



**CENTURION UNIVERSITY OF TECHNOLOGY AND  
MANAGEMENT, ODISHA, INDIA**

**EXAMINATION HAND-BOOK**



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## 1. INTRODUCTION

Centurion University of Technology and Management (CUTM) came into existence on 24 December 2010. As part of its aspiration to develop into an institution that exhibits ‘quality’ both in teaching and examination systems, the university strives to formulate and implement an evaluation system which is transparent and student friendly. The main emphasis is to assess the knowledge gained by a student and motivate him/her to improve upon it.

Instilling confidence amongst students about the assessment system and timely publication of highly accurate results is essential. Continuous evaluation of students’ performance has become norm of the day. This process aims at measuring the degree of knowledge assimilated by the students during a course of study without bringing excess pressure. A strict and flawless examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system. In this regard, CUTM aims to establish an examination system with the following features:

- An independent system so that it can operate without fear, favour, pressure and prejudice.
- Based on sound principles, policies, and procedures directed towards the achievement of its goals.
- Flexibility and adaptability to the changing needs
- Transparent policies and procedures
- Manned by persons with appropriate qualifications and qualities like self discipline, accuracy, secrecy, time consciousness, high degree of integrity regarding the objectives of the system and complete understanding of their duties and responsibilities.
- Employ state of art facilities to process enormous quantities of data and generation of pre-defined documents with least human interaction.

A detailed guideline is described as under to achieve the desired examination system in CUTM:

- **Subject-wise Registration and Eligibility to Appear at Semester Examinations**

All Students of the University have to register for each of the subjects they are required to study before commencement of a semester. Except in the first semester, where a student is automatically registered for all subjects of the semester, a student has to apply to the University

in a specified format for subject-wise registration for the term with prescribed fees through his / her college Principal / Director / Head of Constituent College / Campus. The same will be scrutinized and registration confirmation will be given to the college.

- **University Registration Card**

A University Registration Card is issued to all students after admission process. The unique University Registration number will remain his / her Registration / ID number for all examinations for the entire tenure of study. This is MOST IMPORTANT document and the student must take care of it. A duplicate University Registration Card will be issued on loss or damage for a fee only on recommendation of the Principal / Director / Head of Constituent College / Campus.

## **2. CUTM EXAMINATION**

Presently, CUTM primarily offers courses in Engineering and Management, although the Act and Statute allows for several disciplines. These will likely be offered in the future. These regulations therefore address only the Engineering and Management courses.

In order to assess the knowledge and promotability of students, the pattern of examination followed by CUTM will be internal assessment and external (end-semester) examinations. Practical and project works are part of the internal assessment.

### **2.1. Rules of Examination**

Each discipline consists of the following five types of assessments:

- Theory
- Practical
- Sessional
- Project
- Seminar

The other examination rules are as follows:

- Semester Examination shall be conducted by the University as per the programme announced at the beginning of each academic year.

- There shall be an examination window of 4-5 week duration at the end of each semester. Following examinations will be conducted in this window:
  - Semester Examination
  - Repeat/ Improvement/ Special Examination
- A student may apply through his/ her college for verification / Re-checking (CUTM/EXAM/EX-001) of a paper within 10 calendar days from the date of publication of the results in each Semester. This facility is however not available for improvement examinations.
- A student can appear in a Repeat/ Improvement examination after registering (CUTM/EXAM/EX-002) for it with prescribed fees. Registration for improvement examination to be done one month prior to commencement of semester exam. Marks secured in the improvement examination will replace existing semester marks of that paper if the score is higher.
- A special examination will be held only for 8th semester students within 15 days of publication of 8th semester results. This is primarily to provide an opportunity to students to clear the subject(s) to be eligible for award of degree. There shall be no re-totaling / rechecking for any subject of Special Examinations.
- At the end of each semester, a single copy of the mark sheet shall be made available to each student free of cost. A student requiring additional copies should apply through the college with prescribed fees (CUTM/EXAM/EX-003).

### **3. INTERNAL EXAMINATION**

Conduct, Evaluation and Submission of scores of internal examination will be the responsibility of the constituent colleges. Principals / Directors / Heads of the constituent colleges will be responsible for the entire activities.

#### **3.1. B.Tech Programme**

The internal assessment will be managed at the level of the constituent college with 30% weightage. Three internal assessments will be conducted each with 10% weightage as per the university academic timetable. For the final calculation, two best scores of the three will be considered. Assignment and attendance will also be part of the internal assessment (Internal-4).

SI #	Internals	Overall Weightage
1	Internal 1 to 3 (1-2 hours duration)	20%
2	Internal 4 <ul style="list-style-type: none"> <li>• Attendance (Overall weightage 5%)               <ul style="list-style-type: none"> <li>○ 75% to 90% - 2</li> <li>○ Above 90% - 5</li> </ul> </li> <li>• Assignment (Overall weightage 5%)</li> </ul>	10%
	<b>Total</b>	<b>30%</b>

The corrected answer papers of the internal assessments have to be shown to the students within seven calendar days of the conduct of examination. A candidate's list of marks scored shall be sent to the University within 2 weeks of completion of internal examination.

### 3.2. MBA Programme

Internal assessment will be done by the faculty member conducting the course. Internal weightage will be 60%. The maximum weightage is given below, however, distribution of individual component has to be decided by the faculty subject to the condition that total internal weightage is 60%.

SL #	Components	Weightage
1	Class Tests (Theory - Maximum 2)	25 %
2	Quizzes (Between 3 to 6)	25 %
3	Group Tests (Presentation/ Assignments/ Project work/ Case Studies)	25 %
4	Class Participation and Attendance	05 %

### 3.3. Management papers in B.Tech Programme

Internal assessment of management papers in B.Tech Programme will be done in similar pattern. Internal weightage for these papers will be 60%. The subject name and subject code of these papers will be notified by the University.

### 3.4. Question Papers for Internal Examination (B.Tech)

- For each subject 3 sets of question papers is to be set. In the event of more than one teacher teaching the subject, at least one set of question paper to be set by each teacher. HOD shall review all the sets of question papers.
- All the sets are to be handed over to the nominated person of examination cell at least 7 days prior to the internal examination.
- Question papers should cover course planned to be covered upto the end of each module.
- Principal / Dean Academics to select one set out of the 3 sets for preparation of question papers. Principal at his discretion may call for a question paper from any other external source covering the syllabus planned during the period for internal test as per the lesson plan.
- Principal at his / her discretion may conduct one on-line test out of the 3 internals in any/ all subjects.

### 3.5. Invigilation

- List of invigilators be duly published at least 7 days in advance by the examination cell with the approval of Dean Academics and circulated to all relevant Faculty members.
- The faculty members must attend to the assigned invigilation duty during the internal test and end semester examinations.
- The invigilation duty chart to be supplied by the examination cell of the college before each examination to the individual faculty and a copy of the same is to be made available in the faculty circular file.
- The invigilators must strictly follow the instructions framed by CUTM during the examinations (given under guidelines to invigilator).

### **3.6. Internal Supervisors**

- There will be maximum two internal supervisors (preferably senior faculty members) nominated by the Principal, to assist in conducting the internal examination in a fair manner.
- A written report is to be given at the end of the internal examinations by the internal supervisors to the Principal on conduct of examination.

### **3.7. External Supervisors**

- University may depute a team/ supervisor (s) to carry out supervisory checks and adherence of rules during the internal examination.
- The external supervisor(s) so detailed will give his/ her report to the Director (Examination and Quality Assurance) directly.

### **3.8. Evaluation Responsibility:**

- The teacher who has offered the course is solely responsible for evaluation of Internal Tests, Practical and Sessional works. He/ She is also responsible for maintaining all records to justify his / her evaluation scheme and scores thereof.
- Each student shall be shown his / her internal score and his / her signature be obtained as a proof thereof in the score card to be submitted by the faculty to Examination Office
- All the faculty members are required to submit student-wise internal assessment scores along with all documents / answer scripts to the Examination Office as per the Academic Calendar/ specified dates notified by the University.
- Neither the Principal / Director / Dean / Coordinator nor the Management shall have the right to change the score assigned by a teacher. However, if the Principal / Director / Dean / Coordinator is convinced that the scores assigned by a teacher are biased, he/ she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding. (The decision with the revised score shall be sent to the University).

### **3.9. Evaluation of Internal Examination Answer Scripts and Submission of Marks**

- Immediately after completion of the internal test of a particular subject, the concerned faculty is required to receive the answer scripts from the examination cell for evaluation.
- Before evaluating the answer scripts the faculty members should first prepare the answers of the question papers and should distribute the marks step wise (subjective type questions) for each answer in a justified manner by taking some main features or key words / steps into consideration. By virtue of which the marks can be awarded impartially in a similar way to all the students.
- After evaluation, the answer scripts must be shown to the students for any further clarification. After showing the answer scripts to the students, the faculty has to take the signatures of students on answer script as a proof that they have seen the answer sheets.
- The final marks of each class test must be displayed on the notice board before submitting them to the examination cell.
- The faculty members must submit the final marks (Theory / Lab / Sessional) to the examination cell in the prescribed formats within the stipulated time declared by the examination cell for onward submission to the University.

