



SRI VENKATESHWARA COLLEGE OF ENGINEERING

VIDYANAGAR, AIRPORT ROAD, BENGALURU -562157

EXAMINATION SECTION

INTERNAL ASSESSMENT TEST

HAND BOOK



SVCE BENGALURU

A Premier Institute in Technical Education

(Approved by AICTE, Affiliated to VTU, Belagavi and Accredited by NBA)

VIDYANAGAR, AIRPORT ROAD, BENGALURU -562157



Preamble: Sri Venkateshwara College of Engineering, Bangalore is one of the few private Engineering colleges in the state of Karnataka which got NBA Status till 2022 which was established in 2001 under Visvesvaraya Technological University, Belagavi. Presently runs 6 UG branches, Electronics and Communication Engineering, Computer Science and Engineering, and Information science and Engineering, Mechanical Engineering, Civil Engineering and Mechatronics and 3 PG programs in engineering leading to B.E and M. Tech. degrees and also programmes leading to MBA degrees. The Academic Council for this institute has been constituted as per the AICTE/UGC guidelines and as per VTU, Belagavi to decide upon academic policies and academic activities from time to time. With the approval from Academic Council, the methodology for Internal Assessment Test and evaluation process of the above said programmes run by this institute is as under. Examination Committee is constituted as follows:

- Principal (Chairman)
- Controller of Examination
- Chair persons of the BOS/Exam Coordinators

Purpose of internal assessment:

Internal assessment is an integral part of the course and is compulsory for all students. It enables students to demonstrate the application of their skills and knowledge, and to pursue their personal interests, without the time limitations and other constraints that are associated with written examinations. The internal assessment should, as far as possible, be woven into normal classroom teaching and not be a separate activity conducted after a course has been taught. This is a piece of written work based on personal research involving the collection, analysis and evaluation of data. It is marked according to assessment criteria.



1. Mechanism of Internal Assessment:

The institution follows formative and summative assessment approaches as a mechanism.

1.1 Formative and Summative Assessment Approaches of internal assessment.

1.1.1 Summative Assessment:

As far as the summative assessment is concerned, the institution follows a Centralized Continuous Internal Evaluation System. The main objective of summative assessment is to evaluate student learning at regular intervals by conducting CIA Tests, Model Examinations and Projects, Viva- Voce and Practicals. Academic performance of students is evaluated both by Continuous Internal Assessment (CIA) and University Semester Examinations.

40 % (for 2018 and 2016 batch) of the total marks in each course are assessed by CIA Tests, Assignments/ Seminars and Attendance in respect of theory courses and Lab involvement and records in respect of Practicals/Viva-Voce.

The College conducts three CIA Tests per semester in a centralized manner. Attendance in all the three CIA tests is compulsory. CIA Timetable is duly prepared and circulated among the students in advance. Portions for CIA's are divided according to the unit based on the syllabus. For CIA Test I, Unit I & II is the syllabus and CIA Test II, Unit III & IV is the syllabus and CIA Test III, Unit V and all rest of all the units are the portions. To ensure transparency of the evaluation process, the marks allotted are displayed on the Notice Board.

Questions are framed, such that they adhere to VTU standard. It follows the Bloom's Taxonomy and Outcome based Education in which CO's are attained. There are 5 Course Outcomes (CO's) for each subject. The first internal test question paper is prepared which covers two CO's, second internal test covers another two CO's, third internal test covers remaining one CO.



The subject handling faculty prepares question bank that covers equal number of questions from each unit, covering all the topics. Department internal exam coordinator, under the guidance of COE, checks the standard of the question bank.

College Internal exam Coordinator along with a course coordinator team selects the final internal questions for each subject from the college QPDS System. Question papers are given to the internal Test coordinators of the department on the day of test, after approval from the Course coordinator and Principal/COE. Internal exam coordinator ensures smooth conduction of test and proper valuation of internal books.

Internal Marks are calculated on the basis of the marks secured in the tests, seminars/ assignments. There is no internal minimum and the candidate has to secure 40% to pass in UG and 50% pass in PG, M. Phil. and Ph. D. Internal marks are not given to the absentees. The test papers of both theory and practical are distributed to the students after every internal test in the class room. The students shall go through the answer script, check and acknowledge the marks. The test papers are preserved in the departments till the completion of the student's course of study. Test marks will be displayed on the Department Notice Board.

1.2 Formative Assessment:

Formative assessment is part of the instructional process which is done by the faculty concerned in their respective subjects to monitor student learning and to provide ongoing feedback to improve their teaching. Some of the formative assessments are:

- Activity Based Learning
- Seminar Presentation
- Role Plays
- Subjects Quizzes
- Case Studies
- Group Discussions



- Debates
- Brain Storming Sessions
- Online Tests
- Field Work/ Field Visit

Rigor and transparency in the internal assessment are achieved by

- Setting up of CIA Examination committee/ Test committee for transparent assessment.
- Publishing the internal assessment components in advance through tutorial Meetings, College Calendar, Notice Boards and announcement system
- Circulating and publishing the internal assessment marks with break-up for Components
- Making valued answer scripts available for scrutiny
- Giving opportunity for the students to approach grievances redressal committees - Department, College and University levels
- By discussing the internal assessment in tutorial and class wise Parent Teachers Meetings
- Maintaining and updating Student Profile

2. CONTINUOUS INTERNAL EVALUATION MARKS (CIE)

2.1. For 2018 Schemes (UG):

- During the semester, CIE of the student shall be conducted by course teacher. This evaluation shall be in the form three tests with Quiz / assignments / course seminars.
- The CIE marks awarded for tests in the theory Course shall be based on three tests generally conducted at the end of fifth, tenth and fifteenth week of each semester.



