



Madanapalle Institute of Technology & Science
(UGC- Autonomous)
(Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi)

EXAMINATION PROCESS

All the Internal and End Semester Examinations for **UG & PG** Programmes shall be conducted as per the below regulations.

- The performance of a student in each semester shall be evaluated course-wise.
- Performance evaluation in each course (theory/ practical) shall be based on a total of 100 marks. The relative weightage for Internal Evaluation and End Semester Examination shall be followed as below :

UG Programmes (as per R14 Academic Regulations):

Internal Evaluation: 40 %

End Semester Evaluation: 60 %

PG Programmes (as per R16 Academic Regulations):

Internal Evaluation: 50 %

End Semester Evaluation: 50 %

- Audit courses shall be evaluated entirely on the basis of internal evaluation.

CONTINUOUS INTERNAL ASSESMENT

The total internal weightage for theory courses is 40 /50 marks for UG/PG Programmes with the following distribution.

UG Programmes (as per R14 Academic Regulations):

Mid-Term-Test: 30 Marks

Assignments: 10 Marks

PG Programmes (as per R16 Academic Regulations):

Mid-Term-Test: 30 Marks

Assignments: 20 Marks

Question Paper Pattern

For UG & PG Programmes, Internal and End Semester Examinations Question Paper Pattern is strictly adhere to corresponding Academic Regulations.

Programme	Question Paper Pattern	
	Internal	End Semester
B.Tech – R14 Academic Regulations	<p>Total Marks= 30 (4 Questions) Duration : 90 Minutes Frequency: 2 Per Semester</p> <p style="text-align: center;">Marks Split-up</p> <p>Q.1 – 1 * 6 Marks = 6 Marks</p> <p>Q.2 to Q.6 - 3 * 8Marks =24Marks (Student shall answer three out of five long answer questions)</p>	<p>Total Marks= 60 (6 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester.</p> <p style="text-align: center;">Marks Split-up</p> <p>Q.1 – 1 * 10 Marks = 10 Marks (There shall be two short answer questions from each unit.</p> <p>Q.2 to Q.6 - 5 * 10 Marks = 50 Marks (There shall be either or type questions from Q.2 to Q.6, each of these questions shall cover one unit of the syllabus)</p>
M.Tech & MCA (R14 Academic Regulations)	<p>Total Marks= 30 (4 Questions) Duration : 120 Minutes Frequency: 2 Per Semester</p> <p style="text-align: center;">Marks Split-up</p> <p>Q.1 – Q.4 3 * 10 Marks =30Marks (Student shall answer 3 out of 4 questions)</p>	<p>Total Marks= 60 (5 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester.</p> <p style="text-align: center;">Marks Split-up</p> <p>Q.1 to Q.5 - 5 * 12 Marks= 60 Marks. (There shall be either or type questions from Q.1 to Q.5, each of these questions shall cover on unit of the syllabus)</p>
MBA – R14 Academic Regulations	<p>Total Marks= 30 (4 Questions) Duration : 120 Minutes Frequency: 2 Per Semester</p> <p>Marks Split-up Q.1 – Q.4 : 4 * 10 Marks =40Marks (40 marks will be scaled down to 30 Marks)</p>	<p>Total Marks= 60 (6 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester.</p> <p>Marks Split-up Q.1 to Q.5 - 5 * 10 Marks= 50 Marks. Q.6 : 1 * 10 Marks = 10 Marks (There shall be either or type questions from Q.1 to Q.5, each of these questions shall cover on unit of the syllabus)</p>

M.Tech & MCA (R16 Academic Regulations)	<p>Total Marks= 30 (4 Questions) Duration : 120 Minutes Frequency: 2 Per Semester</p> <p>Marks Split-up Q.1 – Q.4 3 * 10 Marks =30Marks (Student shall answer 3 out of 4 questions)</p>	<p>Total Marks= 50 (5 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester.</p> <p>Marks Split-up Q.1 to Q.5 - 5 * 10 Marks= 50 Marks. (There shall be either or type questions from Q.1 to Q.5, each of these questions shall cover on unit of the syllabus)</p>
MBA – R16 Academic Regulations	<p>Total Marks = 30 Marks (4 Marks) Duration : 120 Minutes Frequency : 2 Per Semester</p> <p>Marks Split -up Marks Split-up Q.1 – Q.4 : 4 * 10 Marks =40Marks (40 marks will be scaled down to 30 Marks)</p>	<p>Total Marks= 50 (6 Questions) Duration: 180 Minutes. Frequency: 1 Per Semester</p> <p>Marks Split-up Q.1 to Q.5 - 5 * 10 Marks= 50 Marks. Q.6 Case Study. 1*10=10Marks (There shall be either or type questions from Q.1 to Q.5, each of these questions shall cover on unit of the syllabus)</p>

