



## Examination Rules

From the Statutes of the Heritage Institute of Technology

5.4.1. The Regulation relating to Constitution, Powers and Functions of the Board of Examinations

5.4.1.1. There shall be one Board of Examinations (BOE) for all the UG and PG courses of the Institution. BOE will be responsible to the Academic Council.

5.4.1.2. BOE shall consist of the following members:

- |       |  |                  |
|-------|--|------------------|
| (i)   | Principal .....  | Chairman         |
| (ii)  | Dean (UG) .....  | Member           |
| (iii) | Dean (PG & Research).....  | Member           |
| (iv)  | Registrar .....  | Member           |
| (v)   | 4 (four) HODs to be nominated by the Chairman,<br>Academic Council for a 3-year term on rotation ..... | Members          |
| (vi)  | Controller of Examinations .....   | Member Secretary |

5.4.1.3. Subject to any Statutes, Ordinances, Rules or Regulations and General Guidance of the Academic Council, the BOE shall have the following Powers and Functions :

- (i) to conduct the various examinations of the Institute
- (ii) to review the results of examinations before publication, and take appropriate measures, if considered necessary
- (iii) to report to the Academic Council the results of various examinations with necessary comments for approval and publication

5.4.1.4. Meeting and Quorum

- (i) in absence of the Principal, Dean (UG) shall preside over the meeting
- (ii) 5 (five) members shall form the quorum for a meeting
- (iii) the Committee shall meet at least 4 (four) times a year or more often, if necessary.

5.4.1.5. Obligations of Officers and Staff

It shall be incumbent on the Controller of Examinations and any other Officer or member of staff of the Institute, directly or indirectly concerned with examination matters, to abide by the directions of BOE in respect of all such matters.

5.4.1.6. Removal of doubts

In case of any doubt or difficulty as to interpretations of these Regulations regarding conduct of examinations, the matter shall be referred to the Principal and his decision thereon shall be final.

*5.4.2 Regulations regarding the conduct of examinations*

5.4.2.1. Eligibility for appearing in Examinations

A student is liable to be debarred from appearing in an examination if he has not attended at least 75% of theoretical, practical and sessional classes on an average, held during the semester. The attendance shall be considered from the date of admission of the candidate in the institute in case of first semester and the date of commencement of semester classes for all other semesters.

A student shall be allowed to appear to any examination of the Institute only if he pays the prescribed fee by the date specified by the Controller of Examinations (COE). A student may,



however, deposit the examination fee with prescribed additional fee for late submission of application after the expiry of the specified date, but at least 3 (three) days before the commencement of that examination, provided that no such period of grace shall apply to a candidate for an examination for clearing his supplementary or special examinations, if any.

A candidate is allowed to appear in an examination only after he is issued an Admit Card for the relevant examination by the COE, after obtaining the eligibility certificate from the Principal.

#### 5.4.2.2. Rules for Examinations

Each discipline of the B.Tech / MCA / M.Tech. programme consists of the following three components:

- (a) Theory papers
- (b) Practical papers
- (c) Sessionals

The schedule of these components along with their credit points for each semester is as per the curriculum and syllabus in force.

At the end of each semester, there will be an examination (here-in-after called end-semester examination) conducted by the Institution as per programme announced by the Controller of Examinations.

Back paper examinations, if any, shall be held with the normal end semester examinations.

There shall be no separate Supplementary Examinations for 2<sup>nd</sup> & 3<sup>rd</sup> year B.Tech, 1<sup>st</sup> year M.Tech and 1<sup>st</sup> year MCA. However, Supplementary Examinations only in respect of 1<sup>st</sup> & 2<sup>nd</sup> semester for 1<sup>st</sup> year B.Tech, 3<sup>rd</sup> & 4<sup>th</sup> semester for final year M.Tech, 7<sup>th</sup> & 8<sup>th</sup> semester of final year B.Tech and 3<sup>rd</sup> & 4<sup>th</sup> semester of final year MCA shall be held within one month from the date of publication of results.

