SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN:: BHIMAVARAM
Approved by AICTE, New Delhi. Permanently Affiliated to JNTUK, Kakinada

EXAMINATION REFORMS

2017-18

Shri Vishnu Engineering College for Women (A) was established in 2001 to cater to the needs of the aspirations of rural girl students in the field of Engineering Education in Andhra Pradesh and was established by Padma Bhushan Dr. B.V. Raju. The College is located in pollution free campus in Vishnupur, 3 K.M. from Bhimavaram on Tadepalligudem Road. The sprawling campus spread over 100 Acre serene scenic landscape and is ideal known for its salubrious climate and presents congenial atmosphere to pursue higher studies. SVECW's infrastructure is vibrant in nature because of constant attempt to maintain pace with the development available. The infrastructure acts as a facilitator for the effective delivery of our curriculum. The Institute provides an excellent opportunity for the women students to acquire specific skills and pursue their intellectual development. At present, the Institute is offering the following Programmes leading to B.Tech. Degree.

1. Electronics & Communication Engineering.
2. Electrical & Electronics Engineering.
3. Computer Science & Engineering.
4. Information Technology.
5. Mechanical Engineering.
6. Civil Engineering.

The first three of the above courses are accredited by NBA in the year 2014 and last two courses are accredited by NBA in the year 2017.

The Institute also offers the following PG courses.
1. M.Tech. (VLSI Design)
2. M.Tech. (Power Electronics)
3. M.Tech (Software Engineering)
4. M.Tech (C.S.E.)
5. M.Tech (GeoInformatics)
6. MBA

Shri Vishnu Engineering College for Women has an autonomous status from 2014-15 academic year onwards and accredited by NAAC in the year 2015.

R14-R Regulations

The Institute follows semester system for PG (M.B.A.) Programme.

M.B.A Programme

R14RMB.01. Title and Duration of the Programme

The course shall be called the P.G course in **Master of Business Administration**, abbreviated as **M.B.A.**

The course shall be of **two academic years** duration divided into **four semesters**, each semester having duration of minimum 16 weeks.

The calendar of events which includes MID Examinations, Internal Practical Examinations, External Practical Examinations and Semester End Examinations in respect of the course shall be fixed by the Institute from time to time.

The examination in all the subjects shall be conducted at the end of each semester for all the four semesters.

A student shall be declared eligible for the award of MBA degree, if she pursues a course of study and completes it successfully for not less than two academic years and not more than four academic years.

A Student, who fails to fulfill all the academic requirements for the award of the degree within Four academic years from the year of their admission, shall forfeit her seat in MBA course.

R14RMB.02. Award of MBA Degree

A Student shall be declared eligible for the award of the MBA Degree, if she pursues a course of study in not less than two and not more than four academic years.

Each discipline of the MBA Programme is designed to have a total of 90 credits, and the student shall have to complete the courses and earn all credits as per the requirements for award of the degree.

The MBA Degree shall be conferred on a candidate who has satisfied the following requirement.

A Regular student (two year programme) should register herself for 90 Credits. A student has to secure all 90 credits eligible for the award of MBA Degree.

However, it is mandatory for the students to pass all the laboratory courses.

R14RMB.03. Attendance Requirements

Each semester is considered as a unit and the candidate has to put in a minimum attendance of 75% with a provision of condonation of 10% of the attendance by the Principal on the specific recommendation of the HOD, showing some reasonable cause such as medical grounds, participation in University level sports, cultural activities, seminars, workshops, paper presentation, etc.

Shortage of Attendance below 65% in aggregate shall not be condoned. Students, having shortage of attendance, shall have to pay requisite fee towards condonation. Students whose shortage of attendance is not condoned in any semester are not eligible to write their semester end examination of that class.

Rules for calculation of attendance for the re-admitted candidates who were detained for want of internal marks / attendance or who had break – in study for various reasons:

a) No. of classes conducted will be counted from the day ONE of the semester concerned, irrespective of the date of payment of tuition fee.

b) They should submit a written request to the Principal, along with a challan paid towards tuition & other fee, for re-admission before the commencement of class-work.

c) Student should come to know about the date of commencement of class-work of the semester in to which she wishes to get re-admission. The information regarding date of commencement of class-work for each semester is available in the college notice boards/ website.

