P. R. Pote Patil College of Engineering & Management, Amravati

An Autonomous institute of P. R. Pote Group of Educational Institutes



RULES AND REGULATIONS (Draft) for Examinations and Evaluations of UG AND PG PROGRAMMES

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Index

	Contents	Page No.
1	INTRODUCTION	
1.1	Preamble	1
1.2	Powers and Duties of Examination Committee	1
1.3	Departmental Examination Committee	3
2	Examination Process	4
2.1	Conduct of Examination	4
2.2	Pre-Examination Work	4
	2.2.1 Submission of Examination Form	4
	2.2.2 Appointment of Paper Setter/ Moderator/ Examiner/ Re-assessor/	_
	Practical Examiner for End Semester Examination	5
	2.2.3 Question Paper Setting and Moderation	6
	2.2.4 Mid Semester Examination (MSE)	7
	2.2.5 Teachers Assessment	9
	2.2.6 Continuous Assessment Practical	9
	2.2.7 Finalization of Continuous Assessment (Theory & Practical)	9
	2.2.8 Practical End Semester Examination	10
	2.2.9 Question Paper Printing	10
2.3	Conduct of Theory End Semester Examination	11
	2.3.1 Appointment of Officer-in-Charge and Co-officer-In-charge	11
	2.3.2 Duties & Responsibilities of the Officer-in-Charge	11
	2.3.3 Vigilance of Examination	13
	2.3.4 Procedure for dealing with Unfair–means cases	13
2.4	Post Examination Work	14
	2.4.1 Assessment of Answer Books	14
	2.4.2 Duties and Responsibilities of In-charge Spot valuation	1.4
	2.4.2.1 Re-totaling	14
	2.4.3 Entry of ESE Marks in ERP	16
	2.4.4 Rules for Grace Marks & Condonation	16
	2.4.5 Award of Grades and Grade Moderation	16
	2.4.6 Generation of Tabulation Register and Declaration of Results	17
	2.4.7 Rules for Amendment of Result	17
	2.4.8 Revaluation	18
	2.4.9 Re-Examination	18
	2.4.10 Grade Cards	19
	2.4.11 Award of Degree	19
	2.4.12 Disposal of Answer sheets	19
	2.4.13 Provisional degree	19
	ANNEXURE-I (A): BROAD CATEGORIES OF UNFAIR MEANS RESORTED	
	TO/ BY STUDENTS	22
	ANNEXURE-I (B): BROAD CATEGORIES OF NEGLIGENCE/UNFAIR MEANS	25
	RESORTED TO / BY PAPER SETTERS, EXAMINERS, MODERATORS, VALUERS, REFEREES, TEACHERS	25
	ANNEXTURE-II: Formats	26
	ANNEXURE-III: Estimation of Grades & Grade Points	76
	ANNEXURE-IV: Policy for Teachers Assessment Marks	80
L		50

1. INTRODUCTION

1.1 Preamble

- P. R. Pote Patil College of Engineering & Management, Amravati has been conferred and granted autonomous status from session 2023-24 vide Notification No.F. 2-10/2023 dated 26th Sep 2023 from University Grant Commission (UGC), India and No. 171/2023 dated 19/10/2023 of Sant Gadgebaba Amravati University. The Institute has constituted the Academic Council, which has been vested with the powers and duties to formulate the methods, procedures, and relevant instructional and evaluation arrangements for examinations.
- P. R. Pote Patil College of Engineering & Management, Amravati, encourages the fair and transparent examination and assessment for assessing the extent of learning that happens during the Academic sessions. The confidentiality must be maintained at every stage of assessment & evaluation and the awareness regarding the same must be communicated to all the stakeholders involved in the examination process.

UGC regulations for autonomous colleges mandate the formation of few other non-statutory committees. One of them is an Examination Committee who is assigned with one of the duties of academic council for making examination and evaluation arrangements. The examination committee shall consist of the following members:

01. Chairman: Principal/Director02. Member: Vice-Principal03. Member: Dean Academics

04. Member : One senior faculty nominated by Principal (by rotation)

05. Member : Industry expert for evaluation of scheme

06. Member Secretary : Controller of Examination (COE)

Controller of Examination (COE) shall be a senior faculty member appointed by the Principal and shall work as a member secretary of the Examination Committee. He shall be responsible for prompt and proper implementation of the decisions taken by the examination committee. He will function as per the Academic Regulations of the Institute.

1.2 Powers and Duties of Examination Committee:

- i) The committee shall report to the Academic council.
- ii) The committee shall ensure proper organization of all examinations related works including paper setting & printing, moderation, exam conduction, evaluation, result processing and declaration of results.
- iii) The committee shall finalize the time table of examinations.
- iv) The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means.
- v) The recommendations of the Unfair Means Committee shall be placed before the Examination committee. Examination committee will finalize the recommendations of the Unfair Means Committee.
- vi) To finalize the recommendations of the committee formed to deal with the cases of negligence/unfair means resorted to by paper setters, examiners, moderators, valuers,

referees, teachers or any other persons connected with the conduct of examinations.

- vii) Undertake & implement examination reforms.
- viii) The committee shall meet at least twice during the academic year and such other times as may be required.
- ix) Two-third members shall constitute a quorum for examination committee. The meeting may be adjourned for the want of quorum, and then no quorum shall be required for such adjourned meeting.
- x) The committee shall perform such duties and responsibilities that are assigned from time to time by the Governing Body.

Examination committee shall be responsible:

- a) to prepare and announce in advance the calendar of examinations;
- b) to arrange for question paper setting and printing of question papers in a time bound manner;
- c) to conduct all examinations in a time bound manner and ensure that the calendar of examination is followed scrupulously.
- d) to make all necessary arrangements for holding examinations, assessment of answer books and declaration of results.
- e) arrange to get performance of the candidates at the examinations properly assessed and process the results;
- f) to arrange for timely publication of results of examinations;
- g) to postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons alleged to have committed malpractices;
- h) ensure confidentiality at every stage of the examination process.

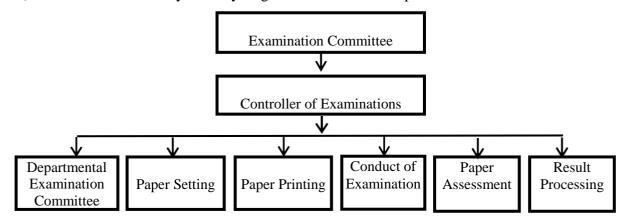


Fig. 1.1: Operational mechanism for examination related activities

For performing the above functions smoothly, on behalf of the examination committee, COE shall be assisted by senior faculty members (or subcommittees) shouldering responsibilities of different functions. The responsibilities shall be shouldered independently, COE will have following team members assigned with a specific activity.

- 01) Dept. Examination committee: Head of Department & a senior faculty as Member Secretary
- 02) Paper setting & paper printing coordinator: Senior Faculty
- 03) Officer In-charge Exam: Senior Faculty

- 04) Assessment Officer: Senior Faculty member
- 05) Tabulation & Result processing: Senior Faculty member

1.3 Departmental Examination Committee:

The Departmental Examination Committee (DEC) shall consist of the Head of the Department (HOD) and a senior faculty member of the department.

Function of DEC:

- i) conduct examinations for continuous evaluation (TA & Mid Semester Examinations) and practical examinations in a free, fair and transparent environment.
- ii) prepare and display a time table for Mid Semester Examinations (MSE) (Format no.: MSE-01) and also for practical examinations on the notice boards of the respective departments and circulate the same amongst the course teachers in and outside departments (through respective HOD) with a copy to COE.
 - provided that the date of examination for a course common to different branches is conducted on the same date and time. A list of such common course(s)/subject(s) shall be provided by the COE from time to time.
 - provided further that the time table (for MSE & practical examination) is as per the schedule given in the Academic Calendar and as per the Examination Scheme given in approved curriculum structure.
- iii) make necessary arrangements for setting up of the question papers of all courses for MSE (Appointment of question paper setters, receive question paper set within 7 days before commencement of MSE in sealed envelopes and storing them safe).
- iv) mark a student "Detained", if he/ she is declared detained as per the procedure described in ordinances/ regulations of the autonomy.

Note: Same procedure shall be applicable for examinations in Practical/Project/Dissertation. In case of any clarity needed further, DEC may consult the COE.

2. EXAMINATION PROCESS

2.1 Conduct of Examination:

The various examinations for UG and PG Programmes shall be conducted in accordance with the R.18 of ordinance/Regulations and also as per the Examination schemes approved by Academic Council from time to time. The students' academic performance shall be evaluated through Continuous Evaluation (Mid Semester Examination, Teacher's Assessment, Practical Assessment) and End Semester Examination (ESE) in Theory courses and Practical courses. The main objective of internal assessment is to evaluate student learning and understanding at regular intervals.

The examinations related to continuous evaluation in Theory and both continuous evaluation and ESE in Practical courses will be conducted at department level (DEC). However, ESE in Theory courses will be conducted under the supervision of COE. The notifications concerning both continuous evaluation and ESE will be issued by COE as per the Academic Calendar from time to time.

2.2 Pre-Examination Work

This section narrates about various activities & tasks to be completed before the conduct of the End Semester Examination.

2.2.1 Submission of Examination Form

- i) Students shall fill examination forms (for both regular and backlog examination) (Format No.: ESE-01) online after declaration of the date. He/ She will submit a print out of the same to the COE office as a proof of online submission.
- ii) Examination fees of regular students for both, odd and even semester examinations will be collected as per the notification by COE. Ex-Student (back logger) shall pay the examination fees online after declaration of date for examination form submission by COE.
- iii) Students may be allowed to fill the exam form after the last date with late fees. Exam forms may be accepted after the last date with the late fees expires only with written recommendation of HOD and approval from the Principal.
- iv) A candidate who is unable to present himself for any examination shall not receive a refund of his fees.
- v) Program/Semester wise Admit cards (Hall Tickets) (Format No.: ESE-02) should be printed and distributed to the students before commencement of the examination.
- vi) If a candidate suppresses some vital information and tries to appear at an examination for which he is not due, the total amount of fee paid by him shall be forfeited. He shall further be asked to appear before the disciplinary action committee constituted by the Principal. The decision of the disciplinary action committee will be final in his/her case.

2.2.2 Appointment of Paper Setter/ Moderator/ Examiner/Re-evaluator/Practical Examiner for End Semester Examination

- i) The BOS will propose an exhaustive panel of at least six persons per course to be appointed as Paper Setter/ Moderator/ Examiner/ Re-evaluator/ Practical Examiner for one academic year in the beginning of Academic Session to Examination Committee. The persons proposed for appointment shall have relevant qualifications enforced from time to time.
- ii) The Chairman Academic Council/ Examination Committee (Principal) shall select a concise panel of three persons (two from within the institute and one from out of the institute) from among the panel proposed by BOS for appointment as Paper Setter/ Moderator/ Examiner/ Re-evaluator/Practical Examiner. The Principal/ Chairman examination committee shall appoint one of the internal examiners as a Chairman of the panel in the course for a particular examination.
- iii) The Paper Setters shall have at least two years of teaching experience out of which at least one- year experience of teaching that course/ subject for which appointment is to be made. In case the Paper Setter is appointed from Industry/Organization/Field, he/she shall have at least two years of professional experience in the relevant field.
- iv) The Moderator shall have at least two years of teaching experience in the respective course for which appointment is to be made. In case the moderator is appointed from outside the Institute he/she must have at least two years of experience in the relevant field.
- v) The Practical Examiner (Internal/External) shall have at least two years of teaching experience. In case the Examiner is appointed from Industry/Organization/Field, he/she shall have at least two years of professional experience in the relevant field.
- vi) If a person is not available as per the norms mentioned in (iii), (iv) & (v) above, as an exceptional case, the norms may be relaxed for the appointments with prior written approval from the Principal.
- vii) No person can claim appointment as Paper Setter/Moderator/Examiner/Re-evaluator or any other appointment related to examination work as a matter of right.
- viii) The schedule of the appointments as Paper Setter/Moderator/Examiner/Re-evaluator/ Practical examiner shall be as follows.
 - a. Appointment of paper setter and moderator shall be made at least two months before the end semester examination. (Format No.: ESE-03)
 - b. Appointment of assessor shall be made fifteen days before the end semester examination.
 - c. Appointment of Internal/External examiner for practical/project/viva/seminar shall be made fifteen days before the scheduled examination.
- ix) In case the Paper Setter/Assessor/Re-evaluator/Practical examiner is from outside the Institute he/she shall communicate his/her acceptance immediately. However, if it is not possible for him/her to accept the said appointment he/she shall communicate the same to the concerned authority immediately and in case of Practical Examination at least a week before the date of examination. In case no communication is received from Paper setter/Moderator/Examiner/Re-evaluator/Practical Examiner within prescribed time limit it may be presumed that the appointment is not accepted.

x) The Paper Setter/Moderator/Examiner/Re-evaluator shall follow all the directions given by the Examination Committee/ Academic Council from time to time with regards to pattern of question papers, setting of question papers, model answers, scheme of marking etc.

