

Silicon Institute of Technology
| An Autonomous Institute |

Examination Manual



Silicon Institute of Technology
Silicon Hills, Patia, Bhubaneswar - 751024

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Approval History

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AC-1	14/08/2018	The proposed examination manual is provisionally approved by the Academic Council.
AC-2	11/05/2019	The examination manual is approved by the Academic Council.
AC-4	18/08/2020	The amendments to the examination manual is approved by the Academic Council.
AC-6	09/10/2021	The new sub-section 12.1 and amendments to section 13 to the examination manual are approved by the Academic Council.

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PRELIMINARY

Title and Commencement

This document may be called the Silicon Examination Manual. The rules contained in this manual must be read and interpreted in conjunction with the Silicon Academic Regulations and shall be effective from 1st July 2020.

Repeal and Savings

All rules, orders and instructions, hitherto in force pertaining to the subject matter of any of the provisions of these rules are hereby repealed.

Provided that, save as otherwise specified in these Rules, any order made, instruction issued, things done or actions taken under the rules, orders, and instruction so repealed shall be deemed made under these rules and shall continue to have force and effect.

Introduction

The prime objective of an institute imparting technical education mostly for undergraduate programs is to make the students industry ready. Some of them may also go for higher study and carry out research and development activity. The genuine progress of the institute relies upon the future execution of these students in their work field. However students are to be tested during their course of study to assess their readiness for upward movement and for industry. The Examination Cell therefore, has been structured to carry out all the examination activities. The Examination Cell is a confidential section with the responsibility of conduction of examinations both internal and external, evaluation, publication and display of results, maintenance of student records for all courses.

1 Definitions of Keywords

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **University:** It is the Parent University, i.e., BPUT, Odisha.
3. **Program:** It is an educational course leading to the award of a Degree or certificate like B. Tech., M. Tech., MCA or M. Sc.
4. **Branch:** A discipline of study like 'Computer Science and Engineering', 'Electronics and Communication Engineering' etc.
5. **Semester:** Each semester will consist of ≈ 15 teaching weeks with 5 teaching days/week and a minimum of 72 teaching days excluding the period of examination, holidays, and days when classes are suspended. The autumn (odd) semester may be scheduled from July to December and spring (even) semester from January to June.
6. **Semester Scheme:** Each year of a UG/PG Degree Program is divided into two Semesters as defined above for course delivery, followed by Continuous Teacher Evaluation (CTE) throughout the Semester, Mid-Term Examination (MTE) and End-Term Examination (ETE) as reforms in Achievement Testing.
7. **Subject:** It is a component of a program, usually referred to as "course" like Mathematics, Physics, etc. All subjects need not carry the same weight. The subjects should define Course outcome, Learning objectives and Evaluation Scheme. A subject may be designed to comprise solely or a combination of lectures, tutorials, laboratory work, field work, outreach activities, project work, viva, seminars, term papers, assignments, presentations, guided self-study, etc.
8. **Mandatory Courses:** Course work on peripheral subjects in a program, wherein familiarity considered mandatory, are included as non-credit, Mandatory Courses. These will not be counted for the computation of SGPA/CGPA.
9. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week. Different courses have different credits as specified in the approved curriculum.

10. **Credit System:** A system enabling quantification of course delivery, with a credit being assigned to each subject and a grade awarded after a student completes its teaching-learning process followed by passing in the examinations.
11. **Choice Based Credit System (CBCS):** The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses.
12. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or certificate is prescribed in terms of number of credits to be completed by the students as per the respective curriculum approved by the Academic Council. The number of credits required for award of degree shall be reduced by the total credits of 1st Year (i.e., credits of 1st and 2nd semesters) and the credit of Summer Internship after 1st Year (if any) for the programs where admission into 2nd Year through Lateral Entry is permitted.
13. **Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, E, A, B, C, D, F, S, and X.
14. **Grade Point:** It is a numerical weight allotted to each grade on a 10-point scale.
15. **Credit Point:** It is the product of grade point and number of credits for a subject.
16. **Semester Grade Point Average (SGPA)** is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester.
17. **Cumulative Grade Point Average (CGPA)** is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters.
18. **Passing Standards:** To pass a theory course a student has to secure a minimum "D" grade with at least 24 marks (out of 60) in the End-Term examination. For non-credit / mandatory courses, a student has to secure a minimum of "C" grade with at least 30 marks (out of 60) in the End-Term examination. For other courses (practical, seminar, viva, project and other sessionals) Grade "C" is the minimum pass grade.
19. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the subject details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

2 Structure of the Examination Cell

Principal is the Chief Controller of Examinations of the Institute. However all day-to-day activities are monitored by the Controller of Examinations. The Controller of Examinations is assisted by Deputy/Assistant Controller(s) of Examinations and a team of faculty members nominated from different academic departments of the Institute. The entire team is termed as the Examination Committee. Adequate supporting staff are there to carry out different works and to maintain all records.

3 Objective

The prime objective of the Examination Committee is to conduct all the terminal examinations as per the academic calendar and academic regulations of the Institute. The process of these examinations start from the notification of schedule, facilitating, preparation, and printing of question papers, printing of answer scripts, appointment of invigilators, arrangements of venues, conduction of examinations as per schedule, coordinating the evaluation process and generating the report of marks obtained by the students. It also compiles the marks obtained by students in teachers' assessment, laboratories, seminars, projects etc., for processing prior to declaration of results.

