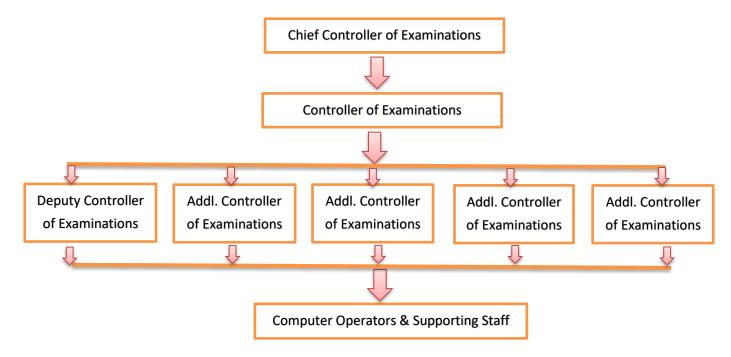
Examination Procedures

1.0 Organizational Structure of Examination Section



1.1 Duties and Responsibilities

Chief Controller of Examinations:

➤ The Chief Controller of Examinations shall be the chief operating officer for all the activities of the examination system.

Controller of Examinations:

- ➤ Controller of Examinations under the direction of the Chief Controller of Examinations shall issue all notices for convening the meetings of the Examination Committee, the Malpractice Enquiry Committee, and the Academic Committee and whichever is instituted in connection with the examinations.
- ➤ The Controller of Examinations shall conduct examination and make all the other arrangements necessary for the execution of the process connected with the examinations. This includes:
 - Setting and Printing Question Papers.
 - Preparing the schedule of Examinations.
 - Issues of Hall Tickets through the Heads of the Departments.
 - Seating Arrangements.
 - Appointments of Invigilators.

- Conducting regular and supplementary examinations.
- Organizing the Central Valuation Camp.
- Appointment of Examiners for Evaluation of Answer Scripts.
- Tabulating the Internal marks through ECAP.
- Convening the meetings of the Examination Committee to publish the results.
- Convening the Malpractice Enquiry Committee.
- Printing and Issuing of Certificates.

Deputy Controller and Additional Controller of Examinations-I, II & III

➤ The Deputy Controller and the Additional Controllers of Examinations shall assist the Controller of Examinations for the smooth functioning of the Examination section (Annexure-I)

2.0 Conduct of Internal Examinations

2.1 Mid Term Examinations

- 1. The Controller of Examinations notifies the schedule of Midterm Examinations and sends the copies to the departments to circulate among the faculty concerned, arranges for reading out in the classrooms and displays in the departmental notice boards.
- 2. The Course co-ordinator prepare mid examination question paper in their respective courses as per the guidelines given in the Academic Regulations and send it to the concerned additional controller of examinations.
- 3. The concerned Additional Controller of Examinations collects the prepared Mid question papers for all courses from the module co-ordinators two days before the commencement of mid exams and maintains the record.
- 4. The concerned additional controller of examinations makes arrangements for the conduct of mid exams as per the schedule notified under the supervision of Controller of Examinations by following the procedures in practice.
- 5. The invigilators collect the answer scripts hall-wise, 15 minutes before the scheduled time of mid exam along with the sealed covers of question papers and move to the examination halls and conduct the exam as per the timings and procedures in practice. The invigilators should open the question papers inside the examination hall just 5 minutes before the examination begins.
- 6. After completion of examinations, the invigilator will collect the answer scripts from the students and tallied with the nominal rolls supplied. And submit the answer scripts to the examination cell.

- 7. Course teachers should collect the answer scripts from the examination cell soon after the completion of their examination or on the next day, evaluate the papers and post the marks in ECAP within three days from the last scheduled date of the examination.
- 8. The departmental examination coordinators should arrange the preparing the consolidated marks statement received from E-cap for each mid exams section-wise and display the same in the respective departmental notice boards after getting the signatures of the HoDs within five days from the last scheduled date of examinations.
- 9. The representations from the students with regard to discrepancies in the award of marks in the mid exams in a course(s) must be sorted out within two days of display in the presence of the course teacher(s) and necessary corrections be made in the ECAP software.

2.2 Verification of Final Marks Awarded in the Mid Term Examinations:

 The Controller of Examinations prepares the statement on internal marks based on the ECAP data of marks awarded as internal marks in each course-wise and final marks awarded as internal marks in each course and passes on to the HoDs concerned for verification of internal marks in coordination with the departmental examination coordinators.

3. Conduct of Regular Examinations

3.1 Examination Registration

- ➤ Fee Notification (Annexure-II) will be circulated to the students at least 3 weeks before the commencement of external examinations.
- > Every student has to pay the stipulated examination fee, as per the notifications issued, through ECAP student logins.
- ➤ Once the fee payment is confirmed, Hall Ticket (Annexure III) is generated.
- ➤ At least 1 week before commencement of examinations, the hall tickets of the students are sent to their respective departments for issuing.
- ➤ No student allowed to write the examination without hall ticket.
- ➤ In case of the loss of hall ticket, the student shall apply for a duplicate hall ticket through proper channel.

3.2 External Laboratory Examinations

- ➤ The detailed Lab examination timetable (Annexure IV) will be prepared one week before the commencement of the lab examinations and it is made available in the department notice boards and the college website.
- ➤ Lab internal members act as internal lab examiners, proposed by the heads of the departments.

- ➤ Requested for external lab examiners (Annexure V) (form other colleges) selected by the Chief Controller of Examinations.
- ➤ One day before the lab examination, Lab Answer Scripts, Lab Nominal Rolls and Graph Sheets etc. shall be handed over to the internal lab examiners.
- ➤ One the day of lab examinations, external marks awarded are entered directly by the concerned internal examiner only in the ECAP.
- > Evaluated answer scripts are submitted to the concerned Addl. Controller of Examinations.
- ➤ Addl. Controller of examinations will verify the marks posted in ECAP and finalize the marks.
- Finalized marks report will be generated and takes the signatures of both the examiners.

3.3 External theory Examinations

- ➤ The detailed examination timetable (Annexure VI) will be prepared two weeks before the commencement of the examination and it is made available in the department notice boards and the college website.
- ➤ Bar codes are generated for all the students registered for the examinations and a printout of Barcode (Annexure VII) is taken for the registered students and the bar code sheet is stitched to the 36 page answer booklet.
- Instructions are printed on the reverse side of the Barcode sheet the students and evaluators.
- ➤ Instructions to the students are made available on the first page of answer booklet and the students should read them carefully the before writing the examination.
- ➤ Seating arrangement for the students will be displayed though ECAP individually, one hour before the commencement of each examination and the students are instructed to occupy their seats at least 15 minutes before the commencement of each examination as per the seating plan (Annexure VIII).

