



**PERIYAR
MANIAMMAI**
INSTITUTE OF SCIENCE & TECHNOLOGY
(Deemed to be University)
Established Under Sec. 3 of UGC Act, 1956 • NAAC Accredited

think • innovate • transform

**PERIYAR MANIAMMAI INSTITUTE OF
SCIENCE & TECHNOLOGY (PMIST)**
VALLAM, THANJAVUR

Compiled by
Dr.S.ASOKAN
CONTROLLER OF EXAMINATIONS
PMIST

EXAMINATION AND EVALUATION SYSTEM
HAND BOOK - 2023

(For Private Circulation Only)

8.4 Students Grievances Redressal mechanism

Students who have any kind of grievances relating to Examinations may contact the CoE or may drop their complaints in the Grievances redressal box installed in the Front side of the Exam office. The complaints will be collected at periodical interval and suitable solutions are arrived at. In this regard, Students may also contact the Staff in charge of that portfolio. Students may also send their grievances via mail.

**Approved and Published
by
THE REGISTRAR,
PERIYAR MANIAMMAI INSTITUTE
OF SCIENCE & TECHNOLOGY,
PERIYAR NAGAR, VALLAM,
THANJAVUR.**

CHAPTER VIII : OTHER PROCEDURES

8.1 Healthy / Best Practices

- Introduction of Outcome Based Education (OBE) system since 2015 - 16 onwards.
- Scrutiny of QP and vetting of valued scripts by External Subject experts.
- Using testlin sheets for printing grade sheets.
- Result publication within 10 to 15 days from the last day of Examination.
- Provision for students to apply for photo copy of their valued answer scripts and may seek reevaluation.
- Automation software for analyzing our exam related data, ensuring the system transparent and error free.
- Uploading our academic records via NAD (National Academic Depository) UGC / CDSL enabling stakeholders access the records online.
- Fast Track Exam for those who have arrears in the final semester only.
- Arranging Convocation within 6 months from the last day of final year exam.

8.2 Rules for the issuur of the Transcript, Migration, Genuineness Certificate

Transcript, Migration and Genuineness Certificate are issued by the CoE office on the request of the students by paying the necessary fees for the same. These certificates are issued immediately by the Office of the Controller of the Examination.

8.3 Duplicate grade /degree

Students who have lost their original certificates or in the event of their certificates getting damaged beyond recoverable condition, may lodge a complaint to the Police station in this regard and get the FIR certificate. The above information has to be published in leading news papers. Later the students should submit the untraceable certificate to the CoE office along with the prescribed fee. After verification of records and approval by the competent authority, duplicate certificates will be issued within 10 to 15 days.

Office of the Controller of Examination

Sl. No.	Name	Qualification	Designation
1.	Dr. S. VELUSAMY	M.E., Ph.D	Vice - Chancellor
2.	Dr. P.K. SRIVIDHYA	M.E., M.S., M.B.A., Ph.D	Registrar
3.	Dr. S. ASOKAN	M.Sc.,M.A.,M.Phil.,Ph.D.	Controller of Examinations
4.	Dr.S. ARUMUGAM	B.Sc.,MCA. Ph.D	Deputy CoE
5.	Dr. M. HARI KUMAR	M.Sc., M.Phil.,B.Ed.,Ph.D	Technical Officer
6.	Ms.G. UMASANKARI	B.A.	Assistant
7.	Ms.L. JEGATHARANI	M.B.M., M.Phil., PGDCM	Assistant
8.	Ms.D. GNANAVADIVU	DECE	Lab Assistant
9.	Ms. J. SOWMIYA	BCA.	Junior Assistant
10.	Ms.J. SUSEELA	B.Com.	Junior Assistant
11.	Mr. U. SWAMINATHAN		Office Assistant

Office of the Controller of Examinations

VISION

- ❖ To emerge as a prompt leader in technical and non- technical examination procedures ethically, as a facilitator and as a centre of reference and certification .

MISSION

- ❖ Following standard procedures in processing all examination related data in order to produce Graduands, who are technically and intellectually equipped with well defined knowledge, skills and ethics, who are creative thinkers, inspiring leaders and contributing citizens.
- ❖ Benchmarking on technologically sound global leaders with a view towards continuous improvement in assessment methods.
- ❖ State-of-art technology in analyzing our exam data using software ensuring the system transparent and error free .
- ❖ Provision for uploading our academic records through NAD portal for easy access by stakeholders.
- ❖ Applying networking strategies which will enable the students achieve the ideals of open, democratic and global society, satisfying cultural, ethnic and racial diversity.

OBJECTIVES

- ❖ To execute high quality and legally secured system in addition to offering services for students, course teachers and administrators in all spheres.
- ❖ To ensure transparency, integrity, secrecy and quality service as it is related to evaluation and examination process.

7.4.7 Migration Certificate for Engineering /Humanities, Science and Management Programmes.

The migration certificate will contain the following:

1. Name of the candidate
2. Register Number
3. Degree
4. Branch/Specialization
5. Month and year of passing each course

7.5 Convocation

Convocation will be arranged within 6 months from the last day of result publication.

1. Degree Certificate
2. Medal of honour / Rank certificate
2. Registration Form
3. Preparation of the list of students going to collect the Degree (Branch wise)
4. Entering the names of Graduands in the convocation register / book.
5. Getting bonafide Certificates from the Chancellor/Chief Guest .
6. Maintenance of the register

7.6 Disposal of Answer scripts

- Answer scripts will be kept under custody of the CoE office for one year.
- The answer scripts are sent to Paper Recycling Plant operated by the PMIST.
- The answer scripts are converted to paper bags and paper files.

7.4.4 Consolidated Grade Report of Ph.D. Degree

The consolidated transcripts will contain the following:

1. The Faculty and the department in which the candidate studied
2. Photo Identity
3. Barcode for Unique Identification
4. The credits registered and earned
5. The grades obtained in each course
6. Month and year of passing each course
7. Grades

7.4.5 Provisional Certificate for Engineering / Humanities, Science and Management Programmes.

The provisional certificate will contain the following:

1. Name of the candidate
2. Register Number
3. Degree
4. Branch/Specialization
5. Month and year of passing each course

7.4.6 Transcript Certificate for Engineering / Humanities, Science and Management Programmes.

The Transcript certificate will contain the following:

1. The Faculty and the department in which the candidate studied
2. Barcode for Unique Identification
3. The credits registered and earned
4. The grades obtained in each course
5. Month and year of passing each course
6. Final CGPA
7. Grades
8. Purpose of Transcript

INDEX

Sl. No	Title	Page No
1.	INTRODUCTION	
	1.1 Organizational Structure of the COE Office	1
	1.2 Duties and Responsibilities of the personnel of the COE Office	2
	1.3 Examination Advisory Committee	3
	1.4 Audit of Examination Procedures	4
2.	OUTCOME BASED EDUCATION	
	2.1 Objectives & Frame work of OBE	5
	2.2 Formative Assessment tools	7
3.	ALLOCATION OF CODES AND REGISTER NUMBER	
	3.1 Subject Code	9
	3.2 Allocation of Register Number	9
	3.3 List of Branches and Codes	10
4.	REGULATIONS, RULES AND POLICY	
	4.1 Credit System	13
	4.2 Requirements for Course / Programme Completion	13
	4.3 Attendance percentage and remedial measures	14
	4.4 Letter grades	15
	4.5 Classification of the Degree awarded	15
	4.6 Eligibility for the award of Degree	16
	4.7 Norms for awarding institution Ranks to the Graduates	17
	4.8 CGPA to percentage conversion rules	17
	4.9 CIA Improvement	17
	4.10 Accommodating Advanced Learners	18
	4.11 Honors Degree	18
	4.12 In-plant Training for B.Tech Students	18
	4.13 Minor course	18
	4.14 Provision for withdrawal from the Examination	19
	4.15 Temporary Break of study from a Programme	19
	4.16 Maximum years to complete the course / Programme	20
	4.17 Time Extension Considerations	20
4.18 Re-Do rules	20	