4 Activities

To meet its objective the cell conduct the following activities:

- Preparation and announcement of the examination calendar
- Coordinating the subject registration process for each semester
- Initiating the process of procurement of the examination materials like answer books, papers and toners for printing of question papers and other materials
- Coordinating the process of preparation and printing of question papers
- Conduction of examinations
- Processing of answer scripts and making them available for evaluation
- Appointing experienced faculty members for evaluation of answer scripts
- Monitoring & coordinating the evaluation process
- Compilation of marks of all components and pre-processing of result
- Declaration of results
- Addressing issues if any related to examinations, evaluation, and results
- Conducting re-evaluation if applied by a student and updating the results
- Printing and distribution of Grade Sheets and Provisional Certificates
- Collecting Degree Certificates from Parent University and issue those to students

5 Infrastructure

The Examination Cell possesses the following infrastructure for smooth conduction of all its activities.

- Dedicated examination halls with CCTV surveillance.
- Confidential section for the processing of questions and e-evaluation.
- A printing section with state of the art printing facilities.
- A strong room to store all confidential materials like question papers and answer-books.

- A control room for pre and processing of examination materials which also used for meeting of the examination committee.
- Office chambers for Controller of Examinations and Deputy/ Assistant Controller(s) of Examinations.
- Office space for regular official processes.
- A Students Section to receive and issue required documents from and to students.

In addition to the above, the cell also possesses the essential facilities for amenities.

6 Academic Calendar

The Academic Council will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-Term Examination and End-Term Examination; inter-semester breaks etc., well in advance of start of a semester. The academic calendar shall usually provide ≈ 15 teaching weeks with 5 teaching days/week and a minimum of 72 teaching days per semester excluding the period of examination, holidays and days when classes are suspended.

The examination cell, based on the approved academic calendar, will prepare a timetable for events to be conducted like internal and external theory and lab examinations, evaluation etc.

- Each year is divided into two Semesters: Autumn Semester (July to December), and Spring Semester (January to June).
- In each semester, the students' performance is evaluated by Teacher's Assessment (TA), Mid-Term Examination (MTE), End-Term Examination (ETE), and Laboratory/ Sessional/ Seminar/ Project courses.

Identification of subject experts is done in communication with respective HODs for Question paper setting and evaluation.

7 Roles and Responsibilities of CoE

The Controller of Examinations (CoE) is responsible for all day-to-day activities of the examination cell. The CoE ensures that all activities of the cell are done as per the Academic Regulation and as per the instruction from Academic Council. The details of the responsibilities include:

- Collecting question papers for all examinations ensuring complete confidentiality.
- Conduction of Mid-Term and End-Term examinations by preparing all related material and arranging adequate manpower
- Taking decision on all matters related to examinations
- Making necessary arrangements for the safe custody of files connected with the conduct of examinations, documents, certificates etc

- Supervision of e-evaluation
- Ensure error free declaration of results, printing and issue of grade sheets and certificates to students
- S/he shall convene meetings and issue notices to the examiners and committees appointed by examination cell and conduct official communications thereof.
- Arrangements of various meetings required for examination processes as and when required and ensure minutes are recorded
- S/he shall keep the minutes of examination committee and all sub committees appointed
- Take special care to see that secrecy and confidentiality are maintained in connection with examinations
- Direct superintending control over the examination cell including all facilities and infrastructure
- Preparing the annual budget for the Examination Cell and send it to the Governing Body for approval.
- Releasing the payment of remuneration and travelling allowances to external question paper setters and examiners and all internal payments wherever admissible as per the approved budget
- Ensuring maintenance of the infrastructure of the cell
- Monitoring Semester Registration
- Monitoring Examination Registration
- Preparing Admit Cards for students eligible for appearing in examinations.

One or more Deputy/ Assistant Controller(s) of Examinations may be appointed by the Principal to assist the CoE in discharging the above roles and responsibilities. The CoE shall assign responsibilities to the Examination Committee members as deemed fit to ensure smooth conduction of all examination processes.

8 Subject Registration

8.1 All Students have to register for each of the subjects as per the academic regulation and calendar, except the first semester, where a student is automatically registered for all the subjects of the semester.

8.2 The registration process includes

- (i) **Pre-Registration - Choosing Electives:** This is done during the previous semester. The student shall select the elective and optional subjects for the coming semester.
- (ii) **Semester Registration - Attendance Registration:** This must be completed before the commencement of a semester with all the pending dues cleared. The dates of registration with and without fine are notified.
- (iii) **Examination Registration:** This is done in the examination section based on the updated list of existing students for each semester (data taken from ERP before the examination) which is used for the preparation of Admit Cards.

- 8.3 To be able to register in the 2nd year (3rd semester) and continue his/her study in the Institute at the end of the 1st year, a student must have secured a pass grade in all credit courses of 1st year except a maximum up to 04 (four) excluding the Induction Program for undergraduate engineering programs. In no case a student with "F" grade in more than 04 (four) subjects shall be permitted to register for the 3rd semester.
- 8.4 While registering for 3, 5 or 7 semesters, a student may register for backlog papers of 1, 3 or 5 semester respectively and while registering for 4, 6 or 8 semester, s/he may register for backlog papers of 2, 4 or 6 semester respectively. A student need not attend classes in papers registered as "backlog papers". The student must appear the End-Term examination and the marks awarded based on the scores of in the latest examination shall be considered.
- 8.5 A student having backlog in a subject may opt to repeat the Mid-Term Examination and Teacher's Assessment component(s) to improve the marks awarded in the original semester when s/he attended the classes. If not, the marks previously awarded in these component(s) shall remain same. The registration for backlog papers must be done at the time of semester registration.
- 8.6 A student will be promoted to the Spring semester if in the Autumn Semester s/he appears the End-Term examination in at least half of the theory subjects and passes in at least half of the practical subjects (excluding Summer Internship & Induction Program wherever included in the curriculum). This requirement of "Appearing at least half of the theory subjects and passing at least half of the practical subjects" in Autumn semester is not applicable to year-back students who got the semester promotion in the previous year.
- 8.7 To be promoted to 3rd year a student must have cleared all the papers of the 1st year and to be promoted to 4th year a student must have cleared all papers of 2nd year.
- 8.8 Ordinarily a student is not permitted to re-register in a subject when he/she has secured a "D" or higher grade. But it is allowed for students who have secured a CGPA below 6.00 and need to improve their score for award of degree. It is not possible to improve the score in a subject by writing examinations only.
- 8.9 Those who have been awarded grade "X" ("debarred") because of poor attendance, malpractice in examination, disciplinary measure, or for any other reason are not permitted to register in those subjects for supplementary examination. They must register for the course as backlog during the next odd/even semester as applicable.