- CIE Marks in each theory Course [including “Technical English I and II”, “Constitution of India, Professional Ethics and Human Rights”, “Environmental Studies”, “Additional Mathematics I and II”, and the courses (Engineering Graphics and Elements of Civil Engineering and Mechanics of the First Year Engineering) to be completed by B.Sc graduates under lateral entry] shall be the sum of marks prescribed for tests and assignments. Marks prescribed for tests shall be 30 and that for assignments 10.
- There shall be a maximum of 40 CIE Marks (30 marks Average of three tests and 10 marks for assignment / course seminar / quiz) in each theory or practical course.
- Each test shall be conducted for a maximum of 50 marks and the final test marks shall be the average of three tests, proportionately reduced to a maximum of 30 marks.
- The remaining 10 marks shall be awarded based on the evaluation of assignments/unit tests/written quizzes that support to cover both lower and higher order thinking skills as per Bloom’s Revised Taxonomy and Course/programme outcomes.
- A student shall score a minimum of 40% (16 out of 40 marks) in CIE failing which he/she shall lose eligibility to appear for SEE in respective courses and repeat the course by reregistering and the same shall be indicated in the grade sheet.
- Final marks awarded shall be the sum of CIE Marks and Assignment Marks for a maximum of 40 marks.
- An additional test (optional) may be permitted for genuine reason with suitable fees by the approval of Program Coordinator.
- The test shall be answered in Blue Books with pages serially numbered. These blue books shall be kept in the custody of the Programme Coordinator of the respective Programmes until after one month from the date of announcement of the result by the COE cell. These shall be made available



to COE authorities for verification as per the directions of the COE / Principal.

- Average of the marks obtained from three tests shall be the CIE Marks for the relevant course.
- If a student remains absent for all the CIE conducted, the CIE Marks shall be marked as AB for the subject against the University Seat Number (USN) of the student in the marks sheet submitted to the COE by the Programme Coordinator.

2.2. Drawing/Field work Courses:

- The CIE marks awarded for I year Engineering Graphics Course shall be based on:
 - a. Class work for 24 marks (sketching and Computer Aided Engineering Drawing).
 - b. Two Tests conducted in the same pattern as that of SEE for 16 marks (The marks secured Can be taken as best of the two tests).
- The CIE marks awarded for higher semester Drawings/ Design Drawings offered by various branches shall be based on the evaluation of the sheets and one test in the ratio 60:40.
- The CIE marks awarded for field work (like Surveying Practice) shall be based on the evaluation of the associated field work and one test in the ratio 60:40.

2.3. Practical Courses:

- The CIE marks awarded in case of Practical shall be based on the weekly evaluation of laboratory journals/ reports after the conduction of every experiment and one practical test in the ratio 60:40.
- Student shall secure minimum CIE marks of 20 out of 40 (Min 50 %) and 24 out of 60 (Min 40%) in the SEE



2.4. Internship: Internship / Professional Practice

- The internship shall preferably be at an industry/R and D organization/IT company/Government organization of significant repute for a specified period as mentioned in Scheme of Teaching and Examination.
- Shall be minimum period of 4 weeks after 6th /7th semester SEE
- The Department/college shall nominate staff member/s to facilitate, Guide and supervise students under internship.
- The students shall report the progress of the internship to the Guide in regular intervals and seek his/her advice. The Guide shall maintain the progress record of the candidates undergoing internship.
- After the completion of Internship, students shall submit a report with completion certificate and attendance certificate to the Head of the Department with the approval of both internal and external Guides.
- The CIE marks awarded for internship shall be based on the evaluation of Internship Report, Presentation skill and Question and Answer session in the ratio 50:25:25.
- There shall be 40 marks for CIE and 60 marks for SEE. The minimum requirement of CIE marks shall be 50% of the maximum marks.
- The internal Guide shall be the internal examiner for the SEE.
- The external Guide for Internship shall be an examiner for SEE. Examination in internship shall be conducted at the college and the date shall be fixed in consultation with the external Guide. The Examiners shall jointly award the SEE marks.
- In case the external Guide expresses his inability to conduct Examination, the Chief Superintendent of the institution shall appoint a senior faculty of the Department to conduct the Examination along with the internal Guide. The same shall be informed in writing to the concerned Chairperson, Board of Examiners (BOE).



- The students are permitted to carry out the internship anywhere in India or abroad. The University will not provide any kind of financial assistance to any student for carrying out the Internship.

