

MALNAD COLLEGE OF ENGINEERING, HASSAN

EXAMINATIONS MANUAL, 2026-27
(ASSESSMENT and EVALUATION
GUIDELINES)



Vision

To be an institute of excellence in engineering education and research,
producing socially responsible professionals

Mission

1. Create conducive environment for learning and research
2. Establish industry and academia Collaborations
3. Ensure professional and ethical values in all institutional endeavors

SN	CONTENTS	Page
1	Short Title and Commencement	3
2	Definitions	3
3	Programmes offered	4
	3.1 Title of the UG Programme (B.E.)	4
	3.2 Title of the PG Programme (M.Tech)	5
4	Academic Programme	5
	4.1 Title and Duration of the Program	5
	4.2 Academic Year	6
	4.3 Academic Calendar	6
5	Curriculum Framework	7
	5.1 Structure of the UG programme	7
	5.2 Structure of the PG programme	9
6	Student Assessment	9
	6.1 Continuous Internal Evaluation (CIE)	9
	6.2 Semester End Examination (SEE)	12
7	Passing Standards	12
8	Grading System	13
9	Paper Seeing and Challenge Revaluation	14
	9.1 Paper Seeing	14
	9.2 Challenge Valuation	14
10	Summer/Supplementary Semester	15
11	Vertical Progression	16
	11.1 Student Admitted to First Year	16
	11.2 Diploma Student Admitted to Second Year (Lateral Entry)	17
12	Grade Point Range and Corresponding Class	17
13	Graduation Requirements and Graduation Day	17
	13.1 Student Eligibility	17
	13.2 Procedure for the Award of Degree	17
14	Termination from the Academic Programme	17
15	Disciplinary Rules and Measures	19
16	Disciplinary Rules	20
17	AICTE Guidelines for Prevention and Prohibition of Ragging in Technical Institutions	21
18	Conduction of examinations	23
	18.1 Appointment of various officials	23
19	Appointment of examiners	23
20	Annexure 1 - Guidelines for laboratory courses (SEE)	25
21	Annexure 2: Guidelines & question paper format for first year CIE	26
22	Annexure 3: Instructions to the course faculty & HoD/BoE during CIE	28
23	Annexure 4: Guidelines for conduction of cies by the deaprtments	29
24	Annexure 5: Requirements to be satisfied for valuation/paper setting/scrutinizing work related to SEE	30
25	Annexure 6: Instructions to candidates during SEE	31
26	Annexure 7: Instructions to candidates during CIE	32

27	Annexure 8: Duties & responsibilities of room superintendents	33
28	Annexure 9: Guidelines for SEE paper seeing	34
29	Annexure 10: Guidelines for scrutiny of SEE question papers	35
30	Annexure 11: Make up examination	36
31	Annexure 12: Guidelines for Paper Setter	37
32	Annexure 13: Instructions for the preparation of scheme and solutions	38
33	Annexure 14: Guidelines For Physical Education	39
34	Annexure 15 -Assessment Guidelines - Innovation And Design Thinking- Sem I/II	40
35	Annexure 16: Constitution of Malpractice Enquiry Committee (MEC)	42
36	Annexure 17: Penalties & punishments for malpractices committed by the student	43
37	Annexure-18: Examination conduction committee	46
38	Annexure-19: Moderation committee for continuous internal evaluation (CIE)	47
39	Annexure-20: Check list for cie moderation committee	49
40	Annexure-21: Grievance redressal committee (GRC)	50
41	Annexure-22: Guidelines for make up CIE	51
42	Annexure-23: Guidelines for evaluators	52
43	Annexure-24: Format for see question paper	54
44	Annexure-25: Guidelines for appointment of amanuensis (scribe)	56

1. SHORT TITLE AND COMMENCEMENT

The regulations are subject to amendments as may be made by the Academic Council of Malnad College of Engineering, Hassan, from time to time. Any or all such amendments will be effective from such date and to such batches of candidates, including those already undergoing the programme, as may be decided by the Academic Council.

2. Definitions (Unless The Context Otherwise Requires)

MCE	Malnad College of Engineering (Hassan, Karnataka, India)
BoG	Board of Governors
AC	Academic Council of the college
BoS	Board of Studies
BoE	Board of Examiners
MEC	Malpractice Enquiry Committee
GRC	Grievance Redressal Committee
SDAC	Standing Disciplinary Action Committee
IQAC	Internal Quality Assurance Cell
Principal	Principal of the College
Dean – AA	Dean of Academic Affairs
Dean – SA	Dean of Student Affairs
Dean - Exams	Dean of Examinations
CET	Common Entrance Test (conducted by Government of Karnataka)

Course	A specific subject identified by its course-code and course- title with a specified syllabus along with a set of references offered during a specific academic-session/semester
Curriculum	The set of academic regulations, course-structure, and course contents
HoD	Head of the Department
IAB	Industry Advisory Board
DAC	Department Academic Committee
FA	Faculty Advisor
CF	Course Faculty
CC	Course Coordinator
FM	Faculty Mentor
Department/Program	Department that offers the degree program the student has enrolled for
Project Guide	Faculty who guides the project of the student(s)
Regulations	Set of governing rules
VTU	Visvesvaraya Technological University, Belagavi
CGPA	Cumulative Grade Point Average
SGPA	Semester Grade Point Average
CIE	Continuous Internal Evaluation
SEE	Semester End Examination
EC	Equivalence Committee
PDC	Provisional Degree Certificate
CDC	Campus Disciplinary Committee
PRC	Parents Relations Centre
CSE	Chief Superintendent of Examination
DCSE	Deputy Chief Superintendent of Examination
SGRC	Special Grievance Redressal Committee
CICC	College Internal Complaints Committee

3. PROGRAMMES OFFERED

3.1 Title of the UG Program (B.E.)

Sl. No.	Title of the UG Programme (B.E.)	Approved Intake	Established
1	Civil Engineering	120	1960
2	Mechanical Engineering	120	1960
3	Electrical and Electronics Engineering	120	1960
4	Electronics and Communication Engineering	120	1967
5	Computer Science and Engineering	420	1983
6	Computer Science and Engineering (AI & ML)	60	2022

7	Computer Science & Business Systems	60	2022
8	Electronics Engineering (VLSI Design & Technology)	60	2025
9	Robotics & Artificial Intelligence	60	2025
10	Electronics and Computer Engg.	60	2026
11	Physics	Common to All Programs	1960
13	Chemistry		1960
14	Mathematics		1960
15	Sports		1960
16	Humanities		1960

3.2 Title of the PG Programme

Sl. No.	Title of the PG Programme	Approved Intake	Year of Establishment
1	M. Tech (Digital Electronics & Communication Systems)	12	1987
2	M. Tech (Computer Aided Design of Structures)	12	1993
3	M. Tech (Power & Energy Systems)	06	2022
4	M. Tech (Artificial Intelligence & Data Science)	12	2022
5	MCA (Master of Computer Applications)	60	2025

4. ACADEMIC PROGRAMME

4.1 Title and duration of the programme

The program shall be called an Undergraduate (UG) Degree course in Bachelor of Engineering (B.E.)

The normal duration of the B. E. program shall be four academic years. However, the maximum duration for the B.E. program shall be eight years from the date of first registration, which includes the period of withdrawal, absence, and different kinds of leave permissible to a student. For lateral entry students who take admission directly to 3rd Semester, normal duration of BE program is 3 years and maximum duration is six years.

The program shall be called a Postgraduate (PG) Degree course in Master of Technology (M. Tech) and Master of Computer Applications (MCA).

The normal duration of the PG program shall be two academic years. However, the maximum duration for the PG programs shall be four years from the date of first registration, which

includes the period of withdrawal, absence, and different kinds of leave permissible to a student.

4.2 Academic Year: An academic year consists of two semesters and the overall schedule, in general, shall be as follows:

Number of semesters / year	Two Main semesters (Odd & Even) Summer/Supplementary semester (As per VTU guidelines issued from time to time) NO Summer semester for PG Programmes
Semester durations (weeks)	Main Semesters (Odd & Even):19 Weeks each (16 Weeks of Academics & 03 Weeks of Exams) Summer/Supplementary Semester: 10 Weeks (08 Weeks of Academics & Two weeks of Exams)

4.3 Academic calendar - Academic Calendar is prepared by the Dean-AA well before the commencement of each semester and published in the college website and Notice Boards. This clearly indicates the dates of registration, Continuous Internal Evaluation (CIE), Semester End Examinations (SEE), semester vacation, etc.

