



**BMS COLLEGE OF ENGINEERING**  
**BANGALORE-560 019**  
(Autonomous College under VTU)

**CONDUCT OF EXAMINATIONS**  
(including some important Guidelines)  
**MANUAL**

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**



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## ASSESSMENT

### 1.1 Achievement Testing

- 1.1.1 The assessment of student's performance during and/or at the conclusion of a program has to be done using examinations. In general, an examination may have different objectives, like achievement testing, prediction testing, endurance testing, and creativity testing and testing for ranking.
- 1.1.2 In technical education, the assessment has to be of the achievement testing type, so that a student's knowledge, understanding and competence in the subjects studied are properly assessed and certified. The **Guidelines** given below enable the College to achieve this goal and gain the confidence and respect of their stake holders, particularly students.
- 1.1.3 Typically achievement testing is done in two parts as follows both of them being important in assessing a student's achievement:
- **Sessional:** Involving **Continuous Internal Evaluation (CIE)**, to be conducted by the subject teacher all through the semester; and, to include mid-term tests, weekly/fortnightly class tests, home work assignments, problem solving, group discussions, quiz, seminar, mini-project and other means.
  - **Terminal:** Covering **Semester End Examination (SEE)**, to be conducted by the subject teacher jointly with an external examiner at the end of a semester, on dates to be fixed at the College level; and to include a written examination for theory courses and practical/design examination with built-in oral part for laboratory/design courses.
- 1.1.4 In the credit system, it is necessary to have both CIE and SEE of equal (50:50) significance. And, a student's performance in a subject shall be judged by taking into account the results of CIE and SEE individually and also together.

### 1.2 Question Papers

- 1.2.1 **Achievement Testing:** For an effective achievement testing of the students in a course, a good question paper needs to be used as the principle tool. This makes it necessary for the question papers used at CIE and SEE to:
- Cover all sections of the course syllabus uniformly;
  - Be unambiguous and free from any defects/errors;
  - Emphasize knowledge testing, problem solving & quantitative methods;
  - Contain adequate data / other information on the problems assigned; and,
  - Have clear and complete instructions to the candidates.



- 1.2.2 Question Paper Planning:** These requirements make it necessary for a Question Paper to cover the entire syllabus, with a provision for the students to answer questions from the full syllabus. As students need to be given some choice in the questions included in the Paper, it is preferred for the Question Papers at SEE, in particular, to have built in choice under each unit of the syllabus. This factor shall be taken note of by the Board of Examiners, while planning for the Question Papers.
- 1.2.3** Besides, it is also necessary for the course syllabi to be well drafted, be defect-free and be properly unitized (or modularized) to enable the setting of good question papers covering the whole syllabus. These aspects have to be taken into account, in particular, by the Board of Studies (BOS).
- 1.2.4 Typical Question Paper:** The questions to be included in the Question Papers at CIE and SEE can be of two types as follows and the subject teachers as well as the external examiners shall have to be well trained to set them:
- i. Multiple Choice Questions, having each question to be answered by tick marking the correct answer from the choices (commonly four) given against it; Such a question paper to be useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding of the students; However, Question Papers for CIE and SEE to include no more than 15-20% of the questions of this type.
  - ii. Comprehensive Questions, having all questions of the regular type to be answered in detail; Such a Question Paper to be useful in the testing of overall achievement and maturity of the students in a subject, through long questions relating to theoretical / practical knowledge, derivations, problem solving, application and quantitative evaluation.

### **1.3 Examinations**

- 1.3.1 Maintenance of Standards:** For ensuring a high standard in CIE and SEE, meeting the expectations of the Statute and being able to declare the results of student's performance at both CIE and SEE in a time bound manner before the conclusion of a semester as per the Academic Calendar, it is necessary to follow the practical suggestions for conducting examinations given below:
- 1.3.2 CIE:** The CIE shall be conducted exclusively by the faculty handling the Course. The Course teacher/instructor to spell out the components of CIE to the students in advance, maintain transparency in its operation, declare the evaluation results in time and then return the answer scripts and assignment sheets to them; Also the faculty solve the questions from these test papers during the class/tutorials for the benefit of students. The



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Continuous Internal Evaluation [CIE] for theory courses shall have 50% weightage. The CIE is based on Three Tests & Two Quizzes conducted as per the schedule given in Academic Calendar. Out of three tests, the best two test performance shall be considered. The tests shall be conducted for 40 marks each and be reduced to 20 marks. The average marks of the best two test performances shall be considered for awarding the CIE along with the quiz marks. Two quizzes of 10 marks each shall be conducted & the marks be reduced to 05 in each quiz. The Total marks of CIE shall be 100 (two tests of 40 marks each & two quizzes of 10 marks each). The weightage of CIE is as shown below:

Component	Test-1	Test-2	Quiz-1	Quiz-2 (Surprise)	Total Marks
Maximum Marks	40	40	10	10	100
Reduced to	20	20	05	05	50

**NOTE:** The CIE for certain courses in B.Arch. can also contain assessment through Reviews/Assignments/Portfolios submission that will be predefined by the course coordinator.

### 1.3.3 CIE FOR INTEGRATED COURSES

The CIE for integrated course is split into two components namely Theory and Practical with an equal weightage.

For theory component - there shall be three tests conducted. Out of which, average of the best two test performances would be considered and there shall be one quiz [Surprise Quiz] conducted. For practical component, the performance in the Lab/workshop/drawing etc shall be evaluated in two phases namely Lab record and performance and lab test in Viva-voce. The lab test and Viva-voce to be conducted by two examiners i.e. a course coordinator and one examiner [preferably external]. The Chairperson shall maintain the record of finalized marks for Lab test/ Viva-voce at the departmental office.

The weightages are as shown below:

Component	Theory			Practical		Total Marks
	Test-1	Test-2	Surprise Quiz	Records & Performance	Lab test + Viva-voce	
Maximum Marks	10	10	5	10	10+5	50

**Note:** A student shall secure a minimum of 40% CIE and should have 85% attendance in both the theory and practical components in case of integrated courses, otherwise he/she shall not be qualified/eligible for SEE.



