



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution approved by RTU, AICTE & UGC • NAAC 'A' Accredited

ACADEMIC AND EXAMINATION POLICY
OF
POORNIMA INSTITUTE OF ENGINEERING AND
TECHNOLOGY, JAIPUR
(AN AUTONOMOUS INSTITUTION)



Session 2025-26

(For Batch 2025-29 onwards)



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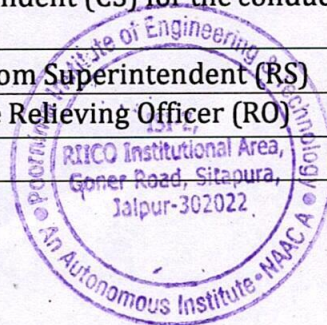
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1. INTRODUCTION

Preamble

Poornima Institute of Engineering and Technology (PIET), Jaipur is a premier engineering institution established in the year 2007 under the aegis of the renowned Poornima Foundation. The institute has emerged as a centre of academic excellence in technical education, innovation, and research. Recognized for its quality education and infrastructure, PIET has been accredited with an 'A' Grade by the National Assessment and Accreditation Council (NAAC), reflecting its commitment to academic rigor and institutional integrity.

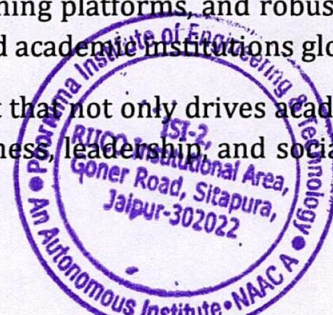
PIET is an autonomous undergraduate engineering college affiliated with Rajasthan Technical University (RTU), Kota, and approved by the All-India Council for Technical Education (AICTE), New Delhi. As an autonomous institution, PIET enjoys the academic freedom to frame its own syllabus, implement innovative teaching-learning practices, and conduct independent assessments, while the degrees are awarded by RTU.

The institute offers a wide range of contemporary undergraduate programs aimed at addressing the current and future demands of the engineering and technology sectors. The programs offered during 2025-26 include:

- **B.Tech. Computer Engineering**
- **B.Tech. Artificial Intelligence and Data Science**
- **B.Tech. Computer Science and Engineering (Artificial Intelligence)**
- **B.Tech. Computer Science and Engineering (Data Science)**
- **B.Tech. Computer Science and Engineering (Indian Language)**
- **B.Tech. Computer Science and Engineering (Internet of Things)**
- **B.Tech. Electrical Engineering**
- **B.Tech. Electronics and Communication Engineering**

Poornima Institute of Engineering and Technology (PIET) is committed to nurturing competent, innovative, and socially responsible technocrats who are equipped to meet the dynamic and evolving demands of industry, research, and society at large. The institute emphasizes a curriculum meticulously aligned with NEP 2020 guidelines, reinforced by industry-relevant programs, skill-based training, and initiatives that support the holistic development of students. PIET fosters a vibrant academic ecosystem, underpinned by highly qualified and experienced faculty, cutting-edge infrastructure, advanced laboratories, modern digital learning platforms, and robust collaborations with leading industry partners, research organizations, and academic institutions globally.

The vision of the institution is to cultivate an environment that not only drives academic excellence but also fosters critical thinking, creativity, ethical awareness, leadership, and social responsibility





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among students. By integrating experiential learning, project-based assignments, interdisciplinary programs, and research-driven initiatives, PIET ensures that students acquire both in-depth theoretical knowledge and practical skills essential for professional success and meaningful societal contribution.

This document lays down a comprehensive and structured framework for academic and examination regulations at PIET. It is intended to promote transparency, accountability, efficiency, and continuous quality enhancement across all institutional processes. The regulations are meticulously aligned with NEP 2020 principles, supporting innovative pedagogy, research and innovation excellence, experiential learning, professional and entrepreneurial skill development, and the holistic growth of students. Furthermore, the framework emphasizes active stakeholder engagement, systematic feedback mechanisms, and sustainable institutional practices, thereby reinforcing PIET's commitment to building a resilient, future-ready, and socially responsible academic community.

Vision:

To create knowledge-based society with scientific temper through cutting-edge technologies, innovative research and to become valuable resource for enriching mankind.

Mission:

- To provide an environment that will enable students and faculty members to be skilled in creation and implementation of new ideas.
- To provide platform to improve questioning, observing, testing, analyzing and communication skills.
- To provide qualitative education and generate new knowledge with integration of emerging technologies and research.
- To practice and promote high standard of potential ethics, transparency and accountability.

Our values

Our excellence is derived from a persistent commitment to hard work, diligence, perseverance, and consistency in the pursuit of the highest quality in whatever we do.

- **Collaboration:** The high level of collaboration is established and valued at multiple levels including teaching -learning process, work relationships, research work, scholarships, industry support services etc.
- **Integrity:** An uncompromising commitment to honesty and fairness underlies in executing all academic and non-academic activities.
- **Innovation:** Valuing and supporting each other in taking risks and striving for creating the economic and societal values for innovations.

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- **Respect:** Respecting each other in an environment by valuing, considering, and influencing others with the 'feelings and perspectives.
- **Responsibility:** Taking responsibilities and striving for delivering the tasks in the best possible manner for the appraisal

2. SHORT TITLE & COMMENCEMENT

These regulations shall be called the "Academic and Examination Policy 2025" for the Under Graduate (UG) and Post graduate (PG) degree program under the academic jurisdiction of the Academic Council of Poornima Institute of Engineering and Technology (PIET), Jaipur (An Autonomous Institute affiliated to RTU, Kota).

These regulations shall come into effect from the date of their formal adoption by the Academic Council of Poornima Institute of Engineering and Technology (PIET) and shall remain binding on all stakeholders of the institute. They shall continue to be in force until duly amended, revised, or replaced by subsequent resolutions or directives issued by the Academic Council, ensuring continued alignment with institutional objectives and NEP 2020 guidelines.

3. GOVERNANCE OF ACADEMIC AUTONOMY

Poornima Institute of Engineering and Technology (PIET), Jaipur an autonomous institute affiliated to Rajasthan Technical University (RTU), Kota is empowered to constitute its own statutory bodies to ensure academic, administrative, and financial autonomy, in accordance with the guidelines prescribed by the University Grants Commission (UGC) and the Specification of Degrees, 2014, as amended from time to time.

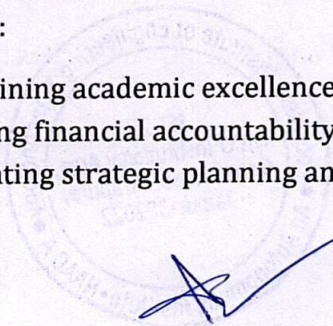
The following statutory bodies are responsible for the design, implementation, and continuous revision of academic programs and policies, in alignment with RTU and UGC guidelines.

Composition of Statutory Bodies as per RTU & UGC Guidelines:

- Board of Governance
- Academic Council
- Board of Studies (BoS)
- Finance Committee

These bodies function in accordance with the UGC Regulations for Autonomous Colleges and play a pivotal role in:

- Maintaining academic excellence
- Ensuring financial accountability and transparency
- Facilitating strategic planning and development to enhance the quality of higher education.



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Table1: Constitution of Board of Governance:

S. No.	Number	Category	Nature
1	5 Members one of them to be Chairperson	Management	Nominated by the Parent Body as per its constitution or bye-laws
2	2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
3	1 Member	Administrative Staff of the College	Administrative Officer/Senior administrative staff
4	1 Member	Educationist or industrialist	Nominated by the management
5	1 Member	State Government nominee	State Government official of Directorate of Higher Education/State Council of Higher Education
6	1 Member	Nominee of Rajasthan Technical University, Kota	Nominated by the Rajasthan Technical University, Kota as representative of Hon;ble Vice Chancellor
7	1 Member	Principal of College	Member Secretary

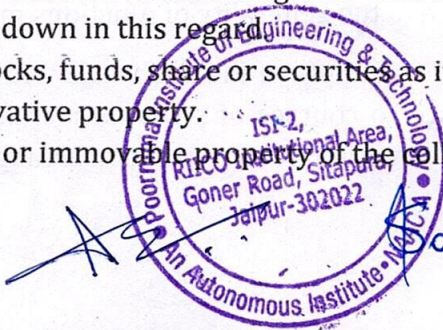
Term: The Board of Governors has been constituted every two years.

Meeting: The Governing Body will meet at least twice a year.

Functions: The Governing Body shall have powers to:

1. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
2. Approval of new programs of study leading to degrees and/or diplomas.
3. Lay down service conditions, emoluments and travelling allowance for the teaching and non-teaching staff in the college.
4. Lay down procedure for selection/recruitment of teaching, non-teaching staff and to appoint the same in the college.
5. Regulate and enforce discipline among members of teaching and non-teaching staff in accordance with the rules/procedures laid down in this regard.
6. Invest any fund belonging to the college stocks, funds, share or securities as it shall from time to time, think fit or in the purchase of innovative property.
7. Transfer or accept transfer of any movable or immovable property of the college.

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8. After obtaining advice of the Finance Committee shall fix the fees and other charges payable by the students of the college on the recommendation of academic council.
9. Entertain adjudicate upon and if thought fit constitute a committee for advice to redress the grievance of the members of the college.
10. For smooth functioning delegate administrative and financial power to the principal and other functionaries in the college.
11. Accept engagement for specific purpose.
12. Approve annual report of the college.
13. Institute committees as may be necessary for the proper development and fulfilment of the objectives for which the college has been declared autonomous.
14. The decision of the Academic Council constituted under the preceding statute on academic matter shall generally be implemented by the Managing Body of the college on which there shall be representative of the university.

Table 2: Constitution of Academic Council

S. No.	Category	Nominated by	Nature
1	Chairman, Academic Council	Ex-Officio	The principal
2	Member	Institute	All Heads of Departments
3	Member	Institute	Four Teachers of the Autonomous College Representing different categories
4	Member	Board of Governors	Four experts/academicians from outside the College representing such areas as Industry, Engineering, Sciences, etc
5	Member	Nominees of the University	Three nominees of the University
6	Member Secretary	Principal	Faculty Member

Term: The term of nominated members shall be Three years.

Meeting: The Academic Council will meet at least twice a year.

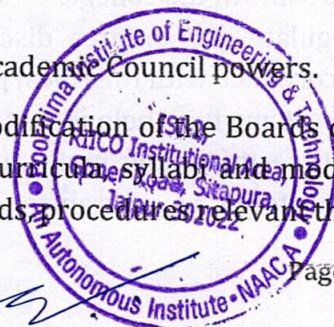
Functions of the Academic Council:

Without prejudice to the generality of functions mentioned the Academic Council powers.

1. Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curriculum, syllab and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc,

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provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

2. Make regulations regarding the admission of students to different programs of study in the college keeping in view the policy of the Government.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body proposals for the institution of new programs of study.
5. Recommend to the Governing Body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on matters pertaining to academic affairs.
7. Perform such other functions as may be assigned by the Governing Body.

A. Constitution of Board of Study (BoS):

The Board of Studies is the foundational academic body within each department of an autonomous college. It is responsible for designing, reviewing, and enhancing the curriculum to ensure academic excellence, relevance, and industry alignment.

Table3: Composition of the Board of Studies:

S. No.	Designation	Nominating/Approving Authority
1	Head of the Department concerned (Chairperson)	Ex-Officio
2	The entire faculty of each specialization	Ex-Officio
3	Two subject experts from outside the parent university	Nominated by the Academic Council
4	One subject expert from a panel of six recommended by the principal	Nominated by the Vice-Chancellor
5	One representative from industry/corporate sector/allied areas relevant to the department's domain	Nominated by the Principal
6	One distinguished alumnus/alumna of the department/college	Nominated by the Principal

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies will meet at least twice a year.





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Functions:

The Board of Studies of a Department in the college shall:

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Chairman Academic Council for appointment of examiners; and coordinate research, teaching extension and other academic activities in the department/college.

Table 4: Constitution of Finance Committee

S. No.	Category	Nominated by
1	Chairperson	Principal
2	Member from Society	Board of Governance Nominee (Two Years)
3	One senior-most faculty member	Principal Nominee (Two Years)
4	Member Secretary	Finance Officer/Officer in-charge of Finance and Accounts of the Autonomous College (Member Secretary)

Term: Term of the Finance Committee will be three years.

Meetings: The Finance Committee will meet at least twice a year.

Functions of the Finance Committee:

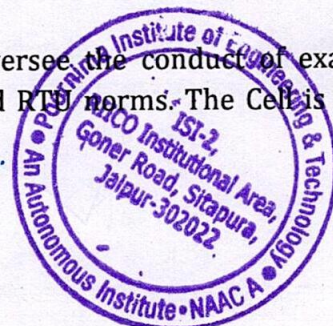
The Finance Committee will be an advisory body to the Governing Body, to consider:

- Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and Audited accounts for the above.
- Apart from these statutory bodies, the institute has also constituted the Examination Cell and the Socio-Economically Disadvantaged Groups (SEDGs) Cell to ensure academic integrity, transparency, and support for students from underprivileged backgrounds.

Examination Cell

The institute has constituted an Examination Cell to oversee the conduct of examinations and assessment-related activities in accordance with UGC and RTU norms. The Cell is responsible for

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ensuring transparency, confidentiality, fairness, and timely declaration of results, thereby upholding the academic integrity of the institution.

Socio-Economically Disadvantaged Groups (SEDGs) Cell

The institute has established a Socio-Economically Disadvantaged Groups (SEDGs) Cell as per UGC guidelines to support students from underprivileged and marginalized backgrounds. The Cell provides financial assistance, counseling, mentoring, and equal access to academic and co-curricular opportunities, thereby fostering inclusivity and equity in higher education.

4. ADMINISTRATIVE STRUCTURE FOR SMOOTH FUNCTIONING OF AUTONOMY AT PIET

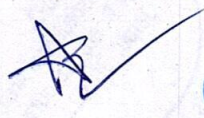
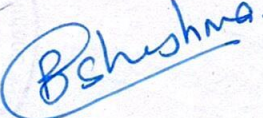
To ensure the effective governance and seamless operation of academic autonomy at Poornima Institute of Engineering and Technology (PIET), Jaipur, the institute has constituted various functional cells, each responsible for key administrative and academic functions. These cells are headed by designated officials or faculty members and operate in alignment with the institutional policies and RTU and UGC guidelines.

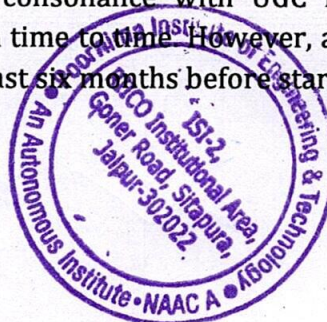
Table 5: Functional Cells and Their Leadership

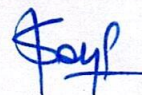
Cell/Committee	Headed By
Examination Cell	Controller of Examinations (CoE)
Internal Quality Assurance Cell (IQAC)	Convener, IQAC
Heads of Departments (HoDs)	All Heads of Departments
Alumni Society	Chief Proctor
Training and Placement Cell	Coordinator, Training and Placement Cell
Hostel Administration	Chief Warden
Sports	Sports Officer
Library	Chief Librarian

5. INTRODUCTION OF NEW PROGRAMS

1. An autonomous college is free to start new branch in existing UG and PG without prior approval of the university and shall issue certificates under the seal of the college.
2. An autonomous college is free to start a new Degree or Postgraduate course with the approval of the Academic Council of the college and concerned statutory councils wherever required, provided the nomenclature of the degree is in consonance with UGC notification on specification of Degrees-2014 and as amended from time to time. However, an autonomous college must submit the proposal to university at-least six months before starting of the new courses.







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3. The decision of Academic Council of autonomous college for starting of new courses will not be subject to any further ratification by the Academic council of the university or any other statutory bodies.

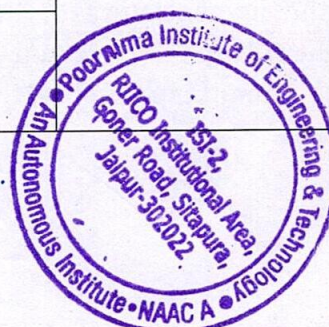
6. DURATION OF THE PROGRAM

UG Curriculum Framework (8 Semesters / 4 Years)

- 1st Year (Semesters I & II): Foundation Courses
- 2nd Year (Semesters III & IV): Core Engineering Courses
- 3rd Year (Semesters V & VI): Specialization & Electives
- 4th Year (Semesters VII & VIII): Advanced Learning & Capstone Project

Table 6: Programs Offered and Intake

S. No.	Program Name	Duration (Years)	Department	Intake
1	Computer Engineering	4	Computer Science Engineering	180
2	Computer Science and Engineering (Indian Language)	4		60
2	Artificial Intelligence and Data Science	4	Artificial Intelligence & Data Science	60
3	Computer Science and Engineering (Artificial Intelligence)	4		60
4	Computer Science and Engineering (Data Science)	4		60
6	Computer Science and Engineering (Internet of Things)	4	Internet of Things	60
7	Electrical Engineering	4		30
8	Electronics and Communication Engineering	4		30





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7. REGISTRATION NUMBER

Students College Registration number will consist of 11 digits.

