as well as misconduct of a very serious nature.

To deny the benefit of performance of all courses registered for the semester and award 'F' Grade for the said courses. Further debar the candidate for three academic years or rusticate the candidate from the college.

- 9.8.7.13. Repeated malpractice by any candidate for the second time.

Additional penalty of Rs. 5,000/-, along with the penalty & punishment mentioned in the respective case.

9.8.7.14. Any other malpractices connected with the Examinations
Committee can recommend suitable penalties and punishments

The Principal of the college shall be the authority for imposing the Penalties & Punishments based on the recommendations of the MPC.

9.8.8. In General:

9.8.8.1. The punishments shall be uniform and commensurate with the offense for all students committing similar offenses.

9.8.8.2. Malpractices and punishments imposed on the students shall invariably be intimated to the concerned parents/guardians in writing by the college authorities.

9.8.8.3. Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).

9.8.8.4. The student punished under Malpractice(s) shall not be eligible to take admission to the next higher semester, till the redeeming of the punishments imposed on him/her.

9.8.8.5. The malpractices and punishments imposed thereon by the Principal shall be placed before the Academic Council for approval/ratification.

9.8.9. Authorities for Imposing Penalties and Punishments:

The recommendations of the MPC through the usual process shall be placed before the Academic Council for consideration and approval. The Academic Council shall be the authority for imposing penalties and punishments on the students as recommended by the MPC.

The decision of the College pertaining to the above penalties and punishments imposed on the student may be communicated to all the other departments in the college.

This inquiry under the Malpractice Committee shall be independent of the criminal proceedings, if any, in the appropriate court of law.

9.8.10. Malpractices Detected at the Time of valuation:

Also, the examiners shall, if he/she suspects malpractice while valuing the answer scripts or other materials, such as the insertion of answer sheets, revealing of identity, or

enclosures, such as currency, return the answer script with reasons in writing to the COE (Controller of Examinations) by name and desist from further valuation. If already valued, marks shall not be entered in the regular marks lists in which the marks awarded to other students are furnished but enter them in a separate list which shall be enclosed in a sealed cover and forwarded to the COE.

10. Instructions to Candidates Taking the Examination

- 10.1. Only a single answer book will be issued. No additional Answer books are permitted.
- 10.2. The candidate should write his/her seat number and other information like examination, semester, subject, subject code etc., against the space provided on the title page of the answer book.
- 10.3. The candidate shall not write his/her name / USN or put any identification mark inside any part of the answer book, which may disclose his/her which will be treated as malpractice and liable for penalization.
- 10.4. The question numbers should be mentioned in the margin only.
- 10.5. The candidate shall write answers on the both sides of the pages of the answer book. All the rough work must be done in the space provided at the end of the answer book. Answer must be written using Black ink ball point pen. If there is change in ink, the same shall be attested by the Room Superintendent on the facing sheet of the answer scripts at the top.
- 10.6. Answer book should be handed over personally to room superintendent before leaving the examination hall.
- 10.7. No candidate shall be permitted to go toilet during the period of Examination.
- 10.8. The candidate should not take any books /Notes, Log table, Scribbling pads, cell phones, Programmable calculator or any kind of reference material into the examination hall. The candidate should make sure that he/she has no unauthorized book or paper in the examination hall with him/her or in his/her desk. He/she should have only article permitted like Identity card, Hall ticket / Admission Ticket. The candidate should not write anything on the admission ticket or Identity card or calculator or question paper.
- 10.9. A warning bell will be given 30 minutes before the commencement of the examination when all the candidates should take possession of their seats, another bell will be given at the beginning of the examination when question papers will be distributed and the students should start writing the answers. No candidates shall be

admitted after 30 minutes of the commencement of the examination and shall be allowed to leave the examination hall after 60 minutes of the commencement of the examination. No candidate should leave his / her seat during the last 10 minutes, warning bell will be given 10 minutes before the closing time and final bell is given at the end of the examination. Then all the candidates should stop writing or revising the answers and should hand over the answer book to the Room-Superintendent.