Table -1: Academic Calendar Structure

Sl. No.	Scheduled Week	Event Particulars
1.	1st Week	Registration of courses
2.	4th Week of Odd semester	Last date to pay Tuition & Examination Fees
3.	6th Week	CIE – 1 For 2023 and 2024 admitted batches
4.	6th Week	Dropping of Course
5.	8th Week	CIE – 1 For 2025 and 2026 admitted batches
6.	10th Week	CIE – 2 For 2023 and 2024 admitted batches
7.	15th Week	CIE – 3 For 2023 and 2024 admitted batches CIE – 2 For 2025 and 2026 admitted batches
8.	16th Week	Withdrawal of Course/s by eligible students Faculty Evaluation by Students Freezing of IA Marks Last Working Day for students
9.	17th Week	Examination Preparation Holidays

10.	18th and 19th Week	SEE Examinations
11.	20th Week	Practical Examinations
12.	21st Week	Results
13.	22nd Week	Makeup SEE Examination for students with CIE ≥ 45

5. CURRICULUM FRAMEWORK

5.1 Structure of the UG programme

The B.E programme typically consists of the following components:

a. Humanities and Social Sciences (HSC): These are mandatory for all disciplines, it includes Management, Skill Enhancement & Economics.

b. Basic Science Courses (BSC): Physics, Chemistry, Biology and Mathematics. These are mandatory for all disciplines.

c. Engineering Science Courses (ESC): Workshop, Drawing, and Basics of Electrical/ Electronics/ Civil/ Mechanical/ Computer Engineering, etc. These are mandatory for all disciplines.

d. Professional Core Courses (PCC): These are the professional Core Courses, relevant to the chosen specialization/ branch. The core courses shall be compulsorily studied by students and it is mandatory to complete them to fulfill the requirements of the Programme.

e. Professional Elective Courses (PEC): These are professional Electives, relevant to the chosen specialization/branch and can be chosen from the pool of courses. It shall be supportive to the discipline providing extended scope/enabling exposure to some other discipline /domain and nurturing student proficiency skills.

f. Open Elective Courses (OEC): These are the Elective Courses from other technical areas and/ or from emerging fields. Students of other departments shall opt for these courses for fulfilling the eligibility and prerequisite as mentioned in the syllabus.

g. Integrated Professional Core Courses (IPCC): It refers to Professional Theory Core Course Integrated with Practical of the same course. Credit for IPCC shall be 03/04 considering L: T: P as 2:0:2 or L:T:P as 3:0:2.

h. Project Work (PW) and Mini-project work (MP): These are carried out at the parent Institution or any university / Government recognized organization without affecting the regular class work.

i. Seminar: Each student has to present the seminar on specific topic chosen from the relevant field /list provided by the department under the supervision of a faculty coordinator.

j. Internship (INT): The internship (a form of experiential / experimental learning) programme not only helps fresh pass-outs in gaining professional know-how, but also benefits corporate sectors. The internship also enhances the employability skills of the student passing out from Technical Institutions.

k. Mandatory Non-Credit Courses (MNC): These Courses are mandatory, without the benefit of a grade/ credit; passing in each mandatory Course is required to qualify for the award of degree.

l. Ability Enhancement Courses (AEC): These courses are designed to help students to enhance their skills in communication, language, and personality development etc. They also promote a deeper understanding of courses like social sciences, ethics, culture, human behaviour/ human rights, and the law. Ability Enhancement Courses are based upon the content that leads to Knowledge enhancement.

m. Universal Human Value Courses (UHV): The courses which teach: a holistic perspective based on self-exploration about themselves (human being), family, society, and nature. Understanding (or developing clarity) of the harmony in the human being, family, society, and nature. These are mandatory for all disciplines.

n. Skill Development Courses (SD): These courses will be nurturing student proficiency skills. These courses are offered to achieve the programme outcomes not specifically covered by the other courses.

UG Programs:

Sl. No.	Category	Credits	% of total Credits
1	Humanities and Social Sciences including Management courses and Ability Enhancement Courses	16	10.00
2	Basic Science courses	17	10.50
3	Engineering Science courses including workshop, drawing, basics of electrical/mechanical/ computer/ PL/ET etc.	24	15.00
4	Professional Core courses relevant to chosen specialization/branch	69	43.25
5	Professional Elective courses relevant to chosen specialization/branch	12	7.50
6	Open subjects – Electives from other technical and /or emerging subjects	06	3.75
7	Project work and internship in industry or elsewhere	16	10.0
8	Mandatory Courses [Environmental Sciences, Induction Program, Indian Constitution, Essence of Indian Knowledge	00	0.00

	Tradition]		
	Total	160	100

5.2 PG Programs:

M. Tech

Category	Credits
Core Courses	30
Electives	30
Project work	15
Internship, Seminar, field work	05
Total	80

MCA:

Category	Credits
Core Courses	44
Electives	15
Seminar, Mini Project with lab	05
Industrial Internship and project work	16
Total	80

6. STUDENT ASSESSMENT

The student assessment shall consist of two components in all the theory/ practical courses: Continuous Internal Evaluation (CIE) and Semester End Examination (SEE).

All theory and practical courses shall carry 100 marks (CIE+SEE) each (with the audit courses having only the CIE).

6.1 Continuous Internal Evaluation (CIE)

(a) CIE for theory courses: The cumulative evaluation of performance shall be for a total of 50 marks. A maximum of 30 marks for tests and 20 marks for activities shall be allotted (from 2021-22 admitted batches). However, in case of courses which need special provisions, the evaluation scheme approved by the concerned BoS shall be adopted. The scheme of evaluation and the rubrics shall be submitted by the faculty offering the course to the HoD before commencement of the course. The lesson plan and the scheme of evaluation

shall be shared with the students.

In case of theory courses, continuous evaluation has been given more importance in NEP 2020, the minimum marks to be secured in CIE to appear for SEE shall be respectively 12 and 8 in tests and activities respectively.

For 2023 and 2024 admitted batches, three tests shall be conducted each for maximum of 20 marks for one hour duration. The total marks secured by students shall be reduced proportionately to 30 marks. A minimum of two activities shall be conducted in each course for 20 marks.

For 2025 and 2026 admitted batches, two tests shall be conducted each for maximum of 50 marks for one and a half hour duration. The total marks secured by students shall be reduced proportionately to 30 marks. A minimum of two activities shall be conducted in each course for 20 marks.

b) CIE for practical courses: CIE consists of performance evaluation in each class and record writing for a total of 30 Marks. Test relevant to laboratory courses shall be evaluated for 20 Marks. (Total 50 marks). In case of integrated courses, laboratory component has weightage of 20 marks; 12 for performance evaluation in each class and record writing and 08 for CIE.

c) CIE for drawing courses: CIE consists of regular evaluation of drawing sheets for a total of 30 Marks and a minimum of two tests for 20 Marks. (Total 50 marks).

d) CIE for mini projects, internship, industrial training, certification courses/ workshop and Seminars shall be made known to the students at the beginning of the semester.

Eighth Semester project evaluation is to be carried out in three stages: Synopsis evaluation for 10 marks, Mid-term evaluation for 15 marks and Semester end internal evaluation for 25 marks. Semester End Examination involving external examiner is for 50 marks.

Guidelines for Continuous Internal Evaluation (CIE):

As per the guidelines of VTU (Notification No. VTU/BGM/SA/Aca-Cirs/2024-25/6446, Dt. 24.03.2025, Section 7.2.2, Page-31), a Moderation Committee has been constituted for Continuous Internal Evaluation (CIE) to ensure **fairness, transparency, and academic rigor** in Continuous Internal Evaluation across departments and courses, in line with **Outcome-Based Education (OBE)** and VTU autonomous regulations. The committee will visit the departments as and when required and oversee the complete assessment and evaluation process. In this view, the heads of the departments are requested to ensure that the following guidelines are followed..

1. Pre-Assessment

- a. Students of shortage of attendance (<85%) shall be counseled and informed about the consequences of irregular attendance to the classes. Such students shall be allowed to appear for CIE on collecting an undertaking from the students having shortage of attendance and their parents.
- b. Ensure alignment with Course Outcomes (COs), Program Outcomes (POs), and Academic Regulations of the institution.
- c. Ensure uniformity in question paper pattern, difficulty level, and weightage across multiple sections, Parallel batches, Different faculty handling the same course.

2. During-Assessment

- a. Conduct of internal tests, quizzes, and assessments to ensure adherence to approved schedules, proper invigilation and academic discipline, address deviations, if any, reported by departments.
- b. Ensure adherence to Academic Council approved norms for Make-up tests across departments.

3. Post-Assessment

- a. Evaluate and award CIE marks. Apply moderation methods wherever necessary.
- b. Ensure use of proper answer keys and rubrics, uniform valuation standards, and transparent allocation of marks.
- c. Verify that evaluated scripts are shown to students as per regulations.
- d. Scrutinize consolidated CIE marks being uploaded to Examination portal

4. Grievance Redressal

- a. Examine student grievances related to CIE marks, Evaluation methods and Non-uniform assessment.
- b. Take corrective actions such as Re-evaluation, Re-calculation, Re-assessment (if justified)
- c. Maintain proper documentation of decisions.

6. Continuous Improvement Role

- a. Analyze trends in CIE performance to identify gaps in teaching–learning processes.
- b. Adopt improvements in assessment methods.
- c. Record development initiatives on Assessment design, Rubrics and OBE-aligned evaluation.

8. Compliance and Quality Assurance

- a. Ensure CIE practices comply with UGC Autonomous College Regulations, Institutional Academic Regulations, and NAAC/NBA accreditation requirements.
- b. Support internal and external audits related to examinations and assessment.

6.2 Semester End Examination (SEE)

SEE shall consist of a written or practical examination conducted at the end of the semester and shall be based on the entire course contents. The mode of SEE and marks assigned shall be made known to the students by the course instructor at the beginning of the semester.

Eligibility to attend SEE:

The eligibility criteria to attend the SEE in a course are:

- Attendance shall not be less than 85%.
- Principal may consider the cases of 75% to 84% based on valid reasons such as medical grounds.
- CIE marks shall not be less than 40% for UG (minimum of 12 out of 30 marks from tests & 08 out of 20 marks from activities/integrated lab component) and 50% for PG.

A student not fulfilling one or both above criteria in a course shall be assigned DX/NS grade and will have to re-register for that course either during the supplementary semester or any subsequent semesters whenever the course is offered. In case of an elective course, if the student cannot pass in four attempts, he/she may register another elective from the same pool of electives, limited to two courses.

7. PASSING STANDARDS

UG Programs:

Evaluation method	Passing standard
Continuous Internal evaluation (CIE) for theory courses	(Score $\geq$ 40% in tests) and (Score $\geq$ 40% in activities/integrated lab) Tests – 30 marks Activities/integrated lab – 20 marks
Continuous Internal evaluation (CIE) for laboratory/project/internship courses	Score $\geq$ 40% Continuous evaluation – 30 marks Activities/test – 20 marks
Continuous Internal evaluation (CIE) for /project/internship courses	Score $\geq$ 40%
Semester End Examination	Score $\geq$ 35%
Overall Score for passing	Score $\geq$ 40%

PG Programs:

Evaluation method	Passing standard
Continuous Internal evaluation (CIE) for theory and practical courses	Score $\geq$ 50% in tests

Semester End Examination	Theory courses: Score $\geq 40\%$ Practical Courses: Score $\geq 50\%$
Overall Score for passing	Score $\geq 50\%$

8. GRADING SYSTEM

The performance evaluation is carried out separately (i) for each course in terms of letter grades, (ii) for all courses in a semester in terms of SGPA and (iii) for all semesters at a given point of time during the program, in terms of CGPA.

