



POORNIMA

Institute of Engineering & Technology

PIET Examination Policy

@



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA





POLICY FOR INTERNAL EXAMINATION & EVALUATION OF ANSWER BOOKS

1. Mandatory Requirement of Attendance

As per Rajasthan Technical University (RTU) notification in general a minimum of 75% attendance is compulsory for students to become eligible for appearing in University (End Term Examinations) and Internal Assessments (IAs) for all theory subjects. The students are therefore advised in their own interest to be regular in theory, practical and tutorial classes' right from the start of the semester. Institute Issues advisory time and again to all the students.

2. Eligibility for Appearing in Internal Assessments (IAs)

As per RTU Choice Based Credit System (CBCS) guidelines dated 24-12-2020 there are Internal Assessment (IA) and End Term Examination (ETE) components for all theory subjects. The external examination has 70% weightage and internal assessment has 30% weightage. For all credit courses the internal assessment component is further divided into the following three components – I midterm examination, II midterm examination and Class tests/ Assignments/ Presentation. For Practical Assessment, the external examination has 40% weightage and internal assessment has 60% weightage.

A student should have a total of 75% attendance put together in all theory courses, tutorials and laboratory courses, in order to appear in 1st and 2nd midterm examinations. Students having less than 75% attendance shall be debarred from appearing in midterm examinations as per the decision taken by the Principal/ Director office from time to time.

3. Eligibility for Appearing In University End Term Examinations

The overall attendance for appearing in University End Term Examinations has to be, as per norms set by the University.

4. Consideration of Bonus Attendance

Students may apply for bonus attendance on account of their participation in seminar/ conferences/ competitions/ industrial visits/ workshops or similar activities held at outside of the college. Student must get the approval from the respective department to attend any such activity and must submit the proof of the same with a brief report. The office of the Chief Proctor in consultation with the Principal will award bonus attendance to the student as per the college policy of respective session



5. Examination Scheme of the Institute

The examination scheme of the Institute is based on the guidelines, of the affiliating University (RTU); which consist of internal and external examination in theory and practical exams. The Institute evaluates the internal & external marks as per the following criteria:

- The internal marks of theory exam carry 30% and external/end-term marks carry 70% of total marks.
- The internal marks of practical exam carry 60% and external/end-term marks carry 40% of total marks.
- Student has to secure 40% marks in internal and external exams otherwise he/she will get failed.

The detailed examination scheme of the institute for internal external assessment is as follow:

- **Theory Internal Examination Assessment:**

The institute conducts two mid-term exams of all the subjects each of 60 marks. The third component of internal theory exam i.e. Class tests/ Assignments/ Presentation consists of 60 marks for each subject. The average of all three components marks is calculated and converts into 30% components of the total marks allotted.

- **Practical Internal Examination Assessment:**

Internal assessment of lab courses is conducted through two midterm practical exams, day to day performance of all the experiments is assessed which includes performance of experiment, viva-voce, regularity and lab record submission. The 60 % component of the practical exams for Internal Assessment is distributed as follow:

- Lab performance 50%
- Attendance 17%
- Mid-Term assessments (Average of I and II Midterm examinations) 33%
- The internal practical exams are evaluated by the internal examiner of the institute.

- **Practical External Examination (End-Term) Assessment:**

At the end of semester, external practical exams are scheduled and conducted by the institute as per RTU, Kota academic calendar. The 40% component of the practical exams is distributed as follow:

- Practical implementation and written work 75%
- Viva-voce 25%

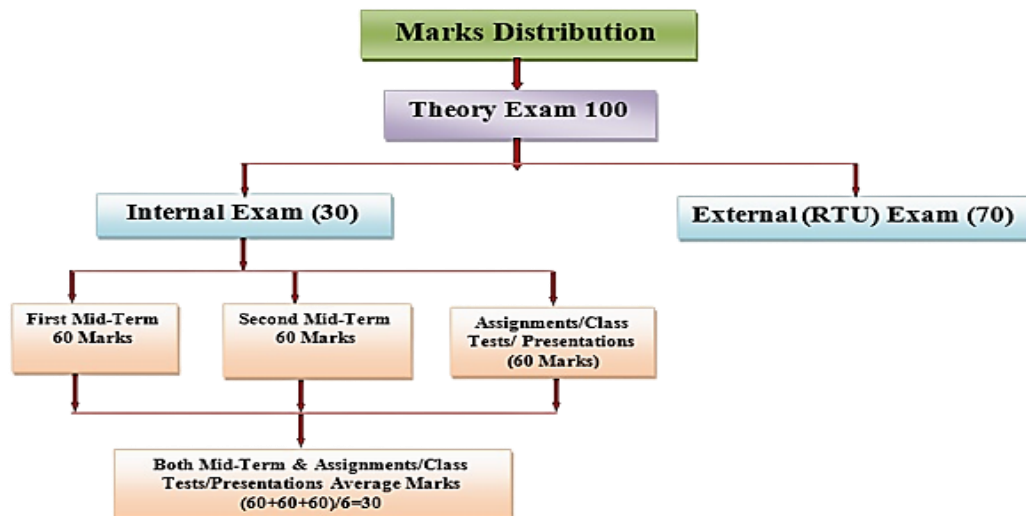


The external practical exams are evaluated by the external examiner; who is appointed by the Institute. All externals are invited from NITs/IITs or NBA/ NAAC accredited colleges.

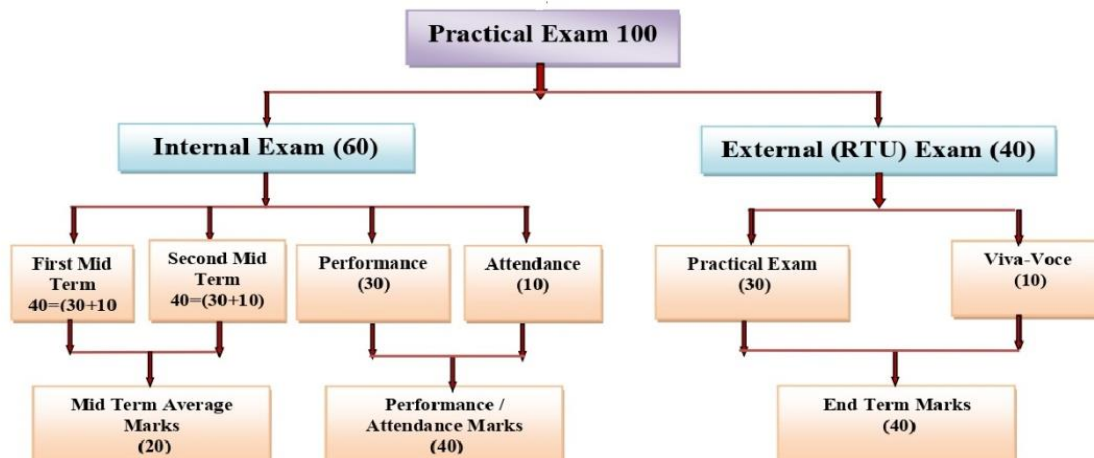
- **Theory External Examination (End-Term) Assessment:**

The 70% component of theory examination is conducted by the Affiliating University at allocated examination center. The answer sheets of the theory exams are evaluated by the examiner; who is appointed by the Rajasthan Technical University (Affiliating University).

MARKS DISTRIBUTION FOR THEORY EXAMINATION



MARKS DISTRIBUTION FOR PRACTICAL EXAMINATION





6. Course Examination and Evaluation

A student shall be evaluated for his/her academic performance in a course through tutorials, practical, assignments, field work/ industrial training, seminars, project work, practical sessional, midterm examination and end-term examinations.

The faculty member / HoD will ensure the coverage of all the contents of a course taught during the semester. In general 1st midterm question paper shall cover 60% units/ sections of the course. The faculty member will prepare the complete course file according to the outcome based education (OBE) system and will have the following documents.

- Course objectives and course outcomes (COs)
- Mapping of COs with Program Outcomes (POs) and Program Specific Outcomes (PSOs)
Lecture wise break-up of syllabus covered during semester (course plan)
- Zero lecture
- Tutorial sheets/ assignment sheets (with model answer sheets)
- Question papers of midterm/ quizzes/ open book tests/ assignments
- Continuous assessment of practical/ projects
- Student wise details of marks
- Attainment calculation sheets for internal (midterms/ OBTs, assignments, quizzes etc.) and external examination marks as per outcome based education system.
- Student wise attendance record

Process of Internal Examination (mid-terms) Question Paper Setting

The faculty member is responsible for setting the question paper. In case of exigency/emergency, HOD will decide the examiner for the setting of the question paper and for the evaluation of answer books. While setting the question papers faculty member/examiner will consider the following points.