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

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

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

- (a) Bringing in the examination hall or being found in possession of portions of a book, a manuscript, programmable calculator or any other material or matter which is not permissible to be brought in to the examination hall.
- (b) Having any written matter on scribbling pad, question paper, admission ticket, calculator, palm, hand, leg, handkerchief, clothes, socks, instrument box, identity card, scales etc.
- (c) Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.
- (d) Copying from any material or matter or answer of another candidate or from the desk/table or similar aid or assistance is rendered to another candidate within the examination hall.
- (e) Communicating with any candidate or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination.
- (f) Making any request of representation or offers any threat for inducement or inducing to bribery to Room Superintendent or and any other official or officer of the University/College for favours in the examination hall or to the examiner in the answer script.
- (g) Smuggling out or smuggling in or tearing off the answer script sheets or any other writing material given or inserting papers written outside the

examination hall into the answer book or running away along with answer script from the examination hall or premises.

- (h) Impersonating or allowing any other person to impersonate to answer in his /her place in the examination hall.
- (i) Supply of copying material inside or from outside the examination hall.
- (j) Bringing mobile phone or any other prohibited electronic gadget to the examination hall.
- (k) Unruly behavior inside or near the examination hall.

10.13. Candidates are required to check the small inner boxes against the attended questions compulsorily.

11. Appointment of Scribe

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

11.2. **Guidelines:**

- (a) An Amanuensis can be appointed to the candidate who is blind or disabled from writing the examination with his/her own hand.
- (b) A candidate seeking the assistance of an Amanuensis shall submit an application to the COE through the HOD of the department duly recommended by the mentor, with the following documents.
 - (i) Medical Certificate from Medical Officer of a Government District or higher- grade hospital or a registered Medical Practitioner showing the inability of the candidate to write the examination with his/her own hand, which shall be attested by the HOD.
 - (ii) No relation Certificate - An undertaking by the student and the Amanuensis showing that there is 'NO' relation between them with an authentication by the Notary Public.
 - (iii) Attested copies of testimonials of an Amanuensis.
 - (iv) One A4 size paper hand written matter which is written by the Amanuensis.

- (v) Three recent Passport size photos of the Amanuensis attested by the HOD.
- (c) An Amanuensis appointed must be of lower grade education than the candidate and should not be studying in the same field.
- (d) The Chief superintendent/ Chief coordinator shall arrange a suitable room for the candidate and the amanuensis, and appoint a room superintendent for the candidate who shall be changed daily.
- (e) If the disabled candidate (temporarily disabled) requests to write the examination with his own hand with an extra time (60 minutes for 3 hours examination i.e. 20 minutes per hour), he/she shall submit an application to the Principal of the college through the COE seeking grant of extra time to write the examination, with concerned medical certificates and the attested copies of such permission letters, if any, given earlier by any of the Boards or Universities in India.
- (f) The permission granted in the case of permanently disabled students shall be valid for the entire period of his study in the program, whereas, in the case of temporary disability the facility extended shall be for the specific period only.

11.3. As per the Government Circular ED 5 UNE 2004, dated 5.3.2004 and ED 5 UNE 2004, dated 22.3.2004, the following guidelines are to be strictly followed:

- a) The blind student may select the scribe.
- b) The scribe need not have a qualification lower than that of the student, provided that the scribe should not have the qualification (with the same optional and languages) pertaining to the examinations, which the student is writing (for ex: a student who has completed B.A. or M.A. can be a scribe for the student who is taking B. Sc. Examinations).
- c) A physically disabled / blind / hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes per hour.
- d) As the hearing impaired students are having language problems, possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.

12. Constitution of Board of Examinations (BOE)

- 12.1. The Principal appoints the Chairperson of the BOE based on the recommendations of the BOS & COE.
- 12.2. The HOD of the concerned department shall be the Chairperson of the respective BOE in general.
- 12.3. In the case of departments coming under a cluster, the Principal shall appoint the Chairperson of the BOE for the cluster/department based on the recommendations of the BOS & COE.
- 12.4. The Chairperson of the respective BOE shall constitute the BOE and submit the same to the BOS for approval/recommendations and forwarding to the COE. The COE in turn shall submit the same with his/her recommendations to the Principal, for consideration & final approval.
- 12.5. The COE shall notify the constitution of the BOE for information of all the concerned.
- 12.6. Faculty who has blood relatives pursuing studies in the college shall inform the same to the Principal through the COE and abstain from becoming the member of the BOE.