	4.19 Care for the disabled	21
	4.20 Guidelines for integrating online courses with curriculum	21
	4.21 Norms for CGPA calculation and ranking for migrated students	22
5.	EXAMINATION PROCESS	
	5.1 Flow Chart	23
	5.2 Exam Schedule and Time table	23
	5.3 Duties and Responsibilities of Examination Representatives	23
	5.4 Question Paper Setting and Vetting of QP	24
	5.5 Role of the office of the COE	24
	5.6 Role of the Head of the Department	25
	5.7 Role of the chief superintendent	25
	5.8 Hallticket / duplicate hall ticket issue	37
	5.9 Conduct of Practical Examinations	37
	5.10 Malpractice	38
6.	EVALUATION PROCESS	
	6.1 Mode of Evaluation	40
	6.2 Project / Dissertation Evaluation	40
	6.3 Central Valuation	40
	6.4 Role of Camp officer	42
	6.5 Moderation and Result Passing Board	43
	6.6 Result Publication	43
7.	EPILOGUE- CONSOLIDATION	
	7.1 Transparency / Photocopy of Answer Scripts	44
	7.2 Revaluation Rules	44
	7.3 Fast Track Exam	44
	7.4 Issue of Grade Sheet	44
	7.5 Convocation / Graduation Day	47
	7.6 Disposal of Answer script	47
8.	OTHERS	
	8.1 Healthy / Best Practices	48
	8.2 Transcript, Migration, Genuineness Certificate issue rules	48
	8.3 Duplicate grade /degree rules	48
	8.4 Students Grievances Redressal Mechanism	49

7.4.1 Consolidated Grade Report for Engineering / Humanities, Science and Management Programmes

The consolidated Grade Report will contain the following:

1. The Faculty and the department in which the candidate studied
2. Photo Identity
3. Barcode for Unique Identification
4. The credits registered and earned
5. The grades obtained in each course
6. Month and year of passing each course
7. Final CGPA
8. Grades

7.4.2 Statement of Mark / Grade Report for B.Sc. B.Ed. Degree

The statement of Mark report will contain the following:

1. The Faculty and the department in which the candidate studied
2. The absolute Marks obtained in each course.
3. Credits for each course
4. Month and year of appearance.

7.4.3 Consolidated Mark / Grade Report for B.Sc. B.Ed., Degree

The consolidated Mark Report will contain the following:

1. The Faculty and the department in which the candidate studied
2. Photo Identity
3. Barcode for Unique Identification
4. The marks obtained in each course
5. Attendance Grade
6. Month and year of passing each course
7. Total Marks and percentage and grades as well

CHAPTER VII : EPILOGUE - CONSOLIDATION

7.1 Transparency / Photocopy of Answer Scripts

After Publication of the results, the Re appear student may apply for photo copy of the valued answer scripts through the Head of the department and Dean of the faculty by getting concurrence and by paying the prescribed fee within ten days from the day of publication of the result.

7.2 Revaluation Rules

The students are also permitted for revaluation of their answer scripts, if recommended by the HoD and Course teacher after paying the prescribed fee within a week from receiving the photocopy of the answer scripts. The results of revaluation will be published within 10 days.

7.3 Fast Track Exam

For final year students who have arrears in the final semester shall apply for fast track exam by paying the prescribed fee. Such exam will be conducted within 10 days after the publication of results. This facility enables the students to complete the programme with in the stipulated period.

7.4 Issue of Grade Sheet

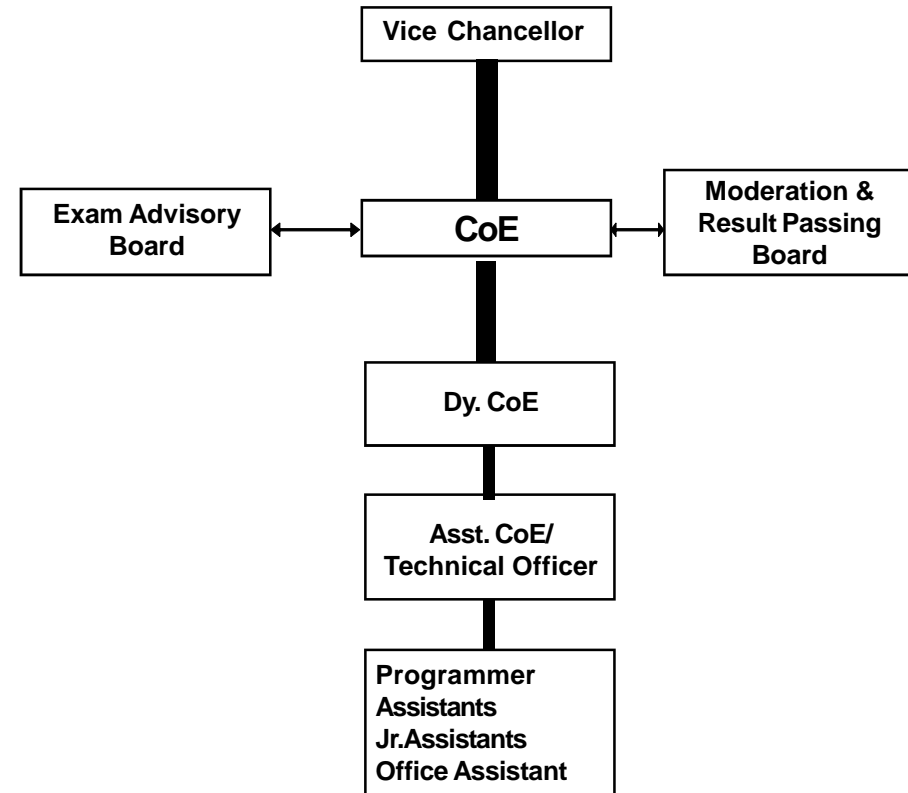
Student Grade Report for Engineering / Humanities, Science and Management Programmes.

After the publication of the results, individual grade Sheet containing the following information for each semester will be issued, through the Dean of the Faculty concerned.

1. The Faculty and the department in which the candidate studied
2. The credits registered and earned
3. The grades obtained in each course.
4. GPA of the semester and CGPA earned up to that semester.
5. Month and year of appearance

CHAPTER - I INTRODUCTION

1.1 Organizational Structure of the CoE Office



CoE	-	Controller of Examination
Dy.CoE	-	Deputy Controller of Examination
Asst. CoE/Tech. Officer	-	Assistant Controller of Examination / Technical Officer

1.2 Duties and Responsibilities of the personnel of the COE Office

The personnel of the office of the COE are assigned with the following duties and are responsible for the veracity and confidentiality.

Sl. No.	Designation	Nature of Work
1.	Controller of Examinations	Monitoring of all Exam related procedures
2.	Dy.CoE	<ul style="list-style-type: none"> Preparation of Application Forms Circulars Result processing Issue of Grade sheets, Consolidated Mark Statements and Degree Certificates Any other work related to the smooth and confidential conduct of examinations UG & PG/Ph.D.-Viva-voce examination Remuneration Central Valuation Transcript, Migration and Other related Certificates
3.	Tech. Officer / Asst.CoE	<ul style="list-style-type: none"> Graduate Details Maintenance Preparation of the exam schedule, Time Table for End semester examinations Collection of Question papers, conduct of exams Collection of QAC Review Form Convocation Related works Developing Software of all the entry forms Testing and Validation
4.	Programmer/ Project Associates	<ul style="list-style-type: none"> Creating and Maintaining Database Generating all kinds of reports pertaining to the conduct of Exams, and declaration of results. Taking backup Server Maintenance Software Development Maintaining softcopy of results

6.5 Moderation and Result Passing Board

- The Controller of examinations will present the results to the moderation board members. Team members will go through the pass percentage in various subjects. They will also randomly verify the answer scripts. Depending on the question paper and performance of students, the board may suggest moderation, if necessary.
- Minutes of the moderation board will be submitted to the result passing board for necessary corrective measures, if any.
- The Minutes of the moderation board and result passing board will be submitted to the vice chancellor for final approval and publication of results thereafter.

Sl.No.	NAME	DESIGNATION
1.	Dr. J. Jeyachidra - Dean (Academics) /TLE	Member
2.	Dr. Violet Juli V - Dean (Academics) /CD	Member
3.	Dr. R.Kathiravan - Dean (FET)	Member
4.	Dr.P.Vijayalakshmi - Dean i/c (FHSM)	Member
5.	Dr.M.Sharmila Begum - Dean i/c (FCSE)	Member
6.	Ar.V.S.Kavitha - Dean i/c (FAP)	Member
7.	Dr. S. Asokan - CoE	Member Secretary

6.6 Result Publication

Results of the end semester examinations are published within 10 days from the last day of the examination. The results are uploaded in PMIST website. The grade sheet for final year students will be distributed within 10 days after publication of results.

