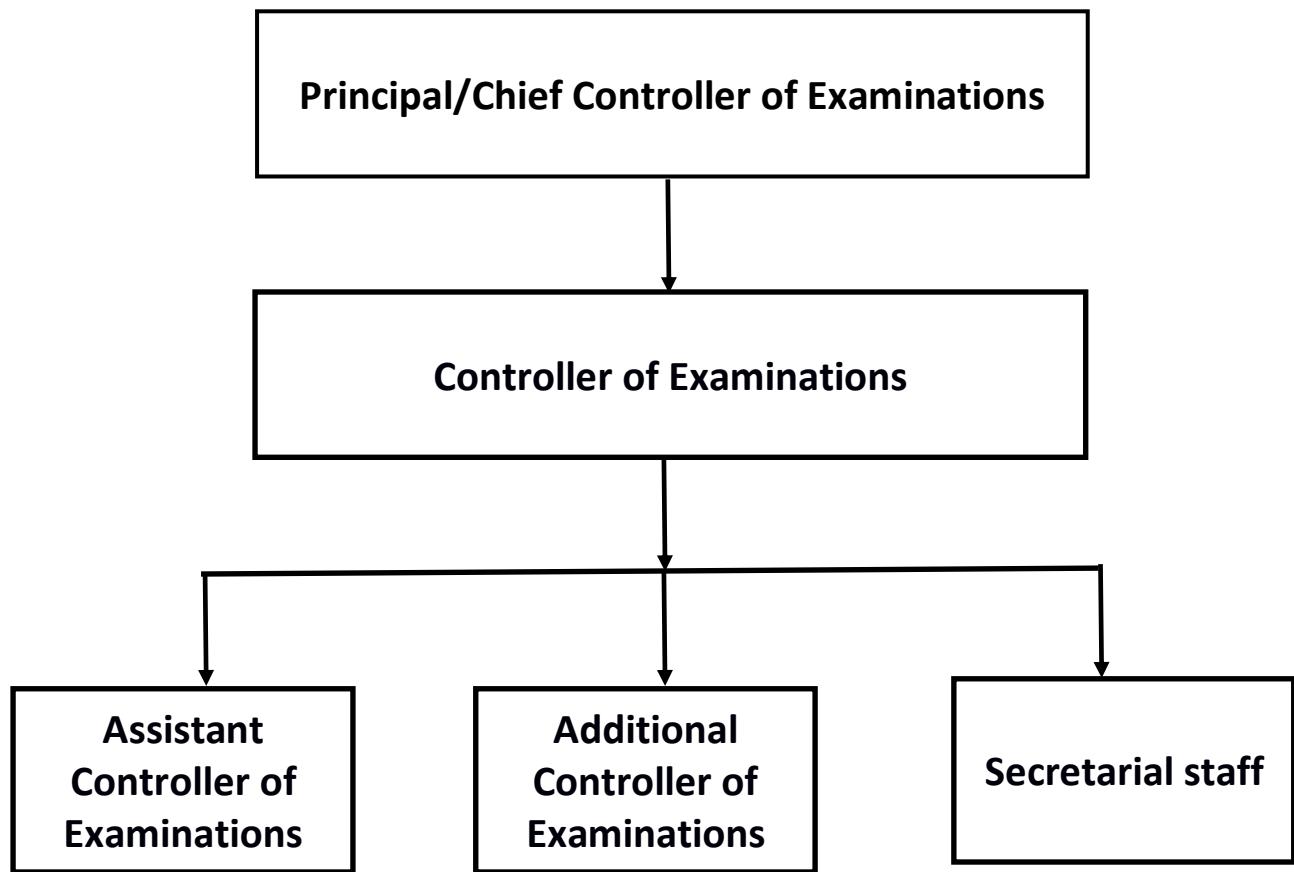


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1. Organogram of the Examination Branch



2. Examination Process

2.1 Types of Examinations

- 2.1.1 Midterm Examination (MTE)
- 2.1.2 Written Test/Make-up Examination (CBT)
- 2.1.3 Practical Midterm Examination (PMTE)
- 2.1.4 Practical Semester End Examination - Regular/Supplementary (PSEE)
- 2.1.5 Semester End Examination-Regular/Supplementary (SEE)
- 2.1.6 Viva-Voce/Mini/Major Project Evaluation

2.2 Examination Schedule

- 2.2.1 Midterm Examinations (MTE) and Semester End Examinations (SEE) are scheduled as per Academic Calendar prepared by Dean, Academics in consultation with HoDs, Registrar, other Deans, CoE and Principal, duly approved by Academic Council.
- 2.2.2 Examinations for common Courses, Professional and Open Electives across specializations of various programs shall be scheduled by the CoE office. While, examinations of other courses of the concerned departments of various programs shall be scheduled by the respective departments and communicated to the CoE. Final examination schedule will be released, duly approved by the College Academic Committee.
- 2.2.3 Course wise examination schedule for any exam will be communicated to the students at least one week prior to the commencement of the examination by the department/CoE office.

2.3 Appointment of Examiners and Evaluators

- 2.3.1 Generally, Course Coordinator is appointed for preparation of Question Paper of MTE for the theory courses by the HoD.
- 2.3.2 **Guidelines for appointing Panel of Examiners and Evaluators for SEE (Theory Courses)**

For each course, a panel of examiners comprising three subject experts from different universities/reputed institutions, is prepared taking into consideration their qualification, experience and the number of times the course has been taught by them. In general, Professors with a doctorate degree, who have taught the course for at least

three times are identified for preparing the question paper. In some cases, Associate Professor with more than ten years of teaching experience, who have taught the course for a minimum of five times shall also be considered for preparing the question paper. The panel shall be prepared by the Chairperson, BoS well in advance before the commencement of the semester / academic year and it shall be approved by BoS, before it is forwarded to the Principal/Chief Superintendent of Examinations, in a sealed envelope, who selects and marks the examiners in the order of preference as 1, 2, and 3 from the panel of examiners received from chairperson BoS. Subsequently, the same is forwarded to the Controller of Examinations (CoE), in a sealed envelope. Model question paper prepared by the course coordinator along with a copy of the syllabus shall be sent to CoE by Chairperson, BoS. Subsequently, CoE contacts the examiners for preparation of Question papers and arranges for the same maintaining highest confidentiality. Two sets of papers shall be prepared by each examiner.

- The examiners shall be provided with copy of the syllabus and guidelines for preparing the question paper (Annexure – I).
- All this process shall be carried out at the beginning of the semester to ensure question papers are available in the examination section well in time.

Chairperson, BoS also prepares panel of examiners for the paper valuation, comprising of subject experts who have taught the course at least three times from reputed institutions. Panel of examiners for evaluation shall be approved by the Principal/Chief Superintendent of examinations.

2.3.3 Guidelines for appointing Panel of Examiners and Evaluators for SEE (Lab Courses)

Chairperson, BoS prepares panel of examiners for laboratory courses before the commencement of the semester and gets it approved by the BoS and forwards the same to the Principal/Chief Superintendent of Examinations, in a sealed envelope, which shall be forwarded to CoE for sending the appointment orders to the examiners indicating the guidelines for conduct of the said examinations.

2.3.4 Preparation of Midterm examination Question Papers:

- Midterm question paper is prepared with an objective of assessing student learning levels and attainments of course outcomes. In the preparation of midterm examination question paper, a well-defined format is made available to all the faculty members, based on which the paper is to be prepared, which shall be evaluated by a committee regarding its overall quality.