9 Registration Rules

Semester	General Rules
New Admission (1st Semester)	After Reporting at the Institute
2nd Semester	Student should be physically present in the campus to complete the formalities within one week of commencement of 2nd semester as per Rule 2.7 (4, 5, 6)

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Semester	General Rules
3rd Semester	Pre registration to be done in mid of 2nd semester and student should be physically present in the campus to complete the formalities within one week of commencement of 3rd semester as per Rule 2.7 (4, 5, 6)
4th Semester	Pre registration to be done in mid of 3rd semester and student should be physically present in the campus to complete the formalities within one week of commencement of 4th semester as per Rule 2.7 (4, 5, 6)
5th Semester	Pre registration to be done in mid of 4th semester and student should be physically present in the campus to complete the formalities within one week of commencement of 5th semester as per Rule 2.7 (4, 5, 6)
6th Semester	Pre registration to be done in mid of 5th semester and student should be physically present in the campus to complete the formalities within one week of commencement of 6th semester as per Rule 2.7 (4, 5, 6)
7th Semester	Pre registration to be done in mid of 6th semester and student should be physically present in the campus to complete the formalities within one week of commencement of 7th semester as per Rule 2.7 (4, 5, 6)
8th Semester	Pre registration to be done in mid of 7th semester and student should be physically present in the campus to complete the formalities within one week of commencement of 8th semester as per Rule 2.7 (4, 5, 6)

10 Assessment of Performance

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student's performance. There will be continuous assessment of a student's performance throughout the semester and grades will be awarded based on assessment by the subject teacher and performance in different examinations.

The assessment of performance will be done for Theory, Teacher's Assessment, Laboratory, Seminars and Projects components as mentioned below.

10.1 For theory subjects, the sub-components and the respective weights assigned to these are given below.

Sub-Component	Weight
Teacher's Assessment (TA)	15%
Mid-Term Examination (MTE)	25%
End-Term Examination (ETE)	60%

10.2 For assigning marks in Teacher's Assessment (TA), performance in home assignments, class tests, surprise tests, quizzes, viva-voce, attendance etc., are to be considered. The

weights of different sub-components of TA may be announced to the students by the teacher at the beginning of the Semester.

- 10.3 For assignment of marks in laboratory component (P - component) the relevant sub-components that are to be considered are:

Sub-Component	Weight
Attendance	10%
Daily Performance	30%
Lab Record	15%
Lab Test / Mini Project	30%
Viva-voce	15%

Marks are awarded in each lab class. Any lab class missed must be reported to the concerned faculty and make-up classes must be attended within 15 days.

- 10.4 Seminars and Projects will have similar marking systems.

Seminar	Weight	Projects	Weight
Attendance	20%	Evaluation by Guide	20%
Presentation	30%	Interim Presentation	20%
Depth of Subject (Q&A)	30%	Project Report/Thesis	20%
PPT & Report	20%	Final Presentation/Viva	40%

- 10.5 Comprehensive Viva-Voce will be conducted for 100 marks.

All these evaluation process must be completed before the beginning of End-Term examination.

- 10.6 The laboratory subjects will put greater emphasis on day to day work than on End-Term examinations. To the extent possible, design and laboratory work should be completed and evaluated every class thus ensuring continuous evaluation. The evaluation of laboratory courses shall be done as per the guidelines as approved by the Academic Council.

- 10.7 At the end of 1st, 2nd, and 3rd academic years, a student has to take up industrial training or summer courses during the summer vacation if provisioned in the approved curriculum. In case of industrial training (in a reputed industry), the duration of training shall be at least 25 working days with at least 200 hours of attendance. In case of Summer Courses inside/ outside the campus, or any other approved course/ training/ certification attended in online mode, it shall be of at least 60 hours of training and 40 hours of project work. After the training/ courses, students will submit a report and deliver a presentation about the training/ course and appear for a viva-voce test before a faculty of their department. Marks obtained out of 100 (1 credit) will be reflected in the next semester's results. Sub-components that are to be considered for marking are:

Sub-Component	Weight
Assessment by Industry Professional/ Trainer	60%
Training Diary	10%
Report	20%
Internal Evaluation (Presentation & Viva-voce)	10%

11 Grading & Grade Points

Irrespective of the credit, a course will be evaluated out of 100 marks and the uniform absolute Grading System to be followed for all Academic Programs shall be as described in the following table.

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	O	90 & above up to 100	10
Excellent	E	80 & above but less than 90	9
Very Good	A	70 & above but less than 80	8
Good	B	60 & above but less than 70	7
Average	C	50 & above but less than 60	6
Poor	D	40 & above but less than 50	5
Failed	F	Less than 40	0
Absent	S	May be permitted to appear in the Supplementary Examination	0
Debarred	X	Shortage of Attendance (SA) / Disciplinary Action (DA) / Malpractice (MP)	0

Note: F/S/X grades are considered as backlog grades wherever mentioned.

For non-credit / mandatory courses (minimum "C" grade to pass), the grade obtained shall be indicated in the grade sheet. The credit points will not be counted for the computation of SGPA/CGPA, however appearing & passing examinations of mandatory courses shall be counted for semester or year promotion like other credit courses.