- Number of questions in the mid-term paper should be as per RTU subject credit.
- Midterm examination question paper will be set in accordance to the external (RTU) examination policy. The question paper will have three sections A, B & C. The section A covers understanding and basic application of subject knowledge, section B covers analytical and problem solving ability and section C covers descriptive and problem solving abilities.
- Question paper is prepared with relevance to the defined course outcomes (CO). Each question or its part is mapped with COs, POs & PSOs.
- Finally the question paper is checked by department moderation committee nominated by HOD to ensure proper implementation of guidelines.



Process of Evaluation of Answer Books/ Industrial/ Field Work/ Practical Training/ Project Work

- The process of answer books evaluation of internal examination will be handled at aspecifically notified centralized place in the college campus.
- The graded answer books of First Mid Term Examination/ open book tests/ quizzes/ periodical tests will be shown to the students within one week (in general) of the conduction of the examination. In case of discrepancies, if any, as may be pointed out by any student may be rectified by the respective faculty member under the supervision of the HOD and thereafter the result may be finalized.
- The industrial/ field/ practical training shall be evaluated through the quality of work carried out, the report submissions, the contents and presentations in the particular semester. The evaluation and award of grades for field/ practical training shall be done bythe department coordinator nominated by HOD.
- The major B.Tech. Project shall be evaluated through quality of work carried out, project report, presentation and the question answer/ viva-voce examinations. The evaluation and award of final grades for major project work shall be done by the committee consisting ofat least the following:
 - Project coordinator (s)
 - Internal examiner (s) nominated by HOD
 - Supervisor (s)

Process of Showing 1st Mid Term Answer Books to Students and Revaluation System

- Answer books must be checked within the stipulated time period and the award list must be submitted to the exam cell.
- Answer books must be shown to students only after submission of an award list to the exam cell by the respective faculty members. No Faculty member is authorized to make any changes in the marks already awarded, while showing the answer books to students.
- Students can apply for checking of unchecked / unmarked questions and re-totaling of answer books in the prescribed application form for the same. This revaluation form will be made available to students by the examination section on demand.
- The HODs will submit the corrected/new award list (new award list must be prepared if the number of corrections are more than 10% and to be submitted along with old award list) to examination cell with his/her approval on the back side of award list.
- The file containing semester wise award lists of all classes must be submitted to the secrecy cell for preparation of results.
- The remaining process for entering the marks in learning management system will remain the same.



SCALE OF CHARGES TO CONDUCT EXAMINATIONS A] UNIVERSITY & B] NON-UNIVERSITY.

A. University Exams:

Scale of charges to conduct University Examination is governed by scales stipulated in the University Examination Manual. The stipulation of manual to raise bill and to release payment to staff on duty as well as additional features approved by Management Board is detailed as below:

Type of Charges	Scale			
Center Charges including arrangement of Cold Water during summer, fans/drawing sheets/graphs etc.	University will pay charges @ INR5.00 per student, 80% which will be booked to Logistic Charges and remaining 20% to Staff Welfare Fund.			
Honorarium (If scheduled examination session is of more than four hours, the invigilators will be paid for two sessions) (The charges will be claimed from the university & paid to Staff.)	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
	C.S.	INR 220.00	INR 330.00	INR 440.00
	A.C.S.	INR 165.00	INR 250.00	INR 330.00
	D.C.S.	INR 130.00	INR 220.00	INR 275.00
	R.S.	INR 110.00	INR 155.00	INR 230.00
	R.O.	INR 110.00	INR 155.00	INR 230.00
Payment to Other Staff (The charges will be claimed from the university & paid to Staff.)	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
	Ministerial Staff	INR 60.00	INR 120.00	INR 180.00
	Daftri	INR 50.00	INR 100.00	INR 150.00
	Peon	INR 50.00	INR 100.00	INR 150.00
	Electrician, Plumber Chowkidar	INR 45.00	INR 90.00	INR 120.00
	Sweeper	INR 40.00	INR 60.00	INR 80.00
Additional Payment (The charges will be claimed from the university & paid to Staff.)	CS,ACS,DCS,RS and/or will be entitled to claim one day before commencement of examination and one day after completion of examination in addition to the actual days of examination.			