- The course coordinator coordinating with other faculty members teaching the same course prepares two sets of question papers clearly specifying the COs as per the format given, indicating BTLs which are to be followed as per the guidelines mentioned. Care should be taken to ensure the question paper facilitates the distinguishing the advanced learner and the average learner.
- Question paper evaluation by a committee comprising senior faculty members, Chairperson BoS, HoD and an IQAC member from other department for evaluating the question paper for correctness / adherence to Blooms Taxonomy Levels etc.
- Question Paper Evaluation Committee, shall submit the moderated question paper with the moderation report incorporating suggested changes if any, to HoD for onward transmission to CoE.

Geethanjali College of Engineering and Technology, Cheeryal, Keesara (M), Hyderabad

Checklist for Evaluation of Question Paper by Department Committee

Course Code: _____ ; Course Title: _____

Name of the Course Instructor: _____

S. No.	Parameter/Attribute	Evaluation	Remarks, if any
1	Was weightage given uniformly to the content? (Yes/No)		
2	Are there any Analytical questions? (Yes/No). If yes, % of marks for these questions		
3	Are there any questions involving design aspects? (Yes / No). If yes, % of marks for		
4	Please list Course outcomes covered		
5	Please list Program outcomes covered		
6	Please indicate complexity of the questions on a scale of 1 - 5 (5 Highest)		
7	Please indicate estimate of approximate time required for answering all questions		
8	Please mention number of levels of Bloom's taxonomy the question paper covers? List the levels covered.		
9	Does the question paper contain discriminating power (Distinguishing the bright and the average student) Yes / No		
10	Are the questions specific and precise thereby limiting the scope of the answer to a large extent? (Yes / No)		

Name and signature of Evaluator 1 (Course coordinator): _____

Name and signature of Evaluator 2 (Program Coordinator): _____

Name and signature of Evaluator 3 (IQAC member): _____

Name and signature of Course Coordinator: _____

Name and signature of Program Coordinator, if other than Chairperson, BoS: _____

Name and signature of Head of the department (Chairperson, BoS): _____

2.4 Printing of Question Papers

- 2.4.1 The Department-wise schedule of printing of question papers is carried out by Additional Controllers (ACEs) an hour prior to the commencement of the examinations under the supervision of CoE.
- 2.4.2 Printed question papers should be properly sealed in an envelope, super-scribing Course Name, Course Code, Date and Time of the examination and number of copies.
- 2.4.3 Copies of question papers shall be taken from Exam Section only, by the ACEs to the respective exam halls.
- 2.4.4 For SEE, Course Coordinator, along with HoD, act as moderators for Question Paper moderation, should make sure that none of the material related to the question paper is left in the Exam Section and should destroy all the misprinted/waste copies of the question paper and they can't leave the examination section until 30 minutes after the commencement of the examination.
- 2.4.5 Multiple question papers obtained from different examiners shall be used and the best question paper in terms of adherence to quality, higher order thinking levels and highly balanced one selected for the examination. Question paper shall be evaluated by the Head of the department and a senior faculty member (subject expert/course coordinator) of the department.
- 2.4.6 Question paper moderation shall be carried out by the course coordinator (Subjective Expert) for that course with the approval of Chairperson BoS. The question paper shall be examined for
 - Questions out of syllabus
 - Questions with erroneous data
 - Questions ambiguously framed.
 - Questions too lengthy / too short for the marks allocated.
 - Question paper pattern conformance to academic regulations.
- 2.4.7 Overall, a moderated question paper should not vary by more than 20% from the original question paper.

2.5 Midterm Examinations

- Two Mid-term Examinations are conducted for each course as per the Academic Calendar.

2.6 Make-up tests (Examinations (CBTs)) are usually conducted one week after the conclusion of semester end exams. Make-up Examinations are conducted only for those students who are unable to appear in any one or both of the Mid Term Examinations due on genuine grounds. Upon recommendations of the Committee constituted by the HoD students will be permitted to appear for the Make-up examination in a course which the student has missed.

2.6.1 Guidelines for Make-up Examinations

- CBT shall cover the complete syllabus.
- If a student is absent in both MTEs, the marks will be entered for any one of the MTE.

2.7 Evaluation Procedure

2.7.1 Answer Booklet Evaluation and Marks Entry For MTEs

2.7.1.1 The concerned faculty members should get answer booklets issued from the Department Exam Coordinator.

2.7.1.2 They should evaluate the answer booklets in a secluded place and should not leave them unattended anytime.

2.7.1.3 They should enter the marks obtained in each question at the space provided for marks in the answer booklet and sign in the space provided.

2.7.1.4 Faculty will show evaluated answer booklets to the students in accordance with the Academic calendar and notify the same to the students.

2.7.1.5 The answer booklets will be shown to the students **one by one, and not collectively**. The students may discuss the solution and marking scheme with the course coordinator/evaluator on disagreement. If not resolved by the evaluator, students may escalate the matter to the concerned HoD, who may request other faculty member for reevaluation, if any.

2.7.1.6 After showing the answer booklets to the students, faculty members shall upload the marks in the examination S/W and submit the checked answer booklets, along with a copy of the question paper, one copy of the marking scheme/ solution and properly filled and duly signed (on each page) marks list, to the Exam Section as per the schedule notified.

2.7.2 Answer Booklet Evaluation and Marks Entry for SEEs

2.7.2.1 Digital valuation system is employed. All the student exam answer booklets are stored in digital form. This ensures storage for longer durations.

2.7.2.2 The institute adopts the system of central evaluation of the answer scripts by appointing the external examiners/evaluators from reputed institutions.

2.7.2.3 Since last one year evaluation of answer booklets is carried out digitally after all the answer scripts are scanned and made available for the examiners for evaluation

2.7.2.4 College shall conduct Spot valuation for SEE. Towards this purpose, answer booklets along with the key prepared by the Chief Examiner (Course coordinator) shall be given to the evaluators already identified by the HoD. Prior to this, a meeting is conducted by Chief Examiner, wherein evaluators are briefed on the detailed scheme of evaluation, previously prepared by Chief Examiner, and distribution of marks for each question (part of question). Chief examiner verifies at least 10% of the answer books of each bundle, comprising sixty answer booklets or part thereof, at random, picking two high scores, two border scores and two failed scores. If discrepancy is found, the chief examiner shall re-evaluate such answer booklets and he \she keeps doing so if discrepancy is found in another the evaluator to re-evaluate the bundle of answer booklets. Guidelines for Chief Examiner (Course Coordinator are given in Annexure – III)

2.7.2.5 Chief examiner shall independently evaluate a minimum of 10% of the scripts in each bundle to verify the correctness of the evaluation. The scripts verified by the chief examiner shall be uniformly distributed across the full spectrum of grades awarded to the scripts in the bundle. If the chief examiner is not satisfied with the evaluation methodology adopted by the evaluator, another 10% of the scripts are again evaluated by the chief examiner in manner similar described above. If the chief examiner is still not satisfied with the evaluation, the matter is escalated to the controller of examinations for further action. The controller of

examinations shall then arrange re-evaluation of the scripts either by the same evaluator or a different evaluator.

2.7.2.6 No evaluator is given more than 60 answer booklets in a day.

2.8 Results Processing

2.8.1 *Moderation:*

2.8.1.1 Moderation is only for external theory subjects, for each subject, as per the following conditions.

2.8.1.2 If pass percentage is $< 25\%$, three (3) marks to be added to all students subject to the condition that no student's marks exceed 70 after addition.

