

---

---

# EXAMINATION MANUAL

---

---

## SSTC Version 1.0

Applicable for the batch of students admitted from  
the Academic Year 2020-21



**Shri Shankaracharya Technical Campus**

**(An Autonomous Institute; Affiliated to CSVTU, Bhilai)**

---

**Published on**

**Shri Shankaracharya Technical Campus, Bilai**

An Autonomous Institution affiliated to  
**Chhattisgarh Swami Vivekanand Technical University, Bilai (Chhattisgarh)**

Accredited by NAAC with “A” Grade.

NBA Accredited for B. Tech (Mech, EE, EEE, IT, CSE, ETC, Civil) Courses.

NIRF Ranking 2020 (250-300 Band).

An ISO 9001:2015 Certified Institution.

**This document is to be read in conjunction with the Academic Regulations manual of the Institute.**

## SHRI SHANKARACHARYA TECHNICAL CAMPUS

### Foreword

Institute has been conferred the Autonomous Status by University Grants Commission from the Academic Session 2020-21.

Institute will aim for the following Objectives:

1. Institute will devise methods to improve the quality of Technical Education.
2. Institute will prescribe its own courses of study and syllabi and restructure and redesign the courses to suit local needs.
3. Institute will improvise the methods of assessment of students' performance, the examination pattern and its conduction along with the notification of results.
4. Institute will promote use of modern tools of educational technology to achieve higher standards and greater creativity.
5. Institute will promote healthy practices such as community service, extension activities, and projects for the benefit of the society at large.
6. Institute will modernize and frame its own curricular to make them acceptable to the local environment that, in turn will provide better job opportunities to the students.
7. Institute being familiar with its strength, weaknesses, opportunities and challenges (SWOC) will adopt measures to promote academic excellence.

## Index

<b>S. No.</b>	<b>Title</b>	<b>Page No.</b>
-	Foreward	1
-	Index	2
-	Introduction	3
1	Examination Cell	4
2	Examination System	4
3	Continuous Assessment	4-5
4	End Semester Examination (ESE)	5
5	Appointment of Paper Setters / Practical Examiners / Valuers	5-6
6	Examination Committee	6-7
7	Examination Sub-Committees	7
8	Institute Awards for Academic Excellence	10
9	Course code (Annexure-I)	11-14

## **I - Introduction**

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

### **➤ Objective**

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

### **➤ Activities**

To meet its objective the cell conduct the following activities

- Preparation and announcement of the examination calendar.
- Coordinating the subject registration process for each semester.
- Initiating the process of procurement of the examination materials like answer books, papers and toners for printing of question papers and other materials.
- Coordinating the process of preparation and printing of question papers.
- Conduction of examinations.
- Coordinating the evaluation process.
- Compilation of marks of all components and pre-processing of result.
- Declaration of Result.
- Printing and distribution of grade sheets and provisional certificates.
- Collection of Degree certificates from Parent University and issue those to students.

**Shri Shankaracharya Technical Campus**  
**(An Autonomous Institute affiliated to CSVTU)**

**Examination Cell - As per UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018.**

The Director/Principal shall be the Chief Controller of Examinations.

The Controller of Examinations will be a permanent faculty member of the Institute, nominated by the Director/Principal.

The Examination Cell shall be headed by Controller of Examinations. The Controller of Examinations shall be assisted by Deputy Controller of Examinations/will be nominated by Director/Principal, along with other office support.

In case of any dispute, difference of opinion in interpretation of these guidelines or any other matter not covered in these guidelines, the decision of the Chairman, Academic Council of the Institute shall be final and binding.

Notwithstanding anything contained in these guidelines, the Chairman, Academic Council of the Institute may, in emergent situations take action on behalf of the Academic Council of the Institute, as he deems appropriate and report it to the next meeting of the Academic Council of the Institute for its approval.

### **Examination System**

The medium of Examination for all the programs shall be English.

The Examination system shall have two components: Continuous Assessment (CA) and End Semester Examination (ESE).

Benefit of Attendance (if any) to be given to student on account of participation in different events / prolonged illness shall be as per the Academic Regulations of the Institute.