#### 5.4.2.3. Evaluation of course papers

The evaluation of course papers will be done as per the following guidelines:

##### Theory papers

Each item under this classification is evaluated on the basis of 100 percentage points, sub-divided into the following four categories:

- a) End-semester examination: 70 points

##### Operational Guidelines

- i. Based on the recommendations of the respective HOD's and approved by the Principal, the COE will appoint two paper setters for independently framing two sets of question paper and also at least one moderator, who should be an external subject expert, for each course code. However, for Supplementary examinations, the moderator may be an internal subject expert.



- ii. The final question paper shall be prepared from amongst the two above sets by the moderator in presence of COE. The moderator will also have the right to change / modify / add questions; he should ensure that questions have been set from different modules of the syllabus, and have proper grading for students of high merits as well as students of average merit.
- iii. Examiner(s), duly recommended by the respective BOS and approved by the Academic Council, shall be appointed by the COE for evaluation of the answer scripts.
- iv. In case number of candidates in a course code exceeds 200, the COE may appoint a Head Examiner with the approval of the Principal.
- v. The COE shall also appoint Scrutineers, as required, with the approval of the Principal.
- vi. The results will be published normally within 30 days from date of completion of end semester examination.

b) Course tests/class tests: 15 points

Operational Guidelines

- i. At least two tests are to be conducted at near-identical intervals. The best performance is to be considered for the final reckoning.
- ii. The COE, in consultation with Dean (UG) and Dean (PG), will set the test schedule and announce test dates as per Institution calendar with the prior approval of the Principal.
- iii. Test scripts are to be corrected / evaluated within ten days of actual conduct of test and the solutions are to be discussed in the class. During the discussions the students can have access to the corrected scripts. The final award of marks list for each test is to be put on the notice board within next two days and copies of the same along with evaluated answer scripts communicated to the COE for record.
- iv. The process is repeated for each test.

c) Quizzes and assignments: 10 points

Operational Guidelines:

The course teachers will conduct at least 2 unannounced quizzes during the lecture/tutorial class and suitable number of home assignments are to be cleared by the student within stipulated time. The course teacher is solely responsible for final award under this category.

d) Attendance regularity and participation in the class: 5 points

Operational Guidelines:

The award under this category is the sole prerogative of the course teacher. Whereas attendance/regularity in a class is factual, assessment about participation is subjective.



The idea is to encourage teacher/student interaction in conduct of courses and discourage one-way communication.

The course teacher, in consultation with respective HOD, shall finalize the award of a student [out of 30, comprising b), c) and d)] and communicate the award list to the COE's office under sealed cover.

### Practical papers

Every paper in this category shall be evaluated out of 100 percentage points, divided under two broad categories as detailed below:

a. End semester examination: 60 percentage points

#### Operational Guidelines

i. There shall be an End Semester Examination in each laboratory item. The evaluation may be done based on:

- Organization of the experiment
- Actual data generated and the actual conduct of the experiment assigned.
- Data analysis/Synthesis and Conclusions etc.
- A comprehensive Viva-Voce seeking general awareness of the lab subject.

The relative emphasis shall be left to the HOD and the course teacher.

ii. The award shall be finalized immediately by the course teacher and submitted in sealed cover to the COE's office. All materials used by students during examination, is to be preserved for spot checking by HOD / COE, if desired.

b. Laboratory Sessionals: 40 percentages points.

#### Operational Guidelines

i. The course teacher shall be the sole authority for finalizing award under this item.

ii. He shall divide the points under the following guidelines:

- |   |           |
|---|-----------|
| • Attendance and regularity   | 05 points |
| • Preparedness for conduct of experiment                                  | 10 points |
| • Initiative to learn and interact  | 10 points |
| • Presentation of lab report, its regularity<br>in submission and content | 15 points |

iii. The course teachers finalize the award (out of 40 points) before the end – semester examination and communicate the same under sealed cover to the COE's office.



### Sessionals (out of 100 percentage points)

#### Explanation & Operational Guidelines

Sessionals are those where, either the formal institutional contact hours are not specified, (viz., Practical Training, Extra/Co-curricular participation), or there are no formal End Semester examination of the written kind, (viz., Comprehensive Viva-Voce, Seminar, Industrial Training, etc.). For all items under these categories, the evaluation will be done internally through a Departmental Committee, appointed by the Departmental Head and duly endorsed by the Principal.