2.2.3 Question Paper Setting and Moderation

- 1. Director/ Principal shall appoint a senior faculty member of the Institute to act as a coordinator for Question Paper Setting and Printing for assisting COE to shoulder responsibility of ESE question paper setting and printing.
- 2. Paper Setter(s) shall set the question paper as per the pattern and template prescribed by the Institute from time to time. (Format No.: ESE-04, ESE-05, ESE-06, ESE-07)
- 3. The Paper Setter shall ensure strict confidentiality and shall not disclose his/her appointment.
- 4. The Paper Setter/Moderator of Institutes other than P. R. Pote Patil College of Engineering & Management, Amravati shall submit his/her willingness/unwillingness to the authority within seven days from the date of receipt of the letter/Email of appointment. Provided that if no communication is received from the Paper Setters/Moderators within the prescribed time limit, it will be presumed that the appointment has not been accepted by the concerned teacher(s)/person(s) as the Paper Setters/ Examiners/Moderators.
- 5. It is mandatory to the faculty members of P. R. Pote Patil College of Engineering & Management, Amravati to accept the assignment of the examination work. However, if there is a genuine inability in accepting the appointment, the concerned faculty member shall communicate the reasons in writing to the examination committee with the approval of the Principal within the prescribed time limit.
- 6. The Paper Setter shall submit paper sets as has been mentioned (Format No.: ESE-08) in the appointment letter along with scheme of marking and model answers.
- 7. Nature of the question paper should be precise. Paper setter should design the question paper such that,
 - i) questions are written with simple, straight forward and meaningful wordings;
 - ii) questions are unambiguous;
 - iii) questions should be in accordance with the marks allotted;
 - iv) Composition of the questions in a question paper may be suggested as: Simple, moderate & difficult/Complex questions.
 - v) Question paper covers the entire syllabus of the course;
 - vi) the full question paper can be answered within the stipulated time allotted for it;
- 8. Paper Setter(s) shall not repeat the same question in the same set(s).
- 9. Paper Setter(s) shall not set question(s) outside the scope of the syllabus.
- 10. Questions should be set with Bloom's Taxonomy & in such a way that it will test the skill of applying the knowledge acquired, rather than testing the memory or merely book information.
- 11. Marks shall be indicated on the right side of the sub-question or the question.
- 12. Course outcomes should also be marked on the right side of the sub-question or the

question.

- 13. The Paper Setter should specifically mention the charts, tables, IS codes, data books etc. required, if any, for the examination. (Format No.: ESE-09)
- 14. Paper setting and moderation process will be as under:
 - i) COE or coordinator on his behalf will issue appointment orders for paper setting as per the concise panel (all three members including chairman of the panel) approved by the Chairman Academic Council/ Examination Committee (Principal). Accordingly, email will be sent to the paper setter.
 - ii) A paper setter may be appointed for setting maximum two sets of the same subject.
 - iii) Paper should be set as per the question paper template only within the time frame given in the appointment order.
 - iv) When the paper set is ready by each setter, COE or coordinator on his behalf will schedule the meeting of the entire panel. The paper setter panel shall sit together and complete the moderation work.
 - v) The panel shall moderate all three sets collectively (Format No.: ESE-10) and ensure that each set complies to all the instructions to the setters and other requirements. The panel shall also moderate the scheme of marking and model answers if required. Once the sets are moderated completely, each moderated set as well as scheme of marking and model answers shall be signed by the chairman of the panel and the setter who has set that particular question paper.
 - vi) All three moderated and signed sets shall be sealed in the separate envelopes each of which shall contain question paper set and model answer and scheme of marking in a separate envelope and submitted by the Chairman to COE or coordinator on his behalf along with a declaration form signed individually by the paper setter. The panel must ensure that the rough work/ unused material related with the question paper set are destroyed completely.

2.2.4 Mid Semester Examination (MSE)

- DEC shall be responsible for smooth and proper conduct of MSE as per the procedure described in section 1.3.
- DEC shall submit the requirement of materials for conducting MSE to COE and obtain the same.
- Obtain Blank answer-books bearing serial numbers and relevant formats from the office
 of COE & acknowledge the receipt of the same. Also submit the account of total answerbooks received, used during examination, spoiled and returned to the office of COE after
 completion of each such examination.
- Course teacher shall set the question paper of the respective course for MSE as per the prescribed format (Format no.: MSE-02, MSE-03, MSE-04). In case of multiple classes appearing in the same course, the HOD concerned shall form a coordination team with one of them as a chairman and he/ she shall be a paper setter. Question paper is to be signed by the Course teacher and moderated by Chairman, BOS. The concerned course teacher shall also prepare a scheme of marking and model answer. Sealed packet of the question paper

and scheme of marking shall be submitted to DEC in a separate envelope on or before the due date.

- The course teacher (paper setter) shall be responsible for maintaining secrecy of the question paper.
- DEC shall make necessary seating arrangements (Format No.: MSE-05) for the MSE in an appropriate manner discouraging any unfair means.
- DEC shall make available a sufficient number of copies of each question paper of MSE submitted by the respective course teacher on the day of examination in a sealed envelope.
- DEC shall confirm that invigilators are performing their duties well maintaining discipline during examination.
- Invigilators shall observe the general discipline in the class/ hall during the examination and report the cases of indiscipline, misbehavior and copying to the DEC for further necessary action and forward the same to COE for further necessary action. (Format No.: MSE-10)
- DEC shall Confirm the number of answer books received from invigilators as per attendance sheet (Format No.: MSE-06) submitted by the invigilators.
- Course teachers shall collect the answer books of the respective course from DEC along with a scheme of marking and model answer for assessment immediately after the MSE is over.
- DEC shall make necessary arrangements for the evaluation of MSE answer books from concerned course teachers/valuer(s) (assessment, display of marks and showing answer books).
 - a. instructing to complete the valuation work within 07 working days after the MSE.
 - b. instruct concerned course teachers/valuer(s) to display the marks along with model answers and schedule for showing evaluated answer books to the students.
 - c. address grievances on applications of the students on correction(s) in marks, if any, and make changes. (Format No.: MSE-11, 12)
 - d. take signatures of concerned students on the valued answer books at the time of showing the answer books.
- After assessment, the course teacher shall enter the marks given to the students in the result sheet (Format no. : MSE-07) in ERP.
- After entering the MSE marks, subject wise print copy of the result sheet (Format no. : MSE-08) should be taken, signed by the course teacher and HOD and should be submitted to COE on or before the last date prescribed.

2.2.5 Teachers Assessment

- The weightage for Teachers Assessment (TA) on students' performance is 10% of total marks for the subject. It is done by using at least two assessment tools out of the list which includes assignments, open book tests, seminars, group discussions, projects, quizzes etc.
- The course teacher can choose any two tools for assigning the TA Marks. For evaluation of students using a particular tool, the course teacher shall use an appropriate rubric (Annexure-IV).
- HOD shall ensure that every course teacher selects an appropriate tool from the list; that all the enlisted tools are uniformly used across the courses offered during the semester. HOD may arrange the meeting of all course teachers for deciding the tools.
- The course teacher shall declare the assessment tools, with approval of the Chairman, BOS of the concerned Department, within a week of course commencement or by the date prescribed by the Dean Academics.
- After freezing the marks, the course teacher shall enter the marks given to the students in ERP. Subject wise print out shall be taken and submitted to COE duly signed by course teacher on or before the last date prescribed (Format no.: MSE-10).

2.2.6 Continuous Assessment Practical

- A student is evaluated for his / her academic performance in a practical course on the basis of continuous evaluation & one end semester practical examination or as per teaching scheme. Weightage for continuous evaluation shall be as per examination scheme approved by Academic Council.
- Continuous evaluation is done in every lab session by the course teacher based on rubrics. The average marks of all practical sessions (all practical taken together) are considered for awarding final internal assessment. The rubrics shall evaluate the student for process related and product related skills (Annexure-IV).
- DEC shall be responsible for monitoring Continuous Assessment of practical courses of respective Department.

2.2.7 Finalization of Continuous Assessment (Theory & Practical):

Continuous Assessment (Theory & Practical): After freezing the continuous assessment marks (theory, practical, seminar, project etc.), the marks shall be entered in ERP by the concerned course teacher under the control of DEC. A copy of final internal marks signed by the course teacher and HOD shall be submitted to COE course-wise before the prescribed date. After submission of marks, alteration/correction in marks shall not be accepted without written permission by the Principal.

2.2.8 Practical End Semester Examination

- DEC shall act as coordinator for conducting ESE of practical of respective Department and shall be responsible for related activities.
- COE shall declare the schedule for practical examinations. Based on schedule, DEC shall prepare a timetable for Practical examination (Format No.: ESE-12) and display on notice board with a copy to COE.
- Chairman DEC (Head of Department) shall issue appointment letters for practical examination (Format No.: ESE-13) as per following structure and a consolidated list of such examiners shall be submitted by DEC to COE.
 - 1. External Examiner: One for each practical course, as approved by Examination Committee
 - 2. Internal Examiner: One for each practical course, preferably the course teacher
 - 3. Laboratory assistant: One Laboratory assistant of the respective laboratory.
- Internal examiner along with a laboratory assistant shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for respective courses.
- Internal examiner shall collect all the answers books of practical examination and hand over the same to DEC for further action after examination is over.
- After the practical examination of the course is over, the internal examiner along with the external examiner shall enter the marks (Format No.: ESE-14 & ESE-15) given to the students in ERP; take printout and put signatures; seal it in an envelope; write all details on the packet cover and submit the same to DEC on the same day. (Format No.: ESE-16)
- DEC shall also submit TA/DA and remunerations bills of external examiners, internal examiners and other staff involved in the practical examination as per rules to COE along with the summary of expenditure.

2.2.9 Question Paper Printing

- 1. Three moderated and signed question paper sets are available with coordinator Question paper setting and printing as per section 2.2.3 along with the respective marking scheme and model answers of sets in the separate envelopes.
- 2. Chairman Examination committee / his nominee shall select one question paper set for the current semester examination and also identify one set for re-examination and one for backlog (supplementary) examination out of the remaining two sets. Selection process shall be completed at least a month before the schedule of the said examination so that the printing process can be completed within available time
- 3. Coordinator Question paper setting and printing shall use a selected set for the current examination and the remaining question paper sets as well as marking scheme/ model answer sets shall be retained in his/her custody for using them in respective examination.
- 4. Coordinator shall obtain the number of students appearing for the current examination from COE and decide the number of copies to be printed by the following formula.

T = N + A

Where, T = Total number of question papers to be printed

N = No. of candidates appearing,

A = Additional question papers = 20% of the number of students appearing

- 5. Coordinator shall invite the question paper printer (empaneled by the institute whose name & contact details are kept strictly confidential by COE) for receiving question paper sets for printing. Coordinator shall handover the sealed manuscript of question papers and a chart indicating number of copies to be printed corresponding to each question paper manuscript.
- 6. Printed question papers shall be received by the Coordinator at least one week before the examination.

2.3 Conduct of End Semester Examination Theory

2.3.1 Appointment of Officer-in-Charge and Co-officer-In-charge

- Director/ Principal shall appoint a senior faculty member of the Institute to act as an
 Officer in-Charge for smooth and proper conduction of End Semester Examination
 (ESE) in theory courses. If needed, officer in-charge may request for appointment
 of Co-officer in-Charge for assisting him in conduct of examinations who may look
 after the entire examination in his absence.
- The time-table for ESE for all Programs approved by the Examination Committee as per academic calendar shall be displayed and widely circulated by COE.
- However, in case of any emergency, the Examination Committee is empowered to reschedule any examination.