6.3.3 The examiners are instructed to

1. Check the total no. of answer scripts and the absentees.
2. Avoid writing comments in the answer scripts and avoid awarding general addition of marks like +5, +4, +3, etc.
3. Draw cross line in blank spaces left by the students in between answers of various questions
4. Write the question no. in the answer script (if it is not written by the student) and value the answer.
5. The examiners are required to affix their signature wherever required and to write their names.
6. The marks are to be entered in the system directly from the valued answer scripts only

6.3.4 Vetting of Valued Answer Scripts

External subject experts are invited from other institutions and the valued answer scripts will be vetted by them. They will check the standard of the valuation and the suggestion from them are collected.

6.4 Role of Camp officer

1. Receives the answer script bundles from the chief superintendent.
2. Allot the bundle to the concerned staff for valuation
3. Checking for tabulation
4. Ensure the marks of the valued bundles are entered in the system.
5. After completion of valuation, the camp officer is responsible for handing over the bundles to the CoE office.

5.	Assistant / Junior Assistant	<ul style="list-style-type: none"> • Students profile, photos • Maintaining students' records (from the date of joining till leaving the academic programme) • Preparation of Circulars and exam schedule • Updating the subject details of curriculum • Collecting elective subject for each semester • Collection of Question papers with scheme of valuation • Preparation of photocopies of the question papers • Data processing of examination details • Procurement of all kinds of exam related stationeries • Preparatory works for Central Valuation • Stock Maintenance of stationery items • Maintenance of Registers and Records • Collection of consolidated report of exam fees • Distribution of remuneration • Collection of valued answer Scripts and maintenance • Addressing Student Grievances • Dispatch of Letters, Circulars and other Communications.
6.	Office Assistant	<ul style="list-style-type: none"> • Assistance to the Exam office/ Xeroxing works • Distribution of circulars related to exam • Maintenance of complaint Register

1.3 Examination Advisory Committee

Sl. No.	Name	Designation	Title
1.	Dr. Jeyachidra J	Dean (Academic) / TLE	Chairperson
2.	Dr. Srividhya P K	Registrar	Member
3.	Dr. Violet Juli V	Dean (Academic) / CD	Member
4.	Dr. Kathiravan R	Dean (FET)	Member
5.	Dr. Vijayalakshmi P	Dean i/c (FHSM)	Member
6.	Dr. Sharmila Begum M	Dean i/c (FCSE)	Member
7.	Ar. Kavitha V S	Dean i/c (FAP)	Member
8.	Dr. Asokan S	CoE	Convenor
9.	Dr. Arumugam S	Deputy CoE	Member
10.	Dr. Senthilkumar S	Professor, EEE, NIT, Trichy.	Member
11.	Dr. Sachidhanandam V	Professor, Management Studies, Annamalai University, Chidambaram.	Member

Note :

Vice Chancellor appoints Exam Advisory Committee members for the office of CoE. The period of the advisory committee members is 3 years.

Role of Exam Advisory Committee Members

- The Examination Advisory Committee is responsible for recommending changes to the procedures and helps the CoE office in enacting new rules.
- To recommend ways and means to rectify, improve and update the examination and evaluation system as a whole.
- To conduct the Advisory Committee Meeting once in 6 months and at times of need.

1.4 Audit of Examination Procedures

- External/Internal audit of examination procedures is an objective based evaluation by independent internal members to improve and add value to examination procedures practiced in PMIST.
- The audit will support the administration and management of PMIST.
- Vice Chancellor appoints audit team members for the office of CoE for every two semesters.

6.3.1 THE CHIEF EXAMINERS ARE REQUESTED TO INSTRUCT THE EXAMINERS TO

1. Draw cross lines if there is any blank space left by the student in between answers of various questions and affix signature (Initials).
2. If the answers were written without any question number, it is the duty of the examiner to write the question number and then to value.
3. The chief examiners have to affix their signature wherever the signature of the chief examiners is required.
4. Marks are to be awarded division and subdivision wise.
5. Valuation work must be completed within the stipulated time.
6. The chief examiner shall enter his/her name and sign with date in the column provided at the bottom of mark sheet and hand it over to the Camp officer on the same day of valuation.
7. The chief examiner shall see that there are no discrepancies and disparities in valuation by the examiners.
8. Also the chief examiners have to check the awarding of zero mark (if there is any) by the examiner.

6.3.2 Instructions to the Examiners

1. Valuation will be carried out from 9.00 am to 5.00 pm within the specified duration.
2. Valuation must be completed within the prescribed time limit.
3. The process of valuation should be carried out rationally adhering to the ethics of valuation and rendering proper justice to the student with cool, free mind.
4. Examiners are requested to use red color ball point pen for valuation.
5. The examiner shall enter his/her name and sign with date in the column provided at the bottom of mark sheet and hand it over to the chief examiner.
6. The total marks entered in the answer script will be checked by the Tabulators.
7. The Examiner shall enter the marks in the software immediately after getting the signature from the chief Examiner. And also the entry in the mark sheet should be attested by the chief examiner.
8. The examiner shall be responsible for any disparity or discrepancy in valuation.

CHAPTER VI : EVALUATION PROCESS

6.1 Mode of Evaluation

Evaluation of the answer scripts are done internally and by externals as well by the respective course teachers. After the completion of the exams, the answer scripts will be submitted to the valuation center and the central valuation will be carried out under the supervision of Chief examiner.

6.2 Project / Dissertation Evaluation template

Project Work Phase - I

Review-I	Review-II	Review-III	Review-IV	Final Review External	Over all Weightage
15%	15%	15%	15%	40%	CIA : ESE 60:40

Project Work Phase - II

Review-I	Review-II	Review-III	Review-IV	Final Review External	Over all Weightage
15%	15%	15%	15%	40%	CIA : ESE 60:40

Student may concentrate either on the single project or different project for phase I & II

6.3 Central Valuation

- Central Valuation is arranged for Examinations in the hall adjacent to the CoE's Office.
- The Chairperson may be HOD, Vice Chairperson as next to HOD and Chief Examiner, a Senior faculty of the department.
- Camp Officer is incharge for Central Valuation

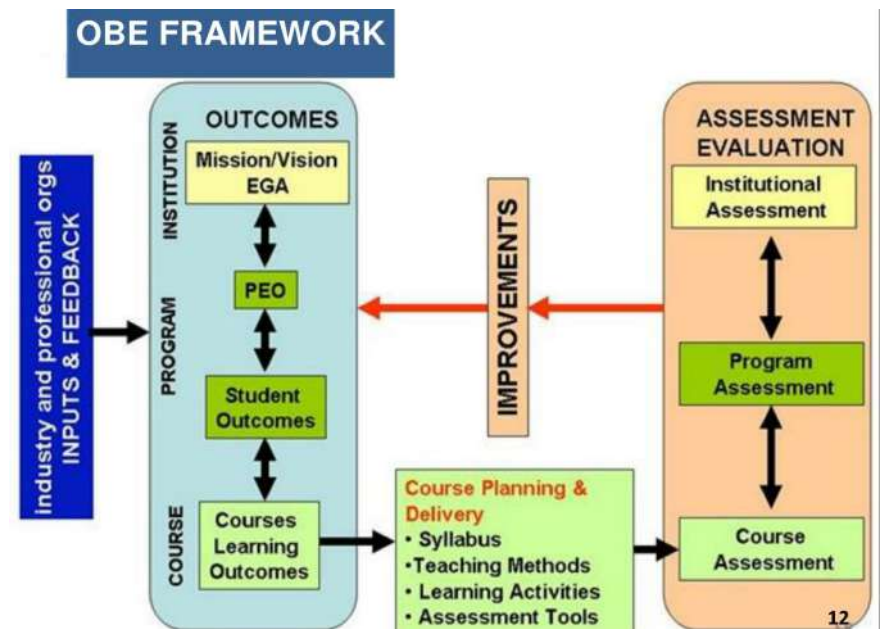
CHAPTER - II OUTCOME BASED EDUCATION

2.1. Objectives and Frame work of OBE

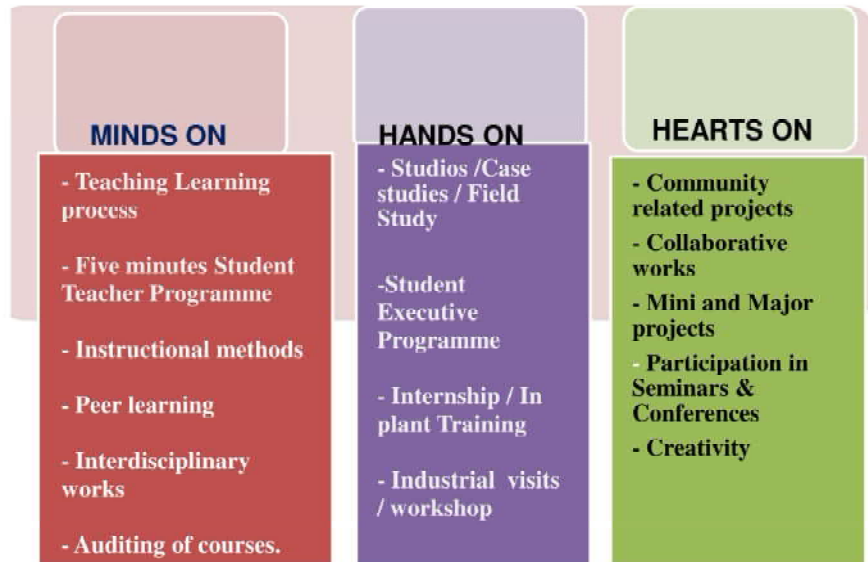
Outcome Based Education is a method of teaching learning process which helps the learners to achieve certain outcomes and teachers to achieve objectives. Each learner is given courses with course outcomes (COs) and monitored by assessment tools in a formative and summative manner. The formative assessment helps the learner and teacher to adjust to the learning and teaching process based on the performance score of the outcomes.