11.1 Grade Point Average (SGPA & CGPA): Computation of Semester GPA (SGPA) to be done by dividing the sum of Credit Point of all Subjects by the total number of Credit registered in a Semester, leading finally to CGPA for evaluating student's performance at the end of two or more Semesters cumulatively; this reform serving as a better performance index than total marks or %.

Calculation of Semester Grade Point Average (SGPA) for a Semester:

- The performance of each student at the end of the each semester is indicated in terms of SGPA as well as CGPA
- SGPA is the ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester expressed as rounded up to two decimal places.

$$\text{SGPA} = \frac{\sum \text{Credit Points}}{\sum \text{Credits}} \quad \text{for a Semester.}$$

Calculation of Cumulative Grade Point Average (CGPA) up to a Semester:

- Measure of overall cumulative performance of a student considering all previous semesters completed.
- The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters expressed as rounded up to two decimal places.

$$\text{CGPA} = \frac{\sum \text{Credit Points of All Previous Semesters}}{\sum \text{Credits of All Previous Semesters}} \quad \text{up to a Semester.}$$

Calculation of Equivalent % of Marks

- CGPA can be converted to equivalent % of marks at the end of the program as per following formula:

$$\text{Equivalent \% of Marks} = (\text{CGPA} - 0.50) \times 10$$

11.2 Passing Standards: To pass a theory course a student has to secure a minimum “D” grade with at least 24 marks (out of 60) in the End-Term examination. For non-credit/mandatory courses, a student has to secure a minimum of “C” grade with at least 30 marks (out of 60) in the End-Term examination. For other courses (practical, seminar, viva, project and other sessionals) Grade “C” is the minimum pass grade.

Both SGPA and CGPA serve as useful performance measures in the Semester System. Student can be declared successful at the Program-end only when:

- The CGPA earned at the end of the program is greater than or equal to **6.00** with none of the Courses registered in for the Degree Award counting F/S/X Grade.
- There should not be any pending disciplinary proceedings against the student.
- Number of Credits to be completed by a student for award of degree shall be as per the respective curriculum approved by the Academic Council. The number of credits required for award of degree shall be reduced by the total credits of 1st Year (i.e., credits of 1st semester + credits of 2nd semester) for the programs where admission into 2nd Year through Lateral Entry is permitted.
- Maximum period for a student to complete a full time academic program is twice the normal duration of the program.
- Meritorious students will be awarded as per the Academic Regulations.

12 Promotion Policy

From Semester	To Semester	General Rules
I	II	(i) Must have appeared for the End Term Examination in at least half of the theory subjects. (ii) Must have passed at least half of the practical/sessional subjects.
II	III	The number of subjects with F/S/X grade must less than or equal to 4 (four) at the end of 2nd semester supplementary examination.
III	IV	(i) Must have appeared for the End Term Examination in at least half of the theory subjects (ii) Must have passed at least half of the practical/sessional subjects in 3rd semester.

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From Semester	To Semester	General Rules
IV	V	All the subjects of 1st year must be cleared and not more than 4 (four) subjects as F/S/X grade at the end of 4th semester supplementary examination.
V	VI	(i) Must have appeared for the End Term Examination in at least half of the theory subjects (ii) Must have passed at least half of the practical/sessional subjects in 5th semester
VI	VII	All the subjects of 2nd year must be cleared and not more than 4 (four) subjects as F/S/X grade at the end of 6th semester supplementary examination.
VII	VIII	(i) Must have appeared for the End Term Examination in at least half of the theory subjects (ii) Must have passed at least half of the practical/sessional subjects in 7th semester

Note:

1. The Induction Program and Summer Internship(s), wherever included in the approved curriculum, shall not be counted for deciding semester/year promotion. However, non-credit/mandatory courses shall be counted like credit courses for the same.
2. For a year back student who have been promoted to even semester (Spring Semester) in the previous year the promotion criteria of “*Appearing at least half of the theory subjects and passing in at least half of the practical subjects*” is not applicable.

12.1 Rules for Year-Back Students

A student, who does not get promotion from odd semester to even semester or from one year to the next year (even to odd), due to non-fulfillment of the promotion criteria as specified above, is termed as a year-back student and will get delayed by at least one year to complete the degree. The rules governing the year-back students are given below.

1. In general, such students need not seek readmission, but shall have to register for the back papers of previous semesters in the subsequent odd/even semesters as applicable, as per the curriculum that was in effect when they attended the classes, and appear the examinations to clear the papers. After fulfilling the promotion criteria, they shall be promoted to the next semester/year (as applicable) and continue the studies with the batch of students of a later academic year.
2. However, a year-back student must seek readmission to a semester if s/he could not fulfill the semester/year promotion criteria if s/he:
 - i) was debarred from appearing in the examinations in some/all subjects due to shortage of attendance in a semester of previous academic year,
 - ii) was debarred from appearing in the examinations because of not paying the semester fees including any unpaid dues of past semester(s) by the specified date,

- iii) was compelled to discontinue his/her studies in a semester of previous academic year due to genuine reasons like prolonged illness, critical operation, calamity in family, natural disaster, or other unavoidable exigencies.
 - iv) was rusticated for some definite period in a semester of previous academic year on disciplinary grounds, provided that the period of punishment is over by the time of seeking readmission.
3. When a student is readmitted to a semester (other than 1st semester) at a later academic year, s/he has to prosecute the study according to the new curriculum in effect (if any) from that semester onwards. However, they shall appear the examinations of back papers of the previous semesters (if any) according to the old curriculum that was in effect when they attended the classes.
 4. If one/more subject(s) that the student has already passed is/are repeated in the new curriculum in the semester/year in which the student is readmitted, the student need not register for that subject to appear examinations, and the grade awarded earlier in that subject shall remain.
 5. In the process of dropping off from the admitted batch due to year back, and rejoining with a new batch in a later academic year, there is a possibility that the total credits earned by the student may fall short from the total credits required for completion of the program due to revisions in the curriculum.
 6. In case the total credits earned by the student fall short of the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, then s/he shall have to study and appear examinations in one/more additional subjects to fulfill the credit requirements of the degree. Such additional subject(s), if any, shall be recommended by the concerned HOD and shall be allocated in the final year only. These subjects shall be of self-study nature, however necessary mentoring facility may be provided by the institute for this purpose.
 7. On the other hand, if the total credits earned by the student exceed the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, there shall be no provision to skip any subject in the final year.
 8. Wherever any conflicting or ambiguous condition arises due to readmission of a year-back student in a later academic year, then the appropriate authorities including, but not limited to, the Dean (Academics), Controller of Examinations, Principal, and Director will address such issues on a case-by-case basis. If necessary, such matters may also be referred to the Academic Council for decision and/or approval.