END SEMESTER EXAMINATIONS

THEORY EXAMINATIONS

- ✓ Complete confidentiality will be maintained during procurement of End Semester Question Papers.
- ✓ All End Semester Examinations Question papers are set by external examiners from other Institutions/Universities.
- ✓ One question paper will be selected by CoE/Principal from the available set of Question Papers.
- ✓ The selected question paper shall be made available to the examination hall on time.

EVALUATION

- ✓ The answer scripts shall be evaluated by internal examiners and External Examiners from other Institutions/Universities, and shall be supervised by Chief Examiner.
- ✓ Final End Semester marks = Average of two examiners awarded marks.

PRACTICAL EXAMINATIONS

- ✓ The internal evaluation for practical courses shall be 40/50 marks for day to day work based on conduction of experiment/prerequisite work/ record/ Viva.
- ✓ The end semester examination shall be conducted by the laboratory teacher concerned and one senior teacher of the same department nominated by the Principal.
- ✓ In a practical course consisting of two parts (ex: Electrical & Mechanical Lab), the end semester examination shall be conducted for 60/50 marks in each part and final marks shall be arrived by considering the average of marks obtained in the two parts. Internal examination shall be evaluated as above for 40/50 marks in each part and final internal marks shall be arrived by considering the average of marks obtained in the two parts.

AUDIT COURSES

An audit course is an educational term for the completion of a course of study for which a nominal assessment of the performance of the student is made without awarding grades. In this case, 'audit' indicates that the individual merely has received teaching and achieved a given standard of knowledge of the subject, rather than being evaluated. A student who audits a course does so for the purpose of self-enrichment and academic exploration.

MASSIVE OPEN ONLINE COURSES (MOOCS)

- ✓ In general, MOOCs providers provide the result in percentage. In such case, the departments shall follow the grade table given below, while providing CGPA for the MOOCs.

For UG Programmes:

LETTER GRADE	GRADE POINTS	% OBTAINED IN MOOCS
O (Outstanding)	10	90 - 100
A+ (Excellent)	9	80 - 89
A (Very Good)	8	70 - 79
B+ (Good)	7	60 - 69
B (Above Average)	6	50 - 59
C (Average)	5	45 - 49
P (Pass)	4	40 - 44
F (Fail)	0	< 40
Ab (Absent)		

For PG Programmes:

LETTER GRADE	GRADE POINTS	% OBTAINED IN MOOCS
O (Outstanding)	10	90 - 100
A+ (Excellent)	9	80 - 89
A (Very Good)	8	70 - 79
B+ (Good)	7	65 - 69
B (Above Average)	6.5	60 - 64
C (Average)	6	55 - 59
P (Pass)	5.5	50 - 44
F (Fail)	0	< 50
Ab (Absent)	0	

- ✓ In case of any deviation in above two tables for the respective programmes, a committee appointed by the Principal shall take a decision for converting MOOC results in to the relevant grade points.
- ✓ The Credits for MOOC(s) shall be same as given for the respective discipline core or discipline electives.
- ✓ The details of MOOC(s) shall be displayed in Grade card of a student, provided he/she submits the proof of completion of it or them to the department concerned through the Coordinator/Mentor, before the end semester examination of the particular semester.
- ✓ The Provisional Degree Certificate and/or consolidated grade sheet shall be issued only to those students, who have submitted proof of completion of MOOC(s), for the courses they have registered with.

SUPPLEMENTARY EXAMINATIONS

At the end of each Semester there will be regular examinations for the current Semester. Those students who could not clear their courses in their previous attempt can appear for the examinations under supplementary category along with the regular students after registering themselves at the examination section.

MINIMUM ACADEMIC REQUIREMENTS

Students need to acquire necessary credits to get promoted to the subsequent academic year in addition to the attendance requirements mentioned in section no.5.