Course Outcomes(COs) are related and dependent on Program outcomes(POs) which in turn is dependent on Graduate Attributes(GAs) given by the NBA, AICTE. However, when applied in Universities, higher level objectives such as PMIST Mission, Department Mission, Program Educational Objectives can influence POs. This space is limited. GAs can be considered in this case as National Mission.

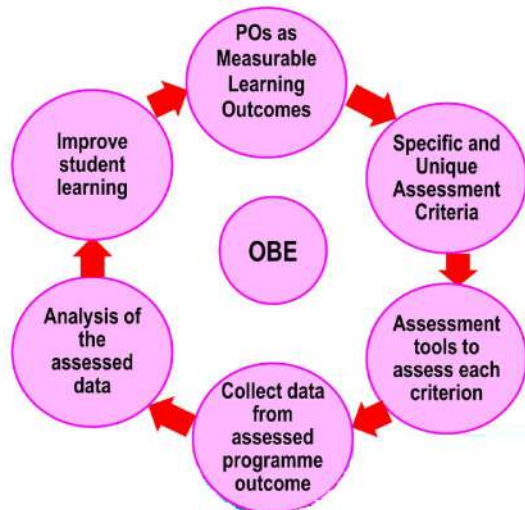
The outcome based education has been introduced for all programmes of the PMIST from the academic year 2015-16 .



OBE at PMIST Promotes



Assessment Process



14.	Involved in Malpractice for the second or subsequent times in cases of Sl. No. 1 to 12.	Cancellation of all Theory examinations (all papers) and further debarred from continuing his studies for one year (i.e,) two.
15.	Misbehavior in the examination	
16.	Writing of Name or Reg. No. of the candidate in the answer book by the candidate.	Fine of Rs. 500/- Per paper (Committee constituted to deal such malpractice is authorized to deal such cases).
17.	Any special marking in the answer script by the candidate.	

If any other type of malpractice not listed above is reported, the committee constituted to deal such malpractices may recommend appropriate corrective measures according to the merit of the case.

5.10 Malpractice

Sl. No.	Nature of Malpractice	Corrective Measures
1.	Appeal for a favorable consideration or mercy in the answer book.	Cancellation of the theory examination of the particulars paper - Permitted to appear in supplementary examination
2.	Verbal or oral communication to neighboring candidates	
3.	Relevant answer in the answer book	
4.	Writing on the desk / black board, scale / Calculator etc., answer relevant to the examination	Cancellation of all the Theory examinations (all papers) registered during the examination section like mid semester / end semester. Permitted to appear for supplementary examination as the case may be
5.	Writing on any part of the body / dress material	
6.	Possession of any incrementing (Writing / Printed) inside the examination hall (whether used or not)	
7.	Vulgar writing in the answer book	
8.	Copying from neighbor	Handing over the impersonator to the police with a complaint to take appropriate action against the person involved in the impersonation by the chief superintendent.
9.	Possession of any answer book of another candidate	
10.	Giving answer book to another candidate	
11.	Exchange of question paper and other materials with some answers	
12.	Appeal in the examination answer book coupled with promise of any form of consideration / attachment of currency.	a. Cancellation of all examinations (all papers appeared of the improvement students) and further debarred from continuing his/her studies and writing all examinations for one year.
13.	Cases of impersonation.	b. If a student of PMIST is found to impersonate a 'Bonafide Student' the impersonating student also will be debarred from continuing his studies and writing all examination for one year.

2.2 Internal Assessment Tools

Conduct of examinations under OBE scheme

- CIA 1 & 2 will be conducted in the departments and HoD or senior member appointed by the HoD will be Chief Superintendent. The stationeries will be provided by the CoE office.
- The exams will be conducted during forenoon and regular classes will be continued after the exams.
- Model Question papers have to be submitted to the CoE for end semester exams. For CIA 1 & 2 one question has to be prepared by the course teacher and to be verified by the HoD / Any other designated individual/group of staff by the HoD. Photocopying facility in the CoE can be used for taking multiple copies.
- The department will preserve the answer scripts until the audit is done. Normally, the scripts are kept for 1 Year
- Questions are directly related to COs and random generation of questions cannot be done.
- Question paper patterns given for the CIA 1 & 2 and End Semester examinations are as detailed below.

Class Test I and II	Split up	Marks	Category
MCQ- 10 (1 mark each)	10x1	10	Compulsory
2 marks - 5	5x2	10	Compulsory
15 marks - 2	2x15	30	Either Or
Total 50 Marks			2 Hours
End Semester	Split up	Marks	Option
MCQ- 10 (1 mark each)	10x1	10	Compulsory
2 marks - 5	5x2	10	Compulsory
15 marks - 4	4x15	60	Either Or
20 marks - 1	1x20	20	Compulsory
Total 100 Marks			3 Hours

However, for selected subjects, the QP pattern will be different as approved by the dean of the faculty concerned.

- The 2 mark questions are added for more flexibility in testing the COs
- The MCQs are related to COs and therefore are conducted in offline. However, Online MCQ Exams can be conducted during the end of semester by the department with the help of the Computer centre and taken as one assessment tool in CIA3.

9. Students who are representing the PMIST with prior permission from HoD, Faculty Dean, and Dean(Academic) will be given retest for CIA 1 & 2. No retest will be conducted for whatsoever other reasons may be.
10. There will be attendance requirement (not less than 75%) to be defined and informed to students in advance by the course teacher. No Hall ticket is needed for writing CIA 1 & 2.
11. Attendance Marks for CIA (not mandatory)

Attendance %	Marks Allotted
76-81	1
82-87	2
88-93	3
94-99	4
100	5

Assessment Pattern

	Theory CIA	Practical CIA	Theory ESE	Practical ESE	Total CIA	Total ESE	ESE Passing Min (%)		Overall Passing Min (%)	
							E	NE	E	NE
Theory	50	-	50	-	50	50	40	35	50	40
Practical	-	50	-	50	50	50	40	35	50	40
Theory cum Lab	37.5	12.5	37.5	12.5	50	50	40	35	50	40
Skill Based Elective	30	30	20	20	60	40	40	35	50	40

- There is no passing minimum for Internal Assessment
- E - Engineering & All PG Programmes
- NE - Non - Engineering

5.8 Hall Ticket / Duplicate Hall ticket

Hall ticket for every semester are prepared by the CoE office and issued to the student through the respective department. In case of missing the hall tickets, the students are supposed to pay the penalty amount and a duplicate hall ticket shall be issued on request basis.

5.9 Conduct of Practical Examinations

The internal examiner is the faculty who is handling the course and the external examiner may be a senior faculty from the other institutions.

- After the exam, the practical papers must be handed over to the CoE's Office.