### **4. PRACTICAL / LABORATORY (B.Tech Programme)**

- The syllabus for practical paper shall specify the number of experiments to be conducted in a semester.
- A practical paper has 100 percentage points.
- Each practical / experiment (work) shall have equal percentage point as its weightage.
- A practical paper shall have 2, 3 and 6 contact hours per week depending on the credits assigned to it (1, 2 and 4 credits weightage respectively).
- The dates for experiments are to be planned and the course completion reports (CUTM/EXAM/EX-004) to be maintained in each Lab.
- A practical / experiment and its evaluation shall be completed in all respect either within the allotted hour (if possible) or latest by the next lab class. A practical experiment will be evaluated based on the following components. The relative weightage of the components are given below:-

A	Understanding of equipment	25
B	Planning and Execution	15
C	Result and Interpretation	10
D	Assignment/ Record/ Report	20
E	Student's Conduct in Lab	10
F	Viva	20
	<b>Total</b>	100

- For CSE and IT the relative weightage will be:-

		Programming	Hardware and NW
A	Understanding of equipment	0	20
B	Planning and Execution	20	20
C	Result and Interpretation	20	0
D	Assignment / Record / Report	30	30
E	Student's Conduct in Lab	10	10
F	Viva	20	20
	<b>Total</b>	100	100

- A student has to be informed about the score at the end of each experiment. The score shall be displayed in the notice board, after being analyzed by HODs, preferably before the next lab class. (CUTM/EXAM/EX-005) and (CUTM/EXAM/EX-006). Attendance to be taken in each Lab class (CUTM/EXAM/EX-007) and (CUTM/EXAM/EX-008) by the faculty. The consolidated score for practical / lab to be sent to the University by the examination cell as per the schedule given in the Academic Calendar.

- A candidate shall clear a practical paper if his / her score in the paper is minimum of 50 percentage point.
- Compensation Lab
  - A student is allowed a maximum of 2 compensatory practical / lab classes in each subject if he / she miss experiment(s) on medical / emergency grounds. Such compensatory practical classes have to be arranged within two weeks of his / her missing a practical class subject to the submission of application to the HOD for the same along with the medical certificate (CUTM/EXAM/EX-009). Decision of HOD is final in this respect. In exceptional cases a HOD can allow a student to do compensation classes after completion of the entire practical / lab classes.
  - Record of the compensation classes has to be maintained as given below:-
    - Signature of the student on an attendance sheet along with the date and Expt. No. that he / she has completed the experiment giving reference to the actual date of the experiment.
    - Indicate the date of conducting the experiment in red ink against the student name in the original attendance sheet of that experiment as a reference.
  - All laboratories have to follow the common procedure to avoid any confusion. List of documents/ files to be maintained are:
    - Lab. Planning File (CUTM/EXAM/EX-004)
    - Lab Mark sheet file for each Subject (CUTM/EXAM/EX-005) & (CUTM/EXAM/EX-006)
    - Attendance sheet file subject wise (CUTM/EXAM/EX-007)
    - Attendance Register (CUTM/EXAM/EX-008)
    - Compensation Lab file (CUTM/EXAM/EX-009)

## 5. SESSIONAL PAPER

- Sessional paper will carry 100 percentage points.
- The syllabus shall prescribe the number of tasks to be performed. All tasks in a sessional shall have more or less same allotted contact hours and equal weightage.
- A sessional task has to be evaluated based on the following considerations.
  - Quality of task - 50 points

- Understanding of the task and related theory - 30 points
- Quality of report and viva–voce - 20 points
- Each sessional work is to be completed during allotted hours in the class itself.
- No sessional works to be done at home / hostel / any other place.
- At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about his/ her weaknesses (if any).
- Sessional marks are to be sent to the University as per the Academic Calendar by the examination cell.
- If a student misses up to 35 percent of allotted sessional hours for a task on health ground, he / she may make an application to the Principal along with the medical certificate. A committee constituted by the Principal may examine the application and he / she may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours.
- The teacher concerned shall maintain all records of the sessional work at least for a semester for inspection by the University.
- A candidate shall clear (Pass) a Sessional Paper if he/ she scores minimum of 50 percentage points.

## 6. PROJECT

- A Project shall carry 100 percentage points.
- Each candidate shall do a project under the guidance of a Supervisor. There could be a Co - Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor could be from concerned Industry. Project could be Theoretical / Practical / Design oriented.
- Evaluation of the Project
  - Evaluation of a major / minor project will be done on following points.

### B.Tech

A	Understanding the relevance, scope and dimension of the project	10 points
B	Relation to literature/ application	10 points



C	Methodology	10 points
D	Quality of Analysis and Results	10 points
E	Interpretations and Conclusions	20 points
F	Report	20 points
G	Defense	20 points
	<b>TOTAL</b>	<b>100 points</b>

- The evaluation shall be done by a Committee of teachers with the Project Supervisor being one of the members. The Supervisors evaluation shall carry 50 percent weightage. The other members shall have 50 percentage weightage. For major project(s), an external expert shall be involved.
- Minimum score for a Pass in Project is 50 percentage points.
- The Chairman of the Committee shall submit the score within the prescribed date to the examination cell. He / She shall also maintain all records for inspection by the University for at least a semester.

### **MBA**

#### **Project / Summer Internship Report Evaluation**

A	Understanding the relevance, scope and dimension of the project	10 points
B	Literature review/ application	10 points
C	Methodology	10 points
D	Analysis of result	10 points
E	Interpretation and conclusions	10 points
F	Viva-Voce	30 points
G	Industry Guide remark *	20 points
	<b>TOTAL</b>	<b>100 points</b>

*Note: The industry guide has to give his remark on behavior, sincerity and the quality of work done by the candidate. We can design a format on various attributes of evaluation which will be sent to the industry guide for his remark. This exercise will give a platform to the placement cell to interact with industry and will ensure the quality of work done by the student.*

## 7. SEMINAR

Seminar performance will be evaluated by a committee of teachers. It will have the following components:

A	Quality of Material	20 points
B	Quality of Presentation	20 points
C	Quality and extent of response from other students	20 points
D	Participation in other Presentations	20 points
E	Originality of expression	20 points
	<b>TOTAL</b>	<b>100 points</b>

A candidate has to not only present his/ her seminar, but also must attend at least 75 percent of seminars given by other students. The Chairman of the Committee shall forward the score within the prescribed date to the University. He / She shall also preserve all records for inspection by the University for at least a semester. He / She shall submit a copy to the HOD for records. Minimum score for a Pass in Seminar Component shall be 50 percentage points.

## 8. END SEMESTER EXAMINATIONS

### 8.1. MBA Programme

The semester examinations shall be conducted by the University both in terms of paper setting and evaluation as per the Academic Calendar. The weightage for semester examinations (theory) will be 40%.

### 8.2. B.Tech Programme

End Semester Examinations will be conducted as per the Academic Calendar of the University. Specific dates will be intimated by separate notification. The weightage for semester examinations (theory) is 70%. However, the weightage of management papers (theory) of B.Tech Programme is 40%.

### 8.3. Model Question Paper

- Question paper pattern and break-up of marks for B Tech exam
  - The question papers will be divided into two sections, Section-A and Section-B with maximum marks of 70
  - The format for the question paper will be:
    - Subject and Code
    - Semester
    - Question should be in two parts i.e. Part A and Part B.
    - Part A will be compulsory and consist of question no.1 having 10 questions from ‘a to j’ of 2 marks each.
    - Part B shall be from question no.2 to question no.9 of 10 marks each, out of which 5 have to be attempted. There can be sub-questions and marks for each sub-question shall be indicated.
    - The question paper shall not have the name of the University printed on it.
    - All the diagrams / figures in the question paper shall be in black colour only.
    - Only Ariel font of size-10 shall be used for question papers.
    - The questions should be printed in A-4 size paper.

*Note: Semester-wise and subject-wise model question papers attached as Annexure*

- Question paper pattern and break-up of marks for MBA and management papers of B.Tech programme attached as annexure.
- The number of questions, distribution of marks will be dependent on the question paper setter. He / she will prepare the paper based on the session plan of the subject.

### 8.4. Question Paper Preparation

A panel of question paper setters shall be prepared and be approved from Vice-Chancellor. The names in the panel as well as the name of the actual question paper setter are confidential and to be kept in a separate file by Director (E and QA).