The norms for assessment may vary from item to item. A broad guideline is suggested below:

- i. For items which are conducted outside the institution viz., Industrial training, Co-curricular/Extra-curricular participation etc. – assessment may be made on the basis of Supervisor's assessment, report submitted by the student, if any, participation & attendance, and Viva-Voce conducted by a Departmental Committee, constituted by the Departmental Head and duly ratified by the Principal.
- ii. Items conducted in the Department / Institution viz., Seminar, Comprehensive Viva-Voce – are evaluated by the Departmental Academic Committee(s) constituted by the Department(s) and ratified by the Principal, based on participation and attendance in this course, comprehension of seminars by fellow students, presentation and content of seminar presented, capability to address to questions by participants.

The award list for this paper is finalized by all the members of the Departmental Academic Committee before the starting of the end-semester theory/practical examinations, and shall be communicated to the COE's office under sealed cover.

#### 5.4.2.4. Declaration of result, promotions and grading system:

In order to pass the B.Tech / MCA course a candidate must obtain at least D grade in each of the theory, practical and sessional papers and a DGPA of 6.0

The promotional status in respect of B.Tech. / MCA course is indicated on the even semester credit card/sheet as per details below:

- a. A student shall be eligible for promotion to the next higher level if he has cleared ALL course papers of earlier semesters individually.
- b. A student shall also be eligible for promotion to the next higher level / year with backlogs but those backlogs are to be cleared within the time limit specified for the completion of the course which is 7 years for B.Tech. and 5 years for MCA from the year of admission.



- c. A student shall be eligible for promotion only if he has not been involved any breach of discipline or has not been time barred due to non-completion of the course within the time limit fixed for the purpose.

In order to pass the M.Tech., a candidate must obtain at least D grade in each of the theory, practical and sessional items and a DGPA of 6.0.

The promotional status in respect of M.Tech. students shall be indicated on the even semester credit card / sheet as per details below:

- a. Passed and Promoted (denoted by P) and indicating that
- the candidate has cleared every course paper of both odd and even semester of the academic year
  - he has no backlogs from the lower levels
- b. Eligible for promotion with backlogs (denoted by XP) indicating that
- the candidate is eligible for promotion with backlog of maximum one course paper for the just completed lower level even after the supplementary examination, subject to his applying for the same to the Principal of the Institute
  - he is not carrying any backlog from other lower levels.

The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of all the semesters.

#### Grading system

A seven point grading system on a base of 10 shall be followed in the Institute. Categorization of these grades and their correlation shall be as under:

<i>Qualification</i>	<i>Grade</i>	<i>Score on 100 percentage points</i>	<i>Point</i>
Outstanding	'O'	100 to 90	10
Excellent	'E'	89 to 80	9
Very good	'A'	79 to 70	8
Good	'B'	69 to 60	7
Fair	'C'	59 to 50	6
Below average	'D'	49 to 40	5
Failed	'F'	Below 40	2

A transitory letter grade I (carrying points 2) shall be introduced for cases where the candidate fails to appear in end semester examination(s) and where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when results are complete.



No student shall be allowed to receive/complete the final degree with any I or F grade.

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

SGPA – Semester Grade Point Average

YGPA – Yearly Grade Point Average

DGPA – Degree Grade Point Average

Definition of terms:

- a. POINT : Integer(s) qualifying each letter grade(s) in the seven point system, earned in each item in a semester by a candidate.
- b. CREDIT : Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and syllabus
- c. CREDIT POINT : (b) X (a) for each course item
- d. CREDIT INDEX :  $\Sigma$  CREDIT POINT of course items in a semester
- e. GRADE POINT AVERAGE, in general items, is defined as

$$= \frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDITS}}$$

but it is always qualified by the specified period reference, as detailed below.

Semester Grade Point Average (SGPA)

$$= \frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}} \quad \text{for a Semester}$$

Yearly Grade Point Average (YGPA)

$$= \frac{\text{CREDIT INDEX of Odd Sem} + \text{CREDIT INDEX of Even Sem}}{\Sigma \text{ CREDIT of Odd Sem} + \Sigma \text{ CREDIT of Even Sem}}$$

for an academic year.