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- 1.3.4 SEE:** The SEE shall be conducted jointly by the subject teacher and an external examiner appointed for this purpose by the College. Here, the external examiner to mainly associate with the work of Question Paper setting, because of the difficulties in having him/her for conducting the evaluation of student's answer scripts due to the tight time schedule for the various tasks connected with SEE.
- 1.3.5 SEE Answer Scripts:** The answer scripts of SEE may be normally evaluated by the subject teacher only; But as a first step, a Departmental Committee of the Autonomous College to preferably oversee and ensure the quality and standard of evaluation and of the *grades* awarded in all the cases; The next step to be taken before declaring the results, to include an external review of SEE conducted;
- 1.3.6 External Review of SEE:** An external review shall be conducted under the aegis of the Board of Studies (BOS)/Board of Examiners (BOE) of the College by appointing a panel of subject experts from outside the College for this purpose and aiming at totality in the review of SEE operation and covering such steps as, *question paper review, checking random samples of answer scripts, analysis of results/grades awarded, etc..* This step is necessary for gaining the confidence of the University and also of the society at large, on the fairness and transparency in the system.
- 1.3.7 Passing Standards:** High standards shall be maintained in all aspects of the examinations and shall follow the *standards of passing* at CIE

And SEE for each Course, registered, as given below

Passing Standards using **Relative Grading**

<b>Evaluation Method</b>	<b>Passing Standard</b>
Sessional CIE)	Score: $\geq 40\%$
Terminal (SEE)	Score in (CIE +SEE) leading to the award of Letter Grade $\geq E$

Passing Standards using **Absolute Grading**

<b>Evaluation Method</b>	<b>Passing Standard</b>
Sessional (CIE)	Score: $\geq 40\%$
Terminal (SEE)	Score: $\geq 40\%$

- 1.3.8 Project work Evaluation:** The evaluation of CIE of the project work shall be based on the progress of the student in the work assigned by the project supervisor, periodically evaluated by him/her together with a Departmental Committee constituted for this purpose.



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A seminar presentation, submission of project report and final oral examination conducted by a common Project Evaluation Committee at the College level shall form the **SEE** of the project work.

1.3.9 In the case of other requirements, such as, seminar, industrial internship, field work, comprehensive viva voce, if any, the assessment shall be made as laid down by the Academic Council.

1.3.10 **There shall be no re-examination for any Course in the credit system.** To take care of such students:

- a. Who have absented themselves from attending CIE or SEE; without valid reasons; or,
- b. Who have failed (Grade F, as covered in Section 9) to meet the minimum passing standards prescribed for CIE and/or SEE; or,
- c. Who have been detained for want of attendance; or,
- d. Who have withdrawn (Grade W, as covered in Section 9.) from a Course, such students shall be required to re-register for the Course(s) and go through CIE and SEE again and obtain a *Grade equal to or better than E* (Please see Section 9) in each case. While such students shall have to re-register for the same Course(s) if *hard core*, they can re-register for alternative Course(s) from among the *soft core or elective* Courses, as the case may be. The re-registration shall be possible when the particular Course is offered again either in a *main (Odd/Even) or a Fast Track semester*.

1.3.11 **Successive Failures:** A student who has not been able to obtain eligibility for third semester even after **three academic years** will be declared as Not Fit for Technical Education [NFTE]. However, such a student can re-join BE/B.Arch. Program in the College as a fresh student to First Year.

#### 1.4 ATTENDANCE REQUIREMENT

1.4.1 All students shall maintain a minimum attendance of 85% in each course registered. In case of shortfall in this, the Principal of the College shall consider and may condone deficiency up to a limit of 10% in special cases after due recommendation by the concerned Head of the Department. Any student failing to meet the above standard of attendance in any course(s) registered, shall not be allowed to appear for SEE of such course(s).

1.4.2 **Attendance at CIE and SEE:** Attendance at all examinations, both CIE and SEE of each course registered shall be compulsory for the students and there shall not be any provision for re-examinations/consideration.

1.4.3 Any student against whom any disciplinary action by the College is pending shall not be permitted to attend any SEE in that Semester.





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- 1.4.4 Each Semester is considered as a unit and the candidate has to put in a minimum attendance of 85% in each subject with a provision of condonation of 10% attendance by the Principal for reasons such as medical emergencies, participation in sport, cultural activities, seminars, workshops and paper presentation etc at the level of University, State, and National.
- 1.4.5 The basis for the calculation of the attendance shall be the period prescribed by the College by its calendar of events. For the first semester students, the same is reckoned from the date of admission to the course.
- 1.4.6 The students shall be informed about their attendance position periodically by the College so that the students can strive to make up the shortage. However, non-receipt of such information from the college will not be considered as valid reason for exemption from the attendance requirements.
- 1.4.7 If a student does not fulfill the attendance requirements in any subject he/she is not permitted to attend the Semester End Evaluation in that subject and is deemed to have been awarded "F" grade in that subject.
- 1.4.8 In respect of Integrated Courses 85% of attendance shall be maintained in Theory as well as practical component of the course. Failing to maintain the 85% attendance in anyone component the student will not be permitted to take up SEE in the course.

## 1.5 GRADING

- 1.5.1 General
- 1.5.2 As in recent years, the *grading system* has replaced the evaluation of student's performance in a Course based on absolute marks, because of its many advantages, the College shall follow this practice. Here again, it is necessary to maintain uniformity in the *grading practice* at different Colleges to ensure that the migration of students or transfer of *credits* among Autonomous Colleges under the University is made easy.
- 1.5.3 *Letter Grades:* A *letter grade* is basically a qualitative measure (an alphabet/letter) giving the performance of a student, such as, Outstanding (S), Excellent (A), Very Good (B), Good (C), Average (D), Poor (E) and Unsatisfactory/Fail (F), based on the raw score (marks, as in conventional practice) obtained by the student. This is usually arrived at after the student's performance in a Course, which includes both CIE and SEE, is assessed and raw score (marks) for the total are awarded to begin with, followed by grouping of all the students at a Course under different grading levels, as above.





1.5.4 There are different approaches possible for the grouping of raw score (marks). But, the most useful one is based on the computation of statistical measures like mean and standard deviation of the raw score (marks) of all students attending a Course, to separate out the *letter grade* groups. This approach facilitates *relative grading* of the students, which has many advantages over the conventional *absolute grading*, like, freedom from the difficulty level of Question Papers used, absence of personal bias and influence of evaluation norms/standards adopted by the examiner. Hence, this approach shall be followed for awarding *letter grades* against the raw score (marks) obtained by students.

1.5.5 **Absolute Grading:** While it is most appropriate to follow the system of *relative grading*, it is noticed that it needs specific preparations to introduce this system. Hence, the College has decided to adopt the *absolute grading* system in the initial years of *academic autonomy*.