2.8.1.3 If pass percentage is $\geq 25\%$ and $< 40\%$, two (2) marks to be added to all students subject to the condition that no student's marks exceed 70 after addition.

2.8.1.4 If pass percentage is $\geq 40\%$ and $< 50\%$, one (1) mark to be added to all students subject to the condition that no student's marks exceed 70 after addition.

2.8.1 *Grafting:*

2.8.1.1 Adjustment is for students who failed in one subject only.

2.8.1.2 Adjustment is only on external theory subject marks to a maximum of 1% of the total marks obtained by the student.

2.8.1.3 Fractional 1% adjustment marks is to be rounded to next higher digit

2.8.1.4 Adjustment of marks to be effected in the subject the student has failed, provided surplus marks are available in other theory subjects.

2.8.1.5 Adjustment to be carried out only if the student passes in the subject after grafting.

2.8.2 *Grading procedure*

2.8.2.1 Grades shall be awarded to indicate the performance of students in each theory course, laboratory / practicals / Engineering Graphics / Drawing, Technical Seminar, Internship, Mini-Project, Project, Activity Oriented courses based on the percentage of marks obtained (Continuous Internal Evaluation plus Semester End Examination, both taken together) as specified in section 8 above, a corresponding letter grade shall be given.

2.8.2.2 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:

2.8.2.3 A student who has obtained an ‘F’ grade in any course(s) shall be deemed to have ‘**failed**’ and is required to reappear as a ‘supplementary candidate’ in the semester end examination, as and when conducted. However, the internal marks in those course(s) shall remain the same as obtained earlier.

2.8.2.4 A student, who has not appeared for an examination in any course(s), shall be awarded ‘**Ab**’ grade in that course(s), and shall be deemed to have ‘**failed**’ in that course(s). Such a student shall be required to reappear as a ‘supplementary candidate’ in the semester end examination, as and when conducted. However, the internal marks in those course(s) shall remain the same as obtained earlier.

2.8.2.5 A letter grade does not indicate any specific percentage of marks secured by the student, but it indicates only the range of percentage of marks.

2.8.2.6 A student earns a grade point (GP) in each course, on the basis of the letter grade secured in that course. The corresponding ‘Credit Points (CP)’ for a course are computed by multiplying the grade point with credits for that particular course.

Credit points (CP) = grade point (GP) x credits For a course

2.8.2.7 A student passes a course, only when the student secures a **GP \geq 5** (‘C’ grade or above) in that course.

2.8.2.8 The Semester Grade Point Average (SGPA) is calculated by dividing the sum of credit points (Σ CP) secured from all course(s) registered for in a semester, by the total number of credits registered for in that semester. SGPA is rounded off to **two decimal places**. SGPA is thus computed as

$$\text{SGPA} = \{ \sum_{i=1}^N C_i G_i \} / \{ \sum_{i=1}^N C_i \} \text{ For each Semester,}$$

where ‘i’ is the course indicator index (takes into account all course(s) in a semester), ‘N’ is the number of courses ‘**registered**’ for in that semester (as specifically required and listed under the program structure of the parent department), C is the number of credits allotted to the i^{th} course, and G represents the grade points (GP) corresponding to the letter grade awarded for that i^{th} course. The Cumulative Grade Point Average (CGPA) is a measure of the cumulative performance of a student in all the courses registered from all the semesters. The CGPA is the ratio of the total credit points secured by a student in **all the registered courses in all the semesters**, and the total number of credits registered for in **all the semesters**. CGPA is rounded off to **two decimal places**.

CGPA is thus computed from the First year second semester onwards at the end of each semester as per the formula,

$$\text{CGPA} = \{ \sum_{j=1}^M C_j G_j \} / \{ \sum_{j=1}^M C_j \} \dots \text{ for all } S \text{ Semesters registered} \\ (\text{ie., upto and inclusive of } S \text{ Semesters, } S \geq 2),$$

where 'M' is the **total** number of courses (as specifically required and listed under the program structure of the parent department) the student has 'registered' for i.e. from the first semester onwards up to and inclusive of the eighth semester, 'j' is the course indicator index (takes into account, all course(s) from first semester to eighth semester), C is the number of credits allotted to the j^{th} course, and G represents the grade points (GP) corresponding to the letter grade awarded for that j^{th} course. After registration and completion of First year first semester, the SGPA of that semester itself may be taken as the CGPA, as there are no cumulative effects.

Illustration of calculation of SGPA

Course	Credits	Letter Grade	Grade Point	Credit
Course 1	4	A	8	4 x 8=32
Course 2	4	O	10	4 x 10=40
Course 3	4	C	5	4 x 5=20
Course 4	3	B	6	3 x 6=18
Course 5	3	A+	9	3 x 9=27
Course 6	3	C	5	3 x 5=15
Total	21	Total Credit Points		152

$$\text{SGPA} = 152/21 = 7.24$$

Illustration of calculation of CGPA up to 3rd semester

Semester	Course Title	Credits Allotted	Letter Grade Secured	Corresponding Grade Point	Credit Points (CP)
I	Course 1	3	A	8	24
I	Course 2	3	O	10	30
I	Course 3	3	B	6	18
I	Course 4	4	A	8	32
I	Course 5	3	A+	9	27
I	Course 6	4	C	5	20
II	Course 7	4	B	6	24
II	Course 8	4	A	32	32
II	Course 9	3	C	15	15
II	Course 10	3	O	30	30
II	Course 11	3	B+	21	21
II	Course 12	4	B	24	24
II	Course 13	4	A	32	32
II	Course 14	3	O	30	30
III	Course 15	2	A	16	16
III	Course 16	1	C	5	05
III	Course 17	4	O	10	40
III	Course 18	3	B+	7	21
III	Course 19	4	B	6	24
III	Course 20	4	A	8	32
III	Course 21	3	B+	7	21
Total Credits		69	Total Credit Points		518

$$\text{CGPA} = \mathbf{518/69 = 7.51}$$

The above illustrated calculation process of CGPA shall be followed for each subsequent semester until eighth semester. The CGPA obtained at the end of eighth semester will become the final CGPA secured for entire B. Tech Program.

For merit ranking or comparison purposes or any other listing, **only the ‘rounded off’** values of the CGPAs shall be used.

SGPA and CGPA of a semester shall be mentioned in the semester Memorandum of Grades if all courses of that semester are passed in the first attempt. Otherwise, the SGPA and CGPA shall be mentioned only on the Memorandum of Grades generated after the student has passed his last examination in that semester. However, mandatory course(s) will not be taken into consideration.

2.9 Results Declaration

- 2.9.1 Computerization of the complete exam results processing system
- 2.9.2 The Exam Section will notify the results within 30 days of completion of SEEs after due approval from the Examinations Committee comprising the following:
 - Nominee of the affiliating University
 - Principal
 - CoE
 - All HoDs
- 2.9.3 The result of a student will be withheld based on the instructions of the competent authority, if he/she has not paid his/her fee or there is a case of disciplinary action pending against him/her.
- 2.9.4 **Standards:** A student shall be declared ‘**SUCCESSFUL**’ or ‘**PASSED**’ in a semester,
 - 2.9.4.1 only when he gets a SGPA \geq 5.00 (at the end of that particular Semester); and a student shall be declared ‘**SUCCESSFUL**’ or ‘**PASSED**’ in the entire B. Tech program, only when he gets a CGPA \geq 5.00, subject to the condition that he secures a GP \geq 5 (C Grade or above) in every registered course(s) in each semester (during the entire B. Tech Program) for award of the degree.
 - 2.9.4.2 After the completion of each semester, a Grade Card or Grade Sheet (Memorandum of Grades) shall be issued to all the registered students of that semester, indicating the letter grades and credits earned. It shall show the details of the course(s) registered (course(s) code, title, number of credits, grade earned etc.), credits earned, SGPA and CGPA.
 - 2.9.4.3 Computation of SGPA and CGPA are done using the procedure listed in sections 2.8.2
 - 2.9.4.4 For final % of marks equivalent to the computed final CGPA, the following formula shall be used:

$$\text{% of Marks} = (\text{final CGPA} - 0.5) \times 10$$

2.10 Marks Memo Printing and Distribution

- 2.10.1 The Examination Section will print marks memos from S/W and send it to the departments.

