EXAMINATION POLICY DOCUMENT

TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(UGC Autonomous)

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH
Accredited by NAAC with 'A' Grade. Accredited by NBA
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INDEX

1.Examination Control Office Overview

Teegala Krishna Reddy Engineering College (TKREC) (Autonomous Institution, UGC, Govt. of India), established in 2005 is approved by AICTE, New Delhi and affiliated to JNT University, Hyderabad. The college has been granted Autonomous status by UGC, New Delhi and JNT University, Hyderabad effect from the academic year 2020 for 10 years. The activities of the Office of Controller of Examinations (CoE) became vibrant thereafter in a confidential manner. The CoE office has state of art infrastructure facilities including Confidential Room, Strong Room, Dummy Numbering Room, Valuation Hall and Exam Conduction Center. The office is powered with latest CoE software to support all the activities in its versatility.

The Principal is acting as the Chief Controller of Examinations. The Controller of Examinations coordinates with the Principal regarding all proceedings of the Examinations office. The prime responsibility of the Examination office is to plan and conduct all examinations in a fair, transparent and systematic manner as per the academic Calendar which is prepared at the beginning of every academic year. Based on the academic calendar, the exam cell releases the circular of examination details to all Departments, on the college website and also in notice board for students. Being an autonomous institution, meticulous care is taken with maintaining the records of every student throughout their time with TKREC and even after. The office gives the highest priority to the efficient and effective execution of examination policy for the benefit of the entire student community. All genuine requests comes from students with regard to examinations are promptly attended and resolved on a continuous basis.

The autonomous examination system of the institution has used BEES ERP EXAMINATION TOOL Plus (BET Plus) software for the management of the entire examination system from course registration to declaration of results. The examination system's processes and procedures are documented, scrutinized by committees, and approved by competent authorities. Improvements in processes and procedure are periodically introduced and approved by statutory bodies. The BET tool is used in the management of course registration, attendance recording, entry of marks and calculation of internal marks, CO wise attainment calculations, collection and reporting of faculty feedback. The BET tool also supports for processing of end semester results, publication of results and the archiving of marks and grades. The institution is also well equipped to conduct proctored examinations. Questions for Continuous Internal Assessment(CIA) and Semester End Examination(SEE) are mapped with Course Outcomes and cognitive levels as

recommended by Bloom's Taxonomy that facilitates assessing the attainment levels of Course Outcomes, Programme Outcomes and Programme Specific Outcomes of a given

2. Examination Process

The Examinations control office (ECO) focuses on strict and flawless examination system maintaining uniformity and consistency in assessment and evaluation. One of the significant activities carried out by the Academic and Examination Cell of TKREC is conducting examinations and announcing results. It is a Paramount importance that the examinations are conducted with utmost precision and fairness. The Annexure includes the list of malpractices along with the punishments. The Pre-examination and Post- Examination Processes are strictly followed. Controller of Examination is responsible for the announcement of academic calendar, preparation of question papers, conduction of Continuous Internal Assessment (CIA) tests and Semester End Examinations (SEE), valuations of answer scripts, announcement of results, printing and issuing of grade sheets to the students and recommendations to the University for the Award of degrees. At the end of every semester, there will be SEE exams. If a candidate fails to pass the exam in any course(s), they may be allowed to take a supplementary exam.

3.Attendance Requirements and Detention Policy

A student shall be eligible to appear for the semester end examinations, if the student acquires a minimum of 75% of attendance in aggregate of all the subjects/ courses (including attendance in mandatory courses like Environmental Science, Foreign Language: French, Human Values & Professional Ethics, Indian Constitution, Indian Traditional Knowledge, Professional English, Technical Communications & Soft Skills and Gender Sensitization) for that semester. Shortage of attendance in aggregate up to 10% (65% and above, and below 75%) in each semester may be condoned by the college academic committee on genuine and valid grounds, based on the student's representation with supporting evidence. A stipulated fee shall be payable for condoning of shortage of attendance. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examinations of that semester. They get detained and their registration for that semester shall stand canceled. They will not be promoted to the next semester.