13 Branch Change

A student admitted to an UG Engineering program can be allowed for a change of branch after completing his/her first year (i.e., 1st & 2nd Semesters), only if:

- Student has cleared all subjects of 1st & 2nd semesters in the first attempt.
- CGPA at the end of the first year is **8.50** or more.
- Restricted up to 10% of approved intake leaving/joining the old/new branches

- Committee recommends as per norms prescribed by the Academic Council.

The change of branch shall be accorded to only such students who have cleared all examination items of both the semesters (including the mandatory courses except the Induction Program) in first attempt, in examinations held during academic session of his/her first admission to the program. A student registering for supplementary examinations is not eligible for branch change. The decision on branch change shall be notified before the start of the 3rd semester.

The change of branch facility *shall not* be applicable to students of PG programs, such as, M. Tech., MCA, and M. Sc. courses. There shall be no opportunity of a change of branch in the first year or mid-way during the program.

14 Question Paper Setting

Question papers for Mid-Term and End-Term examinations (for both UG & PG programs) shall be prepared primarily electronically as per the process defined in the ERP system. All teachers who have preference for teaching the subject and/or having expertise in the subject shall contribute to the question bank for the subject created in the ERP system. The paper setter may choose one of the formats suggested and set the question paper accordingly by using the question bank. The question paper setter shall be nominated by the Board of Studies and may be one of the teachers teaching the subject or a faculty member of the Institute having the expertise on the subject. Board of Studies may nominate external paper setters in 20% of the subjects and the same needs the approval of the Principal. A person engaged in teaching with not less than five years of experience in the relevant subject in any University, Research Institute or College affiliated to Universities can be appointed as an external paper setter.

Question papers shall be submitted to CoE through the confidential channel available in ERP. However external paper setters may send it to the CoE preferably by password protected email before the prescribed deadline.

All question papers submitted by the paper setters will be treated as “confidential documents” till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

Questions must be set with utmost secrecy and must be with relation to the prescribed subject of study and the text books recommended by the Board of Studies and must conform to the standard and syllabi lay down.

Information regarding graph paper, log-log / semi-log graph papers, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself. These details may also be furnished to the CoE separately before the examination.

- 14.1 **Question Pattern:** Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this or in other Universities. The questions are usually of three different types and three different learning levels, and combinations thereof:

- The three types are: (i) Short Answer, (ii) Medium Answer, and (iii) Long Answer, which are decided by the question setter looking at the time required to answer the questions.
- The three learning levels are: (i) Remembering & Understanding, (ii) Application & Analysis, and (iii) Evaluating & Creating, which are decided by the question setter looking at the complexity and efforts required to answer the questions.

The syllabus in each subject is usually arranged in 5 - 6 modules corresponding to each CO of the course. Questions will have different sections. In any section there will be one question from each module /CO. All questions are compulsory with some questions having choices within itself (from same module). Questions will have different weight depending on the content. There may be several bits within one question and different bits may have different marks.

All the examinations are conducted as per the academic calendar. Examination schedule for a semester is published around two to three weeks before the examination on prominent notice boards and communicated through ERP. The Mid-Term Examination of a semester carrying 25 marks in each paper is of 90 minutes duration and mostly has the questions from Mod-I and Mod-II. Questions from Mod-III (partially covered) may also be asked. Similarly the End-Term examination is of 180 minutes duration for each paper in a semester carrying 60 marks covering the entire syllabus of the subjects.

15 Eligibility for Appearing in Examinations

A student will be permitted to appear for a regular examination, only if he/she has:

- (a) Formally registered for the subjects at the beginning of the semester.
- (b) Attendance criteria as prescribed in the Academic Regulations are fulfilled and all of the Teacher's Assessment components have been duly completed.
- (c) Paid all Institute dues of the semester.
- (d) Not been debarred from appearing for the examination as a result of disciplinary proceedings or on recommendation of the Subject Teacher/ HoD/ Dean (Academics).
- (e) A student may also be debarred from appearing for the Mid-Term or End-Term Examination in the subject on the report of Subject Teacher/ HoD by the Dean (Academics), if his/her
 - Attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,
 - Performance in the assignment works in that subject during the semester has not been satisfactory.
- (f) Class tests, surprise tests, assignments, quizzes, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher / coordination committee of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute, his/her illness,

calamity in the family, etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee may take such steps (including conduction of compensatory tests/examinations) as deemed fit.