### **Continuous Assessment**

Continuous Assessment shall have two components: Class Test (CT) and Teacher's Assessment (TA).

### **Class Test**

There will be two Class Tests in each theory subject in a semester. The type of questions in each class test viz. Multiple Choice type Questions / Subjective type Questions / combination of Multiple Choice type and Subjective type Questions will be decided by IQAC from time to time.

The marks obtained by the students along with valued test answer books will be shown to the students and corrections (if any) will be incorporated, under intimation to the Controller of Examinations.

The format of Class Test Question Papers will be as suggested in AICTE Examination Reforms policy Booklet under outcome based education.

The students who do not perform well in the class tests will have to appear in the improvement tests.

### **Teacher's Assessment**

Teacher's Assessment shall depend on attendance, assignments, closed and open book tests, group assignments, Viva-Voce, quizzes etc.

### **Marks Awarded in Continuous Assessment**

Final Continuous Assessment (CT & TA) marks awarded to students should be sent to the Controller of Examinations by the concerned Head of the Department before the last date notified for the purpose.

After submission of these marks to the office of Controller of Examinations, alteration / correction in marks shall not be accepted.

Any change in the marks submitted shall be accepted by Controller of Examinations in exceptional cases only, after approval from the Director/Principal.

### **End Semester Examination (ESE)**

At the end of each semester, there shall be an examination (hereinafter called End Semester Examination) ESE conducted by the Institute as per the programme announced at the beginning of each academic year.

The End Semester Examinations will generally be held in Nov/Dec. and April/May in each year.

The duration of examination period normally should not exceed 20 working days.

The time table for the End Semester Examination shall be declared by the Controller of Examination 15 days before the start of examination, with the approval of the Director/Principal.

### **Appointment of Paper Setters / Practical Examiners / Valuers**

A paper setting committee for each faculty shall be entrusted with the task of suggesting the panel of the Paper Setters / Practical Examiners at least one month before the start of examinations of that Academic Session.

The paper setting committee for each faculty shall consist of BOS Chairman, one Senior member of BOS and one nominee of Director/Principal (from relevant discipline).

The panel for each subject would include names of two external and two to four internal paper setters / practical examiners.

Paper Setters appointed to perform such work shall have relevant qualifications enforced from time to time, and shall be a regular employee of an Institute / Organization.

Director/Principal will give the final approval for three paper setters for each subject and the same will be communicated to paper setters through Controller of Examination.

Chief Controller of Examination shall select any one set from the two/three sets of papers for each subject, ensuring that 40% of the papers in a particular semester are from external paper setters.

Maximum marks and duration of examination in Question paper for the end semester examination shall be as specified in the scheme of teaching and examination (typically, of maximum marks 100 and maximum duration 3 hours).

Paper Setter(s) shall set the question paper as per the pattern and template prescribed by the Institute from time to time.

The Paper Setter shall ensure strict confidentiality and shall not disclose his/her appointment.

Appointment of Internal and External Examiner for Practicals for each subject (from the panel of examiners suggested by paper setting committee) shall be done by the controller of examination, with the approval of the Director/Principal.

Appointment of Valuers for each subject (from a panel of valuers suggested by paper setting committee) shall be done by the controller of examination, with the approval of the Director/Principal.

No person can claim appointment as Paper Setter / Practical Examiner / Valuer or any other appointment related to examination work as a matter of right.

The Paper Setters / Practical Examiners (Internal / External) / Valuers shall have at least two years of teaching experience and at least one-year experience of teaching the course for which appointment is to be made. In case the appointee is from Industry / Organization / Field, he/she shall have at least two years of professional experience in the relevant field.

However, if a paper setter / practical examiner is not available as per the norms mentioned above, as an exceptional case, the norms may be relaxed for the appointments with prior approval from the Director/Principal.

In case the Paper Setter / Practical Examiner / Valuer is from outside the Institute he/she shall communicate his/her acceptance immediately. However, if it is not possible for him/her to accept the said appointment he/she shall communicate the same to the concerned authority immediately after the receipt of the appointment, and in case of Practical Examination at least a week before the date of examination. In case no communication is received from Paper setter / Practical Examiner / Valuer within prescribed time limit it may be presumed that the appointment is accepted.