2.3.2 Duties & Responsibilities of the Officer-in-Charge

- i) Prepare the master plan of seating arrangement, with regards to the total number of students appearing for the examination.
- ii) Appoint invigilators, and administrative staff for conduct of examinations.
- iii) Communicate with Station Officer, Police Station (of nearby area) for providing the Police arrangements (Bandobast) during the Examination.
- iv) Receive blank answer books bearing serial numbers from COE and keep them in self-custody.
- v) Receive the sealed packets of question papers from the question paper setting and printing coordinator and keep them in self-custody.
- vi) Prior to opening the envelopes on the date of examination, check the name of examination, course (subject), paper, date & time printed on the envelope as per the examination time-table.
- vii) Open the sealed packets of question papers, 30 minutes before the start of Examination, Officer-in-charge should sign the packet in presence of two witnesses

- on each day of Examination.
- viii) Open only those number of question paper packets which are required on a particular day and shift as per the Examination time-table.
- ix) Issue the instruction sheet to invigilators as received from the COE and ensure that they are followed scrupulously.
- x) Display examination related instructions for students received from the COE at prominent places.
- xi) Take rounds in different rooms/halls to confirm that invigilators are performing their duties well and discipline is being maintained during examination.
- xii) Submit the account of total answer-books received, answer-books used during examination, spoiled answer-books & the number of answer-books returned to the COE after completion of the examination. (Format no.: ESE-17,18)
- xiii) Receive the cases of misbehavior, malpractices, use of unfair means etc. from the invigilators and forward the same to the COE. (Format no.: ESE-19, 20)
- xiv) Provide at his/her level the facility of amanuensis/writer to the blind examinee with extra time of one hour and to the physically handicapped examinee with extra time of half an hour over and above the stipulated time limit of the paper to write answers after verifying the Medical Certificate issued by the Civil Surgeon/Orthopedic Surgeon. The writer should be less qualified than the blind/physically handicapped student.
- xv) Enter the roll numbers of the absentees in the given format. (Format no.: ESE-21)
- xvi) Check the answer books received from invigilators as per attendance record submitted by invigilators. (Format no.: ESE-22)
- xvii) Submit the answer papers along with an absentee record to the Spot-Valuation Centre immediately after completion of that paper and obtain the acknowledgement. (Format no.: ESE-23A, 23B)
- xviii) Prepare the statement of remunerations to be paid to the staff involved in ESE as per the rules. Remuneration shall be paid to the staff after the examination is over and the account of payment shall be submitted to the account office within a week. (Format no.: ESE-24, 25)
- xix) Submit the concise report of the particular examination to COE immediately after the examination is over. The report may consist of but not limited to
 - a. Number of days of examination
 - b. Number of question papers including regular, backlog etc.
 - c. Number of examinees
 - d. Challenges faced
 - e. Suggestions for further improvement

2.3.3 Vigilance of Examination:

- Principal shall appoint a panel for vigilance of examination which shall invariably
 consist of Heads of Department. COE shall distribute the dates to different heads as
 per their convenience.
- The vigilance team may consist of male & female members.

Duties of Vigilance Panel:

- i. Remain vigilant during the entire period of examination.
- ii. Remain alert and respond to calls received from OIC and invigilators immediately.
- iii.Inspect the examination center regularly; go for surprise checking on and often to ensure that the arrangements made for the conduct of examinations are proper and adequate.
- iv. If needed, conduct a physical examination of the examinee. Physical examination of female examinee should essentially be carried out by female members of the vigilance panel.
- v. Initiate action to curb malpractices like copying, possession of in-discriminatory materials related to examinations, as per the rules and guidelines framed.

2.3.4 Procedure for dealing with Unfair-means cases:

- The Unfair Means Committee will be constituted by the Director/Principal for each academic year to deal with the cases of alleged misconduct and unfair means by the students in all the examinations conducted during the academic year.
- The committee consists of three senior faculty members; one out of three members shall be the Chairman nominated by the Principal.
- As soon as a student is identified by the invigilator or by the authorized person, of having resorted to unfair means,
 - a. His/ her answer book shall be seized.
 - b. The papers (handwritten/ printed/ photocopied, etc.) found in possession of the student shall be signed by the student, Invigilator and Officer-in-Charge and tagged with his/her answer book in the candidate's presence.
 - c. If a mobile phone/any electronic gadget is found in possession of the student, it will be seized and sealed in an envelope. The envelope shall be signed by the student, Invigilator and Officer-in-Charge.
 - d. The OIC shall ask the candidate to make a statement in writing, explaining his/her conduct.
 - e. In case the candidate refuses to do so, the fact of his/her refusal shall be recorded by the OIC, which should be attested by at least one invigilator on duty.
 - f. In the case of practical tests/ performance tests on PCs the act of using unfair means should be recorded by the internal examiner.
 - g. Evidence in the form of softcopy/Photostat/photograph, etc. should be submitted along with the statement of the student.
- After the examination of theory and practical courses is over, the Unfair Means Committee shall inquire into the cases of attempt of unfair means in the

examinations. COE will intimate the date, time and venue to the students by SMS/email/notification, for appearing before the Unfair Means Committee. The Unfair Means Committee will interrogate the student one by one and identify clearly the category of nature of offence as listed in the ANNEXURE-I of the Examination Manual. If the student fails to report on the specified date and time, the committee will take the decision on the basis of reports available. The Unfair Means Committee shall submit its recommendations to the Examination Committee for consideration and necessary orders. The Examination Committee will finalize the recommendations of the Unfair Means Committee. (Format no.: ESE-19, 20)

2.4 Post Examination Work:

2.4.1 Assessment of Answer Books

Assessment of answer books of ESE theory shall be done centrally at the spot Valuation Center.

- i. Director/ Principal, in consultation with COE, shall appoint a senior faculty member as In-charge of Spot Valuation Centre.
- ii. He/she shall be responsible for smooth and timely completion of the assessment of answer books.
- iii. Normal working hours of Spot Valuation Centre shall be from 10.30 am to 5.30 pm. Considering the quantum of work and valuation schedule, working hours may be extended as and when it is needed.
- iv. The In-charge, Spot valuation, may select his/her team with the approval of the Principal/ Director.
- v. In-charge-Spot valuation may suggest suitable faculty members to be appointed to supervise the job of masking/de-masking of answer papers.
- vi. In order to maintain uniformity in the assessment of answer books, for the courses where more than one valuer is involved, the course coordinator shall conduct a meeting of all the valuers and brief them with regard to the scheme of marking & model answers.

2.4.2 Duties and Responsibilities of In-charge Spot valuation

- i. Receive the time table of the examination and formats from the COE.
- ii. Receive the answer books from the Officer In-charge Examinations, count them and process them for masking. In case of any discrepancies, report immediately to OIC & COE. (Format no.: ESE-23)
- iii. All answer books are masked by masking assistants. Masking assistant shall hide the exam roll no., enrollment no. and serial no. of each answer book by suitably folding the front page of the answer book and pasting with brown tape. (Sample)
- iv. Make bundles of 40 answer books each for every subject with the last bundle of remaining answer books. (Format no.: ESE-26)

- v. Obtain a subject wise panel of valuers from COE and issue appointment order to the valuer as per requirement through email.
- vi. The appointment order shall contain the information of course/subject, date of commencement of valuation, instructions to valuer, undertaking etc. (Format no.: ESE-27)
- vii. Issue a bundle of 40 answer books to the valuer at a time and insist that the valuer should complete the valuation of the entire bundle in a day.
- viii. Instruct the valuer to use red ink for valuation of answer books, write their name & put their signature on each answer book after valuation.
- ix. Carry out the retotalling of answer books as per the procedure described in 2.4.2.1.
- x. After retotalling and necessary corrections by the re-totaller, process the answer books for de-masking.
- xi. Arrange the evaluated answer books roll number wise.
- xii. Prepare the report of spot valuation for valuation of each subject answer books in the format given in (Format no.: ESE-28).
- xiii. Submit evaluated answer books for each subject along with the corresponding report duly signed by the Spot Valuation In-charge to COE.
- xiv. Prepare the statement of remunerations to be paid to the valuers and staff involved in the spot valuation center and submit the details of accounts in the format (Format no.: ESE-24, 25) prescribed with a copy to COE.
- xv. Prepare an overall report of Spot valuation of a particular examination and submit it to COE within a week after valuation work is over. The report shall essentially consist of statistical information as per format. (Format no.: ESE-29)

2.4.2.1 Re-totaling:

In order to ensure that the marks given by valuer to each question/ sub question are accurately added and recorded, retotaling shall be carried by a support staff called as retotaller. It is likely to help to correct mistakes/ errors in the totaling process, such as miscalculating or missing marks. It will also boost up the confidence of examinee that their scores have been properly recorded. The process of retotalling shall be as follows:

- i) Re-totaller shall verify that the marks given by the valuer are in accordance with the marks allotted to the questions.
- ii) Re-totaller shall see that all the questions and sub questions are evaluated and awarded marks.
- iii) Re-totaller shall verify the total of marks given by the valuer.
- iv) Re-totaller shall report to In-charge Spot valuation in case of any discrepancy, and In-charge Spot valuation shall get it corrected from the concerned evaluator.
- v) In any such case the Re-totaller, In-charge Spot valuation shall not correct any such mistakes on his/her own.

2.4.3 Entry of ESE Marks in ERP

After receiving the evaluated answer books of ESE from the spot valuation center, the result processing unit (ERP unit) will enter the marks in ERP.

2.4.4 Rules for Grace Marks & Condonation

• Grace:

The examinee shall be given the benefit of grace marks only for passing in each head of passing in End Semester Examination as follows:

- 1. The benefit of grace marks shall be given in the regular examination and that the total grace marks of all subjects taken together shall not exceed 0.5% of the total marks of that semester.
- 2. The benefit of grace marks shall be applicable only in maximum three subjects and also only if it helps the candidate to pass the entire examination of that semester.
- 3. The grace marks shall be shown in the Statement of Marks/ Grade Sheet with a symbol * and indicating the rule number.

• Condonation:

- 1. If a candidate fails in only one head of passing (having passed in all other heads) his/her deficiency of marks in such head may be condoned by not more than 1% of the total marks (restricted to maximum 10 marks) of the semester in which he/ she is failing. However, condonation shall only be applicable for regular examination.
- 2. The Condonation marks shall be shown in the Statement of Marks/ Grade Sheet with a symbol ** and indicating the rule number.

2.4.5 Award of Grades and Grade Moderation

- i. All programs of the Institute shall follow the total credits as recommended by BOS and approved by the Academic Council and will adhere to the distribution of continuous evaluation and End Semester Examination prescribed in the approved program Scheme.
- ii.Result processing and Grade allotment shall be done in ERP by the result processing unit. The ERP System will calculate the grades and grade points as per the guidelines described in Annexure-III.
- iii. The Chairman (BOS) shall constitute a grade moderation committee for moderation of the grades. The committee shall work under Chairmanship of Chairman BOS and shall include all the course teachers. The committee will moderate & finalize the grades.
- iv. Following aspects shall be checked for moderation of grades:
 - a) When moderating grades to form a bell curve (normal distribution) in relative grading, the goal is to ensure that student performance aligns with the expected distribution of grades. This typically involves adjusting the raw scores so that they fit within a standard bell curve, with a distribution of grades that resembles a

- typical curve for the class.
- b) Verify that grades have been correctly recorded
- c) Ensure that the desired distribution aligns with grading policies or guidelines (Annexure -III).
- d) Based on the adjusted scores, assign final grades according to the target distribution.
- v. BOS Chairman as well as Chairman of the Grade moderation committee shall make necessary changes in the ERP as a result of the process adopted in 2.4.5(iv) above
- vi. Grade moderation report of each subject/course obtained from ERP after (v) above shall be printed in the format (Format no.: ESE-30) and submitted to COE duly signed by the Chairman, BOS and respective subject Teacher.

2.4.6 Generation of Tabulation Register and Declaration of Results

- i. The results of the examinations shall be declared within 15 days from the last date of examination.
- ii. The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be estimated as per R 19.2 of Ordinances and Regulations of the institute and shall be made available in results.
- iii. A TR shall be generated by ERP and shall be placed before the Examination Committee for approval. (Format No.: ESE-31)
- iv. After approval, Final TR and grade cards are generated through ERP. Result is announced by COE and displayed on the college web site and also circulated among the departments.

2.4.7 Rules for Amendment of Results

In the cases where it is found that the result of an examination has been affected by any one or a combination of the following errors, the COE shall have power to amend such result in a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Director/Principal.

- Error in computer/ data entry, printing or programming and the like.
- Clerical error, manual or machine, totaling or entering of marks on ledger/ register.
- Error due to negligence or oversight of examiner or any other person connected with conduct of examination, assessment and result preparation
- Provided that errors are reported/ detected within a month from the date of declaration of results. However errors detected thereafter shall be placed before the Examination committee for further action on the same.

2.4.8 Revaluation

Candidates appearing at End Semester Examinations are eligible to apply for revaluation of his/ her answer scripts of theory courses of End Semester Examinations including backlog exam, subject to following conditions:

- A candidate may apply for revaluation in any number of subjects per semester in which he/ she has appeared at the End semester examination by depositing prescribed fees.
- The entire answer script will be reevaluated based on model answers and marking schemes.
- The revaluation of answer scripts shall not be permitted in respect of scripts of Practical Examination/ Continuous Assessment/ Dissertation/ Project/ Thesis/ Viva-Voce etc.
- The students can apply for revaluation of theory paper/s along with the prescribed
- A candidate applying for revaluation shall note that the result of the revaluation of his/ her answer script of the theory paper/s shall be binding on him/ her and that he/ she shall accept the revised marks/ grades to his/ her theory paper/ s after reevaluation. The same shall be indicated in the application form of revaluation. (Format no.: ESE-32)
- Change in ESE marks shall be made by adopting following guidelines.
 - ➤ There will be no change in result if change in reevaluated marks is up to 5% of the maximum marks of ESE theory paper.
 - ➤ The reevaluated marks will be accepted only if change is more than 5% and up to 20% of the maximum marks of ESE theory paper.
 - ➤ If the change in reevaluated marks is more than 20% and up to 50% of the maximum marks of ESE theory paper, then the average of original marks & reevaluated marks will be considered.
 - ➤ If reevaluated marks change by more than 50% of the maximum marks of ESE theory paper, then the answer script is sent for 2nd reassessment and the average of best of two shall be considered.