### 8.5. Eligibility for Appearing at Examinations

- A student will be allowed to appear in the Semester Examination in those registered theory subjects (CUTM/EXAM/EX-11 (a)) & (CUTM/EXAM/EX-11 (b)) where his/ her attendance is not less than 75%.
- The attendance shall be considered from the date of commencement of classes as per academic calendar of the university. The schedule of classes shall be notified through a time table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of each class test and the students with less attendance be informed through notice. The guardian of the said students shall also be informed through a letter. Letters must be issued to the student and the guardian before he / she is debarred from appearing at University examination due to shortage of attendance. University has to be informed about the percentage of attendance of such students who are not to appear in the semester examination indicating the subject.
- **Concessions:** a student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic/ official assignments in the interest of the university with prior written permission of the Vice-Chancellor/ Head of the constituent college shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% attendance in a semester. No student shall be allowed to appear at University examination(s) with an attendance below 65% in any of the registered subjects.
- A candidate shall be allowed in a Semester Examination only after he/ she is issued an Admit Card for the relevant examination by the college. The college shall obtain written clearance on eligibility from the University.
- Students found indulging in malpractice at examination will be awarded 'M' grade in that subject. The university may take any additional disciplinary action at its discretion. Such candidates will be allowed to appear only in subsequent examinations based on the decision of the University.
- A student who is absent in any subject(s) for which he / she has registered will be awarded 'S' grade. He / she will be permitted to appear in those subjects in subsequent semester examinations.

- The final semester students who have not cleared the mandatory requirement of credits for award of degree can only appear in the special examination after paying the prescribed fee (CUTM/EXAM/EX-010).
- A student may register to appear in a semester examination which she/ he has already appeared and passed / failed for improving his / her marks after paying the prescribed fee. (CUTM/EXAM/EX-002)

### **8.6. Role of Examination Conducting Authority**

- Centre Superintendent
  - The Principal / Director of the Constituent College, where the examination is to be conducted will act as the Centre Superintendent.
  - The centre superintendent is responsible for overall conduct of examination. He/ she will ensure that all rules and regulations stipulated by CUTM are followed in letter and spirit.
  - The centre superintendent may allow a candidate to appear at any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate. (CUTM/EXAM/EX-012)

### **8.7. Handling of Confidential Material for the Examination**

- Question Papers in sealed packets will be sent to the Principal / Director of respective colleges and the material will be stored under safe custody of the Principal / Director.
- For each subject, adequate number of question papers shall be available in the sealed packets. Question papers shall be packed in a lot of 50's, 20's or 10's. The questions for a particular subject shall be packed in a single envelope. The name of the paper shall be written on the envelope. (CUTM/EXAM/EX-013)
- Question Paper packet shall be opened by the Principal / Director in the presence of external observer 30 minutes before the start of examination.
- The unused papers are to be counted, packed and retained by the college. Only information regarding unused question paper to be intimated to University.

- Answer books shall be available in sealed packets of 100, 50 and 20. The answer book packets shall be opened by the Centre Superintendent in the presence of the external observer 30 minutes before examination. The remaining packets will be kept in safe place for use in subsequent examinations.
- Answer books shall be distributed 10 minutes before the start of examination.
- Unused Answer books should be counted and sealed within one hour of starting of the examination.
- The Principal / Director are requested to take the assistance of Local Police for smooth conduct of the examination, if required.

### **8.8. External Observer**

- One senior faculty member shall be nominated by the Director (E&QA), CUTM to observe the conduct of semester examinations.
- The external observer so appointed by the University shall report to the Principal / Director of the college where examination centre is located, one day prior to commencement of examination, to ensure that all arrangements for the conduct of examinations are adequate.
- He / She shall ensure that the stationery required for the conduct of examinations, question papers etc. are received at the examination centre. He / She shall also ensure that the packets of question papers are intact and duly sealed and are opened in his/ her presence 30 minutes before the start of the examination.
- He / She shall also ensure that the students are not resorting to unfair means / practices. In case of any incidence, he / she shall immediately report the case to the Dy. Director (E & QA) along with his / her report (CUTM/EXAM/EX-014). He / She shall not leave the examination centre during the examination period.
- He / She shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
- He / She shall give a written report (CUTM/EXAM/EX-015) after each seating. The report will be handed over to the In-charge of Examination Cell of the college in a sealed envelope for dispatch to Director, E&QA, CUTM.

### **8.9. Guidelines to Invigilators**

The assessment of students and the integrity of the examination process are of paramount importance to the University. Examination Invigilators play a central role to ensure that sanctity of the Examination system is maintained and examinations are conducted in a fair and appropriate manner and all students are able to sit for examinations in a suitable environment.

With this in mind, invigilators should not cause any unnecessary disturbance in the examination hall. Soft soled shoes should be worn and any discussions between invigilators or invigilators and students should be conducted in a whisper and kept to a minimum. Invigilators should not read (other than if directly related to the examination), eat or otherwise engage in activities which may distract them from carrying out their duties or disturb examinees.

Invigilators should bear in mind that examinations can be very stressful for students and can occasionally provoke unreasonable or extreme behavior. Situations should be dealt with in a sympathetic and supportive manner which minimizes any adverse effect on other candidates and maintains sanctity of the examination.

All Invigilators are required to familiarize themselves with the Guidelines and Rules governing the Conduct of Examinations before the commencement of the examination

### **8.10. Responsibilities of invigilators**

- To collect examination papers from the Examinations Office,
- Ensure papers and materials are distributed appropriately (according to the seating plan).
- Conduct invigilation in such a way as to cause minimum disturbance to candidates
- Make announcements to candidates as necessary.
- Ensure that instructions to invigilators and ‘Rules Governing the Conduct of Examinations’ are followed.
- Adopt correct procedures in case a candidate becomes ill, distressed or behave in a way perceived to be misconduct and liaison with the Examination office, as necessary.
- Collect, pack and deliver completed answer scripts and attendance sheets to the Examinations Office.

### **8.11. Examination procedure**

Invigilators are responsible for ensuring that the following procedures are conducted appropriately.

- Preparedness of room:

Administrative staff will set up the venue for the conduct of examination(s) and are responsible for the general tidiness of the room as per the direction of the Principal / Centre Superintendent.

Invigilators must carry the following items to each examination room:

- Answer books
- Attendance sheets (CUTM/EXAM/EX-016)
- Graph paper, if relevant
- Important Venue Information (Centre Superintendent, Examination Office telephone number)
- Books of statistical tables (if relevant)

The Invigilator is responsible for ensuring conditions appropriate for the conduct of examination before the examination begins. The invigilator shall take up concerns if any regarding the venue that he / she encounters on arrival in the room with either on-site staff or the Examinations Office.

The Administrative Departments shall be informed of the rooms being used for examination purposes well in advance by the Examination Office for ensuring that no maintenance work takes place during the examination which may cause disturbance to candidates.

### **8.12. Before the Examination Begins**

- Reporting for invigilation duty

Senior Invigilators are required to report to the Examinations Office 30 minutes prior to the start of the examination to collect the following:

- Question paper in sealed envelope with special instructions if any
- Charts or tables if required
- Attendance sheet
- Attendance slip envelope
- Seating plan (if relevant)

- Temporary Absence Forms (CUTM/EXAM/EX-024)

- On arrival at the Exam Hall

Where two or more papers are being examined in the same room, ensure that the seating plan prepared by the Examinations Office at the entrance to the room has been displayed.

Invigilators to place the answer books in accordance with the seating plan (if relevant). Question papers should be handed over to the students in time.

Inform the Examinations Office immediately if there is any observation on question paper, material or venue.

- Admitting the Candidates

The Invigilator shall allow the entry of the candidates to the examination room ten minutes before the published start time depending on the size of the venue.

Invigilator shall announce the rules and conduct of the examination .Please note, mobile phones are not permitted. Invigilators should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted. Any unauthorized items in the possession of the candidate shall be taken away. The Invigilator shall draw the candidates' attention to the official clock being used in the examination room and make arrangements for candidates who cannot see the clock.

- Starting the Examination

The Invigilator shall start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added on to the mentioned finishing time.

- Supervision

Invigilators should position himself / herself in a manner, so as to ensure a clear view of all the candidates.

- Checking Toilets

When candidates are seated and the examination has commenced, the supervisors should request the exam office that one of the Assistants check the nearest toilets to ensure they contain no

notes / books or other material which could be referred to by students taking toilet breaks during the examination.

### **8.13. During the Examination**

- **Conduct of Invigilators**

All activities carried out during the examination shall be conducted as quietly and discretely as possible. Talking between invigilators should be kept to an absolute minimum and be carried out in a hushed tone. If it is necessary to approach a student for any reason, communication should be calm and supportive.

- **ID Checks**

All students must be able to confirm their identity by presenting University Registration No. Card and Admit card. As students enter the room, they should be reminded of the need to place these documents on the desk for checking. However, in exceptional cases, a student who does not have an appropriate document should be instructed to report to the examination office, obtain a signed slip and present it to invigilators on their return. The slip is valid for one examination only and must be taken back from the student.

- **Candidates Arriving Late**

No candidate shall be allowed to enter the examination room more than 15 minutes after the examination has begun. A candidate who arrives late (but within 15 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.

- **Supervising Candidates**

As early as possible during the course of the examination, invigilators should check any unauthorized material. All Invigilators are expected to remain in the hall for the entire duration of the examination.