The Paper Setter / Practical Examiner / Valuer shall follow all the directions given by the Examination Controller time to time with regards to pattern of question papers, setting of question papers, Memorandum of Instructions for valuation etc.

The faculty members of the Institute cannot refuse to accept the assignment of the examination work. However, if there is a genuine inability in accepting the appointment, the concerned faculty member shall communicate reasons in writing to the Controller of Examinations within the prescribed time limit. The Controller of Examinations shall place the letter received from the faculty member for the consideration before the Paper Setting Committee.

Director/Principal shall appoint paper-setter, co-examiners, practical/Viva-Voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the examination committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provision of the following Statute

### **Examination Committee**

The end semester exams will be conducted as per the academic regulations of the Institute  
By the Examination Committee.

The Examination Committee shall consist of:

- i) Director/Principal (Chairman)
- ii) Controller of Examinations as Member Secretary
- iii) Deputy Controller of Examinations as Member.

Powers and duties of examination committee:

The committee shall ensure proper functioning of all examinations related works including paper setting, moderation, exam conduction, evaluation, tabulation, result analysis and declaration of results.

The committee shall finalize the time table of regular and backlog examinations.

The committee shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means.

Undertake exercise towards examination reforms.

The committee shall meet at least twice during the academic year and such other times as may be required.

The committee shall perform such duties and responsibilities that are assigned from time to time by Academic Council / Governing Body.

Preparation of manual forms/data sheets etc.

### **Examination Sub-Committees**

The Examination Committee shall also have few sub-committees to assist the conduction, valuation and result declaration. The following will be the sub-committees:

#### **Sub Committees of Examination Committee:**

Central Valuation Committee  
Tabulation Committee

Result Committee

UFM Committee

Examination Vigilance Squad

### **Central Valuation Committee**

Central Valuation Committee, sub-committee of Examination Committee, shall ensure smooth valuation of End Semester Examination answer books.

The central valuation committee shall consist of the following members.

- i) Chief Controller of Examinations (Chairman)
- ii) Prof. i/c Central Valuation
- iii) Asst. i/c Central Valuation
- iv) Controller of Examination (Coordinator)

Assessment of answer books shall be done at the Central Valuation Centre (CVC).

Being Chief Controller of Examinations, Director/Principal, shall appoint a senior faculty member as Prof. i/c Central Valuation. He may also depute a faculty member to act as Assistant to the Prof. i/c Central Valuation.

Board of Studies will submit the subject wise valuer list for all the subjects under their board to the Examination Committee. Director/Principal will give the final approval of the examiner for the end semester exam.

In order to have uniformity in the assessment of answer books, for the courses where more than one valuer is involved, the Central Valuation Incharge should conduct a meeting of all the valuers in the department/CVC centre and brief them with regard to the scheme of marking for the theoretical questions as well as questions involving numerical.

Duties and Responsibilities of Prof. i/c Central valuation:

Receive the answer books from the Controller of Examinations, in sealed envelopes/bundles, count them and process them for masking.

Make bundles of specified (e.g. 20) answer books each, for every subject.

Issue a bundle of answer books to the valuer.

Valuer may preferably use red ink for valuation of answer books, write their name & put their signature on each answer book after valuation.

Accept the bundle of valued answer books from the valuer.

Process the answer books for de-masking. Prepare the foil/ counter foil of the marks.

Send a foil copy of marks in a sealed envelope to the Examination Committee. Counter foil copy has to be sent to Tabulation Committee after revaluation.

A copy of marks to be displayed on the main notice board with date and time for answer paper showing to the students. The students to report within two days after the display of the marks for viewing the answer sheets.

Revaluation will be done as per the Academic Regulation 13.17

### **Tabulation Committee**

The Tabulation Committee shall be constituted as per the below guidelines:

- i) Chief Controller of Examination (Chairman)
- ii) Incharge Tabulation Committee.
- iii) Assistant Incharge Tabulation Committee.
- iv) Controller of Examination (Coordinator)

Tabulation Committee shall receive the continuous assessment marks from respective Departments through Examination Committee at least 15 days before the commencement of End semester examination.