13. Appointment of Valuator/Moderator for Evaluation:

- 13.1. The BOE shall finalize the panel of Valuators for each course and forward the same for consideration and appointment of Valuators by the COE. If there is no response from the external faculty identified due to a valid reason or the said faculty rejects the appointment, the Chairperson of the BOE in consultation with the COE, approves additional faculty to be included in the Panel of Valuators.
- 13.2. The faculty shall preferably have a minimum of three years of professional experience to become eligible for appointment as a Valuator.
- 13.3. The Chairperson of the BOE should identify the senior faculty and facilitate the COE in appointing them as Moderator/Reviewer for evaluation of scripts of theory courses.

14. Conduction of Evaluation of Semester End Examination (SEE)

- 14.1. The COE shall oversee the entire process of evaluation, tabulation and announcement of results.
- 14.2. The COE shall identify the faculty members and appoint them as Coordinators [Chief Coordinator for Evaluation (CCE) and Deputy Chief Coordinators for Evaluation (DCC)] for evaluation, with the consent of the Principal.

- 14.3. On the basis of approved list of examiners received from the office of the COE, the Chief Coordinator for Evaluation (CCE)/Deputy Chief Coordinator for Evaluation (DCC) will intimate the faculty about their appointment as examiners for the valuation of scripts.
- 14.4. The DCCs shall receive the scripts to be evaluated. On opening the bundle received the DCC shall tally the scripts with the 'A' forms & 'B' forms and report to the CCE/COE, in case of any discrepancy.
- 14.5. The DCCs shall be responsible for coding the answer scripts prior to issuance of the same for valuation. They shall maintain individual diaries of examiners and tally the same with the answer scripts issued & received for valuation.
- 14.6. The DCCs shall tally the marks entered on the reports (marks sheet) submitted by the examiners with those on the answer scripts before accepting the valued scripts.
- 14.7. In case of discrepancy / conflict, the DCCs shall seek guidance of CCE.
- 14.8. The DCCs shall report the status of valuations (completed / pending) to the CCE on a daily basis.
- 14.9. The DCCs shall be responsible for decoding of the answer scripts and tally with the marks on the reports (marks sheet) submitted by the examiners.
- 14.10. The soft copy of the marks sheets after decoding shall be forwarded by the DCCs to the office of the COE, for the purpose of tabulation and preparation of draft result sheets.
- 14.11. The DCCs shall verify the marks / grade entry in the tabulated result sheet with the reports submitted by the examiners / decoded scripts.
- 14.12. The DCCs shall verify the remuneration bills submitted by the examiners with the work done statement / individual diaries and recommend the same for payment.
- 14.13. The CCE/DCCs shall issue the attendance certificate to the examiners.
- 14.14. The DCCs shall catalogue the valued scripts and arrange them orderly facilitating any furtherance required.

15. General Guidelines for Valuator/Moderator

- 15.1. The appointed Valuator shall report to the CCE/DCCE.
- 15.2. After ascertaining the identity of the Valutors, the DCCE shall provide the scheme of valuation and the scripts for valuation. Valuation shall be completed strictly according to the scheme of valuation provided for the Purpose.
- 15.3. Marks awarded to each question(s) / sub questions should be indicated on the facing sheet of the answer script in space provided for the same.

- 15.4. The Valuator shall evaluate a minimum of 25 scripts to a maximum of 50 scripts in a day.
- 15.5. The Moderator/Reviewer shall drive the evaluation process of the said course in fair and impartial manner. In case of discrepancies, the same shall be reported to the CCE/DCCE, who in turn seeks direction from the COE on the future course of action. The COE shall resolve the issue in consultation with the Chairperson of the respective BOE.