2.10.2 Departments shall distribute the marks memos to the students after keeping a copy of the same by photocopying each memo.

2.11 Process for Revaluation (Annexure VI)

2.12 Supplementary Examinations

2.12.1 Supplementary Examinations are usually conducted along with SEE.

2.12.2 Only those students who get F grade in their SEE, are allowed to take these Supplementary Exams.

2.12.3 In addition to the above, Supplementary Examinations for theory/Lab courses of both Odd/Even semesters are conducted twice once along with the odd semester and another along with the even semester .

2.12.4 Those students who appear in supplementary Examinations are NOT eligible for Distinction.

2.13 Malpractice Committee/Unfair means Guidelines

2.13.1 There shall be a committee to investigate upon the Malpractice cases/unfair means reported during the Semester End Examination. Composition of Malpractice committee is as under:

- **CoE**
- **Concerned HoD**
- **Course Coordinator**
- **Registrar**
- **Invigilator**
- **A member nominated by the Principal**
- **Additional Controller of Examinations**

2.13.2 If the committee finds any discrepancy or controversial statements in the report submitted by CoE, they may call the student to appear before the committee for recording his/her statement. If there is no discrepancy, the constituted Committee shall recommend the suitable punitive action as per the defined level of unfair means. After the approval of Chief Controller of Examinations, the recommendations of the committee will be implemented by CoE. In any case, the approved punishment will be communicated to the concerned student and parent in the form of a letter and a copy of it will be sent to respective HoDs.

2.14 Guidelines for use of scribe/paper writer for visually handicapped/ orthopedically/handicapped students

- 2.14.1 A Scribe/Paper Writer shall be allowed to the examination, on behalf of a visually handicapped student or/and orthopedically handicapped (whose writing speed is affected by Cerebral Palsy). In all such cases, the following rules will be applicable:
- 2.14.2 The student will have to arrange his/her own Scribe at his/her own cost and get prior approval from CoE.
- 2.14.3 The academic qualification of the Scribe should not be more than Intermediate.
- 2.14.4 Both the student as well as the Scribe will have to give an undertaking as per the format attached (Annexure-VII), that the Scribe fulfills the stipulated eligibility criteria. In case, if it later transpires that the Scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, all the examinations the scribe wrote for the student shall stand cancelled.

Annexure - I

Guidelines for Examiners Towards Preparation of Question Paper for SEE

A. General Guidelines to the Paper Setter(s)

1. Please make sure you have the latest version of the syllabus sent to you (can also check from the website of the college) and you are familiar with the assessment criteria.
2. Work on a Specification Grid (see section-D). Before and after preparing the question paper, please check and ensure that all the test items are based on the respective syllabus and the items are graded in some order of difficulty.
3. Develop a Marking Scheme alongside the Specification Grid.
4. Check that the duration of the examination is entered correctly on the paper and ensure that the time allotted is sufficient to enable the students complete the paper and revise their work.
5. Proof read the text.
6. Pass on the *finalized* draft of the paper to an external reviser who has to proof read the text again, ensure that no test item is out of syllabus, check that all set tasks are workable (particularly in mathematics, science and engineering subjects) and that the paper can be completed in the set time.
7. Make the necessary changes in the examination paper and the marking scheme as advised by the reviser. Proof read the text once again and pass on the paper to the Reviser for the final proof reading.
8. Hand in the Marking Scheme together with the Examination Paper for printing.
9. Examine print view of papers for possible printing defects (e.g. unclear diagrams or pictures) and immediately correct such errors/defects.

B. Layout

1. The layout of the paper should be as clear as possible to make it as student friendly as possible.
2. Instructions to candidates should be clear and unambiguous. They should be presented in bold type.
3. Wherever possible, use a straightforward and consistent format with regular line lengths.
4. Use typesetting features such as bold, italics, indentation or boxes effectively to help candidates focus their attention on the task.
5. Long complex questions are best split up by the use of subsidiary numbering systems.
6. Structured questions should follow a graded and logical sequence.

7. The information contained on a page should be well structured through the appropriate use of headings and sub-headings. This would help candidates organize text in advance of reading.
8. Check that the diagrams, and figures/pictures used are necessary, helpful and are of high quality.
9. Place the text close to the relevant diagrams or pictures to enable the candidates relate the two effectively. Questions with figures/pictures/tables should be set on the same page or on adjacent pages.
10. Ensure that marks assigned for each item / exercise / section are clearly indicated on the question paper.

C. Sentence Construction

1. Use the simplest language and structure possible to convey clearly and unambiguously the meaning of the question.
2. Split down even relatively short sentences if they contain a lot of condensed information.
3. Try not to use passive sentence because it can make a sentence impersonal and complex.
4. Also avoid using the conditional form (sentences starting with “if”) and the double negative.
5. Eliminate superfluous words and any abstract and metaphorical language which is not necessary.
6. Make sure that introductory statements in questions contain only the information which is required for answering those questions relevantly.

D. Specification Grids

1. The writing of test items should be guided by a carefully prepared set of test specifications.
2. The specifications describe the achievement domain being measured and provide guidelines for obtaining a representative sample of test tasks.
3. The specification grid (a two-way table) provides assurance that the test will measure a representative sample of the learning outcomes and the subject matter topics to be measured.
4. The specification grid relates outcomes to content and indicates the relative weight to be given to each of the various areas.
5. A specification grid indicates:
 - i. learning outcomes to be tested

- ii. subject/course matter or content area
- iii. assigned weighting to the learning outcomes and content areas in terms of their relative importance

6. The learning outcomes to be tested shall include Bloom's Taxonomy Levels (BTL) 1-6 as follows:

I year B. Tech TLP

- Lower Order Thinking Skills (BTL 1-2) 30%
- Intermediate Order Thinking Skills (BTL 3-4) 40 – 45%
- Higher Order Thinking Skills (BTL 5-6) 25 – 30%

II B. Tech TLP

- Lower Order Thinking Skills (BTL 1-2) 25%
- Intermediate Order Thinking Skills (BTL 3-4) 50%
- Higher Order Thinking Skills (BTL 5-6) 25%

III B. Tech TLP

- Lower Order Thinking Skills (BTL 1-2) 15%
- Intermediate Order Thinking Skills (BTL 3-4) 40%
- Higher Order Thinking Skills (BTL 5-6) 45%

IV B. Tech TLP

- Lower Order Thinking Skills (BTL 1-2) 10%
- Intermediate Order Thinking Skills (BTL 3-4) 25%
- Higher Order Thinking Skills (BTL 5-6) 65%

7. The following factors are to be considered when assigning relative weights to each learning outcome and each content area.