Table 7: Allocation of Registration Number

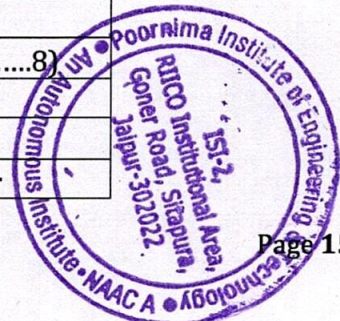
For First year admission	
First four digits	PIET
Next two digits	Year Code
Next two digits	Branch Code
Next three digits	Student serial number starts from 001
Example	PIET25EC001
For Lateral Entry (Second Year) admission	
Last three digits	Student serial number starts from 800
Example	PIET26EC800
For Branch change (student) admission	
Last three digits	Student serial number starts from 300
Example	PIET25EC300
For PMSSS (First year) admission	
Last three digits	Student serial number starts from 501
Example	PIET25EC501
For PMSSS Lateral Entry (Second Year) admission	
Last three digits	Student serial number starts from 701
Example	PIET26EC701

List of admitted students in serial wise should be submitted by Director Admission to Registrar office. Office of the registrar will prepare Registration number for all admitted students and circulate to all (Students, Heads, Dean First year and office of the controller of examinations).

* In Autonomy Structure, if RTU refuse to provide Enrollment Number and Roll Number. Office of the registrar will prepare Enrollment Number and Roll Number for all admitted students and circulate to all (Students, Heads, Dean First year and office of the Controller of Examinations).

8. SUBJECT CODE ALLOCATION

	Common formula: RYSBC-T-NO Where,
RY	Syllabus Revision Year
S	S Semester of course (1,2,3,4.....8)
BC	Branch Code
T	T Course Category Type
NO	Order of the subject Number





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Table 8: List of Branches and Codes

PROGRAMME (BRANCH)	CODE
B.Tech. Artificial Intelligence & Data Science	AD
B.Tech. Computer Engineering	CS
B.Tech. Computer Sci. & Engg. (Artificial Intelligence)	AI
B.Tech. Computer Sci. & Engg. (Data Science)	CD
B.Tech. Computer Sci. & Engg. (Indian Language)	CR
B.Tech. Computer Sci. & Engg. (IoT)	CI
B.Tech. Electronics and Communication Engineering	EC
B.Tech. Electrical Engineering	EE

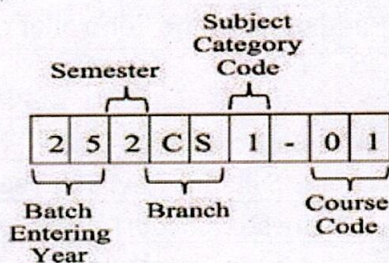
Table 9: Order of the subject Numbers

Theory Course	01-10
Program Elective	11-19
Practical Course	20-29
PSIT (Training)	30
PSIT (Seminar)	40
PSIT (Project)	50
Open elective	60
MC-Mandatory courses	71-79
Skill/Sport/NCC/NSS/ Foundation Course/FC	81-89

For Example,

For the B.Tech. in Computer Science Engineering (4-year Programme), Semester II, the first subject for the 2025-29 batch has been officially assigned the following subject code:

Subject Code: 252CS1-01



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Guidelines for Coding of Mandatory and Foundation Courses

1. Mandatory Courses (MC):

- Mandatory Courses are treated as either theory or practical courses.
- Their subject numbers shall be allotted in the range of 71-79.

2. Foundation Courses (FC):

- Foundation course codes may be common across all branches.
- The branch code will be replaced with a common code "FC".
- Example: 256FC8-81.

9. MINIMUM INSTRUCTION DAYS

Poornima Institute of Engineering and Technology (PIET), Jaipur, an autonomous institution affiliated with Rajasthan Technical University (RTU), Kota aligns its academic framework with the standards and regulations of the UGC, AICTE, and RTU.

The institute ensures holistic and outcome-driven curriculum delivery under the CBCS through a comprehensive mix of learning modalities. These include interactive lectures, tutorials, laboratory sessions, seminars, workshops, project work, mentoring, and structured industry engagements, all designed to strengthen conceptual understanding and enhance practical skills.

In accordance with regulatory norms, PIET ensures that every academic term comprises the prescribed instructional days required for effective teaching-learning, evaluation, and skill integration. Instructional days encompass classroom teaching, tutorials, laboratory work, seminars, project supervision, mentoring, and approved industry interactions.

A meticulously designed Academic Calendar, prepared well in advance and formally approved by the Academic Council, governs the academic operations of the institute. It incorporates strategic buffer days that enable timely syllabus completion, systematic assessments, and the seamless integration of skill-development initiatives and co-curricular activities.

10. ACADEMIC CALENDAR

Poornima Institute of Engineering and Technology (PIET), Jaipur, follows a bi-semester system comprising Odd and Even semesters. The Odd semester commences in July, while the Even semester begins in January of each academic year.

The Academic Calendar is prepared in advance by the Institute in alignment with the guidelines of the University Grants Commission (UGC), and Rajasthan Technical University (RTU), Kota, and is formally approved by the Academic Council before implementation.

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The Academic Calendar includes:

- The commencement and conclusion dates of each semester.
- The schedule for lectures, tutorials, laboratory work, seminars, workshops, and industry interactions.
- Timelines for internal assessments, mid-semester tests, and end-semester examinations.
- Windows for project work, internships, and skill enhancement activities, and Provisions for vacations, holidays, and buffer periods to ensure timely syllabus completion and assessment.

The Academic Calendar is notified to all stakeholders (students, faculty, and staff) prior to the commencement of each semester and serves as a binding framework for effective curriculum delivery under the Choice-Based Credit System (CBCS).

11. ATTENDANCE REGULATIONS

In accordance with the regulations of the University Grants Commission (UGC) and Rajasthan Technical University (RTU), Kota, Poornima Institute of Engineering and Technology (PIET), Jaipur, mandates strict compliance with attendance requirements as an essential component of academic discipline and continuous learning. The Institute maintains attendance records through a comprehensive ERP-based system, ensuring accuracy, transparency, and real-time monitoring across all courses and academic activities.

Minimum Attendance Requirement:

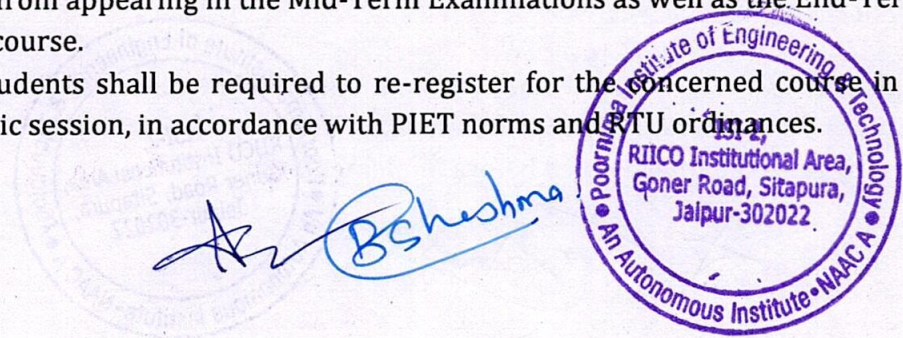
Every student shall maintain the minimum level of attendance prescribed under prevailing UGC and RTU norms in each academic component, including:

- Theory Courses
- Laboratory/Practical Sessions
- Tutorials
- Internships and Project Work

Attendance shall be computed on a course-by-course basis, and any shortfall in one course cannot be compensated by excess attendance in another.

Consequences of Non-Compliance

- A student who fails to achieve the prescribed minimum attendance in any course shall be barred from appearing in the Mid-Term Examinations as well as the End-Term Examinations of that course.
- Such students shall be required to re-register for the concerned course in the subsequent academic session, in accordance with PIET norms and RTU ordinances.





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- No relaxation or exemption shall ordinarily be granted, except in exceptional cases permitted by the Academic Council of PIET under RTU regulations (e.g., medical emergencies or officially approved activities).

Institutional Commitment

The enforcement of attendance regulations is guided by the principles of fairness, transparency, and accountability, ensuring that academic rigor and professional discipline are consistently maintained.

12. AWARD OF UG DEGREE

Rajasthan Technical University (RTU), Kota, confers Undergraduate (UG) and Postgraduate (PG) degrees upon students of its affiliated and autonomous institutions who satisfy the prescribed academic, administrative, and ethical requirements under the Choice-Based Credit System (CBCS).

To be eligible for the award of a degree (UG/PG), a student must:

- Successfully complete the prescribed program of study, including all core, elective, mandatory, and skill-enhancement components,
- Earn the minimum number of credits as mandated for the respective program of study under the CBCS framework.
- Fulfil all academic, administrative, financial, and examination obligations as stipulated by the institute and the university.
- Complete project work, dissertations, research assignments, or internships as applicable to the program level (UG/PG), and
- Maintain satisfactory conduct, discipline, ethics, and professional integrity throughout the duration of the program.
- This unified framework ensures that UG students acquire a strong academic foundation, professional competence, and employability skills, while PG students attain advanced subject expertise, research aptitude, leadership qualities, and innovation capability.

All degrees are awarded in strict compliance with the regulations of the University Grants Commission (UGC), the All India Council for Technical Education (AICTE), and Rajasthan Technical University (RTU), thereby upholding the highest standards of academic quality, accountability, and national benchmarks.

13. ELIGIBILITY FOR THE AWARD OF DEGREES

Rajasthan Technical University (RTU), Kota, awards Undergraduate (UG) and Postgraduate (PG) degrees to students of its affiliated and autonomous institutions in accordance with the Choice-Based Credit System (CBCS) and in strict compliance with the regulations of the University Grants Commission (UGC), AICTE (for technical programs), and RTU.



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A. Undergraduate Degree (UG)

A student shall be eligible for the award of the UG degree under RTU if the following conditions are fulfilled, in line with UGC (Minimum Standards of Instruction) Regulations:

1. The student has been formally admitted into the UG program through the approved admission process of RTU or its affiliated/autonomous institution.
2. Has successfully completed the prescribed course of study over a minimum of four academic years (eight semesters), as per RTU curriculum norms.
3. Has earned not less than 172 credits, or as specified in the RTU-approved curriculum structure for the respective program.
4. Has obtained a minimum Cumulative Grade Point Average (CGPA) of 4.0 on a 10-point scale, as per UGC guidelines.
5. Has completed all mandatory requirements, including laboratory work, seminars, projects, internships, and skill development modules.
6. Has no pending disciplinary actions and has maintained satisfactory conduct, character, and professional ethics.
7. Has cleared all dues to the institution (academic, administrative, hostel, and library).
8. A UG with Honours shall be awarded if the student earns an additional 20 credits, as per UGC/RTU regulations.
9. A UG with Minor shall be awarded if the student earns an additional 18-20 credits in another discipline, as per UGC/RTU regulations.
10. Registration for Honours/Minor is optional, and these must be pursued concurrently with the UG program.

Note: Poornima Institute of Engineering and Technology, Jaipur follows a credit-based B.Tech. program in alignment with AICTE guidelines. A student shall be eligible for the award of the B.Tech. degree upon successful completion of the prescribed 172 credits, regardless of whether the program is completed in three years or the traditional four years. This approach prioritizes academic achievement and credit fulfilment over fixed program duration, promoting a flexible, modular, and student-centric higher education framework.

B. Postgraduate Degree (PG)

At present, Poornima Institute of Engineering and Technology, Jaipur does not offer PG programs. In the future, the Institute plans to introduce PG programs, and the policy will be updated in accordance with the norms of Rajasthan Technical University (RTU) and the University Grants Commission (UGC).

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C. Compliance and Assurance

All degrees are awarded strictly in compliance with UGC and RTU regulations (and AICTE guidelines where applicable), ensuring that graduates:

- Achieve academic and professional excellence.
- Possess research aptitude, critical thinking, and problem-solving skills.
- Demonstrate ethical conduct, social responsibility, and lifelong learning.
- Are well-prepared for employment, higher education, entrepreneurship, and global competitiveness.

14.ACADEMIC CLEARANCE AND CERTIFICATION

1. At the conclusion of each academic program, the Examination Cell of Poornima Institute of Engineering and Technology (PIET), Jaipur, shall undertake a meticulous audit of the academic records of all prospective graduates. This review shall ensure that every student has:
 - Successfully completed the prescribed credit requirements under the approved curriculum,
 - Secured the minimum CGPA mandated by institutional and regulatory frameworks, and
 - Fulfilled all program-specific obligations, including but not limited to laboratory work, projects, internships, seminars, and skill-development modules, in strict adherence to the curriculum structure ratified by the Academic Council of PIET.
2. On completion of this review, the Examination Cell shall prepare a verified list of students who have complied with all academic and administrative requirements. This list shall be placed before the Academic Council of PIET for validation and formal approval.
3. Upon ratification by the Academic Council, the final list of eligible graduates shall be submitted to the Rajasthan Technical University (RTU), Kota, for the conferment of degrees. This process shall be executed in full compliance with the University Grants Commission (UGC) regulations, the All-India Council for Technical Education (AICTE) guidelines (where applicable), and the ordinances of RTU.
4. In addition to recommending students for degree conferment, PIET shall provide graduates with authenticated academic records, including:
 - Consolidated Grade Sheet / Transcript - presenting a complete, semester-wise record of academic performance,
 - Transfer and Conduct Certificate - affirming satisfactory conduct, discipline, and institutional clearance.
5. Prior to certification, all students shall be required to obtain No Dues Clearance from every relevant department, including academic, administrative, hostel, library, and accounts, thereby confirming settlement of all institutional obligations.

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6. The process of academic clearance and certification shall be governed by the principles of integrity, transparency, fairness, and accountability, ensuring that only those students who fully meet the prescribed academic and behavioural standards are recommended for the award of degrees.
7. PIET shall maintain comprehensive institutional archives, both digital and physical documenting all processes related to academic clearance and certification. These records shall remain accessible for review, verification, and audit by RTU and other statutory authorities, thereby upholding the Institute's commitment to quality assurance and regulatory compliance.

15. WITHHOLDING OF DEGREE

At Poornima Institute of Engineering and Technology (PIET), Jaipur, an autonomous institute affiliated with Rajasthan Technical University (RTU), Kota, the award of a degree may be withheld, deferred, or placed under review in accordance with the provisions of the University Grants Commission (UGC), AICTE (where applicable), and RTU ordinances, under any of the following circumstances until satisfactory resolution is achieved:

1. **Academic Malpractice** - Verified involvement in academic dishonesty, such as the use of unfair means in examinations, plagiarism, falsification of data, or misrepresentation of academic records.
2. **Unresolved Disciplinary Proceedings** - Cases where disciplinary actions are pending due to misconduct, violation of the Student Code of Conduct, or breach of institutional/professional ethics.
3. **Outstanding Institutional Obligations** - Non-fulfilment of academic or administrative responsibilities, including non-clearance of dues (academic, hostel, library, or institutional accounts), or failure to submit mandatory documents, reports, or certifications.
4. **Deficiency in Academic Requirements** - Failure to meet the prescribed academic credit requirements for graduation as per institute norms, including the additional credit requirements for the award of UG (Honours) or UG (Minor) in line with UGC and RTU regulations.

In such cases, the student shall:

- Be formally notified in writing of the grounds for withholding,
- Be provided a reasonable opportunity to explain, rectify, or appeal, and
- Be awarded the degree immediately upon resolution of the deficiencies or clearance of obligations.

The withholding of a degree shall be exercised in accordance with the principles of natural justice, fairness, and transparency, ensuring that only students who have duly satisfied all academic,

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financial, administrative, and disciplinary obligations are recommended by PIET for the conferment of degrees by RTU, Kota.

16. COURSE STRUCTURE AND CREDIT SYSTEM

The programs follow a Choice Based Credit System (CBCS), enabling flexibility in course selection and academic pacing. The total number of credits required for graduation typically 172.

- It shall be applicable to all UG programs offered under the autonomous structure of the institute.
- It shall come into effect from the academic year 2025–26 and remain valid until superseded or amended by the Academic Council.

16.1 Preamble and Rationale

Poornima Institute of Engineering and Technology (PIET), Jaipur adopts the Choice Based Credit System (CBCS) as a framework to:

- Provide students with flexibility in curriculum design.
- Ensure academic mobility, interdisciplinary exposure, and multi-exit options as envisioned in NEP 2020.
- Align the institutional academic processes with the guidelines of UGC, AICTE Model and RTU Ordinances for Autonomous Institutions.

16.2 Objectives of the Regulation

- To offer a student-centric and outcome-based academic structure.
- To promote flexibility in learning, skill-building, and employability.
- To enable students to pursue minors, Honours, or industry-specialized tracks.
- To incorporate provisions for online learning and credit transfer as per UGC-SWAYAM norms.
- To support multi-disciplinary learning, internship-based education, and research-integrated training as proposed in NEP 2020.

16.3 Applicability and Scope

- This regulation applies to all students admitted from the academic session 2025–26 onward in UG programs under autonomous status at PIET.
- All academic departments, Boards of Studies (BoS), and statutory bodies shall adhere to the provisions contained herein.