2.5. Technical Seminar:

- Technical Seminar is one of the head of passing.
- Each candidate shall deliver Technical seminar as per the Scheme of Teaching and Examination on the topic chosen from the relevant fields.
- The Head of the Department shall make an arrangement for conducting seminars through concerned faculty members of the Department. The committee, constituted for the purpose by the Head of the Department, shall award the CIE marks for the seminar. The committee shall consist of two senior faculty members of the Department and the senior most acting as the Chairperson.
- The CIE marks awarded for Technical Seminar, shall be based on the evaluation of Seminar Report, Presentation skill and Question and Answer session in the ratio 50:25:25.

2.6. Mini – Project:

- The CIE marks awarded for Mini - Project, shall be based on the evaluation of Mini – Project Report, Project Presentation skill and Question and Answer session in the ratio 50:25:25.
- The marks awarded for Mini - Project report shall be the same for all the batch mates.

2.7. Main Project Work:

- Project (Mini and Main) is one of the head of passing. Mini Project Work and Main Project Work shall preferably be batch wise, the strength of each batch shall be minimum of two students and not exceed a maximum of four students



- Examination in Main Project Work shall be conducted batch-wise.

2.8. Project Work Phase – 1

- The CIE marks awarded for project work phase -1, shall be based on the evaluation of project work phase -1 Report, Project Presentation skill and Question and Answer session in the ratio 50:25:25.
- The marks awarded for the Project report shall be the same for all the batch mates.

2.9. Project Work Phase - 2

- The CIE marks awarded for project work phase -2, shall be based on the evaluation of project work phase -2 Report, Project Presentation skill and Question and Answer session in the ratio 50:25:25.
- The marks awarded for Project report shall be the same for all the batch mates.
- The CIE marks in the case of Internship/Technical Seminar/Mini-Project and Project Work Phase 1 and 2 shall be awarded by a committee consisting of the Head of the concerned Department and two senior faculty members of the Department, one of whom shall be the Guide.
- Improvement in CIE marks shall not be allowed during the current semester.
- Students who have satisfied the attendance requirement but not the CIE requirements are permitted to register afresh and appear for SEE after satisfying the CIE requirements in the same Course/s (with or without satisfying the attendance requirement) when offered during subsequent semester/s.
- The Course/s when repeated is considered as attempts.
- The final list, incorporating corrections (if any) of CIE marks awarded to the students in the Theory/Practical/Internship/ Technical Seminar / Mini – Project/Project work –phase 1 and 2, shall be displayed on the notice board of the college before the closure of the semester.



- The CIE marks of each semester in the format of the VTU online CIE marks portal and submit a signed copy of the same to the University Examination Section within the stipulated date notified by University.
- CIE marks will reach the University before the commencement of examination as per the notification from the office of the Registrar (Evaluation) from time to time.
- After the submission of CIE marks to the University, any request under any circumstances for change of CIE marks shall not be considered.

3. Master of Technology (M.Tech)

- For each theory and practical paper, the CIE marks shall be 40.
- For seminar and Project Phase –I, the CIE marks shall be 100.
- CIE Marks shall be based on
 - a) Tests (for 20 Marks) and
 - b) Assignments, Quizzes, Simulations, Experimentations, Mini project, oral examinations, field work etc., (for 20 Marks) conducted in respective courses.
- The CIE marks in a theory course, for 20 marks, shall be based on two tests covering the entire syllabus. An additional test may be conducted for the needy students to provide an opportunity to improve their CIE Marks before the end of the semester. The CIE marks shall be the average of the marks scored in at least two of the above tests.
- The candidates shall write the Tests in Blue Book/s. The Blue book/s and other documents relating to award of CIE marks
- Blue books shall be preserved by the Principal / Head of the Department for at least six months from the date of announcement of University results and made available for verification at the directions of the Registrar (Evaluation).
- The CIE marks list shall be displayed on the Notice Board and corrections, if any, shall be incorporated before submitting to the University.



- The CIE marks shall be sent to the university by the Principals well in advance before the commencement of Semester End Examinations.
- No corrections of the CIE marks shall be entertained after the submission of marks list to the University.
- Candidates obtaining less than 50% of the CIE marks in any course (Theory/Laboratory/Seminar/Internship/Project) shall not be eligible to appear for the University examination in that course/s. In such cases, the Head of the Department shall arrange for the improvement of CIE marks in the course/ Laboratory when offered in the subsequent semester subject.

3.1. Internship:

The student shall undergo Internship as per the Scheme of Teaching and examination.

- The internship shall be carried out in any industry/R&D Organization/Research Institute/Institute of national and international repute/recognized national and international Professional Bodies, Societies or Organizations.
- The Department/college shall nominate a faculty to facilitate, guide and supervise students under internship.
- The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advise.
- The Internship shall be completed during the period specified in Scheme of Teaching and Examination.
- After completion of Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides.
- There will be 40 marks for CIE (Seminar: 20, Internship report: 20) and 60 marks for Viva – Voce conducted during SEE.