3.4 Question Paper Setting and Printing

- At the beginning of the semester, the office of the Controller of Examinations, lists the courses for which examination is to be conducted programme wise and semester wise.
- From the panel of examiners, the office of the Controller of Examinations prepares the list of examiners for paper setting.
- From the lists, two different paper setters for B.Tech; M.Tech & MBA programmes, for each course shall be selected by the Controller of Examinations from different Universities/reputed institutions based on their qualifications and experience to set the questions papers for the list of courses.

- Appointment orders and the correspondence for the setting of question paper is to be done to the examiners, three months before the schedule of exams. On the other hand, the examiners are requested to send the question papers through an email to the Controller of Examinations. The examiners will be given 2 weeks' time to set the question paper.
- > The Controller of Examinations on receiving the question papers will preserve them in the form of a soft copy and maintains confidentially.
- ➤ On the day of each examination, three hours before the commencement of the examination, the question papers scrutinizer shall select one set of question paper randomly from the available papers in the presence of the Controller of Examinations.

3.5 Scrutinization of Question Paper:

- ➤ Three hour before the commencement of the examinations selected Question Papers will be scrutinized in the Office of the Controller of Examinations by the respective course coordinator/module coordinator nominated by the BoS Chairman (Annexure-IX).
- ➤ If the course expert finds any anomaly in the question paper shall bring it to the notice of the controller of examinations.
- ➤ The Controller of Examinations will replace the question paper with another question paper and a record of scrutinization of question paper is maintained.
- ➤ Once the question paper is thoroughly scrutinized by the course expert, the Addl. Controller of Examinations shall take the required number of copies and arranges for the distribution of question papers in a sealed cover as per the seating plan.

3.6 Invigilators

- ➤ One week before the commencement of the examinations, the Controller of Examinations will issue a circular (Annexure-X) to the heads of the departments with a request to send the required number of faculty to act as invigilators for the examinations.
- ➤ The office of the CoE will prepare the list of invigilators along with room numbers (Annexure XI) for distributing the examination materials to invigilators.
- ➤ The invigilators are instructed to report to the office of CoE at 9:30AM / 1:00PM on the day of examination to collect the answer scripts, nominal rolls. Further, they are informed to follow the examination guidelines (Annexure XIII) scrupulously while discharging their duties.
- > The invigilators shall submit the answer scripts along with the attendance sheets and to the office of Controller of Examinations immediately after the examination.
- ➤ Office of CoE will prepare the D-Forms (Annexure XII) based on the attendance details.

➤ If any malpractice found, the invigilator will report directly to the office of CoE with evidences (if any).

3.7 Bundle Preparation

- ➤ The collected answer scripts of each course are placed in a bundle. Each bundle with 25 answer scripts.
- A number is assigned to each bundle in a structured format and the same number is printed on the Barcode of 25 answer scripts of a bundle and a bundle record (Annexure XIV) is maintained for each examination.

3.8 Evaluation of Examinations

- ➤ The course expert will prepare the detailed key along with the scheme of evaluation and will submit the same to the controller of examinations on the next day of the respective examination.
- ➤ The controller of examinations shall collect the key and scheme of evaluation of all the courses and make them available for evaluators during the evaluation process.
- List of evaluators are finalized by the controller of examinations in the manner of 80% of evaluators from the external institutions and remaining 20% evaluators are internal faculty who are eminent in that courses.

3.9 Evaluation Procedure

- > The Institute shall adopt the system of Spot Valuation of the answer scripts by appointing the external examiners / evaluators from reputed institutions and internal faculty also.
- > The following officials for the Spot Valuation system will be appointed by the Chief Controller of Examinations.

i. Coordinator Spot Valuation:

One of the Additional Controller of Examinations shall be nominated as the Coordinator of the spot valuation and will be responsible for the conduct of the evaluation of the semester end answer scripts.

ii. Chief Examiners- The question paper scrutinizer / course co-ordinator will act as a Chief examiner. The chief valuer and the valuers have to discuss thoroughly the scheme of evaluation supplied to them and strictly confine themselves to the scheme. To ensure the compliance with the scheme of valuation the Chief valuer has to reduce 10% of scripts of each bundle and if the variation in marks is more than 15% of total marks, he or she shall discuss the same with the valuer

- concerned and may request the valuer for the re-correction of the entire bundle. (Annexure XV)
- iii. **Evaluators:** The Controller of Examinations will appoint the evaluators. The evaluators will do evaluate the answer scripts by following the scheme of evaluation. Each evaluator is given with a maximum of 50 scripts per day (Annexure XVI).
- iv. Scrutinizers/Tabulators: The Controller of Examinations shall nominate the Scrutinizers/Tabulators to scrutiny the answer scripts. They shall ensure proper correction and tabulation of marks.

4. Results & Revaluation

4.1 Results

- ➤ All the marks from the evaluated answer scripts are entered in ECAP by the computer operators in question wise manner.
- ➤ Entering of marks will be processed twice by different operators to ensure correctness of marks.
- ➤ If any deviations found, will be verified by the concerned Addl. Controller of Examinations.
- ➤ The CoE will analyse the results and generate the analysis reports and the same will be present to the Results committee meeting under the presence of results committee members.
- > By approval of all results committee members, the results will be declare through ECAP.

4.2 Revaluation

- A notification will be issued against the recent results declared.
- The students who are willing to apply revaluation, can apply through ECAP.
- ➤ Revaluation procedure and guidelines are adopted from the academic regulations in the timely manner.

Annexure-I

SRI VASAVI ENGINEERING COLLEGE

(An Autonomous Institute with Permanent Affiliation to JNTUK, Kakinada)

EXAMINATION SECTION (AUTONOMOUS)

Duties of Deputy/Additional Controller of Examinations

Regular/Supplementary Examinations:

- Collect student data at the beginning of each academic year (in case of lateral entry, at the beginning of II year) as per the required format form the departments and upload the same in ECAP.
- ➤ Collect the data of rejoined students and upload the same in ECAP.
- > Update subject master data as per the course structure in ECAP at the beginning of each semester.
- ➤ Collect model Question papers (both for UG & PG courses) & Micro Syllabus (UG Courses) form the departments at the beginning of each semester and modify the same as per the required format.
- > Prepare necessary documents required for paper setting work and assist CoE in getting papers from the paper setters.
- > Send the circular to the departments for submission of internal marks.
- Collect final lab internal marks and day to day evaluation marks/seminar marks/continuous assessment marks from the departments.
- ➤ Process the final internal marks in ECAP and send the same to the departments for faculty verification and do necessary modifications, if necessary.
- > Send the final internal marks to the departments for student verification.
- Finalize internal marks in ECAP.
- ➤ Upload external examinations time table (including lab examinations) in ECAP.
- Take printouts of barcode sheets and prepare required number of booklets.
- > Send copy of results to all the departments.
- Grade Cards printing and maintain a record of Grade Cards.