Degree Grade Point Average (DGPA) for 4-year B.Tech Course

$$= \frac{1 \times \text{YGPA IYr} + 1 \times \text{YGPA IIYr} + 1.5 \times \text{YGPA IIYr} + 1.5 \times \text{YGPA IVYr}}{5}$$

Degree Grade Point Average (DGPA) for 3-year MCA Course

$$= \frac{1}{3} \sum_{\text{Year1}}^{\text{Year3}} \text{YGPA}$$



Degree Grade Point Average (DGPA) for 2-year M.Tech. programme

$$= \frac{1}{2} \sum_{Year1}^{Year2} YGPA$$

For percentage equivalence, the following table, as notified by the AICTE, may be referred to:

GRADE POINT (x)	PERCENTAGE OF MARKS (y)	GRADE POINT (x)	PERCENTAGE OF MARKS (y)
6.25	55	7.75	70
6.75	60	8.25	75
7.25	65		

N.B.:  $y = 10x - 7.5$

#### 5.4.2.5. Post publication scrutiny & re-evaluation

##### Preamble

i. The Institute shall have provision for scrutiny of answer scripts, re-evaluation following declaration of results, for students not convinced that proper justice has been done in subjective evaluation of their answer scripts in just concluded end-semester examination.

ii. Re-examination of the scripts shall be of two categories only :

a. Scrutiny – the activity under this category shall ordinarily be confined to checking :

i. correctness of the total marks awarded and its conversion into appropriate letter grading.

ii. whether any part/whole of a question(s) has/have been left uncorrected/unevaluated inadvertently.

iii. correctness of transcription of marks in respect of the course item under scrutiny

OR

b. Re-evaluation – re-examination of the script by independent experts in the concerned subject(s).

##### Application for Scrutiny/Re-evaluation

(i) A candidate may apply for scrutiny or re-evaluation within 7 (seven) days from (but excluding) the date of publication of result, for one or more subject items of the just concluded end-semester examination on payment of a prescribed fee to the Institute as per details indicated from time to time through notification. The prescribed application form for the purpose shall be collected from the office of the Controller of Examinations or downloaded, if so instructed.





- (ii) The Institute may extend the date of submission of application, if any.
- (iii) Incomplete and erroneous applications shall be rejected and no further correspondence in respect of such applications shall be entertained.
- (iv) A student applying for scrutiny/re-evaluation shall expressly state on the application form, whether the application made is for scrutiny or for re-evaluation. Only one option shall be permitted
- (v) Candidate shall enclose a bank draft for the requisite amount of application fees, payable to the "Heritage Institute of Technology" at any nationalized bank in Kolkata, and make appropriate entry on the application form. An application not accompanied by the application fee or accompanied by inadequate application fee shall be rejected and no further correspondence shall be entertained.
- (vi) All applications for scrutiny/re-evaluation must be routed through the COE's office of the Institute.

#### Rules for Scrutiny/Re-evaluation

- (i) It shall be obligatory on the part of a candidate applying for post-publication scrutiny/re-evaluation to accept the alternation in marks/grade, if any, after scrutiny/re-evaluation.
- (ii) He shall enclose the original grade sheet issued to him, along with the application
- (iii) Scrutiny shall confine itself to re-totalling of credits, checking for missed out corrections of questions and correctness of transcription of award and its final conversion into letter grades and consequent evaluation of SGPA/ YGPA/ DGPA, as the case may be
- (iv) "Re-evaluation" shall entail re-examination of the answer script(s), for which re-evaluation is applied for, by an acknowledged external subject expert
- (v) Neither the candidate nor any one on his behalf shall be entitled to be present during scrutiny/re-evaluation, nor shall he or his representative will have any right to inspect the answer script(s) after publication of scrutiny/re-evaluation results
- (vi) After the result of post-publication scrutiny/re-evaluation is declared, a fresh grade sheet shall be issued to the candidate incorporating changes. In such a case the original grade sheet submitted by the student along with the application shall be cancelled by the Institute and use of copies of the same in future shall amount to concealment of facts, punishable by law. The new grades shall replace the grades declared earlier, whether the grade(s) and/or result indicate improvement or otherwise. Requests for ignoring deterioration of performance, if any, including failure in course items, consequent upon scrutiny/re-evaluation, shall not be possible under any circumstance. In case there are no changes, the original grade sheet shall be returned to the student
- (vii) Post publication scrutiny/re-evaluation shall be allowed for the theory course-items only, and shall not be possible for practical and sessional items



(viii) The result of scrutiny/re-evaluation shall be intimated to the candidate(s) by the Institute.