- i. importance of each area in the total learning experience
- ii. time devoted to each area during the learning experience
- iii. which outcomes have the greater retention and transfer value

E. Constructing Relevant Test Items

The items used should be *supply-type* items only. The selection-type items present the students with a set of possible responses from which they are to select the most appropriate answer. The supply-type item requires students to create and supply their own answers.

Supply-type items include:

Short answers, Essays (restricted responses, unrestricted responses)

- 1. Supply-type items are easier to construct but more difficult to score.

2. Use the item types that provide the most direct measures of student performance specified by the learning outcome.
3. Avoid verbal associations that give away the answer.
4. Avoid grammatical inconsistencies that eliminate wrong answers.
5. Avoid material in an item that aids in answering another item.
6. Ensure that the difficulty level matches the intent of the learning outcome.
7. Ensure that there is no disagreement concerning the answer. Typically the answer should be one that experts would agree on as the correct or best answer.
8. Write the test items far enough in advance that they can be later reviewed and modified as needed.
9. Write more test items than called for by the test plan. This will enable you to discard weak or inappropriate items during the item review and make it easier to match the final set of items to the test specifications.

F. For Short-Answer items ensure that:

1. the item calls for a single, brief answer
2. the item has been written as a direct question or a well-stated incomplete sentence
3. the desired response is related to the main point of the item

Note: the units and degree of precision is indicated for numerical answers, if any.

For **Essay** questions make sure that:

Questions starting questions with “who”, “what”, “when”, “where”, “name”, “list” **are avoided as these terms limit the response questions demanding higher order skills**, such as those indicated in the following are used

Outcome	Sample Terms
Comparing	Compare, classify, describe, distinguish between, explain, outline, summarize
Interpreting	Convert, draw, estimate, illustrate, interpret, restate, summarize, translate
Inferring	Derive, draw, estimate, extend, extrapolate, predict, propose, relate
Applying	Arrange, compute, describe, demonstrate, illustrate, rearrange, relate, summarize
Analyzing	Break down, describe, diagram, differentiate, divide, list, outline separate
Creating	Compose, design, devise, draw, formulate, make up, present, propose
Synthesizing	Arrange, combine, construct, design, rearrange, regroup, relate, write
Generalizing	Construct, develop, explain, formulate, generate, make, propose, state
Evaluating	Appraise, criticize, defend, describe, evaluate, explain, judge, write

Annexure - II

Responsibilities of Additional Controllers

1. Additional Controller should ensure that all question papers reach them by the assigned date.
2. Additional Controller should arrange adequate number of answer booklets, threads, attendance sheets etc. in the concerned folders exam hall-wise at least ONE hour before the commencement of exam/test.
3. Allotment of the blocks to invigilator must be done by the Additional Controllers
4. Additional Controller should ensure that the invigilator and question papers reach the exam hall TWENTY minutes before the commencement of exam/test.
5. After due verification, the answer sheets are to be collected and handed over to the respective course teacher (in case of class test) and to the exam cell for packing and sealing (for semester end exam).
6. If a student is found adopting unfair means, the matter needs to be reported in the format available in exam cell, sent to the CoE, who then forwards to Principal for further action.
7. Additional Controllers are to bring to the notice of any problems happened during the time of exam to the Controller, Examinations.

Examination Branch Coordinator

Under the direction of the immediate supervisor, organizes submission and schedules for examinations.

Major Duties and Responsibilities:

1. Ensures adherence to college's policies governing examinations.
2. Organizes and coordinates submissions of Question papers of Midterm Examinations (Theory and Practical) and Semester End Practical Examinations (Practical) well within time (as per the schedule).
3. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
4. Prepares examination schedules and timetables, wherever applicable. Distributes the same to faculty members and students of his / her department through the Head of the department. Resolves schedule conflicts, if any.
5. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures security measures are in place and maintained in the Examination Branch.

6. Acts as resource person. Liaises between faculty members of his/her department, students and the Examination Branch of the College. Resolves problems. Makes recommendations to improve functioning process of examination branch.
7. Coordinates and authorizes allocation of room for examination purpose. Schedules and administers special needs of students for examinations.
8. Uses a variety equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work.

The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks, and may be requested to perform other tasks, if any concerned to the examinations from time to time.

Annexure – III

Responsibilities of course coordinator

1. Be present in the exam section at least two hours before the commencement of the examination.
2. Assist the chair person, BoS in question paper moderation.
3. Chair person, BoS shall leave after the paper moderation is completed.
4. However, course coordinator shall stay in the exam branch till, either half an hour after the commencement of examination.
5. He / She shall submit the key for the question paper along with elaborate scheme of evaluation before the end of next day.
6. Question paper moderation, by the directions of JNTUH, consists of only
 - i. Correcting the grammatical/semantical errors in the question framing.
 - ii. Supplementing the question with any missing data.
7. Questions cannot be changed, even if they are out of syllabus.
8. If there are some questions which are out side the syllabus, the chair person, BoS shall constitute a committee comprising, besides the chair person, course coordinator, a senior faculty member and an external expert member. Get the committee duly approved by the principal. The committee shall recommend the remedial action to be taken in such cases.
9. Course coordinator shall not be assigned any other responsibilities, like invigilation, on the day of exam which may hinder discharge of his/her duties as course coordinator.

Responsibilities of the Chief Examiner:

1. Chief examiner shall brief all the evaluators and explain the scheme of evaluation.
2. Chief examiner shall be present at the venue of spot valuation for the entire period of valuation.
3. Chief examiner continuously monitors the evaluation methodology adopted by the external valuers.
4. It is the responsibility of the chief examiner to ensure a balanced and correct evaluation process by giving inputs to the evaluators.
5. If the chief examiner is not satisfied with the evaluation process, the same has to be brought to the notice of the CoE, through chair person, BoS at the time of evaluation.
6. Heads of the departments, by direction, ensure that chief examiners are available during the entire period of evaluation.
7. Chief examiner shall not be given any other responsibility during this period.
8. The chief examiner shall classify the scripts in the bundle into three categories. First category (highest marks awarded), second one (moderately graded) and the third (lowest scores given).
9. Chief examiner is expected to evaluate a minimum of 10 percent of the scripts in each bundle to verify the evaluation process.
10. Chief examiner should choose two scripts from each category and independently evaluate them to verify the correctness of the evaluation. If the chief examiner is not satisfied with the evaluation, another ten percent can be verified. If the chief examiner is still not satisfied, the issue has to be brought to the notice of the CoE, through chair person, BoS. If the problem remains unresolved, the matter may be escalated to the principal.
11. Finally, chief examiner shall be held accountable for any erratic evaluation since he/she has ample time to detect such a possibility at the time of evaluation only.

Annexure IV

Invigilation Duty

1. The Departmental Exam Coordinator is appointed by the HoD and in some cases in consultation with the Dean of the corresponding School.
2. The Departmental Exam Coordinator will assign invigilation duties, with the approval of HoD in a ratio of 24:1 (i.e. 1 invigilator for up to 24 students). The responsibilities of Departmental Exam Coordinators are given in Annexure – II.
3. The controller of examinations shall appoint a set of senior faculty members from various departments, in consultation with the respective HoDs, as internal observers. They will visit the examination halls allocated to them, multiple times, to ensure smooth and orderly conduct of examinations.
4. One week before SEE, CoE will appoint invigilators and internal observers for smooth and orderly conduct of examinations.