Occasionally an Invigilator may leave the room in order to clarify a question or other emergency for which reliever invigilators will be deployed. These absences must be kept to a minimum and at no time the examination room be left without an invigilator.

- **Confirming Attendance**

30 minutes after the start of the examination, an Invigilator should collect completed attendance sheets, checking that photographic identification is displayed. If no identification is provided 'No

I.D.’ should be written clearly against his/ her name in the attendance sheet. Absent is to be marked against “absentees”. Any student appearing in the examination whose name is not on the attendance sheet should be added as ‘Additional Candidates’ (CUTM/EXAM/EX-016) in the sheet provided separately.

- Suspected Irregularity or Misconduct

If an Invigilator suspects a candidate of misconduct he or she must inform the supervisor. The directive of Centre Superintendent shall be final in this case. A written report should be prepared by the Invigilator and submitted to the Examinations Officer after the examination. The Invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script. The decision of Centre Superintendent for continuation of such candidate is final.

- Problems with Question Papers

Where candidates raise points / queries requiring clarification on question paper which cannot be dealt with by the invigilator(s) in the Examination room, the Invigilator shall immediately notify the examinations office who will endeavour to obtain and convey the necessary information to the student(s). The Examinations Office must be informed immediately of every such case. Invigilators shall not advise on meaning or interpretation of questions.

- Additional Paper

No additional sheet will be provided. However, in exceptional cases if it is required during the examination, same may be supplied along with a tag to tie / stitch these sheets to the answer book.

Ensure all unused additional papers are collected at the end of the examination before candidates leave the hall.

- Disturbances

In the event of noise or other external factor causing a disturbance in the room, notify the Examinations Office immediately.

- Illness

Inform the Examinations Office in the case of illness of an examinee for immediate action.

- Toilet Arrangements

Students are not allowed to take any papers or notes out of the examination room during the examination. If invigilator suspects a student might have notes in his / her possession (e.g. if he or she is wearing a jacket with pockets), the student should be asked to empty their pockets or to confirm they do not have any notes. Invigilators should not search or have any physical contact with the student in this process. Toilets should be checked after each toilet break for written material which may benefit a student using the toilets during the examination.

- Eating and Drinking

Candidates are permitted to drink water in the examination room but should be asked to cease any activity which causes a disturbance e.g. rustling papers etc. All other activities are not permitted in the examination hall.

- Leaving Early

Without the special permission of the Invigilator any candidate shall neither leave the examination room until 1 hour of the examination period has elapsed, nor leave their desk during the last 15 minutes of any examination for purposes other than completion of the paper. In the case of one hour examinations, candidates must not leave the room until allowed by the invigilator.

#### **8.14. After the Examination**

- Ending the Examination

The Invigilator shall announce the time when there is 1 hour remaining and again 15 minutes before the end of the examination. The examination shall end at the scheduled time unless extra time has been added due to a delay in starting or any other exceptional circumstances. The Invigilator shall ask candidates to remain seated and be silent until all scripts have been collected.

- Administration of Completed Scripts – Before Students Leave the Hall

It is very important that all answer books and additional sheets (whether used or not) are collected before students leave the hall. In no circumstances students are allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. Students who have used additional sheets should attach them

to their answer book with the tag provided. When all answer books are collected, the Invigilator should count the answer books and ensure that they tally with the number of students appeared in the examination.

- Administration of Completed Scripts – Packaging the Papers

Invigilators should hand over the following to the examination office after completion of the exam:

- Answer books arranged subject wise in the attendance sheet serial order
- Attendance sheet
- Spare copies of the question paper (if any)
- Any other material related to examination

- Invigilator's Report

Invigilators may submit a report on short-comings / suggestions, if felt and submit it to the Centre Superintendent.

### **8.15. Conduct of Examination**

- General Conducts

- A Student must enter the examination hall 10 minutes before starting the examination.
- He/ She is not allowed to take anything except Pen / Pencil / Non- programmable Calculator besides his / her Admit Card and University Registration Card.
- Mobile Phone is strictly prohibited inside the examination hall.
- Students are not allowed to talk to each other in the examination hall.
- No exchange of question papers/ calculators is allowed.
- In case a student has any doubt he/ she should stand up to draw the attention of invigilator.
- Invigilators or any other teacher will not help any candidate in explaining the questions or in giving any hint.

- Requirements / Guidelines for Examination Hall

- Roll list of the students permitted to appear at an examination will be sent along with examination material.

- Only the listed students with University Registration Card as their Identity and Admit Card will be allowed to appear for the examination.
  - Depending on the room size, the number of candidates per room will be decided by the respective colleges ensuring that there is no scope for cheating / copying and also to ensure that the students are seated comfortably.
  - Seating arrangements will be made serially according to the registration number. The attendance sheet will be provided by the University accordingly.
  - The registration number of eligible students must be pasted / indicated on the respective allotted desk in the examination hall.
  - A list containing the Room Numbers with seating arrangement, Names of the Invigilator for each paper shall be sent to the University. (CUTM/EXAM/EX-017).
  - For every 20 students, there will be an invigilator, who must be a teacher of the University.
  - All the Invigilators must remain in the examination hall for the entire period of the examination. Further, the invigilators are advised to move around in the hall.
  - For the purpose of temporary absence, each College may have 10% reliever invigilators.
  - The invigilator should ensure that the student has entered all relevant details in the Answer book as well as on the top of the Question Paper.
- **Seating Arrangements**

Only one student will be allowed to sit in one bench. There should be minimum one meter gap between each student. A room generally used for a class of 60 students to accommodate only 20 students during examination. The roll number of students should be written as per the attendance sheet for the examination on each bench. There should be adequate space between benches and the benches and chairs should be cleaned every day. The rooms should be kept locked and only opened 15 minutes before commencement of the examination.

A consolidated room-wise seating arrangement will be displayed at prominent places of the college for guiding examinees to respective rooms.

- Gate Checking

A special team to be earmarked to carry out gate checking. Special emphasis to be given that following items are not carried by the students:

- Cell phones
  - Programmable calculator
  - Any other printed material/ hand written material except Registration Card, I-Card, Admit Card, Calculator and writing/ drawing materials.
- Attendance
    - Each page of the attendance sheet (CUTM/EXAM/EX-016) contains names and Registration numbers of 20 students.
    - The invigilators are required to take attendance of the students after checking the University registration Card and the admit card of the students.
    - The invigilator must mark the Absentee student with “ABSENT” (in Capital letters; preferably underlined) against his/ her name.
    - The counts of students present and students absent in each sheet should be recorded and signed by invigilator (s) on the attendance sheet.
    - No student shall be allowed to go with the question paper to toilet. Not more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a sitting of examination. No student will be allowed to go to toilet in the last 15 minutes.
    - No student should be allowed to enter the examination hall after 15 minutes of commencement of examination. No student should be allowed to leave the hall before one hour. A student leaving after one hour must submit his/ her question paper and answer book to the Invigilator.
  - Collection, Packing And Forwarding Of Answer Sheets
    - The invigilators shall arrange the answer books serially according to Registration numbers as appeared in Attendance Sheet; tie the answer books of the students into bundles of 20 (or part thereof). The starting and end registration number of the answer sheets and total numbers contained are to be mentioned on the cover page of the packet clearly.

- The External Supervisor and the Centre Superintendent must ensure that the answer books are matched with the attendance sheet and packed and sealed immediately after the examination. The attendance sheets should also be packed separately in a cloth lined A3/ A4 size envelope and duly sealed. A certificate from the Centre Superintendent duly filled in (CUTM/EXAM/EX-019) must accompany the packet of Answer sheets (Packing list for Box)
- The attendance statement (for each individual subjects) in Form No.: (CUTM/EXAM/EX-020) duly countersigned by both the Centre Supervisor and Centre Superintendent should be submitted in a separate packet at the time of dispatch of answer scripts. **(This is mandatory)**

- Water Arrangements

Drinking water should be available in each room. An attendant may be deployed to ensure that drinking water is available during the examinations to all examinees.

- Toilets

Toilets should be cleaned and opened only 10 minutes before the commencement of examinations.

- Barricade

Barricades are to be placed by the College Administration at relevant places to ensure that only bona fide students eligible to appear in the examination are allowed after checking

- Medical Facilities

Adequate medical facilities shall be arranged by the Principal to avoid any mishap during the examination.

### 8.16. Central Assessment

The conduct of examinations and declaration of results is one of the important activities of a University. The Central Assessment (CA) has been adopted by CUTM with a view to:

- Declaring the results in the shortest possible time
- Increasing the reliability of the results
- Maintaining uniformity and consistency in the assessment
- Increasing accuracy and efficiency in declaration of results

- Creating confidence amongst the students about the assessment system

However, based on quantum of answer papers, nature and type of paper, the VC may allow assessment of answer scripts of a particular subject by an examiner at his / her place of choice.