- The internal guide shall award the CIE marks for seminar and internship report after evaluation. He/she will also be the internal examiner for Viva – Voce conducted during SEE.
- The external guide from the industry shall be an examiner for the Internship viva- voce examination. Viva-Voce on internship shall be conducted at the college and the date of Viva-Voce shall be fixed in consultation with the external Guide. The Examiners shall jointly award the Viva - Voce marks.
- In case the external Guide is not available or expresses his inability to conduct viva voce, the Chief Superintendent shall be permitted to make alternate arrangement. The examiner, in the order of preference, shall be an industry person or a faculty of another institution chosen from the list of University examiners. The same shall be intimated to the concerned BOE Chairperson.
- In case the external Guide accepts to conduct viva-voce examination from his/her workplace, it shall be arranged via Video/web conferencing/Webinar. The external Examiner shall send the mutually agreed signed marks (evaluated for SEE marks) list, soon after the examination, via email/any electronic media.
- The students shall be permitted to carry out the internship anywhere in India or abroad. The University shall not provide any kind of Financial Assistance to any student for internship.

3.2. Seminar:

- Seminar is one of the head of passing.
 - i) Each candidate shall deliver seminar as per the Scheme of Teaching and Examination on the topics chosen from the relevant fields for about 30 minutes.
 - ii) The Head of the Department shall make arrangements for conducting seminars through concerned faculty members of the Department.



- The committee constituted for the purpose by the Head of the Department shall award the CIE marks for the seminar. The committee shall consist of three faculty from the Department and the senior most acting as the Chairman/Chairperson.

3.3. Project Work

- The candidate shall submit a soft copy (CD) of the dissertation work to the University. The CD should contain the entire Dissertation in monolithic form as a PDF file (not separate chapters).
- The Guide, after checking the report for completeness shall upload the Dissertation along with name, University Seat Number, address, mobile number of the candidate, etc., as prescribed in the form available on online Dissertation evaluation portal. The guide shall submit a panel of four approved University Examiners for evaluation of dissertation.

3.4. Plagiarism Check

- Once the Guide uploads the dissertation, the same shall be linked for plagiarism check. The allowable plagiarism index is less than or equal to 25%.
- If the check indicates a plagiarism index greater than 25% :
 - For the first time, the candidate has to resubmit the dissertation, to the Registrar (Evaluation), Regional Center/Head Office, VTU along with the penal fees of Rs. 2000/- (Rupees Two thousand only) in person.
 - For the second time, the candidate has to resubmit the dissertation along with the penal fees of Rs. 4000/- (Rupees four thousand only) in person.
 - If the dissertation is rejected again during second resubmission with reference to plagiarism index, the candidate shall redo the project and submit after a semester's time subject to provisions of 18OMT1.5.



- The dissertation shall be sent through email for evaluation to two examiners - one internal examiner (guide/co-guide) and one external examiner (first) appointed by the University. The evaluation of the dissertation shall be made independently by each examiner
- Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of dissertation through email
- The examiners shall independently submit the marks through the specified link.
- Average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.
- The candidate, whose Dissertation is rejected, can rework on the same topic or choose another topic of dissertation under the same Guide or new Guide if necessary. In such an event, the report shall be submitted within four years in case of full-time student and six years in case of part-time student respectively from the date of admission to the Programme.

4. Master of Business Administration (MBA)

- There shall be a maximum of 40 CIE Marks in each theory.
- A candidate shall obtain not less than 50% of the maximum marks prescribed for the CIE of each Theory course/ Internship /Project/Dissertation.
- CIE Marks shall be based on
 - a) Tests (for 25Marks) and
 - b) Assignments, Quiz, Simulation, Experimentation, Mini project, oral examination, field work etc., (for 15 Marks) conducted in respective courses.
- The CIE marks in a theory course, for 25 marks, shall be based on two tests covering the entire syllabus.
- An additional test may be conducted for the needy students to provide an opportunity to improve their CIE Marks before the end of the semester.



- The CIE marks shall be the average of the marks scored in at least two of the above tests.
- The candidates shall write the Tests in Blue Book/s. The Blue book/s and other documents relating to award of CIE marks
- Blue Book/s shall be preserved by the Principal / Head of the Department for at least six months from the date of announcement of University results and made available for verification at the directions of the Registrar (Evaluation).
- Every page of the CIE marks list shall bear the signatures of the concerned Teacher, Head of the Department and the Principal
- The CIE marks list shall be displayed on the Notice Board and corrections, if any, shall be incorporated before submitting to the University.
- The CIE marks shall be sent to the university by the Principals well in advance before the commencement of Semester End Examinations. No corrections of the CIE marks shall be entertained after the submission of marks list to the University.
- Candidates obtaining less than 50% of the CIE marks in any course (Theory/ Internship/Project) shall not be eligible to appear for the University examination in that course/s. In such cases, the Head of the Department shall arrange for the improvement of CIE marks in the course when offered in the subsequent semester subject to the provision of 18OMB1.5.

4.1. Internship:

The student shall undergo Internship/Organization study as per the Scheme of Teaching and Examination.