4.Academic Requirements Policy

A student should register for courses/subjects covering 160 credits as specified and listed in the course structure,. The performance of the student in these 160 credits shall be taken into account for the calculation of 'the final CGPA (at the end of under graduate programme).

A student detained in a semester due to shortage of attendance may be re-admitted in the same semester in the next academic year for fulfillment of academic requirements. The academic regulations under which a student has been readmitted shall be applicable..A student detained due to lack of credits, shall be promoted to the next academic year only after acquiring the required academic credits. The academic regulations under which the student has been readmitted shall be applicable to her. Revision of Regulations & Curriculum Policy:

The institute may from time-to-time revise, amend and change the regulations and the curriculum, if found necessary. Any such change shall be communicated through Circulars from the Principal's Office or through Dean - Academic.

5.Promotion Policy

The following academic requirements have to be satisfied in addition to the attendance Requirements for promotion / completion of regular B. Tech program.

A student will be eligible to be promoted from I year to II year, upon fulfilling the academic requirements of 50 % credits up to I year II semester examinations and secures prescribed minimum attendance in I year.

A student will be eligible to be promoted from II year to III year, upon fulfilling the academic requirements of 60 % credits up to II year II semester examinations and secures prescribed minimum attendance in II year.

A student will be eligible to be promoted from III year to IV year, upon fulfilling the academic requirements of 60 % credits up to III year II semester examinations and secures prescribed minimum attendance in III year.

ii. For Students Admitted into B. Tech (Lateral Entry Students) Program:

The LES students after securing admission shall pursue a course of study for not less than three academic years and not more than six academic years. The student shall register for 123 credits and Secure total 123 credits with CGPA≥5 from II year to IV year B.Tech.

Programme for the award of B.Tech. Degree. The attendance requirements of B.Tech.(Regular) shall be applicable to B.Tech. (LES).

A student will be eligible to be promoted from II year to III year, upon fulfilling the academic requirements of 60 % credits up to II year II semester examinations and secures prescribed minimum attendance in II year.

A student will be eligible to be promoted from III year to IV year, upon fulfilling the academic requirements of 60 % credits up to III year II semester examinations and secures prescribed minimum attendance in III year.

6.Examinations Rules and Procedures

The examination rules and procedures are amended from time to time based on the recommendations of the academic council members and results processing committee members for the smooth conduct of examinations and the declaration of results. In the examination control office, the Controller of examinations (COE) is responsible for the announcement of academic calendar, preparation of question papers, conduction of continuous internal assessment (CIA) examinations and semester end examinations

(SEE), valuations of answer scripts, announcement of results, printing and issuing of grade sheets to the students and sending the data to the University for the award of degrees.

For smooth and proper conduct of examination, the following rules have been followed:

i. Prepare the budget proposal at the beginning of the academic year and submit to the principal for approval.

ii. Prepare the master plan for seating arrangement, by taking into considerations the

Total number of students appearing to the exam and classrooms available in each Department.

iii. Give the directions to all department examination coordinators for proper conduct of examinations.

iv. Obtain the panel of examiners from concerned board of studies for the conduct of

Practical examinations and project viva-voce examinations.

v. Procure question papers from external examiners and identify examiners from reputed institutions to carry out the evaluation process in consultation with principal.

vi. Inquire the grievances received from the students in the discrepancies observed

in the answer booklets and report the same to the grievances and redressal committee of the college.

vii.   Receive the cases of misbehavior, malpractices, copy cases and forward the same to complaint redressal committee for further necessary action.

Conduction of Continuous Internal Assessment (CIA)

For theory subjects, during a semester there shall be two Continuous Internal Assessment (CIA) examinations. The first term examination shall be conducted from first two and ahalf units of the syllabus, the second term examination shall be conducted from remaining two and a half units. The total marks secured by the student in each term examination are evaluated for 30 marks, and the average of the two mid-term examinations shall be taken as the final marks secured by each candidate..If any student is absent/scoring internal marks less than 40% in any subject of a mid-term examination shewill be given a chance to write the internal exam once again after she re-registering for the internal exam in the concerned subject and paying stipulated fees as per the norms.