Absolute Grading system on 10-point scale is followed in the evaluation of student's performance in a course.

LETTER GRADES: Letter grade is basically a qualitative measure (an alphabet/letter) giving the performance of a student, such as, Outstanding (O), Excellent (A+), Very Good (A), Good (B+), Above Average (B), Average (C), Pass (P) and Fail (F), based on the score. This is arrived at after the student's performance in a course which includes both CIE and SEE.

GRADE POINTS: Depending on the letter grades assigned, a student earns certain grade points. In the 10-point grading system, that is followed, the grade points earned for different letter grades are mentioned below.

For UG:

Grade	Grade Points	Marks	Performance
O	10.0	90 – 100	Outstanding
A+	9.0	80 – 89	Excellent
A	8.0	70 – 79	Very Good
B+	7.0	60 – 69	Good
B	6.0	55 – 59	Above Average
C	5.0	50 – 54	Average
P	4.0	40 – 49	Pass
F	0	00 – 39	Fail
I	-	-	Incomplete
W	-	-	Withdrawal
X	-	-	Transitional

For PG:

Grade	Grade Points	Marks	Performance
O	10.0	90 – 100	Outstanding
A+	9.0	80 – 89	Excellent
A	8.0	70 – 79	Very Good

B+	7.0	60 – 69	Good
B	6.0	55 – 59	Above Average
C	5.0	50 - 54	Average
F	0	00 – 49	Fail
I	-	-	Incomplete
W	-	-	Withdrawal
X	-	-	Transitional

Letter grades under special circumstances:

NP	-	-	Not satisfactory in noncredit Courses
PP			Passed in noncredit course
NS			CIE Marks not satisfied
DX	-	-	Attendance not satisfied (<85%)
AB			Absent for SEE

Grade F: Awarded to a UG/PG student in each course who:

- (i) Fails to get the minimum of 40% (UG)/50% (PG) marks in CIE.
- (ii) Fails to get 35% (UG)/40% (PG-theory courses)/ 50% (PG-practical courses) marks in SEE.
- (iii) Fails to get overall (CIE+SEE) 40% (UG)/50% (PG)
- (iv) Fails or does not register for the expected courses in the immediate make-up SEE. Does not attend SEE without justifiable reasons or make-up SEE. All the I and X grades are deemed to be F grade, if a student fails in such course(s) in the immediate make up SEE or does not attend the makeup SEE at all.

Note: I, W and X are transitional grades awarded. They shall be converted into one of the letter grades O to F after the student completes the course requirements.

9. PAPER SEEING FOLLOWED BY REVALUATION

9.1 Paper Seeing

Paper seeing facility is provided before the announcement of the final results of SEE or Make-Up Examinations.

Guidelines for Paper seeing:

- The Dean (Exams) shall announce the date and time of seeing the answer scripts by the students after the announcement of the provisional examinations result.
- The students are allowed to see their evaluated answer scripts on the specified date and time.

- The faculty/examination-staff members concerned shall show the answer scripts to the students on the scheduled date/time. Faculty/students shall not be allowed to make any corrections/modifications during paper seeing.
- The students shall put forth grievances, if any, through the format provided to the Department Academic Committee.
- There is paper-seeing-revaluation of the answer scripts based on grievances of paper seeing,
- The Department Academic Committee shall hold a meeting to address the grievances submitted by the students and submit a report to the Dean (Exams).
- Students may apply for revaluation after declaration of Paper-seeing-evaluation results, but within two days. There will be no challenge revaluation.
- The Decision of the Dean (Exams) on this matter is final and binding.
- The rules of revaluation applicable for award of marks are as under:
 - If the decrease in the revaluation marks is by any margin, then the original marks corresponding to the first evaluation marks is awarded to the student.
 - If the increase in the revaluation marks is more than fifteen, then the answer script will be sent for third valuation, and the average of the best two marks shall be awarded.

Refund of revaluation fee: There will be no refund.

10. SUMMER SEMESTER

Summer Semester is for UG programmes only.

Summer semester gives additional chance for students to take courses and their examination. The duration of this is eight weeks. This is offered after the even semester for courses. A student is permitted to register for a maximum of 14 credits of NOT ELIGIBLE grades (NS/DX) and unlimited grades of F Grades in a summer semester. A student must choose those courses which are offered by the institution in each summer semester. In the summer semester, each course needs to be offered for the required number of lectures/tutorial/laboratory hours as prescribed in the syllabus. Summer Semester is optional; it is for the student to make best use of the opportunity. It is a special semester and the student cannot demand it as a matter of right. All courses may not be offered in this

semester. It is the discretion of the college to offer the courses based on the availability of resources. The institute shall notify the timetable for summer semester well in advance.

- The students who have satisfied CIE Attendance requirements for the course/s and obtained F grade in SEE of odd/even semester are permitted to appear directly in ensuing examination/s are backlog paper/s. The student need not re-register for such courses/s in the summer semester. In case the student wishes to improve CIE/he/she has to re-register for summer semester as and when offered next.
- The student who obtains required attendance and CIE in summer semester but obtains 'F' grade in SEE is permitted to appear for SEE subsequently as backlog course/s. The students need not repeat the course for Attendance and CIE.
- The course/s for which the student does not possess satisfactory attendance and CIE score, shall be marked as DX/NS in the Grade sheet. Such students are not permitted to SEE for the courses marked as DX/NS in Grade sheet. The students have to re-register only for course/s marked as DX/NS in summer/subsequent semester whenever that course is offered and obtain the required CIE and attendance. Subsequently, they are eligible to appear for SEE in such course/s.
- Courses with Transitional Grades via "W", "I", and "X" are also eligible to register in summer semester.

11. VERTICAL PROGRESSION (AS PER VTU)

11. 1: Student admitted to First year:

- a) Students having not more than 16 credits backlog in the two semesters of first year UG/PG of the programme shall be eligible to move to II year UG/PG.
- b) All students of IInd year UG shall be eligible to move to III year UG.
- c) Students of 3rd year UG who have cleared and earned all the prescribed credits of I year shall be eligible to move to IVth year UG.
- d) Promotion from odd semester to subsequent even semester shall not be restricted in both UG and PG programmes.
- e) Students can carry forward any of the audit/mandatory non-credit courses of I and II semester as backlog courses to VII semester. However, such audit/mandatory non-credit courses should be completed before the award of the degree.

11.2. Diploma Student Admitted to Second Year (Lateral Entry)

- a. All lateral entry students of IInd year UG shall be eligible to move to higher year UG irrespective of number of backlogs.

12. GRADE POINT RANGE AND CORRESPONDING CLASS:

Grade Point range	Class
≥ 5 & < 6	Second
≥ 6 & < 7.0	First
≥ 7.0	First Class with Distinction

13. GRADUATION REQUIREMENTS AND GRADUATION DAY

A UG student must have earned a minimum of 160 (120 in case of Lateral entry Diploma students) credits and a PG student must earn 80 credits as per the prescribed curriculum, within a maximum duration of 8 years (6 in case of lateral entry Diploma students, 4 years for PG) from date of registration for the programme. A student must also have a minimum CGPA of 4.0 for UG and 5.0 for PG at the end of the programme and earn 100 activity points.

PERCENTAGE EQUIVALENCE: Percentage of marks = CGPA x 10 (for 2021-22 onwards batches)

13.1: Eligibility: A UG student shall be eligible for the award of the degree if:

- The student has fulfilled all the requirements of the degree as per VTU guidelines.
- The regular students admitted to 1st Semester must earn 100 AICTE activity points, lateral entry students/ students transferred from other universities admitted to 3rd Semester must earn 75 AICTE activity points.
- No dues are payable by the student to the institute, departments, hostel, library, sports and/ or any other centers.
- No disciplinary proceedings are pending against the student.

13.2: Procedure for the award of degree

- A student shall apply for the award of the degree in a prescribed format along with the prescribed No-Dues Certificate to the respective department. The Internal BOS/Department Academic Committee (DAC) shall verify the same and send recommendations to the Academic Council.
- The Academic Council shall prepare the list of eligible students for the award of degree

and submit the same to the University for Approval.

- After approval by the University, degrees will be awarded to the students in a Graduation Ceremony.
- A degree will be awarded in absentia to a student who is unable to attend the Graduation Ceremony.
- A student is required to apply for the award of degree in the Graduation Ceremony or in absentia along with the prescribed fee.
- A student can apply for Provisional Degree Certificate (PDC) issued by the College before the Graduation Ceremony by paying a prescribed fee.
- Class Declaration: The Class declaration will be made to every student as per VTU norms, in the respective Provisional Degree Certificate only. It will also be mentioned in the final Degree Certificate by VTU.
- Graduation Day: The graduation Day for each academic year will usually be held during July/August. It will be made known to the graduands before the end of the term days of that batch.
- Issue of PDC & Transcripts: On Graduation Day, the PDC and Transcript will be issued to all the students who have become eligible for the award of the B.E degree. All those students who would become eligible for the award of the B.E degree by any later date have to wait for issue of PDC and transcript till the next Graduation Day.

14. TERMINATION FROM THE ACADEMIC PROGRAMME

A student shall be terminated from academic program and shall leave the College in the following circumstances:

- If the student fails to satisfy all the requirements for the award of the degree stipulated in 13.1 and 13.2
- If the student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.
- Failure to meet the standards of discipline prescribed by the College, which may change from time to time.