42.	Instructions to Hall Superintendents (Invigilators)	<p>Invigilators are informed to</p> <ol style="list-style-type: none"> 1. Report at Half an hour before the commencement of Examination in the Chief Superintendent's Office. 2. Collect the answer scripts and the question papers. Check and verify for their relevance and order. 3. Keep utmost vigilance in the examination hall. 4. Bring any malpractice (if there is any) to the immediate notice of Chief Superintendent. 5. Instruct the students to complete the first page of the answer books prior to the distribution of question papers. 6. Ensure that the candidates affix their signature and mark as "ABSENT" in attendance sheet, in the case of absentees. 7. Check whether the students have received the correct question papers. 8. Not to allow students to enter after 30 minutes from the commencement of examinations and leave the examination hall last 30 minutes. 9. Ensure to have collected all the answer scripts 10. Handover the answer scripts in order and the unused answer books separately as well. 11. Extend their cooperation for the smooth conduct of examinations. 12. Avoid to use mobile during invigilation.
-----	---	---

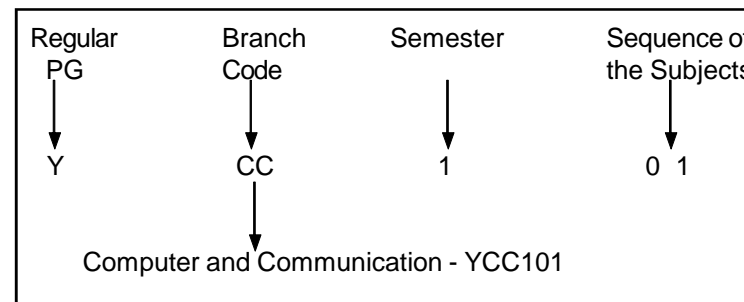
CHAPTER - III ALLOCATION OF CODES AND REGISTER NUMBER

3.1 Subject Code

Procedure

Common formula : $\alpha\beta\gamma ABC$

Where α {	X	- UG (4 years regular course - B.E/ B.Tech & 3 year B.A/B.Sc./ B.Com/ B.B.A, B.Ed.,)
	Y	- PG
	R	- Ph.D.
	P	- UG (Part Time)
	Q	- PG (Part Time)
	D	- Diploma Course
	$\beta\gamma$	- denotes branch
	OE	- Open Elective
	ON	- Online Course
	A	- Semester
BC	- Sequence of Subject	



3.2 Allocation of Register Number

First one digit	=	Mode of Admission
Next two digits	=	Year Code
Next two digits	=	Centre Code
Fifth digit	=	Gender Code (1 - Female and 2- Male)
Next three digits	=	Branch Code
Next three / four digits	=	Registration Number

3.3 List of Branches and Codes

Sl. No.	Branch Code	Branch
Full Time		
1	001	B.Arch.
2	011	B.Tech.(Civil Engineering) B.Tech. (Hons.) - Civil Engineering with specialization in GIS and Remote Sensing
3	012	B.Tech.(Computer Science and Engineering) B.Tech. (Hons.) - CSE with specialization in AI and ML B.Tech. (Hons.) - CSE with specialization in Data Science
4	021	B.Tech (Cyber Security)
5	022	B.Tech (Artificial Intelligence and Machine Learning)
6	013	B.Tech.(Electronics and Communication Engineering) B.Tech. (Hons.) - ECE with specialization in AI and ML B.Tech. (Hons.) - ECE with specialization in Robotics and Industrial Automation
7	014	B.Tech.(Electrical and Electronics Engineering) B.Tech. (Hons.) - EEE with specialization in Electric Vehicles B.Tech. (Hons.) - EEE with specialization in Energy Engineering
8	015	B.Tech.(Mechanical Engineering) B.Tech. (Hons.) - Mechanical Engineering with specialization in Robotics and Industrial Automation B.Tech. (Hons.) - Mechanical Engineering with specialization in Energy Engineering
9	016	B.Tech.(Aerospace Engineering) B.Tech. (Hons.) - Aerospace Engineering with specialization in Unmanned Aerial Vehicle
10	101	B.Tech.(Biotechnology) B.Tech. (Hons.) - Biotechnology with specialization in Computer Science and Biology
11	152	B.C.A.

36.	Chief Superintendent Signing	The signature of the Chief Superintendent, name and seal of the Institution shall be affixed on the cover.
37.	Sealing of answer paper covers	No page should be torn off from the answer books. The number of answer books kept inside the cover shall not exceed the specified number indicated thereon.
38.	Delivery slips and delivery of answer paper packets	The answer paper delivery slip supplied by the Institution may be filled in Duplicate, (one for department use and one for the use of controller office).
39.	Malpractice	The candidate involved in the malpractice, the answer book containing the name of the candidate should be sent to the Controller of Examinations separately.
40.	No. of candidates and hall superintendents	Candidates should be accommodated in rooms or in large halls. In ordinary circumstances, one hall superintendent for every twenty five (25) candidates or part thereof in each hall is sufficient.
41.	Instructions to the Examination Representatives wherever required	<ul style="list-style-type: none"> • He/ She shall render all assistance to the chief superintendent in his/ her duties. • He/she shall be present at the CS's office 30 minutes before the commencement of examinations and till the answer scripts are properly packed. • He/ She has to handover answer scripts to the CoE office on the same day of examination.

		Candidates who are not permitted to sit for the examination for want to attendance and for progress should be treated as absentees. Any discrepancy should at once be enquired into on the spot and accounted for, by a note at the foot of the cover. Special care must be taken to ensure accuracy in writing the correct register number of absentees on the cover.
33.	Collection of answer papers	Hall superintendent should collect answer books from candidates personally. It would be better to instruct the candidates that they should stand up in their place and remain standing until one of the hall superintendents reaches them and receives the answer books as soon as they have completed answering and wish to surrender their answer books, or at the end of the period prescribed for each examination. The candidates should be instructed to verify, before surrendering their answer books, that they have entered their register number correctly in the answer books. They should be warned against writing register numbers wrongly.
34.	Arranging of answer scripts	After the answer books have been collected, they papers should be carefully arranged according to register number.
35.	Entries on the answer paper cover	Special care must be taken in making entries on the face of the answer paper cover. The register number of all candidates in the nominal roll shall be written on the left side of the cover in the space provided. Absentees falling within the register, numbers entered on the left side, may be notified on the right side of the cover.

12	153	B.Com.
13	154	B.A. - Journalism and Mass Communication
14	157	B.Sc.,(Animation and Multimedia)
15	159	B.Sc.,B.Ed.(Integrated)
16	161	B.Sc.,(Physics)
17	162	B.B.A.(Management Studies)
18	163	B.A.(English)
19	164	B.Sc., (Mathematics)
20	165	B.Sc.,(Chemistry)
21	169	B.Sc.,(Computer Science)
22	170	B.Com., (Corporate Secretaryship)
23	171	B.Com., (Computer Application)
24	172	B.Sc., (Data Science)
25	173	B.Sc., (Artificial Intelligence)
26	174	B.A., (Tamil)
27	175	B.B.A., (Hospitality Management)
28	176	B.B.A., ILogistics and Supply Chain Management)
29	179	B.Sc., (Cyber Security)
30	180	B.Com., (Professional Accounting)
31	181	B.B.A, (Digital Marketing)
32	182	B.A., (Political Science)
33	201	M.Arch.
34	254	M.Tech.(Environmental Engineering)
35	255	M/.Tech., (Power Electronics and Drives)
36	301	M.Tech.(Renewable Energy)
37	302	M.Tech ., (Nano Technology)
38	303	M.Tech.(Wireless Communication)
39	351	M.Sc. (Software Engineering)
40	354	M.A.(Periyar Thought)
41	355	M.Sc.,(Physics)
42	356	M.Sc ., (Bio Technology)
43	359	M.Sc.,(Mathematics)
44	360	M.Sc.,(Chemistry)
45	361	M.Com.
46	362	M.A.(Political Science)
47	365	M.Sc., (Computer Science)
48	366	M.Sc., (Data Science)
49	403	M.B.A.

Part-Time

50	453	M.C.A.
51	901	M.S.W.
52	904	M.A.(English)
53	908	M.A. (Tamil)
54	931	B.Ed.
55	601	B.Tech.(Civil Engineering)
56	603	B.Tech.(Electrical and Electronics Engineering)
57	676	M.Tech.(Renewable Energy)
58	678	M.Tech.(Environmental Engineering)

Ph.D. Programmes		
Sl. No.	Branch code	Branch
Full Time		
1	751	Architecture
2	753	Civil Engineering
3	755	Computer Science and Applications
4	756	Electronics and Communication Engineering
5	757	Electrical and Electronics Engineering
6	760	Mechanical Engineering
7	762	English
8	763	Physics
9	764	Chemistry
10	767	Political Science
11	772	Social Work
12	773	Management Studies
13	752	Biotechnology
14	779	Mathematics
15	780	Commerce

27.	Communication to candidates	Any letter or SMS to a candidate, shall not, in any case be delivered to candidate until he/she completes examination.
28.	Candidates not to ask any question	Candidates are forbidden to ask question of any kind during the examination. Hall in hall superintendents are to be instructed not to answer any enquiry whatsoever relating to the question papers, whether an explanation or meaning or correction or typographical error.
29.	Attendance of candidate	Ten minutes after the commencement of the examination the Hall Superintendents, have to take the attendance by getting the signatures of candidates and complete immediately within 30 minutes.
30.	Absentee statement	Half an hour after the commencement of Examination (in each session) the ABSENTEE STATEMENT should be collected (Proforma 4). Along with the absentee details, the hall superintendent should return the unused question papers and main answer books. The number of absentees, main answer books and unused question papers should tally.
31.	Consolidated absentee statement	At the close of examination, the Chief Superintendent is expected to send, a consolidated absentee statement, date and subject wise and list of absentees.
32.	Preparation of answer paper cover	In preparing the answer paper covers, the register numbers of absentees for each subject of examination should be entered in the respective column on the cover.