R14RMB.04. Transitory Regulations

A candidate, who is detained or discontinued in the semester, on readmission shall be required to pass all the courses in the curriculum prescribed for such batch of students in which she joins subsequently. However, exemption will be given to those candidates who have already passed in such courses, in the earlier semester(s) as approved by Board of Studies and Academic Council.

A student shall be eligible for promotion to next Semester of MBA programme, if she satisfies the attendance requirements.

Candidates who have discontinued or have been detained for want of attendance or who have failed after having undergone the course are eligible for admission to the same or equivalent subjects as and when subjects are offered.

R14RMB.05. Distribution and Weightage of Marks

The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory and 100 for lab marks. The project work shall be evaluated on the basis of Grades.

For theory subjects the distribution shall be 40 marks for Internal Evaluation and 60 marks for the Semester End Examinations.

For theory subjects, during the semester there shall be 2 tests. The weightage of internal marks for 40 consists of Descriptive – 20 and presentation -20 The subjective examination is for 120 minutes duration conducted for 20 marks. Each subjective type test question paper contains four questions and ALL questions need to be answered. The average of the Two tests will be taken for internal marks. As the syllabus is framed for 6 units, first five units' theory and sixth unit is case study. The First Mid examination is conducted in 1- 3 Units and Second Mid exam in 4 & 5 Units of each subject in the semester.

The end semester examination is conducted in covering the topics of all units for 60 marks. Question paper contains Eight Questions out of which, one is case study, which is compulsory and of the balance seven, a student has to answer four. All questions carries 12 marks.

For lab examination there shall be continuous evaluation during the semester for 50 internal marks and 50 semester end examination marks. Of the 50 marks for internal, 30 marks shall be awarded as follows: day to day work 10 and Record-20, and balance 20 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the faculty concerned and external examiner.

Managerial Skill Development Lab and Stories of Business Tycoons and Best Business Practices lab will be under continuous evaluation during the semester for 50 internal marks each. Marks will be awarded based on the classroom presentation and participation in various activities conducted as a part of the lab. There shall be no external examination for these labs.

For the Mini project, the student shall collect the information on a specialized topic given by the faculty and prepare a PPT showing her understanding over the topic, and submit to the faculty member. The Mini Project marks for 50 consist of Mini project report - 25 marks & presentation - 25 marks. There shall be no external examination for Mini project.

For Main Project each student should select a company/organization and has to complete this project on a specific topic from any of the specializations offered with the prior permission of her respective guide and the duration of this project would be 5 weeks.

The project carries grade structure which will be given by the external Examiner after the Viva-Voce. The grades are a. Excellent b. Good c. Satisfactory. d. Unsatisfactory.

Laboratory marks and the internal marks awarded by the College are final. The sample laboratory records shall be preserved in the respective departments and internal test papers shall be preserved in the college exam cell as per the University norms and shall be produced to the Committees of the University as and when they ask for.

The Course Credits are generally decided based on the following guidelines.
- Lectures (Theory Subjects) – 3 credits (4 contact hours per week)
- Lectures (Problematic Subjects) – 4 credits (4 contact hours + 1 Tutorial hour per week)
- Laboratory – 2 credits (6 hours per week)
- Laboratory – 1 credit (3 hours per week)
- Mini project and Seminar on mini project 1 credit (3 hours per week)
- Major project shall have 5 credits

R14RMB.06. Conditions for Pass and Award of credits for a course

A candidate shall be declared to have passed in individual theory/lab/project course if she secures a minimum of 50% aggregate marks (Internal & semester end examination marks put together), subject to minimum of 40% marks in semester end examination. For Labs 50% of the marks should be secured.

As far as the Project is concerned, evaluation is done based on the criteria of grades (Excellent, Good, Satisfactory and Unsatisfactory). If any student got the grade of 'Unsatisfactory', she has to submit the project once again after 3 months of the Viva Voce.

A Student, who fails to fulfill all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit her seat in MBA course.

The student has to pass the failed course by appearing the supplementary examination as per the requirement for the award of degree.

On passing a course of a programme, the student shall earn assigned credits in that course.

R14RMB.07. Method of awarding Letter Grades and Grade Points for a course

The institute has changed student evaluation system from Percentages to Grading system.