1.6 **Grade Points**

1.6.1 Depending on the *letter grades* assigned, a student earns certain *grade points*. As the *grading system* can have different *grade points*, like 5, 8 and 10, more number of points in the scale, will be necessary to provide a better resolution in the performance assessment.

The Colleges follow the *10-point grading system*, as given below for *relative grading system* or *absolute grading system* as the case may be.

Grade Points Scale for *Relative Grading*

Level	Out standing	Excellent	Very Good	Good	Average	Poor	Fail
Grade	S	A	B	C	D	E	F
Grade Points	10	09	08	07	05	04	00

Grade Points Scale for *Absolute Grading*  
[Currently being followed]

Level	Out standing	Excellent	Very Good	Good	Average	Poor	Fail
Grade	S	A	B	C	D	E	F
Grade Points	10	09	08	07	05	04	00
Score (Marks) Range (%)	≥ 90	≥ 75 - <90	> =60 - < 75	≥50 - < 60	≥45 - < 50	≥40 - <45	< 40



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- 1.6.2 The *grade points* given in above tables help in the evaluation of *credit points* earned by the student in a Course as the *credit points* are equal to the number of credits assigned to the Course multiplied by the *grade points* awarded to the student in that Course. This shall be used in arriving at the *credit index* of the student for that semester, as it is the sum total of all the *credit points* earned by the student for all the Courses registered in that semester.
- 1.6.3 **Earning of Credit:** A student shall be considered to have completed a Course successfully and earned the *credits* if he/she secures an acceptable *letter grade* in the range S-E. *Letter grade 'F'* in any Course implies failure of the student in that Course and no *credits* earned.
- 1.6.4 **Transitional Grades:** The *transitional grades*, such as, 'I', 'W' and 'X' shall be awarded to a student in the following cases. These shall be converted into one or the other of the *letter grades* (S-F) after the student completes his/her Course requirements, including examinations:

Grade 'I': Awarded to a student having satisfactory attendance at classes and meeting the passing standard at CIE in a Course, but remained absent from SEE for valid and convincing reasons acceptable to the College, like;

- i. Accident or severe illness leading to hospitalization, which disabled the student from attending Semester End Examination (SEE);
- ii. A calamity in the family at the time of SEE, which required the Student to be away from the College;

Note: Intimation/request(s) should be mandatorily made before completion of the said examination to the concerned HOD/Vice Principals.

**Grade 'W':** Awarded to a student having satisfactory attendance at classes, but withdrawing from that Course before the prescribed date in a semester under *faculty advice*;

**Grade 'X':** Awarded to a student having attendance  $\geq 85\%$  and CIE rating ( $\geq 60\%$ ) in a Course, but SEE performance observed to be poor, which could result in an overall F Grade in the Course. (No F Grade awarded in this case but student's performance record maintained separately).

- 1.6.5 **Grade Card:** Each student shall be issued a *Grade Card* (or transcript) at the end of each semester. While this will have a list of all the Courses registered by a student in the semester together with their *credits*, the *letter*



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*grades with grade points awarded and those with grades 'I', 'W' and 'X', only those Courses registered for credit and having grade points shall be included in the computation of the student's performance, like SGPA and CGPA. And, the Courses taken for audit will not form part of this computation. The results of mandatory courses, which are of the non-credit type, shall also be reflected in the Grade Card as PP (for Passed) or NP (for Not Passed). It may be noted that each UG student shall have to obtain the grade PP in each mandatory course to qualify for the Degree award by the University.*

**1.6.6 Make-up Examination:** The *Make-up Examination* facility shall be available to students who may have missed to attend the SEE of one or more Courses in a semester for valid reasons and given the 'I' grade; Students having the 'X' grade shall also be eligible to take advantage of this facility. The *Make-up Examination* shall be held as per dates notified in the Academic Calendar. However, it will be possible for an Autonomous College to hold this examination at any other time in the semester with the permission of its Academic Council. In all these cases, the standard of the *Make-up Examination* shall be the same as that of regular SEE for the Courses.

**1.6.7** In the event of a student in his/her final year failing in a Laboratory Course and/or in CIE of a Course, the student shall be given 'I' grade for such course(s). In such a case, the concerned faculty may grant the student extra time not exceeding 12 weeks for completing the Course, with the concurrence of the Head of the Department and the Principal of College. If no such extra time is sought / granted, the concerned student shall have to re-register for the course(s) in the succeeding semester and fulfill the academic requirements for the award of the degree.

**1.6.8** All the 'I' and 'X' grades awarded to the students shall have to be converted by the concerned teachers to appropriate *letter grades* and communicated to the College authorities within *two days* of the respective *Make-up Examinations*. Any outstanding 'I' and 'X' grades two days after the last scheduled *Make-up Examinations* shall be automatically converted to 'F' grade.

**1.6.9** All the 'W' grades awarded to the students shall be eligible for conversion to the appropriate *letter grades* only after the concerned students re-register for these Courses in a main(Odd/Even)/Fast Track semester and fulfill the passing standards for their CIE and (CIE+SEE).

### **1.7 Grade Point Averages:**

**1.7.1 SGPA and CGPA:** The *credit index* can be used further for calculating the Semester Grade Point Average (*SGPA*) and the Cumulative Grade Point Average (*CGPA*), both of which being important performance indices of the



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student. While *SGPA* is equal to the *credit index* for a semester divided by the total number of *credits* registered by the student in that semester, *CGPA* gives the sum total of *credit indices* of all the previous semesters divided by the total number of *credits* registered in all these semesters. Thus,

*SGPA* will be computed as follows;

$$\sum [(Course\ credits) \times (Grade\ points)] \text{ (for all Courses}$$

In that semester excluding transitional grades)

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$$\sum [(Course\ credits)] \text{ (for all courses in that semester}$$

Excluding transitional grades)

*CGPA* will be computed as follows:

$$\sum [(Course\ credits) \times (Grade\ points)] \text{ (for all Courses}$$

Excluding those with F & *transitional grades* until That semester)

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$$\sum [(Course\ credits)] \text{ (for all Courses excluding those}$$

With F & *transitional grades* until that semester)

**1.7.2 Illustrative Example:** An illustrative example given in Table below indicates the use of the above two equations in calculating *SGPA and CGPA*, both of which facilitate the declaration of academic performance of a student, at the end of a semester and at the end of successive semesters respectively. Both of them shall be normally calculated up to the second decimal position, so that the *CGPA*, in particular, can be made use of in rank ordering the student's performance of students in a class. If two students get the same *CGPA*, the tie should be resolved by considering the number of times a student has obtained higher *SGPA*; But, if it is not resolved even at this stage, the number of times a student has obtained higher grades like S, A, B etc shall be taken into account in rank ordering of the students in a class.