Other Works:

Maintain a record of the following items:

- Results and result analysis (regular/supplementary examinations)
- > Minutes of examination committee meetings
- List of paper setters.

Annexure-II

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Autonomous

Pedatadepalli, TADEPALLIGUDEM – 534 101, W.G. Dist, (A.P.)

Examination Cell, Date: 17-11-2018.

Examination Fee Collection-Notification B.Tech I Semester Regular Exams-December-2018

The following is the examination fee collection schedule for the examinations to be held in December-2018. In order to have a smooth process of submission of application forms, the following schedule will be followed for collection of examination fees.

Course,	Scheduled D Collection	ates for Exa	amination Fee	Every Ecc Amount
Year & Sem	Last Dates without Fine	With ₹ 100/- Fine	With ₹ 1,000/- Fine	Exam Fee Amount
B.Tech I Semester Regular	01/12/2018	05/12/2018	08/12/02018	Regular Exam Fee: ₹ 1000/-

Important Notes:

- 1. The students those who had dues like College fee, Hostel fee, Bus fee, Library books etc., have to clear immediately. Otherwise the exam application will not be processed.
- 2. Pay the Regular exam fee through "ECAP" only.
- 3. The regular examination applications are collected from all students, whether they put up minimum attendance or not to enable the examination section to process the applications.

Hence, it should be noted that mere collection of application form does not entitle a student to appear for the exam, unless one satisfies the attendance requirements.

Controller of Examinations

PRINCIPAL

Copy to: The President for favour of information,

The Secretary for favour of information,

Ch. Apparao Garu, Tech. Director,

The Director for favour of information.

All Deans, All HODs, All Notice Boards,

All I B. Tech Class Rooms, Exam Cell,

Office, Library & Hostels.

File.

Annexure-III

B.Tech I Semester Hall Ticket

HALL TICKET

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WALES ALLES BY

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Pedatadepalli, TADEPALLIGUDEM – 534 101, W.G. Dist, (A.P.)

(Autonomous)

Examination : B.Tech I Semester (V18) Regular - December-2018

Hall Ticket No : 18A81A0101

Name of the Student : ACHYUTHA PRASANNA SAI NITEESH

Father Name : ACHYUTHA NAGA RAJU
Branch : Civil Engineering (CE)
Session : 1:30PM to 4:30PM





Details of the Courses Registered:

S. No	Date of Exam	Day	Course Code	Course	Sign. Of Invigilator		
1.	18-Dec-2018	Tuesday	V18ENT01	ENGLISH - I			
2.	20-Dec-2018	Thursday	V18MAT01	ENGINEERING MATHEMATICS - I			
3.	22-Dec-2018	Saturday	V18CHT01	ENGINEERING CHEMISTRY			
4.	24-Dec-2018	Monday	V18CST01	PROGRAMMING IN C FOR PROBLEM SOLVING			
5.	26-Dec-2018	Tuesday	V18MET01	ENGINEERING GRAPHICS			
6.			V18CHL01	ENGINEERING CHEMISTRY LAB			
7.			V18CSL01	PROGRAMMING LAB IN C FOR PROBLEM SOLVING			
8.			V18ENL01	ENGLISH COMMUNICATION SKILLS LAB – I			

Signature of the Controller of Examinations

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Annexure-IV

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B.Tech - I Semester (V18) – Lab External Examination, December-2018 TIME TABLE

Course → Date↓	English Communicatio n Skills Lab	Engineerin g Physics Lab (OW & OESC)	Engineering Workshop/I T Lab	Programming in C for Problem Solving Lab (9:30AM- 12:30PM) (1:30PM- 4:30PM)	Engineering Chemistry	Basic Electricals and Electronics Engineering
12/12/2018 (Wednesday)	CE ME-A ME-B	CSE-D	CSE-A CSE-B	ECE-A	ECE-B (F.N) EEE (A.N)	CSE-C
13/12/2018 (Thursday)	EEE ECE-B CSE-C	CSE-A	ME-A CSE-D	ECE-C	CE	ME-B CSE-B
14/12/2018 (Friday)	ECE-A CSE-B CSE-D	ME-A CSE-C	ME-B	EEE	ECE-C	CSE-A
15/12/2018 (Saturday)	CSE-A ECE-C	CSE-B ME-B	CSE-C	ECE-B (F.N) CE (A.N)	ECE-A	ME-A CSE-D

Controller of Examinations

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Annexure-V

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Pedatadepalli, TADEPALLIGUDEM – 534 101, W.G. Dist. (A.P.)

Lr. No: - SVEC/Autonomous Exam Cell/2018-19/02

Examination Cell, Date: 03-12-2018.

To

The Principal,

Aditya Engineering College (Autonomous),

Aditya Nagar,

Surampalem,

East Godavari District,

Andhra Pradesh- 533437.

Sub: Request for deputation of Examiners for B. Tech I Semester (V18) Regular External Laboratory Examinations –Dec-2018-Reg.,

Dear Sir,

We request you to depute the faculty members of your college as Lab Examiners for B. Tech I Sem (V18) Regular External Examinations –Dec-2018 at our college. The Examination schedule is furnished below:

Date	Branch	Name of the Laboratory Course	No. of Examiners Required
12/12/2018	ECE	Programming in C-Lab	01
13/12/2018	CSE	English Communication Skills Lab	01
13/12/2018	CSE	Basic Electricals and Electronics Engineering Lab	01
13/12/2018	CSE	Engineering Physics Lab	01
14/12/2018	CSE	English Communication Skills Lab	01
15/12/2018	ECE	Engineering Chemistry Lab	01

Thanking You,

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Annexure-VI

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Dt: 17/11/2018.