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16.4 Program Structure

Table 10: Program Structure (As per UGC, AICTE, RTU & NEP 2020)

Course Category	Credit Range
Basic Science Courses (BSC)	15-20
Engineering Science Courses (ESC)	30-35
Humanities & Social Sciences (HSMC)	08-10
Program Core Courses (PCC)	65-70
Program Elective Courses (PEC)	14-15
Open Electives / Interdisciplinary (OEC)	08-10
Internship / Project Work / Seminars (PSIT)	18-20
Skills and Foundation (FC)	04-05
Audit / Value-Based / Mandatory Courses	Non-Credit
Total Program Credits (Minimum)	172

a. Course Types and Curriculum Flexibility

- **Basic Science Courses (BSC):** Courses in Mathematics, Physics, Chemistry, and Environmental Science designed to strengthen foundational scientific knowledge.
- **Engineering Science Courses (ESC):** Courses that provide engineering fundamentals essential for core and interdisciplinary applications.
- **Humanities and Social Sciences including Management Courses (HSMC):** Courses aimed at enhancing communication, ethics, human values, and managerial skills.
- **Program Core Courses (PCC):** Core domain-specific courses essential for the discipline, prescribed by the concerned Board of Studies.
- **Program Elective Courses (PEC):** Advanced or specialized courses within the discipline, offering flexibility and choice to students.
- **Open Electives / Interdisciplinary Courses (OEC):** Courses offered across departments, allowing students to explore interdisciplinary knowledge or skill areas.
- **Internship / Project Work / Seminars (PSIT):** Practice-based learning components intended to provide exposure to real-world applications, industry practices, and research.
- **Skill and Foundation Courses:** Courses focused on domain-specific skill development, hands-on training, and employability enhancement.
- **Audit / Value-Based / Mandatory Courses:** Non-credit or audit courses that focus on ethics, environmental awareness, disaster management, constitution, and other value-based learning. Non-credit courses such as:
 - Indian Constitution and Civic Consciousness
 - Essence of Indian Knowledge System (IKS)





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- Environmental Science and Sustainability
- Universal Human Values and Ethics
- Cyber Security and Digital Ethics
- Gender Sensitization and Equality
- Disaster Management and Resilience
- Professional Ethics and Social Responsibility
- Road Safety, Traffic Rules and Awareness
- Financial Literacy and Economic Awareness
- Mental Health and Well-being
- Cultural Heritage and Indian Traditions
- Sustainable Development Goals (SDGs) and Climate Action
- Digital Literacy and Emerging Technologies
- Physical Education and Yoga
- Community Engagement and Social Innovation
- Entrepreneurship and Innovation for Society
- Energy Conservation and Renewable Resources
- Human Rights and Social Justice
- Research Ethics and Academic Integrity
- Foreign Languages (German, French, Spanish etc.)

b. Credit and Contact Hour

Table 11: Credit and Contact Hour Norms

Type	Contact Hours per Week	Credits
Lecture (L)	1	1
Tutorial (T)	1	1
Practical/Lab (P)	2	1
Internship/Project	Based on work hours	As defined

- Underload / Overload provisions may be allowed with approval.

16.5 Optional:

- Honours Degree: 20 additional credits in same discipline.
- Minor Specialization: 18-20 credits in interdisciplinary field.

16.6 Online Courses and Credit Transfer

In line with the University Grants Commission (UGC) regulations for Online Learning, the All India Council for Technical Education (AICTE) guidelines, and the ordinances of Rajasthan Technical University (RTU), Kota, students of Poornima Institute of Engineering and Technology (PIET), Jaipur, an Autonomous Institute, are permitted to pursue and transfer credits earned through approved

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online courses into their regular academic programs. This provision has been introduced to promote academic flexibility, interdisciplinary engagement, and lifelong learning opportunities.

16.6.1 Undergraduate (UG) Programs

1. Students may earn up to 20% of the total credits in a semester through online courses offered via platforms such as SWAYAM, NPTEL in accordance with RTU ordinances.
2. A maximum of 10 credits, forming part of the prescribed 172-credit structure, may be transferred towards the requirements of a Regular UG Degree.
3. All proposals for online course credit transfer must undergo equivalence verification by the respective Board of Studies (BoS), ensuring that course content, learning outcomes, and credit allocation are aligned with the approved curriculum.
4. Upon successful completion and institutional verification, credits shall be formally recorded in the student's academic transcript.
5. For UG with Honours or UG with Minor, online courses shall be counted only if they are explicitly recognized and approved within the framework of RTU and PIET academic schemes.

16.6.2 Institutional Oversight and Compliance

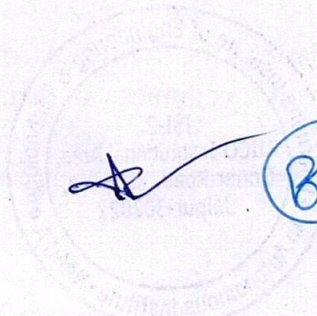
- The Academic Council of PIET shall:
 - ❖ Publish and periodically update the list of eligible online courses and platforms recognized under UGC/AICTE/RTU guidelines.
 - ❖ Prescribe the maximum permissible limits for credit transfer in UG and PG programs, in strict conformity with RTU regulations.
 - ❖ Lay down the operational framework for application, approval, and recording of online course credits to ensure fairness and transparency.
 - ❖ No credit transfer shall be deemed final unless it is ratified by RTU and incorporated into the official records for the purpose of degree conferment.

17. EVALUATION AND EXAMINATION SCHEME

Table 11: For Theory Courses

Component	Weightage
Continuous Internal Evaluation (CIE)	40%
End Semester Examination (ESE)	60%

- Internal assessments include tests, assignments, class test, OBT, SPL viva, and seminars.



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Table 12: For Laboratory courses

Component	Weightage
Continuous Internal Evaluation (CIE)	60%
End Semester Examination (ESE)	40%

18. CONTINUOUS INTERNAL EVALUATION

The Continuous Internal Evaluation (CIE) system is designed to assess a student's performance continuously throughout the semester. It promotes consistent academic engagement, self-learning, and regular feedback to improve the learning process. The evaluation will include multiple components aligned with the Outcome-Based Education (OBE) framework.

Objectives

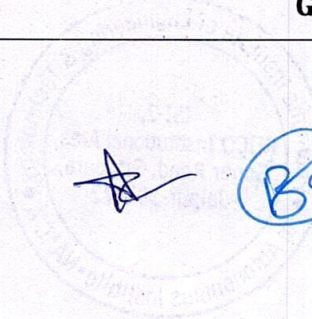
- To ensure continuous academic progress and concept reinforcement.
- To align teaching-learning-evaluation methods with course outcomes (COs) and program outcomes (POs).

18.1 Components of CIE

CIE shall be conducted for both theory and practical courses, with the following components:

Table 13: Theory Courses

Component	Assessments	Weightage of Marks	Assigned Marks
Mid-Term -I Exams (MTE-I)	40	40%	16
Mid-Term -2 Exams (MTE-II)	40	40%	16
Continuous Internal Evaluation (MTE-3): (any of the following) Assignments, Class Test, Open Book Exam, Attendance ... etc.	40	20%	8
Total Marks			40
End Term Examination (ETE)	60	100%	60
Grand Total			100



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Table 14: Laboratory Courses

S.No.	Exam Name	Level	Max Marks	Assigned Marks
1	MTE-1	Institutional Examination Cell	60	24
2	MTE-2	Institutional Examination Cell	60	24
3	MIE-3	Attendance & Performance	30	12
Total Marks				60
4	End Term Examination (ETE)	Institutional Examination Cell	40	40
Grand Total				100

Table 15: Summary of Evaluation

S. No.	Components	Internal	External	Total
1	Theory	40	60	100
2	Practical / Skill Development Courses	60	40	100
3	Summer Internship/Training	60	40	100
4	Capstone/ Project	60	40	100

18.2 Mandatory Internships

To enhance industry-academia integration and provide hands-on learning aligned with the Outcome-Based Education (OBE) framework, Poornima Institute of Engineering and Technology (PIET), Jaipur, mandates Summer Internships and a Full Semester Internship Project as part of the B.Tech. curriculum.

Objective:

To expose students to industrial environments, professional practices, and real-life problem-solving skills through short-duration internships during summer breaks.

Duration & Timing:

- Conducted typically after:
 - 45 Days Second Year (Semester IV)
 - 60 Days Third Year (Semester VI)
 - During the final year, students will have option to complete a 90-day Internship/Capstone Project/Research Project according to their preference.





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Industrial Internships/NSP

- Summer Internships are an integral part of the UG program curriculum, typically undertaken after the second year (Semester IV) and Third year (Semester VI) during the summer vacation.
- These internships aim to expose students to industrial work environments, field practices, and professional culture relevant to their domain of study.

Guidelines:

- Students must obtain prior approval from the Department Head before joining any organization for internship.
- On completion, students shall submit:
 - Internship Completion Certificate
 - Internship Report (as per prescribed format)
 - Daily Logbook/Work Diary

Evaluation:

- There will internal marks awarded for Summer Internships.
- However, successful completion of the internship is compulsory and shall be recorded in the student's academic file as Satisfactory /Unsatisfactory based on:
 - Submission of valid documents
 - Faculty mentor verification
 - Presentation or viva (if conducted by the department)

19. OFFERING PROGRAMS AS PER NEP

19.1 Internship / Capstone Project / Research Project Policy (Final Year - VIII Semester)

At Poornima Institute of Engineering and Technology (PIET), Jaipur, an autonomous institute affiliated with Rajasthan Technical University (RTU), Kota, the Eighth Semester (Final Year) is dedicated to a 90-day, full-semester experiential learning component. This policy ensures that every student graduates with substantial industry exposure, research orientation, and innovation-driven problem-solving experience, in strict compliance with the University Grants Commission (UGC), All India Council for Technical Education (AICTE), and RTU ordinances, as well as the National Education Policy (NEP) 2020.

Modes of Engagement

Students may fulfil this requirement through one of the following pathways:

1. **Full-Semester Internship with Project:** Internship in industries, startups, government organizations, or R&D institutions under joint supervision of an industry mentor and a faculty supervisor.
2. **Capstone Project (In-house/Collaborative):** A multidisciplinary application-oriented initiative, addressing real-world or sponsored challenges, executed under faculty guidance.
3. **Research Project:** Undertaken at PIET or in collaboration with reputed external research organizations, with emphasis on innovation, publications, patents, or prototypes.

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Objectives

This policy seeks to:

- Provide hands-on exposure to industrial practices, research methodologies, and product development cycles.
- Strengthen analytical, problem-solving, project management, and communication skills.
- Encourage multidisciplinary teamwork, creativity, and entrepreneurial thinking.
- Prepare students for higher studies, research careers, and professional practice.
- Ensure conformity with RTU ordinances and regulatory frameworks prescribed by UGC and AICTE.

Implementation Framework

1. Duration

The VIII Semester is fully dedicated to a 90-day internship, capstone, or research engagement, equivalent to one full semester of academic work.

2. Allotment and Approval

- Student preferences shall be recorded at the Departmental level.
- Proposed projects/internships shall be reviewed by the Board of Studies (BoS) to confirm academic rigor, credit equivalence, and relevance.
- The Academic Council shall grant final approval and oversee compliance.

3. Mentorship and Monitoring

- Each student/team shall be assigned a faculty mentor.
- For industry internships, an industry mentor shall also be designated.
- Progress shall be continuously monitored through bi-weekly reports and formal reviews conducted by a Departmental Monitoring Committee.

4. Documentation and Reporting

- Students must maintain a project logbook/diary recording activities and progress.
- A final project report, in the prescribed RTU/PIET format, must be submitted along with relevant supporting documents (e.g., internship completion certificates, deliverables, plagiarism reports where applicable).

Table 16: Evaluation Scheme

Continuous Internal Evaluation (CIE) - 60 Marks	
Components	Marks
Project Report (Institute/RTU format)	40
Mid-term Review & Presentation	20
Total	60
End-Semester Evaluation (ESE) - 40 Marks	
Components	Marks
Final Viva-Voce (Internal & External)	10
Industry/Faculty Mentor Evaluation	40
Total	100
Grand Total	





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The evaluation shall follow a dual-assessment framework, ensuring fairness, accountability, and academic rigor.

- **Internal (60%):** Conducted by PIET faculty, based on mid-term reviews, interim submissions, and departmental presentation.
- **External (40%):** Conducted by an External Examiner/Industry Mentor, nominated by the BoS and ratified by the Academic Council.

Credit Allocation

- The VIII Semester Internship/Capstone/Research Project shall carry 12-20 credits, in alignment with the RTU.
- Successful completion of this component is mandatory for the award of degree.
- Non-compliance may result in withholding of results or degree, as per PIET Academic Regulations and RTU ordinances.

19.2 Massive Open Online Courses (MOOCs)

In line with the recommendations of the University Grants Commission (UGC) and All India Council for Technical Education (AICTE), and to foster flexible, multidisciplinary, and self-paced learning, students shall be permitted to earn academic credits through MOOCs, as part of the curriculum enrichment initiative.

i. MOOC Course Requirement

- The MOOC course shall be approved by a Departmental Committee constituted by the Head of the Department (HoD).
- Students shall not be permitted to register for core/mandatory courses (as defined in the curriculum) through MOOCs.
- MOOC courses should be in interdisciplinary, emerging, or elective domains, promoting skills and knowledge beyond the core syllabus.

ii. Registration, Monitoring, and Certification

- Students shall register for MOOC courses of minimum duration 8 or 12 weeks, with the prior approval of the HoD.
- The HoD shall assign a faculty mentor to each student to monitor their academic progress throughout the course.
- To earn academic credits, the student must:
 - Successfully complete the course
 - Pass the proctored final examination
 - Submit the official course completion certificate to the department
- Any examination fee or registration charges associated with the MOOC shall be borne by the student.

iii. Credit Transfer and Exemption

- Upon successful completion and certification of the approved MOOC course:

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- The student may apply for credit transfer as per the credit equivalence specified in the curriculum.
- The student shall be exempted from both internal and external examinations for the equivalent institutional course.
- Credit transfer shall be granted only for those courses approved in advance by the department and listed in the institute's curriculum framework.

20.UG HONOURS DEGREE

Objective

To provide academically meritorious students with an opportunity to pursue additional specialized courses during their undergraduate studies, thereby enhancing domain expertise, research aptitude, and employability, in line with the recommendations of the University Grants Commission (UGC) and Rajasthan Technical University (RTU).

Scope and Applicability

- Applicable to all Bachelor of Technology (B.Tech.) programs under the Engineering & Technology stream at PIET (Regular and Lateral Entry).
- The Honours specialization is offered within the same branch/department as the student's major degree.

Credit and Curriculum Requirements

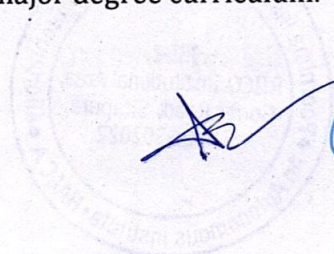
- Students shall earn an additional 20 credits beyond the required 172 credits for the major B.Tech. degree to qualify for the Honours degree.
- The Honours curriculum shall comprise specialized courses distinct from the core courses of the major degree and designed to deepen subject expertise.

Eligibility and Enrollment

- Honours registration is restricted to students enrolled in the respective department/discipline offering the Honours program.
- Students detained or short on attendance in either major or Honours courses shall have their Honours registration revoked.
- Honours must be pursued simultaneously with the major degree; credit transfers between Honours and regular courses are not allowed.

Course Delivery and Attendance

- Separate class schedules and evaluation processes will be arranged for Honours courses.
- Courses counted towards the Honours program must be distinct and not overlap substantially with the major degree curriculum.



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- Students may complete Honours courses through on-campus instruction or via approved online platforms (e.g., SWAYAM), adhering to prescribed course duration (minimum 12 weeks for 3-credit, 8 weeks for 2-credit courses).

Assessment and Award

- Evaluation will be based on continuous assessment, semester-end examinations, and other academic activities as per the Honours curriculum.
- Passing all Honours courses is compulsory to receive the Honours degree.
- No separate class/division (such as distinction or first class) shall be awarded for the Honours specialization.
- In case of withdrawal or termination from the Honours program, completed credits remain additional and are not convertible to major electives; a separate transcript will be provided.

Documentation and Certification

- Students must complete all documentation, including enrolment forms, attendance records, and assessment submissions, as prescribed.
- Successful candidates will be awarded the degree titled Bachelor of Technology (Honours), with the specialization mentioned on the certificate.

Registration Process

- Interested and eligible students shall apply through their Head of Department one week prior to semester commencement.
- Final approval will be granted by the principal upon departmental recommendation.
- Academic progress of Honours students will be monitored by assigned faculty mentors to ensure compliance and support.

Fees and Other Provisions

- No additional fees are charged for Honours course registration conducted within the institution's regular framework.
- The program will comply with all UGC and RTU academic and administrative standards for undergraduate specialization.

21. CHANGE OF BRANCH

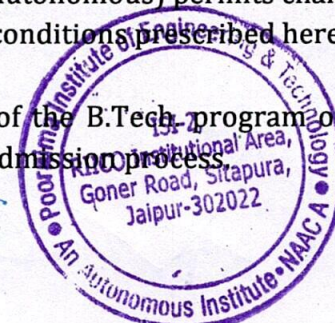
Preamble

In accordance with the provisions of the Rajasthan Technical University (RTU) guidelines, the UGC regulations, and the flexibility principles under the National Education Policy (NEP) 2020, Poornima Institute of Engineering and Technology (PIET), Jaipur (Autonomous) permits change of branch at the end of the First Year B.Tech. program, subject to the conditions prescribed herein.

Applicability

- These regulations apply to all regular students of the B.Tech. program of PIET who were admitted to the First Year through the approved admission process.

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- The provisions are applicable only for intra-institutional branch change at the commencement of the third Semester (II Year).
- Inter-college transfers are excluded and shall be governed by RTU rules separately.

Eligibility

- The student must have been admitted to the First Year B.Tech. program of PIET through REAP/JEE/Management quota as per RTU/AICTE norms.
- The student must have successfully cleared all First Year (I & II Semester) courses in a single attempt without any backlog.
- The Cumulative Performance Index CGPA aggregate of the First Year shall form the basis for merit.
- Students admitted under special categories (TFWS, PMSSS, Kashmiri Migrants, PIO/NRI, sponsored seats, etc.) shall not be eligible unless specifically permitted by RTU.
- Students whose results are withheld or under revaluation at the time of counselling are not eligible.

Intake and Seat Availability

- Branch change shall be allowed only against vacant seats within the sanctioned intake of the concerned branch as approved by AICTE/RTU.
- No branch shall be permitted to exceed its sanctioned intake due to branch change.
- A branch shall be eligible to receive students through branch change only if its actual strength is less than its sanctioned intake.