- (g) Appearing for both the Mid-Term and End-Term Examinations of theory courses is required. Normally, if a student fails to appear for the Mid-term Examination without any valid reason s/he should get zero for that component. However, if a student misses the Mid-Term Examination due to compelling reasons like participation in a national/ international event with due approval of the Institute, serious illness or a calamity in the family, s/he may appeal to the Dean (Academics) with supporting documents, through Head of the Department for permitting him/her to appear the Repeat Mid-Term Examination which will be conducted within 4 weeks but before the End-Term examination of a semester. After verification, the Dean (Academics) may permit him/her to appear the Repeat test if the student satisfies the eligibility criteria. However, the marks obtained in the Repeat Mid-Term examination shall be reduced by 20% for computation of final grade in that subject.
- (h) If a student misses the End-Term Examination due to compelling reasons like participation in a national / international event with due approval of the Institute, serious illness or a calamity in the family, he/she may appeal to the Dean (Academics), through HoD for permitting him/her to appear for the Supplementary Examination, if conducted, subject to fulfilling the attendance requirements.
- (i) A student will be given an "S" grade (Absent) till the supplementary examinations are conducted. The "S" grades will be converted to a valid grade as per the results of supplementary examinations.
- (j) In case of prolonged illness or other reasons, if a student misses both the End-Term Examination and the Supplementary examinations in any course, the student must register for the courses as a backlog paper. In that case the student shall continue to have an "S" grade till s/he clears the paper.

No claims regarding the examinations and results, such as providing photocopy of answer scripts/ assignments/ lab records etc., shall be entertained after a period of 15 (fifteen) days from the date of publication of results of an examination or 7 (seven) days of commencement of the next semester whichever is later. All answer scripts/ assignments/ lab records etc., submitted by the students shall be preserved for a period of 1 (one) year from the date of examination/ submission as the case may be, after which the institute shall have the right to destroy these permanently.

16 Supplementary Examination

The supplementary examinations will be conducted every year in the month of July and results shall be declared before the commencement of the next academic session.

- The candidates, who have completed the attendance requirements for a course, appeared in the End-Term Examination and have been awarded "F" Grade, can register for the Supplementary Examination. The weightage of Supplementary Examination will remain same as that of the regular End-Term Examination.

- A student can register for a maximum of 06 (six) courses in which s/he was awarded “F” Grade in the End-Term Examination for appearing in supplementary examination.
- A student who could not appear for the End-Term Examination due to genuine medical reasons or other unavoidable emergencies and was awarded “S” grade, may apply to the Dean (Academics) for permission to register for the Supplementary Examination with necessary documents in support of absence. The Dean (Academics) may allow him/her to register for Supplementary Examination in some/all subjects depending on the reason and documents provided.
- Students awarded with an “X” grade (debarred) in a subject are *not permitted* to register for the Supplementary Examination for that subject.

17 Conduction of Examinations

The Controller of Examinations shall prepare the examination calendar for every academic year/ semester, well in advance, and shall publish the same in the Institute notice board/ website. The information regarding the same shall be passed to all concerned. All examinations of the year / semester shall be conducted as per the examination calendar.

The following steps to be followed for conducting an examination:

- (a) *Notification for the Examination:* The detailed program is notified at least two weeks before the commencement of examination
- (b) *Notification in the ERP:* The examination schedule is also notified in the ERP for the information of all and to prepare the sitting arrangements
- (c) *Setting of Question Papers:* Questions for the examination in different subjects of different batches/branches will be set by the question setting committee and submitted to CoE confidentially one week before the examination.
- (d) *Printing of Question Papers:* Required no of question papers (as per the registration list) to be distributed in the examination halls are printed and are sealed in proper packets containing all the details of the examination; subject, date & time of examination, number, batch and branch.
- (e) *Arrangement of Examination Materials:* Arrangement of answer scripts, additional sheets, attendance sheet and other required documents for examination is done and are stored in the strong room one day before the respective examination.
- (f) *Allotment for Invigilation Duty:* Considering the subject-wise student strength for the examination of each semester, invigilation duties are allotted on the basis of workloads collected at the beginning of the semester and intimated to all invigilators through the committee members of respective departments at least one week before the examination.
- (g) *Display of Rules & Regulations and Sitting Arrangement:* Rules and regulations of the examination are put on the notice board for information of the students. Sitting arrangement is done through ERP for the information of the students.
- (h) *Post Examination:* After the completion of examination the answer scripts are collected, counted and shall be forwarded for further processing.

18 Invigilation

The invigilators shall enter the examination hall at least 20 minutes before the start of examination. He/ She shall:

1. Collect the Seating Plan, Hall wise statement (attendance) and other examination stationery. Count and check the answer booklets to make sure that the admit card numbers on the booklets match with the seating plan as well as hall wise statement,
2. Should ensure that students do not carry any material except Admit card and ID card into the examination halls. Students without ID card and Admit card will not be allowed to enter the Examination Hall. Carrying Programmable Calculators, Cell Phones, Smart Watches, Wallets, etc., into the examination hall is strictly prohibited,
3. Check whether the students have occupied their seats as per the seating arrangement,
4. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the same,
5. Distribute the question papers to the students at the beginning of the examination,
6. Sign on the answer books of the students, after checking for correct details on it,
7. Take the signature of students on the attendance sheet, mark "AB" for absent students and maintain the attendance record of his/her examination hall,
8. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma,
9. Maintain general discipline by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students,
10. Report cases of misbehaviour, indiscipline, malpractice and copying cases of students to the CoE for further necessary action,
11. Remain present in the examination hall unless a reserve occupies his place on the instructions of the Examination Cell. A reserve will be sent only for attending some important work,
12. Advise to maintain silence in the examination hall, so as to provide conducive environment for the smooth conduct of examination,
13. Make sure that staff members not having examination duties do not enter into the examination halls,
14. Give warning to the students to tie their supplements (if any), 10 minutes before the end of examination,
15. Collect the answer books from the students at the end of examination and arrange them sequentially as per instructions,
16. Handover the answer books and filled in proforma at the examination control room.

19 Instructions for Appearing Examinations

Examinations are of great importance for assessing the academic progress of the students. Silicon follows a set of strict policies to ensure time-bound and fair conduction of all examinations free of any scope for malpractice with absolute integrity. The Examination Section, headed by the Controller of Examinations (CoE), handles all works related to conduction of examinations, evaluation, and result publication, and issue of grade sheets and certificates etc.