CIA marks are published and made available in respective student login

(https://tkrecautonomous.org/BETEportal/studentlogin/)

Conduction of Semester End Examinations (SEE)

Invigilators shall be appointed from among the faculty of respective departments. Examination coordinators shall distribute the question papers as per the seating plan and collect the attendance sheets, D-forms from the allotted classrooms. They receive the answer booklets from the invigilators after the completion of the examination and pack them securely. Head of the departments /Senior Professors are appointed as flying squad/ Observers who shall take rounds in their allotted rooms/blocks and check whether the discipline is being maintained during examination. The flying squad shall make surprise visits to their assigned examination blocks and report the cases of misbehavior, indiscipline, malpractices, attempt to copy to the COE. Frisking staff will check the

Students' belongings and report to the invigilators in case of any material found. Flying squad relievers will maintain the record of visits in prescribed format and submit a comprehensive report to COE.

Eligibility Criteria and Instructions to the QP Setters

The paper setter / examiner shall be appointed by the COE in consultation with principal.

The paper setters shall have at least 10+ years of teaching experience and at least five- year's experience of teaching the course for which appointment is to be made. The paper setter shall follow all the directions given by COE from time to time in respect of pattern of question papers, setting of question papers, model question papers, scheme of evaluation etc. The questions are to be prepared from the entire scope of the enclosed syllabus. The paper setter shall not disclose her appointment and shall not make any correspondence regarding any matter connected with the examination. All the questions
are to be mapped to Bloom's Taxonomy levels and respective Course Outcomes(COs) in the mapping of the questions to the course outcomes document enclosed. The pattern of question papers should confirm with that of the model question paper enclosed. Diagrams or sketches, if any, should be drawn with the help of black pen or using software tools. Students are required to attempt one question each from each unit in 3 hours. The stipulated time for the examination should be kept in mind while setting the question papers.

Duties of Invigilators

1. COE shall appoint the required number of invigilators and as per the examination schedule, from among the faculty of respective department. Invigilator shall observe the general discipline in the class/hall during the examination and report the cases of indiscipline, misbehavior and copying cases to the COE for further necessary action.

2. Invigilators shall enter their class/hall at least 15 minutes before the start of examination. Ask the students to keep their books, notebooks, and their written materials at the front of the room/ outside the room.

3. Check whether the students have occupied their seats as per the seating plan. Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books.

4. Distribute the question papers to the students at the beginning of the examination.

5. Check the identity cards of the students and sign on their answer books, if all details are correct.

6. Take the signature of students on the attendance proforma, mark 'AB' for absent students and the attendance record of her room/hall.

7. Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma.

8. Maintain general discipline in the classroom by frequently moving in the classroom/hall preventing any malpractices, attempt of copying by the students.

9. Report cases of students' misbehavior, indiscipline, malpractices and copying cases to the COE for further necessary action.

10. Collect the answer booklets from the students at the end of examination and arrange them sequentially as per the exam. Handover the answer booklets to the examination coordinators.

Question Paper Printing

The following procedures are followed for printing of question papers. The question paper selection committee selects the question paper for the examination, by picking the question paper set from all 3 sets, through chit system. Each course will be nominated with a subject Expert based on the seniority and the number of times the course being taught. Subject's experts are nominated for all the subjects to verify the selected question paper set and check for spelling mistakes, typing errors, out of syllabus questions if any. The COE shall generate the question paper. Printing of the question paper shall be done one hour before the examination by CoE. Setting up the format of the question paper if required, would be done and the printing command shall be given without creating any file on any of the storage device. However, care shall be taken to eliminate changes in the original paper due to setting up the format. Damaged question papers and extra copies of question paper shall be destroyed by putting them in the crushing machine after the printing work every day. All USB ports, CD writers, LAN cards, modems, blue tooth, or any other accessory that can be used to transfer or save the data shall be disabled from the computer used for printing. Paper seals duly signed with date and time are pasted on all the cupboards and doors in the printing section. Person other than those deputed for printing would not be allowed to enter the printing section. The person deputed for the printing will not leave the room until the work is completed. No member shall carry any communication or storage device, such as mobile, blue tooth, pen drive, floppy disk or any such device that may be used for transferring or storing the data from the computer.