Merit and Allotment

A merit list of applicants shall be prepared by the institute based on the aggregate CGPA of the First Year. In the event of a tie, the following sequence shall apply:

- Higher marks in the Second Semester.
- Higher marks in the First Semester.
- Earlier date of admission.

Seats shall be allotted strictly in order of merit and preference, subject to availability.

Procedure

- The registrar office shall issue a notification specifying available seats, eligibility conditions, application schedule, and fee (if any).
- Applications shall be invited in the prescribed format along with relevant supporting documents.
- The Branch Change Counselling constituted by the principal shall oversee the process.
- Provisional and final merit lists shall be published, followed by counselling and allotment.
- Students allotted a new branch shall submit a written undertaking of acceptance and deposit the prescribed processing fee within the stipulated period.

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Academic Provisions

- Students permitted to change their branch shall follow the curriculum, scheme, and regulations of the new branch from the Third Semester onwards.
- In case of branch-specific courses missed in the First Year, the student may be required to take bridge courses or additional academic requirements as recommended by the Board of Studies.
- The academic record shall reflect the branch change effective from the Third Semester.

Appeals and Grievances

- Any grievance regarding merit list or seat allotment may be submitted in writing to the Registrar office within the notified period.
- The decision of the Committee, duly approved by the Principal, shall be final and binding, subject to RTU regulations.

22. OFFERING MINOR DEGREE PROGRAM

Introduction

In alignment with the National Education Policy (NEP) 2020 and the guidelines issued by the University Grants Commission (UGC), the All India Council for Technical Education (AICTE), and the affiliating University Rajasthan Technical University (RTU), Kota, Poornima Institute of Engineering & Technology (PIET), Jaipur, introduces the provision of a Minor Degree.

The Minor Degree is designed to provide multidisciplinary academic exposure to undergraduate engineering students, enabling them to acquire additional expertise in areas other than their parent discipline, thereby enhancing their employability, innovation capacity, and professional versatility.

Objectives

The objectives of this regulation are to:

1. Provide students with structured learning in emerging or allied fields beyond their core specialization.
2. Facilitate interdisciplinary and experiential learning through classroom, laboratory, MOOCs, and project-based components.
3. Strengthen the overall academic and professional profile of graduates by promoting flexibility and choice in learning pathways.

Eligibility

1. Only full-time B.Tech. students of PIET shall be eligible to register for a Minor Degree.
2. Students must have secured a minimum CGPA of 7.0 (up to 2nd semester) and must not have any active backlog or disciplinary record.
3. Selection shall be made on the basis of merit and approval by the Minor Degree Committee (MDC).

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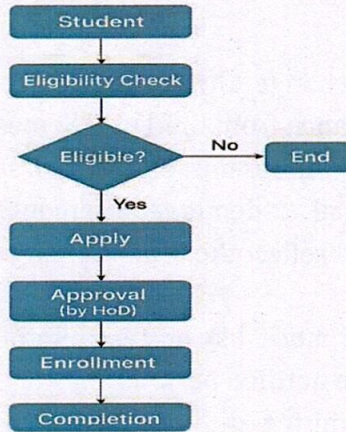


Figure 1: Flow Chart of Offering Minor Degree Program

Program Structure

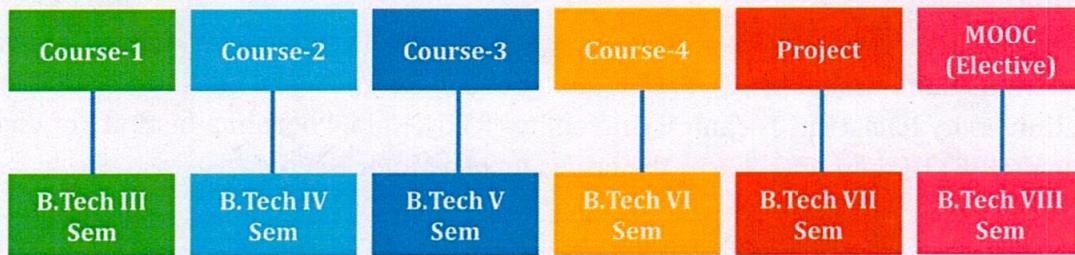


Figure 2: Program Structure of Offering Minor Degree Program

1. A Minor Degree requires the accumulation of 18–20 additional credits, over and above the regular B.Tech. program requirements.
2. The credits shall be distributed as follows:

Table 17: Credit Distribution for Minor Degree Program

Semester	Minor Courses	Credits	Project /Lab	Total Credits
Semester III	Course 1	3	1	4
Semester IV	Course 2	3	-	3
Semester V	Course 3	3	1	4
Semester VI	Course 4	3	-	3
Semester VII	Project	-	3	3
Semester VIII	MOOC-based elective approved by the Institute/Department			3
Total	-	15	5	20

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Note: The above table is a sample and the actual curriculum may vary based on the chosen Minor discipline.

3. A Minor represents an additional area of study undertaken alongside a student's parent discipline (major). To preserve its academic value and promote interdisciplinary learning, the following principles shall apply:

a) Distinctness from Parent Discipline

- Courses offered under a Minor must not substantially overlap with the core curriculum of the student's parent discipline.
- This ensures that the Minor provides knowledge, skills, and perspectives that complement, rather than duplicate, the student's major program.

b) Purpose

The Minor is intended to encourage interdisciplinary learning by enabling students to explore areas beyond their core specialization.

c) Examples for CSE students:

Not Allowed (Overlap with CSE core):

- Programming Languages & Paradigms
- Computer Networks
- Database Systems

d) Allowed Options (Distinct / Interdisciplinary):

- **Data Science:** develops analytical and statistical skills.
- **Artificial Intelligence / Machine Learning (AI/ML):** enhances understanding of intelligent systems.
- **Robotics:** combines mechanical, electronics, and software skills.
- **Cybersecurity:** provides expertise in protecting systems and networks.
- **Business Analytics / Management:** fosters understanding of data-driven decision-making in enterprises.

This ensures the Minor broadens the student's knowledge and skill set while maintaining academic distinction from the parent discipline.

4. The concerned Departmental Board of Studies (BoS) shall design the detailed curriculum and scheme of evaluation.
5. The recommendations of the BoS shall be placed before the Academic Council for approval and implementation.
6. The Examination Cell shall conduct evaluations in accordance with PIET's Academic and Examination Regulations.

e) Duration and Completion

1. The Minor Degree shall normally be pursued during Semester III to Semester VII of the B.Tech. program.
2. No additional extension beyond the regular B.Tech. duration shall be permitted.

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3. Students may utilize summer terms, internships, and MOOCs for completion of the prescribed credits.

f) MOOCs and Credit Transfer

1. Students may earn up to 3–5 credits through MOOCs offered by SWAYAM, NPTEL, AICTE, UGC, or any other nationally/internationally recognized platforms approved by the BoS and ratified by the Academic Council.
2. Prior permission of the Minor Degree Committee (MDC) shall be obtained before registration.
3. Credits earned through MOOCs shall be mapped and recorded in the Academic Bank of Credits (ABC) in accordance with UGC guidelines.
4. Courses overlapping with the student's major degree program shall not be considered.

g) Award of Minor Degree

1. Upon successful completion of all prescribed requirements, a student shall be awarded:
2. "B.Tech. in [Major Discipline] with Minor in [Specialization]"
3. The eligibility of students for the award shall be scrutinized by the Minor Degree Committee (MDC), recommended by the BoS, and placed before the Academic Council for final approval.
4. In case the requirements are not fulfilled, the additional credits earned shall be reflected in the transcript as "Additional Credits Earned", without conferring a Minor.

h) Withdrawal and Exit

1. A student may voluntarily withdraw from the Minor Degree with the approval of the MDC.
2. Credits earned prior to withdrawal may count towards open electives/additional credits.
3. Once withdrawn, re-enrolment in the same Minor Degree shall not be permitted.
4. Automatic withdrawal shall occur if the student fails to maintain the required CGPA, violates academic integrity, or does not register for the required courses within the stipulated timeframe.

i) Governance and Monitoring

The Minor Degree scheme shall be governed at three levels:

1. **Board of Studies (BoS):** To design and revise curricula, approve electives, validate MOOCs/projects, and recommend student eligibility.
2. **Minor Degree Committee (MDC):** To coordinate implementation, monitor progress, ensure compliance, and prepare reports for higher authorities.
3. **Academic Council:** To provide institutional oversight, grant approvals, ratify recommendations, and resolve policy-level matters.

• Composition of the Minor Degree Committee (MDC)

- Chairperson – Principal/Director
- Convener – Concerned HoD





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- Members – Two Senior Faculty Members, Controller of Examinations (or nominee), One External Expert
- Member Secretary – Faculty Coordinator

The MDC shall present an annual report to the Academic Council summarizing student enrolment, performance, quality audits, and recommendations for improvement.

Note: - A student shall be permitted to opt for either a Change of Branch or a Minor Degree at the beginning of the Second Year (III Semester). Once exercised, this option shall be final and no student shall be allowed to avail both simultaneously

23. EXAMINATION REGULATIONS

(2025-2029 Batch onwards)

Table 18: Examination Regulation, 2025-2029 Batch Onwards

Regulation No.	Title
R1	Short Title
R2	Enrolment
R3	Attendance
R4	Application and fee for examination
R5	Admit Card
R6	Appointment of Examiners
R7	Instructions for Centre superintendent (CS) for the conduct of examination.
R8	Duties and responsibilities of Room Superintendent (RS)
R9	Duties and responsibilities of the Relieving Officer (RO)
R10	Unfair means
R11	Amanuensis
R12	Grace marks
R13	Supply of statement of marks
R14	Revaluation, Retotaling and View copy
R15	Semester wise Result communication with RTU Kota
R16	Back paper examination
R17	Drop out students
R18	Bar to appearance at examination
R19	Improvement
R20	Contingency arising from loss of answer books
R21	Correction of error noticed after declaration of result
R22	Bar to claim damages for delay
R23	Production of answer books
R24	On - Line process of pre & post examinations
R25	Creation of Academic Bank of Credit ID
R26	Officer of Central Assessment Programme (CAP officer)
R27	Disposal of Answer Books Policy



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R1 - Short Title

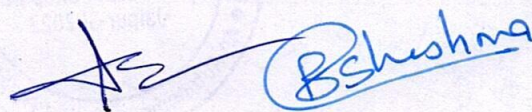
- (i) These regulations may be called the PIET-Exam Regulations, Jaipur
- (ii) These regulations shall come into force with effect from the date of approval by the Board of Governors.

R2 - Enrolment

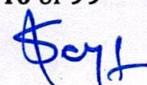
- (i) Every candidate for an examination shall, except when exempted by any of the Regulations, be allotted an Enrolment number and be enrolled as a student of an autonomous institution "Poornima Institute of Engineering and Technology" before entering upon the course prescribed for such examination and should have undergone a regular course of study. Candidate has to apply for enrollment in the very academic session of year of the admission, failing which his admission shall automatically stand cancelled.
- (ii) The fee structure for Enrolment and related activities shall be as notified by the Institute from time to time.
- (iii) Enrolment in Rajasthan Technical University Kota will be governed by RTU norms notified from time to time.

R3 - Attendance

- (i) The expression 'regular course of study' means attendance required to be put in by a candidate in the lectures, tutorials and practicals as provided hereinafter for the respective examination to be taken by the candidate. A candidate who fails to put in the required minimum attendance as provided hereinafter shall be detained from appearing at the examination.
- (ii) For the purpose of this regulation minimum attendance required in respect of a particular examination, is as follows: —
- (iii) "A candidate shall be required to put in a minimum of 75% attendance or as per policy updated time to time in lectures, tutorials and practical's at the Semester/Session concerned so as to enable him/her to appear at midterm and end term examination." A course wise detained students list will be published by the institute.
- (iv) If a candidate for an examination fails to put in the required attendance the name of each such candidate shall be reported to the CoE by the Head of department well before the commencement of an examination.
- (v) The Head of Institution may, at his discretion, condone a further shortage not exceeding 5% to 10% of the total number of lectures delivered in a subject in theory, tutorials and practical's genuine cases.
- (vi) The NSS/ Scouts and Guides/ NCC cadets sent out to parades/camps, students deputed to represent colleges in sports, cultural, academic, technical, blood donations etc. be treated as present for the days of their absence for the above purpose and their presence shall be added to the total attendance.
- (vii) The days on which the internal examinations are held in colleges be considered as working days for the purpose of attendance if they appear for the examination on those days.









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A candidate shall not be permitted to appear in that paper(s) in which his attendance falls short of the minimum requirement and the result of such candidate shall be worked out treating him as having absented at the examination in that paper(s). Chief Proctor of college shall be responsible for detaining the candidate concerned from appearing at the examination in those paper(s) in which the candidate has not put in the required minimum attendance. The admission cards of candidates sent by the CoE shall be subject to the provisions of this Regulation i.e. the candidates shall not be eligible for appearing in those paper(s) in which they have fallen short of the required minimum attendance. A statement indicating the names of each of the candidates together with the names of paper(s) in which they have been detained from appearing at the examination on account of shortage in attendance. A candidate who is detained from appearing in one or more papers in accordance with the foregoing provisions shall be eligible to appearing those papers at a subsequent examination.

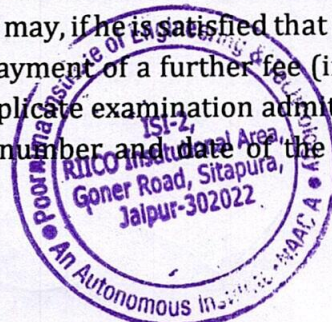
R4 - Application and fee for examination

- (i) A candidate appearing for any examination shall apply in the prescribed form made available by the Registrar Office.
- (ii) The last date for receipt of application forms for admission to an End Semester Examination shall be as notified by the Registrar Office.
- (iii) A candidate who for any reason whatsoever is unable to present himself/ herself for an examination shall not get a refund of his fee. However, if a candidate dies before the commencement of the examination his/her fee may be refunded.
- (iv) A candidate when applying for admission to one or more subsequent examinations shall pay the prescribed fee for such examination on each occasion on which he applies for admission.
- (v) The fee structure for Examination and related activities shall be as notified from time to time after approval from finance committee. Fee for Degree, Provisional Certificate and Consolidated Mark Sheets/transcript at the end of program shall be as approved by finance committee from time to time.

R5 - Admit Card

- (i) On receipt of the fee prescribed, the CoE office shall, if the candidate is admitted, furnish the candidate with an admission card permitting him/her to appear at the examination.
- (ii) Permission to appear at a End semester examination may be withdrawn for conduct which in the opinion of the Board justifies candidate's exclusion.
- (iii) A candidate may not be admitted to the examination hall unless he/she produces to the officer conducting the examination his/her examination admit card or satisfies such officer that it will be produced. The Centre superintendent may, if he is satisfied that an examination admit card has been lost or destroyed, grant on payment of a further fee (if applicable) as approved by Registrar office from time-to-time duplicate examination admit card. The card so granted shall show at a prominent place the number and date of the card originally granted.

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R6 - Appointment of Examiners

- (i) External Examiners and/or moderators shall be appointed by the Examination Committee on the recommendation of the Chairman; Board of Studies concerned for the selection of examiners.
- (ii) If any examiner or moderator is unable to act for any cause and fresh appointment cannot be made in time in the manner prescribed by sub-section (i), the CoE shall have power to appoint another examiner to fill the vacancy and shall communicate such appointment to the Examination Committee.
- (iii) For each question paper of a course of study three paper setters shall be appointed on terms, conditions and instructions determined by the controller of Examination in prescribed format.
- (iv) The maximum remuneration limit to a person for examinations shall be approved by Academic Council from time to time.
- (v) If the total remuneration payable exceeds the above limit the excess amount shall be retained by/refunded to the institute.
- (vi) Any person who either not qualified to be appointed as an examiner or is debarred from being an examiner in any subject shall ipso-facto cease to be associated with the process of the appointment of examiners.
- (vii) All work relating to examinations, tests and evaluation (such as paper-setting, assessment, invigilation, superintendence, viva voce, practical, tabulation, checking and inspection etc.) with or without payment of remuneration shall be deemed to be a part of normal duty of every teacher in an institution.

Remuneration for Theory, Practical Examination Work and other related activities shall be as mentioned in the Academic rule book approved from Academic council from time to time. Deductions shall be made from the remuneration bills unless condoned by the Head of institution in special cases.

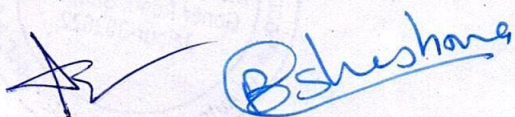
R7 - Instructions for Centre superintendent (CS) for the conduct of examination.

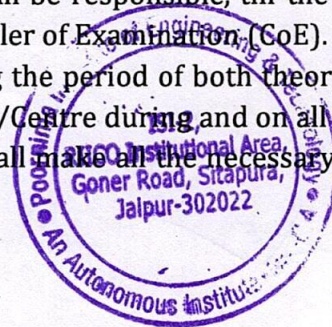
These instructions shall be read in conjunction with the following documents as notified by the CoE:

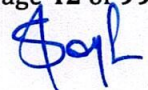
- (i) General instructions for the guidance of the candidates appearing for Examination Duties and responsibilities of Additional Centre Superintendent, Deputy Centre Superintendent, Relieving Officer, and Room Superintendent.