<u>B.Tech - I Semester (V18) – Semester End Examination, December-2018</u> <u>TIME TABLE</u>

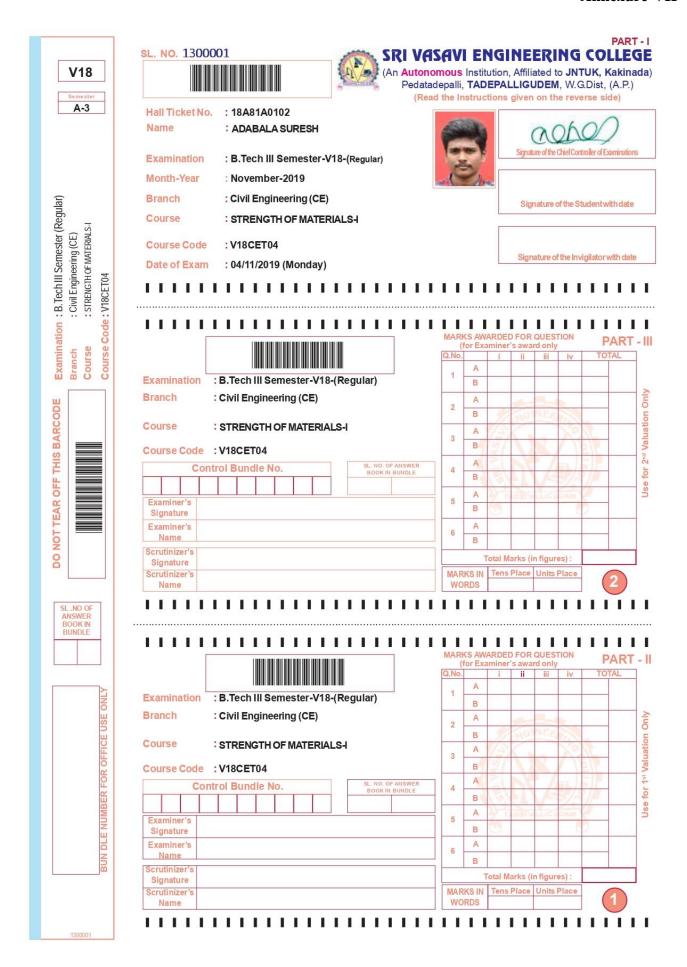
Date → Branch ↓	18/12/2018 Tuesday	20/12/2018 Thursday	22/12/20108 Saturday	24/12/2018 Monday	26/12/2018 Wednesday
Timings ->	01:30PM to 04:30PM	01:30PM to 04:30PM	01:30PM to 04:30PM	01:30PM to 04:30PM	01:30PM to 04:30PM
Civil Engineering (CE)	English-1 (V18ENT01)	Mathematics-I (V18MAT01)	Engineering Chemistry (V18CHT01)	Programming in C for Problem Solving (V18CST01)	Engineering Graphics (V18MET01)
Electrical and Electronics Engineering (EEE)	English-1 (V18ENT01)	Mathematics-I (V18MAT01)	Engineering Chemistry (V18CHT01)	Programming in C for Problem Solving (V18CST01)	Engineering Graphics (V18MET01)
Mechanical Engineering (ME)	English-1 (V18ENT01)	Mathematics-I (V18MAT01)			Environmental Studies (V18CHT02)
Electronics and Communication Engineering (ECE)	English-1 (V18ENT01)	Mathematics-I (V18MAT01)	Engineering Chemistry (V18CHT01)	Programming in C for Problem Solving (V18CST01)	Engineering Graphics (V18MET01)
Computer Science and Engineering (CSE)	English-1 (V18ENT01)	Mathematics-I (V18MAT01)	Opto Electronics and Semi Conductors (V18PHT02)	Basic Electricals and Electronics Engineering (V18EET01)	Environmental Studies (V18CHT02)

Controller of Examinations

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Annexure-VII



Annexure-VIII

Seating Plan

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Date of Examination:	26-Dec-2018	Formation at least	R Tech I Semester	Course(s):	
Day:	Wednesday			Course Code(s):	

SEATING PLAN

HALL NO: DH-A (ME Block; 3rd Floor)

H.T.No: 18A81A0234	18A81A0241	18A81A0247	18A81A0403	18A81A0409	18A81A0415
Regin & V18 EEE	V18 EEE	V18 EEE	V18 ECE	V18 ECE	V18 ECE
H.T.No: 18A81A0235	18A81A0242	18A81A0248	18A81A0404	18A81A0410	18A81A0416
Regin & V18 EEE	V18 EEE	V18 EEE	V18 ECE	V18 ECE	V18 ECE
H.T.No: 18A81A0236	18A81A0243	18A81A0249	18A81A0405	18A81A0411	18A81A0417
Regin & V18 EEE	V18 EEE	V18 EEE	V18 ECE	V18 ECE	V18 ECE
H.T.No: 18A81A0237	18A81A0244	18A81A0250	18A81A0406	18A81A0412	18A81A0418
Regin & V18 EEE	V18 EEE	V18 EEE	V18 ECE	V18 ECE	V18 ECE
H.T.No: 18A81A0238	18A81A0245	18A81A0401	18A81A0407	18A81A0413	18A81A0419
Regin & V18 EEE	V18 EEE	V18 ECE	V18 ECE	V18 ECE	V18 ECE
H.T.No: 18A81A0239 Regin 8. V18 EEE	18A81A0246	18A81A0402	18A81A0408	18A81A0414	18A81A0420
	V18 EEE	V18 ECE	V18 ECE	V18 ECE	V18 ECE

Number of candidates registered: 36 Number of candidates absent Number of candidates present

Note: Absentees are rounded in RED Ink.

Signature of the Invigilator

Name of the Invigilator:

Signature of the Invigilator

Name of the Invigilator:

Signature of the Invigilator(s)

Signature of the Controller of Examination

Annexure-IX

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Question Paper Scrutinizer Instructions

- Question Paper Scrutinizer has to report 03 hours before the commencement of examination.
- Question Paper Scrutinizer has to verify the Question paper selected.
- Question Paper Scrutinizer honorarium Rs. 500/-.
- ➤ Question Paper Scrutinizer has to stay in the examination section 1 ½ after commencement of exams.
- ➤ Question Paper Scrutinizer has to prepare scheme of valuation and can submit the same to the exam section in the next day morning by 09:30AM.
- ➤ The Question Paper Scrutinizer is supposed to be as a Chief Examiner in the spot valuation.