15. DISCIPLINARY RULES AND MEASURES

Students shall conduct themselves within and outside the premises of the college in a befitting manner.

As per the order of Honorable Supreme Court of India, ragging in any form is considered as a criminal and culpable offence and is banned. Any form of ragging will be severely dealt with.

The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- Ragging
- Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus
- Indecent dressing within the campus.
- Willful damage or stealthy removal of any property/ belongings of the college/ Hostel or of fellow students/ citizens.
- Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- Mutilation or unauthorized possession of library books.
- Noisy and unseemly behavior disturbing studies of fellow students.
- Possession/ distribution of pornographic contents through DVDs/ CDs/ Videos/ Photographs/ Internet, etc.
- Possession/ distribution of terrorism literature through DVDs/ CDs/ Videos/ Photographs/ Internet, etc.
- Hacking in computer systems (such as entering other person's area without prior permission, manipulation and/or damage of computer hardware and software or any other cyber-crime etc.).
- Plagiarism of any nature.
- Not adhering to the college Dress Code.
- Any other act of gross indiscipline as decided by the Dean (SA) from time to time.
- Possession of cell phones on campus (as per VTU, our affiliating university norms).
- Not wearing Identity cards while on campus.
- Sexual harassment, indecent/ vulgar reference of any nature.
- Any writing on the walls, boards, or desks.

Commensurate with the gravity of offence, the punishment the CDC will deny it may be reprimand, imposition of fine, expulsion from the Hostel, debarment from the examination, disallowing the use of certain facilities of the college, suspension for a specified period or even outright expulsion from the college, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

For an offence committed in (i) Hostel, (ii) a department or in a classroom and (iii) elsewhere, the Warden, the HOD and Dean (SA) respectively shall have the authority to reprimand and report to the principal for suitable action.

Dean (Exams) shall take appropriate action in case of adoption of unfair means and/ or any malpractice in any examination.

All cases of serious offence, possibly requiring punishment other than reprimand/ fine shall be reported to the principal.

The college level Standing CDC constituted by the principal shall be the authority to investigate the details of the offence and recommend disciplinary action based on the nature and extent of the offence committed.

16.DISCIPLINARY RULES

The rules of decorum and discipline to be observed by all the students of the institution are as under:

- They should attend the classes regularly.
- They should be punctual to the classes.
- They should take all the assignments and tests seriously.
- They should not meddle with the equipment and tools in the laboratories and workshops without the permission of the staff member(s) in-charge. They will be responsible for the damage caused due to negligence and will have to pay for their replacement.
- They should maintain silence in the Classrooms, Laboratories, Library, Drawing halls, and Workshops.
- Use of mobile phones on the institute premises is strictly prohibited. This is also a strict guideline issued from VTU.
- They should not affix any notice or remove any office notice from the office or other notice Boards, without prior permission from the concerned.
- They should not indulge in strikes/ picketing/mass bunks of classes/etc. of any form, and they should not cause any damage to the property of the institute.
- They should not be found guilty of causing undue disturbances of any form, in the campus, for the classes/ examinations, etc.
- Smoking, Consumption of alcoholic beverages and Drugs are strictly forbidden.
- They must park their vehicles properly, in the demarked area, avoiding disturbance to the classes.
- They must not go on tours of any type without the permission of the authorities and without an

accompanying faculty.

- Ragging in any form is strictly prohibited. Serious action will be taken on the offenders.
- They should not indulge in any activity, anywhere, that spoils the prestige of the institute.

17. AICTE GUIDELINES FOR PREVENTION AND PROHIBITION OF RAGGING IN TECHNICAL INSTITUTIONS

The Raghavan Committee constituted by the Honorable Supreme Court has mentioned the following types of ragging:

- Ragging has several aspects with psychological, social, political, economic, cultural and academic dimensions.
- Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered to be within the academics related aspects of ragging. Similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many technical institutions.
- Any act of financial extortion or forceful expenditure burden put on junior student by seniors should be considered as an aspect of ragging for economic dimensions.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- Any act or abuse by spoken words, emails, snail-mail, blogs, public insults should be considered to be within the psychological aspects or ragging. This would also include deriving perverted pleasure, sadistic thrill from actively or passively participating in discomfiture to others, absence of preparing 'fresher's in the run up to their admission to higher education and life in hostel and this can be ascribed as a psychological aspect of ragging. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
- The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.
- Actions against students for indulging and abetting in Ragging in technical institutions, Universities including Deemed to be University imparting technical education.

- The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
- For every single incident of ragging, a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be one or any combination of the following:-
 - Cancellation of admission
 - Suspension from attending classes
 - Withholding / withdrawing scholarship / fellowship and other benefits.
 - Debarring from appearing in any test / examination or other evaluation processes
 - Withholding results
 - Debarring from representing the institution in any regional, national/ international meet, tournament, youth festival, etc.
 - Suspension /expulsion from the hostel
 - Rustication from the institution for period ranging from 1 to 4 semesters.
 - Expulsion from the institution and consequent debarring from admission to any other institution.
 - Fine of Rupees 25,000/-
 - Collective punishment: when the persons committing or abetting the crime/ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- The institutional authority shall intimate the incidents of ragging occurred in their premises along with action taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.

18. CONDUCTION OF EXAMINATIONS**18.1: APPOINTMENT OF VARIOUS OFFICIALS****a. Controller/Dean of Examination:**

Controller of Examination shall be a senior professor or Head of the Department nominated by the principal and approved by the Academic council. The tenure of the Controller of examination shall be normally for three years.

All the activities of the examination process will be performed under the supervision and seal of the 'Controller of Examination' (CoE).

b. Chief Superintendent:

To conduct the Semester End Examinations (SEE), the principal will act as Chief Superintendent or shall appoint a Chief Superintendent from amongst the senior heads of the departments.

c. Examination coordinators:

For smooth conduct of examination two senior faculties from the cadre of professors or above shall be appointed as examination coordinators by the Chief Superintendent.

19. APPOINTMENT OF EXAMINERS**19.1 Appointment of internal examiners**

- Chairman BoE is required to submit a list of internal and external examiners to the COE.
- A course teacher who is a postgraduate and has at least three years of experience can be appointed as an examiner. Approval shall be taken from Chief superintendent/CoE to recommend a faculty with experience less than 3 years if the senior faculty are not available for a course.
- For both theory and practical, as far as possible, the teacher who has taught the course shall be appointed as one of the valuers in addition to external examiner.

19.2 Appointment of external examiners.

- Examiners in the grade of Assistant Professor and above with a minimum experience of five years in teaching can be appointed as examiners.
- Specialization/courses taught by the examiners to be exclusively indicated.
- Address/phone numbers of examiners to be provided to COE.
- The BOE is required to send an approved list of examiners as per the requirement

put in (a) and (b).

- The allotment of examiners will be the sole discretion of the COE from the list provided to him/her.

ANNEXURE- 1: GUIDELINES FOR SEE OF LABORATORY COURSES

1. The candidates shall take the examination only in the allotted batch.
2. Batch changes shall not be permitted without the approval of the COE/Dean (Examinations).
3. The number of batches per day/laboratory shall not exceed three.
4. HODs shall make arrangements for external examiners to conduct practical examinations.
5. Questions are to be set jointly by the Internal and External examiner for a total of 40 marks (including evaluation of procedure, conduction, and results).
6. The marks allotted for oral examination (Viva voce) shall be 10.
7. HODs shall ensure that each eligible examiner in the department shall conduct examination for minimum of TWO batches.
8. The records of attendance (Form B) shall be prepared in duplicate by the examiners.

The covers containing the marks list and the answer scripts shall be submitted to the examination section at the end of each day by the internal examiner and obtain acknowledgement from the examination section.

9. Details to be furnished to the examination section within one week from the date of completion of Laboratory SEE:
 - One copy of Form B for each laboratory.
 - Consolidated work done statement certified by the HOD.
 - List of teaching faculty indicating total number of batches for which the examination was conducted.
 - The bill for work done by the laboratory staff.
 - The bill for work done by teaching staff.

ANNEXURE- 2: GUIDELINES & QUESTION PAPER FORMAT FOR CIE PAPER SETTER

For 2025-26 and 2026-27 admitted batches (and for backlog registered students of earlier admitted batches)

1. The question papers shall cover 20 hours (Two modules) of syllabus for 3 credit courses & 35 hours of syllabus for 4 credit courses.
2. The examination shall be of one and half hour duration and conducted for 50 marks & scale down to 15 marks.
3. The question paper shall have 4 main questions. Question 1, 2 and 3 will be for 20 marks with maximum four subdivisions and question 4 is short answer type for 10 marks with maximum 5 subdivisions.
4. Question 1 and 4 are mandatory and question 2 and 3 will have internal choice.
5. Repetition of questions shall be avoided.
6. Question papers manuscripts shall be submitted with the sealed cover to the office of Dean Examinations in person.
7. Strict confidentiality shall be ensured while preparing the question papers. Take care to destroy the manuscripts / notes used in the process.

FORMAT

MALNAD COLLEGE OF ENGINEERING: HASSAN									
(Autonomous Scheme)									
Continuous Internal Evaluation –II, August 2026									
Course Title:				Course Code:					
Date:				USN:					
Time:				Maximum Marks:		50			
Qn. No.		Instructions: Question 1 and 4 are mandatory and question 2 and 3 have internal choice.				Marks	COs	POs	Level
		MODULE-3							
1	a					5			
	b					10			
	c					5			
		MODULE-4							
2	a					5			
	b					8			
	c					7			
	OR								
3	a					5			
	b					8			
	c					7			
		MODULE-3&4							
4	a					2			
	b					2			

c		2			
d		2			
e		2			

For 2023-24 and 2024-25 admitted batches

1. The question papers shall cover 12 hours of syllabus for 3 credit courses & 15 hours of syllabus for 4 credit courses.
2. The examination shall be of one hour duration and conducted for 20 marks & scale down to 10 marks.
3. The question paper shall have maximum 4 questions with no choice.
4. Repetition of questions shall be avoided.
5. Question papers manuscripts shall be submitted with the sealed cover to the office of Dean Examinations in person.
6. Strict confidentiality shall be ensured while preparing the question papers. Take care to destroy the manuscripts / notes used in the process.