Instructions to Invigilators

1. The reporting time for Invigilators/Additional Controllers/Observers is half an hour before the commencement of the exam.
2. They should check the students for their mobile phones in the exam hall and report to Additional Controller, if found, for further action.
3. They themselves should not carry the mobile phones, any other electronic device or reading material with them during supervision.
4. They should not allow the students to leave the room for the first one and a half hours.
5. They are to record the attendance of students in the attendance sheets and also sign on the answer sheets after due verification of the entries made.
6. They should ensure that supplements should be handed at the students seat and avoid unnecessary movement of students in the exam hall.
7. They are to collect the answer sheets immediately after the exam and handover the same to Additional Controller in the exam cell.
8. If a student is found adopting unfair means, the answer sheet of the concerned student should be confiscated and the matter should be immediately reported to the Additional Controller for further action. *Invigilators themselves should not be the imposers of punishment.*
9. Invigilator are requested not to swap their duties.
10. Report to the Exam branch 30 minutes before the commencement of the Examination.
11. Verify the number of answer scripts against the strength assigned to your exam hall.
12. Do not permit students into the hall after half-an-hour after the commencement of the examination. Students who are loitering around examination hall even after the time of commencement of examination is over may be warned strictly. Please inform them that habitual/intentional late comers will not be allowed into the examination hall.
13. Verify the hall ticket of the student when he/she is entering the exam hall. **NOT LATER.**
For external examinations, hall ticket alone is sufficient. The student need not carry identity card.
14. No student shall be allowed to leave the examination hall before 90 minutes from the time of commencement of the examination.
15. **Do not allow cell phones and other electronic gadgets except scientific calculators.**
16. Guide students to their respective seats as per the seating plan.

17. Distribute the answer scripts 10 minutes before the commencement of the examination and instruct the students to verify his/her details and the subject details to ensure that it is his/her own answer script.
18. Distribute the question papers 5 minutes before the commencement of the examination.
19. If the answer script is damaged or a question paper that is not relevant to the student is accidentally issued, instruct the students to report immediately, before the commencement of exam.
20. Check whether the photograph on the nominal rolls and hall ticket are same as that of the student's face. Non-tallying cases should be brought to the notice of the exam branch immediately.
21. Ensure that the student sign on the nominal rolls / attendance sheet and on Part-I of the answer script at specified place. Affix your signature on the part-I of the answer script in the space provided for the signature of the invigilator after verifying the details of the student. During this time, please verify whether the student received correct answer script and correct question paper.
22. Prepare the absentee statement in the prescribed format provided by the college at the end of the first half an hour of the examination which will be collected by the college exam branch.
23. Make rounds continuously to identify any suspicious movements of students and material for copying.

Collect the written answer scripts of the students and tally with the number of students present and submit in the exam branch.

Annexure V

Instructions to the candidates

1. Please be seated in the Examination Hall at least 15 (Fifteen) minutes before the commencement of examination. Do not come late for the examination. In rare situations, you may be permitted to enter into the examination hall ONLY during the first half an hour from the commencement of the examination (This cannot be claimed as a matter of right). In any case, students who come late to examination do not get extra time.
2. Place your bags in the respective examination hall on the dais. DO NOT KEEP VALUABLES in the bag
3. Identify the correct Hall Number from the display board/the seating arrangement posted in the portal before going to the examination hall. If your number is not displayed, contact the examination branch immediately.
4. If you have not brought the Hallticket / your Hallticket is lost, you can approach the examination branch for getting the duplicate Hallticket by paying the prescribed fee.
5. If the Identity Card is lost, students shall approach the office of the Dean Administration immediately, for obtaining duplicate Identity Card.
6. Before entering into the hall, check yourself to ensure you do not possess **mobile phones, programmable calculators, electronic gadgets, papers containing any material/notes pertaining to the examination** etc. Mere possession of any of the aforementioned material is deemed to be malpractice.
7. Show your IDENTITY CARD/Hall-Ticket to the hall invigilator before entering into the hall
8. Do not TALK / GESTURE inside the examination hall
9. Collect your answer booklet and write the Hall ticket number, subject title and date of the examination where the space provided.
10. DO NOT WRITE YOUR HALL TICKET NUMBER OR NAME INSIDE THE ANSWER BOOK / DRAWING SHEET / GRAPH SHEET
11. Check whether you have collected the correct question paper and correct regulations, also see that all pages are printed or not. If not, intimate to the Hall invigilator immediately
12. Read the special instructions given in the question paper and follow the same.
13. Do not commence reading or writing until instructed to do so. Write clearly; illegible answers will not be awarded marks
14. DO NOT WRITE ANYTHING ON THE QUESTION PAPER OTHER THAN YOUR

HALL TICKET NUMBER. WRITING ANY HINT OR NOTE IN THE QUESTION PAPER IS ALSO A KIND OF MALPRACTICE

15. Affix your signature in the attendance sheet
16. If you are in the need of any data book, ask the invigilator for the same at the time of commencement of the examination. Do not write anything in the special materials issued. Data books/IS codes/Tables brought by the students properly attested by the concerned HoD with seal and should not contain any written material or additional sheets in them
17. Do not tear any pages out of the answer book. Rough work may be done in the last page of the answer book. Tearing any page from the answer booklet is deemed as malpractice and the student will be debarred for one full year.
18. Bring pen, pencil, scale, calculator, eraser etc that are required for the examination. **DO NOT BORROW ANY ARTICLES FROM OTHER STUDENTS INSIDE THE EXAMINATION HALL**
19. Normally students will not be permitted to go outside the examination hall before handing over answer booklet. In rare situations, students may be permitted to go outside the examination hall for toilets, accompanied by a teacher / attendant
20. Do not leave the hall during the examination and must be seated for the whole duration. The student will be allowed to leave the examination hall only after 90 minutes after the commencement of examination.
21. If you require any assistance, please raise your hand
22. Stop writing when you are instructed to do so at the end of the examination and **REMAIN SEATED UNTIL ALL PAPERS HAVE BEEN COLLECTED** and you are told that you may leave the hall
23. Severe penalties apply for misconduct, cheating, possession of unauthorized materials, improper use of materials, and unauthorized removal of materials from examination rooms or ignoring the instructions given by invigilators.
24. **Students are reminded that cheating is regarded as an act of grave misconduct for which there are heavy penalties applied, including a fail in the subject/ cancellation of all subjects written in the midterm/semester end examination and possible expulsion from the college.**

ANNEXURE – VI

Process for Revaluation and Challenge Revaluation

Process for Revaluation

A Student may apply for revaluation for any course (subject) in a semester only once by paying the prescribed fee. In case, if the student is not satisfied with the outcome of revaluation, he/she may apply for challenge valuation by paying the prescribed fee.

1. If the marks obtained in the revaluation are less than the original marks (marks obtained in the initial valuation), then marks secured in the initial valuation remain unchanged, consequently, there is no change in the outcome.
2. If the difference between the marks secured in the revaluation and original marks (marks obtained in the initial valuation) are less than 15% of the maximum marks (allocated to the semester end examination), then marks secured in the initial valuation remain and there is no change in the marks and consequently there is no change in the outcome.
3. If the marks secured in the revaluation are greater than or equal to 15% of the maximum marks (allocated to the semester end examination) compared to the original marks (marks obtained in the initial valuation), then the corresponding answer script shall be evaluated by another external examiner conducting another revaluation.
 - a. If the marks secured in the latter are also greater than or equal to 15% of the maximum marks (allocated to the semester end examination) compared to the original marks (marks obtained in the initial valuation), then the marks obtained in the initial valuation shall be replaced with the **minimum** of the marks secured in both the revaluations.
 - b. Otherwise, the marks secured in the initial valuation shall remain unchanged and consequently, there is no change in the outcome.