- The internship shall be carried out in any industry/R&D Organization/Research Institute/Institute of national and international repute Business organization/ recognized national and international Professional Bodies, Societies or Organizations.
- The Department/college shall nominate a faculty to facilitate, guide and supervise students under internship.



- The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advise.
- The Internship shall be completed during the period specified in Scheme of Teaching and Examination.
- After completion of Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides.
- There will be 40 marks for CIE (Seminar: 20, Internship/ Organization study report: 20) and 60 marks for Viva – Voce conducted during SEE.
- The internal guide shall award the CIE marks for seminar and internship report after evaluation. He/she will also be the internal examiner for Viva – Voce conducted during SEE.
- The external guide from the industry shall be an examiner for the viva voce on Internship. Viva-Voce on internship shall be conducted at the college and the date of Viva-Voce shall be fixed in consultation with the external Guide. The Examiners shall jointly award the Viva - Voce marks.
- In case the external Guide is not available or expresses his inability to conduct viva voce, the Chief Superintendent shall be permitted to make alternate arrangement. The examiner, in the order of preference, shall be an industry person or a faculty of another institution chosen from the list of University examiners. The same shall be intimated to the concerned BOE Chairperson.
- In case the external Guide accepts to conduct viva-voce examination from his/her workplace, it shall be arranged via Video/web conferencing/Webinar. The external Examiner shall send the signed marks list, soon after the examination, via email/any electronic media.
- The students are permitted to carry out the internship anywhere in India or abroad.



- The University will not provide any kind of Financial Assistance to any student for internship.

4.2. Failing to undergo Internship:

- Internship is one of the head of passing. Completion of Internship is mandatory. If any student fails to undergo/complete the Internship, he/she shall be considered as fail in that Course and the prescribed credits shall not be awarded in that Course. The student, however, can submit the project dissertation and appear for viva voce.
- The student shall be eligible for the internship credits only after satisfying the conditions prescribed for the same during the subsequent academic year. The reappearance shall be considered as an attempt.

4.3. Project work and Dissertation:

- Each candidate shall carry out the project work independently as per Scheme of Teaching and Examinations under the guidance of one of the faculty members of the Department in the Institution of study. If the project is of inter-disciplinary nature, a co-guide shall be taken from the other concerned department.
- The topic and title of the dissertation shall be chosen by the candidate in consultation with the guide and co-guide, if any, during the III semester itself.
- The subject and topic of the dissertation shall be from the major field of studies of the candidate. Modification of only the title but not the field of work may be permitted at the time of final submission of dissertation report during IV semester. If dissertation has to be carried out in any industry/R&D labs/business organizations, outside the campus, permission shall be taken from the Principal to that effect.



- The Principal shall submit a list showing the name of the student, University Seat Number, title of the project, name/s of the guide/co-guide at the time of submission of project report to the University.
- The candidate shall submit a soft copy (CD) of the dissertation work to the University. The CD should contain the entire Dissertation in monolithic form as a PDF file (not separate chapters).
- The Guide, after checking the report for completeness shall upload the Dissertation along with name, University Seat Number, address, mobile number of the candidate, etc., as prescribed in form available on online Dissertation evaluation portal.

4.4. Plagiarism Check

- Once the Guide uploads the dissertation, the same shall be linked for plagiarism check. The allowable plagiarism index is less than or equal to 25%.
- If the check indicates a plagiarism index greater than 25%:
 - a. For the first time, the candidate has to resubmit the dissertation, to the Registrar (Evaluation), Regional Center/Head Office, VTU along with the penal fees of Rs. 2000/- (Rupees Two thousand only).
 - b. For the second time, the candidate has to resubmit the dissertation along with the penal fees of Rs. 4000/- (Rupees four thousand only).
 - c. If the dissertation is rejected again during second resubmission with reference to plagiarism index, the candidate shall redo the project and submit after a semester's.
- The dissertation shall be sent through email for evaluation to two examiners - one internal examiner (guide/co-guide) and one external examiner (first) appointed by the University. The evaluation of the dissertation shall be made independently by each examiner.



- Examiners shall evaluate the dissertation normally within a period of not more than two weeks from the date of receipt of dissertation through email.
- The examiners shall independently submit the marks through the specified link.
- Average of the marks awarded by the two Examiners shall be the final evaluation marks for the Dissertation.
- The candidate, whose Dissertation is rejected, can rework on the same topic or choose another topic of dissertation under the same Guide or new Guide if necessary. In such an event, the report shall be submitted within four years from the date of admission to the Programme.

4.5. Attendance Requirement:

- Each test shall be considered as a unit for calculation of the attendance and the Candidates have to put in a minimum attendance of 75% in each Course and will not students to write the test those who are having less than 75% attendance and undertaking should be submitted to class teacher stating that not repeat the same in future .
- Prior permission can give to take up the test based on medical grounds, participation in University/State / National / International level sports and cultural activities, seminars, workshops, paper presentation etc., of significant value.
- The basis for the calculation of attendance shall be the period prescribed by the University by its calendar of events.
- For Course/s having lecture and tutorial hours, attendance shall be with respect to 85 % of attendance in lecture hours and 85 % of attendance in tutorial hours.
- If the attendance requirement is not satisfied in any one of them, the candidate shall be considered as not satisfied the attendance condition.