Tabulation committee shall be preparing the cross list after receiving the foil/counter foil of the End semester marks from the central valuation committee. Tabulation Committee will receive the Practical marks of End semester exams from the Department through Examination Committee within two days of the completion of the Practical Examination.

Tabulation committee shall also prepare the analysis of the result to be declared and submit its report to Result Committee.

### **Result Committee**

The Result Committee for each of the Faculties will be constituted by the Academic Council of the Institute

The committee shall be constituted as per the below guidelines:

- i) Director/Principal as Convenor
- ii) Controller of Examinations as Member Secretary
- iii) Chairman Board of Studies as Members

The Result Committee will be giving the final approval for the result declaration.

#### Functions of the Results Committee

To scrutinize and pass the results of the examinations conducted after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Director/Principal the action to be taken in any case where the result is unbalanced;

If the result committee feels the result of any subject needs to be reviewed before final declaration it may suggest for the same.

To scrutinize complaints against question papers and to take necessary action;

To decide cases of candidates whose answer books were lost.

To exercise such other powers as the Academic Council may delegate to it from time to time.

Note: If any action is to be taken against any Examiner, Controller of Examinations, Deputy Controller of Examinations or Invigilator the matter shall be referred to the Academic Council.

The Director/Principal will publish the results of the examination as passed by the Results Committee, within the date prescribed in academic calendar, on the notice board of the office and /or website of the Institute. The results, when published, shall simultaneously be communicated to the respective Chairman Board of Studies.

#### **Unfair Means Committee:**

Unfair Means Committee to be appointed by Academic Council every year

Unfair Means Committee shall consist of the following member:

- i). Chairperson (Member of Academic Council).
- ii) Senior Faculty Member.
- iii) Controller of Examinations as Secretary of UFM Committee.

If any Unfair Means by the student is reported by the Investigator to the Examination Committee then the case has to be processed as per the Academic Regulation 15.22.

#### **Examination Vigilance Squad:**

Director/Principal shall appoint the Vigilance Squad / Observer as one/ two Expert Persons as external member.

The Vigilance Squad shall see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the observer pointing out serious breach of procedure, the Director/Principal may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination and if any such action is taken, a report of the action taken shall be made to the Academic Council at its next meeting.

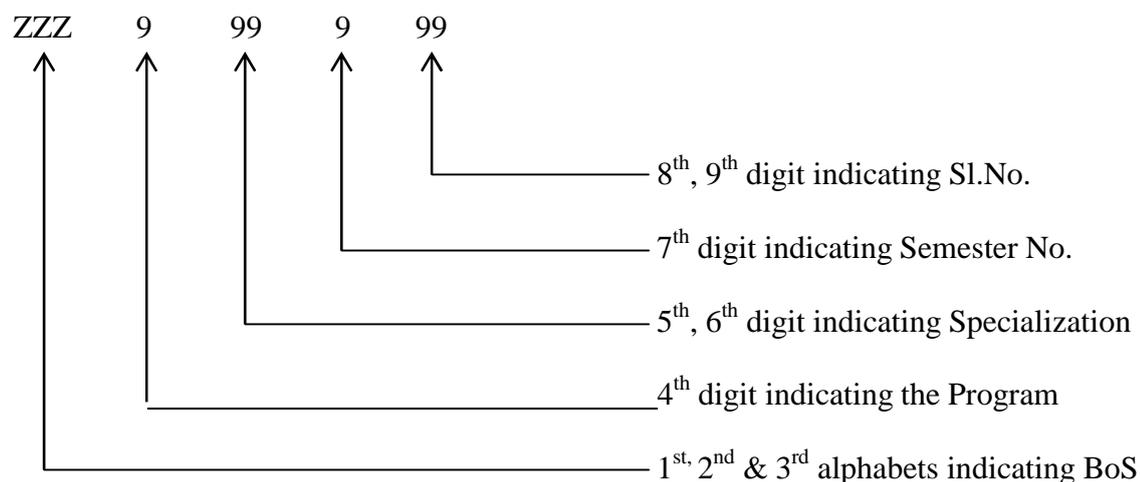
If any point left/issue to be addressed not included here, CSVTU ordinances/statute will be applicable wherever required.