2.4.9 Re-Examination

- Re-examination for ESE in theory courses shall be scheduled for the students who
 have been declared failed in regular examination, within 15 days of declaration of the
 results.
- All the students who have been declared failed can have an opportunity to appear for ESE only in the failed courses.
- However the students concerned have to apply for Re-examination in the format (format no.: ESE-33) by depositing the prescribed fees.

2.4.10 Grade Cards

- The grade card shall be issued to each examinee at the end of each examination immediately after declaration of Final Result in the prescribed format.
- The grade card shall contain the following information:
 - > The credits for each course registered for that semester.
 - > The grade points and letter grades obtained in each course.
 - > The total number of credits obtained, earned grade points and SGPA.
 - > Grade card will not indicate class or division or rank.
 - > Appropriate security features.

2.4.11 Award of Degree

The Degrees shall be awarded by the Sant Gadgebaba Amravati University, Amravati.

2.4.12 Disposal of Answer sheets

The answer sheets of any ESE shall be preserved for **Three years** after declaration of results. The process of disposal of answer sheets of previous academic year examinations shall be initiated and carried out under the supervision of COE.

2.4.13 Provisional degree:

- The institute shall issue "Provisional Degree" signed by the Principal to the outgoing students who have otherwise completed all the requirements for award of degree. The format for provisional degree shall be as per proforma (Format No.: ESE-34) and shall be valid till the date of convocation.
- The provisional degree will be invalid as soon as convocation is over. Therefore outgoing students are expected to remain present for the convocation ceremony of his/her batch.

ANNEXURE-I (A)

THE BROAD CATEGORIES OF UNFAIR MEANS RESORTED TO/BY STUDENTS AT THE EXAMINATIONS AND THE QUANTUM OF PUNISHMENT FOR EACH CATEGORY THEREOF

Category	Punitive Action
Category-A Student is found, Talking to another student during the examination hours in the examination hall; ignoring the warnings given by the invigilator, Talking to a person/student outside the examination hall after receipt of the question paper and before handing over the answer book to the invigilator, Writing question paper on any piece of paper except the answer-book during the examination, Changing seat in the examination hall without the permission of invigilator.	Current examination of this course only will be cancelled.
Category-B If during the examination hours, i.e. after receipt of the question paper and before handing over the answer- book to the invigilator, a student is found in possession of relevant written or any printed material or notes written on any part of his/her body or clothing or instruments such as set- squares, calculator, scale, mobile phone / electronic gadgets etc. which have relevance to the syllabus of the examination paper concerned or having relevant notes written on chair, table, desk or drawing board, data book etc during the examination (i.e. possession of copying material).	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.
Category-C • If during the examination hours, i.e. after receipt of the question paper and before handing over the answer-book to the invigilator, a student is found attempting to copy, caught copying or having copied from any printed material or notes written on any part of his/her body or clothing or instruments such as set-squares, calculator, scale, mobile phone/electronic gadgets etc. or chair, table, desk or drawing board, data book etc (i.e. actual	Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.
copying from the copying material).Possession of another student's answer book.	Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of this course (both the students).
• Possession of another student's answer book + actual evidence of copying there from.	Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (both the students).

Category-D

• Replacing an answer book or part thereof during or after the examination.

Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses.

• Smuggling-out or smuggling-in of answer book as copying material.

Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).

• Having received help from or giving help to another candidate through some written material pertaining to the questions set in the paper concerned or passing on a copy of question set in paper or a solution thereof to any other student. Current examination of all the courses will be cancelled and punishment can be extended up to cancellation of one additional examination of all the courses (all the students who are involved).

• Answer book written outside the examination hall.

Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).

Category-E

Having received help from or giving help to another candidate through mobile phone or any electronic media pertaining to the questions set in the paper concerned. Current and one additional examination of all the courses will be cancelled and punishment can be extended up to cancellation of one more examination of all the courses (all the students who are involved).

Category-F

• If a student leaves the examination hall/room without submitting answer-book.

Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.

• If a student attempts to tear off or disposeoff the answer book. Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course.

•Guilty of swallowing or destroying the material such as notes or paper found from him/her or running away with the material with the intention of destroying the evidence of using unfair means or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person.

Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one additional examination of the same course.

Category-G

 Attempt to forge the signature of the invigilator/ examiner on the answer book or any material related with examinations. Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one Additional examination of the same course.

• Tampering with the written matter/ awarded marks on an evaluated answer book

Current plus one additional examination of this course will be cancelled and punishment can be extended up to cancellation of current examination of all the courses and one

	additional examination of the same course.
• Interfering with or counterfeiting of college seal or answer book.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.
• Tampering with the records of examination.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence.
 A candidate found guilty of seeking admission to the examination by making a false representation pertaining to his eligibility to appear at the examination. 	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).
• Impersonating any candidate or getting impersonated by any person for taking the examinations.	Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (both the students).
Category-H Use of obscene language/force/threat against Invigilator/ Co-officer/Officer-in-charge/any other person connected with the conduct of examination or student.	Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one to two additional examinations of all courses.
 Category-I Revealing identity in any form in the answers written or in any other part of the answer book by the student in the examination. Insertion of currency notes or any other insertion in the answer book. 	Current examination of this course will be cancelled and punishment can be extended up to cancellation of one additional examination of the same course. Current examination of all courses will be cancelled and punishment can be extended up to cancellation of one additional examination
Category-J Cases of mass copying.	of all courses. Current examination plus one to three additional examinations of all the courses will be cancelled depending on the gravity of the incidence (all the students who are involved).
Category-K All other offenses not covered in above categories.	Depending on the gravity of the offence, unfair means committee can recommend the punishment (all the students who are involved).

NOTE:

- If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the malpractices, when committed at the second or subsequent examination.
- 2. Student involved in malpractices at Practical/Dissertation/ Project examinations shall be dealt with as per the punishment provided for the theory examination.
- 3. The term "Cancellation of examination" includes performance of the student at the theory as well as practical examination, but does not include performance at term work, project work & dissertation examinations unless malpractices used thereafter.

ANNEXURE-I (B)

THE BROAD CATEGORIES OF NEGLIGENCE/UNFAIR MEANS RESORTED TO / BY PAPER SETTERS, EXAMINERS, MODERATORS, VALUERS, REFEREES, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF EXAMINATIONS AND PUNITIVE ACTION

	Category	Punitive Action	
Cat	egory-A: Cases of negligence/lapses		
1. Negligence on the part of Examiner		For the first time, the Principal will give a verbal warning/warning letter to the	
setting/moderating the question paper: in		concerned faculty member, depending on the gravity of the case.	
i Total sum of marks allotted to the questions does not equal the total Marks of the question paper.		the gravity of the case.	
ii	Question paper is not complete.	If negligence/lapse is observed a second	
iii	Repeated Question in question paper	time by the same faculty member, the	
iv	Question is incomplete.	Principal will give a warning letter to the concerned faculty member.	
V	What students are supposed to do is not mentioned in the question.		
vi	Figure or data is missing or incomplete.	Total I I I I I I I I I I I I I I I I I I I	
vii	Questions set outside the scope of the syllabus.	If it is observed for the third time by the same faculty member, show cause notice will be issued by the Principal for service	
viii	Any act of negligence apart from above cases.	book warning.	
 Faculty member showing negligence/ apathy in carrying out duties related to examinations allotted to him/her. Negligence on the part of valuer/ examiner which results into delay in spot valuation work or 		If negligence/lapse by the same faculty member is repeated further, appropriate disciplinary action will be taken by the	
delay in declaration of the results. 4. Negligence on the part of paper setter/moderator which results into Postponement of examination.		Principal. Enquiry committee will be set and a decision will be taken by the examination committee according to the findings Enquiry committee will be set and a	
	tegory-B: Cases of favoritism or timization in the examination.	decision will be taken by the examination committee according to the findings.	
Category-C: Cases of mal-practices:			
1	Leakage of question paper or part of question paper.	Enquiry committee will be set and a decision will be taken by the examination	
2	Shielding the cases of mal-practices by student/person.	committee according to the findings.	
3	Helping in copying/mass copying.		
Category-D: Cases not covered in any of the above categories.		Enquiry committee will be set and a decision will be taken by the examination committee according to the findings.	

NOTE:

Depending on the findings of the enquiry committee and gravity of the case, the examination committee may forward such cases to the Director/ Principal for necessary disciplinary action.

ANNEXTURE-II

FORMATS

Format No.	Name of Format
ESE-01	End semester examination form
ESE-02	Hall Tickets of ESE
ESE-03	Appointment of Question paper setter
ESE-04	Question paper pattern and template for ESE (B. Tech – 60 Marks)
ESE-05	Question paper pattern and template for ESE (B. Tech – 30 Marks)
ESE-06	Question paper pattern and template for ESE (MBA)
ESE-07	Question paper pattern and template for ESE (MCA & M. Tech.)
ESE-08	Instructions to question paper setter
ESE-09	Instructions to candidate
ESE-10	Question Paper moderation
ESE-11	Duty Certificate of paper setting/paper moderation /paper valuation
ESE-12	End semester practical examination time table
ESE-13	Appointment letter of External Examiner for Practical Examination
ESE-14	Assessment marks of end semester practical examination
ESE-15	Attendance sheet of end semester practical examination
ESE-16	Certificate of change of examiner
ESE-17	Details Daily Used of Answer Sheet 01
ESE-18	Details Daily Used of Answer Sheet 02
ESE-19	Statement of Candidate who is alleged to have used Unfair means
ESE-20	Report of the Invigilator / Co-officer / Office In-Charge for Unfair means
ESE-20 ESE-21	Daily invigilator answer sheet record
ESE-21 ESE-22	Invigilator daily report
ESE-22A	Answer Sheet dispatched to valuation Centre through OIC
ESE-23B	Bundle of Answer Sheets/ Nil report dispatched to Spot Valuation Officer
ESE-24	Receipt of Local Conveyance Charges
ESE-25	Examination remuneration bill form
ESE-25 ESE-26	Information slip of Answer sheet bundle
ESE-27	Undertaking (To be filled in by the Examiner)
ESE-28	Report of spot valuation for Answer books
ESE-29	Overall report of Spot valuation
ESE-30	Grade moderation report
ESE-31	Tabulation register
ESE-32	Application form of revaluation
ESE-33	Application form of Re-examination
ESE-34	Provisional degree
MCE O1	Mid competer examination time table
MSE-01	Mid semester examination time table
MSE-02	Question paper pattern and template for MSE
MSE-03 MSE-04	Question paper pattern and template for MSE
	Question paper pattern and template for MSE
MSE-05	Seating Plan - mid semester examination Attendance sheet - mid semester examination
MSE-06	
MSE-07	Result sheet -mid semester examination
MSE-10	Teachers Assessment Sheet Result Analysis of mid competer examination
MSE-09	Result Analysis of mid semester examination
MSE-10	unfair means format of mid semester examination
MSE-11	Students Grievances Form of mid semester examination
MSE-12	Action Taken Report



P.R. Pote Patil College of Engineering and Management, Amravati. (An Autonomous Institute)

Pote estate, Gajanan Township, Kathora Road, Amravati principal@prpotepatilengg.ac.in, https://prpotepatilengg.ac.in

EXAMINATION APPLICATION FORM Winter 2024

		Winter 2024		
Type Of Pro	gram			
Name of Exam				Photo
Branch				
Enrollment	No			
Full Name of Applicant				Signature
Mother's Na	ame			
SR. NO.	COURSE CODE	COURSE NAME	THEORY	PRACTICAL
1				-
2				-
3				-
4				-
5				-
6				-
7			-	
8			-	
9			-	
10			-	
Date:				



P.R. Pote Patil College of Engineering and Management, Amravati. (An Autonomous Institute)

Pote estate, Gajanan Township, Kathora Road, Amravati, principal@prpotepatilengg.ac.in , https://prpotepatilengg.ac.in

HALL TICKET

Name of the Examination :		
Name of the Student :		РНОТО
Gender:	Roll No:	
	Enrollment No :	Signature

Courses Offered/Schedule:

Sr. No.	Course Code	Name of Subjects Offered	Date Of Examination	Time

Instructions for Examinee:

- 1. Enter the examination hall 15 minutes before the scheduled time. Students coming 30 minutes after the commencement of the examination will not be permitted to enter the examination hall.
- 2. All the students must carry their Identity Card. Students will not be permitted to enter the hall without a hall ticket & Identity Card.
- 3. Occupy the assigned seats as per the seating plan.
- 4. Students must write their Roll number on the question paper before starting to attempt the examination.
- 5. Students must not write anything else on the question paper. Any rough work should be done on the last page of the answer booklet.
- 6. Read the instructions carefully written on the answer booklet & complete all the entries on the cover page carefully. It is the responsibility of the student to fill all the particulars on the answer booklet correctly.
- 7. The students should not carry any other material which may be directly or indirectly constituted as use of unfair means in the examination.
- 8. The flying squad is authorized to conduct a thorough physical check of clothes, shoes or any other belongings during the examination.
- 9. The candidate shall not write his/her name or leave any identification mark inside the answer booklet. Any such act will be deemed to be a use of unfair means.
- 10. Students are not allowed to leave the examination hall without the permission of the invigilator even after the time of examination is over.
- 11. Writing anything on desks or walls of the exam hall/rooms is also considered as a malpractice.
- 12. Carrying programmable calculators, electronics gadgets, mobile phones, books or any other written material into the examination hall is considered as a malpractice.
- 13. If a candidate is caught resorting to any unfair means or malpractices, he/she will be debarred from the examination.