16. Attendance Requirement, Shortage of Attendance & CIE Marks Submission

- 16.1. Each semester is considered as a unit and a minimum of 85% of attendance in each of the courses is required to qualify for the SEE. The requirement is as follows:
- (a) For theory courses the minimum attendance required to appear for main SEE and Make-up examination is 85%.
 - (b) For Integrated courses, the minimum attendance in theory is 85% and the laboratory is 85% (separately) to appear for the main SEE and Make-up examination.
 - (c) For laboratory courses the minimum attendance required to appear for main SEE is 85%. (A make-up exam will not be conducted for a laboratory course)
 - (d) For make-up examination the minimum attendance requirement is 85% for both Theory and Integrated courses. However, a student who has represented the college in sports/cultural/co-curricular activities on deputation and maintained a minimum attendance of 75% shall be eligible for the makeup examination.
 - (e) Condonation of attendance to the maximum extent of 10% can be done only by the Principal/Deans/HODs for which a genuine reason and a certificate to substantiate the same is to be submitted to the Principal with reasons. The reasons could be any of the following:
 - (i) If the candidate was sick and has submitted a medical certificate to the HOD immediately after recovering from the sickness, through the Proctor.
 - (ii) If there has been a casualty in the family for which, there is substantial proof and has been submitted to the HOD either as a certificate from competent authority or the Parent as a proof.
 - (iii) An approval letter from the Principal, which is taken apriori to

participate in the sports / cultural / or any other extracurricular events like conferences / competitions/workshops etc. sponsored either by the college or the University.

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

17. Continuous Internal Evaluation (CIE) Marks:

The minimum CIE marks required for qualifying a candidate for the SEE main and make-up examination is as follows:

- (a) A student has to secure a minimum of 40% marks in CIE for a theory course to qualify for the main SEE in that particular course.
- (b) A student has to secure a minimum of 40% marks in CIE individually in both theory and practical / laboratory parts of an integrated course, to qualify for the main SEE in that particular course.
- (c) A student has to secure a minimum of 40% marks in CIE for a Laboratory course to qualify for the main SEE in that particular course.
- (d) A student has to secure a minimum of 60% marks in CIE for a theory course to qualify for the make-up SEE in that particular course.
- (e) A student has to secure a minimum of 60% marks in CIE individually in both theory and practical / laboratory parts of an integrated course, to qualify for the make-up SEE in that particular course.

18. Submission of CIE Marks to the COE:

- (a) The DAC of the department shall verify the CIE marks (hard & soft copies) submitted by the faculty members of the respective courses and forward the same to the COE, two days prior to the last working day of the semester.
- (b) Once the hard & soft copies are submitted, the requests for any corrections or changes shall be processed through a committee consisting of the Dean [First Year BE], Dean (Aca) and the COE. The said committee shall seek explanation from the concerned faculty and recommend the course of action to the Principal.

19. Termination from the Programme - Eligibility for Passing

- 19.1. A candidate gets disqualified to continue in the program and such candidates

be terminated from the program in the following cases:

- 19.2. A Candidate who has not obtained the eligibility for third semester after a period of three academic years from the date of first admission shall discontinue the program.
- 19.3. However, the candidate is eligible for readmission to First Year B.E. with a new USN and such admission which will be considered as fresh admission may be granted by the university on application. A candidate who seeks readmission shall apply to the university through the proper channel (Proctor, HOD & Principal) citing the reasons with proper documents for the same.
- 19.4. The Maximum period which a student can take to complete a full time academic program shall be double the normal duration of the program, i.e. Eight Years for B.E. (Refer Academic Rules & Regulations).
- 19.5. Failure (Getting F Grade) and not passing a course/subject to earn credits for the same, in spite of five attempts (Refer Academic Rules & Regulations).
- 19.6. Failure to secure a CGPA ≥ 5.00 on three consecutive occasions and twice during the period of the program, shall lead to the student being asked to discontinue the program and leave the college (Refer Academic Rules & Regulations).
- 19.7. Absence from classes for a semester without being granted the leave of absence, by competent authorities (Refer Academic Rules & Regulations)
- 19.8. Failure to meet the standards of discipline as prescribed by the Autonomous College from time to time (Refer Academic Rules & Regulations).

20. Disclosure of Answer Books (Book Seeing):

- 20.1. In order to bring transparency in the evaluation system, book seeing is introduced. This shall happen within 3 to 4 working days, after the Valuation. The office of COE will draw a time table for each programme and semester. Accordingly, on the designated day, time and place, the valuation unit coordinators in the presence of BOE chairman of a particular programme will show the books to the students. During this, if any student feels that there is a discrepancy in valuation/ totaling, he/ she has to fill a form and hand it over to the coordinators/ BOE chair person.
- 20.2. The BOE chairperson will look into the grievances and take corrective measures in the presence of COE.