FORMAT

MALNAD COLLEGE OF ENGINEERING: HASSAN (Autonomous Scheme) Continuous Internal Evaluation –II, August 2026										
Course Title:				Course Code:						
Date:				USN:						
Time:				Maximum Marks:	20					
Qn. No.	Instructions: Answer ALL the questions				Marks	COs	POs	Level		
1					5					
2					5					
3					5					
4					5					

ANNEXURE-3: INSTRUCTIONS TO COURSE FACULTY & HOD/BOE DURING CIEs CONDUCTED BY DEAN (EXAMS)

1. Department BOE chairman should suggest three faculty names for setting a CIE question paper for each course.
2. Question paper should be submitted to the office of the Dean (Exams) in a sealed cover 3 days before the commencement of CIE.
3. Three question papers are to be set for each course by a course faculty who has more than 03 years of experience.
4. Three question papers should have common pattern, with common Blooms levels, COs, and POs.
5. All question papers are to be sent in a sealed envelope to the office of Dean (Exams), attested by the BoE chairman/HoD. The Dean (Exams) will select a question paper out of three.
6. Course faculty should collect the answer booklets from the BOE chairman within 30 minutes after the completion of the CIE.
7. Course faculty shall complete the valuation of CIE booklets and enter the marks in contineo within three days of completion of the last CIE.

**ANNEXURE- 4: GUIDELINES FOR CONDUCTION OF CIEs BY THE
DEAPRTMENTS**

1. CIE shall be conducted strictly as per calendar of events and the schedules.
2. Minimum teaching experience for examiner shall be 03 years.
3. The Head of the department shall ensure that paper setting and valuation work for CIE by the course faculty is done under the supervision of BOE Chairperson.
4. Prescribed CIE format of the question paper shall be followed by the faculty. However, the faculty shall inform the HOD and also bring it to the notice of concerned students in advance, in case of any modifications.
5. A department CIE coordinator shall assist in the conduction of CIE with a course faculty.
5. CIE scripts should be valued in time and marks should be entered in the Contineo software.

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ANNEXURE-5: REQUIREMENTS TO BE SATISFIED FOR VALUATION/PAPER SETTING/SCRUTINIZING WORK RELATED TO SEE

1. Minimum teaching experience for examiner shall be 03 years.
2. Minimum teaching experience to scrutinize question papers shall be 3 years.
3. Practical examinations shall be conducted only in the presence of both internal and external Examiners.
 - Those who have less than 10 years of experience, 20% of scripts randomly selected shall be evaluated by external or subject experts across the departments.
 - If the difference of marks between I valuation and II valuation is less than or equal to 15 marks, highest of the two marks shall be awarded as per the existing norms.
 - If the difference of marks between I valuation and II valuation is greater than 15 marks in second evaluation, then another subject expert with more than 10 years of experience shall be called for third evaluation. If the difference between I and II evaluation is greater than 15 in all the scripts, based on the observation, if required all the scripts evaluated by I examiner shall be reevaluated and I evaluation marks shall be discarded.
 - The cost of such an exercise shall be collected as penalty from the first valuator.
4. Teachers are eligible for remuneration for scripts valued/practical work in excess of mandatory requirements, Revaluation, Makeup examination and supplementary examination.
5. All necessary work assigned and certified by Dean (Examinations) for smooth conduct of examination and Evaluation are eligible for remuneration.

ANNEXURE- 6: INSTRUCTIONS TO CANDIDATES DURING SEE
(To be announced by the Room Superintendent)

Before Issue of Answer Books

1. Check whether you possess your admission ticket.
2. Check your surroundings and pockets for possession of any chits, if any, hand it over to me.
3. Check the serial number of the main answer book, number of pages, defects (if any) and report immediately to the invigilator before writing USN.

After Issue of Answer Books:

4. Only one answer book will be issued, and no additional sheets shall be supplied.
5. Write your seat number legibly and fill other information like examination, course, semester, subject and subject code.
6. Sign the pledge on the facing page on the main answer book.
7. Go through the instructions printed on the backside of the facing page of the main answer book before you start writing.
8. Write the seat number on the question paper in the space provided.
9. Don't write anything on the question paper. Writing anything on the question paper amounts to malpractice.
10. The candidate shall not write his/her name, USN, OM, Almighty, any god name or symbol or put any identification marks inside any part of the CIE answer book, which may disclose his/her identity which will be treated as malpractice and make him/her liable for penalization (minimum one year debarred with penalty).
11. The candidate shall write answers on both the sides of pages of the answer book. All rough work used to be shown in the space provided at the end of the answer books. Answer must be written using blue ink (ball pen or ink pen). If there is a change in ink, it should be attested by the Room Superintendent without fail. (Attestation shall be made on the facing sheet only in the coding area). Else he/she is liable for penalization.
12. No candidate shall be permitted to go to the toilet during the period of examination. No candidates shall leave his / her seat during last 10 minutes. The candidates should leave the examination hall only after handing over the answer book to the Room Superintendent.
13. The candidate shall personally handover the answer book to the room superintendent.

ANNEXURE-7: INSTRUCTIONS TO CANDIDATES DURING CIE

1. The candidate shall not write his/her name, USN, OM, Almighty, any god name or symbol or put any identification marks inside any part of the CIE answer book, which may disclose his/her identity which will be treated as malpractice and make him/her liable for penalization (minimum one year debarred with penalty).
2. The candidate should check their Cell phones, Programmable calculators, headsets, smart watches, or reference materials are not allowed in the examination hall.
3. Answer must be written using blue ink pen (ball point or ink) if there is a change in ink, it should be attested by room superintendent without fail. Attestation shall be made on the facing sheet in the coding area only.
4. Only one answer book will be issued, and no additional sheet shall be supplied.
5. The question numbers should be mentioned in the margin only.
6. Don't write anything on the question paper. If you write anything on the question paper treated as malpractice.
7. No candidates shall be permitted to go to toilet during the period of CIE. No candidates shall leave his/her seat during last 10 minutes.
8. No candidate shall be admitted 10 minutes after the commencement of the CIE.

**ANNEXURE -8: DUTIES & RESPONSIBILITIES OF ROOM
SUPERINTENDENTS**

1. The candidate shall be admitted into the examination hall 10 minutes before the commencement of the examination, and he shall ensure that the candidates are seated at their respective seat numbers marked in the block.
2. The answer books shall be distributed to those candidates possessing valid admission tickets (prima facie) only who are seated in the examination hall and are not to be placed on the vacant seat.
3. Room superintendents shall append his / her signature at the place marked as “Signature of the Room Superintendent” on the title page after ensuring the identity of the candidate with the photograph pasted on the admission ticket, the correct seat number and other particulars required on the facing sheet of the answer book.
4. The Room Superintendent shall distribute the question papers to the candidates seated in the examination hall only after the commencement bell of the examination is given.
5. No candidate shall be allowed to enter the examination hall 30 minutes after the commencement of the paper.
6. No candidate shall be allowed to leave the examination hall till 45 minutes have elapsed after the commencement of the paper.
7. The candidates who leave the examination hall before the expiry time of examination are not permitted to take the question paper with them and they have to handover the question paper to the Room Superintendents.
8. The Room Superintendents shall remain alert in the examination hall and shall attend to the request of the candidate for supply of graph sheets, code books etc., which are permissible.
9. The Room Superintendents are expected to take rounds in the hall and shall not engage themselves in conversation with other Room Superintendent while the examination is on and shall not read magazines or newspaper or engage themselves in other work.
10. The violations of instruction by any candidate shall be brought to the notice of Chief Superintendent immediately.

ANNEXURE- 9: GUIDELINES FOR SEE PAPER SEEING

1. The Dean Examinations shall announce the date and time of paper seeing after the announcement of the provisional examinations result.
2. Faculty/student shall not be allowed to make any corrections/modifications during paper seeing.
3. GRC Meeting after Paper seeing will be conducted in the office of the Principal & all GRC Committee members shall be present in the meeting.
4. The grievances raised by the students have been addressed by the subject experts.
5. The principal has examined first semester results after paper seeing. The faculty is called & sought for a written explanation if the difference in the marks exceeds 8 marks.
6. The principal in consultation with Dean Examinations recommended further processing of the results.
7. Revaluation results based on grievances of Paper-seeing will be announced after GRC.
8. The students can attend and write the grievances in the prescribed format during the paper seeing, and they will be provided with scheme of solutions.
9. Students must bring the question paper for the course concerned along with their college ID & Hall ticket.
10. Also, the students are strictly informed not to bring any Mobile phone, calculator, paper, pen, pencil, eraser etc. to the paper seeing venue. A pen will be provided by the exam section for writing the grievances.
11. The student will not be allowed to enter the paper seeing venue after ten minutes of prescribed time.

ANNEXURE -10: GUIDELINES FOR SCRUTINY OF SEE QUESTION PAPERS

1. Appointing authority of department BOE chairman: Principal.
2. A scrutiny committee shall be constituted by the department BOE in consultation with HOD and BOE-Chairperson.
Members - All examiners of the department with minimum experience of 10 years and two/three subject experts from other engineering colleges.
3. The BOE, in consultation with HOD shall send the list of committee members (Internal and External) to the Dean (Exams) one week ahead of the meeting each semester.
4. The scrutiny work shall ensure:
 - i. The chairman must ensure that a minimum of 4 papers in engineering departments /2 papers in basic science departments are to be scrutinized by the external member for which remuneration is allowed on per script basis as above.
 - ii. Whether the question paper has been set as per the prescribed syllabus and scheme.
 - iii. Whether the submitted scheme for valuation is as per the norms and satisfactory for valuation.
 - iv. Any question paper which warrants modifications amounting to more than 25 marks shall be rejected and such cases shall be reported to the Dean (Exams).
 - v. If modifications are necessary in the question paper / scheme of valuation, it shall be done by the member in consultation with the chairman of the committee.
5. If only the scheme of valuation is rejected for a question paper:
 - i. The chairman shall get a fresh scheme of valuation prepared by the scrutinizer.
 - ii. The scrutinizer shall prepare a report on his observations on the rejected scheme of valuation.
6. The chairman shall send a consolidated report in the format provided on the scrutiny exercise to the Dean (Exams).
7. Expenses for refreshments and lunch for BOE members shall not exceed Rs 200/- per member and shall be borne by the College (limited to a total Max of Rs 2000/-).
8. No car fare to external members here onwards.