- In case of late admission, approved by competent authority (DTE/VTU), to I semester, III semester (lateral entry scheme) of day college and III semester (lateral entry scheme) of Engineering Programme conducted during evening the attendance shall be reckoned from the date of admission
- The Course coordinator/class coordinator shall inform the students as well as their parents /guardians about the attendance status periodically. Students who are facing the shortage of attendance shall be mentored to make up the shortage. Principals shall also notify every month, the list of candidates who are under short of attendance.
- A candidate, who does not satisfy the attendance requirement (in one or more Courses) shall not be eligible to appear for the SEE of that semester and shall not be permitted to take admission to next higher semester. The candidate shall be required to repeat that semester during the subsequent year.

5. CONTINUOUS INTERNAL EVALUATION MARKS (CIE)

5.1. For 2017 scheme(UG)

- For each theory and practical paper, the CIE marks shall be 40.
- For Technical seminar, the CIE marks shall be 100.
- For Internship/ Professional Practice, the CIE marks shall be 50.
- For Project Phase –I and Project seminar and Project Phase –II, the CIE shall be 100 respectively.
- CIE Marks in each theory Course shall be the sum of marks prescribed for test and assignment.
- Marks prescribed for test shall be 30 and that for assignment is 10.
- The CIE marks for test in a theory Course shall be based on three tests generally conducted at the end of fifth, tenth and fourteenth week of each



semester. Each test shall be conducted for a maximum of 30 marks and the final marks shall be the average of three tests.

- The remaining 10 marks shall be awarded based on the evaluation of Assignments/Unit tests/written Quizzes that support to cover some of the Course/program outcomes.
- Final CIE marks awarded shall be the sum of these two out of maximum of 40 marks.
- In the case of a Practical, the CIE marks shall be based on the laboratory journals/ records (30 Marks on continuous evaluation based on conduct of experiment, viva and report writing) and one practical test (10 Marks) to be conducted at the end of the semester.

5.2. Master of Technology (M.Tech)

- For each theory and practical paper, the CIE marks shall be 20.
- For seminar, the CIE marks shall be 100.
- For Internship, the CIE marks shall be 50.
- For Project Phase –I and Project Phase –II the CIE marks shall be 50 respectively
- CIE Marks shall be based on
- Tests (for 10 Marks) and
- Assignments, Quiz, Simulation, Experimentation, Mini project, oral examination, field work etc., (for 10 Marks) conducted in respective courses.
- The CIE marks in a theory course, for 10 marks, shall be based on two tests covering the entire syllabus. An additional test may be conducted for the needy students to provide an opportunity to improve their CIE Marks before the end of the semester.
- The CIE marks shall be the average of the marks scored in at least two of the above tests.

6. For 2016 scheme (UG)



- There shall be a maximum of 20 Internal Assessment Marks in each theory or practical paper. For seminars, the Internal Assessment marks shall be 50.
- The Internal Assessment marks in a theory paper shall be based on two tests generally conducted at the end of 6th and 12th week of each semester.
- An additional test may be conducted for the desirous students before the end of the semester to give an opportunity to such students to improve their Internal Assessment Marks
- Average of the better marks obtained from any two tests shall be the Internal Assessment Marks for the relevant subject.
- If a student remains absent for all the Internal Assessment tests conducted, the Internal Assessment Marks shall be marked as AB for the subject against the University Seat Number (USN) of the student in the marks sheet submitted to the University by the Principal of the College.

6.1. For M.Tech

- For each theory and practical paper, the CIE marks shall be 20.
- For seminar, the CIE marks shall be 100.
- For Internship, the CIE marks shall be 50.
- For Project Phase –I and Project Phase –II the CIE marks shall be 50 respectively.
- CIE Marks shall be based on
 - a) Tests (for 10 Marks) and
 - b) Assignments, Quiz, Simulation, Experimentation, Mini project, oral examination, field work etc., (for 10 Marks) conducted in respective courses.
- The CIE marks in a theory course, for 10 marks, shall be based on two tests covering the entire syllabus. An additional test may be conducted for the needy students to provide an opportunity to improve their CIE Marks before the end of the semester.



- The CIE marks shall be the average of the marks scored in at least two of the above tests.
- The candidates shall write the Tests in Blue Book/s. The Blue book/s and other documents relating to award of CIE shall be preserved by the Principal / Head of the Department for at least six months after the announcement of University results and made available for verification at the directions of the Registrar (Evaluation).