21. Gracing Policy

- 21.1. A candidate shall be eligible to a maximum of 2 grace marks in a course: theory /integrated/ laboratory and in a maximum of 2 courses in a semester, provided,

he / she has a CGPA ≥ 5.0 and SGPA ≥ 5.0 if the candidate after gracing gets minimum prescribed marks in the said course/s and passes the same.

- 21.2. A candidate shall be eligible to a maximum of 4 grace marks in a course: theory/integrated/ laboratory provided, he / she has a CGPA ≥ 5.0 and SGPA ≥ 5.0 and has failed only in one course in the semester, if the candidate after gracing gets minimum prescribed marks in the said course and passes the same.

22. Revaluation and Photocopy of Answer Scripts

- 22.1. Answer scripts in certain courses which have been evaluated twice, shall not qualify for revaluation. Courses with single valuation such as Humanities shall qualify for revaluation.
- 22.2. A Candidate can apply for revaluation and photocopy of the answer scripts as per the announcement/circular from the office of the COE, after publishing the result of the current semester by paying the prescribed fee. The candidates shall submit the application to the office of the COE in the prescribed form. There shall be no restriction on the number of courses for which the candidate can apply for re- totaling and/or photocopying of the answer scripts.
- 22.3. On receipt of the applications for photocopying and revaluation, office of the COE shall prepare the consolidate list of applications with USN, Course Code & Course name for each of the above purposes facilitating the retrieval of the respective answer scripts. Office of the COE shall complete the process of addressing applications for re-totaling and photocopying.
- 22.4. The COE shall arrange for (i) giving new code numbers for the answer scripts that need to be sent for revaluation, (ii) detach or completely mask the title page of the answer script and send it for revaluation. The process be repeated in case of issuing the script for 2nd revaluation (difference of marks is more than 15). The examiners shall be invited to the valuation center as per the direction of the COE.
- 22.5. The revaluation marks shall be entered in a separate facing sheet. The examiner shall be provided with the scheme of valuation for the course and all the marks shall be entered in to a separate marks list for all the revalued scripts.
- 22.6. If the revaluation marks are less than the original marks, then the original marks shall be retained.
- 22.7. Highest of Original marks (average of I & II Valuation or moderated) & Revaluation marks shall be considered for grading.
- 22.8. Third Valuation shall be done for scripts having a difference of 16 marks &

above, between Original Marks & Revaluation Marks.

22.9. After the third valuation, average of nearest two awarded marks shall be considered for grading.

22.9.1. For a script evaluated twice or thrice (Revaluation & Third valuation) at least one of the evaluations shall be done by an external Valuator

23. Challenge Valuation

23.1. A candidate can apply for Challenge Re-Valuation for any number of scripts. Candidates seeking challenge revaluation of scripts shall apply for the same as per the circular issued by the COE.

23.2. Candidates applying for Challenge Valuation can take provisional admission to the higher semester and attend the classes until the results are declared. On announcement of results, if the candidate is found to be not-eligible for promotion to higher semester, he may be permitted to re-register for the courses with 'F' grade, following the norms of the re-registration and by paying the prescribed re-registration fee.

23.3. Challenge Valuation shall be done by Two Valuators jointly. (Preferably one of them shall be an external Valuator). The marks awarded in the challenge revaluation shall be treated as final and considered for grading and there shall not be any further appeal over and above this result.

24. Guidelines for Distribution of Practical Examination / Valuation Work

24.1. The BOE shall finalize the panel of examiners for each course and forward the same for consideration and appointment of examiners by the COE. Appointment of Examiners is done by the COE in consultation with Chairperson of the BOE, by selecting appropriate faculty from the Panel of Examiners identified by the BOE, based on the reputation of the Institute and experience on merit basis.

24.2. If there is no response from the external faculty identified due to a valid reason or the said faculty rejects the appointment, the Chairperson of the BOE in consultation with the COE, approves additional faculty to be included in the Panel of examiners.

24.3. The faculty shall preferably have a minimum experience of two years to be eligible for appointment as an examiner.

24.4. One of the examiners shall preferably be an external examiner.

24.5. The examiners shall drive the evaluation process of the said course in a fair and an impartial manner. In case of discrepancies the same shall be reported to the

COE and the COE in consultancy with the BOE chair and/ Senior faculty decides on the future course of action.