Controller of Examinations

Annexure-X

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Pedatadepalli, TADEPALLIGUDEM – 534 101, W.G. Dist, (A.P.)

Examination Section 14-12-2018.

Sub: B. Tech I Semester Invigilation Duties

HODs are requested to give the invigilators details for B.Tech I Semester Regular End Examinations (V18) as per the given schedule on or before **17-12-2018 by 10:00AM** and also requested to send the same to svecexamcell@amail.com.

Further, HODs are requested to direct their respective staff members to report in the examination section 30 minutes before the commencement of the examination.

Timings 01:30 PM- 04:30 PM						
Date	CE	EEE	ME	ECE	CSE	BS&H
18/12/2018	01	03	03	02	03	15
20/12/2018	01	01	02	01	02	20
22/12/2018	01	02	02	01	01	20
24/12/2018	01	02	02	01	02	20
26/12/2018	01	01	01	01	01	20

Controller of Examinations

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Annexure-XI

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Pedatadepalli, TADEPALLIGUDEM – 534 101, W.G. Dist, (A.P.)

Autonomous

B.Tech Regular Examinations – December – 2018

List of Invigilators for B.Tech I Semester(V18) Regular Exams

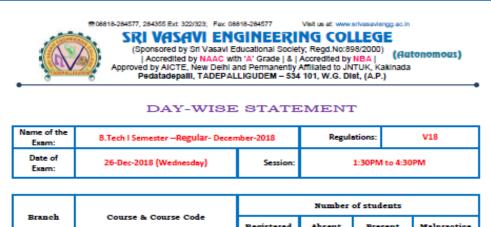
Exam Date: 20/12/2018 Session: 01.30PM to 04.30PM

S.No	Name of the Staff	Dept.	Replacement (If any)	Dept.	Room No	Reporting Time	Remarks
1.	Dr.SivanjaneyuluPagolu	BSH					
2.	Sri. K.V.Rama Rao	BSH					
3.	Smt. K.Radha Madhavi	BSH					Diploma Lab
4.	Sri. Ch.Srinivasa Rao	BSH					
5.	Sri. B.Sasi Bhushan	BSH					Diploma Lab
6.	Ms. G.Rama Devi	BSH					
7.	Sri. Ch.Jagadish Kumar	BSH					
8.	Dr. K. Jagadeesh	BSH					
9.	Sri.P.Ravi	BSH					
10.	Sri. M.Durga Prasad	BSH					
11.	Sri. A.Vamsi Subbarayan	BSH					
12.	Smt. P.Durga Devi	BSH					Diploma Lab
13.	Sri.S.Prabhakar Rao	BSH					
14.	Smt.S.S.V.Sumalatha	BSH					
15.	Sri J.Suresh Kumar	BSH					
16.	Dr.D.Harika	BSH					
17.	Sri. S. Amjed Ali	BSH					
18.	Smt.B.Adi Lakshmi	BSH					
19.	Smt.G S Prasanthi	BSH					
20.	Sri S K Dhana Prasad	BSH					
21.	Sri.AKiran Kumar	BSH					
22.	Sri.D.N.V.Rama Krishna	BSH					

Controller of Examinations

Annexure-XII

Attendance Sheet



l ₋ .			Number of students			
Branch	Course & Course Code	Registered	Absent	Present	Malpractice	
CE (01)	ENGINEERING GRAPHICS (V18MET01)	42	0	42	o	
EEE (02)	ENGINEERING GRAPHICS (V18MET01)	46	o	46	o	
ME (03)	ENVIRONMENTAL STUDIES (V18CHT02)	80	o	80	o	
ECE (04)	ENGINEERING GRAPHICS (V18MET01)	178	o	178	o	
CSE (05)	ENVIRONMENTAL STUDIES (V18CHT02)	237	0	237	0	

Signature of the Controller of Examinations Signature of the Chief Superintendent

D-Forms



D-Form							
Name of the Exam:	B.Tech I Sem	ester –Regular- De	Date of Exam:	18/12/2018 (Tuesday)			
Course & Course Code:	ENGLISH – I	(V18ENT01)	Branch:	Civil Eng	ineering (CE)		
Regulations:	V18						

	18A81A0101, 18A81A0102, 18A81A0103, 18A81A0104, 18A81A0105, 18A81A0106,
	18A81A0107, 18A81A0108, 18A81A0109, 18A81A0110, 18A81A0111, 18A81A0112,
	18A81A0113, 18A81A0114, 18A81A0115, 18A81A0116, 18A81A0117, 18A81A0118,
HTNO of the	18A81A0119, 18A81A0120, 18A81A0121, 18A81A0122, 18A81A0123, 18A81A0124,
Presentees	18A81A0125, 18A81A0126, 18A81A0127, 18A81A0128, 18A81A0129, 18A81A0130,
	18A81A0131, 18A81A0132, 18A81A0133, 18A81A0134, 18A81A0135, 18A81A0136,
	18A81A0137, 18A81A0138, 18A81A0139, 18A81A0140, 18A81A0141, 18A81A0142,
Absentees	NIL
(if any)	
Malpractice	NIL
Cases (if Any)	HIL

Total No of Students	Total No of Students	Total No of Students	Total no of			
Registered:	Absent:	Present:	Malpractice Case:			
(a)	(b)	(a) – (b)	(d)			
42	NIL	42	NIL			

Signature of the Controller of Examinations Signature of the Chief Superintendent

Annexure-XIII

Examination Guidelines

INSTRUCTION TO CANDIDATES

- 1. Please check the details of your particulars on cover page. like Name, Hall Ticket No., Examination and Paper etc.,
- 2. In case of any deviation in the above or if the booklet is torn/damaged, the defective answer book may be returned to the invigilator for replacement.
- 3. Ensure that the cover page of the book is properly secured to the Answer Booklet.
- 4. You are prohibited from writing on or tampering the Barcodes.
- 5. Candidates are prohibited from:
 - I. Writing their H.T. Nos. in any part of the answer booklet.
 - II. Writing their names in any part of the answer booklet.
 - III. Addressing the examiner in any manner whatsoever in the answer booklet.
 - IV. Writing religious symbols.
 - V. Bringing Cell Phones/Mobile phones/electronic gadgets to examination hall.
- 6. Before beginning to answer any question, the candidates should write the correct number of that question. They should complete the answer for any question and commence writing answer for the succeeding question. Avoid answering at different places for the same question.
- 7. Answers should be written on both sides of the paper.
- 8. Do not write in the margin.
- 9. No loose sheets of paper will be allowed in the examination room: no paper must be detached from or attached to the answer booklets.
- 10. Answers must be legibly written.
- 11. Candidates should write not less than 25 lines in each page. It is not necessary to begin each answer in a fresh page.
- 12. This answer booklet should be returned to the invigilator before leaving the examination hall.
- 13. Students should stay in the Examination Hall at least for one and a half-an-hour from the commence- ment of the examination.
- 14. NO ADDITIONAL ANSWER BOOKLET WILL BE SUPPLIED.