22.	Use of Writing materials	Candidates have to bring their own writing materials. They will not be allowed to borrow from others in the examination hall. Candidates should use only blue or black or blue black ink or ball pen while answering. Only for drawing diagrams or charts, colour pens/sketch pen etc. can be used.
23.	IS code books /	Data books / Tables IS code books, Clark's Mathematical & Physical Data Book / Tables and other scientific Tables/ Data book if mentioned in the question paper, will be supplied to candidates on request, by the hall superintendent. Chief Superintendents are requested to make arrangement for supply of above said. The Chief Superintendents items, are requested to see that only such Books & Tables, which do not contain any entries in pencil or ink are supplied to candidates. The Books & Tables should also be examined while being returned by candidates.
24.	Calculators	The use of mathematical instruments is allowed. Such instruments will not be supplied by the Institution. Only Scientific calculators are allowed. No programmable calculators, cell phones, pagers, Smart Watch and other electronic gadgets are allowed.
25.	To keep books, note books etc.	All books, note books, manuscripts, etc., brought by candidates shall be placed outside the examination hall in a separate room. A notice to this effect should be placed at the entrance.
26.	Sketch of seating arrangement	The Chief Superintendent of the Institution Examinations at each department should prepare and keep with him sketches of the seating arrangements in the examination halls or rooms.

CHAPTER - IV REGULATIONS, RULES AND POLICIES

4.1 Credit System

A credit system is a systematic way of describing an educational programme by awarding credits to its components. The definition of credits in higher education systems may be based on different parameters, such as student performance, workload, learning outcomes and contact hours.

PMIST Norms

Type of Course	Contact Hours	Credit
Theory	15	1
Tutorial	15	1
Practical	30	1

Open Elective

As per the UGC / AICTE norms the students will be permitted to select the open elective subjects from third to seventh semester. The department will offer various options and the students are free to choose the subjects. The subject code for the open electives will be confirmed by the CoE office.

4.2 Requirements for Course / programme Completion

A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a programme / course.

- i. 100% attendance in the class is desirable for a candidate to be eligible to appear for the end semester examination in a course of any semester, provided there is no adverse report regarding his/her conducts by the Head of the Department.
- ii. On duty, permission shall be granted for representing the PMIST in approved extracurricular activities such as Sports, Games, Cultural meet, Seminar, Workshop, Conference and Job Interviews arranged through Training and Placement Department of the PMIST.

- iii. A student with attendance less than 75% shall not be permitted to write the End semester examinations. His / her registration for that course will be treated as cancelled. If it is a core course, the student should re-register and redo the course.

4.3 Attendance percentage and remedial measures

A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Attendance Requirement

1. There is no minimum Attendance required for CIA.
2. Maximum of five marks may be allotted for attendance as one of the components in CIA3 Percentage.
3. The minimum percentage of attendance required to appear for the end semester examinations is 75% (course wise).
4. If the percentage of attendance is between 65% and below 75% for the individual courses due to medical reasons; then the student is eligible to apply for condonation with a prescribed fee of Rs. 300/ per course and also to produce a medical certificate from a registered medical practitioner not below the rank of a Civil Assistant Surgeon
5. For calculating the percentage of attendance; following norms are framed:
For End semester - From starting date to last working day.
6. If a student falls under Redo category, while rejoining he/she has to again pay the prescribed semester fees along with re-registration fees (Rs.500/-).

	c) Safe transit of question papers	When candidates are examined in more than one hall every precaution should be taken that no outsiders are present in and around such halls/ rooms and sufficient security measures should be taken to carry the question papers safely from one hall to another and distributed to the candidates concerned.
	d) Opening of question paper cover	The question paper covers of the institution examinations should be open on the left hand side of the cover and the covers are sent back to the controller of examinations for scrutiny. This procedure must be strictly followed.
20.	a) Distribution of appropriate question paper	To identify which set of (batch of) candidates should answer which question paper code is important. If any mistake is committed in the distribution of proper question papers the hall superintendent will be held responsible for the same. Apart from the above, to ensure distribution of appropriate question paper to each candidate, he/she may be asked to verify receipt of proper question paper before answering. The chief superintendent is to issue instructions to each hall superintendent so as to ensure proper distribution of appropriate question paper to candidates.
	b) Duration of exam	The time- table supplied should be considered as authoritative, and should be followed.
21.	Accountancy sheets	Candidates answering Accountancy papers if any will be supplied only the Usual answer book. To work out accounts the candidate has to put the required columns in pencil.

16.	Candidate to occupy only allotted seat arrangement	No candidate is permitted to occupy any seat other than the allotted one. No candidate is permitted to alter the seating without the concurrence of the Chief Superintendent. If a candidate is found guilty of altering the seating arrangement of a hall, the chief superintendent may recommend the cancellation of the written examination of that particular session by providing the original plan of seating arrangement and the alteration made by the said candidate.
17.	Leaving Seats	Candidates shall occupy their seats at least ten minutes prior to the commencement of the examination and they are not allowed to leave their seats under any pretext during examination hours.
18.	Entering and leaving halls	Not to allow candidates to enter after half an hour and leave the examination hall last half an hour.
19.	a) Opening checking of Question paper packets	Question paper packet shall be thoroughly checked by the chief Superintendents to ascertain that the question paper code and the title of the question paper tally with the subject of examination announced.
	b) Distribution of correct question paper.	Copies of question papers are to be distributed only to candidate's actually seated in their places. Each question paper must be scrutinized so as to ensure that it is correct according to the heading.

4.4 Letter Grades

* UG Programme in Humanities, Sciences and Management * 5 year Integrated Programmes such as M.A. (Political Science), M.S.W. and M.Sc. (Software Engineering) For I to III Years.				* UG/PG/Ph.D. in Architecture, Engineering and Technology * PG/ M.Phil./Ph.D. programmes of Arts, Science and Humanities * 5 year Integrated Programmes such as M.A. (Political Science), M.S.W. and M.Sc. (Software Engineering) For IV & V Years.			
Grade Letter	Grade Point	Performance	Actual Marks (A) Proposed	Grade Letter	Grade Point	Performance	Actual Marks (A) Proposed
O	10	Outstanding	$A \geq 91$	O	10	Outstanding	$A \geq 91$
A+	9	Excellent	$81 \leq A < 91$	A+	9	Excellent	$81 \leq A < 91$
A	8	Very Good	$71 \leq A < 81$	A	8	Very Good	$71 \leq A < 81$
B+	7	Good	$61 \leq A < 71$	B+	7	Good	$61 \leq A < 71$
B	6	Above Average	$55 \leq A < 61$	B	6	Above Average	$55 \leq A < 61$
C+	5	Average	$45 \leq A < 55$	C	5	Pass	$50 \leq A < 55$
C	4	Pass	$40 \leq A < 45$	U	0	Reappear /Absent	Less than 50
U	0	Reappear /Absent	Less than 40	W	0	Withdrawal	
W	0	Withdrawal					

4.5 Classification of the Degree awarded

UG programme in Humanities, Science and Management / Education

Range	Classification
$CGPA \geq 7.50$ and passed in first attempt.	First Class with Distinction
$7.5 > CGPA \geq 6.00$	First Class
$6.0 > CGPA \geq 5.0$	Second Class
$CGPA < 5.0$	Third Class

For UG in B.Tech, B.Arch & All PG Programmes

Range	Classification
CGPA \geq 9.00 and passed in first attempt & earn extra 10 credits	*First Class with Honours (Applicable from 2017 admitted batch in B.Tech).
CGPA \geq 7.50 and passed in first attempt.	First Class with Distinction
CGPA \geq 6.00	First Class
CGPA $<$ 6.00	Second Class

Note: * The student has to earn extra 10 credits (Minimum three courses) through MOOC/SWAYAM(Study Webs of Active -Learning for Young Aspiring Minds) /platform/Minor course/Research paper/patent i.e. he/she should gain around 160 credits.