Controller of Examinations



P. R. Pote Patil

College of Engineering & Management, Amravati. (An Autonomous Institute)



Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

Ph. No. - 0721-2970110, 9322604312, 8668894851, 9021972226, Email: principal@prpotepatilengg.ac.in, prpotepatilcollege@gmail.com, website: www.prpotepatilengg.ac.in

Ref: PRPCEM/CoE/App. Letter/

Date: ESE-03

Appointment as a Question Paper Setter/Evaluator/Moderator

То,	(Chairman)		
To,	(Member#01)	
То,	(Member#02	2)	
you to work as a Quest Examination.	mination Committee, PRPC ion Paper Setter in the fents attached for setting and	ollowing course for	the End Semester
Name of Examination	Course	Course Code	Section (if any)
onat	gement faculty: - ng question paper/s & attend a.m./p.m. in Con bove must bring their Quest	fidential Section of PR	PCEM, Amravati.
Enclosure:-		Controller of Ex PRPCEM,	camination (CoE) , Amravati

- 1) Blank Pages
- 2) Instruction to Candidate

	Program: B. Tech. in	
	Semester:	•••••
	End Semester Examination (Win	
Course:		Course Code:
Duration: 3 Hrs		Marks: 60

Important Instructions to the students

1)--

,	
, ,	

2)				
Q. No.	Question	Marks	BTL	CO
1 A)	Solve the following multiple choice questions.			
i) ii)		01		01
		01		01
1 B)	Solve any two questions of the following			
i) ii)		04		01
ii)		04		01
iii)		04		01
2 A)	Solve the following multiple choice questions.			
i)		01		02
ii)		01		02
2 B)	Solve any two questions of the following			
i)		04		02
i) ii)		04		02
iii)		04		02
3 A)	Solve the following multiple choice questions.			
i)		01		03
ii)		01		03
3 B)	Solve any two questions of the following			
i)	, ,	04		03
i) ii)		04		03
iii)		04		03
4 A)	Solve the following multiple choice questions.			
i)		01		04
ii)		01		04
4 B)	Solve any two questions of the following	-		
		04		04
i) ii)		04		04
iii)		04		04
5 A)	Solve the following multiple choice questions.			
i)		01		05
ii)		01		05
5 B)	Solve any two questions of the following			- 50
i)	borre any two questions of the following	04		05
ii)		04		05
iii)		04		05
111)		07	1	0.5
6 A)	Solve the following multiple choice questions.			†
i)	50110 the following multiple enoice questions.	01	 	06
ii)		01		06
11)		U1	1	00
6 B)	Solve any two questions of the following		-	
	Solve any two questions of the following	04	-	06
i) ii)		04	-	06
iii)		04		06

	Program: B. Tech. in	ESE-05
	Semester:	
End Ser	mester Examination (Winter/Summer-20)	
Course:	Course Code:	
Duration: 1 hr. 30 min.	Max. Marks: 30	
I	mportant Instructions to the students	
1)		
2)		
3)		

Q No	Question	Marks	BTL	CO
1 A)	Solve the following multiple-choice question/s.			
i)		01		01
ii)		01		01
1 B)	Solve any two questions of the following.			
i)		04		01
ii)		04		01
iii)		04		01
2 A)	Solve the following multiple-choice question/s.			
i)		01		02
ii)		01		02
2 B)	Solve any two questions of the following.			
i)		04		02
ii)		04		02
iii)		04		02
3 A)	Solve the following multiple-choice question/s.			
i)		01		03
ii)		01		03
3 B)	Solve any two questions of the following.			
i)		04		03
ii)		04		03
iii)		04		03

ESE-06

Program: Master of Business Administration	
Samastar:	

End Semester Examination (Winter/Summer-20....)

Course:	Course Code:
Duration: 3 Hrs	Marks: 60

Important Instructions to the students

1)

Q No	Question	Marks	BTL	CO
1)	Solve the following question/s.			
A)		07		01
B)		08		01
	OR			
2)	Solve the following question/s.			
A)		07		01
B)		08		01
3)	Solve the following question/s.			
A)	bolve the following question's.	07		02
B)		08		02
Б)	OR	08		02
4)				
4)	Solve the following question/s.			0.0
A)		07		02
B)		08		02
5)	Solve the following question/s.			
A)		07		03
B)		08		03
·	OR			
6)	Solve the following question/s.			
A)		07		03
B)		08		03
7)	Solve the following question/s.			
A)		07		04
B)		08		04
	OR			
8)	Solve the following question/s.			
A)		07		04
B)		08		04

Program: Master of Computer Application

Semester:

End Semester Examination (Winter/Summer-20...)

Course:......

Duration: 3 Hrs

Course Code:.....

Marks: 60

Important Instructions to the students

1)

2)

2) O No	Ouestion	Monka	BTL	CO
1)	Solve the following question/s.	Marks	ВП	CO
A)	Solve the following duestion/s.	05		01
B)		05		01
D)	OR	03		UI
2)				
	Solve the following question/s.	0.5		01
A)		05		01
B)		05		01
3)	Solve the following question/s.			
A)	Solve the following question/s.	05		02
B)		05		02
וט	OR	- 03		02
4)	Solve the following question/s.			
	Solve the following duestion/s.	05		02
A) B)		05		02
D)		05		02
5)	Colve the fellowing question/s			
	Solve the following question/s.	05		02
A)		05		03
B)	OD	05		03
	OR OR			
6)	Solve the following question/s.	0.5		00
A)		05		03
B)		05		03
7)				
7)	Solve the following question/s.			0.4
<u>A</u>)		05		04
B)		05		04
	OR			
8)	Solve the following question/s.			
A)		05		04
B)		05		04
9)	Solve the following question/s.			
A)	Solve the following duestion/s.	05		05
B)		05		05
D)	OR	03		03
10)	Solve the following question/s.			
	Solve the following duestion/s.	05		05
A)				05
B)		05		05
11)	Calar da fallancia a mandia da			
11)	Solve the following question/s.	0.7		0.5
A)		05		05
B)		05		05
40)	OR			
12) A) B)	Solve the following question/s.			
A)		05		05
B)		05		05



P. R. Pote Patil

College of Engineering & Management, Amravati. (An Autonomous Institute)

(An Autonomous Institute)
Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

Ph. No. - 0721-2970110, 9322604312, 8668894851, 9021972226, Email: principal@prpotepatilengg.ac.in, prpotepatilcollege@gmail.com, website: www.prpotepatilengg.ac.in

ESE-08

INSTRUCTIONS TO QUESTION PAPER SETTER

- 1. The Paper Setter shall ensure strict confidentiality and shall not disclose his/her appointment.
- 2. The faculty members of P. R. Pote Patil College of Engineering & Management, Amravati cannot refuse the appointment related to any examination work.
- 3. The Paper Setter of Institutes other than P. R. Pote Patil College of Engineering & Management Amravati. shall submit his/her acceptance to the authority immediately after receiving Email.
- 4. The Paper Setter shall submit the said number of question paper sets as has been mentioned in the appointment letter.
- 5. Paper setter shall set the question paper (on A4 Size paper) as per the pattern and template provided with appointment letter.
- 6. Questions should be set in such a way that it will test the skills of applying the knowledge acquired, rather than testing the memory or merely book information.
- 7. Marks and Course outcomes, **BTL** (**Blooms Taxonomy Level**) must be indicated for each sub-question/question as per the provided format.
- 8. Nature of question should be precise. Paper setter should design the question paper such that,
 - Questions are written with simple, straight forward, meaningful wordings and unambiguous;
 - Question paper covers the entire syllabus of the course;
 - The full question paper can be answered within the stipulated time allotted for it;
- 9. Paper Setter shall not repeat the same question in the same set.
- 10. Paper Setter shall not set question(s) outside the scope of the syllabus.
- 11. Question Paper setter to include equation, matrix in editable format and not as image.
- 12. The Paper Setter should specifically mention the charts, tables, IS codes, data books, graph paper etc required, if any, for the examination.
- 13. All paper setters are expected to submit model answer sheet on blank A4 Size pages.
- 14. Syllabus of various courses pertaining to various programs is available on Institute Website (www.prpotepatilengg.ac.in)
- 15. The paper setter shall submit the paper set(s) maintaining the highest confidentiality in soft form as well as in paper form (hardcopy) on or before the due date as mentioned in the appointment letter, as per the following -

Paper Set in Soft form:

- i. Setter shall forward the paper set in .pdf format as well as in editable .docx format solely to coe_paper@prpotepatilengg.ac.in without any CC or BCC to self or anyone one day prior to the date of submission of paper. The setter shall delete the email from the sent folder once the paper has been sent to COE on the aforesaid email id.
- ii. For forwarding the paper, external setters shall use the same email id specified in the appointment order. Internal setters shall forward the paper using their **official email id.**
- iii. The format for file name to be used shall be as follows-

< CourseCode CourseName W24.docx >

For example: ET24101_Matrices and Differential Equations_W24 .docx

Paper Set in printed format:

The paper setter shall insert-

- i. hard copy of the question paper in the Yellow envelope. (at the time of submission)
- ii. memorandum/ solution in the Green envelope. (at the time of submission)

|| Shree Gajanan Maharaj Prasanna ||





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ESE-09

Name	of E	Examination:
Brancl	h / P	Program:
Course	e :	Course Code :
Time :	_	Maximum Marks:
INST	RU	JCTIONS TO CANDIDATE
()	All question carry equal marks.
()	Question Nois_compulsory.
()	Due credit will be given to neatness and adequate Dimensions.
()	Assume suitable data wherever necessary.
()	Diagrams and chemicals equations should be given wherever necessary.
()	Pertain the construction lines.
()	Illustrate your answer with the help of neat sketches.
()	Use of slide rule logarithmic table, steam table, smellers chart, drawing instrument,
Therm	ody	namic Table for moist air, psychometric chart, and refrigeration charts is permitted.
()	I.S.I. Hand book for structural steel section I.S Code 800/1962 or 1964, 1.S. 456
(Revis	ed)	I.S. 875 may be consulate.
()	Use of D.A Laws "Pocket book for Mechanical Engineers" is permitted.
()	Discus the reaction, mechanism wherever necessary.
()	Other special instruction, If any
()	Use of pen Blue/Black ink <i>I</i> refill only for writing in Answer book.



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ESE-10

Nam	e of Exam:			
Cour	rse:	Course Co	ode:	
Nam	e of Paper Setter:			
	n moderating, please take the following criteria into considerat choice by marking a " $$ " in the appropriate box:	ion. In eac	ch criterion ind	licate
Sr.	Cuitorio	Voc	Moderately	No
No.	Criteria	Yes	Moderately	No
1	Is question paper based on the prescribed syllabus?			
2	Is question paper set as per the prescribed format?			
3	Are Marks and Course outcomes indicated for each question?			
4	Are questions framed in a clear i.e. without any vagueness?			
5	Is question paper set balanced with reference to bloom's			
	taxonomy levels- Remember, Understand, Apply, Analyze,			
	Evaluate & Create?			
Rema	arks by Moderator:			
Name	e & Sign of Moderator(s):			
Date	of moderation:			

35



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ESE-11

Duty Certificate

CoE PRPCEM, Amravati	Principal PRPCEM, Amravati
•	
the academic year	
He / She has diligently and effectively carried ou	at the duties associated with this role during
Patil College of Engineering and Management, Amravat	i on dated/ to/
entrusted with the responsibility of paper setting/paper	moderation /paper valuation at P. R. Pote
This is to certify that	has been







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		e Table	_	
ne of Exam:	-		Semes	ter:
Course Name & Code	Name of Internal Examiner	Date	Time	Batch
51 to				

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Ph. No. - 0721-2

0110, 9322604312, 866	8894851, 9021972226, Em	il: principal@prpotepatilengg.ac.in, prpotepatilcollege@gm	ail.com, website: www.pr	potepatilengg.a
PRPCEM//	/20 -20 /	Da	ite:	ESE-13
To,				
Prof.				
Subjects	Annointment	s an External Examiner for Practical Ex	vamination Winta	n/
Subject:	Summer – 20		tanimation vvinte	17
	Summer – 20	-		
Dear Sir/	Madam,			
		you that you have been appointed as an	External Examine	er for
	•	r/Summer-20) as per following schedul		7 101
Tractical	Examination (white	75diffiler-20) as per following schedul	ic.	
Exam	B.EIII Semester	Branch		
Subject		No. of Examinee		
Date(s)		Time		
Venue: P.	R. Pote Patil Colleg	e of Engineering & Management, Amrav	ati.	
Name of	Internal Examiner –	Prof(Mob. 1	No.:)	
You are r	equested to inform y	our acceptance / rejection immediately to	o the undersigned.	
Thanking	g You			
D	antal Errano Carral	w.o.to.v.	D	
Departm	ental Exam Coord	паюг	Principal	

Note- If you are reporting by own car or own scooter then you will have to attach Xerox copy of the vehicle (Registration should be in your own name) to the T. A. bill for its Passing. Otherwise you will be eligible for S.T. fare only.