A letter grade and grade points will be awarded to a student in each course based on her performance as per the grading system given below.

Theory/ Lab/Project	Grade Points	Letter Grade
85-100%	10	O (Out Standing)
75-84%	9	A+ (Excellent)
70-74%	8	A (Very Good)
65-69%	7	B+ (Good)

60-64%	6	B (Above Average)
55-59%	5	C (Average)
50-54%	4	P (Pass)
<50%	0	F (Fail)

R14RMB.08. **Calculation of Semester Grade Points Average (SGPA) for semester**

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as below:

*SGPA $=\sum$(CR x GP) / $\sum$CR (for all courses passed in semester)

Where CR = Credits of a course

GP= Grade points awarded for a course

* SGPA is calculated for the candidates who passed all the courses in that semester

R14RMB.09. **Calculation of Cumulative Grade Points Average (CGPA)**

The CGPA is calculated as below:

CGPA $=\sum$(CR x SGPA) / $\sum$CR (for entire programme)

Where CR = Credits of a course

SGPA= Semester Grade Points Average for Semester

Equivalent Percentage for CGPA is = (CGPA - 0.75) x 10

R14RMB.10. **Consolidated Grade Card**

A consolidated grade card containing credits & grades obtained by the candidates will be issued after completion of the two years MBA Programme.

R14RMB.11. **Revaluation**

As per the notification issued by the Controller of Examination, the students can submit the applications for revaluation, along with the fee receipt for revaluation of her answer script(s) of theory course(s), if she is not satisfied with the Grade obtained.

The controller of Examination shall arrange for revaluation of those answer script(s).

For Revaluation a new external examiner, other than the first examiner, shall re-evaluate the answer script(s). If there is any change in marks (below 15% of the maximum External marks) the highest of the two marks will be considered and if there is any change in marks (Equal or above 15% of the maximum External marks), the script will be evaluated by the third valuator. The marks of all the three valuators are compared and the average of two nearer marks will be awarded to the student.

R14RMB.12. Supplementary Examinations

Supplementary examinations will be conducted along with regular semester end examinations Semester end supplementary Examinations shall be conducted in subjects of each semester once a year (i.e MBA -Sem I, MBA - Sem II, MBA -Sem III, MBA -Sem IV, Examinations) under the present regulation.

Thereafter supplementary examinations will be conducted in the equivalent courses as prescribed by concerned BOS.

R14RMB.13. Award of Division

The award of division for MBA programme for the candidates who were admitted into respective programmes in the year 2017-2018 and onwards as shown in the following table.

CGPA	DIVISION
≥ 8	First Class with distinction
$\geq 6.5 - <8$	First Class
$\geq 5.5 - <6.5$	Second Class
$\geq 4 - <5.5$	Pass Class

For the purpose of awarding First Class with Distinction, The student must get CGPA within 2 years in case of candidates admitted through ICET & Management Quota.

Detained and break-in study candidates are not eligible for the award of First Class with Distinction.

For the purpose of awarding First, Second and Pass Class, CGPA obtained in the examinations appeared within the maximum period allowed for the completion of course shall be considered.

MALPRACTICES

R14R.01.   **Malpractices**

The Principal shall refer the cases of malpractices in internal assessment tests and Semester End Examinations, to a Malpractice Enquiry Committee, constituted by him/her for the purpose. The Principal will take necessary action, against the erring students basing on the recommendations of the committee.

The physically challenged candidates who have availed additional examination time and a scribe during their Degree/ICET examinations will be given similar concessions on production of relevant proof/documents.

The students who are suffering from contagious diseases are not allowed to appear either internal or semester end examinations.

The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and/or syllabi.

EXAMINATION PROCESS

R14R.02.   **Examination Process**

The mid semester/semester end examination notification along with the time table will be issued and uploaded on the Institute examination website www.svecwexams.in by following the schedule of the academic calendar. Day wise / room wise/ year of study wise seating arrangement is prepared for all the subjects. Required number of faculty for invigilation is drawn from the departments.

The pre-examination works like preparation of final data base of the candidates who are eligible to appear for the semester end exams, sending the data for preparation of pre-printed barcoded OMR answer booklets, preparation of nominal rolls, Hall tickets, room wise seating plans and invigilation duties and D-forms during the examination time are taken care with the help of the examination management system software.