(ix) Application for scrutiny/re-evaluation shall not ensure that the result for such scrutiny/re-evaluation shall be declared before the date fixed for submitting application for next examination. Failed candidates shall, in their own interest, submit applications for enrolment for appearing in the next examination of concerned items when the same is held, within the dates specified

(x) If the result of scrutiny/re-evaluation is not available at the time when a failed candidate (who applied for scrutiny/re-evaluation) appears in the examinations of his arrear items subsequently he shall have the option to choose between the result of scrutiny/re-evaluation and the result of the exam as his final grade in arrear items. In such an event, if the candidate chooses to opt for the result of the subsequent examination in respect of the arrear item(s), his original grade sheet, kept with the Institute shall be returned.

(xi) A script which has been scrutinized once or revaluated once shall not be scrutinized /revaluated again

(xii) The interpretation of the Principal in respect of the rules, including any issues not specifically mentioned shall be final

#### 5.4.2.6. Scope for Grade Improvement

A candidate may apply to re-appear in a regular examination of an already passed paper to improve the grade by depositing the requisite fees. Maximum number of such attempts will be two (2) in the entire degree program. The internal assessment marks of the paper(s) will however be carried forward. If the grade obtained in the repeat examination is lower than his / her original grade, the original grade shall prevail.

#### 5.4.3. *Eligibility of a member of faculty to be involved in the evaluation process*

Any member of faculty having his ward / near relation in his subject(s) must declare in writing to the respective HOD at the beginning of the semester indicating conflict of interest. Such a member of faculty shall not be allowed to get involved in the evaluation process for that particular subject.

#### 5.4.4 *Guiding rules for conduct of Examinations*

5.4.4.1. The Controller of Examinations shall be responsible for strict supervision and efficient conduct of the examinations in accordance with the rules laid down for the purpose.

5.4.4.2. A candidate who fails to produce the Registration Certificate and / or Admit Card may be provisionally permitted to sit for the examination for the day provided he submits an undertaking in writing to produce the same on the very next day, failing which he shall be debarred from appearing in the following examinations. Such cases should be reported to the Controller of Examinations. However, in case any of the above is lost, the matter should be reported to Police and a copy of GD has to be submitted to the Office of the Controller of Examinations, besides carrying the same for appearing at the remaining examinations



5.4.4.3. No candidate will be admitted after the expiry of half an hour from the commencement of the examination

5.4.4.4. If circumstances so demand, the Controller of Examinations may expel a candidate from the Examination Hall and debar him or her for appearing at the examination for the paper. He shall submit a report to the Board of Examinations forthwith.

5.4.4.5. Candidates suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted into or allowed to remain in the Examination Hall.

Special arrangements may, however, be made for candidates who are suffering from certain categories of diseases, if application is made to the Controller of Examinations well in advance. Such a candidates shall have to bring necessary materials such as bed, pillow etc.

5.4.4.6. After the completion of the examination, the Controller of Examinations shall arrange to keep the records of following documents for future purpose, if necessary:

- (i) Attendance sheets with signature of candidates appearing in each paper
- (ii) Absentee statement.

#### *5.4.5 Instructions to Invigilators*

5.4.5.1. For every 20 students or part thereof, there shall be one invigilator in a room. The invigilator(s) shall be overall in-charge of the room assigned to him / them.

5.4.5.2. All invigilators shall report to the Controller of Examinations at least half an hour before the commencement of examination for collecting question papers and other examination materials after which they shall directly go to the halls allotted to them. The distribution of question papers to candidates may start 5 minutes before the time for commencement of the examination.