START WRITING FROM NEXT PAGE (PAGE NO.2)

Annexure-XIV

Bundle Record

SRI VASAVI ENGINEERING COLLEGE Pedatadepalli, Tadepalligudem

ANSWER BOOKLETS EVALUATION SHEET

Examination: B.Tech I Semester Month & Year: February-2019 Course Name: ENVIRONMENTAL STUDIES Course Code: V18CHT02

Bundle Number : 102190008
No. of Answer Booklets
in this Bundle : 10



	Marks Awarded			Marks Awarded			Marks Awarded			Marks Awarded			Marks Awarded						
Booklet S. No	Valuator	Chief Valuator	Jezjug nos	Booklet S. No	Valuator	Oxid	Jeziug nos	Booklet S. No	Valuator	Oxid	Jezjug nos	Booklet S. No	Valuator	Oxid Valuator	Jazjug nos	Booklet S. No	Valuator	Oxid Valuator	Jeziug nos
01				06				11				16				21			
02				07				12				17				22			
03				08				13				18				23			
04				09				14				19				24			
05				10				15				20				25			

Full	Signature of the Valuator	Full Si	gnature of the Chief Valuator	Full	Signature of the Scrutinizer	Full Signature of the Co-Ordinator		
Name:		Name:		Name:		Name:		
Date:		Date:		Date:		Date:		

Annexure-XV

Instruction to Chief Examiner

08818-284577, 284355 Ext: 322/323;

Fax: 08818-284577

Visit us at: www.srivasaviengg.ac.in

SRI VASAVI ENGINEERING COLLEGE (Autonomous)

[Sponsored by Sri Vasavi Educational Society; Regd.No:898/2000]
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Pedatadepalli, TADEPALLIGUDEM – 534 101, W.G. Dist, (A.P.)

INSTRUCTION TO CHIEF EXAMINER

- Chief examiner has to recorrect 10% of the total scripts from each bundle.
- Chief examiner has to submit all the bundles to the spot coordinator at the end of the day.
- · Chief examiner has to sign the remuneration bill of the valuers.
- Chief examiner has to check for all the bundles before submission to COE.
- Chief examiner has to use green pen.
- · Confidentiality should be maintained by the examiner.
- Use of mobile phone is strictly prohibited in the evaluation room.

Controller of Examinations

PRINCIPAL

Annexure-XVI

Instruction to Spot Valuers

08818-284577, 284355 Ext: 322/323;

Fax: 08818-284577

Visit us at: www.srivasaviengg.ac.in

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Pedatadepalli, TADEPALLIGUDEM – 534 101, W.G. Dist, (A.P.)

INSTRUCTION TO SPOT VALUERS

- The examiner for evaluation shall report to the chief examiner by 10.00hrs during the days of duty.
- · 2 bundles each consists of 25 scripts shall be evaluated per day,
- Confidentiality should be maintained by the examiner.
- · Any discrepancy shall be brought to the notice of chief examiner .
- Suggestive corrections can't be made in the answer written by students.
- Use red ink pen supplied by the office of CE for posting marks.
- · Shall leave the hall only after the evaluation by chief examiner.
- Use of mobile phone are strictly prohibited in the evaluation room.

Controller of Examinations

PRINCIPAL

Examination ProcessesIntegrating IT

Details of Software

- 1. We are using ECAP software for our autonomous examination cell, which is provided by Webpros Solutions Pvt. Ltd. Visakhapatnam.
- 2. Domain/web address of our software is https://sves.org.in/autnomous

External Examinations:

Pre-Examinations:

- 1. At the end of every semester, an examination registration notification will be issued.
- 2. Eligible students can apply for external examinations by login into ECAP software.
- 3. Here for regular students, all courses will be shown. For supplementary candidates, only failed courses will be shown.
- 4. For regular examinations students must registered for all courses. For supplementary examinations, student can register for failed courses only. Then fee amount will be auto populated and forwarded the payment particulars to Payment gateway (Atom Technologies) for payment of fee.
- 5. Exam schedules will be configured as per the notifications issued.
- 6. After completion of registrations, booklet data will be generated with encoded data for printing examination booklets.
- 7. Hall Tickets will be generated based on the students' registrations and printed. These printed hall tickets will be issued to student concerned by affixing the signature of Controller of Examinations.

One day prior to exam:

- 8. Day before the examinations, a seating plan will be generated. In the seating plan we will do mixing of different branches and regulations.
- 9. Concerned DEOs will take a printouts of seating plans and nominal rolls and make arrangements for booklets distribution and benches arrangement in examination halls.

During The examination:

- 10. As per the seating plans, no. of question papers required report will be generated. The ACEs concerned will take sufficient question papers and arranged them for distribution in examinations halls.
- 11. After completion of 30 mins from the commencement of examinations, absentees' details will be collected from examination halls and these details are entered in ECAP. If in case any malpractice cases are identified will also be noted in the software.

After completion of Examinations

- 12. After completion of examination, D-Form will be generated based on attendance particulars of that day. In the D-Form, examinations details and students' attendance are will be mentioned.
- 13. All booklets are must tallied with D-Forms. At this stage attendance particulars are freeze for further modifications.

- 14. The bundle data will be generated with 25 no. of scripts in each bundle.
- 15. From the generated bundle data, bundle slips are printed for pasting on bundle.
- 16. Bundle evaluation sheets are also printed and these reports are utilized in evaluation process.

Evaluation

- 17. Identified chief valuators, valuators, scrutinizers and data entry operator details will be posted in the software.
- 18. Issuing of Bundle will be done in ECAP. After completion of evaluation, bundle number will be marked as returned in the software.
- 19. All returned bundles are enabled for issuing to scrutinizers. Here all scrutinizer will verify the evaluated booklet whether the all questions are evaluated or not.
- 20. After completion of scrutiny, bundle will be handover to co-ordinator and that bundles will be marked scrutiny completed.
- 21. All scrutinized bundles will issue to DEOs for entry in ECAP. All bundle will be entered twice for minimising the data entry mistakes. During the entry process question wise marks will be posted. So that we can find out the calculation errors and rectify them.
- 22. In case difference is there, it will be notified to ACEs/CoE. Here, by picking up the script and finalize the which one is correct. In case both entries are correct, then that bundle will be freeze by ACE/CoE for restricting the further modifications.
- 23. After completion all entries, an analysis will be done like course wise, branch wise, internal marks & external marks etc.