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

- Though there is no provision of additional OD, the management is pleased to grant OD of ½ Day for one session & full day for two or more sessions, if any University Examination is held on Sunday or Holiday.
- If any examination session is not more than two hours, the duty staff will be entitled @ 50% rate. Similarly, if the examination session is more than four hours, payment shall be for two sessions.
- If examination is to be conducted without charging to the Examination Conducting Authority, the duty staff will not be entitled for any payment.
- University Examination is part of the essential duty of each faculty and staff.

B. Non-University Exams:

Payment of charges to conduct non-university examinations normally does not have any laid down guidelines. For such examinations, the guidelines approved by Management Board are detailed as below:

Type of Charges	Scale			
Center Charges including arrangement of Cold Water during summer, fans / drawing sheets/graphs etc. and Power Back-up with UPS and Generate Set & others.	The Examination Conducting Organization will pay Charges at scale of INR 50.00 per student for minimum 500 students or as agreed with counterpart. The amount to be booked to a) Payment to staff as per scales mentioned hereinafter, b) Taxes as per actual, c) Generator charges @ 50 liters per hour d) 35% towards Logistic Charges and e) remaining to Staff Welfare Fund.			
Honorarium to conduct duties	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
	C.S.	INR 500.00	INR 1000.00	INR 1500.00
	A.C.S.	INR 400.00	INR 800.00	INR 1200.00
	D.C.S.	INR 300.00	INR 600.00	INR 900.00
	R.S.	INR 250.00	INR 500.00	INR 750.00
	R.O.	INR 200.00	INR 400.00	INR 600.00



Payment to Other Staff to conduct duties	Level of Staff	Per Day of 1 Session of 4 hrs. each	Per Day of 2 Session of 4 hrs. each	Per Day of 3 Session of 4 hrs. each
	Ministerial Staff	INR 100.00	INR 200.00	INR 300.00
	Daftri	INR 100.00	INR 200.00	INR 300.00
	Peon	INR 80.00	INR 160.00	INR 250.00
	Electrician, Plumber Chowkidar	INR 80.00	INR 160.00	INR 250.00
	Sweeper	INR 60.00	INR 120.00	INR 180.00

Additional Payment	INR 100 per day as conveyance charges are payable in additional honorarium to all mentioned under Sr. no. 2 above. Similarly, INR 70 per day as conveyance charges are payable in additional payment to all mentioned under Sr. no. 3 above. This will be payable in lieu of the transport facility, if not made available by the college.
--------------------	--

- The above Scales will be applicable, if such examinations are conducted on Sunday or on Holiday. If examination is conducted on weekdays, the duty staff will be entitled @ 50% rates mentioned above.
- No OD will be granted to conduct such examinations on week days or Sunday or Holiday.
- If any scheduled examination session is of not more than two hours, the duty staff will be entitled @ 25% rate.
- If examination is to be conducted without charging to the Examination Conducting Authority, the duty staff will not be entitled for any payment on weekdays.
- Such non-University Examination is part of the duty of each faculty and staff.

These guidelines come in force with immediate effect and shall be followed meticulously.

END OF TERM EXAMINATION POLICY:-

Background: Even if RTU has allowed affiliated institutions to carry out end of term practical examinations with internal examiners, Poornima Group has decided to invite external examiners for all its end of term examinations. Following decisions have been taken by management in light of prevailing market requirements about remuneration and other facilities.