ANNEXURE -11: MAKE UP EXAMINATION

A student with I & X grade may take a make-up examination which will be held as per the dates notified (normally within 10 days after the announcement of the SEE results).

Grade X is awarded to a student having high CIE score ($\geq 90\%$ i.e., total CIE marks is ≥ 45 out of 50) in a course, but failed in SEE.

ANNEXURE -12: GUIDELINES FOR PAPER SETTER

1. The question paper shall contain four modules, Module-1, Module-2, Module-3, and Module-4 (Unless otherwise specified).
2. Each module shall have two questions, 20 Marks each, totally eight questions to be set from the syllabus.
3. **2026-27 and 2025-26 admitted students:** Students shall answer five full questions (for 100 Marks) compulsory. Question 1 is a mandatory question from module-1, Questions 2 & 3 are from Module-2 to 7, Questions 4 & 5 from Module-3, Questions 6 & 7 from Module-4, wherein students may choose any one question from each module and Question 8 is mandatory question with 5 maximum subdivisions for short answers. Question 1 to 7 shall have maximum 4 subdivisions. Syllabus copy shall be referred for setting other patterns of question papers.
4. **2024-25 and 2023-24 admitted students:** Students shall answer five full questions (for 100 Marks) choosing at least one question from each Module. Syllabus copy shall be referred for setting other patterns of question papers.
5. Wherever applicable, there shall be a numerical problem in each question.
6. Questions shall strictly be from the prescribed books, covering the entire syllabus.
7. Provide neat sketches with figure numbers (drawn in black ink only) as these figures are scanned directly from the manuscript for final printing.
8. Give instructions on the use of handbooks, steam tables, charts, and others.
9. Scrutinize the question paper scrupulously for its completeness.
10. Furnish the scheme and solutions in the enclosed sheets meant for it and seal it in the appropriate cover, indicate boldly the final answers for all numerical problems. In case the enclosed sheets are insufficient, you can use ordinary white sheets.
11. Ensure that manuscript of the Question Paper along with scheme and solutions reaches the examination section in person / by speed post/by email within deadline.
12. In case of typed/mailed question paper/scheme, the setter shall ensure that the question paper and scheme have been typed by himself/herself and deleted at the source. He/she shall certify the same in the format provided.
13. Honorarium for setting question paper will be paid as per the institute norms.
14. Bank details shall be clearly provided in the remuneration bill for NEFT purposes.
15. In case of not accepting the assignment, inform the same at the earliest through e-mail: deanex@mcehassan.ac.in and return of all enclosures to the examination section will be appreciated.

ANNEXURE-13: INSTRUCTIONS FOR PREPARATION OF SCHEME AND SOLUTIONS

1. The objective of preparation of scheme and solutions is to ensure uniform valuation among valuers.
2. The scheme and solutions should be legibly handwritten in black ink or typed, so that it could be Photocopied and distributed.
3. The extent of solutions shall indicate the expected important points / steps / graphs / drawings / circuits / figures / calculations / tables and final numerical answers along with the marks allocation for each of these. Incomplete scheme and solutions will be rejected.
4. We would appreciate if the exercise is carried out for the Paper setting such that the students will be able to answer the same within 3 hours.
5. The allocation of marks shall be an indicator, for the students, for the extent of answers expected.
6. Marks could be allocated for stepwise development of concepts / answers / circuits / figures / graphs / flow diagram / block diagrams giving due importance or weightage for factors like neatness / exactness / accuracy in numerical values / units / calculations.
7. The figures / drawing and views / circuit diagrams that are part of answers shall also be given in the solution to ensure that the same being uniformly evaluated by all the examiners.
8. Answers shall not be in the form of references / citations where authors name / title of the book / chapter numbers / page numbers / paragraphs / figures etc. are indicated as examiners do not carry the books to the valuation center.
9. A scheme and solution do not mean the splitting of final marks into its component's parts (example 2+2+4+2). It must clearly show the expected answers / response for each component.
10. In case of the scheme and solution submitted not complying with the above-mentioned instructions, Controller of Examination has latitude to reject the same.

ANNEXURE -14: GUIDELINES FOR PHYSICAL EDUCATION**Assessment Details (both CIE and SEE):**

Evaluation method	Assessment Tool	Maximum Marks	Minimum marks to be obtained
CIE	Multiple Choice Questions	20	8
	Performance and Attendance Criteria	30	12
SEE	Skill Examination	20	20
	Game Performance Examination	20	
	Viva -Voce	10	
Total Marks		100	40

Physical Education Practical classes**(24 hours of Practicals)**

I. No	Name of the Game	Name of the Skills	Sl. No.	Name of the Game	Name of the Skills
1.	Shuttle badminton	Service	6	Ball badminton	Service
		Smash			Fore hand receive
		Receive			Back hand receives
		Drop Shot			Spin Smash
		Foot work			Striate Smash
2.	Basket ball	Dribbling	7	Throw ball	Spin Pass
		Shooting			Jump Throw
		Ten ley shoot			Service
		Defensive slide			Receive
		Passing			Simple pass
3.	Foot Ball	Dribbling	8	Kho- Kho	Giving Kho
		Chest drop			Single chain
		Ball control			Pole dive
		Thigh drop			Pole turning
		Shooting			3 – 6 Up
4.	Table tennis	Service	9	Kabaddi	Hand Touch
		Fore hand receive			Chain Hold
		Back hand receive			Ankle Hold
		Smash			Thigh Hold
		Rally			Bonus
5.	Volley ball	Attack	10	Hand ball	Step with ball
		Block			Shoot
		Service			Pass
		Upper hand pass			Block
		Under hand pass			Dribbling
		Ankle Hold			
		Thigh Hold			
		Bonus			

ANNEXURE 15 -ASSESSMENT GUIDELINES - INNOVATION AND DESIGN THINKING- SEM I/II

1. The weightage of Continuous Internal Evaluation (CIE) is 50% and for Semester End Exam (SEE) is 50%. The student has to obtain a minimum of 35% of maximum marks in SEE and a minimum of 40% of maximum marks in CIE. Semester End Exam (SEE) is conducted for 50 marks (3 hours duration).
2. The student has to score a minimum of 40% (40 marks out of 100) in the sum of total of the CIE and SEE taken together.
3. The Course Manual Evaluation should be performed during regular class hours every week for 50 marks (to be reduced to 30 marks). Average of the weekly scores will be awarded as CIE 1 marks.
4. One test (CIE) should be conducted by the course faculty during the 9th week of every Semester at their respective class hours for 20 marks. The duration of the test is two hours.
5. A student must obtain a minimum of 20 marks (40%) out of 50 from the above two assessments to satisfy eligibility criteria to appear for SEE.
6. As **Part A** of SEE of the course, (i) a **presentation** on projects carried out by students of the course should be presented in their allotted groups of respective batches. During presentation such groups have to submit (ii) project report and (iii) prototype of the same. The allotted maximum marks for **Part A** (duration: 10 min/batch) of SEE are 20.
7. As **Part B** of SEE of the course, an oral **Viva-voce** test, based on the executed project, should be conducted. The allotted marks for **Part B** (duration: 5 min/batch) of SEE are 10.
8. As **Part C** of SEE of the course, students must innovatively **solve the given inventive problem** on answer manuscript by applying the process of Design Thinking. Allotted maximum marks for **Part C** (duration: 1.5 Hr) of SEE is 20.
9. Marks awarded in SEE **should not be disclosed** to students by the evaluators. The finalized marks of SEE should be sent in given formats to the exam section in sealed envelope covers on the same day of exam after the completion of all evaluation processes.
10. Evaluation sheets, template of the project report and format of the poster presentation will be shared by the Chief coordinator of the course.

Marks Distribution					
S.N.	Component of Assessment	Assessment Tool		Max. marks on QP.	Actual Marks
1	CIE 1	Course Manual Evaluation		50	30
2	CIE 2	Test		20	20
3	SEE	Part A:	(i) Presentation	10	50
			(ii) Project Report	5	
			(iii) Prototype	5	
		Part B: Viva-Voce		10	
		Part C: Solving inventive problems using Design Thinking Process		20	
Total Marks					100

Check list before the end of the semester

- Completion of the manual.
- Completion of prototype (in physical/executable form) of the solution for the inventive problem which was chosen by students.
- Completion of the mini project report.
- Preparation for poster/oral presentation and Viva-voce.
- Instruction to students to submit manual, physical prototype, and project report during SEE.
- Instruction to students to prepare for solving an inventive problem using the process of design thinking during SEE within 1.5 hours.

ANNEXURE- 16: MALPRACTICE ENQUIRY COMMITTEE (MEC)

Chairman	Principal /Chief Superintendent of Examination or his Nominee
Convener	Dean -Exams
Members	Dean-AA, Dean-SA, Concerned HoD, and Faculty nominated by Chairman

The functions of MEC:

- Conduct enquiry of students involved in malpractice in CIE and SEE.
- Deliberate and decide on the quantum of punishment depending upon the gravity of the offence.
- The general punishment for all cases of malpractice shall be awarding of F grade in the corresponding course, denial of permission to take up the immediate make up SEE, allowing the student to re-register for the same course only during the next year, i.e., after a break of one year, etc.