Note: Revaluation is applicable for semester end examinations of Theory courses ONLY.

Illustration: AR16/AR18/AR20

Sno	Int	Ext	RV1	RV2	Final	Remarks
1	12	20	12	-	20	No Change
2	12	20	28		20	No Change since RV1 doesn't differ by 15% of maximum marks in comparison to original marks.
3	12	20	31			Second Revaluation shall be initiated
4	12	20	31	19		No change in the results since the RV2 is less than original marks
5	12	20	31	29	20	No change since the RV2 is not differing from Original Valuation by 15% of maximum marks

6	12	20	31	32	31	Changed marks are the minimum of RV1 and RV2
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Illustration: AR22

Sno	Int	Ext	RV1	RV2	Final	Remarks
1	14	20	12	-	20	No Change
2	14	20	28		20	No Change since RV1 doesn't differ by 15% of maximum marks in comparison to original marks.
3	14	20	29			Second Revaluation shall be initiated
4	14	20	29	19	20	No change in the results since the RV2 is less than original marks
5	14	20	29	28	20	No change since the RV2 is not differing from Original Valuation by 15% of maximum marks
6	20	21	29	29	21	No change in the result. The changed marks do not affect the grade of the student. The student still gets C grade only.
7	14	20	29	32	29	Changed marks are the minimum of RV1 and RV2

CHALLENGE VALUATION

A student is eligible to apply for Challenge Valuation (CV), only, if he/she has applied for revaluation and is not satisfied with its outcome.

A student who intends to apply for CV should submit his/her application through the Principal (Chief controller of examinations of the college) within seven days from the date of declaration of Revaluation results by paying the prescribed fee of Rs.10, 000 (Rupees Ten Thousand only) per course (subject).

College shall request JNTUH, the affiliating university, to nominate a subject expert to carry out the valuation as university representative.

1. The paper shall be jointly evaluated in the presence of the student by the Subject Expert nominated by the university, together with a senior faculty member (who has taught the subject at least three times) of the college, nominated by the Principal of the college.

2. If there is any change in marks (equal to or above 15% of the maximum marks, allocated for semester end examination, compared to the marks awarded previously, i.e. marks awarded after revaluation), the new marks shall be awarded to the student replacing the previous marks awarded. Otherwise, there shall be no change in the marks awarded previously and consequently, there shall be no change in the outcome.
3. If there is a change in the outcome, an amount of Rs.9, 000/- shall be refunded to the student. If there is no change in the outcome the student shall forfeit the total amount, which he/she paid towards the challenge valuation.

Procedure to apply for CV:

1. The request for CV shall be made through the principal of the college along with the requisite fee of Rs.10, 000/- (Rupees Ten Thousand only) per course (subject).
2. Date shall be notified to the student for CV. Then student shall attend the CV on the said date, wherein paper shall be evaluated in the presence of the student.

Note:

Students can apply for CV only within 7 days from the date of declaration of Recounting / revaluation results.

ANNEXURE – VII

Application for Scriber

Please fill up the DECLARATION and submit the same to Exam Section

DECLARATION

1. I, the undersigned, Mr/Ms _____, Registration number _____, Mr./Ms. Writer (scribe) for the eligible student, do hereby declare that
 - a. The Student is blind/low vision or affected by cerebral palsy with loco-motor impairment, his/her writingspeed is affected and he/she needs a writer (scribe).
 - b. The scribe is arranged by the student at his/her own cost.
 - c. The academic qualification of the Scribe/Paper Writer is not more than XII class pass.

Particulars of Scribe

Name of last examination passed in his/her academic stream	
--	--

Copy of academic certificate/mark sheet of the Scribe is enclosed in support of the above.

2. We jointly understand that the Scribe shall only record the answer as suggested by the student and shall not import his/her knowledge/make any gesture/sound or movement to indicate correctness or otherwise of any answer.
3. We undertake to comply with the directions of the invigilator at the Examination room and try not to disturb other examinees.
4. Any misconduct committed by the scribe shall amount to a misconduct committed by the student who is using the Scribe and is liable for disciplinary action as may be deemed appropriate.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that if at any stage we do not fulfil the eligibility norm and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the examination of the student will stand cancelled.

Signature of the Scribe Signature of Student

Roll No:

Photograph of
the Scribe

(Controller of Examinations)



Geethanjali College of Engineering & Technology

(Accredited by NAAC with 'A+' Grade & NBA, Approved by AICTE Affiliated to JNTUH)

Cheeryal (V), Keesara (M), Medchal Dist. (T.S)-501301

ACADEMIC YEAR: 2024-2025

UNDERTAKING from Course Coordinator and Chair person BoS

DATE:

We hereby certify that we have carried out question paper moderation as per the following details

Date of Exam	Name of the Course	Course Code	Year	Semester	Branch

Statistics of changes in question paper during question paper moderation process

No. of Spelling Corrections	No. of Rewording/rephrasing of questions	No. of changes in BTL	No. of changes in COs	Supplementing missing data	No. of Full Questions changed

We affirm that the modifications made in the question paper are purely for the purpose of improving the quality of the question paper that tests the higher order thinking skills of the student. The standard of the question paper is not diluted in any manner whatsoever.

Details of moderation carried out are in the enclosed moderation report.

Signature of the Chair Person, BoS		Signature of the Course Coordinator	
Name of the Chair Person, BoS		Name of the Course Coordinator	
Designation		Designation	
Department		Department	



Geethanjali College of Engineering and Technology

(Accredited by NAAC with A+ Grade; B., Tech. CSE, EEE, ECE accredited by NBA)

Sy.No.33 & 34,Cheervyal(V), Keesara(M), Medchal Dist, TS – 501 301

REMUNERATION FORM FOR SPOT VALUATION - (EXTERNAL)

ACADEMIC YEAR: 2024-2025

Name of Examination: I/II/III/IV-B.Tech/M.Tech/MBA (Regular/Supplementary) Examination,

Course Name: _____ Course Code: _____

Name of the Faculty: _____

Designation & Dept.: _____

Name of the Institution:

PARTICULARS OF (BANK DETAILS)

PARTICULARS OF BANK DETAILS													
NAME AS IN BANK A/C													
ACCOUNT NUMBER													
NAME OF THE BANK													
BRANCH & CITY													
IFSC CODE													
PAN NUMBER													
MOBILE NUMBER													

Name of the Course	Course Code	Bundle Number	Regulation	No. of Scripts	Amount @ Rs.30/- Per Script (Minimum Rs.200/-)
Total					

Received on amount of Rs. _____ only. Certified that the above work for which remuneration claimed is completed and in case, if the amount claimed is found to be in excess than eligible, I will refund the excess amount. I also certify that all the details are correct.

Place: Hyderabad

Date: _____ (Affix revenue stamp, if the claim exceeds Rs.5000)

Signature of the Staff Member

For Office use only

For Office use only. Passed for Rs. (Rupees only).

Paid by Cash/ Cheque No _____ Date _____

Checked the details and found correct

Checked the details and found correct.

PRINCIPAL

Controller of Examinations



Geethanjali College of Engineering and Technology

(Accredited by NAAC at 'A+' Grade & NBA, Approved by AICTE and Affiliated to JNTUH)

Cheeryal(V), Keesara(M), Medchal Dist, TS – 501 301.