The additional courses may be taken in their V, VI and VII semesters for B. Tech.

4.6 Eligibility for the award of Degree

A student shall be declared to be eligible for the award of the Degree, provided the student has:

- i. Undergone the prescribed programme of study by earning the minimum total number of credits specified in the curriculum of the relevant programme of study within a maximum duration limit.
- ii. Presentation and publishing of research articles is mandatory for students admitted from the academic year 2017-18 onwards.

Notes: In order to motivate the students towards research, it is decided that students should make presentation and publish research articles during their study period

- a. B.Tech / B.Arch - 1 article (1 paper publication in National Journal / Conference presentation)
- b. PG Arch, PG Engineering Technology/ PG Humanities - 1 paper (1 publication in National journal or 1 presentation in International Conference)

13.	No person loiters in verandah	Ensured to see that no person loiters in the veranda or anywhere near the examination hall and all care should be taken to prevent any attempt to pass message to the examinees from outside.
14.	Chief Superintendent to visit all halls	The Chief Superintendent should visit the Exam Halls as frequently as possible. He / She should also consider it as a part of his duty to see that the hall superintendents keep moving among candidates and do not engage in any occupation likely to diminish the efficiency of supervision they are exercising. Supervision should be very strict. Under no circumstances staff other than teaching staff be employed as hall superintendents.
15.	Seating arrangements	Seating arrangements in every examination hall must be meticulously planned in such a way that candidates writing more than one subject shall be combined. In other words as far as possible not more than 50 per cent of the seating capacity of a hall shall be allotted for candidates appearing for one particular subject. The Chief superintendent; is personally responsible for implementation of this norm and hence any violation will be viewed seriously. However, if all the examinees in one particular session are appearing for only one subject the Chief Superintendent has to ensure a minimum distance of one meter between any two candidates (between rows).(Ref. Proforma - I)

	c). Facsimile of Chief Superintendent	Facsimile/Signature of the Chief Superintendent should be affixed only at the space provided in the title page of the main answer book. The facsimile shall not be affixed at any other place on the answer book or on the drawing/graph sheets. The invigilator has to check whether the answer books bear the facsimile of the Chief Superintendent's signature before issuing them to the candidates.
9.	Candidates suffering from infectious diseases	Candidates who are undoubtedly suffering from infectious diseases of any kind should not be admitted to the examination hall.
10.	Silence in Exam hall	Strict silence should be maintained in the examination hall. This rule is applicable to both hall superintendents as well as candidates. Smoking is strictly prohibited inside the examination hall and the premises.
11.	Completion	Candidates are not allowed to exceed the time limit prescribed for the subject concerned. However, the issue of question paper to the students if delayed for reasons beyond the control of the hall superintendents and Chief Superintendent, the examinees be allowed to avail the time prescribed in the question paper.
12.	Unexpected Public declared Holiday	In the event of a public holiday being after the publication of time table, the Examinations will not be postponed or cancelled. The examinations should be conducted as scheduled unless otherwise notified.

The above publication/conference presentation may be considered as optional instead of mandatory.

The above amendments are necessitated in view of the delay encountered by the final year students while going for publication / conducting International Conferences by the Organizations/Departments.

- iii. Attended at least one educational tour.
- iv. Completed NSS / NCC / YRC / NSO requirements.
- v. No disciplinary action is pending against him/her.
- vi. No dues to the Institution, Library, Hostels, etc.

4.7 Norms for awarding institution Ranks to the Graduates.

PMIST ranks are awarded for all programmes except Certificate, Diploma, PG Diploma, part time UG, PG and Ph.D. programmes.

- i. **One rank** may be awarded if the Strength is up to 5, **two ranks** may be awarded if the Number of passed candidates is from 6 to 10 candidates and **three ranks** if the strength is from 10 to 60.
- ii. Ranks are given at the **rate of one for every 20 passed candidates** or part thereof in each branch of Study / Specialization, provided the strength is more than 60.
- iii. The rank holders should have passed the examination in First Class with Distinction or First Class with no history of arrears.
- iv. If there is no eligible candidate in a programme for that academic year no award is given.

4.8 CGPA to percentage conversion

To get the percentage of marks , one has to multiply the CGPA by 10

4.9 CIA Improvement

It is found that some students are not able to attain passing minimum in the summative assessment during the first attempt. So, it is decided to give provision for improvement by paying Rs.100 as exam fee along with the consent of respective

HoD. The reassessment will be conducted at the Department level, wherein HoD will act as the Chairperson. All components pertaining to formative assessment will be offered. A student can take all or a few assessments. The assessment will take place from 4th week of the semester.

4.10 Accommodating Advanced Learners

Students who have secured a CGPA of more than 7.5 up to 4th semester examinations (UG Engineering) are permitted to complete their subjects of 8th semester in 5th, 6th and 7th semesters respectively. However the CGPA of the above courses will be taken into account only in the 8th semester.

4.11 Honors Degree

The Student of engineering discipline who have earned a CGPA of more than 9 are eligible to get Honors Degree with effect from 2017.

This provision is applicable only for the students who clear all the courses in the First attempt. Further the student should have earned extra 10 credits by under going minor courses / research publication /patent. The additional courses may be taken in V, VI & VII semesters for B.Tech. This provision is not applicable from 2022 onwards.

4.12 In-plant Training for B.Tech Students

In order to encourage the research attitude among the UG Engineering students and to get better career options , Students at the end of 1, 2 and 3rd year are permitted to go for In- plant training in selected industries for 15, 21 and 30 days respectively. Credits for In- plant training will be included along with curriculum.

4.13 Minor Course

Procedure for conducting minor courses for candidates admitted from the academic year 2017-18 onwards:

- The Department to offer at least three minor courses in their curriculum (offered at any semester) one credit each for improving the employability skills of the students. The need for the course and possible collaborations with Centre of Excellence/ Industry has to be analyzed by the Department/Faculty before proposing the courses. The collaboration with Centre of excellence/ Industry will be finalized in consultation with Director (CUII).

7.	Own Risk Candidates	<ul style="list-style-type: none"> • In case of candidates, whose names have not been registered for a subject or subjects for which they have paid the examinations fees, are also eligible to write the examination and the Chief Superintendent may permit those candidates to write the examinations in subject or subjects after obtaining a written declaration that he/she is appearing for the examination at his/her own risk. The same may be reported at once to the Controller of Examination. • In case the claims of such candidates are not supported by evidence at the End Semester, answer scripts will not be valued and results will not be published. He/she will be liable for punishment. In such cases, the Chief superintendent should ensure the availability of proper question papers for each day of examination.
8.	a) Issuing of Answer Books	Answer books containing 16 pages are supplied by the Institution. Serial number is also printed in the answer book. Also Additional sheet will be issued to the candidates.
	b) No.of Answer books and question papers to halls	Number of answer books and question papers issued to each hall shall be equal to the total number of candidates writing their examination in that hall so as to avoid any malpractice.

2.	Communication to Controller by name	As all communications are confidential in nature, which should be addressed to the Controller of Examinations by name and not by designation.
3.	Time Table	Copies of the time-table of Examinations will be sent in advance before the date of commencement of Examinations. The Chief Superintendents are requested to display a copy of the time-table in the notice board.
4.	Verification of question papers received	On receipt of sealed packets of question papers through the Office of the CoE Representative, the Chief Superintendent has to check the description mentioned on each packet with the time table. Total question paper received can be compared with the question papers required. Any shortage in required number of question paper may be brought to the notice of the Controller of Examinations immediately to avoid last minute hastiness.
5.	Candidates attendance requirements	Attendance should be rounded to the nearest integer. A candidate is eligible to appear for the End Semester Examinations, if he/she earned at least 75% attendance in each semester. Other candidates with less than 75% are not eligible.
6.	Identification of a candidate	Chief superintendent and Hall Superintendents should be personally satisfied as to the identity of candidates by identity card when they are admitted into the examination hall.

- The credits earned through these courses will not be taken for CGPA or total credit required for completing a programme. However, a student has to pass all the courses for award of degree.
- To enhance the employability skills, Department may also organize such minor courses for the students coming under Regulations 2015 and 2016 also after getting approval on an optimal basis.

4.14 Provision for withdrawal from the Examination

- A candidate may, for valid reasons (medically unfit/unexpected family situations, etc.) be permitted to withdraw from appearing for examination of any course or courses during the entire duration of the degree program. Only one application for withdrawal is permitted for that semester. A Candidate may avail this facility only once in his study period.
- Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made within the prescribed number of days prior to the commencement of the examination. It must be recommended by the Head of the department and the Dean of the Faculty.
- Withdrawal shall not be construed as an appearance for the eligibility of a candidate for first class with distinction or first class.