The question paper for the end semester exam (6 sets for Regular exams and 4 sets for Supplementary exams) will be set by three independent external faculty members who taught the subject for at least three years drawn from the list of paper setters approved by the Controller of Examinations. The question paper is drawn at random from the 6 sets one hour before the examination schedule and is moderated by a senior internal teacher for the required standard and coverage of the syllabus.

The end semester answer scripts are evaluated in a spot valuation organized in the institute or some times in a reputed institute outside by taking the approval of the Chief Superintendent (Principal).

The mid semester marks and the end semester marks are integrated for the final results processing and also for the printing of grade sheets.

Strict adherence to the Institute academic calendar and timely publication of results.

Examination Management System (EMS) services are available to integrate all the activities in the examination branch. The pre and post examination activities are integrated, starting with examination notification, generation of time tables, list of eligible students to generate hall tickets based on the attendance and generation of data base for the pre-printed OMR answer booklets. The internal continuous assessment marks are also uploaded in the data base of EMS and will be integrated with end semester marks at the time of results processing.

The Institute is using the OMR technology for the printing of pre-printed bar coded answer booklets, scanning the OMR marks slips and processing the results and printing the reports and certificates.

Payment gateway is also available for the payment of various examination fees online by the students to make the registrations online from (2019-2020 onwards).

Automation of examination process helps in the successful execution of examination processes such as monitoring of examination fee payment, examination schedule, bar coding of answer booklets, marks data entry, preparation of programme wise results and grade certificates.

All the examinations are conducted under the supervision of Examination Section headed by the Controller of Examinations and the results are declared after the approval of the concerned Examination committee/Results committee of the college.

The Examination branch has brought the following reforms since UGC gave an Autonomous status in the year 2014.

- Strict adherence to Institute Academic calendar.
- Grading System is being implemented in the evaluation and assessment of students in place of percentage of marks.
- OMR based Answer script was introduced for ensuring strict confidentiality by avoiding manual coding in the Examination and evaluation system.
- **Establishment of CCTV Surveillance System.**
- Squads are appointed to maintain strict & flawless system during conduct of Examinations.
- Automation of examination processes helped in the successful execution of examination processes such as monitoring of examination fee payment, examination schedule, data for preparing OMR Booklets, marks data entry, preparation of programme wise results and grade certificates.
- Systematic evaluation process supported by Examination management system (EMS) allows timely publication of results.
- Quick publication of results and issuing necessary certificates on time there by helping the students to secure admission for higher studies and to join the organizations in which they are placed.
- Online publication of results.
- Parents can access the performance of their ward through Examination portal.
- Security features are embedded in the certificates to avoid tampering.

S.No	Reform(s)	Positive impact(s)
1	6 sets of question papers are maintained for each subject / course	Confidentiality in the question paper selection
2	Setting the question papers from all the units and moderation of question papers.	Maintain standards and coverage of syllabus among all the units
3	Preparation of detailed scheme of evaluation by internal subject / course experts	1. Uniformity in the evaluation among the evaluators. 2. Fair judgment for the students.
4	Appointment of squad consisting of senior faculty members of internal faculty to monitor the semester end examinations	Strict vigilance for smooth conduct of examinations
5	Establishment of Spot evaluation centre	1. Confidentiality and custody of answer booklets are ensured 2. Declaration of results within the stipulated time.
6	Establishment of CCTV Surveillance System	1. Continuous monitoring of activities of examination section and spot evaluation process 2. Restricted entry and surveillance of the entry of un-authorized persons into the examination section 3. CCTVs in the vicinity of the examination rooms to curb untoward incidents of malpractice
7	Encoding and decoding of answer booklets	Provides confidentiality and unbiased evaluation.
8	Automation of examination management system	1. Improvement in reliability, efficiency, security, transparency, confidentiality and accuracy in the entire process. 2. Software developed by the institute provides flexibility to incorporate autonomous curriculum requirements.
9	Revaluation system	Accountability of the evaluation process and improving the transparency in the evaluation
10	Supplementary examinations and timely publication of results & issuing necessary certificates in time.	Provides more scope to final year students for their placements and higher studies.
11	Inclusion of security features in grade sheets as well as in answer booklets.	Chances of manipulations are nullified.