ANNEXURE-17: PENALTIES & PUNISHMENTS FOR MALPRACTICES COMMITTED BY THE STUDENTS

The penalties & punishments to the students Involved in Malpractices during University Examinations shall be imposed as below:

Sl. No.	Nature of Malpractice	Penalty / Punishment to be imposed
I	- Writing on the Question Paper / Admission Ticket & or passing it to the other student in the Examination Hall. - Disclosing identity by writing any words or by making any peculiar marks or by writing USN on the pages other than the facing sheet in the answer scripts while answering. - Possession of Electronic devices like mobile. Programmable Calculator, Pen-drive and any other electronic devices / storage devices in the examination hall. - Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity card, Hall Ticket, Scales etc.,) - Destroying any evidence of Malpractice, tearing or mutilating the answer script of running away along with the answer script from the examination hall or premises.	The MEC shall recommend any/all of the following punishments based on the severity of the case and the reasons for the same shall be recorded. - Fine not less than Rs. 5000/- - Denial of the benefit of the performance of that particular paper in which the student is booked under Malpractice. - Debarring the student from appearing for that particular subject in which the student is booked under Malpractice up to three more subsequent examinations.
II	- Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall. - Receiving material for copying from outside or inside the examination hall. - Bringing into the examination hall or being found in possession of portions of a book, manuscript or such other material or matter to be brought into the examination hall. - Copying or obtaining assistance from any material or matter referred to in sub-clause V(I) to answer questions in the examinations. - Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity card, Hall Ticket, Scales etc.,	The MEC shall recommend any/all of the following punishments based on the severity of the case and the reasons for the same shall be recorded. - Fine not less than Rs. 5000/- - Denial of the benefit of the performance of that paper in which the student in booked under Malpractice. - Debarring the student from appearing for that subject in which the student is booked under Malpractice up to three more subsequent examinations.

III	1. Destroying any evidence of Malpractice, tearing, or mutilating the answer script or running away along with the answer script from the examination hall or premises. 2. Committing any other act or omission intending to gain an advantage or favour in the examination by misleading, deceiving or inducing the examiner or officers or authorities of the University / College. 3. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the University / College for favours in the examination hall or to the Examiner in the answer script. 4. Approaching directly or indirectly the teachers, officers, officials, or examiners or bringing about undue pressure or undue influence upon them for favour in the examination.	The MEC shall recommend any of the following punishments based on the severity of the case and the reasons for the same shall be recorded. a. Fine not less than Rs. 5000/- and denial of the benefit of the performance of that Particular paper in which the student is booked under Malpractice. b. Fine not less than Rs. 5000/-, and denial of the benefit of the performance of that paper and debarring the student from appearing for that particular paper in which the student is booked under Malpractice up to three more subsequent examinations.
IV	Repeated indulgence in malpractice in the same examination or in subsequent examinations.	a. Denial of the benefit of the performance of that examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from appearing for subsequent examinations extending up to three more examination.
V	Smuggling in or out or tearing off the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.	The MEC shall recommend any/all of the following punishments based on the severity of the case and the reasons for the same shall be recorded. Fine not less than Rs. 10,000/- and a. Denial of the benefit of the performance of that particular examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from taking two more subsequent exams
VI	Misbehavior with officials or any kind of rude behavior in or near the examination hall using obscene or abusive language.	Fine not less than Rs. 10,000/- and a. Denial of the benefit of the performance of that particular examination (all the subjects for which the student has registered for the examinations). b. Debarring the student from taking two more subsequent examinations.
VII	Threatening the Room Superintendent, members of the Flying Squad, officers / officials of the Examination centers / University with weapons or other means	Rusticate the concerned student from institute. However, the student concerned shall be handed over to the police by the Chief Superintendent.

VIII	Impersonating or allowing any other person to impersonate to answer in his / her place in the examination hall.	Rusticate the concerned student from institute. Where the impersonator is also a student at the institute, he / she shall also be rusticated from the institute. However, both the students concerned shall be handed over to the police by the Chief Superintendent.
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In General:

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Examination performance rejection is not permitted for students who have been punished for malpractice(s).
3. The student who has been punished for malpractice (s) will be eligible for admission to the next higher semester and will only be able to appear for higher semester examinations.
4. The MEC is the authority for imposing penalties & punishments:

Disposal of confiscated materials: The confiscated material shall not be returned to the students.

ANNEXURE-18: EXAMINATION CONDUCTION COMMITTEE

The following Examination Conduction Committee has been constituted to ensure that examinations are conducted **smoothly, fairly, confidentially, and as per autonomy and VTU regulations.**

Composition of the Examination Conduction Committee

- Principal – Chairperson
- Dean (Examinations) - member
- Associate Dean (Examinations) - member
- Examination Conduction Coordinators/Deputy Chief Superintendents- members (senior most being convener)
- Staff of examination section

Roles and responsibilities

1. Prepare the exam calendar and detailed timetable for internal assessments and semester end examinations in alignment with the academic calendar.
2. Plan timelines for supplementary and makeup exams for students who need to reappear as per VTU norms.
3. Coordinate question paper setting and moderation/scrutiny with faculty and external experts to ensure syllabus coverage and quality standards.
4. Ensure question papers are secretively handled and ready before exam dates.
5. Ensure smooth and systematic conduct of exams: hall arrangements, seating plans, invigilation duty charts, and supervision rules are prepared and implemented.
6. Implement strict measures to prevent cheating, impersonation, and other malpractices.
7. Conduct pre-exam meetings to brief faculty and staff on exam procedures, duties, and responsibilities.
8. Communicate instructions to students about time, rules, and conduct through notices, LMS, email, etc.
9. Coordinate assessment, valuation, and moderation of answer scripts within deadlines.
10. Address student and faculty grievances related to examinations.
11. Forward complaints to relevant sub-committees (like malpractices or revaluation committees) when necessary.
12. Formulate and periodically update examination policies, rules, and guidelines for the institution under autonomy.
13. Report examination data and compliance information to the Academic Council or Governing Body when required.
14. Maintain records for audits, accreditation (e.g., NAAC/NBA), and regulatory inspections.

ANNEXURE-19: MODERATION COMMITTEE FOR CONTINUOUS INTERNAL EVALUATION (CIE)

As per the guidelines of VTU (Notification No. VTU/BGM/SA/Aca-Cirs/2024-25/6446, Dt. 24.03.2025, Section 7.2.2, Page-31), the following Moderation Committee for Continuous Internal Evaluation (CIE) has been constituted to ensure **fairness, transparency, and academic rigor** in Continuous Internal Evaluation across departments and courses, in line with **Outcome-Based Education (OBE)** and VTU autonomous regulations.

Composition of the Examination Conduction Committee

- Principal – Chairperson
- Dean (Examinations) - member
- Associate Dean (Examinations) - member
- SEE Coordinators/Deputy Chief Superintendents- members (senior most being convener)
- Chairpersons of BOEs of different departments

Roles and responsibilities

1. Pre-Assessment Responsibilities

- d. Review and approve the **CIE structure** (tests, assignments, quizzes, laboratory assessments, project reviews, seminars, etc.).
- e. Ensure alignment with Course Outcomes (COs), Program Outcomes (POs), and Academic Regulations of the institution (Approved by Academic Council).
- f. Ensure **uniformity in question paper pattern, difficulty level, and weightage** across multiple sections, Parallel batches, Different faculty handling the same course.
- g. Review of Question Papers for syllabus coverage, Bloom's taxonomy levels, Clarity and correctness.
- h. Recommend modifications wherever necessary.

2. During-Assessment Responsibilities

- c. Oversee the conduct of internal tests, quizzes, and assessments to ensure adherence to approved schedules, proper invigilation and academic discipline, address deviations, if any, reported by departments.
- d. Monitor adherence to Academic Council approved norms for Make-up tests across departments.

3. Post-Assessment Responsibilities

- e. Analyze CIE marks for abnormal variations, inconsistencies across sections, etc.
- f. Apply moderation methods wherever necessary.

- g. Ensure use of proper answer keys and rubrics, uniform valuation standards, and transparent allocation of marks.
- h. Verify that evaluated scripts are shown to students as per regulations.
- i. Scrutinize consolidated CIE marks being uploaded to Examination portal

4. Grievance Redressal

- d. Examine student grievances related to CIE marks, Evaluation methods and Non-uniform assessment.
- e. Recommend corrective actions such as Re-evaluation, Re-calculation, Re-assessment (if justified)
- f. Maintain proper documentation of decisions.

5. Documentation and Reporting

- a. Maintain records of moderation meetings and approved moderation methods
- b. Submit reports to Academic Council, Examination Conduction Committee, IQAC (for NAAC/NBA evidence).

6. Continuous Improvement Role

- d. Analyze trends in CIE performance to identify gaps in teaching–learning processes.
- e. Suggest improvements in assessment methods.
- f. Recommend faculty development initiatives on Assessment design, Rubrics and OBE-aligned evaluation.

8. Compliance and Quality Assurance

- c. Ensure CIE practices comply with UGC Autonomous College Regulations, Institutional Academic Regulations, and NAAC/NBA accreditation requirements.
- d. Support internal and external audits related to examinations and assessment.

ANNEXURE-20: CHECK LIST FOR CIE MODERATION COMMITTEE

SN	Particulars	YES	NO	Recommendation, if any.
1	Question paper prepared as per syllabus coverage with mapping of COs and POs			
2	Balanced difficulty levels/ Bloom's Taxonomy levels as per OBE			
3	Ambiguity or errors in question statements.			
4	Detailed scheme/answer key prepared.			
5	CIE as per schedule/academic calendar			
6	Question papers printed securely.			
7	Invigilation records maintained			
8	Attendance sheet maintained			
9	Malpractice reporting mechanism in place.			
10	Proper evaluation sheet			
11	Provision for students to review evaluated scripts.			
12	Correction of totaling or evaluation errors.			
13	Record of grievance resolution			
After the end of all the CIEs				
14	CIE marks finalized on time			
15	Marks submitted to Examination Section via EMS			
Signatures of Moderation Committee Members				
	Name	Signature		
1				
2				
3				
4				

One copy of this checklist to be submitted Chairperson-BOE for documentation in department and original to the Dean of Examination.