The Central Assessment shall consist of the following stages:

- Pre Assessment Work
  - To fix the venue of the Central Assessment (CA):

The venue of the CA shall be decided by the Director (E & QA). It shall be on the University Campus / in Affiliated College / Recognized Institute / any other place.

- Appointment of CA Administrator:

The Administrator for the Central Assessment shall be appointed by Director (E & QA). The Administrator should not take any other assignment without prior permission of the University. The Director (E & QA) shall inform all the examination centres well in advance the place of CA and name of the Administrator thereof in order to send answer-books to such place by all the examination centres.

- Invitation to Examiners:

The Principals of colleges shall provide a list indicating number of students appearing for each subject and other relevant information to the Director (E & QA). He / she shall consult the Deans to ascertain the number of examiners required per subject. The Director (E & QA) shall make arrangements regarding the space and staff required for CA.

The Director (E & QA) shall send the invitation letters to all the examiners, list prepared well in advance so as to enable the examiners to communicate their acceptance.

All the instructions regarding the CA shall also be sent to the examiners and shall be exhibited at CA Hall for the perusal of examiners. In case of shortage of examiners, substitute examiners shall be made available from the panel by Director (E & QA).

- Collection of Answer-books:

It is the responsibility of the Principal of the College / Director of the constituent / affiliated Institutes to see that the answer books of the examinations held at their centers are sent promptly as per instructions given by the University from time to time, to the CA Centre.

- Preparation for CA:

- The Administrator of CA shall make adequate arrangements to receive answer books coming from the examination centers from time to time.

- On receipt of the answer books at the CA venue, the staff employed for this work shall check the answer books, Supervisor's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy it shall be resolved in consultation with the Deputy Director (E & QA).
- It shall be ensured that no marks of identification while attaching supplementary sheets to the main answer books are permitted.
- The bundle of answer books containing 20 answer books each prepared shall be coded and the coded sheets shall be inserted in the bundles of answer books. It shall also be ascertained that there is no other marks of identification on the bundle of papers. The Supervisor's Report shall be taken away and kept in a separate file. Papers or bundles tied or present in a doubtful manner will be separated and aligned with the remaining.
- It shall be seen and verified that all the answer books of the subjects, are received from the centres of examinations. This shall be checked with the subject wise and centre wise summaries of the examinations. In case of non-receipt of answer books from any examination centre, the Administrator, CA shall take immediate steps for receiving the said answer books from the concerned examination centre under intimation to the Director (E & QA) and Principal / Director of the college.
- The process of coding the answer books shall then be undertaken. The first cover page of the answer books is designed for easy coding. Normally there would be no supplement, but in rare cases there may be two answer books/ additional papers tied together for a session. In such cases both the answer books/ additional papers tied together would be coded. It shall be ensured that the coding is done properly and identity of the candidate is not disclosed to the examiner in any way. It shall also be seen that no uncoded answer book is given to the examiner for assessment. Each bundle of answer book shall contain 20 individual answer books.

- The answer books shall be arranged subject wise/ paper wise as this will be convenient at the time of distribution of answer books to the examiners for assessment.
- In case of any event of missing answer books or any unpleasant experience, the Administrator, CA shall consult the Director (E & QA) and take further action accordingly.
- Actual Assessment Work
  - On the First day of commencement of the CA the examiners shall be given information regarding the programme, seating arrangement, payment of TA/ DA and remuneration bills etc. On the first day of CA maximum 30 papers should be given to each examiner for assessment.
  - On the first day of CA the Chief Examiner (CE), Examiners and Moderators or in his absence the senior examiners of the concerned subject nominated by the Administrator, CA shall convene the meeting of all the examiners and moderators to discuss the question paper(s), scheme of marking and synoptic / model answers as well as discrepancies if any in a paper so as to maintain the uniformity / standard and consistency in assessment. He / She shall watch the day to day progress of assessment and assist the Administrator, CA in the smooth conduct of CA work. If necessary, he / she shall apply sample checking of answer books. The CE or in his absence the senior examiners of the concerned subject nominated by the Administrator, CA shall be paid an honorarium for discharging additional duties as mentioned above. The CE shall submit to the Administrator, CA, a consolidated report in the prescribed format (CUTM/EXAM/EX-021) on the performance of the candidates, the assessment work and his general observations and suggestions etc. on the last day. The report shall then be presented to the University.
  - While issuing the answer books to examiners for assessment, the assistant at issue counter should obtain the signature of the concerned examiner for having received the answer books for assessment. It is the responsibility of assistant at counter to follow the ceiling of 60 answer books per day.
  - While returning the answer books at the counter, the assistant at the Counter shall ensure the entry of received answer books in the register against the name of the

examiner. The examiner shall, take another bundle of answer books for assessment only after returning the first bundle. This process shall be continued till the assessment of all the answer books in the concerned subject is over. The assistant receiving the answer books at the counter shall see that the examiners have assessed all the answer books given to them for assessment.

- It shall be ensured that the marks given by the Chief Examiner (CE) to each question are written on the front page, just below the question wise marks given by the examiner in green ink for answer books checked by the CE. In such cases marks awarded by the CE shall be taken as final.
- In case some of the answer books in a bundle remained unassessed by the examiner concerned for any reason, the CA Administrator shall get such answer books assessed from another examiner in the list of the said subject. It shall be ensured carefully that the answer books received at the counter are assessed.
- The issue register as mentioned above, and final list of examiners who have actually done the assessment work should be shown to the Director (E & QA) daily.
- The examiner should write his / her code (to be given by Administrator, CA) on the front page of the answer book below his signature so as to ascertain identity of examiner as and when required.
- The examiners shall see that after taking a bundle of answer books for assessment from the issuing counter, they perform the assessment work only on seats allotted to them. The assessed answer books are to be returned at the concerned counter.
- Every examiner shall be required to sign the Attendance Register each day. He/ She will produce the identity card issued by the Administrator of CA, while entering the CA centre.
- In case the examiner detects use of unfair means, while assessing the answer books he / she should report and submit the concerned answer books to the Administrator, CA for further actions.
- While assessment is in progress, the work of marking the absence of candidates mentioned in the Supervisor's Reports on the computerized mark-lists will be done simultaneously by data entry operator. While recording such absence, change of centre of the candidates may also be taken care of.

- The Administrator, CA shall issue the attendance certificate to the examiners attending the CA for producing the same in, their respective colleges after return, if asked for.
- The Administrator, CA shall not avail any leave during the CA period unless there are exceptional unavoidable reasons.
- Post Assessment Work
  - The work of entering marks from answer books shall be done simultaneously by nominated data entry operators. It shall also be seen that all answers in the answer books are assessed by the examiners and no answer is left unassessed.
  - The Data Entry section would have at least three PCs and one printer. Two separate groups of Data Entry Operators would be assigned the data entry work. The validation checks to be done by the software.
  - The assessed answer book shall then be rearranged by inserting Supervisor's Report in the relevant bundle of answer books and stack them subject wise.
  - If any supplement is found detached from the main answer book, Administrator, CA shall take efforts to locate its main answer book and shall carefully attach the supplement to the main answer book. It shall be then ascertained whether all marks are given to the answer book as well as to supplement and they are taken down properly in the marklist.
  - Norms for appointment of staff for CA: The Administrator of the CA Centre would appoint suitable staff, of his/ her own confidence, for different sections indicated below, for smooth, confidential and speedy processing of the results:
    - Stores
    - Coding and decoding
    - Assessment
    - Data Entry on PCs
  - TA / DA and remuneration to examiners:

The payment of Local Conveyance Allowance, Travelling Allowance, Daily Allowance and Remuneration shall be made to the chief examiners and examiners appointed for assessment of answer books from the advance placed at the disposal of the Director (E & QA) according to the rules prescribed by the University.

The CA Administrator shall not incur any other / additional expenditure except with the prior permission/ approval from the Director (E & QA).

- Account of CA

Receipt and Payment Account of the Central Assessment shall be audited internally and submitted to CFO within one month from the date of conclusion of CA keeping the confidentiality in view.

No vouchers of the expenditure incurred from the CA grant sanctioned to the CA Administrator are required to be submitted along with the audited statement of account. However, in respect of the other expenditure incurred all the vouchers shall necessarily be submitted along with the audited statement of account.

- Moderation:

The moderation work shall be carried out as per the procedure / norms laid down in the scheme of moderation.

#### **8.17. Roles and Responsibilities of Chief Examiner (CE) / Examiner**

The Chief Examiners and Examiners invited for the valuation work are required to report to the Evaluation Center with the letter of invitation from CUTM.

Examiners must have at least 2 years teaching experience in a B.Tech college to be accepted as examiners under CUTM system.

Use of mobile phones is strictly prohibited inside the valuation hall. They are required to keep their phones either in switch off mode or silent mode.

- Role of Chief Examiner (CE)
  - On the first day of valuation, there shall be a discussion among the Chief Examiner and the Examiners on the model answers provided by CUTM.
  - In case there is more than one table in one subject, all the Chief Examiners are required to discuss on the model answer / scheme of the evaluation before the start of evaluation process.
  - The Chief Examiners are required to examine the first five evaluated answer scripts of the Examiners and give necessary comments for maintaining uniformity and transparency in the valuation.