R7.1 - General

- (i) The CS shall be responsible for the smooth and proper conduct of the examinations at his/her center. He/ She shall take necessary precautions and actions before, during and after the examinations as per stipulated guidelines and shall be responsible, till the Answer Books reach the place, as per the directions of the Controller of Examination, (CoE).
- (ii) The CS shall remain available at the centre during the period of both theory and practical examinations and shall remain at the Headquarter/Centre during and on all the days of the examination. In case of any emergency, he/she shall make all the necessary arrangements









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for the proper conduct of examination by entrusting the responsibility to the next senior staff member of his/ her confidence, with intimation to the Controller of Examination.

- (iii) The CS shall convene a meeting of all the staff members involved in the examination work, two or three days prior to the commencement of examinations and explain them the duties and responsibilities. He shall also inform to strictly follow the instructions. The CS shall impress upon them the need for prevention of any kind of malpractice during the examination.
- (iv) The CS shall also ensure that all the officials involved in the examination conduct duties are aware of their duties/ responsibilities as well as of other officials in order to have smooth & better coordination during the examination period.
- (v) The CS shall obtain any kind of help from the local authorities to maintain law and order in the premises of the examination centre.
- (vi) Serve as the central point of contact between the examination board and the examination center, ensuring clear communication of any instructions or changes. Address any queries or concerns raised by students, invigilators, or support staff.

Oversee the collection of answer sheets from invigilators, ensuring that all answer sheets are properly accounted for. Check that all answer sheets are properly labeled with student details before sealing them for submission. Ensure the safe storage and transportation of answer sheets to the examination board or designated evaluation center. Securely seal the answer sheet packets and ensure that they are submitted within the stipulated time frame. Prepare a detailed report of the examination, highlighting any incidents, irregularities, or noteworthy occurrences. Submit the report to the examination authorities along with any supporting documentation.

R7.2 - Appointment of officers and staff

- I. The principal shall appoint required number of Officials for conducting the examination smoothly, as below:
 - a) One Centre Superintendent (CS), one senior professor of the institute.
 - b) The person to be appointed as an ACS shall normally not below associate professor.
 - c) One Deputy Centre Superintendents per need. DCS shall be, generally, the senior faculty amongst the teaching staff members by rotation.
 - d) The ACS/DCS shall not leave the station during the examination days for any purpose without obtaining prior permission.
 - e) One Room Superintendent for every 25 students with minimum of two RS in each room.
 - f) One Relieving Officer for every 100 examinees with minimum one number. In case of emergency, RO shall act as reserve RS.
 - g) In the interest of efficiency, no person shall be appointed as ACS/DCS/RS/RO for more than two sessions in a day.

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II. Norms of the staff which may be engaged for examination work: —

Table 19: Staff Engagement for Examination Work

S.No.	Staff	Persons
I	Class III Staff (Clerical) No. of Registered Candidates for the session - Upto 200 candidates	1
	-Upto 500 candidates	03
	-For subsequent 500 candidates or part thereof One	04
II	Daftari One Daftari irrespective of number of candidates	1
III	Class IV Staff Upto 100 candidates	4
	Above 100 for every 50 candidates or part there of	1
IV	Electrician	1
V	Plumber	1
VI	Chowkidar	1
VII	Sweeper	1

For every 500 examinees, one extra peon may be engaged over and above the peon engaged as per above norms.

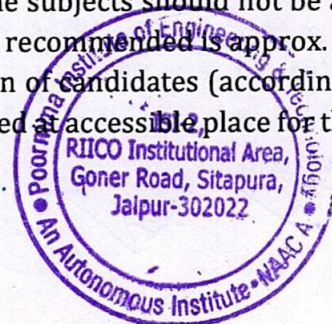
Note—The number of peons engaged as per above norms will be subject to the maximum number of 25 peons.

III. The CS shall take care not to allot a particular RS to the same room successively.

R7.3 - Advance preparation

- Immediately after receiving the appointment letter, the CS shall look into the requirements, depending upon the number of candidates appearing for the examination and ensure that the required material (e.g. answer books & other stationery) is received in time. CS shall also be responsible for arranging the manpower required for the conduct of examination.
- The CS shall prepare well in advance, the statement regarding seating arrangements for the candidates (Table +Chair) as below:
 - A definite seat for each candidate in good condition with a card containing roll numbers of candidate fixed on it.
 - Examination halls with seating capacity more than 40 shall be preferred.
 - As far as possible, candidates appearing in the same subjects should not be allowed to sit together (at least side by side). (Floor area per seat recommended is approx. 25 sq. ft.)
 - A plan of seating arrangement showing the position of candidates (according to their roll number) in each room for each day must be displayed at accessible place for the examinees

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& copy of the same shall be sent to CoE together with the dimensions of each room along with the diary of CS.


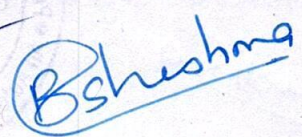
- (iii) General instructions that are made available to each candidate should be pasted on notice board & candidates should be advised to read them carefully before appearing for examination.
- (iv) CS shall check requirements (if any) for additional material to be supplied to examinees during examination such as - Drawing sheets, Steam tables, IS codes etc. and keep them ready for distribution to examinees.
- (v) He shall ensure that the list of detained students is received from the concerned Head of the institute to which the examinees belong.
- (vi) Before giving answer-books to the candidates, the facsimile seal of CoE shall be affixed on answer-books/answer sheets on the space specified for the purpose using blue ink only. In addition to this, one of the alphabet stamps shall be affixed on the space earmarked for the purpose using blue ink only. The following rules shall be observed for putting the alphabet stamp: -
 - a) Only one alphabet stamp shall be used on all the answer books for a particular day of examination.
 - b) Different alphabet stamp (to be decided by CS only) must be used on successive days of examination.
 - c) Only the alphabet stamp supplied must be used as it contains hidden security symbol.
 - d) The CS shall be solely responsible for safe custody of facsimile and alphabet stamps.
 - e) The CS shall ensure the confidentiality of alphabet stamp to be used on a particular's day.
 - f) The CS shall maintain a correct record of serial number and alphabet seal used on the answer-sheet every day.

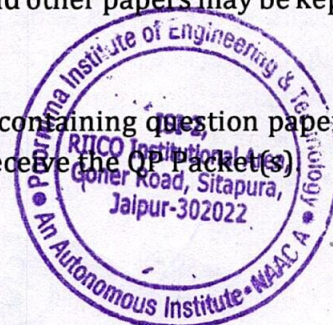
This is intended as a precaution against blank answer-books being smuggled into the examination hall. If the Centre Superintendent finds any answer-book in bad shape, he is requested not to issue such answer-books to the candidates to avoid any manipulation.

Answer-books should, therefore, in no case be stamped in larger quantity than required for each day's use so that if by any chance blank answer-books are stolen at a centre and afterwards smuggled into the answer-books collected at the end of an examination the absence of the particular alphabet stamp of the day on their title covers might at once prove them to be contraband. At an institution, the CS shall ensure that answer-books of different examinations are not mixed up. A consolidated statement of the answer-books used should be sent to the CoE after the examination in the prescribed CS Diary. The balance of unused answer-books and other papers may be kept at the centre in safe custody under lock and key for next year's use.

R7.4 - Handling of question paper (QP)

- (i) The CS shall acknowledge the receipt of packets containing question papers sent by CoE in the prescribed format to CoE as soon as they receive the QP Packet(s).





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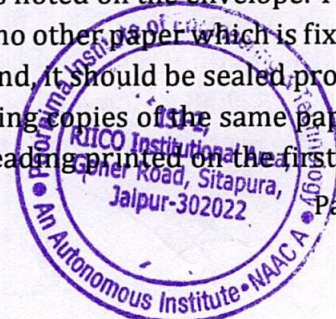
- (ii) The CS shall carefully observe the state in which the envelopes reach them. If an envelope appears to have been tampered with or found unsealed, the fact should be reported to the CoE at once and the envelope must be kept securely in the same condition with him duly sealed in a bigger envelope.
- (iii) The name of examination, subject, paper, date and time noted on the envelope should also be checked with the programme of examination and the discrepancy, if any, should be brought to the notice of the CoE immediately.
- (iv) If the packet containing question papers does not reach at least one day before the commencement of the examination, the CS should contact the CoE without delay.
- (v) CoE may also adopt various measures to handover/deliver the question papers on the same day of examination in order to conduct fair and smooth examinations.
- (vi) All packets of question papers should be kept in strong room with sealed lock. The CS shall be solely responsible for the safe custody of the QPs at his/ her centre.

R7.5 On the day of examination

R7.5.1 - Before commencement of examination

- (i) On the day of the examination, the relevant sealed packets of the question papers shall be taken out from the strong room not earlier than half an hour scheduled for the commencement of the examination in the presence of DCS and one or two other officials.
- (ii) Before taking the envelopes to the main examination hall, the officials shall carefully examine the date, time, subject, number of question papers written on the packet. The CS shall also ascertain to avoid wrong opening of a QP envelope of a later session or a later date.
- (iii) Opening of envelopes containing question paper (QP):
 - a. The envelopes containing question papers must be opened in the main examination hall (containing maximum number of students) by the CS himself after examining the seals in the presence of candidates and other witnesses and not in his office or any other room.
 - b. Before an envelope is opened, the CS and other witnesses should sign the prescribed certificate pasted/ printed on each envelope. Each person should sign legibly and give his designation below his name.
 - c. While opening the sealed envelope, the CS should not break the seals but cut the envelope at one end neatly with a pair of scissors. The envelopes so opened with the certificates duly signed should be returned to the CoE after the examination.
- (iv) After opening an envelope, the CS shall ensure to check the number of question paper and the heading of each question paper with the contents noted on the envelope. The heading should be checked very carefully in order to see that no other paper which is fixed for alter day or a later hour is mixed up. If such a paper is found, it should be sealed properly in an envelope and kept along with the envelopes containing copies of the same paper and the fact reported to the CoE. The CS should check the heading printed on the first page of all

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the copies of the question papers. To facilitate this checking, suitable "catch letters" are printed at the left-hand top corner of the first page of each question paper.

- (v) After opening the question paper packets, the CS shall arrange to put the question papers required for each block/each room in separate cover, which shall contain actual number of papers as per the number of candidates taking the examination in the block/room.
- (vi) The packet with the required number of answer books and other stationery supplements will be handed over to concerned room superintendents to take to the examination hall as soon as they report for duty (i.e. 45 minutes before on the first day of commencement of examination and 30 minutes before on successive days/sessions). The RS are to be present in the respective examination hall at least 30 minutes before the commencement of the examination on first day and 15 minutes before on subsequent days/sessions.
- (vii) The CS shall arrange to provide the roll numbers of detained students as verified by the Head of the institution of the concerned college on the RS diary before issuing it to the RS.
- (viii) The CS shall give instruction to the RS to read out the warning note to the candidates 5 minutes before the commencement of the examination.

Warning note

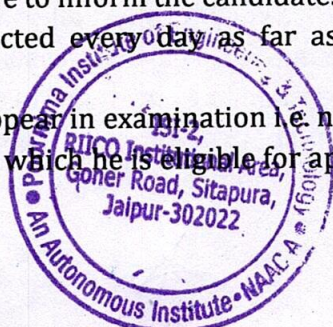
All the candidates in the examination hall should search desks, tables, their pockets and other belongings before the issue of question papers and handover to RS, if any paper notes/ manuscripts or written material are found.

All the candidates should note that supplementary Answer Book will not be issued. The main Answer Book is itself of sufficient pages; accordingly, the candidates are advised to use the Answer Book without wasting the pages unnecessarily.

R7.5.2 During the examination

- (i) Candidates may be admitted to the examination hall half an hour before the time fixed for the examination on the first day and the first session; and a quarter of an hour before time on subsequent day/ sessions.
- (ii) Normally a candidate arriving late for any paper is not entitled to be admitted to the examination hall. However, within half an hour of commencement of examination such candidates are allowed to take examination after ascertaining that no candidate had left the examination hall till then or as per the instructions/notification issued by the university in this regard from time to time. No extra time should be given to such candidates.
- (iii) Candidates are not to be admitted to the examination hall unless their names appear in the printed roll list sent separately. CS shall ensure to inform the candidates to bring their admit cards with them which should be inspected every day as far as possible and returned after inspection.
- (iv) The CS shall ensure that all eligible candidates appear in examination i.e. no one having a valid admission card mentioning the subjects for which he is eligible for appearing in the examinations detained.

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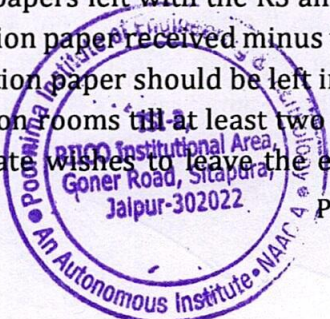
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- (v) If any candidate, whose name appears in the printed roll list, forgets to bring his/her admission card or loses it and does not succeed in getting its duplicate copy from the office in time, he/she may be admitted to the examination after ascertaining the validity of the claim (given in writing by the candidate), the CS shall issue a provisional admission card valid for that day only) on a payment as notified from time to time. The details of issuing such provisional cards should be sent to CoE along with the fee collected, at the end of examination.
- (vi) The CS shall ensure to notify to all candidates that they should place their belongings i.e. books/notes/any undesirable material at the space specified outside the exam hall for the purpose only. No guarantee will be given for the custody of such articles. Bringing mobile phones into the examination hall shall be strictly prohibited. This fact shall be well noticed to the candidates. The CS shall also instruct the RS not to allow mobile phones and any study material, notes in the examination hall under any circumstances. The candidates shall be solely responsible for bringing such articles at the examination centre.
- (vii) Pre-entry search of the candidate should be ensured by the CS for any unlawful material to prevent use of unfair-means in the examination. It will be obligatory on the part of the examinee to submit such search. Such search can be made during examination time also. This may be notified to the candidates for the information.
- (viii) Candidates should prepare themselves for giving search physically to the officials appointed by the university/CS for the examination purpose, if they are asked to do so during the examination.
- (ix) The CS shall ensure that no candidate who is actually suffering from an infectious disease, such as small-pox, plague, influenza etc. or who, though convalescent, is not free from infection, is allowed to sit for the examination. If such a candidate is noticed after the examination has begun, immediate steps should be taken to see that his papers are destroyed and that other disinfecting measures are carried out.
- (x) Use of Scientific Calculator is permitted. However, programmable calculators (one which has memory capacity of more than six numbers) are not permitted.
- a) Question paper should be distributed punctually at the time of commencement of the examination.
- b) If any question paper is printed on more than one page the RS may be asked to announce the number of printed pages to the candidates to enable them to check that no page is missing in the question paper.
- c) Immediately after the distribution of question paper to the candidates the CS (through ROs) should collect all spare copies of question papers left with the RS and check the number of spare copies with the number of question paper received minus the number of examinees present. No spare copy of the question paper should be left in the hands of the RS or allowed to go outside the examination rooms till at least two hours after the commencement of examination, if a candidate wishes to leave the examination

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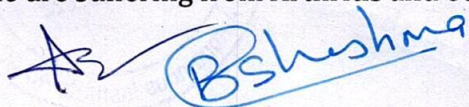
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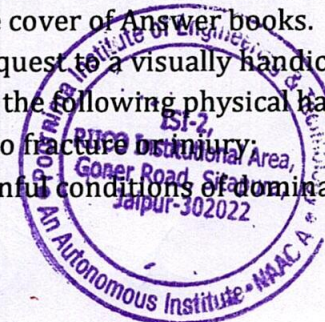
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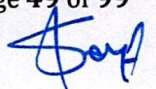
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room earlier, he should not be allowed to take question paper with him. It should be handed over to the RS, to be returned to the candidate after the examinations is over. Similarly, no candidate should be allowed to take the question papers with him while going out to urinal.