25. Payment of Examination Fee / Tariff Towards the Issue of Various Applications / Certifications*

25.1	SEE Examination Fee (Rs. 1830/-)	Rs. 2000/-
	Grade Card Fee (Rs. 150/-)	
	Application Fee (Rs. 30/-)	
25.2	Arrears Examination Fee per course	Rs. 300/-
25.3	Revaluation Fee per course	Rs. 750/-
25.4	Photocopy of Answer Scripts Fee per course	Rs. 400/-
25.5	Make up Examination Fee per course	Rs. 650/-
25.6	Arrear Examination Fee for More than five courses	Rs. 1500/-
25.7	Challenge Valuation	Rs. 5000/-

* The Fee structure shown above is to be implemented for academic year 2023-24 onwards, till further orders.

Application for Issue of PROVISIONAL DEGREE												Affix Self- Attested recent photograph
Name of the student (as in the Marks card)			(in capital letters)									
University Seat No.												
Discipline												
Phone No.												
Email												
Academic Progress												
Year												
Semesters	I	II	Sup.	III	IV	Sup.	V	VI	Sup.	VII	VIII	Sup.
Credits Earned												
SGPA												
CGPA												
Total Credits Earned												
No Due Certificate												
S/L	Department/Section					Remarks				Initials		Date
1	Library											
2	Accounts Section											
3	Trust Office (Management seat students only)											
4	Placement											
Address for Communication						Permanent Address						
Mobile No.						Contact No. (Residence)						
The information furnished in this application is true to the best of my knowledge.												
Date						Signature of the Student						
Verification Note												
The student has Nodues to the department. All the documents have been verified and found correct												
Signature of the proctor					Signature of the HOD					COE		
To Be Filled By Office												
Details of Fee Payment**												
Challan Number _____ Date _____ Amount Rs. _____												
Orders of the Principal												
												Principal

No.**Application for issue of Official Transcript**

To

Date:

The Principal,
MIT Mysore

Name of the Candidate : _____ U.S.N: _____

Branch : _____

Year of Entrance: _____

Year & Month of Completion: _____

No. of Copies required: _____

Course Details:

Sem	Isem	IIsem	IIIsem	IVsem	V sem	VIsem	VIIsem	VIIIsem
Sgpa								
Cgpa								

Fees details:

Rs.400/- for First copy and Rs.300/- each for subsequent copies.

Mailing Address:**Name:****Add:****Contact No.(Residence):****Mobile:****Signature of the Candidate****Issued by(with date):****Accepted by (with date):**

Application for Correction in Grade Cards**Name of the Candidate:****U.S.N.** :**Correction in Grade Cards**

Corrections to be incorporated

	As Printed	To be Corrected to read as
Name of the Candidate		
Name of the Father/Mother		
Any Other		

Documents to be Submitted

- Photocopy of SSLC Marks Card
- Original Marks Card/s

Signature of the Candidate**Recommendation/Remarks of the HoD****Signature of the HOD with Seal****COE Office Use**

Application for Duplicate Grade Cards/PDC

Student Details	Semester & Branch	Lost Certificate details
Name of the Candidate		
U.S.N.:		
Contact Number		

Documents to be Submitted

- Police Complaint Acknowledgement
- Affidavit on Stamp Paper of Rs.20/-
- DD of Rs.300/- in favor of Principal, MIT Mysore

Details of Fee Paid

DD. No....., Date:....., Total
Amount:.....

Signature of the Candidate with date

RECOMMENDATION/REMARKS OF THE HOD

Signature of the HOD with Seal

COE OFFICE USE

Format for Consolidated Report by the Squad**To,****The Deputy Chief Superintendent**

Semester End Examination- February 2025

MIT Mysore

Name of the Squad::..... **Designation and****Department:**.....**Examination (CIE/SEE,****DD/MM/YY):**.....**Inspection Reports (Inclusive of visits paid, block Nos.,
time etc.,) :**

.....

.....

.....

.....

.....

.....

Malpractice Cases booked if any with particulars :

1.

.....

2.

.....

Other findings if any :

1.

.....

2.

.....

Remarks :

.....

.....

SIGNATURE OF THE SQUAD WITH DATE

To,

Controller of Examinations

MIT Mysore,

Mandya-571477

Sir,

Subject: Malpractice Case

I am sending herewith a case of Malpractice by
Mr./Ms..... Son/Daughter of
.....and has appeared for the
Semester of Branch with USN

The case was detected on at AM/PM.