In general, all written examinations are conducted in offline mode in the dedicated examination halls of the Institute. For fair conduction of examination, all examination halls are under electronic surveillance systems. Under special circumstances, when it is not possible for students to come to the Institute, the examinations may also be conducted online in remote proctoring mode. Students are required to equip themselves with necessary infrastructure, devices, and bandwidth to be able to appear for examinations held in online mode. The Institute reserves the right to use any online examination & proctoring platform as per suitability, and the students have to comply with the same.

19.1 Rules for Physical Examinations

1. Schedule for an examination is published by the CoE about 1-2 weeks before the first date of examination. The schedule is published in all notice boards of the Institute as well as uploaded in the ERP for information to students.
2. Seating arrangement, such as Hall Number and Seat Number are notified through the ERP.
3. Students must enter the examination hall by the time as notified in the schedule. The gates shall be closed at the end of specified time and latecomers shall not be permitted to enter.
4. Students must bring their Identity Card and Admit Card during each day of the examination. Candidates without the admit card issued for the subject are not allowed to appear the examination.
5. In case of loss of Admit Card, a duplicate Admit Card will be issued by the examination section with approval of the CoE on payment of specified administrative fee.
6. Bags, purses, books, notes, or any other material must be kept outside the examination hall in the designated racks. The Institute bears no responsibility for the safety of any items or valuables left outside the examination halls.
7. Only the materials required for writing the examination (such as pens, pencil, eraser, scale, calculator etc.) are allowed. Students must carry their own materials for writing the examination. Borrowing from other candidates is not permitted.
8. The ID Card and Admit Card must be presented to the Invigilator(s) on duty while entering into the examination hall. The invigilators shall check each student before allowing them into the examination hall, and are empowered to ask the student to leave/remove the same and then enter the examination hall or seize anything that is not permitted.
9. Possession of mobile phones and any other electronic gadgets (except calculator wherever permitted) in the examination hall is strictly prohibited; otherwise it shall lead to booking the student under malpractice (MP) case.

10. Each candidate is provided with a pre-printed bar coded answer booklet. The cover page of the answer booklet shall contain printed information such as name, SIC No, Regd. No, Subject Name, Subject Code, Semester and Date of Examination, instructions, etc. The candidates must verify their particulars printed on the booklet before signing in the appropriate box.
11. The answer booklet shall be of fixed number of pages. All answers must be written within the given pages of the booklet. Use of additional pages is not allowed nor will be supplied.
12. Question papers shall be distributed at the start time of the examination. Candidates should verify that they are provided with the right question paper for the subject. In case of inappropriate or illegible question paper, it should be reported to the invigilators immediately. No discussion or query related to the questions among the candidates shall be permitted inside the examination hall.
13. Candidates can leave the hall only after the completion of the first hour for temporary reasons such as drinking water and visit the washroom. A student can leave the hall permanently after completion of two hours, but have to leave the question paper on the desk, which can be collected from the examination section afterwards. A student can take the question paper if s/he leaves the hall permanently if less than 30 minutes is left for the end of the examination.
14. Strict disciplinary action shall be taken against any student violating the examination rules & regulations or if found adopting unfair means inside the examination halls/ premises.

19.2 Rules for Online Examinations

1. Online examinations are generally held in a 2-Device Remote Proctoring mode. Every student must have two devices as per the specified requirements. Compatibility of the devices with the online examination platform is the responsibility of the student.
2. Device-1 shall be a smart phone with good quality front camera and internet connectivity of adequate bandwidth. Device-2 can be a smart phone or laptop or desktop with internet connectivity.
3. Device-1 is used for remote proctoring and must have the examination app installed. The specified online meeting platform (such as Zoom) is also required to be installed. Both should be of up-to-date versions.
4. Device-2 is used to access the question paper only and needs a browser like Chrome. The browser should be updated to the latest version. Opening additional tabs on the browser or any other application/file on Device-2 is strictly prohibited.
5. The schedule for online examination published by the CoE shall contain information and instructions regarding the login & set-up time, question activation time, writing duration, and scanning time etc. Step- by-step instructions shall also be provided through the ERP.
6. Students must sit at a desk in a well-lighted room in proper dress. No one else other than the student should be present in the room. Books, notes, or any other material should not be there on or nearby the desk. The Identity card, writing materials, and calculator (if required) may be kept on the desk and shown to the proctors when instructed by holding them in front of the camera of Device-1.

7. Students have to login on both devices with their username and password strictly as per the step-by-step instructions given by the examination section. Face-recognition and/or other digital methods shall be used to identify the student.
8. The Device-1 (remote proctoring device) should be kept about 3-4 feet away to the south-east of the sitting position in such a place that the upper part of the body including both hands, table top, writing papers, and the screen of Device-2 etc., are clearly visible in the video. The proctors shall guide the student to properly position their devices during the set-up time of the examination. Disobeying the instructions given by the proctors shall be treated as indiscipline and the student may be debarred from the examination.
9. The candidate's audio should be kept muted but the video should be continuously streaming. If the system detects disruption of the video stream stops for more than 15 seconds, it will automatically record a malpractice event.
10. Video recording of the entire examination shall also be done and submitted to the CoE at the end of the examination. The assigned proctors shall keep noting down any suspicious activity of the students in the virtual examination room and submit the report to the CoE.
11. Any white/ruled paper of approximately A4 size can be used to write the answers. Each page should be clearly numbered on the top-right corner. The candidate MUST NOT write his/her name, SIC number, Roll Number, Branch/Section, or any other details on the answer script. If any identification is found on an answer script, it will be rejected outright and an "F" grade shall be awarded in that subject.
12. The Question paper shall be served on Device-2 at the specified time. Once the question paper is displayed on the screen, students can start writing on their answer papers. A deep coloured pen (such as black) should be used. Diagrams if any should be drawn with dark pencils.
13. If a student wants to temporarily leave the desk for drinking water or visiting the washroom etc., s/he has to take permission from the proctors before leaving the desk. Maximum 5 minutes of absence from the desk is allowed.
14. After the writing time is over, students have to scan the answer pages in order of their page numbers using the examination app's scanning feature. The device should be properly held vertically above the page at appropriate distance so that only the page area should be scanned. There should be a lot of border around the scanned page. After completion of scanning, the pages should be uploaded through the examination app only.
15. The CoE may provide an alternate URL or Google Form to upload the answer script in PDF format. In case of any issues during uploading through the examination app, students may upload the PDF of their answer pages in the given URL within the specified time only.
16. It is the responsibility of the student to ensure that the scan of the answer script is in proper order of pages, sharply focused, and clearly readable. If the uploaded script is found out of order, out of focus, unclear, cropped, or the page area is too small due to lot of extra border around, then it shall not be evaluated. Consequently, the student will be awarded an "F" grade in that subject.
17. In case a student fails to upload the answer script through the examination app or the alternate URL/Google Form, then it will be assumed that the student is absent in the examination and an "S" grade (absent) shall be awarded in that subject.