6.2. Internship:

- The student shall undergo Internship for 16 weeks as per the Scheme of Teaching and Examination.1. The internship can be carried out in any industry/R&D Organization/Research Institute/Institute of repute.
- The Department/college shall nominate a faculty to facilitate, guide and supervise students under internship.
- The Internal Guide has to visit work place at least once during the student's internship.
- The students shall report the progress of the internship to the internal guide in regular intervals and seek his/her advise.
- The Internship shall be completed during the period specified in Scheme of Teaching and Examination.
- After completion of Internship, students shall submit a report to the Head of the Department with the approval of both internal and external guides.
- There will be 50 marks for CIE (Seminar: 25, Internship report: 25) and 50 marks for Viva – Voce conducted during SEE.
- The internal guide shall award the CIE marks for seminar and internship report after evaluation. He/she will also be the internal examiner for Viva – Voce conducted during SEE.
- The external guide from the industry has to be an examiner for the viva voce on Internship. Viva-Voce on internship shall be conducted at the college and the date of Viva-Voce shall be fixed in consultation with the external Guide.
- The Examiners shall jointly award the Viva - Voce marks.



7. Internal Squad:

- The Principal/COE shall appoint Flying Squad/s from among the teachers of the college, according to the need to ensure proper conduct of test and to curb malpractice at the Test hall.
- Each team may consist of not more than two members.
- The squad team shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination
- The Squad will not cause any kind of harassment either to the students or to any of the officials of the examination center.
- To observe the conduct of functionaries deployed for test. Any violation should be brought to the notice of the CoE.
- They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the test hall.
- To check that no unauthorized person is moving/present in the test hall. In case of suspicion, the identity of the person should immediately be checked and necessary action should be initiated
- Book the candidates under Malpractice, who are found in Malpractice and send such candidates out of test hall only after taking necessary undertaking and signature from the candidate.

8. MALPRACTICES:

Every student appearing for the test is liable to be charged with committing malpractice(s), if he/she is observed as committing any one or more of the following acts:

- Possession of electronic gadgets like mobile phone, programmable calculator, pen-drive or such other /storage device in the test hall.



- Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the test hall.
- Misbehavior with officials or any other kind of rude behavior in or near the Hall and using obscene or abusive language
- Copying from the material or matter or answer(s) of another student or from similar aid or assistance rendered by another student within the test hall.
- Receiving material from outside or inside the test hall, for the purpose of copying
- Attempting to write the test without possessing a valid ID card
- Having in one's possession any written matter on scribbling pad, calculator, palm, hand, leg or any other part of the body, hand-kerchief, clothing, socks, instrument box, identity card, hall ticket, scales etc.,
- Making any request of representation or offer of any threat for inducement or bribery to Room Superintendent and /or any other official for favors in the test hall.

8.1. INSTRUCTIONS TO CANDIDATES

- The candidate should write his/her seat number and other information like examination, semester, subject, subject code etc., against the space provided on the title page of the answer book.
 - No candidate shall be permitted to go toilet during the period of test.
 - The candidate should not take any books /Notes, Log table, Scribbling pads, cell phones, Programmable calculator or any kind of reference material into the test hall.



9.1. INTERNALS ASSESSMENT MARKS DISTRIBUTION WITH RESPECT TO CO'S

1st year internals assessment pattern (2018 Scheme)

(50Marks reduced to 30Marks+ 10Marks Assignment) 3- IA

Test/Cos	CO1	CO2	CO3	CO4	CO5
Test-1	30	20			
Test-2		10	30	10	
Test-3				20	30

2nd year internals assessment pattern (2017 scheme)

(30Marks+ 10Marks Assignment) 3- IA

Test/Cos	CO1	CO2	CO3	CO4	CO5
Test-1	20	10			
Test-2		10	20		
Test-3				15/20	15/20

3rd and 4th year internals assessment pattern (2015 scheme)

(15Marks+ 05Marks Assignment) 2- IA

(30 marks reduced to 15Marks)

Test/Cos	CO1	CO2	CO3	CO4	CO5
Test-1	12	12	6		
Test-2			6	12	12



10.1. Continuous Internal Evaluation (CIE) system at the institutional level:

- The evaluation of each course shall contain two parts : Internal or In Semester Assessment (IA) and External or End-Semester Assessment.
- There are three internal tests conducted.
- The schedules of internal assessments are communicated to students and faculty in the beginning of the semester through institute academic calendar which is prepared based on the university academic calendar.
- The internal exam time table is displayed on the notice board a week in advance.
- Questions are framed, such that they adhere to VTU standard. It follows the Bloom's Taxonomy and Outcome based Education in which CO's are attained.
- There are 5 Course Outcomes (CO's) for each subject. The first internal test question paper is prepared which covers two CO's, second internal test covers another two CO's, third internal test covers remaining one CO.
- The subject handling faculty prepares question Via QPDS in the college level that covers sufficient number of questions from each unit, covering all the topics.
- Department internal exam coordinator, under the guidance of HOD/COE, checks the standard of the question bank.
- Question papers are given to the internal exam coordinators of the department on the day of test, after approval from the Principal/COE.
- Internal exam coordinator ensures smooth conduction of test and proper valuation of internal books.
- Faculty prepares the answer key / Scheme of evaluation and it is documented with a copy of sample question paper for the future reference.
- After every internal exam, HOD's will Check the performed to ensure that the valuation is done according to Scheme prepared.