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA

- 1) Remuneration for all External Examiners for B. Tech. I, II, III & IV Year (Even Sem.) End of Term Practical Examinations will be as under
 - a) Examiner from MNIT/ IIT or equivalent – INR 25 per student + INR 500 against Travel charges.
 - b) Examiner from NAAC A & above / NBA accredited / Institutions ranked above Poornima in QIV – INR 20 per student + INR 400 against Travel charges.
 - c) Examiner from JIET Group of Institution – INR 20 per student + Local Hospitality (including arrangement for lodging & boarding) + Local Transport.
 - d) Examiner from Poornima Group – No remuneration but OD to be considered.
- 2) Payment of remuneration as per above norms is irrespective of whether the University reimburses the same to our institution or not.
- 3) The payment to the Examiners will be made in cash / cheque at the end of the exam.
- 4) All External examiners will have to devote required time and effectively conduct the exam in an efficient manner.
- 5) A one page report will be submitted by the External Examiner in prescribed format for internal use with comments and suggestions/recommendations for any improvements as per the format given below. The Secrecy Cell will ensure submission of such a report at the time of making payment. Separate reports will be submitted for each individual practical / Sessional exam. The report will be confidential and will be prepared in the chamber of Principal / Head of Institution strictly without any involvement of an internal examiner.
- 6) It will be the responsibility of external examiners to arrange their own transport.
- 7) No external examiner will be invited from outside Jaipur except that from JIET Group of institutions, Jodhpur.
- 8) All End of Term Practical Examinations (Back) will be carried out along with main examinations for subjects which remain the same.
- 9) In case of changed subjects / changed syllabus the exam will be conducted as per time table prepared by Exam Cell. The External Examiner for this exam will be preferably drawn from member institutions of Poornima Group only and in any case they will not be from the same institution.
- 10) All Internal Examiners must ensure that no unauthorized staff / faculty member is allowed in the Lab / Examination Room during the End of Term Practical Exam. In case of violation of this rule the internal examiner may directly inform the Principal / Head of the Institution for immediate necessary action.



LIST OF EXAMINATION FORMATS

(Can be procured from respective examination & secrecy offices)

Format Number	Description
X1	Format of confidential report by external examiner for MSE & ESE
X2	Examination Feedback form by Teaching Faculty
X3	Question Paper format for Mid Semester Examination
X4	Subject Expert Feedback for ESE Paper Grievances
X5	Short points to note for Invigilator
X6	Duties & responsibilities of room superintendent
X7	Instruction for Candidates for MSE & ESE Theory Examinations
X8	Absent Statement
X9	Invigilator Statement
X10	Re-evaluation of 1 st Midterm Examination



ANNEXURE

Date- 08 April, 2020

Guidelines and Instructions for ONLINE MID TERM EXAMINATIONS due to COVID-19 for the academic session 2019-20

Due to COVID-19 Pandemic situation, Poornima Institute of Engineering and Technology, Jaipur is conducting examination of B. Tech. III/IV Year VI/VIII semester second mid-term examination of session 2019-20 in the form of an Online Examination via Microsoft (MS) Teams/ Google Classroom platform as per the guidelines received from RTU, Kota dated 06 April, 2020.

Instruction for Question Paper Setting

1. Mid-term examinations would be based on Open Book Test (OBT) module. As it is an open book exam, the student is permitted to use any relevant study material (books/notes) for answering the questions.
2. In the online examination, theory question paper would be divided into three parts as part A, B and C covering the syllabus decided for second mid-term. The question paper would be of 50 marks (which will be scaled down to the requisite marks). The pattern of the question paper would be descriptive type with no internal choice.
 - a. **Part A** contains 5 questions of 2 marks each. (Short Answer Questions)
 - b. **Part B** contains 1 question of 10 marks. (Analytical/ Problem Solving Question)
 - c. **Part C** contains 2 questions of 15 marks each. (Descriptive/ Analytical/ Problem Solving Questions)
3. To avoid mal-practices, each teacher teaching a particular subject would be required to prepare four sets of the question paper of the subject taught by him/her and there will be no repetition of questions (as per RTU guidelines forwarded earlier) of each subject from the subject teachers.
4. All faculty members are supposed to mail their set of papers to Secrecy Officer, PIET in due time.
5. Paper selection committee including Secrecy Officer is supposed to finalize the paper submitted by faculty members and shall email it to concerned faculties before one day of the scheduled exam date as per time table.

All faculty members and students are requested to follow the guidelines given below and support to conduct the Examinations smoothly.



Guidelines for the faculty regarding Midterm Examination (Theory & Lab)

1. All the faculty members conducting exam via Microsoft (MS) Teams/ Google Classroom have to schedule their theory and lab quiz exam in their respective Subject Channel of particular teams of the section or on Google classroom respectively.
2. Final Set of Question papers would be provided by the Head of Departments before one day of the scheduled exam date.
3. All the Faculty members ensure that the final set of question papers is to be scheduled on the MS Teams/ Google classroom before one day of exam as per the time table (5 minutes before the scheduled time) and submission of answer sheet in due time as per time table.
4. All the faculty members are supposed to submit the attendance sheet of their subject on the same day after completion of the exam within half an hour.
5. Hard copy of answer books and award sheet duly signed by the examiner shall be submitted to Principal after the lock down is over and normal working is restored.
6. All students entitled for I mid-term shall be eligible to take second mid-term in online mode, however, improvement test for back students may be conducted later offline in view of pending activity of exam form filling.
7. Do not allow students to send Answer Sheets through WhatsApp.