Mob. No.



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ESE-14

Department of	
END SEMESTER PRACTICAL EXAMINATION (Winter/Summer-2	20)

ASSESSMENT MARKS

Program:	Year/ Semester:
Course:	Date:
M. I. D. I	

Marks Rubrics: 25 = a(15) + b(10)

a: Performance during External Examination

b: Viva Voce Performance during External Examination

Roll No.	Name of the Student	(a) 15 Marks	(b) 10 Marks	Total 25 Marks

Internal Examiner External Examiner







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		Date:	ESE-15
	Department of		
	End Semester Practical Examination	n	
	Attendance Sheet (Winter/ Summer-20)	
Exam:		Time:	
Sub:		Batch:	

Sr. No.	Roll No.	Name of Student	Answer sheet no.	Sign
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
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15				
16				
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18				
19				
20				
21				
22				
23				
24				
25				

Internal Examiner External Examiner



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End Semester Practical Examination Winter/Summer- 20....

ESE-16

Certificate of Change of Examiner

This is to certify that the Practical Examination Winter/Summer– 20.... was scheduled at this college as given below

Date of Examination	Program/Sem	Course/Code	No. of Student Due

As the External/Internal examiner appointed by BoS PRPCEM, Amravati was not in time, following alternate arrangement is made to conduct the practical examination.

Examiner :- External / Internal				
Examiner	Appointed	Alternate		
Name				
Address				

Place :	
Date :	
СоЕ	Principal



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ESE-17

Details Daily Used of Answer Sheet Winter/Summer 20

Sr. No.	Program	Course Name	Shift First/Second	Used of Answer Sheet	Sr. No Answer Sheet	Total No. of Used Answer Sheet
1	2	3	4	5	6	7

n-charge	Sign	&	Stamp
]	n-charge	n-charge Sign	n-charge Sign &



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ESE-18

Details Daily Used of Answer Sheet Winter/Summer 20____

	Bundle	Received	Used	Unused Ansv	wer Sheet af	ter exam	Unused
Sr. No	Code & Answer sheet No.	Answer Sheet from COE Office	Answer Sheet during exam	Sr. No. of Answer Sheet	Blank	Faulty	Answer Sheet after total exam (6+7)
1	2	3	4	5	6	7	8

	Answer Sheet re er Sheet of Colur	ecord is clear nn no. 8 is receive	ed	Sign & Star	mp of Officer	In-charge	
Receiv	ed from COE Si	gn:				Date:	
	Da	ate:					



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(An Autonomous Institute)

ESE-19

Statement of Candidate who is alleged to have used Unfair means at the College Examination

ı. Fu	ll Name of Students	:		
		(Surname)	(First Name)	(Second Name)
2.Add	dress	:		
3. Ex	amination	:		
4. Da	te of Examination	:		
5. Co	ourse & Course Code	:		
6. Sh	ift & Timing	:		
7. R o	ll No.	:		
Го,	a	. (6.7)		
	Controller of Examin PRPCEM, Amravati	ation (CoE),		
٦.				
Sir,	T 1 (1 1		1.1	
	I appeared at the above	ve examination he	eld on	
at the	;			Institute.
give	e my statement as follow	vs :-		
D1				
	o:			
	:			
	: idate			Signature of the
	e/ Mobile No :			
				or should mention the remark as
. , . 20	refused to give staten	_	_	or one state mention the remain as



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ESE-20

Report of the Invigilator / Co-officer / Office In-Charge

		Block No. : Examination :	: :	
		Course	:	
		Course Code :	:	
		Date	:	
To,				
,	Controller of Examination (CoE),			
Sir,	PRPCEM, Amravati			
,	I, the undersigned, invigilator approximation			l Block/Room at th
	Institute. I am hereby making report			
Mr/	Ku	at th	e examinati	on, as follows:
				,
			You	ırs Faithfully
			(Sig	gn of Invigilator)
			Place :	
			Date :	
			Time:	
Name	e & Address of the Invigilator			
1 valli	e & radiess of the invigilator			
Phone	e/Mobile No			

therefore the case be forwarded to the COE for in	vestigation.
	Signature of Co-Officer in Charge
	Place:
	Date:
Name & Address of the Co-Officer- In Charge	
Phone/ Mobile No	
confiscated material and answer books for necess	ravati. The suspected case of Unfair means wi ary action.
Seal of the Institute	
Place :	
Date :	
Encl:	
1)	
2)	
4)	
	Signature of the Officer-In Charge
	Name:
	Adress:
	Adress:
	Adress:

(N.B.: Please enclose a copy of the relevant question paper along with the case)



Date: _____

P. R. Pote Patil

College of Engineering & Management, Amravati. (An Autonomous Institute)



Time: _____

Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

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Daily Invigilator Answer Sheet Record

ESE-21

Summer/Winter Exam 20.....

Course	Exam Roll No.	Answer sheet No.	Sign of Students
Officer In-charge Na	ame Sign & Stamp	Invigilator S	ign



P. R. Pote Patil College of Engineering & Management, Amravati. (An Autonomous Institute)



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ESE-22

Invigilator Daily Report Block No: _____ Room No. _____

Total No. of Students	Roll Number of Late Students	Roll No. of Absent Students	Roll Number of Temporary Room Leaving Students	

Officer In-charge Name Sign &	Stamp	Invigilator Sign.
		C



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Used for Exam Centre Summer/Winter 20....

ESE-23A

From	Exam Officer Incharge (OIC), PRPCEM, Amravati	Letter No : Date :
То,	Spot Valuation In-charge, PRPCEM, Amravati	Total No. of Answer Sheet
		Roll No. of Unfair means
		Roll No. of Unfair means of Answer sheet Submitted to CoE
		Total No. of Unfair means of Answer Sheet
Cours Exam 1) Tota 2) Con	Date	ith bunch of Answer Sheets. Also Control sheet of
3) This	ous course code is attached with respective s Answer Sheet bunch where maintained in l number of absentee students is as follows.	
	Absent R	toll Number
Total	No :	
		Sign :
		Name :







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ESE-23B

Central Valuation Centre - Summer/Winter Exam 20..... (Only for Exam Section Use)

D /		Amravati					
	_	, PRPCEM, A1	ated bunch of An mravati.	swer Sheets/ l	Nil report d	ispatched to Sp	oot
			Answer Bo	ook Details			
Sr. No	Exam Date	Exam	Course	Course Code	No. of Bundle	Total No. of Answer Sheet	Remark
Mai and	ntain three co	opy of Answer have to take 0	n wise, Date wise Sheet details, two D/C. in nil report men	o copies have	to submit to column 6 a Sign	o Spot Valuation	

Sign : Name:.....



P. R. Pote Patil

College of Engineering & Management, Amravati. (An Autonomous Institute)



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ESE-24

RECEIPT

Received	Rs Rupees (in words)
From the	Controller of Examination, P. R. Pote Patil College of Engineering & Management, Amravati
towards th	ne payment of Local Conveyance Charges for attending the meeting of this Institute on the above
mentioned	l date.
Date from	//20 to/20 am/pm.
Ce	ertified that, I have not claimed conveyance charges for attending any other meeting of this Institute
on the abo	ve mentioned date.
	Signature
Amravati	Name in ()
Dated:	/ 20
Deputy Co	
PRPCEM,	· ·
	Paper Setting/Moderation
	PRPCEM, Amravati

P. R. Pote Patil College of Engineering & Management (PRPCEM) Amravati (An Autonomous Institute)

	ucher No								
	D. III & D.			NTION REM					
James								nal Examinatio	n
uli Ac	iuress :				Warner (N. 4 - 1-2)	- N-			
exami	nation				Summer / Wi	nter			
			THEOR	RY				PRACTICAL	
Year	For Paper	s Setting	For Valu	uation of	For Subn	nission of	For Conducting Practical /Viva-		
				r Books		wer Sheet		al/Project Exan	
	Course	Amount Rs.	Course & No. of	Amount Rs.	Course	Amount Rs.	Course	No. of Candidates	Amount Rs.
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1	Total								
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Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

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Bundle Serial No	

ESE-26

Exam Summer/Wi	nter 20	INFOR	MATION SLI	P	(MAX MA	ARKS :)
		(For the use	e of masking s	ection)		
Faculty			Sı	ubject Code		
Exam			B	undle Code		
Subject			D	ate of Exam	l	
Paper			N	lo. of A'boo	ks	
Masker No		Checker No	S	ignature of r	nasking Of	ficer
		(For the use of Va	luation & Scr	utiny Sectio	n)	
Name of Valuers	(1)			(2)		
Issued on		Returned on		No of A	A'books	
Name of Scrutinise						
Counted by			Sign & Dat	te of Section	Officer	
			of Demasking			
No. & Name of Ce	entre					
Lot No./s				Control She	et No./s	
Demasker's No				No of A'bo	ooks	
Counted by		Sign & Da	ate of Section of	officer		
	(For	the use of Final C	Checking Section	on & Data I	Entry)	
No. & Name of Ch	necker _					
Issued on				_ Control Sh	eet No./s _	
Returned on				No of A'bo	ooks	
Counted by		Sign & Da	ate of Section of	officer		
Roll Nos. of check	ed Aknsv	ver books				
From	То	From	То	Fron	1	То
From						
From						
FromABST Roll No's .						
UF. Roll No.'s						
M2 Roll No.'s						
Sign & Date of Ch	ecker		(Counted by _		
Sign & Date of Se	ction Offi	cer				



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(An Autonomous Institute)

Spot Valuation & Assessment Centre, Summer/Winter Examination 20.....

ESE-27

UNDERTAKING

(To be filled in by the Examiner)

Co	ourse Code : Course :	
1)	I undertake to complete the work within the time limit as prescribed by the Authorities.	Institutional
2)	I hereby authorize the committee for Moderation of Results to make suitable characters allotment, as may be found necessary by the Committee.	nges in my
3)	I have not had any connection with any private tutorial college or coaching institution not acquire any such connection to undertake any private tutorial or coaching work.	on and I will
4)	I have not published guides or short notes or any publication pertaining to question ar	nd answers.
5)	No member of family or near relation is appearing for the examination in my subj Mother/Wife-Husband/Son-Daughter/Brother-Sister/Directly dependent ward) for the Valuer.	`
6)	I Have not been debarred for doing Institute Examination work during the period of n ship.	ny examiner
7)	I am not an examinee of any Institute Examination during the period of my examiner-	ship.
8)	I am approved full time/part time/contributory senior college teacher during the person examiner-ship.	eriod of my
9)	I am approved full time/part time contributory senior college teacher for the faculty am valuating the answer books.	for which I
	Signature :	
Place	ce: Name :	
	e: Address :	



Ref. No.:-

P. R. Pote Patil





/ 20

Date:

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ESE-28

Spot Valuation & Assessment Centre - Summer/Winter Exam 20..... (Only for Exam Section Use)

			Answe	er Book D	etails		
Sr. No	Exam Date	Exam	Course	Course Code	No. of Bundle	Total No. of Answer Sheet	Remark
						: : Spot Valuat	
			Cut	here			



No.:-

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Overall report of Spot valuation

ESE-29

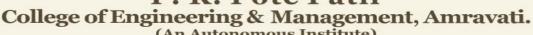
Name	of Exam: Summer/Winter 20	
Sr. No.	Particulars	Number
1	Total number of Answer sheets evaluated (Regular Exam)	
2	Total number of Answer sheets evaluated (Re-Exam)	
3	Total number of Answer sheets evaluated (Backlog Exam)	
4	Total number of valuers (Internal)	
5	Total number of valuers (External)	
6	Total number of subjects evaluated	
7	Total number of days required for valuation	

Sign :	
Name :	
Spot Valuation In-charge	

Date:

/ 20







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ESE-30



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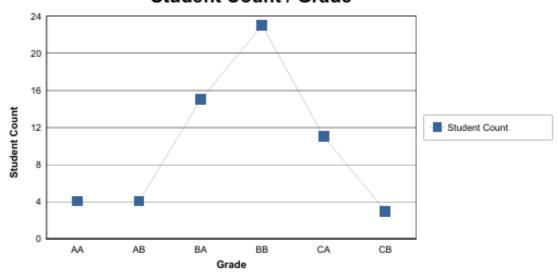
GRADE MODERATION REPORT

Exam Name:

Course Code:

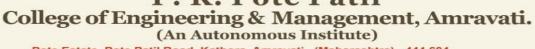
Sr. No	Grade	Original Lower Limiit	Student Count	Modified Limit	New Count
1					
2					
3					
4					
5					
6					