All the relevant documents and materials are enclosed herewith.

Enclosures:

- Answer Paper of the candidate along with Question Paper.
- The materials seized from the candidate attested by RS/DCS
- Copy of Admission ticket of the candidate.
- Plan of seating arrangement indicating the sitting position of the candidate in the block/hall.
- The statement of the candidate.
- The report of the concerned Room Superintendent.
- The report of the Deputy Superintendent.
- The report of the Deputy Chief Superintendent.
- The report of the Squad.
- Copy of the Memo issued to the candidate to attend the meeting of the MPCCC.

Yours faithfully

Deputy Chief Superintendent

REPORT OF THE DEPUTY CHIEF SUPERINTENDENT/HOD

Name of the Candidate:

.....
.

USN :.....

Date:.....

Exact Time:.....

Subject:.....

Sub Code:.....

Nature of Malpractice: Chits/Written matter on Calculator /Palm / Kerchief /
bringing Mobile/ e-gadgets

..... (Mention the
reason for booking the case) Case Detected by:

.....

Details of the Room Superintendent:

Name:

Department:

Contact Number:

Brief Report of Malpractice:

**Signature & Name of the
DCS/HOD**

Annexure II

The Deputy Chief Superintendent shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of some responsible witness like Coordinator or Senior Staff member. It shall be in the handwriting of the candidate and shall be signed by him / her and attested by the examination officials.

If the candidate refuses to give the statement, he / she be asked to state the same in writing. If he/she refuses to do this also, the same shall be recorded duly, witnessed by two members of the Supervisory Staff and one of them will be a faculty of the cadre of Professor.

Statement of the Candidate

Name and Signature of the Candidate

Witness:

Name & Designation:

Signature

1.

2.

Annexure - III**Report of the Room Superintendent**

This statement given by me is based on my personal knowledge of the case. Before the distribution of the Question Papers, I had warned the candidate “All of you should search your pockets, purses, desks, tables and benches, whether there are any papers, books or notes or e-gadgets and if you find any, keep them outside the examination hall before you start answering the paper”. This warning was given to the latecomers also.

When I was supervising on (date) at about (time)... : I found, this case of malpractice in my block.....: The Candidate's name is: bearing USN.....:

Below given are the details of the case

Signature of the Room Superintendent

Report of the Deputy Superintendent

Signature of the Deputy Superintendent/HOD

Report of the Squad (If Detected by the Squad Member)

Signature of the Squad Member(s)

Date:

MEMO

Mr./Ms..... bearing USN

,.....

booked under Malpractice during SEE/CIE in the
subject.....on..... is hereby directed to appear before the Mal- Practice Cases
Consideration Committee Meeting on at ... preferably along with your parent or local
guardian. If you fail to appear before the committee, exparte decision will be taken.**Chief Coordinator/Deputy Chief Superintendent**

To,

Mr./Ms.....

Signature of the candidate with date for having received the
Memo.....

Copy FWC's to:

The,

1. COE, MITMysore, Mandya
2. Principal
3. Office Copy

To,

Controller of Examinations

MIT Mysore

Mandya

Sir,

Subject: Malpractice Case

I am sending herewith a case of Malpractice by Mr/
Ms.....

Son/Daughter of and has
appeared for the

..... Semester of Branch with USN
.....

The case was detected on at AM/PM.

All the relevant documents and materials are enclosed herewith.

Enclosures:

1. Answer Paper of the candidate along with Question Paper.
2. The materials seized from the candidate attested by RS/HOD
3. The statement of the candidate.
4. The report of the concerned Room Superintendent.
5. The report of the Head of the Department
6. The report of the Squad.
7. Copy of the Memo issued to the candidate to attend the meeting of the MPCCC.