Action taken report to be submitted by HOD/BOE Chair to the Dean of Examinations after finalization of CIE processes.

ANNEXURE-21: GRIEVANCE REDRESSAL COMMITTEE (GRC)

GRC meets periodically and reviews and resolves the issues related to students' grievances pertaining to evaluation of SEE answer papers, Make up examinations, etc.

Composition of the committee:

Sl. No.	Faculty Name	Department
1.	Principal	Chairperson
2.	Dean (Examinations)	Members
3.	Dean (Academics)	
4.	Dean (Students' Affairs)	
5.	HODs	

ANNEXURE-22: GUIDELINES FOR MAKE UP CIE

MALNAD COLLEGE OF ENGINEERING, HASSAN
 (An Autonomous Institute Affiliated to VTU, Belagavi)
 Under the auspices of the MTES®, Hassan
 Accredited by NBA and NAAC
 PB No. 21, HASSAN - 573201, Karnataka, India

Academic Regulations 2025-26**Conduction of Makeup CIE**

1. Makeup CIE will be given to those students who are absent for regular CIE due to health issues/ University sports/ Inter college events (paper presentation, symposium, etc.) / Slow Learners not having eligibility score after attending all CIEs.

Note: Prior permission from Principal/ HoD, authentic document and letter forwarded by faculty advisor is a must to appear for Makeup CIE.

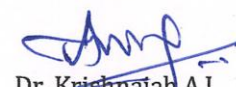
2. Eligible list of candidates for writing Makeup CIE will be announced by the department after conducting a GRC meeting.
3. Only one Makeup CIE will be given at the end of the semester (within two days of CIE III).
4. Syllabus for Makeup CIE (for students who are absent for valid reasons) will be the same syllabus as that of the CIE missed by the students (For example, if a student was absent for CIE II, Makeup CIE syllabus will be that of CIE II).

The marks scored by the above students (point no.4) in Makeup CIE will be considered as it is without any capping on the total CIE marks.

5. Syllabus for Makeup CIE (for students who had attended all CIEs but not able to score minimum required marks for eligibility) will be the syllabus of CIE III.

The marks scored by the above students (point no.5) in Makeup CIE should be capped to **not more than 40%** of maximum CIE marks (total marks should not be more than 12 out of 30).


 Dr. Nanditha B R
 (Dean AA)


 Dr. Krishnaiah A J
 (Principal)

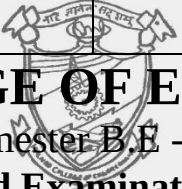
ANNEXURE-23: GUIDELINES FOR EVALUATORS

- All appointed evaluators must report on the scheduled date and time communicated.
- If unable to accept the assignment, a formal letter approved by the chairperson of Board of Examiners (BOE) and the Principal, mentioning name of alternative evaluator nominated by the chairperson of BOE, must be submitted to the Dean of Examinations within one day on receiving the order/email.
- Failure to report without prior written intimation and approval will be treated as dereliction of duty.
- It must be noted that Chairperson of BOE is the authorized person to provide list of evaluators for specific course and minimum number of scripts to be allotted, in consultation with the HOD. However, the Principal/Dean of Examinations reserves the right to increase the number of scripts and allotment of scripts of other courses of expertise, if necessary for timely completion of the evaluation. It is mandatory to accept the assignment.
- Claims such as number of allotted scripts must match the number of students of course taught, allotted course was taught long back, etc. are not acceptable.
- All the appointed evaluators must conduct a meeting to discuss the scheme of evaluation before taking up the evaluation and submit a report to the Dean of Examinations through the chairperson of BOE. In case of single evaluator, meeting must be conducted with the chairperson of BOE/HOD.
- Chairpersons of BOE shall ensure that the evaluators have conducted the meeting and submitted the reports.
- Minimum 20 scripts and maximum 30 must be evaluated on the day of reporting.
- Minimum 30 scripts and maximum 40 must be evaluated on the subsequent dates.
- Allotted evaluation must be completed within four days from the date of reporting.
- Evaluators must maintain strict confidentiality regarding answer scripts, marks, and evaluation outcomes.
- Use of mobile phones for conversations, calculations, references of syllabi/scheme/study material, placing them on evaluation table, etc. is prohibited.
- Follow the approved syllabus, course outcomes (COs), and marking scheme/rubrics strictly.
- Marks should be awarded based on conceptual understanding, correctness, clarity, methodology, and presentation, as applicable.

- Partial marks should be awarded only as per the marking scheme.
- No additional criteria beyond the approved scheme shall be introduced.
- Marks must be entered accurately in the prescribed format/portal.
- Evaluators are bound to justify awarded marks during revaluation or grievance redressal.
- Cooperation for moderation, rechecking, or audit processes is mandatory.
- If the evaluator violates the instructions/carries out erratic evaluation leading to considerable marks difference (more than 15 marks deviation from that awarded by 2nd and 3rd evaluator), examination committee will enquire into the matter and recommends suitable corrective measures to the administration and management.

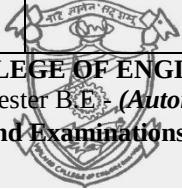
ANNEXURE-24: FORMAT FOR SEE QUESTION PAPER

For 2024-25 and earlier admitted batches:

										Sem _____									
										USN: 4 M C									
 MALNAD COLLEGE OF ENGINEERING, HASSAN _____ Semester B.E - (Autonomous Programme) Semester End Examinations, December 2026																			
Course Title :										Course Code:									
Duration : 3 Hours										Maximum Marks: 100									
Instructions to the Candidates : i) Answer any <u>FIVE full questions</u> , choosing <u>at least ONE full question</u> from each Module. ii) Missing data, if any, may suitably be assumed. iii) <i>On completing your answers, compulsorily draw diagonal cross lines on the remaining blank pages.</i>																			
<u>Module - 1</u>										M	CO	PO	L						
1.	a)																		
	b)																		
	c)																		
2.	a)																		
	b)																		
	c)																		
<u>Module - 2</u>																			
3.	a)																		
	b)																		
	c)																		
4.	a)																		
	b)																		
	c)																		
<u>Module - 3</u>																			
5.	a)																		
	b)																		
	c)																		
6.	a)																		
	b)																		
	c)																		
<u>Module - 4</u>																			
7.	a)																		
	b)																		
	c)																		
8.	a)																		
	b)																		
	c)																		

For 2025-26 onwards admitted batches:

Sem _____

		USN:	4	M	C										
		MALNAD COLLEGE OF ENGINEERING, HASSAN _____ Semester B.E. (Autonomous Programme) Semester End Examinations, December 2026													
Course Title	:					Course Code:									
Duration	: 3 Hours					Maximum Marks: 100									
Instructions to the Candidates : i) Questions 1 and 8 are mandatory (no choice). Any one full question may be chosen from each module from questions 2 to 7. ii) Missing data, if any, may suitably be assumed. iii) On completing your answers, compulsorily draw diagonal cross lines on the remaining blank pages.															
	Module – 1 (Mandatory Question)										M	CO	PO	L	
1.	a)														
	b)														
	c)														
	Module - 2														
2.	a)														
	b)														
	c)														
	OR														
3.	a)														
	b)														
	c)														
	Module - 3														
4.	a)														
	b)														
	c)														
	OR														
5.	a)														
	b)														
	c)														
	Module - 4														
6.	a)														
	b)														
	c)														
	OR														
7.	a)														
	b)														
	c)														
	Mandatory Question (Covers all 4 modules)														
8.	a)														
	b)														
	c)														
	d)														
	e)														

ANNEXURE-25: GUIDELINES FOR APPOINTMENT OF AMANUENSIS (SCRIBE)

An amanuensis may be provided to a candidate who is blind, or is disabled from writing the examination with his/her own hand. The purpose is specifically to assist a candidate who is genuinely unable to write the examination independently.

The candidate seeking an amanuensis has to submit an application through the Principal of the college to the COE/Dean (examinations).

The following documents are prescribed:

1. Medical certificate

- Issued by the Medical Officer of a Government District Hospital or higher-grade hospital.
- It should clearly establish the candidate's inability to write the examination with his/her own hand.

2. No Relation Certificate

- Certifying that there is no relation between the candidate and the proposed amanuensis.
- It is to be attested by a Gazetted Officer.

3. Testimonials of the Amanuensis

- Attested copies of the testimonials (original **study certificate** of current year, copies of **marks card** of current year, **student ID** card and **Aadhaar card** of the person proposed to act as amanuensis are required.

4. Declaration by the candidate and amanuensis

- A declaration is to be submitted by both the candidate and the amanuensis.

5. Handwriting sample

- One A4-size handwritten specimen written by the proposed amanuensis is to be submitted.

Regulations:

1. Educational qualification of the amanuensis shall be of a lower grade than that of the candidate and he/she shall not be of engineering programs.
2. Age of the amanuensis shall be lower than that of the candidate.
3. It is the responsibility of the candidate to find out the amanuensis and apply for approval. The institute does not provide the amanuensis.
4. The amanuensis must not be a student of Malnad College of Engineering.
5. No remuneration shall be paid to amanuensis by the institute.
6. Additional 20 minutes per hour-duration shall be provided for writing the examination.
7. If the disabled candidate (temporarily disabled) wishes to write the examination by himself/herself but needs additional time for examination, he/she may apply to the principal through the Dean of Examinations with relevant documents such as permission letters and medical certificates including discharge summary, clearly stating about the disability of the candidate. The principal shall review and approve.