Evaluation of SEE Answer Scripts

Assessment of answer books for all examinations shall be done centrally. The SEE answer booklets are scanned on the day of examination and encoded with auto-generated codes. External examiners are identified from the reputed institutions in the cadre of Professor /Associate Professor, who have taught the course at least three times to carry out the evaluation process. SEE evaluations are time bound and completed within three days from

the date of last examination. A digital platform is provided for the valuation of answer booklets, which makes the evaluation process faster, easier, and accurate. Exam Coordinators shall check the evaluations done by the external examiners and in case of any in consistencies observed in any course, another external examiner shall be appointed with the approval from principal for valuation. SEE results are declared and made available in respective student login ((https://tkrecautonomous.org/BETEportal/studentlogin/).Any discrepancy observed in the answer booklets shall be brought to the notice of COE, by applying the grievance online. The grievances received shall be inquired by the grievances and the redressal committee of the college. Students dissatisfied with the marks awarded in any theory papers can apply for revaluation /recounting in prescribed format by paying a requisite amount online within four working days from the date of declaration of result of the Examination.

Practical Examination

Practical examination shall be conducted as per the examination schedule. Faculty and staff are
appointed for practical examination. The Examination Control Office staff shall send the appointment letters to the external/internal examiners and make suitable arrangement for the conduct of practical exams with the consent of Chief controller of Examination. Internal examiners along with skilled assistants and laboratory attendees shall make all the necessary arrangements of equipment/laboratory setup required for conducting practical examination for the irrespective courses. Students perform the given practical, followed by the viva voce based on the practical content of the course. The performance of the students shall be judged by both internal and external examiner. Internal examiner shall submit the answer booklets/drawing sheets/workshop sheets, D- form and marks sheet of the practical examination on the day of examination to the Examination Control Office. After the practical examination of the course is over, internal examiner along with the external examiner shall fill in the marks online from their login, sign on the hard copy, seal it in a packet, write all details on the packet and hand over the same to COE. T.A., D.A. and remuneration to the external examiners shall be paid as per rules and regulations, after the examination of the respective course is over. Remuneration to internal examiners and other staff shall be paid after the practical examination and account of payment shall be submitted to the office within a week.

7. Result Declaration Policy

The Examinations Control Office is responsible for announcing results. The Examinations result is processed based on the recommendations of the academic council members and results processing committee members. The committee members comprise of the Chief Controller of Examinations, JNTUH nominee, Controller of Examinations, Additional Controller of Examinations, and all HoDs. The Academic Council has decided that the declaration of End Examination results will be issued within 15 days after the completion of the End Semester Examinations. The End Semester Examinations results are declared and made available in respective student logins (https://tkrecautonomous.org/BETEportal/studentlogin/).

Grading Procedure

As a measure of the performance of a student, a 10-point absolute grading system using the following letter grades (as per UGC/AICTE guidelines) and corresponding percentage of marks shall be followed:

Letter Grade (UGC Guidelines)	Points	%of Marks secured in a subject or course(Class Intervals)
O(Outstanding)	10	Greaterthan or equal to90%
A+(Excellent)	9	80 and lessthan90%
A(Very Good)	8	70 and lessthan80%
B+(Good)	7	60 and lessthan70%
B(Average)	6	50 and lessthan60%
C(Pass)	5	40 and lessthan50%
F(Fail)	0	Below 40%
AB(Absent)	0	-

A student passes the subject/ courseonlywhen**GP≥5 ('C'gradeor a bove)**

The Semester Grade Point Average (SGPA) is calculated by dividing the sum of credit points (CP) secured from all subjects/ courses registered in a semester, by the total number of credits

registered during that semester.SGP A is rounded off to two Decimal places. SGPA is thus computed as

$$\text{SGPA} = \left\{ \sum_{i=1}^{n} C_i\, G_i \right\} / \left\{ \sum_{i=1}^{n} C_i \right\} \dots\dots \textbf{For each semester},$$

where 'i' is the subject indicator index (takes into account all subjects in a semester), 'N' is the no. of subjects 'registered' for the semester (as specifically required and listed under the course structure of the parent department), C_i is the no. of credits allotted to the ith subject, and G represents the grade points (GP) corresponding to the letter grade awarded for that i^{th} subject.