Regards,

Head of the Department

MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE (Autonomous Institution) Approval of Remunerations for Autonomous Examination work w.e.f. 2023-24 Examinations		
S/L	Description / Designation	Rates (in Rs.)
SEMESTER END EXAMINATION (SEE)		
1	Question Paper Setting (Theory)	
1.1	Paper Setting per paper (UG)	Rs. 750/-
1.2	Preparation of Scheme and Solution per question paper (UG)	Rs. 750/-
1.3	Additional Remuneration to the Chairman for Scrutiny of Question paper per session (semester)	Rs. 2750/-
1.4	a) Sitting fee for the BOE Chairman/Members	Rs. 2500/-
	b) Invitees of BOE : remuneration for scrutiny of Question paper & Scheme & Solutions per course (lump-sum) Minimum amount Maximum amount	Rs. 150/- Rs. 750/- Rs. 1000/-
2	Valuation (Theory)	
2.1	Valuation/Reviewer fee per paper Up to 3 hours	Rs. 35/-
	Valuation/Reviewer fee per paper Up to 4 hours	Rs. 40/-
	Minimum amount (Up to 6 Papers)	Rs. 200/-
2.2	Revaluation per Script fee per paper Up to 3 hours	Rs. 35/-
	Revaluation per Script fee per paper Up to 4 hours	Rs. 40/-
	Minimum amount (Up to 6 Papers)	Rs. 250/-
2.3	Challenge Valuation fee per paper	Rs. 300/-
	Minimum amount	Rs. 500/-
3	Practical Examination	Rates (in Rs.)
3.1	Chief Superintendent - for conduct of practical examination/day	Rs. 20/-
	Min / day	Rs. 75/-
	Max / day	Rs. 150/-
3.2	HoD - for conduct of practical examination/day	Rs. 20/-
	Min / day	Rs. 75/-
	Max / day	Rs. 150/-
3.3	Setting of Question paper / lab batch / Examiner (Only for Manual)	Rs. 90/-
	Setting of Question paper / lab batch / Examiner for Drawing Subjects	Rs. 125/-
3.4	Preparation, Conduct and Valuation per batch of 10 students per examiner	Rs. 300/-
	For every additional candidate above 10	Rs. 30/-
	B.E. Final Year Project Viva Voce, Internship per candidate/ Examiner	Rs. 40/-
3.5	Lab / Workshop Supervisor Or Foreman per Lab/Batch	Rs. 105/-
3.6	Lab Technician per Lab / Batch	Rs. 105/-
3.7	Lab Attendee per Lab / Batch	Rs. 80/-

3.8	Clerk cum Typist per day of practical examination	Rs. 110/-
3.9	Surveying Lab of BE Civil, Transportation Lab attenders (Maximum 05)	Rs. 80/-
3.7	Store Keeper (Per Semester)	Rs. 1000/-
4.1	Extra Allowance for examiners from outstation	Rs. 500/-
4.2	Travelling Allowances	As per VTU
4.3	Daily allowance at Mysore	Rs. 300/-
4.4	Local Conveyance for examiners from other colleges	Rs. 300/-
4.5	Chief Coordinator(CC for Q. paper printing / valuation / tabulation / results) per day	Rs. 1000/-
4.6	Deputy Chief Coordinator(DCC) of Valuation center / day	Rs. 750/-
4.7	Coordinators (C) of Valuation center / day	Rs. 500/-
4.8	Chairman / Chief of subject during Valuation / day: <i>Note : Maximum amount /course</i>	Rs. 275/- Rs. 1100/-
4.9	Coding + Decoding per script (No Local allowance)	Rs. 1.75/- script
4.1 0	Office Staff / day - Co-ordination work	Rs. 225/-
4.1 1	Office Staff / day - clerical work	Rs. 200/-
4.12	Class IV / day	Rs. 150/-
5	Examination Centers- Theory Examinations	
5.1	Chief Superintendent Per session	Rs. 225/-
5.2	Deputy Chief Superintendent per session (Internal)	Rs. 175/-
5.3	Room / Relieving Supdt. Per session	Rs. 150/-
5.4	Office Superintendent Per session	Rs. 120/-
5.5	Clerk or Typist per session	Rs. 100/-
5.6	Attender Per session	Rs. 80/-
6	Sitting Fee & Hospitality Charges	
6.1	Sitting fee for the BOS/BOE Chairman/members attending	Rs. 1000/-
6.2	Malpractice Committee (Both CIE/SEE) Sitting fee for the Chairman/Members (Per day)	Rs. 1000/-
7	Observer (Squad)	
7.1	For every observer including Chairman per session	Rs. 200/-
7.2	Chairman of Observer for the entire period of squad duty	Rs. 1000/-