Laboratory Examinations

- 24. Before commencement or at the end of semester examinations, laboratory examinations will be conducted.
- 25. Identified internal and external examiners details will be uploaded in ECAP.
- 26. For every laboratory exam, an internal and external examiners details are entered. Hence the assigned faculty can post the evaluated marks directly in ECAP. After completion of entry concerned faculty can freeze the marks. These marks are visible for concerned ACEs for verification. After that ACEs are also freeze the data.
- 27. The finalized lab external marks will be transferred to results process.

Results & Revaluations

- 28. After verification of all levels in examinations and evaluation, Results with different analysis are to be presented to Results Committee for approving. After approval, results will be declared through ECAP.
- 29. Students can directly check their results in ECAP.

- 30. In the meanwhile, a notification will be issued for revaluation. If any student is not satisfied with the declared results can apply for revaluation.
- 31. After this process, booklets will be picked up for 2^{nd} evaluation.
- 32. Evaluated script marks are entered in ECAP.
- 33. Again, by approval of Results Committee members, revaluation results are declared in ECAP.

Internal Examinations:

- 34. In the faculty logins, every faculty will post the internal examination marks after completion of Mid/Quiz examinations.
- 35. Examination seating and conduction will be done as like external examination.
- 36. Before commencement of examinations, all the finalized internal marks are verified by the concerned faculty and displayed for students through ECAP.



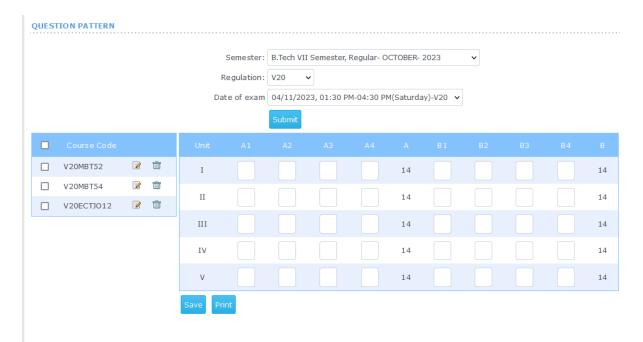
Login Screen

Program: B.Tech 🗸 Semester: I Semester Branch: CIVIL ENGINEERING Regulation: V20 Subject Code: V20MAT01 Subject Name: LINEAR ALGEBRA AND DIFFERENTIAL EQUATIONS Short Name: LADE Credits: 3.0 Subject Type: Theory OLab OMini-Project OProject OViva OSeminar OSpecialization OOther No Of Sessions: 60 No Of Units: 6 No Of Outcomes: Internal Max & Pass marks: 30 0 External Max & Pass Marks: 70 24

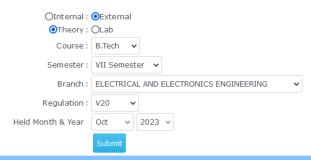
Course Details Configuration

Total Pass Marks: 40

Display Order: 1 🗸



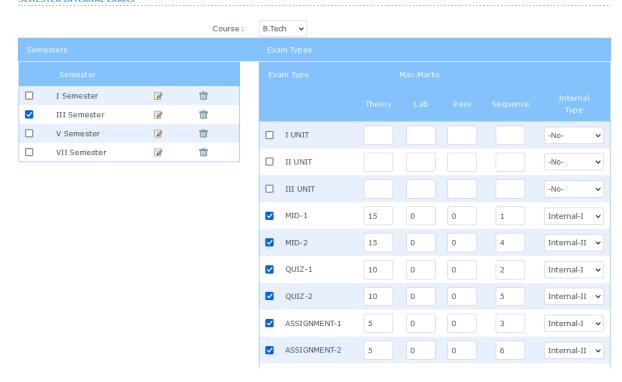
Question Pattern Configuration



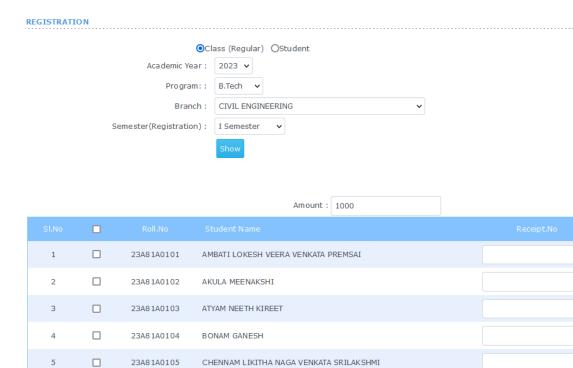


Exam Schedule Configuration

SEMESTER INTERNAL EXAMS



Semester Wise Internal Exam Configuration



CHENNURI NAVYA ANJALI

CHILUKURI SAI MANIKANTA

CHIMMILI NAGAKUSUMAKUMARI

Regular Examinations Registrations

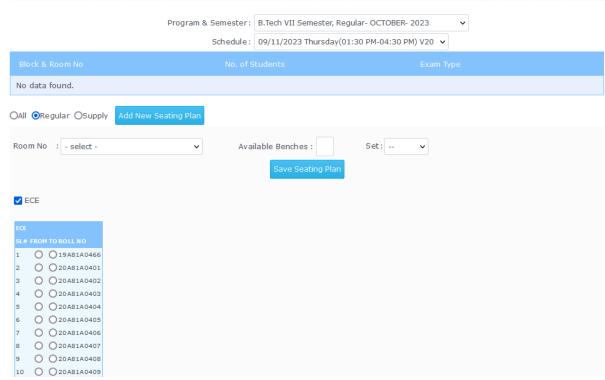
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23A81A0107

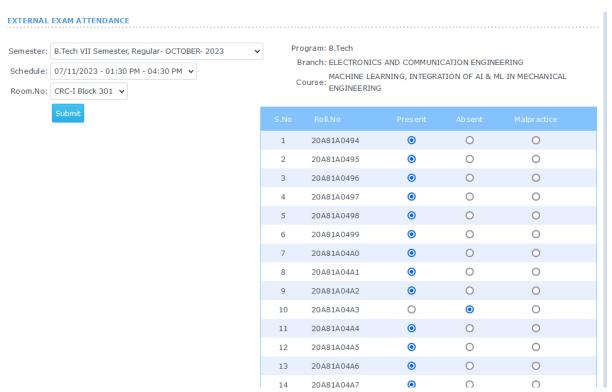
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6