Student Count / Grade



Date:- 00/00/0000 Authorized Signature







Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

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ESE-31

Tabulation register

						FIN	AL TABU	LATI	ON RI	GISTE	R							: 00/00/20
		м.тесн і	(ELECTR	ONICS & TE	LECOM	IMUNICA	ATION EN	GINE	ERIN	G) (SEM	ESTER-	I) WINTI	ER 2024	(RE	GULAI	()	Page N	o. 1
ollege Code	& Name	P.R. Pote P	atil College	of Engineeri	ng and M	Ianageme	nt, Amrav	ati. (An Au	onomou	s Institut	e)					Total Credits	22
oll No. nrollment No.	Applicant N Mother's Na	ne	Gender	W/H Remarks	Sui Sui Sui Sui	b3 b5 b7	TH ESE	TH CA	PR I	PR Grade	Sub2 Sub4 Sub6 Sub8 Sub10		TH ESE	TH CA	PR P	R Grade	Mark Obt. Out Of	Result Remarks Sgpa/ Credit /G Div.
					Appeared		RESU	LT ST	TATIST	ICS FO	R THE C	COLLEGE						
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College of Engineering & Management, Amravati. (An Autonomous Institute)



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ESE-32



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REVALUATION APPLICATION FORM

Type Of Program	
Name of Exam	Photo &
Branch	Signature
Enrollment No	
Full Name of Applicant	
Mother's Name	

SR. NO.	COURSE CODE	COURSE NAME	THEORY	PRACTICAL
1			Theory	
2			Theory	
3			Theory	

Date: 00/00/0000







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ESE-33

Application form of Re-examination



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Type Of P				Photo
Name of I	Exam			
Branch				
Enrollme	ıt No			
Full Name	of Applicant			Signature
Mother's	Name			
SR. NO.	COURSE CODE	COURSE NAME	THEORY	PRACTICAL
1				-
2				-
3				-
4				-
5				-
6				-
7			-	
0			-	
8			-	
9				

Date:			



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ESE-34

Provisional degree







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PRPCEM/--/DEC/-/20

Program: _____

te:	MS

Year/ Semester:____

rCEM//DEC//20 -20 /	D	aic.	MSE-01
Department of			
MID SEMESTER EXAMINATION- I/II	(W/S-20)	

Time Table

Session: 20 -20

Date	Day	Subject	Time

Member Secretary (DEC) HOD

P. R. Pote Patil College of Engineering & Management, Amravati

(An Autonomous Institute)

Department of ------ Engineering Mid Semester Examination-I (Winter/Summer-20)

 Program:---- Semester:-----

 Course: ----- Course Code: ------

 Duration: 1:30 hrs
 Max. Marks: 30

Important Instructions to the students

- 1) Illustrate your answer with neat and clear sketch.
- 2) Assume Suitable data whenever necessary
- 3) Use of scientific calculator is allowed.
- 4)---
- 5)----

Q. No.	Question	Marks BTL	CO
1 A)	Solve the following multiple-choice question/s.		
i)		01	01
ii)		01	01
iii)		01	01
1 B)	Solve any two questions of the following	O1	01
i)	sorre unity on a questions of the form mag	06	01
ii)		06	01
iii)		06	01
2 A)	Solve the following multiple-choice question/s.		
i)	borve the ronowing manapre enouge questions of	01	02
ii)		01	02
iii)		01	02
2 B)	Solve any two questions of the following		
i)		06	02
ii)		06	02
iii)		06	02

P. R. Pote Patil College of Engineering & Management, Amravati

(An Autonomous Institute)

Department of -----Mid Semester Examination-I (Summer-2025)

 Program:---- Semester:-----

 Course: ----- Course Code: ------

 Duration: 1:30 hrs
 Max. Marks: 30

Important Instructions to the students

- 1) Illustrate your answer with neat and clear sketch.
- 2) Assume Suitable data whenever necessary
- 3) Use of scientific calculator is allowed.
- 4)---
- 5)---

Q No	Question	Marks	BTL CO
1 A)	Solve the following question/s.		
i)		07	01
ii)		08	01
	OR		
1 B)	Solve the following question/s.		
i)	C 1	07	01
ii)		08	01
2 A)	Solve the following question/s.		
i)	C 1	07	02
ii)		08	02
	OR		
2 B)	Solve the following question/s.		
i)		07	02
ii)		08	02

P. R. Pote Patil College of Engineering & Management, Amravati

(An Autonomous Institute)

Department of Master of Business Administration Mid Semester Examination-I (Summer-2025)

 Program:---- Semester:-----

 Course: ----- Course Code: ------

 Duration: 1:30 hrs
 Max. Marks: 30

Important Instructions to the students

- 1) Illustrate your answer with neat and clear sketch.
- 2) Assume Suitable data whenever necessary
- 3) Use of scientific calculator is allowed.
- 4)---
- 5)---

Q No	Question	Marks	BTL CO	
1 A)	Solve the following question/s.			
i)	3 1	10	01	
ii)		05	01	
	OR			
1 B)	Solve the following question/s.			
i)		10	01	
ii)		05	01	
2 A)	Solve the following question/s.			
i)	3 1	07	02	
ii)		08	02	
	OR			
2 B)	Solve the following question/s.			
i)		07	02	
ii)		08	02	



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(An Autonomous Institute)

MSE-05

Date:

PRPCEM/--/DEC/----/20 -20 / --

Department of -----

MID SEMESTER EXAMINATION-I (S-25)

Session 20 -20

SEATING PLAN

Program: _____ Year/ Semester:____

Room No ----

Door Side				
Row A	Row B	Row C	Row D	Row E
EEU23001	EEU23008	EEU23015	EEU23022	EEU23030
EEU23002	EEU23009	EEU23016	EEU23023	EEU23031
EEU23003	EEU23010	EEU23017	EEU23024	EEU23032
EEU23004	EEU23011	EEU23018	EEU23025	EEU23033
EEU23005	EEU23012	EEU23019	EEU23026	EEU23034
EEU23006	EEU23013	EEU23020	EEU23027	EEU23035
EEU23007	EEU23014	EEU23021	EEU23028	EEU23036
			EEU23029	EEU23037

Room No -3 206

Door Side				
Row A	Row B	Row C	Row D	Row E
EEU23038	EEU23045	EEU23052	EEU23059	EEU23067
EEU23039	EEU23046	EEU23053	EEU23060	EEU23068
EEU23040	EEU23047	EEU23054	EEU23061	EEU23069
EEU23041	EEU23048	EEU23055	EEU23062	EEU23070
EEU23042	EEU23049	EEU23056	EEU23063	EEU23071
EEU23043	EEU23050	EEU23057	EEU23064	EEU23072
EEU23044	EEU23051	EEU23058	EEU23065	EEU23073
		_	EEU23066	EEU23074

Member Secretary (DEC)

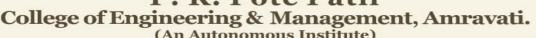
HOD



Program:

Course Name:

P. R. Pote Patil





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PRPCEM/--/DEC/----/20 -20 / --

Date:

Year/ Semester:

Course Code:

MSE-06

Department of -----

MID SEMESTER EXAMINATION-__ (S/W-__)

Session 20__-20__

ATTENDANCE SHEET

ate:		Room No:		
Sr. No.	Roll No.	Name of Student	Sr. No. of Answer sheet	Signature of Student
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				

No of Students Present -	No of Students Absent -
Roll No of Absent Students -	

Name & Sign of Invigilator with Date



College of Engineering & Management, Amravati.

(An Autonomous Institute)



Date:

Year/ Semester:

Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

Ph. No. - 0721-2970110, 9322604312, 8668894851, 9021972226, Email: principal@prpotepatilengg.ac.in, prpotepatilengg.ac.in, prpotepatilengg.ac.in

PRPCEM/--/DEC/----/20 -20 / --

Program:

MSE-07	
--------	--

Department of -----

MID SEMESTER EXAMINATION-I (W/S-20__) Session 20 -20 RESULT SHEET

ourse Name:		Course Code:	
Sr. No.	Roll No.	Name of Student	Marks Obtained Out of ()
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
	lents Present:		1
	dents Absent:		
	dents Pass:		
	dents Fail:		
	e of Result:		

Name & Sign of Subject I/C







Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

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Department of	MSE-08	
Department of		

Course: Date:
Year/ Sem:

Teachers Assessment

Marks Rubrics: 10 = a (05) + b (05)

a: Assignment / Seminar / Open Book Test / Group Discussion

b: Flip Classroom / Survey / Class Test / Quiz

Sr. No.	Roll No.	Name of Student	(a) 05 Marks	(b) 05 Marks	Total 10 Marks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					

Name & Sign of Subject I/C



College of Engineering & Management, Amravati. (An Autonomous Institute)



Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

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PRPCEM/--/DEC/----/20 -20 / --

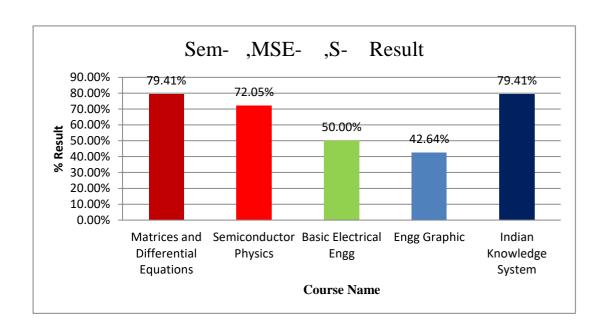
Date: MSE-09

Department of -----

MID SEMESTER EXAMINATION-I (W/S-20__) Session 20 -20 RESULT ANALYSIS

Program: Year/ Semester:

Sr. No	Name of Faculty	Course Name	Course Code	Pass/ (Total Present Students)	Result
1					
2					
3					
4					
5					



Member Secretary (DEC)

HOD



P. R. Pote Patil



Department of -----

MID SEMESTER EXAMINATION-I (W/S-20__)



Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

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PRPCEM/--/DEC/----/20 -20 / --

Name and signature of Student

Date:

MSE-10

	Session 2	20 -20	
	UNFAIR MEA	NS FORMAT	
Examination Nar	me:		
Date:	Time:	Exam Room:	
Invigilator:			
Details of the Stu	dent-		
Student Nan	ne:		
Roll Number	·/ID:		
Class/Year:			
Nature of Unfair	Means		
1. Type of M	isconduct:		
□ Elec □ Cop	session of unauthorized materials etronic devices (e.g., mobile phorying from another student nmunicating with others other:	_	
2. Evidence	Collected:		
3. Description	n:		
4. Student's	Statement:		
□ Exa □ Add	n: rning issued mination answer sheet taken and litional answer sheet provided dent allowed / disallowed to cont		
• Reported	To: DEC / Head of Department	/COE	

Name and signature of Invigilator

HOD

|| Shree Gajanan Maharaj Prasanna ||



P. R. Pote Patil





Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

Ph. No. - 0721-2970110, 9322604312, 8668894851, 9021972226, Email: principal@prpotepatilengg.ac.in, prpotepatilcollege@gmail.com, website: www.prpotepatilengg.ac.in

PRPCEM/--/DEC/----/20 -20 / --

Date:

MSE-11

Department of -----

MID SEMESTER EXAMINATION-I (W/S-20__) Session 20 -20

Students Grievances Form

Examination —	
Date -	
Student Details:	
1. Name:	
2. Student ID/ Roll Number:	
3. Class/Program:	
4. Semester:	
5. Contact Number:	
6. Email Address:	
7. Description of problem	
••••••	•••••
	Name and signature of Student
For Office Use Only Received By: Date:	



P. R. Pote Patil





Pote Estate, Pote Patil Road, Kathora, Amravati. (Maharashtra) - 444 604

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Department of -----

PRPCEM/--/DEC/----/20 -20 / --

1.

2

Subject I/C

Date:

MSE-12

MID SEMESTER EXAMINATION-I (S-25) Session 20 -20 Action Taken Report						
	Program: Year/ Semester:					
	Action taken report for					
S.N.	Students issue raised/	Observations	Action Taken			
	suggestion					
1.						
2						
Ove	rall observation:					
Action Taken:						

HOD

ANNEXURE - III

Estimation of Grades & Grade Points

There are two types of grading systems viz. i) Absolute grading system and ii) relative grading system.

• **Absolute Grading:** Absolute grading system shall be used if the number of examinees for a particular examination in a particular course is less than 25. The grades shall be estimated on the basis of percentage of total marks scored by the student. Table 3.1 will be used for theory, Practical, Seminars, Projects etc. for award of grades.