REMUNERATION FORM FOR CHIEF EXAMINER

ACADEMIC YEAR: 2024-2025

Name of Examination: B.Tech / M.Tech / MBA (Regular / Supplementary) Examination, 2025

Year: I / II / III / IV **Sem: I / II / III / IV**

Name of the Faculty (Full Name): _____

Designation: _____ Staff Code: _____ Ph.No _____

Department: **CIVIL / EEE / MEC / ECE / CSE / AIML / DS / IoT / CS / IT / MBA / FE**

Course Name: _____

Course Code _____

Name of the Course	Course Code	Bundle Number	Regulation	No. of Scripts	Amount @ Rs.25/- Per Script
Total					

Received on amount of Rs. _____ only. Certified that the above work for which remuneration claimed is completed and in case, if the amount claimed is found to be in excess than eligible, I will refund the excess amount. I also certify that all the details are correct.

Place: Hyderabad

Signature of the Staff Member

Date: _____ (Affix revenue stamp, if the claim exceeds Rs.5000)

For Office use only

Passed for Rs. _____ (Rupees _____ only).

Paid by Cash/ Cheque No. _____ Date _____

Checked the details and found correct.

PRINCIPAL

Controller of Examinations



Geethanjali College of Engineering and Technology

(Accredited by NAAC with A+ Grade; B.,Tech. CSE, EEE, ECE accredited by NBA)

Cheeryal(V), Keesara(M), Medchal Dist, TS – 501 301.

REMUNERATION FORM FOR SCRUTINY

ACADEMIC YEAR: 2024-2025

Name of Examination: I/II/III/IV-B.Tech/M.Tech/MBA (Regular/Supplementary) Examination, _____

Name of the Faculty (Full Name): _____

Designation: _____ Staff Code: _____ Ph.No. _____

Department: CIVIL / EEE / MEC / ECE / CSE / AIML / DS / IoT / CS / IT / MBA / FE

Name of the Course	Course Code	Bundle Number	Regulation	No. of Scripts	Amount @ Rs.5/- Per Script
Total					

Received on amount of Rs. _____ only. Certified that the above work for which remuneration claimed is completed and in case, if the amount claimed is found to be in excess than eligible, I will refund the excess amount. I also certify that all the details are correct.

Place: Hyderabad

Date: _____ (Affix revenue stamp, if the claim exceeds Rs.5000)

Signature of the Staff Member

For Office use only

Passed for Rs. _____ (Rupees _____ only).

Paid by Cash/ Cheque No. _____ Date _____

Checked the details and found correct.

PRINCIPAL

Controller of Examinations



Geethanjali College of Engineering and Technology

(Accredited by NAAC at 'A+' Grade & NBA, Approved by AICTE and Affiliated to JNTUH)
Cheeryal(V), Keesara(M), Medchal Dist, TS – 501 301.

REMUNERATION FORM FOR PAPER SETTING

Name of Examination: I/I¹/II¹/III¹/IV¹-B.Tech/M.Tech/MBA (Regular/Supplementary) Examination, _____

Subject Name: _____ Subject Code. _____

Name of the Faculty: _____

Designation & Dept.: _____

Name of the Institution: _____

PARTICULARS OF (BANK DETAILS)

NAME AS IN BANK A/C														
ACCOUNT NUMBER														
NAME OF THE BANK														
BRANCH & CITY														
IFSC CODE														
PAN NUMBER														
MOBILE NUMBER														

Name of the Course	Course Code	Regulation	No. of Sets	Amount @ Rs.1,500/- Set

Received an amount of Rs. _____ only. Certified that the above work for which remuneration claimed is completed and in case, if the amount claimed is found to be in excess than eligible, I will refund the excess amount. I also certify that all the other particulars, Pertaining to bank details and PAN number are correct.

Place: Hyderabad

Date:

Signature of the Staff Member

For Office use only

Passed for Rs. (Rupees _____ only).

Paid by Cash/ Cheque No. _____ Date _____

Checked the details and found correct.

Controller of Examinations

PRINCIPAL



Geethanjali College of Engineering and Technology

(Accredited by NAAC at 'A+' Grade & NBA, Approved by AICTE and Affiliated to JNTUH)

Cheeryal(V), Keesara(M), Medchal Dist, TS – 501 301.

REMUNERATION FORM FOR - (MODERATOR / BOS MEMBER)

ACADEMIC YEAR: 2024-2025

Name of Examination: B.Tech / M.Tech / MBA (Regular / Supplementary) Examination, _____

Year: I / II / III / IV **Sem: I / II / III / IV**

Name of the Faculty (Full Name): _____

Designation: _____ Staff Code: _____ Ph.No _____

Department: CIVIL / EEE / MEC / ECE / CSE / AIML / DS / IoT / CS / IT / MBA / FE

Name of the Course	Course Code	Regula tion	Role		Amount	Remuneration for Key Preparation @ Rs. 500/-	Total Rs.
			Moderator Rs.200/-	BoS Member Rs.200/-			
Total (Minimum Rs.200/-)							

Received on amount of Rs. _____ only. Certified that the above work for which remuneration claimed is completed and in case, if the amount claimed is found to be in excess than eligible, I will refund the excess amount. I also certify that all the details are correct.

Place: Hyderabad

Date :

Signature of the Staff Member

(Affix revenue stamp, if the claim exceeds Rs.5000)

For Office use only

Passed for Rs. _____ (Rupees _____ only).

Paid by Cash/ Cheque No. _____ Date _____

Checked the details and found correct.

Controller of Examinations

PRINCIPAL

Application for Revaluation: Online registration at examination branch



Geethanjali College of Engineering and Technology

Accredited by NAAC at 'A+' Grade & NBA, Approved by AICTE and Affiliated to JNTUH
Cheeryal(V), Keesara(M), Medchal Dist., TS – 501 301.

APPLICATION FOR TRANSCRIPTS OF UG & PG Courses (2016-17 Batch onwards)

Name of the Student: _____

Hall Ticket No. : _____ Branch: _____

Program: B.Tech/M.Tech/MBA Regulation: _____

DETAILS OF B.TECH/M.TECH/MBA TRANSCRIPTS REQUIRED

(i) Set of memos of marks (If the space is insufficient write details on back-side)

S. No.	Year - Semester	Month & Year Regular	Month & Year Supplementary	Month & Year Supplementary	Month & Year Supplementary
1	B.Tech. I Year I Sem				
2	B.Tech. I Year II Sem				
3	B.Tech II Year I Sem				
4	B.Tech II Year II Sem				
5	B.Tech III Year I Sem				
6	B.Tech III Year II Sem				
7	B.Tech IV Year I Sem				
8	B.Tech IV Year II Sem				
9	MBA/M.Tech I Year I Sem				
10	MBA/M.Tech I Year II Sem				
11	MBA II Year III Sem				
12	MBA II Year IV Sem				

Total No. of marks memos (a): _____

No. of sets required (b): _____

(ii) Transcript of Consolidated Marks Memo

No. of copies required (c): _____

(iii) Transcript of Provisional Certificate

No. of copies required (d): _____

Total amount paid towards cost of Transcripts = $[(a \times b) + c + d] \times \text{Rs. } 50.00 = \text{Rs. } _____$

Receipt No. _____ Date _____

CASHIER

(with office seal)

Signature of Applicant

Ph.No.

Controller of Examinations

Signature of the issuing Authority

Geethanjali College of Engineering and Technology, Cheeryal, Keesara (M), Hyderabad

Application for Duplicate Memorandum of Marks: Student request letter

Application for PC: Along with IV B.Tech II Semester end examinations registration

Application for Original Degree Certificate: Online registration and application at JNTUH student services portal.