Guidelines for the students regarding Midterm Examination (Theory)

1. Mode of Examination would be in the form of an Online Examination using the web-service of 'MS Teams'/ Google Classroom, wherein Question papers are shared. Students are supposed to answer the same on pen and paper.
2. Total 2 hours of time would be given for each theory exam; 90 minutes for answering the question paper and an additional 30 minutes will be given to the student for Uploading of Answer-sheets written in his/her own hand-writing, in the pdf format, on the MS Teams/ Google classroom.
3. The answer-sheets uploaded after the specified time duration shall be rejected and not be evaluated by the examiner.
4. It is an open book exam and the student is permitted to use any relevant study material (books/notes) for answering the questions within the specified time duration. Students are not supposed to share answers with their friends.
5. Write your Name, Registration Number, Subject Name, Section, Page Number on top of every page of your answer sheet.
6. Students are strictly advised to submit their pdf file name as e.g. Student Name_Subject



Guidelines for the students regarding Midterm Examination (Practical)

1. Practical Exam Consist of Quiz and Viva.
2. Duration of Quiz is 30 minutes and 30 multiple choice questions would be provided. There is no negative marking.
3. The Google Quiz submitted after the specified time duration shall be rejected and not be evaluated by the examiner
4. Viva would be conducted for each batch in 90 minutes as per slot allotted in the time table.
5. Viva would be conducted through MS Teams/ Google Meet. It would be conducted in batch mode so all students of a particular batch shall join the meeting at specified time according to the time table
6. Viva would be conducted in a group of four students at a time with CAMERA ON phase, if possible.
7. Examination would be evaluated for 50 marks out of which 30 marks of Quiz and 20 marks of viva would be awarded.
8. It is mandatory for students to attend Viva and submit the quiz in a specified time duration.

Guidelines for the Examiner regarding Final Year Project Evaluation

1. Each Team will be given 20 minutes for presentation, demonstration & viva (online).
2. Meetings will be scheduled by respective project guides accordingly on Google Meet. Invitation will be sent to only those teams which will be participating in viva for that duration. In one meeting 3-4 teams can participate
3. Meeting time distribution for each team would be as follows:
 - a. Time duration of 20 minutes will be distributed for PPT Presentation, Project Demonstration and Viva.
 - b. Approximately 15 minutes for presentation and 5 minutes for Query session.
4. During meeting each team has to present their project by PPT as well as they need to showcase project by demonstration, if required.
5. Only one team member will share his/her screen to show complete presentation.
6. Each team member has to give presentation according to his/her turn decided by scrum master.
7. During meeting project guide has to make recording.
8. Marks distribution would be as follows-

Content	Presentation Skills	Query	Video of Project	Flex	Total
15 Marks	15 Marks	10 Marks	5 Marks	5 Marks	50 Marks



Content:

- Subject of the project/problem shall be well explained, motivated and put into context.
- It should include original results and relevant material.
- Student should have a good understanding of their material and display a depth of knowledge about their subject.
- It should include good literature review.

Query: Student should be able to give reasonable, accurate and thoughtful answers to questions.

Presentation skills: The presentation of all modules/sprint backlogs should be well organised.

Video & flex: Marks shall be given on the basis of submitted documents and project demonstration video (Teams are not supposed to show them at the time of viva).

9. All members of project will join the meeting as per schedule.
10. Before scheduling meeting for Project Examination, all Project Guides must ensure complete submission of all the components. Failure of submission of any component must not allow them to appear in examination.
11. Examiners are supposed to fill the marks in evaluation sheet and submit it as soon as he/she complete the examination process as per schedule.

Important Note- These Guidelines would also be applicable for the second mid-term examination of B. Tech. IV and II semester of session 2019-20, if the same examinations have to be conducted through online mode.



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA



POORNIMA INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota. Approved by AICTE & UGC under 2(f). Accredited by NAAC and NBA

ISI-2, Poornima Marg, RIICO Institutional area, Sitapura, Jaipur, Rajasthan-302022