8



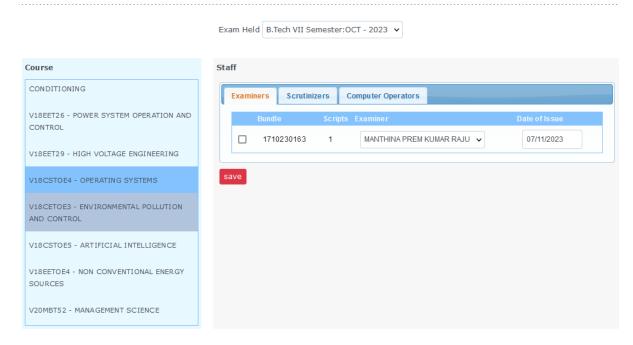
Seating Plans Assigning



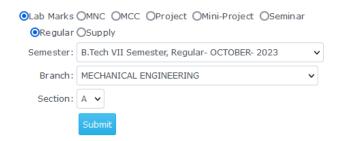
Exam Attendance Particulars Entry.

Exam Held B.Tech VII Semester: OCT - 2023 V Staff Spot Coordinators Picked VUDATTU JAYAPRAKASH - ASSISTANT PROF G V SUBRAHMANYAM - ASSISTANT PROFE S MONVITHA TARAKA BALA - ASSISTANT PR TETALI ANIL KUMAR REDDY - ASSISTANT PF P RISHIKESH SRITANAY - ASSISTANT PROF PITCHAIAH MADDURI - ASSISTANT PROFES **Operators Picked** RANTU DAS - ASSISTANT PROFESSOR MUDRAGADA SUNEETHA - ASSISTANT PROF M V S S D S SURYA PAVAN - ASSISTANT PR K DURGA SURESH - DATA ENTRY OPERAT A ASHOK KUMAR - EXAM SECTION ASST. V V BHARGAV BIKKANI - ASSISTANT PROFE INUKULA SIRISHA - DATA ENTRY OPERAT SANDHYA CHOWDARY VADLAMUDI - ASSIS PALARATHI BALA JYOTHI - ASSISTANT PROI KONDAPALLI NAGA VAMSI SAI DILEEP - AS VIMALRAJ E - ASSISTANT PROFESSOR Course Chief Examiners Picked PENTAPATI KALYAN BABU - ASSISTANT PRO LAKKOJU BHARANI - ASSISTANT PROFESSO P V V RAJESH - ASSISTANT PROFESSOR V18ECT20 - RADAR ENGINEERING K PASI PALANA RAO - ASSISTANT PROFESS PENUMAKA DHANANANDH - ASSISTANT PR V18ECT21 - OPTICAL COMMUNICATION P UJWALA SAI - ASSISTANT PROFESSOR S SANTHI RUPA - ASSISTANT PROFESSOR **Examiners Picked** V18ECT22 - DIGITAL IMAGE PROCESSING T RAJA RAO - ASSISTANT PROFESSOR VIPPARLA ANIL KUMAR - ASSISTANT PROFE K N H SRINIVAS - ASSOCIATE PROFESSO V18ECT24 - IOT: USE CASES M KIRANMAI - ASSISTANT PROFESSOR SIDDE VEERESH - ASSISTANT PROFESSOR M NEEL IMA - ASSISTANT PROFESSOR V18ECT29 - SYSTEM DESIGN THROUGH KOMARAGIRI MEHAR SAI - ASSISTANT PRO VERILOG Dr. RAMAKRISHNA BODAPATI - ASSISTANT I M SATYA SURESH - ASSISTANT PROFESSOR V18MET20 - AUTOMATION IN PILUMOLU SRAVANI - ASSISTANT PROFESS MANUFACTURING D VENKANNA BABU - ASSISTANT PROFESS(D.YATISHRAM KUMAR - ASSISTANT PROFES Scrutinizers Picked T.SAI MAHESH - ASSISTANT PROFESSOR V18MET21 - OPERATION RESEARCH N BHAGYA LAKSHMI - ASSISTANT PROFESS P NIRMALA RANI - DATA ENTRY OPERATO KAMINI SRI LAKSHMI - ASSISTANT PROFES V18MET24 - REFRIGERATION & AIR P MURALIDHAR - LAB TECHNICIAN ENUGURU HANUMAN SAI GUPTA - ASSISTA

Evaluation Staff Selection



Bundles Issuing for Evaluation

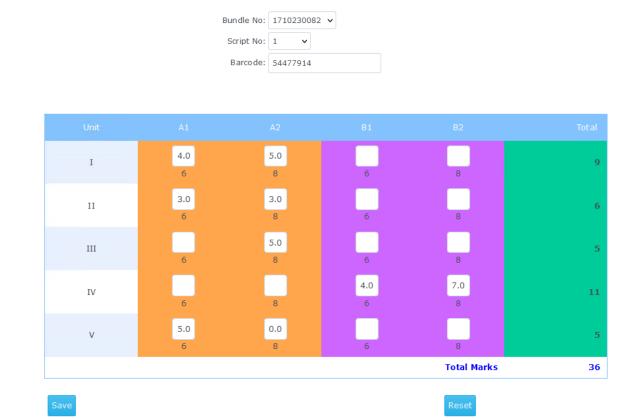


Note: Please enter AB for absent student, MP for malpractice

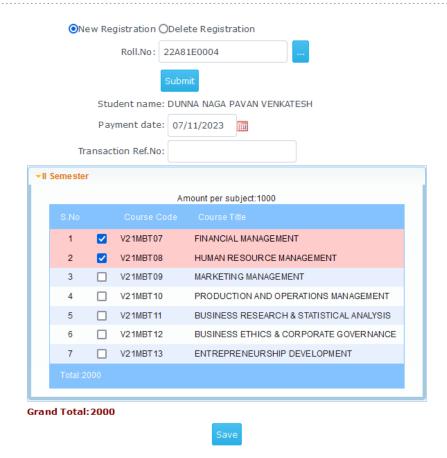


Lab/Project Marks Entry Screen

BUNDLE MARKS ENTRY



External Marks Entry Screen



Revaluation Registration