- d) Some extra copies of question papers are always sent but if ever the number of copies of a question paper fall short and therefore, the question paper cannot be supplied to some candidates, the paper may be got photocopied and given to them and as much extra time as is taken in distributing photocopy paper be allowed to them for answering the paper and the matter shall be reported to the CoE at once. However, extra time should not be allowed to other candidates to whom printed papers are given in time.
- e) In case a candidate asks for a question paper in an optional/elective or an alternative subject, not offered by him according to the entry in the printed roll list, he may be given the question paper he asks for but he should be clearly warned with an undertaking that if it is found afterwards that he had taken a question paper, not actually offered by him according to his declaration in the application form, his examination in that paper shall be liable to be cancelled. The CS should, however, try to satisfy himself by a reference to the entries in the application form with him that the candidate is not asking for a wrong question paper. All such cases should be immediately reported to the CoE office.
- f) If ever there is a complaint from the examinees that the question paper or a part thereof is out of the prescribed course, or that there is a misprint or some ambiguity in the question paper, they may be instructed to answer the question paper as given to them and send their representation along with a copy of the question paper to the CoE office within seven days from the date of examination for consideration and necessary action. No announcement regarding cancellation of the paper shall be made by the CS or any other person except the CoE. Representation received after the above time limit shall not be entertained.
- (xi) Candidates found using unfair-means or indulging in disorderly conduct at or in connection with an examination shall be dealt with in accordance with the existing provisions.
- (xii) On each day of the Examination and as soon as after the commencement of the Examination the CS shall ensure with the help of ACS/DCS/RS that all candidates have correctly written their roll numbers, pasted properly the relevant bar code sticker and other particulars required to be entered on the title cover of Answer books.
- (xiii) (a) An amanuensis may be allowed by the CS on request to a visually handicap candidate and also the candidate who is suffering from any of the following physical handicaps:
- Whose dominant hand is in a plaster cast due to fracture dislocation;
 - Who are suffering from Arthritis and other painful conditions of dominant hand;


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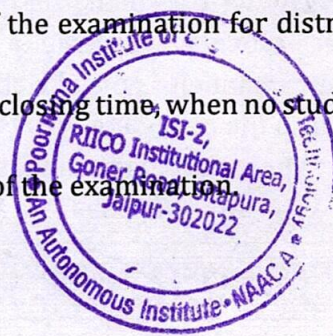
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- Who are suffering from nerve injuries under paralytic conditions of dominant hand;
 - Any condition interfering with writing performance of dominant hand;
- (b) The amanuensis will be provided subject to the conditions as specified by CoE office.
- (xiv) Where different sections of a question paper are required to be answered in separate answer-books, the CS shall ensure to inform the candidates to note carefully and comply with the requirement of answering questions in separate answer-books. They should write Section A or Section B clearly on the answer book wherever required. If the candidates fail to do so, and answer both the sections in one answer-book, questions of only one section shall be examined and those of the other section treated as cancelled. Similarly, if they have written wrong section on the cover page, answers written in the answer book will be treated as irrelevant.
- (xv) Nobody other than the official engaged for examination should be allowed to enter or move around the examination rooms without the permission of the CS College peons or other persons should not be permitted to deliver letters to any candidate during the examination. Any communication with the candidates during the examination is strictly prohibited.
- (xvi) No one should be permitted to speak to a candidate on any subject pertaining to the questions during the hours of examination, not even for the purpose of correcting a misprint or removing an ambiguity in a question paper.
- (xvii) Nobody should be allowed to write after the prescribed time is over.
- (xviii) Smoking & other intoxicants are strictly prohibited in the examination hall. This includes chewing tobacco or spitting in the examination hall or around.
- (xix) Office copy of the admission card of candidates to be examined at each centre will be sent separately. The CS shall arrange to ensure to check the candidates with their photographs, obtain their signature on the office copy of the admission card a second time and attest them after comparing them with the originals. The office copy of admission cards should be returned to the CoE soon after the examination is over by a separate registered parcel and not along with other papers or packets of answer books.
- (xx) Whenever, the CS receives information that any candidate has indulged in malpractice, he/she should immediately take action as per the Unfair-means rules.
- (xxi) The CS shall ensure to arrange the provision of signal bells (audible to examinees) as below:
- (a) First bell shall be given 15 minutes before the commencement of the examination for allowing the students to enter the examination room.
 - (b) Second bell shall be given at the beginning of the examination for distribution of the question papers.
 - (c) Third bell shall be given 10 minutes before the closing time, when no student is allowed to leave the examination hall and
 - (d) The final bell shall be given at the conclusion of the examination.

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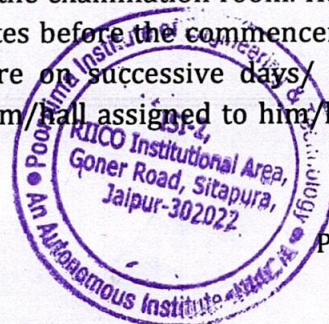
R7.5.3 - Packing of answer books after the examination by CoE

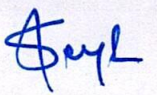
- (i) Immediately after every examination the answer-books of each paper collected from candidates will be arranged in the serial order of Roll Number and after counting them and checking the number of answer-books with the number of candidates appeared, CS will submit the answer books to CoE.
- (ii) The same will be packed by CoE office.
- (iii) CoE will be responsible for further processing of Answer books as per norms.
- (iv) The CS shall submit the written answer books of all End Semester examinations in- person, on the day of the concerned examination.
- (v) The CS shall also submit a record of daily attendance of candidates with their signatures. Roll numbers of candidates absent from the examination in each paper for any reason whatsoever should be reported in the prescribed absentee statement. If any answer- book(s) is/are sent to the Controller of Examinations separately on account of the candidate(s) having resorted to the use of unfair means or for any other reason, this fact should also be mentioned in the absentee statement. If no candidate is absent, a 'Nil' report be given in the absentee statement. On the other hand if no candidate turns up for examination in any paper, all the candidates should be reported absent in the absentee statement. The number of candidates examined at each room as shown in the absentee statement plus the number of candidates shown there as absent must tally with the number registered as shown in the consolidated numerical return of candidates. If there is any discrepancy, the same should be clarified in the absentee statements and also intimated to the CoE separately through a letter.
- (vi) At the end of each examination, three copies of a consolidated statement of absentees in prescribed form should be prepared and sent as per direction on the form. One copy of the same form be retained at the office of CS.
- (vii) In any emergency not provided for in the above provisions the CS may act according to his own discretion and report his action to the CoE/ Principal. Orders passed by the CS with the permission of Principal, on any matter not provided for in these instructions shall be binding on all.
- (viii) The CS shall note the above instructions and also the details of the subject, time allowed for each paper etc. carefully as given in the printed programme of examination.
- (ix) Remuneration for conduct of examinations shall be as notified from time to time by the office of Principal.

R8 - Duties and responsibilities of Room Superintendent (RS)

- (i) The Room Superintendent shall be the invigilator for the examination room. He/ She shall report to the Centre superintendent at least 45 minutes before the commencement of the examination on the first day and 30 minutes before on successive days/ sessions of examinations. He shall ascertain the examination room/ hall assigned to him/ her and the number of candidates in the block.







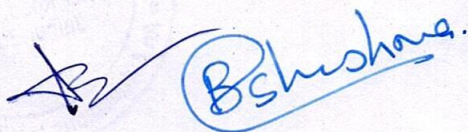


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- (ii) The RS shall go to the examination room/hall allotted 15 minutes before the commencement of the examination with relevant examination material and ensure that no chits or any other material are found in the block.
- (iii) The candidates shall be admitted into the examination hall 15 minutes before the commencement of the examination or as notified by the university from time to time.
- (iv) The RS shall announce to the students to leave the books, papers and other reference materials etc., outside the examination hall and read out the warning note before the issue of Question Papers as below:
"The candidates in the examination hall should search desks, tables, their pockets & other belongings and handover to RS, if any paper/notes/manuscripts or written materials are found in possession of candidate, he will be booked under unfair means."
- (v) Ten minutes before the commencement of examination, the answer books shall be distributed to those candidates only, who are seated in the examination hall and are not to be placed on the vacant seat.
- (vi) The RS shall distribute the question papers to the candidates seated in the examination hall only when the commencement bell of the examination is given.
- (vii) The RS shall ensure that candidates take their seats before the commencement of examination even though the candidate shall be allowed to enter the examination hall up to half an hour from the commencement of the paper in extra ordinary circumstances.
- (viii) The RS shall ensure that if a candidate decides to stop his writing of examination before one hour of the termination of exam, he/she will not be allowed to take away his/her question paper. He/she shall leave it with the room superintendent and may take it from him/her at the end of examination. However, no candidate should be allowed to leave examination hall for any purpose within first hour of the commencement of examination or as per the instructions issued by the university from time to time in this regard.
- (ix) The RS shall put his signature at the place marked as Room Superintendent's Signature only after ensuring that the candidates have taken their seats and have entered the correct roll number, paste the proper bar code stickers and other particulars required on the facing sheet of the answer paper checking the identity of the candidate with photo on admission card and office copy of admission card, and shall obtain the signature of the candidates on the prescribed attendance sheet.
- (x) The RS shall remain alert in the examination hall and shall attend to the requests of the candidates for supply of the graph sheets, codes & other relevant material.
- (xi) RS shall ensure that any undesired materials brought by the students are outside the room at his own risk.
- (xii) Whenever, the candidate wishes to change the pen/ink, the RS shall not affix the signature in the answer book anywhere inside the names but the university facsimile seal should be put using royal blue ink only.









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- (xiii) If any student has not brought his/her admission card and Identity Card, the matter shall be brought to the notice of the CS for issuing provisional card.
- (xiv) If any candidate is absent, the word ABSENT shall be written in capital letters in the appropriate column of the attendance sheet, preferably in red ink, after 30 minutes from the commencement of the examination. A consolidated statement showing the subject.

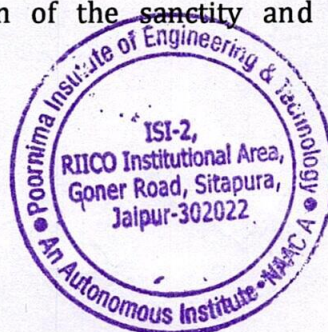
R9 - Duties and responsibilities of the Relieving Officer (RO)

- (i) The Centre superintendent shall appoint the Relieving officer from amongst the senior faculty.
- (ii) The RO shall be active and shall be moving from room to room (assigned to him) during the examination hours and shall be a communication link between RS and CS/ACS/DCS for any emergent requirement.
- (iii) The RO shall not permit the RS to leave the examination hall during the first and last half-an-hour of the examination. During the intervening period, he/she shall relieve the Room Superintendent to attend nature's calls.
- (iv) The RO shall assist the CS/ACS/DCS in general for smooth conduct of examination at the centre particularly in distribution of question papers to RS room wise.
- (v) The RO shall in addition to the above duties attend to any other work entrusted to him / her by CS/ACS/DCS.
- (vi) The RO shall relieve the RS for maximum of 10 minutes and be in charge of the duties of RS during that period and discharge all the duties and responsibilities of the RS.
- (vii) The RO shall report for duty 45 minutes before the commencement of examination on the first day and 30 minutes before on successive days/sessions.
- (viii) The RO shall also observe/keep a watch in and around the examination rooms (assigned to him) to ensure overall discipline.

R10 - Unfair means

The Poornima Institute of Engineering and Technology strictly prohibits the use of unfair means or disorderly conduct during examinations. Suspected cases shall be immediately reported to the Centre Superintendent, who may search the candidate and seize any unauthorized material. All cases shall be referred to the Unfair Means Committee, which shall examine evidence, record statements from the candidate and relevant authorities, and recommend appropriate penalties as per Types of Malpractice.

The candidate shall be given a fair opportunity to present their explanation. Based on the Committee's recommendations, the competent authority shall take final action. All procedures ensure transparency, accountability, and preservation of the sanctity and integrity of the examination process.





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Table 20: Types of Malpractice and Suggested Penalties

S.No.	Type of Malpractice	Examples / Description	Suggested Punishment
1	Communicating during exam	Whispering, gestures, passing chits, signaling	Warning for first offence; if repeats, cancellation of exam for that paper
2	Possession of unauthorized material	Notes, slips, books, printed/electronic material inside or near the exam hall	Cancellation of exam for that paper
3	Helping others cheat (collusion)	Sharing answers, giving notes, signaling	Cancellation of exam both candidates for that paper
4	Copying from material or another candidate or use of electronic devices	Looking into neighbor's answer sheet, exchanging papers, using hidden notes, mobile phone, smartwatch, Bluetooth, earphones, calculators (if not allowed)	Cancellation of exam of all theory courses of that semester + confiscation of device
5	Threatening / misbehaving with invigilator or staff	Verbal abuse, intimidation, refusing to hand over materials	Cancellation of all exams + suspension up to 1 year
6	Tampering with answer books or official records	Adding pages later, forging signatures, altering marks	Debarment for 2 years + disciplinary enquiry
7	Impersonation	Writing exam for another student or getting someone else to write	Debarment for 3 years with effect from current semester + report to police if proven
8	Theft/Steal/Running away with answer books/Question paper before/during/after the examination	Answer books or question papers are stolen from storage/printing presses/secure rooms/shared through social media	Debarment for 3 years with effect from current semester + report to police if proven
9	Bribery or attempt to influence examiners, disclosing of identity of student	Adding pages later, forging signatures, altering marks Offering money or gifts for marks	Debarment for 3 years with effect from current semester + report to police if proven
10	Plagiarism in online / project / take-home exams	Copying from internet or peers without citation	Zero marks in assignment + warning

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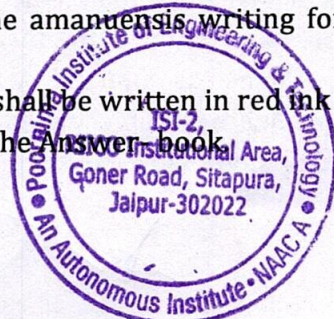
Notes:

1. The Unfair Means Committee shall be constituted only for the End Semester Examinations. For Mid Term Examinations, no such committee will be formed; cases of unfair means, if any, shall be reviewed and decided by the Principal.
2. If unfair means are detected even after exam, candidate may be disqualified up to 6 semesters.
3. Debarred period does not count towards maximum duration for passing exam.
4. Candidate may appeal to court within 90 days of decision.
5. Records will be destroyed 6 months after dispatch of decision.

R11 - Amanuensis

- I. An amanuensis may be allowed by the Centre Superintendent on the request by a visually handicapped candidate and also a candidate suffering from any of the following physical handicaps:
 - a) Whose dominant hand is in a plaster cast due to fracture or injury?
 - b) Who is suffering from Rheumatoid Arthritis and other painful conditions of dominant hand?
 - c) Who is suffering from nerve injuries under paralytic conditions of dominant hand?
 - d) Who is suffering from any condition interfering with writing performance of dominant hand?
- II. The amanuensis will be provided subject to the following conditions
 - a) The Centre Superintendent is satisfied that the request is genuine.
 - b) The amanuensis is a student of the standard specified below and selected by the Centre Superintendent:
 - For final year of undergraduate Examinations: First Year standard.
 - For first- & second-year Examinations: Senior higher Secondary standard.
 - c) The candidate's request for grant of an amanuensis is accompanied by a medical certificate from an Orthopedic Surgeon /Junior Specialist in Orthopedic Surgery/Senior Specialist in Orthopedic Surgery duly countersigned by the Senior Medical Officer of the concerned Hospital.
 - d) The candidate will remit to the University an amount equal to double the amount payable to an invigilator for the total number of sessions in which he is to be examined.
- III. Half an hour extra time may be given to a Physically Handicapped candidate who has defects in his dominant hand and its fingers and to whom no amanuensis has been allowed by the Centre Superintendent.
- IV. (a) The centre superintendent will report each such case to the University with full detail about both the candidates, i.e. the examinee and the amanuensis writing for him, on the prescribed form.
(b) The words 'Answers written by the Amanuensis' shall be written in red ink by the Centre Superintendent on the top (left side) of title cover of the Answer book.

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- V. An amanuensis may be provided to a candidate who meets with an accident during the days of examination and requests for an amanuensis. The following procedure should be adopted in this connection:
- The candidate who meets with an accident during the days of examination and requests for an amanuensis, should normally meet the Centre Superintendent, at least 24 hours before the commencement of the examination, together with the following declarations:
 - The amanuensis should be a student of the standard as specified as above.
 - The examinee who meets with an accident should submit a medical certificate from the Principal Medical and Health Officer of the District or by a Medical Board.
 - The same amanuensis should continue for all the examination days.
 - The candidate will have to pay an amount equal to double the amount payable to an invigilator for each day/session. This amount should be remitted to the University.
 - The Chief Centre Superintendent should report each such case to the University with full, details about both the candidates (original candidate and the amanuensis.)

Note: The words "Answers written by the Amanuensis" should be written in red ink by the Centre Superintendent on the title cover of the answer-books.

Format for declaration by candidate and declaration by Amanuensis are available in Examination Manual.

R12 - Grace marks

Under graduate (main/back examinations)

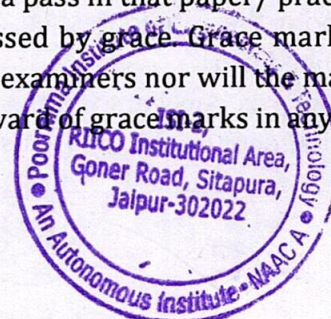
Grace marks to the extent of 1% of the aggregate marks prescribed for an examination will be awarded to a candidate failing in not more than 25% of the total number of theory papers, practical's, sessional, dissertation, viva- voce and the aggregate, as the case may be in which minimum pass marks have been prescribed; provided the candidate passes the examination by the award of such Grace marks. For the purpose of determining the number of 25% of the papers, only such theory papers, practical's, dissertation, viva- voce etc. would be considered, of which, the examination is conducted as end semester examination.

Note: If 1% of the aggregate marks or 25% of the papers works out in fraction, the same will be raised to the next whole number. For example, if the aggregate marks prescribed for the examination are 450, grace marks to the extent of 5 will be awarded to the candidate, similarly, if 25% of the total papers is 3.2, the same will be raised to 4 papers which grace marks can be given.

General: -

- A candidate passes in a per/ practical or the aggregate by the award of grace marks will be deemed to have obtained the necessary minimum for a pass in that paper/ practical or in the aggregate and shown in the marks sheet to have passed by grace. Grace marks will not be added to the marks obtained by a candidate from the examiners nor will the marks obtained by the candidate be subject to any deduction due to award of grace marks in any other paper/ practical or aggregate.

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- b. If a candidate passes the examination but misses First or Second Division by one mark, his aggregate will be raised by one mark so as to entitle him for the first or second division, as the case may be. This one mark will be added to the paper in which he gets the least marks and also in the aggregate by showing +1 in the tabulation register below the marks actually by the candidate. The marks entered in the marks-sheet will be inclusive of one grace mark and it will not be shown separately.
- c. Non-appearance of a candidate in any paper will make him ineligible for grace marks. The place of a passed candidate in the examination list will, however be determined by the aggregate marks he secures from the examiners, and he will not, by the award of grace marks, become entitled to a higher division.
- d. Distinction won in any subject at the examination is not to be forfeited on the score that a candidate has secured grace to pass the examination.

Note: The Grace marks will be awarded only, if candidate appears in all the papers prescribed for the examination.