- The minimum letter grade required for pass in each theory/practical/Seminar/Project work is “**P**” (internal evaluation + End Semester Examination). However a minimum of 40% marks in each theory/practical in the end semester examination have to be secured.
- If a student found to be guilty due to malpractice in the end semester examinations, he/she shall be awarded a letter grade “**F**”.
- A student shall be promoted from II year to III year if he/she acquires 40% of the credits from the courses that have been studied up to II year I semester from the following examinations, irrespective of whether the candidate takes the end semester examination or not as per the normal course of study.

- ✓ One regular and three supplementary examinations of I Year I Semester.
- ✓ One regular and two supplementary examinations of I Year II Semester.
- ✓ One regular and one supplementary examination of II year I semester
- A student shall be promoted from III to IV year only if he/she acquires 40% of the credits from the courses that have been studied up to III year I semester from the following examinations, irrespective of whether the candidate takes the end semester examination or not as per the normal course of study.
 - ✓ One regular and five supplementary examinations of I year I semester.
 - ✓ One regular and four supplementary examinations of I year II semester.
 - ✓ One regular and three supplementary examinations of II year I semester.
 - ✓ One regular and two supplementary examinations of II year II semester.
 - ✓ One regular and one supplementary examination of III year I semester.
- In case a student is detained due to lack of required credits for promotion to the next academic year, he/she needs to obtain the same by taking the supplementary examinations.
- Students, who fail to earn 180 credits as indicated in the course structure within eight academic years from the year of their admission, shall forfeit their seat in B.Tech. Programme and their admission shall stand cancelled.

WITHHOLDING OF RESULTS

If the candidate has any dues to the institution or any case of indiscipline or malpractice pending against him/her, the result of the candidate shall be withheld and he/she shall not be allowed/ promoted to the next semester. The issue of awarding degree is liable to be withheld in such cases.

The below malpractice committee shall take care of all such above case.

1.	Principal	Chairman
2.	Dean Academic/ Vice Principal -	Member
3.	Controller of Examinations	Member
4.	Concerned HoD	Member
5.	Course Expert	Member

Disciplinary Action for Malpractices / Improper Conduct in Examinations

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers, blue tooth or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he/she will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester/year. The Hall Ticket of the candidate is to be cancelled.

3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that Semester/year. The candidate is also debarred for four consecutive Semesters from class work and all Semester end examinations if his involvement is established. Otherwise the candidate is debarred for two consecutive semesters from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he/she will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations. The continuation of

		the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that course.
6.	Refuses to obey the orders of the any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that Semester. If candidate physically assaults the invigilator or/ officer in charge of the examination, then the candidate is also barred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.

7.	Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.

10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that Semester examinations depending on the recommendation of the committee.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Principal for further action to award suitable punishment.	

Note: Whenever the performance of a student is cancelled in any course/ courses due to Malpractice, he/she has to register for the End semester examination in that particular course/s consequently and has to fulfill all the norms required for award of Degree.

SPOT VALUATIONS

- ✓ Answer scripts according to course-wise shall be mixed and coded by the examination branch under the supervision of CoE. This shall be done in a manner that the identity of the student is not revealed.
- ✓ During the process of coding, all identification details of the students shall be removed from the answer booklet and then packed in bundles.
- ✓ The answer scripts shall be double valued by a panel of examiners(Internal & External)
- ✓ No visitors are allowed in the premises of valuation.

RECOUNTING/RE-TOTALING

- The facility of re-totaling of the answer scripts shall be followed only for theory examinations.
- Students can apply for re-totaling of marks for any number of courses of theory examination.
- A candidate shall submit an application for re-totaling with the

prescribed fee within the specified date as per the notification.

- A candidate shall be awarded corrected grade after the re-totaling. However, if the candidate secure lesser grade than the awarded grade, the original grade shall be retained.