### **8.0 Institute Awards for Academic Excellence**

- Shri Abhishek Mishra Memorial Gold Medal and Rs.10000/- to overall topper in B.Tech courses.
- Shri K.L.Kharya Memorial Gold Medal to topper in B.Tech courses.
- Gold Medal and Certificate of Merit to each branch toppers in B.Tech courses.
- Scholarship worth Rs.2500/- each and Certificate of Merit to B.Tech 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year toppers.
- Award for Research Publications to Faculty.

**Course Code:**

Every course of curriculum is allotted a unique code consisting of nine digits including three alphabets in the following format:



**1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> digit place two/three alphabet : This indicates the board of study of the course**

Code	Board of Studies
AC	Applied Chemistry
AM	Applied Mathematics
AP	Applied Physics
CE	Civil Engineering
CA	Computer Application
CS	Computer Science & Engineering
EEE	Electrical & Electronics Engineering
EE	Electrical Engineering
ET	Electronics & Telecommunication Engineering
HM	Humanities
IT	Information Technology
ME	Mechanical Engineering
MG	Management
PH	Pharmacy

**The code at various positions and the particulars it indicates are as follow:**

**4<sup>th</sup> digit : This number indicates the program**

Code	Program
1	Undergraduate (B.Tech, B.Pharma)
2	Postgraduate (M.Tech, M.Pharma, MBA, MCA)
3	Ph.D
4	Diploma
5	B.Voc
6	D.Voc

**5<sup>th</sup> and 6<sup>th</sup> digit : This number indicates specialization of program in which the course is studied**

**B.Tech.**

Code	Specialization
00	Courses common to all specialization <ul style="list-style-type: none"><li>• B.Tech First year Courses</li><li>• Non Credit Courses</li><li>• Open Elective Courses</li></ul>
01	Civil Engineering
02	Computer Science & Engineering
03	Electrical & Electronics Engineering
04	Electrical Engineering
05	Electronics & Telecommunication Engineering
06	Information Technology
07	Mechanical Engineering
08	Pharmaceutical Science

**7<sup>th</sup> digit : This number indicates the semester in which the course is studied**

Code	Semester
1	1 <sup>st</sup> Semester
2	2 <sup>nd</sup> Semester
3	3 <sup>rd</sup> Semester
4	4 <sup>th</sup> Semester
5	5 <sup>th</sup> Semester
6	6 <sup>th</sup> Semester
7	7 <sup>th</sup> Semester
8	8 <sup>th</sup> Semester

**8<sup>th</sup> and 9<sup>th</sup> digit : This number indicates the Sl.No. of course in scheme of teaching of the semester.**

Code	Type of course
01, 02, 03, .....20	Compulsory theory courses
21, 22, 23, .....40	Professional elective theory courses
41, 42, 43, .....90	Open elective theory courses
91, 92, 93, .....99	Practical courses including non credit courses

**M.Tech**

Code	Specialization
21	Computer Science & Engineering
22	Electronics & Telecommunication
23	Geotechnical Engineering
24	Mechanical Engineering (Machine Design)
25	Mechanical Engineering (Production)
26	Power System Engineering
27	Power Electronics & Power Systems
28	Structural Engineering
29	Thermal Engineering
30	Transport Engineering
31	VLSI Design
32	Artificial Intelligence and Machine Learning
33	Pharmaceutics
34	Pharmacology
35	Pharmaceutical Chemistry

**MBA**

Code	Specialization
51	MBA

**MCA**

Code	Specialization
61	MCA

**Ph.D**

Code	Specialization
00	Courses common to all specialization
01	Computer Science & Engineering
02	Electrical & Electronics Engineering
03	Electrical Engineering
04	Electronics & Telecommunication Engineering
05	Information Technology
06	Mechanical Engineering
07	Pharmaceutical Science
46	Applied Chemistry
47	Applied Mathematics
48	Applied Physics
56	Management
66	Computer Application

**B.Voc**

Code	Specialization
01	Graphics & Multimedia
02	Software Development

**D.Voc**

Code	Specialization
01	Refrigeration & Air Conditioning
02	Medical Imaging Technology