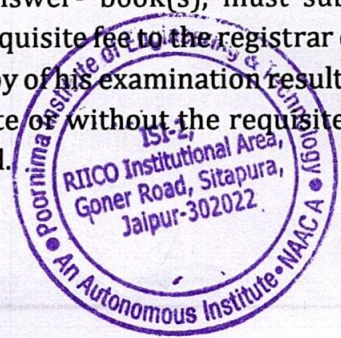
R13 - Supply of Statement of Grades

The Transcript (TR) and the Grade sheet shall be supplied to the candidates only after the official publication of the examination results. These documents shall be issued by the Examination Section and may be collected in person by the candidate on production of a valid identity card, or through an authorized representative with a written authorization letter. In addition, the University may make the Statement of Marks available through the official online portal for the convenience of the candidates.

R14 - Revaluation, Retotaling and View Copy

- (i) A candidate who wishes to apply for view copy after declaration of result of his/her answer-book(s) must submit his application in the prescribed form to the registrar office, before expiry of 3 working days excluding the date of the declaration of his examination result. Application not received in the prescribed form or by the due date shall be rejected. Incomplete application forms will be rejected.
- (ii) Any issue related to totaling error found during view copy, shall be reported in a prescribed format. All such issues reported will be addressed by 5-member committee of Principal, Registrar, Controller of Examinations, Respective Head of Department & Senior Most Subject Expert of the Institution, to be nominated by the Principal. The result of the respective student(s) will only be updated on the recommendations of the committee.
- (iii) After View copy, if a candidate is not satisfied with his/her assessment in the respective course, he/she may apply for revaluation of his answer- book(s), must submit his/her application in the prescribed form together with the requisite fee to the registrar office, before expiry of 3 working days excluding the date of view copy of his examination result. Application not received in the prescribed form or by the due date or without the requisite fee shall be rejected. Incomplete application forms will be rejected.

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- (iv) A candidate shall be required to pay a non-refundable fee per course/paper shall be as notified by the registrar of the college from time to time for re-valuation of each answer-book.
- (v) Revaluation of answer books shall be permissible in not more than Four (04) or 50% (rounded off to next higher number) of theory papers (which so ever is higher) in each semester Main/Back in which candidate actually appeared at an examination.
- (vi) Notwithstanding the aforesaid provisions, revaluation of answer- books shall not be permitted in respect of (i) the scripts of practical examination/sessional/periodical tests, dissertation, thesis and viva-voce and (ii) part examination- back papers and boycotted papers

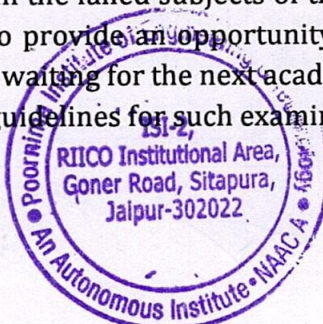
R15 - Semester wise Result communication with RTU Kota

- (i) Poornima Institute of Engineering and Technology will submit/inform the Results/Marks/TR to Rajasthan Technical University, Kota as per policy of RTU, Kota, from time to time.
- (ii) Rajasthan Technical University may open the separate portal for submission of results or marks for autonomous institution.

R16 - Back paper examination

- (i) A student who fails in any theory or practical paper of semester examination shall be eligible to appear in the back papers at the next ensuing examination(s) of the same semester. He shall have to clear all the papers, including back papers, of all the semesters in a time period equivalent to double the course duration (from the year of enrollment) without ceiling of number of attempts or as per check point scheme as notified by the institute from time to time.
- (ii) A candidate whose result of revaluation has not been declared and he appears at the next ensuing examination shall have an option in respect of considering either the result of revaluation or of the marks obtained at the back papers examination. The application of option shall be made in the prescribed form of the Examination Manual of the Institute.
- (iii) Back examinations may be conducted in each semester to provide students who were unable to pass one or more subjects in previous attempts with an opportunity to improve their academic standing. These examinations are typically organized alongside the regular semester schedule and are intended to ensure that students can clear their academic backlogs in next academic year. By offering back exams every semester, the institution supports continuous academic progress, minimizes delays in course completion, and helps maintain students' momentum in their studies. This approach promotes academic flexibility and allows students to stay on track with their educational goals.
- (iv) A special makeup back examination may be conducted for final year students after a period of two months from the declaration of the final semester examinations result. In this examination, students shall be permitted to appear in the failed subjects of the Seventh and Eighth Semesters only. This provision is intended to provide an opportunity for final year students to clear their academic deficiencies without waiting for the next academic cycle. The detailed schedule, eligibility conditions, and related guidelines for such examinations shall be notified separately by the Examination Office.

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- (v) A candidate who wishes to apply for special makeup back examination must submit his application in the prescribed form together with the requisite fee to the registrar office, before expiry of notified date. Application not received in the prescribed form or by the due date or without the requisite fee shall be rejected. Incomplete application forms will be rejected.

R17 - Drop out students

- (i) Drop out students (on medical ground), if appeared in previous semester examination, shall be permitted to take admission in next semester on production of medical certificate issued by a competent government authority after submitting registration fee.
- (ii) Drop out students due to any other reason without intimation to college, if appeared in previous semester examination, shall have to apply for admission after submitting registration fee. Such cases shall be decided by the Principal of Institution on the case-to-case basis depending upon the genuineness of the case.
- (iii) If a candidate due to some or other reasons fails to appear in the End semester examinations of any semester/academic year, he shall be eligible to take admission in the next academic year after submitting registration fee. However, he has to complete the course as per the limit of course duration as per norms.

R18 - Bar to appearance at examination

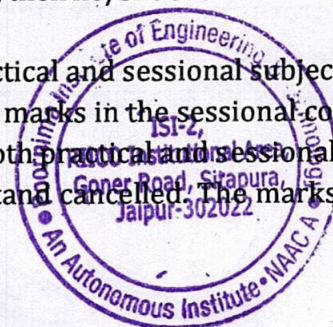
- (i) Not with standing anything contained in these Regulations, no member of the Board or of a Board of Studies shall be admitted to an examination of the University, except with the special permission of Principal; provided that this will not apply to a research degree.
- (ii) Not with standing anything contained in these Regulations, a candidate shall in no case be permitted to appear at two main examinations simultaneously in the same year.
- (iii) In an examination which is held full time for collegiate and part time candidates, no candidate shall be permitted to appear at both the examinations in one and the same year. If a candidate appears or attempts to appear at both the examinations, he shall render himself liable to cancellation of his appearance at both the examinations and forfeiture of the marks-sheet and degree/diploma certificate etc., as the case may be.

R19 - Improvement Exam

Term Test - The student is allowed to improve the term tests, if he/she is appearing in the End Semester Examination of that theory paper again and if failing earlier, if a student who has registered for improvement of term tests marks, then the marks secured by him/her in that theory paper in previous term test shall stand automatically cancelled. The marks of the latest examinations/tests based on back examination shall only be considered for working out the result and is such a candidate has absented himself/herself from the back examination tests, then he/she shall be treated as absent.

Sessional Improvement - If the student is failing in any practical and sessional subject, he/she can make improvement in the sessional component, if the earlier marks in the sessional component are less than 40%. The candidate will be required to register in both practical and sessional components of the subject and his/her earlier marks will automatically stand cancelled. The marks of the latest

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examinations/tests based on back examination shall be considered for working out the result. If such a candidate has absented himself/herself, then he/she shall be treated as absent.

Note: Students shall be permitted to appear only once in midterm/ practical & sessional improvement in subsequent year and thereafter there will be no change in his midterm/practical & sessional marks.

R20 - Contingency arising from loss of answer books

(i) In a contingency arising from the loss or misplacement of one or more written answer-books beyond reasonable hope of retrieval, or from damage, destruction or mutilation of one or more answer- books making evaluation or checking thereof in whole or in part impossible, the Principal of institution may permit every candidate either to re-appear in the paper concerned at a special examination to be arranged or the average of marks of the other theory papers of the same examination to be taken into account in the paper concerned.

Note: For working out average marks, the marks obtained by the candidate in external assessment only will be taken into account. To be more specific, in no case the marks of internal assessment, the assessment of which is done by the Department/Institution concerned, shall be taken into account.

(ii) In a contingency arising similarly from the loss, misplacement, damage, destruction or mutilation of award-lists of a viva-voce or a practical examination before tabulation of result, the Principal of institution may order a fresh viva- voce/practical examination.

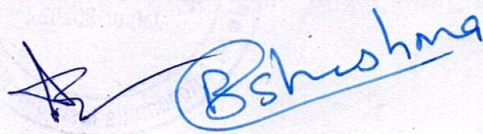
(iii) Where scrutiny of marks and/or re-valuation of answer-books is not possible due to loss, misplacement, damage or mutilation of answer-book(s), the candidate shall be permitted, if he so desires, to re appear in the paper concerned as soon as possible (special arrangements shall be made for the purpose, if necessary) or the average of marks of the other theory papers of the same examination to be taken into account in the paper concerned and in that case the marks obtained by the candidate in the aforesaid examination shall be taken as the marks obtained by him as a result of scrutiny/re-valuation.

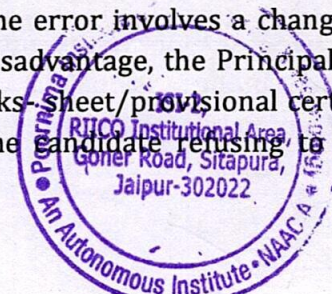
(iv) No candidate shall be entitled to claim any damages from the University or institute in such cases.

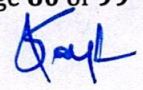
R21 - Correction of error noticed after declaration of result

(i) If an error is noticed after the declaration of result or issue of marks- sheet or certificate or diploma and as a result of necessary correction the candidate is put in advantageous position, an Officer authorized by him for the purpose shall have the power to allow necessary correction in the result/marks-sheet/certificate degree/ diploma, as the case may be.

(ii) If an error is noticed after the declaration of the result/issue of marks- sheet/certificate/ diploma, as the case may be, and rectification of the error involves a change in the marks obtained by the candidate or in his result to his disadvantage, the Principal shall have the power to order necessary correction in result/marks-sheet/provisional certificate /degree /diploma, as the case may be. In the event of the candidate refusing to submit or not


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responding to the requirement of submitting the marks-sheet/ certificate/ degree/diploma, as the case may be, for necessary correction, the Board may cancel his examination and further take such other actions may be deemed proper.

- (iii) In special cases, if exigencies demand the Head of institution may exercise his power or reassessment of answer books by subject experts.

R22 - Bar to claim damages for delay

No candidate shall be entitled to claim any damages whatsoever, from the University or institute on account of late declaration of the result or on account of delay in the issuance of marks-sheet/certificate/ diploma or on account of delay in the declaration of result on the basis of scrutiny of marks or re-valuation of answer-books or other like cases.

R23 - Production of answer books

- (i) Answer books will not be available for direct inspection (without any judicial intervention) after the view copy period to the student, and shall not permissible for anyone acting on their behalf, or any internal/external authority.
- (ii) In special case, as per the Hon'ble Supreme Court's directives, further inspection of answer books will be allowed only for judicial purpose if the copies' disposal period has not expired or the copies have not been disposed of.

R24 - On - Line process of pre & post examinations

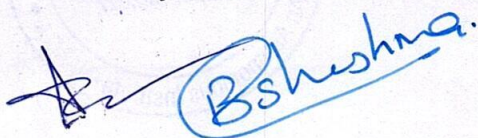
In addition to the off-line process explained earlier, University as well as autonomy institute may opt a process of on-line for pre and post examination activities viz. submission of enrollment forms, examination forms, deposition of fee, generation of admission card, centre copy, attendance sheet, submission of revaluation forms, marks of Mid Term, Practical Marks, sessional Marks, Theory marks, Question Paper setting, Assessment and other examinations related activities.

R25 - Creation of Academic Bank of Credit ID

- (i) Under National Education Policy 2020 every University and Higher Education institution must get register themselves on the National Academic Repository (NAD) and Academic Bank of Credit (ABC). The University Grant Commission (UGC), New Delhi and Education (Group-IV) Government of Rajasthan has issued instructions for the implementation of Academic Bank of Credits in the Universities. Academic Bank of Credits will digitally store the academic credits earned by students from Higher Education Institutions registered with ABC, for awarding degree / Diploma / Certificates taking into account credits earned by students.
- (ii) It is mandatory to create ABC ID for all students (Newly admitted + Previously admitted)
- (iii) Procedure for opening Academic Bank account on ABC portal www.abc.gov.in

R26 - Officer of Central Assessment Programme (CAP officer)

- (i) Principal of the institution will appoint CAP officer for the assessment of end semester theory paper.
- (ii) CAP officer is responsible to collect all answer booklets from examination section and keep the same in his custody till the declaration of all results.







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- (iii) CAP officer will prepared his own plan for masking the answer booklets in line with examination guidelines.
- (iv) He/ She is responsible to appoint all the examiners from the panel and inform them accordingly.
- (v) CAP officer should ensure for timely assessment from the examiner/s. should arrange the rooms for evaluation.
- (vi) CAP officer must ensure to submit remuneration form in appropriate format to CoE office within the stipulated time.
- (vii) CAP officer also ensure that 5% answer booklet below 40% marks and 5% answer booklet from above 75% marks should be moderated from moderators as per the list of moderator provided by concern BOS.
- (viii) Central valuation guidelines will be provided to all concerns.
- (ix) Assistant Central Assessment Programme (Assistant CAP officer) Officer may be appointed and his/her duties and responsibilities are.
 - Assistant CAP Officer will assist in the planning, coordination, and execution of the Central Assessment Process, including scheduling and logistics for answer script evaluation.
 - Assistant CAP Officer will ensure the secure collection, storage, and distribution of answer books to the evaluators, and maintaining confidentiality and integrity throughout the process.
 - Assistant CAP Officer will provide administrative and operational support to the CAP Officer, including documentation, communication, and follow-up with evaluators and departments.
 - Assistant CAP Officer will enter assessment data accurately into the system, maintaining proper records of assessment-related documents, and assisting in generating required reports.
 - Assistant CAP Officer will act as a point of contact between faculty, evaluators, and the exam cell for CAP-related queries, updates, and instructions.
 - Assistant CAP Officer will ensure all CAP activities are conducted as per university guidelines and timelines, and reporting any discrepancies or delays to the CAP Officer.
 - Assistant CAP Officer will provide necessary support for digital evaluation systems (if applicable), and assisting in arranging evaluation rooms, stationery, and other logistics.

R27 - Disposal of Answer Books Policy:

Evaluated answer books shall be preserved securely for a period of three years from date of examination after which they will be disposed of in a confidential and environmentally safe manner as per institute disposal norms.

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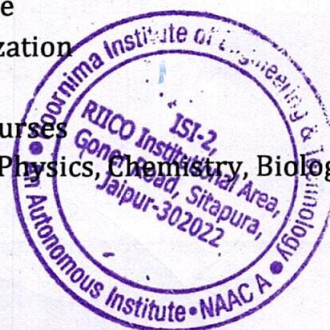
24. EXAMINATION GUIDELINES

a. Abbreviation

Table 20: Table of Abbreviation

CoE	-	Controller of Examination
DY. CoE	-	Deputy Controller of Examination
Asst. CoE	-	Assistant Controller of Examination
NEP	-	National Education Policy
BOS	-	Board of Studies
AC	-	Academic Council
BOG	-	Board of Governor
NAAC	-	National Assessment and Accreditation Council
CGPA	-	Cumulative Grade Point Average
SGPA	-	Semester Grade Point Average
UGC	-	University Grants Commission
AICTE	-	All India Council for Technical Education
RTU	-	Rajasthan Technical University
PIET	-	Poornima Institute of Engineering and Technology
PIIC	-	Poornima Innovation and Incubation Cell
CIA	-	Continuous Internal Assessment
CAP	-	Central Assessment program
MOOC	-	Massive Open Online Course
IQAC	-	Internal Quality Assurance Cell
LTPC	-	Lecture, Tutorial, Practical and Credit
UG	-	Under Graduate
BOS	-	Board of Studies
QAC	-	Quality Assurance Cell
HOD	-	Head of Department
PTE	-	Practical Test Examination (Internal)
MTE	-	MID Term Examination
ETE	-	End Term Examination
NCC	-	National Cadet Corps
NSS	-	National Service Scheme
NSO	-	National Sports Organization
YRC	-	Youth Red Cross
ESC	-	Engineering Science Courses
BSC	-	Basic Science Courses (Physics, Chemistry, Biology, Mathematics etc.)

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LHSM	-	Liberal arts, Humanities, Social Sciences & Management courses
PSI	-	Project work, Seminar, Internship
DCC	-	Department Core Course
DEC	-	Department Elective Course
OEC	-	Open Elective Courses of other technical or emerging areas
SOC	-	Skill oriented courses
MNR	-	Minor courses
AOC	-	Add on courses
ASM	-	Additional Specialized / MOOC
NC	-	Non-Credit Courses - Mandatory Courses suggested by UGC/AICTE
MCQ	-	Multiple choice question

b. Organizational Structure of CoE office

Chairman, Academic Council appoints advisory committee members for the office of COE. The period of the advisory committee members is 3 years.

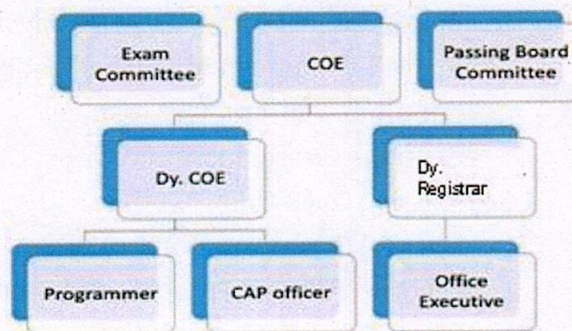


Figure 3: Organizational Structure of CoE office

c. Role of Exam Committee Members

- The Examination committee is responsible to recommend changes to the procedures and helps the CoE office in enacting new rules/policies.
- To recommend ways and means to rectify, improve and update the examination and evaluation system as a whole.
- To attend the Advisory Committee Meeting once in 6 months and at times of need. Advisory committee may act as Examination Passing Board.

d. Role of Examination Passing Board

- The semester results will be presented to members by the Controller of Examinations.