5.4.5.3. Invigilators should examine the Admit Cards and Registration Certificates of all the candidates to see that their admission to the examination hall is regular. If a candidate fails to bring his Admit Card and / or Registration Certificate, the rule under Section 5.4.4.2 shall apply

#### *5.4.6 Misconduct / Malpractice*

An invigilator is required to be alert at every moment so that no student can adopt malpractice during the examination.

##### *5.4.6.1. Nature of malpractices*

###### *Category I:*

- (A) Writing erratic / irrelevant matters
- (B) Writing obscene language / sketches
- (C) Disclosing the identity in the answer script and / or requesting for specific marks
- (D) Writing wrong Roll No.
- (E) Leaving the examination hall without permission / not signing in the attendance sheet



Category II:

- (A) Possessing printed / handwritten notes
- (B) Copying or helping in copying
- (C) Manual / group copying
- (D) Possessing text book / sizeable handwritten / printed text
- (E) Attempting to bribing / writing letter hinting at illegal gratification
- (F) Mutilating the answer book issued

Category III:

- (A) Misbehaving / threatening examination official or other examinees / smuggling out question paper
- (B) Receiving outside help
- (C) Assaulting examination officials
- (D) Indulging in / inciting anything other than normal
- (E) Smuggling in / out answer script or attempting to do so
- (F) Tampering with answer book issued and replacement of pages
- (G) Impersonation or helping others to impersonate

N.B.: The Controller of Examinations shall use his discretion in respect of the steps to be taken in case of any other type of malpractice not mentioned above.

5.4.6.2. Board of Discipline :

- There shall be a Board of Discipline with the following composition to which all cases of breach of discipline in connection with examinations shall be reported with relevant documents and details :
  - A. Principal – Chairman, Ex-Officio
  - B. Dean (UG), Ex-Officio, Member
  - C. Dean (PG & Research), Ex-Officio, Member
  - D. Registrar, Ex-Officio, Member
  - E. Controller of Examinations, Ex-Officio, Member Secretary
- Meeting of the Board of Discipline shall be convened by the Member Secretary on such dates as may be fixed by the Chairman for which at least 3 (three) days' notice shall be given. The Member Secretary shall keep a record of the proceedings of the meeting of the Board.

5.4.6.3. Highest punishment recommended for consideration of the Board of Discipline

- Category I – Cancellation of Paper
- Category II – Cancellation of Paper in case of (A) to (D)  
Cancellation of entire examination of the semester  
in case of (E) and (F)



- Category III – Cancellation of entire semester examination with debarment from appearing in any examination for one year or two years excluding the current examination

5.4.6.4. Steps to be followed for a student who is detected while indulging in malpractice

- The answer script, together with support material(s) used in the act of malpractice, if any, be ceased by the invigilator / supervisor
- The student should be asked to fill in the unfair practice form and sign the same before the invigilator / supervisor. No verbal argument etc., shall be entered into
- A fresh answer script be issued to the student after writing on the first inside page, the time of issuance of the said answer scripts by the invigilator(s). No signature on the page shall be made. The student shall be allowed to continue with the examination.
- The first answer book, along with the answer practice form duly completed by the invigilator / supervisor and the offending material(s) ceased at the centre, be packed in sealed envelope and conveyed to the Controller's Office separately.

**Note: Unless otherwise specified, any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice-versa if the context so requires**



## Annexure-I

As per the recommendations of **17th Acedemic Committee Meeting held on 8th May 2019** changes were made in the Statutes of Rules and Regulations of Examination Chapter 5, Article No. 5.4.

***Introduction of a new clause in the examination rules regarding Special Supplementary Examinations- Revision of in Rules for Examinations in last paragraph of Section-5.4.2.2***

There shall be no separate Supplementary Examinations for 2nd & 3rd year B Tech, 1st year M Tech and 1st & 2nd year MCA. However, Supplementary Examinations only in respect of 1st & 2nd semester for Ist year B Tech, 3rd & 4th semester for final year M Tech, and 7th & 8th semester of final year B Tech and 5th & 6th semester of final year MCA, for Theory as well as for Practical and Sessional papers, shall be held within one month from the date of publication of results.

*Atanu Kundu*  
10.05.2019

Prof. Atanu Kundu

(Deputy Controller of Examinations)