- The Chief Examiner at his/ her discretion may check 10% of the Answer Book (s) evaluated by an Examiner.
- In case the Total marks awarded by the Examiner are changed by the Chief Examiner, he has to make necessary correction in the Answer Book in green ink, which will be taken for grading.
- Role of Examiners
  - The model answers, after any amendment shall be photocopied and supplied to each Examiner before the commencement of evaluation.
  - The entry of marks against each question and their addition must be performed carefully.
  - The Examiners are required to be present in the evaluation for at least 3 hours on the day of evaluation as notified.
  - Examiners are required to remain confined to their allotted table instead of roaming around in the hall.
  - The Answer Books will be supplied in the bundle of 20 (or less) to the Examiners along with a Control Bundle slip.
  - The Examiner has to fill in the boxes representing the Question No. and the Marks secured for each Question on the first page of the answer book.
  - He has to write the Total Marks secured.
  - After evaluation of a bundle of Answer Script is complete and verified by the Chief Examiner, the same should be handed over to counter assistant of CA center after signing in the deposit register.
  - Decimal marking to be avoided.

#### **8.18. Grading System**

A letter grading system shall be followed in CUTM. The uniform Grading System to be followed for all Academic Programmes is described below:

A Nine Point grading system on base of 10 shall be followed in CUTM.

**Categorization of these grades and their correlation shall be as under:**

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	'O'	90 and above up to 100	10
Excellent	'E'	80 and above but less than 90	9
Very Good	'A'	70 and above but less than 80	8
Good	'B'	60 and above but less than 70	7
Fair	'C'	50 and above but less than 60	6
Pass	'D'	40 and above but less than 50	5
Failed	'F'	Below 40	2
Malpractice	'M'	-----	0
Absent	'S'	-----	0

**N.B. Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical/ Sessional/ Project/ Seminar.**

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

**SGPA** - Semester grade point average

**CGPA** - Cumulative grade point average

#### **Definition of Terms**

- POINT - Integer equivalent each letter grade (a).
- CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus (b).
- CREDIT POINT - (b) x (a) for each course item.
- CREDIT INDEX -  $\sum$ CREDIT POINT of course items in a Semester.
- GRADE POINT -  $\text{CREDIT INDEX} / \sum \text{CREDIT}$

#### **SEMESTER GRADE POINT AVERAGE (SGPA)**

SGPA -  $\text{CREDIT INDEX} / \sum \text{CREDITS}$  for a Semester

#### **CUMULATIVE GRADE POINT AVERAGE (CGPA)**

CGPA -  $\text{CREDIT INDEX}$  of all previous Semester

$\sum \text{CREDITS}$  of all Previous Semester up to a Semester

### **Approval of Results by Board**

The coded results shall be placed before the approving authority by the Director (E & QA) for approval.

#### **8.19. Result Publication**

Approved results to be declared after decoding and the results will be hosted in CUTM website and sent to respective colleges for display /information to students.

### **9. GRIEVANCE REDRESSAL SYSTEM**

- An examinee may apply for verification / re-evaluation of his / her answer book(s) of theory paper(s). The applications have to be sent to Director (E & QA) through his / her Principal / Director within 10 days of publication of results. The application in the prescribed form (CUTM/EXAM/EX-001) should indicate the subject(s) for which verification / re-evaluation of answer book is to be done. The examinee may also apply for supply of photo copy of answer book (CUTM/EXAM/EX-022).
- The examinee has to attach a photo copy of his/ her statement of marks along with the application, which is mandatory.
- The examinee who is found to have indulged in any malpractices/ mis-conduct in the examination and has been punished shall not be eligible to apply for verification / re-evaluation / issue of photo copy of answer book.
- Verification of internal, Practical/ lab and project/ seminar marks are not permitted. Improvement and special exams are also excluded from the scope of verification / re-evaluation.
- A candidate applying for re-evaluation should note that the results of the revaluation of his/ her answer book will be binding on him/ her.
- The revised marks obtained by the candidate, if only higher, shall be taken into account for the purpose of amendment of his / her results.
- Re-evaluation of answer book of theory papers shall be deemed to be additional facilities provided to the student to improve upon his/ her results.
- Upon receipt of the application forms from college, the nominated assistant of examination cell shall scrutinize the answer book and report to Dy Director (E & QA) with his observations after verify the following:-

- Whether the total marks in the given paper awarded to the examinee on the statements of marks (Photo copy supplied by the Examinee matches with the marks awarded to the examinee on the cover page of the answer book(s)).
- Whether the question wise marks awarded to all the questions inside the answer book are correctly carried over to the cover page.
- Whether the total of the question-wise marks on the cover page is correct.
- Whether all the answers or parts thereof in the answer book have been assessed by the examiner.
- The Director (E & QA) will appoint a separate examiner to re-examine the answer book in case of re-evaluation / omission in assessment.
- The change if any, on the counts mentioned above, shall be informed to the examinee and corrected statement of marks shall also be issued free of charge to the examinee on surrendering the original statement of marks through the college.

#### **9.1. Issue of Photo Copy of Answer Book**

- The photo copy of written parts of answer book/s shall be provided through the Principal / Director of the college. Principals / Directors of the concerned colleges shall obtain a written acknowledgement of the receipt of the photo copy(ies) of answer book/s. No photo copy(ies) of blank pages of answer book(s) shall be provided.
- Photo copies of the answer book shall be made available to the examinee after making necessary corrections if any, due to re-evaluation. The identity of the examiner and moderator to be concealed before the answer book is photo copied.
- The examinee shall be sole custodian of the photo copy(ies) supplied and shall not be entitled to transfer the same to anybody for any purpose, whatsoever. The examinee shall further refrain from putting such photo copy(ies) to any misuse that might jeopardize the reputation of CUTM. In case of misuse of photo copy(ies) by the examinee, CUTM will take action as deemed fit against such candidate(s).

#### **10. ANSWER PAPER SAFE CUSTODY**

- The coded answer books are to be made into bundles of 50 giving bundle number (clearly visible). The bundles are to be stacked in racks with proper ventilation and free from termites/ pests.
- Information of each answer-book in each bundle to be kept in computer data bank for ease in retrieval at a later stage as per requirement. A register will be maintained to record removal of an answer book indicating purpose for which it was required by the in-charge of answer-book storage. Return of answer book will also be recorded.
- The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- Photo-copy cell in-charge shall be responsible for accounting and proper storage of answer books till destruction.

#### **11. DESTRUCTION OF ANSWER BOOK**

- Unless and until specific instruction is given by the VC, CUTM, all evaluated answer books will be destroyed by shredding after one year of declaration of results.
- A certificate (CUTM/EXAM/EX-023) to be given by the Dy. Director (E & QA), indicating details of answer books that have been shredded.

#### **12. TRANSITION PHASE**

A new organization always has teething problems. A new system should also be compatible with the environment. This becomes more critical when involved with a large section of students. It is important that the problem areas are identified and their acceptable solutions to be followed are written down.

CUTM came into existence by Govt. of Orissa Gazette notification No.2160 dated 24th December 2010 JITM and CIT became constituent colleges of CUTM after being de-affiliated from BPUT. CSREM, a management institute also became part of CUTM. The existing students of JITM and CIT, who were under BPUT have been given an option to join CUTM. A total of 1196 students of JITM and CIT (5th and 3rd semester students of B.Tech and 3rd semester MBA students opted for CUTM and BPUT transferred their registrations to CUTM with their academic documents. At present CUTM has the following category of students:

- Students directly admitted to CUTM (Programmes for Academic year 2011-12)
- Students who were admitted under BPUT and now opted for CUTM.
  - Students who have cleared all subjects
  - Students having back papers
- Students remaining under BPUT system.

#### **12.1. Students directly admitted to CUTM**

All students directly admitted to CUTM programmes will be covered under CUTM academic rules, as amended from time to time.

#### **12.2. Students transferred from BPUT having passed in all subjects conducted by BPUT**

CUTM will award degree subjected to the condition that they complete 200 credits for B.Tech programme and 108 credits for MBA programme.

For the purpose of calculation of total credits, credits computed under BPUT as per records received from BPUT will be taken into account. However, in the compiled mark-sheet BPUT code and subject-name and grade secured will be indicated. These candidates are not eligible for improvement exams in the subjects cleared under BPUT.

#### **12.3. Students transferred from BPUT having Back Papers**

For all subjects, which have been cleared by these students the rules indicated above are applicable.

#### **12.4. For Back-papers**

Students are eligible to appear in back-paper (s) till they pass under CUTM. For this CUTM will conduct separate examinations. The syllabus for the back papers will be the same, which was prescribed under BPUT. For the purpose of grade, internal marks already obtained by the students will be taken. No change/ retest for internal tests will be admitted.