**SGPA/CGPA Calculations: An Illustrative Example**

Semester (Odd:I, Even:II)	Course No.	Credits	Grade	Grade Points	Credit Points	SGPA/CGPA
I	XX101	5:0:0	B	8	40	
I	XX102	3:2:0	W	-	--	
I	XX103	3:0:0	A	9	27	
I	XX104	0:1:1	F	0	00	
I	XX105	4:1:0	D	5	25	
I	XX106	5:0:0	E	4	20	
Total		20 (18*)			112	SGPA= 112/20 =5.60 CGPA =5.60
II	XX107	3:1:1	C	7	35	
II	XX108	4:0:0	B	8	32	
II	XX109	3:0:0	D	5	15	
II	XX110	4:1:0	E	4	20	
II	XX111	2:1:1	A	9	36	
II	XX112	2:0:0	F	0	00	
II	XX113	0:2:0	B	8	16	
Total		25 (23*)			154	SGPA= 154/25 = 6.16 CGPA= 266/41 = 6.48
Fast Track	XX102	3:2:0	D	5	25	
Fast Track	XX104	0:1:1	C	7	14	
Fast Track	XX112	2:0:0	D	5	10	
Total		9			49	SGPA= 49/9 = 5.44 CGPA= 315/50 = 6.30

\* Total No. of *credits* excluding those with 'F' and *transitional grades*; This is particularly important to keep track of the number of *credits* earned by a student up to any semester;

**1.7.3 Vertical Progression:** It shall also be necessary to lay down uniform minimum standards for SGPA and CGPA together with the minimum number of *credits* to be earned in a semester for the *vertical progression* of students. This shall be used in facilitating the mobility of students from one



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College to another and also in avoiding any confusion among the students. The prescribed standards for *vertical progression* shall be as follows:

- Minimum Standard for SGPA =5.0;
- Minimum Standard for CGPA =5.0;  
(At the end of each academic year)
- Maximum Number of 'F' Grades that can be carried at the end of academic year is four only.
- **The maximum number of withdrawals [put together in all previous semesters] permitted to carry is two only.**

However, failure to secure a minimum CGPA = 5.0 at the end of any semester for the first time, shall **attract a warning** before approval of the student to continue in the following semester.

**1.7.4 Award of Class:** Sometimes, it is necessary to provide equivalence of these averages, viz., *SGPA* and *CGPA* with the percentages and/or *Class* awarded as in the conventional system of declaring the results of University examinations. This shall be done by prescribing certain specific thresholds in these averages for *Distinction*, *First Class* and *Second Class* which reproduces the approach of the Council for this purpose:

**Percentage Equivalence of Grade Points**  
(For a 10-Point Scale)

Grade Point	% of Marks	Class
5.75	50	Second Class
6.25	55	
6.75	60	First Class
7.25	65	
7.75	70	Distinction
8.25	75	

## 1.8 OTHER ACADEMIC MATTERS

### 1.8.1 Choice Based Credit System

**1.8.2** It is necessary to implement a *Choice Based Credit System* for academic programs, which will be of considerable benefit to the students for developing their individual capabilities and talents and preparing themselves for exciting careers in the 21<sup>st</sup> century.



- 1.8.3 This makes it necessary to provide for:
- Easy access to students (either in print or in electronic form) for the Schemes of Instruction, Syllabi and *Credit Structure* of all the programs and the Courses being conducted, so as to assist them in course work planning;
  - Institutionalizing the conduct of course work by adopting a centralized time table for all the programs at a College, with a view to assist the students in customizing their programs and also optimizing its physical facilities;
  - Establishing a dynamic *Faculty Advisory System* at each College with students assigned to an Advisor, for helping them in planning / implementing their course work in a flexible and effective manner and also monitoring them;

## 1.9 Time Schedules

- 1.9.1 **Academic Schedules:** It is necessary to specify various time schedules in the Academic Calendar to assist the students and also the faculty. These include, dates for registration of courses, dropping of courses and withdrawal from courses. This enables the students to be well prepared, minimize their chances of failure in CIE and / or SEE and take full advantage of the flexibility provided by the *credit system*. Here again, uniformity across the University shall be followed by the Colleges in the interest of the students.
- 1.9.2 **Registration of Courses:** Each student shall have to register for course work at the beginning of a semester. The permissible Course load to be either *average credits* (=25) in the 1<sup>st</sup> Semester of a program or to be within the limits of minimum (=20) and *maximum* (=30) *credits* in each later Semester; A period of 2-3 days to be specifically assigned for this event in the Academic Calendar, for the students to seek faculty advice, discuss with the subject teachers and complete the formalities.
- 1.9.3 **Dropping of Courses:** A specific period shall be fixed in the middle of a semester for this purpose and help review the student's performance in CIE by the Faculty Advisors, followed by the students having poor performance to be facilitated to drop the identified course(s) (up to the *minimum credits* specified for the semester) without being mentioned in the *Grade Card*. Such Courses to be re-registered by these students and taken up for study at a later time.
- 1.9.4 **Withdrawal from Courses:** A specific period shall be identified towards the end of a semester to help review the student's performance in CIE by the Proctor who shall advise the students having poor performance to *withdraw* from identified course(s) (up to the *minimum credits* specified for the





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semester) with mention in the *Grade Card* (Grade 'W'). Such Courses to be re-registered by these students and taken up for study at a later time.

A student is permitted to withdraw from the Course(s) after one week from the last date of the second test [CIE].

Note: No separate circular/notification shall be issued in this regard.

**1.10 Temporary Withdrawal:**

1.10.1 A student shall be permitted to withdraw temporarily from the College on grounds like, prolonged illness, grave calamity in the family or any other serious happening. The withdrawal shall be for periods which are integral multiples of a semester, provided that:

- The student applies to the College within at least 6 weeks of the commencement of the semester or from the date he/she last attended the classes, whichever is later, stating fully the reasons for such a withdrawal, together with supporting documents and endorsement of his/her guardian;
- The College is satisfied of the genuineness of the case and that, even by taking into account the expected period of withdrawal, the student has the possibility to complete the program requirements (e.g., UG: 200 *credits*) within the time limits specified by the University;
- The student does not have any dues or demands at the College/University including tuition and other fees as well as library material;

1.10.2 A student availing of temporary withdrawal from the College under the above provision shall be required to pay such fees and/or charges as may be fixed by the College until such time as his/her name appears on the Student's Roll List. **However, it may be noted that the fees/charges once paid shall not be refunded.**

1.10.3 Normally, a student will be entitled to avail **the temporary withdrawal facility only once during his/her studentship of the program.** However, any other concession for the concerned student shall have to be approved by the Academic Council of the College. Hence, the students shall be advised by the Principal to use this provision only in exceptional cases.