Grading

UG Programmes: Conversion of Marks to Grade Point & Letter Grade

Absolute Marks	Grade Points	Letter Grade	Description
90 - 100	10	O	Outstanding
80 - 89	9	A+	Excellent
70 - 79	8	A	Very Good
60 - 69	7	B+	Good
50 - 59	6	B	Above Average
45 - 49	5	C	Average
40 - 44	4	P	Pass
< 40	0	F	Fail
--	0	Ab	Absent

PG Programmes: Conversion of Marks to Grade Point & Letter Grade

Absolute Marks	Grade Points	Letter Grade	Description
90 - 100	10	O	Outstanding
80 - 89	9	A+	Excellent
70 - 79	8	A	Very Good
65 - 69	7	B+	Good
60 - 64	6.5	B	Above Average
55 - 59	6	C	Average
50 - 54	5.5	P	Pass
< 50	0	F	Fail
---	0	Ab	Absent

Computation of SGPA and CGPA

A **Semester Grade Point Average (SGPA)** will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where 'n' is the number of subjects **registered and cleared** for the semester,

' c_i ' is the number of Credits allotted to a particular subject, and
 ' g_i ' is the grade points carried by the letter corresponding to the grade awarded to the student for the subject.

SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

Starting from the second semester at the end of each semester S, a **Cumulative Grade Point Average** (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where ' m ' is the total number of subjects the student has **registered and cleared** from the first semester onwards up to and including the semester **S**,
 ' c_i ' is the number of Credits allotted to a particular subject ' s_i ' and ' g_i ' is the grade-point carried by the letter corresponding to the grade awarded to the student for the subject ' s_i '.

CGPA will be rounded off to the second place of decimal and recorded as such. The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade.

After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

ILLUSTRATION :

Computation of SGPA and CGPA

i. **Illustration** for **SGPA** (SGPA is calculated for the respective semester)

Semester - I

Course	Credits	Letter Grade	Grade point	Credit point (Credit x Grade)
Course1	3	A+	9	3x9 = 27
Course2	3	O	10	3x10 = 30
Course3	3	O	10	3x10 = 30
Course4	3	A+	9	3x9 = 27
Course5	3	A	8	3x8 = 24

Course6	3	B	6	3x6 = 18
	Tc₁=18			Sum₁ =156

SGPA (Sem-1) = Sum₁/Tc₁ = 156/18 = 8.67

Semester - 2

Course	Credits	Letter Grade	Grade point	Credit point (Credit x Grade)
Course1	3	O	10	3x10 = 30
Course2	3	A+	9	3x9 = 27
Course3	3	A+	9	3x9 = 27
Course4	3	P	4	3x4 = 12
Course5	3	A	8	3x8 = 24
Course6	3	O	10	3x10 = 30
	Tc₂=18			Sum₂ =150

SGPA (Sem-2) = Sum₂/Tc₂ = 150/18 = 8.33

ii. **Illustration** for **CGPA** (CGPA is calculated from I Year I Semester upto the recently completed semester)

$$\begin{aligned}
 \text{CGPA} &= \frac{\text{Sum}_1 + \text{Sum}_2 + \dots + \text{Sum}_n}{\text{Tc}_1 + \text{Tc}_2 + \dots + \text{Tc}_n} \\
 &= \frac{156 + 150}{18 + 18} = 306/36 = 8.50
 \end{aligned}$$

AWARD OF CLASS

UG PROGRAMMES

The following Class is awarded to the student on successful completion of the B.Tech. Degree. Programme depending upon the CGPA obtained;

Class	CGPA	Based on the aggregate of grades secured from the total Credits.
First Class with Distinction	≥ 7.5 & 10.0	
First Class	≥ 6.5 & < 7.5	
Second Class	≥ 5.5 & < 6.5	
Pass Class	≥ 4.0 & < 5.5	

PG PROGRAMMES

Class	CGPA	Based on the aggregate of grades secured from the total Credits.
First Class with Distinction	≥ 7.5 & 10.0	
First Class	≥ 6.5 & < 7.5	
Second Class	≥ 5.5 & < 6.5	

RANKING

- Ranks are awarded based on the CGPA secured by the candidates for all the courses from first to final year, provided the candidate:
 - Has completed the entire program in the college itself.
 - Has passed all the courses in first attempt only.
 - Has not discontinued the program for any period during the course of study.
 - Has not been awarded any punishment for being involved in malpractice or indiscipline during the course of study in the Institute.
- In case, more than one student secures same CGPA, then first rank shall be awarded based on:
 - Student who secured more number of letter grade “O,” “A+” and so on in decrementing order of grades.
- After the applying the above clause, if still there is tie among the students, then all such students shall be awarded the same rank.
- Certificate and medal/award shall be given to such students as an appreciation for their achievement.