Students once obtain passing grade in back papers will not be allowed to appear in the same subject for improving his/ her result.



**12.5. Students failing in Practical / Lab**

A student directly admitted to CUTM / transferred from BPUT has to undergo all the practical/ lab classes again, if he / she has not obtained pass grade in that lab/ practical.

### 13. ANNEXURE – 1: INSTRUCTIONS TO INVIGILATORS

- Invigilators must report in the examination section half an hour before the commencement of examination to receive the examination material.
- Invigilators must enter the examination hall 15 minutes before the scheduled starting hour of examination.
- All the invigilators must remain in the examination hall for the entire period of examination. Invigilators are advised not to sit / stay at one place but move around in the hall.
- A student must enter the hall not earlier than 10 minutes from the scheduled starting hour.
- He / She is not allowed to take anything except pen/pencil/non-programmable calculator besides his/ her admit cards (Issued by college) and university registration card.
- Mobile phone is strictly prohibited inside examination hall.
- No exchange of question papers / calculators is allowed.
- In case a student has any doubt he/ she should stand up to draw the attention of invigilator.
- Invigilators or any other faculty members will not help any candidate in explaining the questions or giving any hints.
- The invigilators are provided the roll list of students along with the examination material. Each page of roll list contains names and registration numbers of 20 students. (CUTM/EXAM/EX-016)
- The invigilators are required to take attendance of the students after checking the university registration card and Admit Card.
- The invigilator must mark the absentee student with “ABSENT” (in Capital Letters; preferably in red ink) against his/her name.
- The counts of student present and student absent in each sheet (CUTM/EXAM/EX-016) should be recorded and signed by invigilator(s) on attendance sheet.
- After properly verifying the student’s signature, student’s registration number, subject, date etc. on the front cover page of the main answer booklet, the invigilator has to put his/her signature in the space provided there.
- No student should be allowed to go with question paper to toilet. No more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a

sitting of examination. No student will be allowed to go to toilet in the last 15 minutes. (CUTM/EXAM/EX-024) to be filled-up for any temporary absence of an examinee.

- No student should be allowed to enter the examination hall after 15 minutes of commencement of examination. No student should be allowed to leave the hall before one hour. A student leaving after one hour must submit his/her question paper and answer book to the invigilator. This time can be reduced to 45 minutes for internal tests of 1 to 2 hour duration.
- All students must tie the additional sheets and submit the same at the end of the examination to the invigilator(s).
- After the completion of examination the invigilators must arrange the answer books serially according to the registration numbers supplied in the attendance sheet (CUTM/EXAM/EX-016) and submit them to the examination section.



14. ANNEXURE – 2: FORMS AND FORMATS

(FORM NOs CUTM/EXAM/EX- 001 - 0026)

CUTM/EXAM/EX-001

APPLICATION FOR RE-CHECKING / RE-ADDITION

- Instructions :**
- (i) Application shall be forwarded by the Principal / Director of the respective college within 10 days of publication of results.
  - (ii) Fees of Rs.300/- for each subject in shape of DD / Cash is to be deposited in the respective College.

- A. Name of the College : .....
- B. Registration Number : .....
- C. Discipline & Branch : .....
- D. Semester / Trimester : .....

Sl.No.	Subject Code	Subject

E. Mode of Payment :

- (i) Cash : ..... (in Rupees)
- (ii) Demand Draft/Cash Receipt No. .... Date : .....

Date : .....

Students Signature

Place: .....

Principal / Director



APPLICATION FOR IMPROVEMENT EXAMINATION
(FOR SEMESTER EXAM.)

- Instructions : (i) Application shall be forwarded by the Principal / Director of the respective College.
(ii) Rs. 300/- Per Subject
(iii) in shape of DD / Cash is to be deposited in the respective College and the College will submit a Consolidated draft for each Semester.

- A. Name of the College : .....
B. Registration Number : .....
C. Discipline & Branch : .....
D. Semester / : .....

Table with 3 columns: Sl. No., Subject Code, Subject. It contains 6 empty rows for data entry.

E. Mode of Payment:

- (i) Cash : ..... (in Rupees)
(ii) Demand Draft / Cash Receipt) : No. .... Date : .....

Date: .....

Students Signature

Principal / Director



APPLICATION FOR ADDITIONAL GRADE SHEETS / TRANSCRIPTS

Instructions: (i) Application shall be forwarded by the Principal / Director of the respective college specifying the reason / purpose for Additional Grade Sheets / Transcripts.

(i) Grade sheets / Additional Grade Sheets / Transcripts are issued year - wise.

(ii) Fees of Rs.150/- per year per each grade sheet. Accordingly a Demand draft in favour of Centurion University of Technology and Management payable at Bhubaneswar is to be attached.

(iii) Purpose of Additional Grade Sheet / Transcript has to be enclosed with the application form.

A. Name of the College : .....

B. Registration Number : .....

C. Name of Student : .....

D. Discipline : .....

E. No. of Additional Grade Sheet / : .....

Transcripts required [ ] [ ] [ ] [ ]

Tick ( ) the

Appropriate Box 1st Year 2nd Year 3rd Year 4th Year

F. Demand Draft / Cash Receipt Details

(a) Amount: ..... (in words.....).

(b) DD./ Receipt No. : ..... (c) Date: .....

(d) Bank in Case of DD Only: .....

Date: .....

Students Signature

Place:.....

Principal / Director



..... LAB PLAN (.....SEMESTER)
(August - December .....

Table with 10 columns: GRO UP, GROUP = D 1 (Plane d, Completi on Date, Signatu re of Faculty, Remar ks), GRO UP, GROUP = D 2 (Plane d, Completi on Date, Signatu re of Faculty, Remar ks). Rows 1-10.

Signature of the Lab. Asst.

Signature of the Faculty





LAB MARK SHEET

SEMESTER:

SUBJECT:

BRANCH:

GROUP:

Sl.	Regd. No.	Name of the student	Expt.1	Expt.2	Expt.3	Expt.4	Expt.5	Expt.6	Expt.7	Expt.8	Expt.9	Expt.10	Total(100)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													

Signature of HOD





Application for Compensatory Laboratory Classes

Name of the student:

Regd. NO: \_\_\_\_\_ Branch \_\_\_\_\_

Section \_\_\_\_\_

College ID:

Date and laboratory for which remained absent

SL NO	LABRORORY	DATE	EXP NO	SIGNATURE OF CONCERNED TEACHER WITH REMARKS

Reason of absence

(I)Medical certificate submitted \_\_\_\_\_ (II) Not submitted \_\_\_\_\_

(III)Permitted by HOD

Signature:

HOD

DATE:

Signature of the student



CUTM/EXAM/EX-009

**LAB ATTENDANCE REGISTAR**



**APPLICATION FOR SPECIAL EXAMINATION**

**Instructions:** (i) *Application shall be forwarded by the Principal / Director of the respective College.*

(ii) *Rs. 300/- Per Subject*

(iii) *in shape of DD / Cash is to be deposited in the respective College and the College will submit a Consolidated draft for each Semester.*

- A. **Name of the College** : .....
- B. **Registration Number** : .....
- C. **Discipline & Branch** : .....
- D. **Semester /** : .....

Sl. No.	Subject Code	Subject

**E. Mode of Payment:**

(i) Cash: ..... (in Rupees)

(ii) Demand Draft / Cash Receipt) : No. .... Date: .....

**Date:** .....

**Students Signature**  
**Principal / Director**



STUDENTS LIST FOR SEMESTER EXAMINATION: .....

NAME OF THE CENTRE:

SEMESTER: .....

Table with 10 columns: Sl #, U.RE GD NO, NAME OF THE STUDENT, BRANCH, and SEMESTER EXAMINATION (with sub-columns for SUBJECT CODE & NAME).

Computer Generated Sheet Signature Not Required



**STUDENT LIST FOR BACK PAPER**  
**SEMESTER EXAMINATION: .....**

NAME OF THE CENTRE: SEMESTER:.....

SI #	U.REG D NO	NAME OF THE STUDENT	BRANCH	BACK PAPER					
				SUBJECT CODE & NAME	SUBJECT CODE & NAME	SUBJECT CODE & NAME	SUBJECT CODE & NAME	SUBJECT CODE & NAME	SUBJECT CODE & NAME
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

*If no. of back papers more, use additional sheets Computer Generated Sheet Signature Not Required*



**UNDERTAKING**

I state and declare as follows:

- i. That I have applied for registration to appear at the .....Examination .....
- ii. That I do not have any proof to claim for appearing at the said examination.
- iii. That I am told that examination centre ..... does not have my name in the Roll List / Attendance Sheet.
- iv. That under these circumstances I am not eligible to appear the said examination.
- v. That I request I may please be permitted to appear at the said examination today (i.e.....) in the ..... Session at time. ....

I undertake that in the event it is found that I do not have a valid registration for appearing at the said examination my answer scripts shall be summarily discarded and I shall not claim that my answer script be evaluated and credit given to me for this examination.