The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is the ratio of the total credit points secured by a student in **all** registered courses in **all** semesters, and the total number of credits registered in **all** the semesters. CGPA is rounded off to **two** decimal places. CGPA is thus computed from the I year II semester onwards at the end of each semester as per the formula

$$\text{CGPA} = \left\{ \sum_{j=1}^{m} C_j\, G_j \right\} / \left\{ \sum_{j=1}^{m} C_j \right\} \text{ for all S Semesters Registered}$$

(i.e., up to and inclusive of S semesters, S ≥ 2)

Where 'M' is the total no. of subjects (as specifically required and listed under the course structure of the parent department) the student has 'registered' i.e., from the 1st semester onwards up to and inclusive of the 8thsemester, 'j' is the subject indicator index (takes in to account all subjects from1to8thsemesters),C_j is the no. of credits allotted to the j th subject, and G represents the grade points (GP) corresponding to the letter grade awarded for that j th subject. After registration and completion of I year I semester, the SGPA of that semester itself may be taken as the CGPA, as there are no cumulative effects.

Passing Standards

Student shall be declared successful or 'passed' in a semester, if student secures a GP ≥5 ('C' grade or above) in every subject/course in that semester (i.e. when student gets an SGPA ≥ 5.00 at the end of that particular semester); and a student shall be declared successful or 'passed' in the entire under graduate programme, only when gets a CGPA ≥ 5.00 for the award of the degree as required.

After the completion of each semester, a grade card or grade sheet (or transcript) shall be issued to all the registered students of that semester, indicating the letter grades and credits earned. It will show the details of the courses registered (course code, title, no. of credits, and grade earned etc.), credits earned, SGPA, and CGPA. Computation of SGPA and CGPA are done using the above procedure.

For final percentage of marks equivalent to the computed final CGPA, the following formula may be used

<p align="center">**% of Marks = (Final CGPA – 0.5) x 10**</p>

Award of Degree

A student shall register and put up minimum attendance in all 160 credits courses and shall earn a total of 160 credits for the award of B. Tech degree. Further, marks obtained in the 160 credits shall be considered for the calculation of percentage of marks as well as overall CGPA ≥5.0, within 8 academic years from the date of commencement of the first academic year, shall be declared to have 'qualified' for the award of the B. Tech. Degree in the chosen branch of Engineering as selected at the time of admission.

Students with final CGPA (at the end of the under graduate programme) ≥7.50, and shall be placed in 'First class with distinction'. Students with final CGPA (at the end of theunder graduate programme) ≥6.50 but < 7.50, shall be placed in 'First class'. Students with final CGPA (at the end of the under graduate programme) ≥5.50 but < 6.50, shall be placed in 'Second class'. All the other students who qualify for the award of the degree with final CGPA (at the end of the under graduate programme) ≥5.00 but < 5.50, shall be placed in 'pass class' provided they secure a total of 160 credits. A student with final CGPA (at the end of the under graduate programme) < 5.00 will not be eligible for the award of the degree. Students fulfilling all the conditions alone will be eligible for award of 'university rank' and 'gold medal'.

Withholding of Results

If the student has not paid the fees to the university/ college at any stage, or has dues pending due to any reason whatsoever, or if any case of indiscipline is pending, the result of the student may be withheld, and student will not be allowed to go into thenext higher semester. The award or issue of the degree may also be withheld in such cases.

ANNEXURE – A

Guidelines for imposing punishment on the examinees caught copying / involved in any type of misconduct during or after Examination

S.No	Nature of Malpractices/Improper conduct	Punishment
	If the candidate:	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used As an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell Phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of An outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.

| 3. | Impersonates any other candidate in connection with the examination. | The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over

To the police and a case is registered against him. |
|---|---|---|
| 4. | Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination. | Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remain in examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The

Continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. |
| 5. | Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks. | Cancellation of the performance in that subject. |

6.	Refuses to obey the orders of the Chief Superintendent/Assistant — Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or in stigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to Use of un fair means or misconduct or has	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
	The tendency to disrupt the orderly conduct of the examination.	
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any mal practice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University or further reaction to award suitable punishment.	