**1.11 Termination from the Program**

A student shall be required to withdraw from the program and leave the College on the following grounds:

1.11.1 Failure (Getting F Grade) and not passing a Course/Subject to earn credits for the same, in spite of **five attempts**;



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1.11.2 Failure to secure a *CGPA*  $\geq 5.00$  on **three** consecutive occasions to lead the student being asked to discontinue the program and leave the College (*However, failure to secure a CGPA  $\geq 5.00$  at the end of any semester for the first time, to attract warning before approval of the student to continue in the following semester*);

1.11.3 Absence from classes for more than **six weeks** at a time in a semester **without leave of absence** being granted by competent authorities;

1.11.4 Failure to meet the **standards of discipline** as prescribed by the Autonomous College from time to time;

**1.12 Student's Feedback**

1.12.1 It is necessary for the Colleges to obtain feedback from students on their course work and various academic activities conducted under the *credit system*. For this purpose, suitable feedback forms shall be devised by the College and obtain the feedback from the students regularly in confidence, by administering the feedback form in print or on-line in electronic form.

1.12.2 The feedback received from the students shall be discussed at various levels of decision making at the College and the changes/ improvements, if any, suggested shall be given due consideration for implementation.

**1.13 Graduation Ceremony**

1.13.1 The College shall have its own annual *Graduation Ceremony* for the award of Degrees to students completing the prescribed academic requirements in each case, in consultation with the University and by following the provisions in the Statute.

1.13.2 The College shall institute Prizes and Awards to meritorious students, for being given away annually at the *Graduation Ceremony*. This will greatly encourage the students to strive for excellence in their academic work.

**FEE STRUCTURE FOR B.E. / B.ARCH**

SL.NO.	ITEM	Fees. (in Rs.)
1	SEE Examination Fee	1000/-
2	Re valuation Fee	400/-
3	Re Totaling Fee	100/-
4	Photocopy of Answer Scripts Fee	500/-
5	Make up Examination Fee per course	125/-
	More than four courses	500/-
6	Challenge Valuation	5000/-
7	Name Correction in Grade Cards	100/-
8	Duplicate Grade Cards	300/-
9	Provisional Degree Certificate	400/-
10	Official Transcript	First Copy 250/-
	subsequent copies each	150/-



**REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING INTERNAL TESTS / EXAMINATIONS (CIE)**

- a. Every student appearing for the Continuous Internal Examinations (CIE) is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:
- b. Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language.
- c. Writing on the Question Paper and/or passing on the same to other student(s) in the Examination Hall.
- d. Possession of electronic gadgets like mobile phones, programmable calculator, pen-drive or such other /storage devices in the Examination Hall.
- e. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- g. Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favors in the Examination Hall or in the answer script.
- h. Approaching directly or indirectly the teaching staff to bring about undue pressure or influence upon them for favor in the examination.
- i. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- j. Receiving material from outside or inside the Examination Hall, for the purpose of copying (inclusive of electronic communication).
- k. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- l. Copying or taking aid from any material or matter referred to in sub-clauses (h & i) above to answer in the examinations.
- m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- n. Committing any other act or commission or omission intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or official.
- o. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand kerchieves, clothing, socks, instrument box, identity card, scales electronic gadgets etc.,
- p. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.



**PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:**

The CIE Malpractice Cases Consideration Committee consisting of the concern department HOD, Dean (academic) and Controller of Examinations will examine the case and recommend the punishment.

**GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS**

If a Candidate is booked under Malpractice(s) for the First time, then the minimum punishment will be to disqualify the candidate to continue with the said course (not permitted for Semester End Examinations of the said course), further a fine of Rs.2, 000/- will be imposed. Also a warning will be issued.

If the student indulges in Malpractice(s) and is booked for the same, for the Second time then the minimum punishment will be disqualification from all the courses for that semester. Also a fine of Rs. 5,000/- will be imposed.

*The Malpractice cases consideration committee (CIE) shall recommend the Punishments based on the severity of the case and the case shall be recorded.*

**REGULATIONS GOVERNING THE MALPRACTICES BY THE STUDENTS DURING EXAMINATIONS (SEE)**

**I. PREAMBLE:**

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

**II. 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.

**III. DEFINITIONS:**

- a. ‘Answer script’ means a booklet containing the hand written answers to questions asked in an examination by a student in the Examination Hall;
- b. ‘Chief Superintendent’ means, Principal or any competent person appointed by the Principal of the College, to be in overall control of the Examination Centre.
- c. ‘College’ means BMS College of Engineering (BMSCE)



- d. 'Deputy Chief Superintendent (Internal coordinator)' means, an internal faculty member appointed by the Chief Superintendent to assist him/her during the examination process.
- e. 'Deputy Chief Superintendent (External coordinator)' means, an external faculty member appointed by the Chief Superintendent to monitor the examination process along with Chief Superintendent.
- f. 'Examination Hall' means, a room, hall, laboratory, workshop or any other premises such as drawing hall etc., identified for conducting examinations.
- g. 'Examiner' means teaching staff so appointed by the College to examine the answer scripts;
- h. 'Academic Council' means, the Academic Council of the College;
- i. 'Hall Ticket' means, the admission ticket issued by the College to a student for permitting him/her to attend the examination;
- j. 'Malpractice' means, any one or more of the acts committed by the students during the Semester End Examinations as specified under section IV.
- k. 'Malpractice Cases Consideration Committee' (MC<sup>3</sup>) means, the committee appointed by the College to consider the malpractice cases registered during the Semester End Examinations.
- l. 'Official' means, an Officer so recognized by the College and/or its Teaching Staff.
- m. 'COE' means, a Faculty Member entrusted with the task of conducting the Examinations of the College and declaring their results.
- n. 'Room Superintendent' means, faculty member in-charge of the Examination Hall during the examinations.
- o. 'Student' means, a person enrolled in the College for taking up studies and/or research.
- p. 'Teaching Staff' means, a person appointed for teaching in the College.
- q. 'University' means, Visvesvaraya Technological University (VTU).
- r. 'USN' means, a unique University Seat Number assigned to a student.