Date of Examination : ..... Sitting: ..... Time: .....

Registration Number: .....  
Name.....

Branch : ..... Centre: .....

Subject Code: ..... Subject: .....

Signature of the Candidate

**Signature of the Supervisor(s)**

**Signature of the Centre Superintendent**



CONFIDENTIAL

.....

CENTRE No ..... CENTRE CODE .....

..... EXAMINATION .....

Subject Code..... Date of Examination .....

Subject Name.....

Time of Examination: 10 AM to 1. 00 PM / 2.00 PM to 5.00 PM.

Number of Question Papers .....

This is to certify that this sealed packet is opened on ..... (Date)

..... (Time) and Contains ..... number of Question papers.

**Signature of Centre Superintendent**

**Signature of Senior Invigilator**

**Signature of Supervisor(S)**

*Important Note: This cover envelope is to be retained along with any extra (unutilized) question papers by the Centre.*



REPORT OF UNFAIR MEANS AT THE UNIVERSITY EXAMINATIONS

- 1. Name of the Centre .....
2. Date of Examination and Sitting .....
3. Subject of Examination .....
4. Name of the Candidate: .....
Registration No.
5. Time of detection of Unfair means: .....
6. Particulars of the incriminating material recovered from the candidate ( if the incriminating material consists of writing on walls, desks, body of the candidate etc. such that it cannot be sent in original, certified copies of such writings should be attached / forwarded.)
a) b)
c) d)
7. The exact place / places from where the incriminating material was recovered.
8. If the candidate is guilty of misconduct, give details here .....
9. Name of the Invigilator / Supervisor who detected the unfair means .....
10. Report of the Invigilator(s) (if the space provided is not sufficient, it may be written on The backing this Paper)

Signature of Student Signature of Invigilator Signature of Supervisor Signature of Centre Superintendent



(DAILY REPORT OF SUPERVISOR ON INSPECTION DURING EXAMINATION)

Examination Centre: .....

Name of Supervisor: .....

Date of Examination: .....

Timing of Examination: From ..... To .....

Examination Room No.	Visit during the(Time) Hour		Remarks (On the following aspects)
	From	To	
			<ol style="list-style-type: none"> <li>1. Seating Arrangements</li> <li>2. Discipline</li> <li>3. Environment of the Centre including lighting &amp; ventilation</li> <li>4. Malpractices</li> <li>5. Any other Observations</li> </ol>

Signature & Full Name of Supervisor



ATTENDANCE SHEET

SEMESTER EXAMINATION .....

NAME OF THE CENTRE:

.....

DATE OF EXAMINATION ..... TIME: ..... HALL / ROOM

NO: .....

SITTING ..... COURSE CODE..... SUBJECT: .....

Sl. No.	U REGD. NO.	NAME OF THE STUDENT	A.B. NO	SIGNATURE OF STUDENTS	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
9					

Total Present..... Total Absent..... Cumulative

Present..... Cumulative Absent.....

SIGNATURE OF INVIGILATORI (S)

SIGNATURE OF CENTRE

SUPERINTENDENT

SIGNATURE OF CENTRE

SUPERVISOR(S)



**ROOM WISE SEATING ARRANGEMENTS**

1. Centre Name:
2. Room Number:
3. Seating arrangements (give University Regd. No. column and row wise below)

4. Name of invigilator(s)

Date: .....

Signature of Centre Superintendent



**ADMIT CARD**

**Semester Examination**

Sri/Miss..... Of.....branch bearing  
University Registration Number.....is eligible to appear for the.....  
Semester ..... Examination.

**Subject of the Examination**

Sl. #	Subject Code	Subject Name
1		
2		
3		
4		
5		
6		

Signature of the Candidate

Signature of the candidate attested

Signature of the Principal

(With Date and Seal)

*\*Rules mentioned overleaf*

## INSTRUCTION TO THE STUDENTS

**For ..... Semester ..... Examination.....**

- A Student must enter the hall not earlier than 10 minutes from the scheduled starting hour.
- He / She is not allowed to take anything except pen / pencil / Non-Programmable Calculator besides his / her admit card (issued by the college) and University Registration Card.
- Mobile Phone is strictly prohibited inside examination hall.
- Students are not allowed to talk to each other in the examination hall.
- No exchange of question papers/calculators is allowed.
- In case a student has any doubt he/she should stand up to draw the attention of invigilators.
- The student should carefully go through the instruction given on the page of Answer Book.
- The student has to enter the answer book number and put his/her signature in the space provided on the attendance sheet. In case he/she uses additional paper he/she should also enter the serial number of all the additional sheets taken in the space provided for it.
- No student should be allowed to enter the examination hall after 15 minutes of commencement of Examination.
- No student should be allowed to leave the hall before 1hour of completion of examination.
- No student should be allowed to go with question paper to the toilet. No more than one student should be allowed to leave for toilet at any time.
- No student will be allowed to go to toilet before half an hour of completion of the examination.



**PACKING LIST FOR BOX**

(Each Packet to contain 20 or less Answer books as per the Attendance sheet)

Name of the Examination: .....

Name of the Examination Centre: .....

Box Number: ..... Total Number of Packets in the Box : .....

Sl. No.	Date of Exam.	Subject Code	Subject	No. of Packets

Signature of the Supervisor (S)

Signature of the Centre Superintendent

For each box one packing list shall be submitted.



Details of the Contents of the Packet

From

The Centre Superintendent.

- a. Subject
b. Subject Code
c. Date of Examination
d. Date of Dispatch of Answer Books
e. No. of Packets
f. Total Number of Answer Books

A. Unfair Means cases detected (if any) with Registration
No. (Script and Report i.e. From No CUTM / Exam /AR-04, to be sent separately.

B. Registration Number of Absentees

Signature & Full Name of Supervisors
(With date)

Signature of Centre Superintendent
(With date )

Note: This statement should be enclosed with the packet of Answer Books sent to the University



**CHIEF EXAMINER'S REPORT ON PERFORMANCE OF CANDIDATES**

1. Subject Code:
2. Subject name:
3. Semester:
4. Number of answer-books evaluated:
5. Number of candidates obtained less than pass grade (40%):
6. Number of candidates obtained 'O' Grade:
7. General observation / recommendation of the Chief Examiner:

**Name**

**Signature**

**Date:** .....



APPLICATION FOR PHOTOCOPY OF ANSWER SCRIPT(S)

Instructions: (i) Application shall be forwarded by the Principal / Director of the respective college within 10 days of publication of results.

(ii) Fees of Rs.350/- for each subject in shape of DD / Cash is to be deposited in the respective College.

- A. Name of the College : .....
B. Registration Number : .....
C. Name of the Student : .....
D. Semester / Trimester : .....
E. Date of Publication of Results : .....
F. Postal Address of the Student : .....
.....Phone : .....

Table with 3 columns: Sl. No., Subject Code, Subject. It contains 7 empty rows for data entry.



**Centurion University of Technology and Management**

Sl. No.	Subject Code	Subject

**Date:** .....

**Students Signature**

**Place:** .....

The above information has been examined and found correct. The same is forwarded to the University for supply of Photocopy.

**Principal / Director**

**RECEIPT**

Received the application from Mr. / Ms.....

bearing registration no. .... of semester .....on .....

(date) seeking information.

**Receiving officer**

College: .....



ANSWER BOOK DESTRUCTION CERTIFICATE

The following bundles of answer book have been destroyed on .....by shredding.

Table with 3 columns: SL #, Bundle Number, No. of Answer Books. Includes a total row at the bottom.

Signature of In-charge (Photo-copy Cell)

Signature of Dy. Director (E & QA)



TEMPORARY ABSENCE FORM

Name of the Examination: .....

Date ..... Subject: ..... Hall No: .....

Name of the Examination Centre: .....

Regd. No.	Time of Absence		Signature of the Candidate
	From	To	

Signature of the Invigilator



Date.

To,

Sub: Invitation to be question paper setter

Dear Prof. -----,

1. Refer our tele-conversation on-----dated-----.
2. It is a pleasure for us to invite you as a “Question Paper Setter” for  
.....(subject)
3. I am enclosing the following:
  - a. Syllabus
  - b. Reference books
  - c. A kit of stationery
4. The suggested degree of difficulty of the questions are given below:
  - a. 60% straight questions which to be answered easily by an average student
  - b. 20% questions with a slight degree of difficulty
  - c. 20% can only be solved by above average students
5. We will appreciate if question papers along with the schematic evaluation model answers be made available to us by-----.

With warm regards,

Director (E & QA)

CUTM



CUTM/EXAM/EX-026

Date:

To,

Sub: Invitation to be an evaluator

Dear Prof. -----,

1. Refer our tele-conversation on-----dated-----.
2. It is a pleasure for us to invite you as a “Answer Book Evaluator” for  
.....(subject)
3. The venue for the central assessment is located at N1-243, IRC Village, Nayapalli,  
Bhubaneswar, telephone number – 0674-.....

With warm regards,

Director (E & QA)

CUTM