Table 3.1 Estimation of grades in absolute grading vis-s-vis percentage scored

Letter Grade	Percentage of marks secured in the course			
AA	≥ 90%			
AB	≥ 80% and < 90%			
BA	$\geq 70\%$ and $< 80\%$			
BB	\geq 60% and < 70%			
CA	≥ 50% and < 60%			
СВ	≥ 40% and < 50%			
FF	< 40%			
ABS	Absent			
For UG & MCA (Practical Courses):-				
Letter Grad	Percentage of marks secured in the course			
AA	≥ 95%			
AB	\geq 90% and < 95%			
AB BA	≥ 90% and < 95% ≥ 80% and < 90%			
	_			
BA	≥ 80% and < 90%			
BA BB	≥ 80% and < 90% ≥ 70% and < 80%			
BA BB CA	≥ 80% and < 90% ≥ 70% and < 80% ≥ 60% and < 70%			
BA BB CA CB	≥ 80% and < 90% ≥ 70% and < 80% ≥ 60% and < 70% ≥ 50% and < 60%			

Letter Grade	Percentage of marks secured in the course
AA	≥ 90%
AB	≥ 80% and < 90%
BA	≥ 70% and < 80%
BB	≥ 60% and < 70%
CA	≥ 50% and < 60%
FF	< 50%
ABS	Absent

- A Student obtaining "FF" Grade in any course shall be treated as "Failed" and is required to appear for Re-examination /End semester examination of respective course as per schedule of examination. In such cases continuous assessment marks in those courses shall remain the same as obtained earlier.
- Continuous evaluation, End Semester Examination and Practical (if any) will be separate heads of passing. Passing in a course means securing 40% in theory & 50% in practical for UG & MCA and 50% in theory & 50% in practical for M. Tech. & MBA.
- Grading on absolute performance: Assessment based on absolute marks may be applied for the courses, Project/ Dissertation/ Thesis/ Internship.
- **Relative Grading:** The relative grading system shall be used if 25 or more students are appearing in a particular examination for a course. Here statistical methods with hard cut off shall be used for estimating grades. The mean and the standard deviation of marks obtained by all the students in a course shall be calculated and the grades shall be awarded based on the standard deviation from the mean as per normal distribution concept.
 - a. Mean (M) and standard deviation (σ) shall be calculated with the following formulae.

$$M = \frac{\sum Marks \ of \ N \ examinee}{N}$$
 and $\sigma = \sqrt{\frac{\sum (X-M)^2}{(N-1)}}$

Where, X = Marks of an individual examinee, and

N = Total No. of Examinees - Total No. detained Examinees

b. i. Unless specified otherwise, for all UG courses & MCA, the total marks obtained by examinee in theory/ practical courses shall be converted to grades in accordance with table No. 3.2.

Table No. 3.2 Estimation of grades in relative grading vis-s-vis percentage scored (UG & MCA)

For Theory Course			Grade
	X	≥ M + 1.5 σ	AA
$M + 1.5 \sigma >$	X	≥ M + 1 σ	AB
$M + 1 \sigma >$	X	\geq M + 0.5 σ	BA
$M + 0.5 \sigma >$	X	\geq M + 0 σ	BB
$M + 0 \sigma >$	X	\geq M $-$ 0.5 σ	CA
$M-0.5 \sigma >$	X	≥ M − 1 σ	СВ
$M-1 \sigma >$	X	\geq M $-$ 1.5 σ	CC
Condition for "FAIL"	X	< 40% of the prescribed max. marks for (TA	FF
Grade		+ MSE + ESE)	
For Practical Course			Grade
	X	≥ M + 1.5 σ	AA
$M + 1.5 \sigma >$	X	≥ M + 1 σ	AB
$M + 1 \sigma >$	X	\geq M + 0.5 σ	BA
$M + 0.5 \sigma >$	X	\geq M + 0 σ	BB
$M + 0 \sigma >$	X	\geq M $-$ 0.5 σ	CA
$M-0.5 \sigma >$	X	\geq M $-$ 1 σ	СВ
$M-1 \sigma >$	X	≥ 50% of prescribed max.	CC
		(Internal + External) marks.	
Condition for "FAIL"	X	< 50% of prescribed max.	FF
Grade		(Internal + External) marks.	

ii. Unless specified otherwise, for MBA, the marks obtained by examinee in theory/ practical courses shall be converted to grades in accordance with table No. 3.3

Table No. 3.3 Estimation of grades in relative grading vis-s-vis percentage scored (MBA)

For Theory Course			Grade
	X	≥ M + 1.5 σ	AA
M + 1.5 σ >	X	≥ M + 1 σ	AB
M + 1 σ >	X	\geq M + 0.5 σ	BA
$M + 0.5 \sigma >$	X	\geq M + 0 σ	BB

$M + 0 \sigma >$	X	\geq M $-$ 0.5 σ	CA
$M-0.5 \sigma >$	X	≥ M − 1 σ	СВ
$M-1 \sigma >$	X	\geq M $-$ 1.5 σ	CC
Condition for "FAIL"	X	< 50% of the prescribed max. marks for (TA	FF
Grade		+ MSE + ESE)	
	For Pr	actical Course	Grade
	X	≥ M + 1.5 σ	AA
$M + 1.5 \sigma >$	X	≥ M + 1 σ	AB
$M + 1 \sigma >$	X	\geq M + 0.5 σ	BA
$M + 0.5 \sigma >$	X	\geq M + 0 σ	BB
$M + 0 \sigma >$	X	\geq M $-$ 0.5 σ	CA
$M-0.5 \sigma >$	X	≥ M − 1 σ	СВ
$M-1 \sigma >$	X	≥ 50% of prescribed max.	CC
		(Internal + External) marks.	
Condition for "FAIL"	X	< 50% of prescribed max.	FF
Grade		(Internal + External) marks.	

Grade to Grade point conversion:

Unless specified otherwise, Table No. 3.4 shall be used for academic performance and Grade to Grade point conversion for all UG (B. Tech.) and PG (M. Tech., M. B. A, and M. C. A.) programs.

Table No. 3.4 Grade to Grade point conversion

Academic Performance	Grade	Grade Points
Outstanding	AA	10
Excellent	AB	9
Very good	BA	8.25
Good	BB	7.5
Average	CA	6.75
Below Average	CB	6
Marginal	CC	5
Unsatisfactory	FF	0
Absent	ABS	

ANNEXURE - IV

Ref:. PRPCEM/ACAD/2024-25/150 Date:03/02/2025

1. Policy for Teachers Assessment Marks (10 Marks):

An assessment with the intent of improving students learning is termed as Progressive Assessment, called Teachers Assessment (TA). It is generally done during the T-L process at regular intervals of few learning units by adopting different assessment tools to monitor and to provide feedback for improving the learning in the students. The assessment tools include assignments (internet-based assignment, library assignment), open book tests, seminars, group discussion, projects, quizzes etc. The course owner can choose any tool (twice in semester) for assigning the TA Marks to particular student. The rubrics for the different assessment tools are given below.

(A) Assignment:

Table 1.1 Rubrics used for Assessment of Assignment (internet-based, library assignment)

Parameters	Excellent	Very Good	Good
Technical Knowledge (02) (Purpose, design, data, conclusions included)	In-depth knowledge about the topic (02)	Comprehension of the topic (01)	Adequate knowledge of the topic (01)
Presentation & Submission (02)	Overall appearance, layout, figures/ tables, writeup, focused & Submitted on the due date (02)	One of the criteria presents (1), & Submitted late but within a week. (01)	(0) & submitted
Originality (01)	Creative expressions (01)	Acknowledgement of assistance (01)	Both absent (00)

(B) Open Book Test / Class Test:

Table 1.2 Rubrics used for Assessment of Open Book Test / Class Test

Table 1.2 Rubrics used for Assessment of Open Book Test / Class Test				
Parameters Excellent		Very Good	Good	
Technical In-depth knowledge about the topic		Comprehension of	Adequate	
Knowledge (02)	(02)	the topic. (01)	knowledge (01)	
Problem Solving	Demonstrates a skillful ability to	Demonstrates an	Demonstrates	
(02)	identify multiple strategies for	ability to identify	some ability to	
	generating approaches to solve a	appropriate strategy	identify a strategy	
	problem, and has insight into the	for generating	for generating	
pros and cons of those strategies.		approaches for	(Strategy may or	
(02)		solving a problem.	may not be	
		(01)	appropriate. (01)	
Design Process	Considers multiple approaches to	Considers multiple	Considers a few	
(01)	solving a problem, and develops a	approaches to	approaches;	
	logical, consistent plan.	solving a problem,	doesn't always	
	Recognizes consequences of	which is justified	consider	
solution and can articulate reason		and considers	consequence. (00)	
	for choosing solution. (01)	consequences. (01)		

(C) Seminar:

Table 1.3. Rubrics used for Assessment of Seminar

Parameters	Excellent	Very Good	Good
Content of Topic (02)	Relevant content with	Relevant content with	Relevant content
Write-up	excellent sequence	Very good sequence	adequate sequence
1. Sequence (Introduction,	and Schematic	references (01)	less than 5
Research, conclusion)	diagram. (02)		reference. (01)
2.Supportive Literature	ungrum (02)		(01)
3. References			
Presentation Skills (02)	Exemplary	Very good. (01)	Moderate. (01)
1. Mode of delivery	communicative skill,		
2. Communication Skill	multiple teaching aids/ modules		
3. Teaching aid used	complete within given		
4. Time Management	time (02)		
Interactive Skills (01)	Exemplary body	Very good body	Moderate time
1. Body language	language, eye contact,	language, eye contact,	management,
2. Eye contact	poise loud voice (01)	poise, voice (01)	language and
3. Voice			confidence level,
4. Poise			satisfactory eye contact voice. (00)

(D)Group Discussion:

Table 1.4: Rubrics used for Assessment of Group Discussion

Parameters	Meets Expectations	Approaches Expectations	Needs Improvement	
Invites contributions from others, Acknowledges the statements of others (02)	Invites comments & acknowledges the contribution of others. (02)	Sometimes (01)	Never (00)	
Challenges the accuracy, logic, relevance, or clarity of statements (01)	Responds in a civil manner to a statement made by someone. (01)		Does not challenge (00)	
Summarizes point of agreement and disagreement (02)	Summarizes points of agreement but does not clearly summarize points of disagreement (02)	summarize points of agreement or	Summarize points of agreement or disagreement. (01)	

(E) Project:

Table 1.5: Rubrics used for Assessment of Project

Parameters	Outstanding	Moderate	Needs
			Improvement
Formulation of a problem,	Satisfactory (01)	Moderate (01)	Unsatisfactory (00)
Identifies project objectives/			
relevance (01)			
Literature Analysis of	Both excellent.	One or both	Unsatisfactory (01)
alternatives / analysis of data,	(02)	moderate (01)	
identifying constraints, (02)			
Decision & conclusions (01),	Both excellent	At least one good	None good. (00)
Report/ presentation (01)	(02)	(01)	

(F) Quizzes:

Table 1.6. Rubrics used for Assessment of Quizzes

Parameters	High	Moderate	Low
Overall Understanding (01)	Highest (01)	Sometimes (01)	Never (00)
Argument, Evidence, Implications (03)	Excellent (03)	Moderate (02)	Need improvement (01)
Structure, Prompting (01)	Outstanding (01)	Moderate (00)	Low (00)

2. Policy for Continuous Assessment in the Laboratory:

The outcomes of engineering education are measured in terms three domains of learning i.e. Cognitive domain (knowledge/ theory), Psychomotor domain (practical/ skills) and the Affective domain (social/ behavioral skills). In order to achieve required practical skills, the laboratory of engineering college should be treated as a mini- industry. In practical exercise, there is a "process" part (occurring in real time during the practical) called process-related skills and a "product" part called product related skills that can be assessed after the practical exercise is over.

Date:31/01/2025

(A) Continuous Assessment: Continuous evaluation is done in every lab session by the faculty incharge (course teacher) for 25 marks based on rubrics as shown in Table 1.1. The average marks of all practical sessions (all practical taken together) will be considered for awarding final internal assessment. The rubrics having first three column preprinted may be made available in the laboratory manual at the end of each experiment. The faculty in-charge is supposed to fill up last three columns after the experiment is conducted. If found appropriate the students may also be informed to write down the practical related questions asked by the faculty along with the correct answer.

Table 1.1 Rubrics used for continuous Assessment in lab session

Skills	Allocated Marks	Parameters	High	Medium	Low
Process Related Skills		1.Handle equipment/ tools/ commands correctly or Logic Formation (5) 2. Work cohesively in team (2)	Most satisfactory (4-5) Exceptional (2)	Partially successful (3) Satisfactory (1)	Below expectation (0-2) Unsatisfactory (0)
		Integrate system & measure parameters correctly or Debugging Ability (4) Completed experiment as per schedule (4)	Highly satisfactory (4) In time (4)	Partially correct (2-3) *Completed but delayed (2)	Incorrect or unsatisfactory (0-1) *Completed with 50% delayed (1)

Product Related Skills	10	Obtain correct results, Interpret results (4)	Highly Accurate (4)	Partially correct (2-3)	Incorrect (0-1)
		Draw conclusion (3)	Highly accurate (3)	Partially (2)	Unsatisfactory (1)
		Answer practical related questions & submit the write up of expt on time (3)	•	Moderate satisfactory (2)	Unsatisfactory (1)
Total	Marks	25 Marks			

^{*}Evaluation of such cases may be done midway or at the end of semester