#### **IV. MALPRACTICES:**

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

- a. Misbehavior with officials or any other kind of rude behavior in or near the Examination Hall and using obscene or abusing language.
- b. Writing on the Question Paper / Admission Ticket and/or passing on the same to other student(s) in the Examination Hall.
- c. Disclosing his/her identity by writing name or any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts.



- d. Possession of electronic gadgets like mobile phones, programmable calculator, pen-drive or such other /storage devices in the Examination Hall.
- e. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- f. Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the Examination Hall.
- g. Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and/or any other official for favors in the Examination Hall or in the answer script.
- h. Approaching directly or indirectly the teaching staff, officials or examiners or bring about undue pressure or influence upon them for favor in the examination.
- i. Smuggling out or smuggling in the answer script pages or supplementary sheets or tearing them off and/or inserting pages written outside the examination hall into the answer scripts.
- j. Receiving material from outside or inside the Examination Hall, for the purpose of copying.
- k. Bringing into the Examination Hall or being found in possession of portions of an unauthorized book, manuscript, or such other material or matter in the Examination Hall.
- l. Copying or taking aid from any material or matter referred to in sub-clauses (i & j) above to answer in the examinations.
- m. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- n. Committing any other act or commission or omission intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or official.
- o. Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand kerchieves, clothing, socks, instrument box, identity card, hall ticket, scales etc.,
- p. Destroying any evidence of malpractice, like, tearing or mutilating the answer script(s) or running away along with the answer script(s) from the Examination Hall.

**IV. PROCEDURE FOR REPORTING THE MALPRACTICE/S:**

- a. The Principal shall appoint Team(s) of Flying Observers according to the need to ensure proper conduct of examination and to discourage Malpractice(s).
- b. The Flying Observers are from the faculty members of the college and/or from other institutions.





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- c. The Flying Observers shall inspect the Examination Blocks/Halls assigned to them by the CS frequently and through surprise visits to ensure whether the arrangements made and procedures established for conducting the examination(s) are adequate and foolproof.
- d. The Flying Observers shall initiate action to curb Malpractices as covered in Section IV above and report any incident of Malpractice impartially to the DCS/COE.
- e. If a Malpractice Case is detected by the Room Superintendent/Flying Observer/ or any other Official, he/she shall seize the incriminating materials and the answer script(s) and report the same to the DCS/COE as per the procedure outlined in Annexure - III.
- f. The Flying Observers shall report all the cases of Malpractices detected, to the concerned DCS/CS immediately for further action (however, the regular report of Malpractices together with the documents shall be sent by the DCS to the COE as envisaged in the procedure of dispatching Malpractice cases).
- g. The Flying Observers shall report all the instances of grave Malpractices such as Mass Copying etc., to the DCE/COE simultaneously.
- h. When malpractice is brought to his/her notice of the DS/DCS either by the Flying Observer(s) or by the Room Superintendent, he/she shall hold a preliminary inquiry and take on 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 report 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 student(s) booked under Malpractice, shall be sent along with other answer scripts and shall not be marked as Malpractice Case (MPC) anywhere.*
- i. The student, the Room Superintendent, Deputy Superintendent (wherever applicable), the concerned Flying Observer (if the case was detected by the Flying Observer) and the DCS shall be required to give their statement in their own handwriting in the prescribed preform (Annexures I - III). If the space provided in the printed preform 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 the known facts and the relevant circumstances of the case and other evidences.
- j. 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.





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- k. The DCS shall report each Malpractice case separately, unless it is interrelated to any other case(s).
- l. A sketch Plan of the seating arrangements at the examination hall with location of door and with all the register numbers in the room and marking in red ink the Register Number of the student who indulged in Malpractice, shall be prepared. The sketch shall clearly give the idea of the probable distance between the position of the Room Superintendent at the time of detection and the location of the student(s) found committing Malpractice(s).
- m. The DCS, DS and RS concerned shall invariably sign all the documents used in or relating to the commission of Malpractice and also the other records forwarded, such as sketch plan, admission ticket, answer book, invigilators diary, question paper of the student etc.
- n. The student(s) booked under Malpractice shall be allowed to write the subsequent papers. Having allowed to appear 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 as the Academic Council clears the recommendations of the MC<sup>3</sup>.
- o. When, a student is booked under Malpractice(s), the DCS shall strictly adhere to following steps:
  - i. Debar the student from writing that particular paper, in which he/she has been booked under alleged Malpractice.
  - ii. Issue a memo instructing the student to attend the meeting of the Malpractice Cases Consideration Committee as per instructions of the COE.
  - iii. Send the answer script of that particular paper directly to the Office of the COE, along with other relevant documents. It shall be super scribed on the left hand corner of the facing sheet as M P C. There shall not be an indication of MPC on the pages other than the facing sheet of the answer script.
  - iv. Do not confiscate the Hall Ticket.
  - v. 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.

**V. PROCEDURE FOR IMPOSING PENALTIES & PUNISHMENTS:**

- 1. Malpractice Cases Consideration Committee appointed by the Principal of the College consisting of Vice Principal as the Chairman, Two Members from the Academic Council (preferably one external member), College Legal Advisor and Controller of Examination as Member Convener shall be constituted to inquire into the malpractices registered during Examinations. The Committee shall have a tenure of two years.



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2. The above Committee shall meet after the conclusion of each semester examination on the dates fixed by the Controller of Examination and inquire on all matters connected with the students booked under Malpractices. After 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.
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.
4. The MC<sup>3</sup> shall frame definite charges together with a statement of allegation on which they are based, and direct the student in writing and he/she shall be required to submit his/her reply within such time as may be specified by the Committee.
5. In the case of failure by the student to submit his/her reply or he/she fails to attend the inquiry within the time specified, the MC<sup>3</sup> shall inquire into the charges alleged against him/her and impose the necessary penalties and punishments in their absence.
6. The student shall present his/her case himself/herself and shall not engage a legal practitioner for the purpose.
7. The MC<sup>3</sup> shall in the course of inquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge or 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.
8. The MC<sup>3</sup> shall not impose the penalties on any student, who is punished at least with one paper.
9. A student is awarded punishment only once though she/he may have indulged in malpractices in several papers in the ensuing Semester End Examinations. This punishment will be decided taking into consideration all malpractices during the semester examination.
10. The MC<sup>3</sup> shall examine the evidences placed before it and inquire about the student for his/her involvement in the alleged malpractice. After ascertaining the severity of the case, the MC<sup>3</sup> shall recommend suitable penalties or punishments on the student. The severity of the case shall be categorized as follows:



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- a. Possession of Electronic Gadgets without any material(s) or matter, material(s) or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is/are not relevant to the paper the student is writing.
  - b. Possession of Electronic Gadgets with the material related to the subject /Materials or matter on hand, palm, calculator etc. /written, printed matter or copy thereof, which is/are relevant to the paper the student is writing.
  - c. Possession of Electronic Gadgets with the material related to the subject/Materials or matter on hand, palm, calculator etc. /written, printed matter or copy thereof, which is/are relevant to the paper the student is writing and are particularly prepared for the purpose of copying.
  - d. Possession of Electronic Gadgets with the material related to the subject/ Materials or matter on hand, palm, calculator etc. / written, printed matter or copy thereof, which is relevant to the paper the student is writing and are particularly prepared for the purpose of copying and copied the material to the answer book. While recommending the penalties or punishments, the quantity of the material or matter and relevance of the same to the paper in which the student is booked under Malpractice shall be taken in to consideration to decide the severity of the case.
  - e. Repeated Malpractices during the Examinations
  - f. Threatening with weapons and Impersonation.
11. At the conclusion of the inquiry, the MC<sup>3</sup> shall submit a Report to the Principal with findings on each of the charges together with all the documents and the recommended penalties and punishments that may be imposed.



## VI. GUIDELINES FOR RECOMMENDING PENALTIES & PUNISHMENTS

The Guidelines for recommending penalties and punishments to the students involved in Malpractices during Semester End Examinations (SEE) shall be as given below in tabular form:

Sl. No	Nature of Malpractice	Penalty / Punishment to be imposed
I.	<ol style="list-style-type: none"><li>1. Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusing language.</li><li>2. Writing in the Question Paper / Admission Ticket &amp; or passing to the other student in the Examination Hall.</li><li>3. Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering.</li><li>4. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall.</li><li>5. Communicating with any student or any other person Instrument Box, Identity Card, Hall Ticket, Scales etc.,)</li><li>6. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</li></ol>	<ol style="list-style-type: none"><li>a. Fine not less than Rs.2000/-</li><li>b. Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice</li><li>c. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</li><li>d. Debarring the student from appearing for one more subsequent examinations.</li><li>e. Debarring the student from appearing for two more subsequent examinations.</li><li>f. Debarring the student from appearing for three more subsequent examinations.</li></ol> <p><i>The MC<sup>3</sup> shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.</i></p>



I.	<ol style="list-style-type: none"><li>1. Copying from the material or matter or answer of another student or similar aid or assistance is rendered to another student within the Examination Hall.</li><li>2. Making any request of representation or inducing to bribery to Room Superintendent or and any other official or officer of the University/College for favors in the examination hall or to the Examiner in the answer script.</li><li>3. Approaching directly or indirectly the teachers, officers, officials or examiners or bring about undue pressure or undue influence upon them for favor in the examination.</li><li>4. Smuggling out or smuggling in or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.</li><li>5. Receiving material for copying from outside or inside the examination hall.</li><li>6. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall.</li><li>7. Copying or taking aid from any material or matter referred to in sub-clause V (l &amp; m) to answer in the examinations</li></ol>	<ol style="list-style-type: none"><li>a. Denial of benefit of performance of that Particular Paper in which the student is booked under Malpractice</li><li>b. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</li><li>c. Debarring the student from appearing for one more subsequent examinations.</li><li>d. Debarring the student from appearing for two more subsequent examinations.</li><li>e. Debarring the student from appearing for the more subsequent examinations.</li></ol> <p><i>The MC<sup>3</sup> shall recommend the punishments based on the severity of the case and the severity of the case shall be recorded.</i></p>
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II.	<p>8. Having any written matter on scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Hall Ticket, Scales etc.)</p> <p>9. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</p> <p>10. Committing any other act or omission intending to gain an advantage or favor in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College.</p>	
III.	<p>Repeated Indulging in malpractice.</p> <p>1. Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.</p>	<p>a. Denial of benefit of performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p> <p>b. Debarring the student from appearing for subsequent examinations extending up to three more examination.</p> <p>Rusticate the student from College.</p>
IV.	<p>Threatening with weapons or any other means to the Room Superintendent, Members of the Flying Observers, and officers/officials of the Examination Centre.</p>	<p>In case of impersonation, both the students concerned shall be handed over to the police by the DCS/CS with an intimation to the Principal.</p>
*	<p>FOR ANY ONE OR MORE (I TO IV) OF THE INDULGED MALPRACTICES</p>	<p>ANY OTHER PUNISHMENT THE COMMITTEE DEEMS FIT FOR THE INDULGED MALPRACTICE</p>



**In General:**

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Malpractice and punishments imposed on the students shall invariably be intimated to the concerned parents in writing by the College through the Principal of the college.
3. Rejection of performance of the examination shall not be permitted for the students who are punished for Malpractice(s).
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.

**AUTHORITY FOR IMPOSING PENALTIES & PUNISHMENTS :**

The recommendations of the MC<sup>3</sup> through the usual process shall be placed before 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 MC<sup>3</sup>.

The decision of the College pertaining to above Penalties and Punishments imposed on the student may be communicated to all the other Departments in the college.

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

**OTHER MATTERS:**

Also, the Examiners shall, if he/she suspects Malpractice while valuing the answer scripts or other material such as insertion of answer sheets, revealing of identity or enclosures, such as currency, shall return the answer script with reasons in writing to the COE by name and detest 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.





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**Issue of Official Transcripts**

There is a provision of issue of Official Transcript after the completion of VI Semester. The Candidates are collect Official Transcript (if required) personally.

The Candidate who are in need of the same shall forward their applications along with the prescribed fee of Rs. 250/- for First copy and Rs.150/- each for subsequent copies.

**Issue of PDC**

There is a provision of issue of Provisional Degree Certificate immediately after the completion of graduation.

The Candidates are collect PDC (if required) personally. Those who intend to receive the same by Registered post are send a D.D. of Rs. 650/- favoring Principal, BMSCE, Bangalore which covers certificate fees of Rs.400/- and postal/service charges of Rs. 250/- . However those who opt for the second option will be doing so at their own risk.

**Correction in Grade Cards**

There is a provision of issue of Correction in Grade cards. For Name correction to be incorporated in original Grade Card which is already printed/issued will be charged Rs.100/- per Grade Card.