- The University has adopted Choice Based Credit System from 2014 in the curriculum. The syllabi are unitized according to the semester system of teaching. In CBCS scheme 15 marks are for internal test, 5 marks for assignments/class tests/seminars. In total 20 marks are for Internals and 80 marks are for externals.
- From the 2018 scheme 30 marks are for internal test, 10 marks for assignments/class tests/seminars. In total 40 marks are for Internals and 60 marks are for externals.
- Internal assessment tests and other measures taken to judge the performance of students is done fairly and in an effective manner.
- Students are allowed to go through the valued answer scripts of internal assessment tests and doubts regarding evaluation are cleared.
- Internal Test performances are intimated to the parents in 5 days and Parent Teachers Meeting is conducted within a 15days to discuss the performance of their ward.
- Whenever class tests, internal assessment tests are conducted the results of the students 'performance are used by the faculty to identify slow and advanced learners. Students are encouraged to improve their performance in future by counseling.
- Nearly 15-20 students are entrusted to each faculty member to be mentors and advisors of the students.
- The mentors sort out the personal issues, academic and non-academic problems of their mentees and provide counseling and guidance.



10.2. MECHANISM TO DEAL WITH EXAMINATION RELATED GRIEVANCES IS TRANSPARENT, TIME-BOUND AND EFFICIENT

College level:

At the college level, an examination committee, comprising of a controller of examination, senior faculty and other teaching staff as members, is constituted to handle the issues regarding evaluation process.

- The college follows strictly the guidelines and rules issued by the affiliating university while conducting internals and semester-end examinations.
- Two/Three internal assessment tests are given during each semester,
- Time table for which is prepared well in advance and communicated to the students earlier.
- Seating plan and table marking is followed even for internal assessment tests and it is displayed on the notice board along with the internal assessment time table.
- After internal assessment, answer books are shown to all students, The internal marks of the students are then displayed on the notice board to ensure transparency in evaluation.
- All departments help the students to approach for general and personal grievances with respect to internal assessment.
- The Head of the department primarily redress all grievances about evaluation, including the internal assessment marks awarded to the students. In case of dissatisfaction, the same is put before the exam committee. The committee appointed by the principal looks after such grievances and redress the same.
- After preparing the final assessments report it is shown to the students, if any grievances are there it can be resolved immediately and



submitted by the concerned faculty to the department, the copy of the same is uploaded in the VTU at the end of semester.

- The institution provides a student handbook with detailed information about the Evaluation System and redressal of grievances of the students regarding evaluation.

University level:

University Examination related issues are communicated through Principal who is the Chief Superintendent of Examinations and University level committee shall process grievance(s) submitted by the students within a stipulated period.

- The student has the right to apply for re-totaling, photo copy of the answer script and revaluation. The University provides the photocopy of answer books to students on demand. After receiving own answer-sheet if student wants he/she can apply for revaluation of answer book. In addition, follow up is kept with the University until the grievance is settled.
- In order to maintain transparency, students can apply for photo copy of their answer script and they may decide on re-valuation/re-totaling and re-evaluated marks can be obtained during the announcement of revaluation results of the same semester.
- Any grievances related to university question paper like out of syllabus, after making an analysis by the subject handling faculties with Department Head in turn he precedes the same to the university immediately through Principal/Chief-Superintendent of Examination.
- Repeated questions, improper split of marks, missing data, marks missed and wrong question number during semester exams are reported to the principal in turn communicated to the Registrar evaluation of the affiliated university.



- University decision or information after resolving the grievances is intimated immediately to the Principal. It is also conveyed to the students through Examination in charge.
- The following are the some of the discrepancies in the affiliated University Examination for which letters have been (through online and Hardcopy) forwarded through the Head of the institute/Chief Superintendent of the college to the Registrar (Evaluation):
 - Change of subject code in the student hall ticket.
 - When results of the students are withheld.
 - Subject code missing in the student hall ticket.
 - If two different arrear papers/regular papers appear on the same date to the same student.
 - Out of syllabus in the question papers and discrepancy.
 - If the students who are present in the examination are marked absent and vice versa.
- Separate provision made to write examinations those who have met with an accident related issues and physically handicapped with the prior permission of the Registrar Evaluation of affiliated university.
- If the students indulge in any kind of malpractices, severe action is taken by the exam cell after discussing the matter with the Chief Superintendent.
- The letters related to examination grievances are sent to the Principal/Controller of Examinations, immediately, hence, the grievances are dealt in a time-bound manner efficiently by the Examination Cell.
- Strict instruction is given to students to maintain punctuality and identity cards of the students are checked at the entrance of the exam hall. Students are prohibited from taking their mobile phones inside the exam hall.



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EXAMINATION SECTION

- As soon as the results of the University Examinations are announced, cross-checking is done by the Examination Cell to assure that the grievanceredressal has been carried out in an effective manner; if not, a exam section take a initiation to follow it up.



VISION

To be a premier institute for addressing the challenges in global perspective

MISSION

- M1. Nurture students with professional and ethical outlook to identify needs, analyze, design and innovate sustainable solutions through lifelong learning in service of society as individual or a team.
- M2. Establish State of the Art Laboratories and Information Resource centre for education and research.
- M3. Collaborate with Industry, Government Organization and Society to align the curriculum and outreach activities