Possession of any prohibited item(s)/ gadget(s)/ additional mobiles or devices during an examination or communicating with other examinees shall be booked as malpractice and the answer script shall be rejected. The CoE reserves the right to reject any answer script, whether uploaded through the app or otherwise, without assigning any reason thereof.

20 Evaluation of Answer Scripts

After the completion of examination (Mid-Term or End-Term) for a subject the answer scripts shall be scanned and uploaded with necessary processing to be available to the appointed examiners. Examiners are appointed by CoE as per the recommendations of the Board of Studies.

There will be arrangements with appropriate restrictions made inside the Institute to evaluate the answer scripts electronically. However facilities may be provided to an examiner for electronic evaluation from home if required. The following cares are to be taken for the evaluation of answer scripts:

- The scanning and coding of answer scripts are to be done with no error and with utmost confidentiality.
- Proper secrecy must be maintained by providing password to examiners for the right subjects.
- Provisions must be there in the e-evaluation process to record all remarks of the examiners in the answer scripts which will be useful during re-evaluation.
- There must be electronic checks & balances to avoid any error or missing any page or answers during evaluation.
- The answer scripts for a subject must be available for evaluation within two days of the completion of the examination of that subject.
- The evaluation of answer scripts must be completed within one or two weeks of availability.
- The CoE may give additional time to an examiner depending on number of answer scripts to be evaluated.

21 Declaration of Results

Results will usually be declared within three to four weeks from the date of the last examination. After the completion of evaluation of the answer scripts of End-Term examination a Conducting Board, consisting of Dean (Academics) as the Chairperson, CoE as the convener, all Academic HODs and FIC ERP Academics as members, shall make an pre-analysis of the results by looking at the report marks for all components and submit a summary report to Principal. With the approval of the Principal, CoE office will announce the results. Students will be able to see their results in their ERP page.

22 Post Processing of Results

If a student is dissatisfied with his/her marks in Mid-Term or End-Term examination, he/she may apply to Controller of Examinations in a prescribed format for re-evaluation. This has to be done within two weeks of declaration of Marks/Results. The Controller of Examinations shall initiate a re-evaluation of the script with some selected faculty member and may update the marks/results accordingly. If no complaint is filed within the time limit the student is deemed to have accepted the results and no further change is permitted.

After the deadline of application for re-evaluation the grade sheets for the students who clear all the subjects of the semester / year shall be printed and shall be distributed. In case of final year students the provisional certificates shall be printed and distributed accordingly.

Students may apply to the CoE for any corrections needed in their grade sheets or certificates using prescribed format and examination cell will do the necessary correction and provide the corrected documents accordingly.

In case of loss of grade sheets or certificates students may apply for duplicate grade sheet or certificate using the prescribed format along with the administrative fee and a copy of FIR of the loss of document. A duplicate document will be printed by the examination cell and issued to the student accordingly.

Students needing transcripts of the grade sheets shall apply for the same using the prescribed format along with the administrative fee. Examination cell will print the transcripts accordingly and provide the same to the students concern.

23 Procedure pertaining to Re-evaluation

- (a) Re-evaluation of answer scripts is applicable for Mid-Term & End-Term examinations and of theory papers only.
- (b) Applying for re-evaluation of answer scripts shall *not* be available for Repeat Mid-Term or Supplementary Examinations.
- (c) Notification for re-evaluation will be notified by Examination Cell on the day of uploading of marks or declaration of results.
- (d) For re-evaluation, prescribed application with fee by the candidate through ERP is mandatory.
- (e) No application for re-evaluation after the last date shall be entertained.
- (f) Separate faculty may be identified by the CoE for Revaluation.
- (g) In the re-evaluation, if the variation in the marks is within 5 (five) marks in Mid-Term and 12 (twelve) marks in End-Term, then the better of the two shall be taken.
- (h) If the variation is more than 5 (five) marks in Mid-Term and 12 (twelve) marks in End-Term, then it will be sent for re-evaluation to a third examiner. In this case, the marks awarded by the third examiner shall be final.

24 Revision of Regulations & Processes

The Institute may from time-to-time revise, amend and change the regulations and/or processes, if found necessary. Any such change shall be communicated through circulars from the Principal's Office through Controller of Examinations or Dean (Academics).

25 Interpretation

In case conflicting arguments arise due to the interpretation of statements contained in the document, the appropriate authorities including, but not limited to, the Dean (Academics), Controller of Examinations, Principal and Director will address such issues on a case-by-case basis. If required the same may be referred to the Academic Council for necessary review.



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