**Issue of Duplicate Grade Cards/ PDC**

There is a provision of issue of duplicate Grade cards in cases where the Grade cards / PDC are lost or mutilated.

For applying for Duplicate Grade card, an affidavit on Rs.20 stamp paper giving details such as USN, month & year of passing Course, Branch, college and how the original Grade cards were lost along with a fee of Rs. 300/- thereafter payable in the form of a DD drawn in favor of the Principal, B.M.S. College of Engineering, Bangalore.

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 along with the above affidavit.

The Candidate who are in need of the same shall forward their applications along with the relevant documents through the office of the Principal, to the office of the Controller of Examinations.

**Valuation, Revaluation, Retotaling, Challenge Valuation & issue of Photocopy of Answer scripts**  
**Regulations governing the process of Revaluation, Re-totaling & Photocopy of Answer scripts**



I. VALUATION

- Both Internal and External Evaluators were appointed.
- First valuation to be done by internal faculty (preferably handling the course)
- If number of scripts lesser than 20, the scripts to be double evaluated. Average of First & Second evaluation considered for grading.
- If number of scripts greater than 20, the scripts to be single evaluated & 30% moderation. Moderation marks considered for grading.

II. RE-VALUATION

1. A Candidate can apply for revaluation of the answer scripts after announcement of circular by the COE's office time to time. The Prescribed fee, at present Rs.400/- per course. The applications for revaluation in the prescribed forms are to be submitted in the COE's office.
2. After the receipt of the applications for re totaling and for revaluation in the Controller of Examination's office shall pull out answer scripts of the candidates who have applied for re-totaling and revaluation. After completion of the re-totaling & Photo copy of answer scripts, the answer scripts, which are to be sent for revaluation will be given new code numbers and title page of the answer script is either detached or completely masked by pasting paper. Answer scripts, after given the new code numbers and after masking markings made by the 1<sup>st</sup> examiner, will be kept ready for revaluation. The examiners are called to the valuation centre as per the direction of the COE. The revaluation marks shall be entered in a separate facing sheet. The examiner will be supplied with the original scheme of valuation for the course and all the marks shall be entered in to a separate marks list for all the revalued scripts.
3. If the revaluation marks are less than the original marks, then the original marks shall be retained.
4. Highest of **Original marks** (average of I & II Valuation or moderated) & **Revaluation marks** considered for grading.
5. III Valuation was done for scripts having a **difference of 16 marks & above** between **Original Marks & Revaluation Marks**.
6. After III valuation **average of best two** awarded marks were considered for grading.
  - i. For a script evaluated twice or thrice (Revaluation & Third valuation) at least one of the evaluations done by an **external examiners**.
  - ii. Single valuation is done for courses like Humanities.



III. **RE-TOTALING (VERIFICATION OF MARKS)**

7. The candidate can apply for re totaling of marks for any number of papers of theory examination after announcement of circular by the COE's office time to time. A Candidate shall submit application for re totaling in the prescribed form only in the college with the prescribed fee at present Rs.100/- per course to the Controller of Examinations office.
8. The Candidates who have applied for re totaling will be called in batches to the Controller of Examinations office. They will be given their answer scripts to verify the marks and re totaling of the marks and to find out whether answers of the questions attempted are awarded marks or not.
9. If a candidate finds any discrepancy in re-totaling and he/she is permitted to withdraw the application submitted for revaluation.

IV. **CHALLENGE VALUATION**

The Candidates can apply for Challenge Re-Valuation for any number of papers of any branches.

However this process has no bearing on the payment of Examination fee. Candidates applying for Challenge Valuation can take provisional admission and attend the classes.

The candidates shall apply for the same as per the circular announced by Controller of Examination's office from time to time.

The Fee is Rs. 5,000/- per course.

Challenge Valuation done by Two Examiners jointly. **(One of them preferably by an external)** & final marks were decided.

V. **REFUND OF FEES**

- a. In case the revaluation marks exceeded the original marks by a minimum of **16** marks then such cases qualified for **refund**.
- b. 50% Fees will be refunded in case of **Change in Grade in Challenge Valuation**.
- c. Index sheet
- d. Fee structure
- e. Project (VII & VIII Sem)
- f. Applications
- g. Time limitations
- h. Page no's
- i. Formatting



**Malpractice Case**

To,  
Controller of Examinations  
BMS College of Engineering  
Bangalore

Sir,  
Subject: Malpractice Case

*I am sending herewith a case of Malpractice by .....  
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/DS
3. Copy of Admission ticket of the candidate.
4. Plan of seating arrangement indicating the sitting position of the candidate in the block/hall.
5. The statement of the candidate.
6. The report of the concerned Room Superintendent.
7. The report of the Deputy Superintendent
8. The report of the Deputy Chief Superintendent.
9. The report of the Squad.
10. 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**

**ANNEXURE - I**

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:

.....

Permanent address of the Candidate

.....

Name of the Room Superintendent:.....

Mailing address of the Room Superintendent:

.....

.....

.....

Brief Report of Malpractice:

.....

.....

.....

Signature of the Deputy Chief Superintendent



**STATEMENT OF THE CANDIDATE**  
**ANNEXURE - II**

The Deputy Superintendent shall obtain the statement of the candidate. The candidate shall be asked to give the statement in the presence of responsible witness like Deputy Superintendent 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 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 Deputy Superintendent.

**STATEMENT OF THE CANDIDATE**

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

**WITNESS:**

1. Name & Designation:  
Signature

2. Attested by  
  
DS  
Signature

Signature of the Candidate



**REPORT OF THE ROOM SUPERINTENDENT**

**ANNEXURE - III**

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.

**STATEMENT**

When I was supervising on (date) ..... At about (time)..... I found, this case of malpractice in my block The Candidate’s name ..... and 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

**REPORT OF THE SQUAD (IF DETECTED BY THE SQUAD MEMBER)**

.....  
.....

Signature of the Squad Member(s)





**MEMO**

Mr./Ms..... bearing University Seat  
No....., booked under Malpractice during Semester End  
Examinations in the subject..... on .....is  
here by directed to appear before the Mal-Practice Cases Consideration  
Committee Meeting on ..... at ..... If you fail to appear before the  
committee, exparte decision will be taken.

(Deputy Superintendent)

*To, Mr./Ms.*

.....

*Copy FWC's to:*

1. *The COE, BMSCE, Bangalore*
2. *Principal*
3. *File.*

Signature of the candidate for having received the

Memo.....