4.15 Temporary break of Study from a Programme

- A Candidate is not generally permitted to break the study temporarily. However, if a candidate intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged illness, etc.) and to rejoin the programme in a later semester he/she shall apply to the Registrar of the Institution in advance through the Head of the Department and Dean of the Faculty stating the reasons.
- The Candidate permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- The duration specified for passing all the courses for the purpose of classification shall be increased by the period of such break of study permitted.

- The total period for completion of the programme reckoned from the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified irrespective of the period of break of study in order that he / she may be eligible for the award of the degree.
- If any student is detained for want of requisite attendance, progress, and/or good conduct, the semester period detained shall not be considered as permitted 'Break of Study'.

4.16 Maximum years to complete a Course / programme

The maximum years to complete a program is $[n+(n-1)]$ for programs with duration (n) of more than one year. For programmes whose duration(n) is one year or less, it is two years.

As per 2016 regulation students of all the discipline should complete the programme within a period of (n+2) years where (n) stands for number of years of a particular branch.

4.17 Time extension Considerations for candidates who could not complete their programme in stipulated time

The Students who are given special permission should appear for supplementary exams only once in alternative years after a break of one year from the programme period (n-2). The information in this regard is to be advertised in news paper (vide ACM item no: 34.2.4)

A student has to appeal and only upon the recommendations by HoD, Faculty Dean, Dean Academic, Registrar and approval by Hon'ble Vice Chancellor she/he can Re-register with a fee of Rs. 1000/-

4.18 Re-Do rules

Students who have secured overall attendance less than 65 % should re do such subjects along with their juniors by paying the prescribed fee.

5.6 Role of the Head of the Department

- The HOD has to frame the panel of examiners for the conduct of practical examinations as per the enclosed format and the list of the panel of examiners is to be submitted to the CoE's Office within 10 days before the commencement of practical exams.

5.7 Role of Chief Superintendent

1.	a)	Under normal circumstances, Deans/ Professors/ Associate Professors who possesses the qualification and experience as per the institution norms will be appointed as Chief Superintendent for the conduct of End semester examinations.
	b)	Relatives of Chief Superintendent No teacher whose close relative is appearing for the End Semester examinations at a centre should assume Chief Superintendent position at that center.
	c)	Appointment of the Chief The Chief Superintendent will appoint teaching staff as Hall superintendents for invigilation work, and others as per the approved norms of the institution.
	d)	Using the time-table furnished by the Controller of Examinations, the invigilation scheme may be prepared. Based on the invigilation scheme, number of invigilators to be appointed for each session may be decided and copies of the scheme may be displayed at appropriate place at least an hour before the commencement of examination so as to enable the candidates to identify their examination halls for the respective sessions. External invigilators may be appointed by the Chief Superintendent from other Institutions.
	e)	All teaching and non-teaching staff who are drafted for the conduct of the examinations are bound by the rules and regulations of the institution. For any commission and omission in the conduct of institution Examinations, the institution will initiate appropriate action.
	f)	Practical Examination During the days of practical examinations, the Head of the department will co-ordinate the activity of practical examinations.

5.4 Question Paper Setting and Vetting of QP

Questions are set following standard procedure. Presently the course teacher is empowered to set the questions.

After receiving the question papers from the course teachers, external subject experts are invited to scrutinize the question paper and the necessary corrections are incorporated by the course teacher. The panel for scrutiny of question paper and valued answer scripts shall be given by the HoD. Further, 20% of subjects (department wise) will be evaluated by the External Experts.

5.5 Role of the office of the CoE

- Conduct of orientation programme to faculty members about the examination system.
- Conduct of awareness programme to the students about the examination system.
- Issue of Examination Schedule
- Preparation and distribution of Time Table for all the End-Semester Exams well in advance based on the academic schedule.
- Supply of main answer booklet, additional sheets and stationeries.

The CoE cell will be responsible for

- Printing of question papers.
- Processing of results through software system
- Publication of results through internet
- Issue of Semester wise Grade Sheet, Consolidated grade Sheet, Provisional Certificate, Degree Certificates, Migration Certificate, Transcripts, Duplicates and CGPA to Marks Conversion Certificate.
- Adoption of Corrective measures based on the recommendation of the Advisory Committee and Malpractice enquiry committee
- Conduct of fast track exams
- Conduct of convocation

4.19 Care for the Disabled

- i. Students who cannot write the examinations on their own due to disabilities can request for a Scribe after submitting reports from competent authorities through their HOD. The current circular of UGC in respect of persons with bench mark disability is also followed by giving extra one hour during ESE.
- ii. She/He will be provided a Scribe from the institution whose minimum qualification will be determined by CoE and from a branch unrelated to the student who needs a Scribe.
- iii. A name list will be submitted by CoE to the Hon'ble Vice Chancellor's selection and approval.

4.20 Guidelines for integrating online courses with curriculum

The Credits earned by the students of all programmes in MOOC course and Ph.D course work subjects (provisions given by the Ph.D. Regulation 2016) can be taken as online courses through Coursera, EdX, NPTEL, MOOC etc. The credit they earned is integrated to her/his GPA.

Notes:

- i. From 2022 onwards all PG students should study atleast one online course per year.
- ii. The grade given by the agency will be taken as such without any modification. If the grade is not given and marks are provided, they will be converted to grades using absolute grading method of the PMIST.
- iii. If certification is not provided or exam not conducted, then the candidate has to undertake examination following PMIST procedures coordinated by the HoD of that department.
- iv. Attendance grade of "O" will be given for such subjects.
- v. Subject code as given by the agency will be considered as such. The details of the agency which conducted such course will be printed in the grade sheet.

- vi. If a student (Bachelors, Masters or Ph.D. programme) prefers online course for a particular course conducted in regular mode during the semester it may be allowed provided, the online course should have at least 90% of the syllabus of that particular course. The grading, Subject Code and attendance regulations for this case follow points 1-4 stated above.

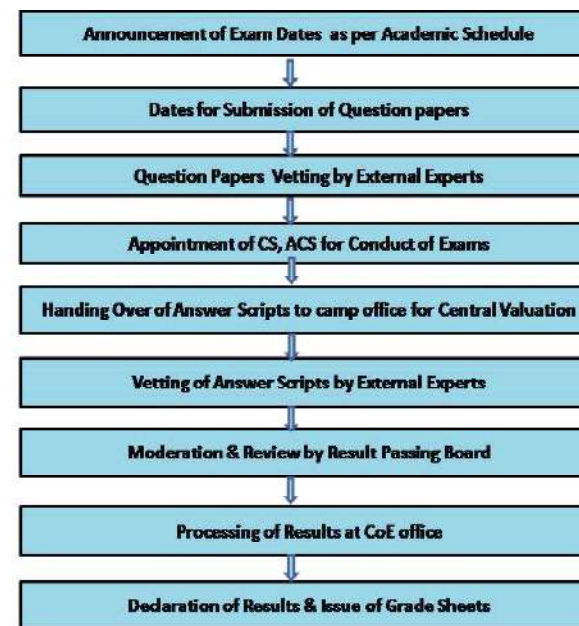
4.21 Norms for CGPA calculation and ranking for migrated students

Students are allowed to migrate from other Institution or migrate to other institutions. Integrating of the CGPA or marks scored by the other student and provisions for issuing the original marks for the migrating student from PMIST are given below

- i. Students who migrate from 2nd semester onwards will have their CGPA (without any recalculation) they obtained during their study in the previous institution.
- ii. Students can migrate only during the starting of the semester and the attendance requirement is applicable for the semester they have joined.
- iii. Similarly students migrating from PMIST will be given original marks for all the subjects she/he has earned in a printout signed by CoE.
- iv. Ranking will not be considered for the students who join beyond 3rd semester. Students who join PMIST during the first year will be ranked on par with the rest of the students.

CHAPTER - V EXAMINATIONS PROCESS

5.1. Examination Process - Flow



5.2 Exam schedule and Time table

The Examination schedule and Exam time table shall be prepared by the CoE office as per the academic schedule of the institution.

5.3 Duties and Responsibilities of Examination Representatives:

- To collect the question papers and scheme of valuation from the faculty members to get HoD's approval and hand over to CoE's office.
- To submit the Examination fee structure report within the stipulated time.
- To check the enrollment of the candidates
- To collect the attendance sheet from CoE office for practical examinations
- To assist camp officer for central valuation pertaining to CIA 1 & 2 and End semester examinations.