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- Members shall go through each subject's result and give any suggestions/modification if necessary.
- Suggestions/Modifications are submitted to the IQAC coordinator for possible considerations.
- The minutes of Moderation board and Result Passing Board will be submitted to Chairman AC for approval. Then the results of End Semester Examinations will be published.
- CoE office are forced to declare the results at earliest as per compliance of regulatory bodies of institution, probably within 15 days of last examination.

e. Audit of Examination Procedures

- The audit is done internally and externally on annual basis. Internal audit is done during the Odd Semester and External Audit is done during the Even Semester.
- External/Internal audit of examination procedures is an objective based evaluation by independent internal members to improve and add value to examination procedures practiced in the PIET.
- The audit will support the administration and management of the PIET.
- Chairman, Academic Council shall appoint audit team members for the office of CoE for every two semesters.

f. Duties and Responsibilities of the personnel of the CoE Offices

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

g. CoE Controller of Examinations and over - all in charge

- Conduct of orientation program to faculty members about the examination system.
- Conduct of awareness program to the students about the examination system.
- Issue of Examination Schedule.
- Preparation and distribution of Time Table for all the Mid-Semester and End- Semester Exams well in advance based on the academic schedule.
- Supply of main answer booklet, additional sheets and stationeries.
- Printing question papers.
- Processing of results through software system.
- Publication of results through inter and intranet.
- Issue of Semester wise Grade Report, Consolidated Mark Sheet, Provisional Certificate, Degree Certificates in consultation with RTU, Migration Certificate, Transcripts,
- Duplicates and CGPA to Marks Conversion Certificate. Adoption of Corrective measures based on the recommendation of the Examination Committee.
- Conduct of fast-track exams Conduct of convocation.
- Adoption of Corrective measures based on the recommendations of the Advisory Committee
- Academic audit of the courses.

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h. Dy. CoE Deputy Controller of Examination

- Preparation of Application Forms
- Circulars
- Result processing
- Issue of Grade sheets, Consolidated Mark Statements and Degree
- Certificates in consultation with CoE.
- Any other work related to the smooth and confidential conduct of
- UG and other examination.
- Remuneration
- Central Valuation
- Transcript, Migration and Other related Certificates.
- Appointment of CAP officer in every semester.

i. CAP officer

- CAP officer is responsible to collect all answer booklets from examination section and keep the same in his custody till the declaration of all results.
- CAP officer will prepare his own plan for masking the answer booklets in line with examination guidelines.
- He/ She is responsible to appoint all the examiners from the panel and inform them accordingly.
- CAP officer should ensure for timely assessment from the examiner/s. should arrange the rooms for evaluation.
- CAP officer must ensure to submit remuneration form in appropriate format to CoE office within the stipulated time.
- CAP officer also ensures that 5% answer booklet below 40% marks and 5% answer booklet from above 75% marks should be moderated from moderators as per the list of moderators provided by concern BoS.
- Central valuation guidelines will be provided to all concerns.

j. Dy. Registrar

- Custodian of Graduate Details.
- Collection of Grades from the Departments at the end of the Semester in the prescribed format (soft and/or hard copy)
- Preparation of the exam schedule Time Table for Mid semester and End semester examinations
- Collection of Question papers, conduct of exams
- Collection of IQAC Review Form
- Convocation Related works
- Getting Developed Software of all the entry forms.
- Testing and Validation.



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k. Programmer

- Creating and Maintaining Database
- Generating all kinds of reports pertaining to the conduct of Exams, and declaration of results.
- Taking backup
- Server Maintenance
- Software Development
- Maintaining soft copy of results

l. Office Executive

- Students profile, photos
- Maintaining students' records (from the date of joining till leaving the academic programme)
- Preparation of Circulars and exam schedule
- Updating the subject details of curriculum
- Collecting elective subject for each semester
- Collection of Question papers with scheme of valuation
- Preparation of photocopies of the question papers.
- Data processing of examination details.
- Procurement of all kinds of exam related stationery
- Preparatory works for Central Valuation
- Stock Maintenance of stationery items
- Maintenance of Registers and Records
- Collection of consolidated report of exam fees.
- Distribution of remuneration
- Collection of valued answer Scripts and maintenance
- Addressing Student Grievances
- Dispatch of Letters, Circulars and other Communications

m. Office Assistant

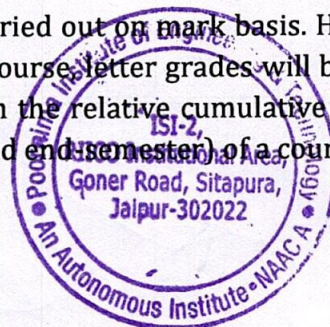
- Assistance to the Exam office/ Photocopying works
- Distribution of circulars related to exam
- Maintenance of complaint Register
- All necessary examination related work as directed by the officers.

25. GRADE SYSTEM

Grade Points

The assessments of the components of a course will be carried out on mark basis. However, for the purpose of reporting the performance of a candidate in a course, letter grades will be awarded. The course teacher will suggest suitable letter grades based on the relative cumulative performance of students in all assessment components (both continuous and end semester) of a course.

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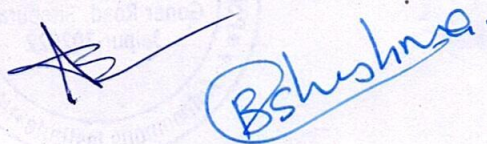
The attendance register of the courses with the marks in assessments, corresponding relative scores and statistical parameters, cumulative performance scores and grades entered are also to be submitted by the course faculty to office of the controller of examination.

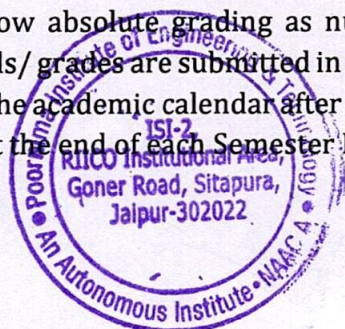
Table 21: Table of Grade Points

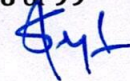
S. No.	Grade Letter	Grade Point	Performance	Actual Marks
1	A++	10	Outstanding	90-100
2	A+	9	Excellent	85-89
3	A	8.5	Very Good	80-84
4	B+	8	Very Good	75-79
5	B	7.5	Good	70-74
6	C+	7	Good	65-69
7	C	6.5	Average	60-64
8	D+	6	Average	55-59
9	D	5.5	Below Average	50-54
10	E+	5	Below Average	45-49
11	E	4	Pass	40-44
12	F	0	Reappear	0-39
13	W	0	Withdrawal	-
14	AB	0	Absent	-
15	UM	0	Unfair means	-
16	RL	0	Result Late	-
17	RW	0	Result Withheld	-

i. SGPA- Semester Grade Point Average

The academic performance of a student shall be graded, on a ten-point scale as per the guidelines given below. 'A teacher is the best judge in awarding the grades. However, he/she has to be impartial, logical, and consistent and maintain complete transparency while awarding grades. At the end of the semester a student is awarded a letter grade in each of his/her courses taking into account his/her performance in the various examinations, quizzes, assignments, laboratory work etc., besides regularity of attendance in classes. The institute will follow absolute grading as number of the students registered in a particular course are less. The awards/ grades are submitted in the CoE office positively within the prescribed time limit as announced in the academic calendar after the End Term examination. The result of a candidate will be worked out at the end of each Semester Examination.









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To pass the Theory Paper, 0% in internal examination, 35% in end semester examination and 40% as combined component of internal (CIA) and Final examination (ESE) as total marks is essential.

$$SGPA = \frac{\sum_{i=1}^n C_i \cdot g_i}{\sum_{i=1}^n C_i}$$

Where,

C_i - Number of credits of the i th course of a semester for which SGPA is to be calculated.

g_i - Grade points obtained in i th course.

$i - 1, 2, 3, \dots, n$ represent the number of courses in which a student is registered in the concerned semester.

ii. CGPA- Cumulative Grade Point Average

The academic performance of a student shall be graded, on a ten-point scale as per the guidelines given below. 'A teacher is the best judge in awarding the grades. However, he/she has to be impartial, logical, and consistent and maintain complete transparency while awarding grades. At the end of the semester a student is awarded a letter grade in each of his/her courses taking into account his/her performance in the various examinations, quizzes, assignments, laboratory work etc., besides regularity of attendance in classes. The institute will follow absolute grading as number of the students registered in a particular course are less. The awards/ grades are submitted in the CoE office positively within the prescribed time limit as announced in the academic calendar after the End Term examination. The result of a candidate will be worked out at the end of each Semester Examination. To pass the Theory Paper, 0% in internal examination, 35% in end semester examination and 40% as combined component of internal (CIA) and Final examination (ESE) as total marks is essential. To pass the Practical Paper, 0% in internal examination, 30% in end semester examination and 40% as combined component of internal (CIA) and Final examination (ESE) as total marks is essential.

$$CGPA = \frac{\sum_{i=1}^m C_i \cdot g_i}{\sum_{i=1}^m C_i}$$

Where,

C_i - Number of credits of the i th course of a semester

g_i - Grade points obtained in i th course. The grade lower than 'E' (i.e. Grade Point < 4) in a course shall not be taken into account.

$i - 1, 2, 3, \dots, m$, represents the number of courses in which a student was registered and obtained a grade not lower than E up to that semester for which CGPA is calculated.





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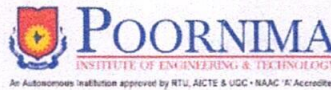
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iii. Statement of Grade Obtained

Students who appeared for semester examination are entitled to receive the Statement of grade obtained. The Process for the same is,

- Office of the Controller of Examination will declare the result on portal within stipulated period.
- The SGPA/CGPA shall be awarded in each semester.
- The SGPA/CGPA shall be rounded off to two decimal digits on higher side.
- Revaluation result will be taken into account for deciding the merit of the student.
- Statement of grade obtained also include the information of MAIN EXAMINATION, BACK EXAMINATION and (AFTER REVALUATION) EXAMINATION.



Statement of Grades

Bachelor of Technology

Branch Name

(Specialization in.....)

I Semester Examination, 2025-2026

Abc id	University Name	RTU Kota	Photo of Student
Name of Candidate	Roll No.		
Registration No.	Enrollment No.		
Father's Name	Mother's Name		

Code and Name of the Subject	Credit		Grade	Status
	Total Credit	Earned Credit		
Theory				
Practical / Sessions				

STATUS - PROMOTED TO NEXT SEMESTER

Current Semester Record				Cumulative Semester Record			
Credits	Earned Credits	Grade Points	CGPA	Credits	Earned Credits	Grade Points	CGPA

Jaipur, Date :

Controller of Examinations

Figure 4: Sample Statement of Grade Sheet

iv. Award of Division

The division of student shall be awarded in the following manner, subject to the passing of all semester courses.

Handwritten signatures in blue ink.



Handwritten signature in blue ink.



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Table 22: Table of Award of Division

1	CGPA \geq 7	First Division with Distinction
2	$6 \leq$ CGPA $<$ 7	First Division
3	$5 \leq$ CGPA $<$ 6	Second Division
4	$4 \leq$ CGPA $<$ 5	Pass

Conversion of CGPA to percentage

Equivalent Percentage = $10 \times$ CGPA

i. Degree

- As per RTU Regulation R-4, 4.1(vii), The parent university will award Degrees on behalf of autonomous colleges after the students have been evaluated and recommended by the autonomous colleges provided the nomenclature of degree is in consonance with UGC notification on specification of Degree 2014 and as amended from time to time.
- As per RTU Regulation R-4, 4.1(viii), The Degree shall be awarded by the university with the name of college on the Degree certificate.

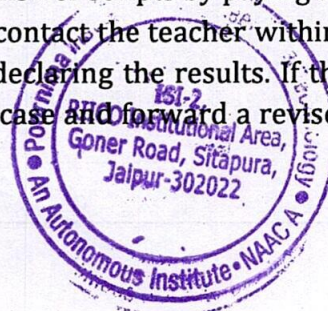
ii. Other Certificates

Other than Degree certificate, all necessary certificates such as consolidated grade sheet, testimonials, Correction in certificates, transcripts, Verification of documents through employer agency, duplicate certificates etc. will be issued by Poornima Institute of Engineering and Technology, Jaipur.

26. EXAMINATION GUIDELINES FOR STUDENTS

- Semester system is followed in PIET-AUTONOMY.
- Evaluation procedures accepted by national and international accreditation agencies are accepted for all courses. All courses will have a continuous assessment component with the flexible weightages for the components.
- Assessment and weightages for each course suggested by the course teacher is put up in front of BoS for approval and the same will be practiced by course teacher.
- Pass/Fail threshold based on the absolute performance of the entire class of students is decided. Then relative marks will be calculated for pass students for grading.
- Complete transparency in all evaluation procedures is maintained.
- The student will be allowed to peruse the evaluated answer scripts by paying appropriate fee.
- In case of any student feeling aggrieved, he/she can contact the teacher within the stipulated period allowed by Controller of Examination while declaring the results. If the teacher feels that the case is genuine, he/she may re-examine the case and forward a revised grade, to the

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CoE office through the Head of the Department. The whole process for CIA must be completed within two working days.

- If the student is still not satisfied, he/she may apply for the photocopy of answer scripts along with revaluation form and wait for revaluation.
- Additionally, all failed students may re-appear supplementary examination within a month's time.
- All students may entitle to receive a statement of Grades after MAIN/ BACK Examination.
- Students who fail in Main examination may apply as BACK EXAMINATION after one semester's time.

27. REQUIREMENTS FOR PROGRAMME COMPLETION

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

- 100% attendance in the class is desirable for a candidate to be eligible to appear for the end semester examination in a course of any semester, provided there is no adverse report regarding his/her conducts by the Head of the Department.
- On duty, permission shall be granted for representing the institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Job Interviews arranged through Training and Placement Department of the institute. Prior permission for on duty absence from the Director is essential.
- A student with attendance less than 75% shall not be permitted to write the mid/ end semester examinations. His/her registration for that course will be treated as cancelled.

i. Duration of the Program

- A candidate shall complete the B.Tech. programs in 8 semesters (4 academic years) but in any case, not more than 16 semesters/ 8 years for H.Sc candidates and not more than 12 semesters/ (6 years) for lateral entry diploma candidates.
- Generalized rule for Time extension for all courses would be $n+2 + (1^*)$. However, Principal of the institute has right to increase additional one year by receiving a request application in appropriate format along with condonation fee by the seeking student.
- Examination fees are different than condonation fees. Students may apply for consecutive examinations with appropriate documentation.

ii. Requirements for completion of a semester

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

iii. Eligibility constraints

Minimum Attendance as per institute policy.

- Eligibility to write all examinations.

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28. CONDUCT OF EXAMINATIONS

i. Pre-Examination Preparation

1. Question Paper Setting

- Enlist the Paper setter/ subject wise panel of examiners
- Ensure the question papers are set as per the syllabus and course outline.
- Papers should test various cognitive levels, from basic understanding to higher- order thinking.
- Avoid repetition of questions from previous years.
- Guidelines for paper setters are in Annexure-A

2. Confidentiality

- Maintain strict confidentiality of the examination papers until the time of the examination

3. Declaration of Time Table

- Time table of each examination should be properly prepared and publish 15 days in advance for end semester examination and 8 days in advance for internal examination.
- Course teachers are advised for non-conduction of surprise test in CIA so that, absent student for whatever reason, should not lose the internal marks.

4. Stationary Arrangement

- All necessary stationary must be arranged in appropriate quantity such as Answer booklet, necessary formats, Pen, Pencil, log books, steam tables and all other which may be required during examination by CAP director and all exam officers.

5. Room Arrangement

- Arrange the examination hall in a way that minimizes the possibility of cheating (e.g., spacing between desks, seating arrangements).
- Display the seating arrangement and roll numbers clearly outside the examination hall.

ii. Examination Day Guidelines

1. Reporting Time

- Candidates should report at least 30 minutes before the start of the examination.

2. Identity Verification

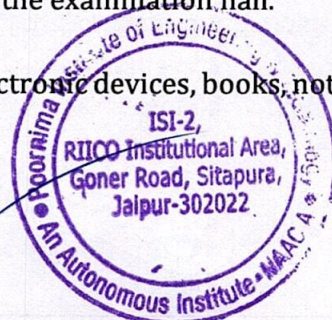
- Candidates must carry their admit cards and a valid ID.
- Verify identity before allowing candidates into the examination hall.

3. Prohibited Items

- Candidates should not carry mobile phones, electronic devices, books, notes, or any other unauthorized material.

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4. Announcements

- Before starting the examination, inform candidates of any instructions, such as duration, number of sections, and prohibited activities.
- Remind candidates to fill in their details (name, roll number, etc.) on the answer sheet.

iii. Conduct During Examination

1. Invigilation

- Invigilators should monitor the examination hall vigilantly to prevent cheating
- Move around the examination hall quietly and ensure all candidates are following the rules.
- Special rule list will be provided to invigilator by exam section.

2. Attendance

- Record the attendance of all candidates. Cross-check the roll numbers with admit cards.

3. Answer Sheets

- Distribute answer sheets and question papers at the start of the examination.
- Ensure that the candidates are writing their roll numbers, subject codes, and other necessary details on the answer sheets.

4. Handling Emergencies

- Have a plan in place for handling emergencies (e.g., a candidate feeling unwell, fire alarms, etc.).

5. Restroom Breaks

- Candidates should request permission to use the restroom, and invigilators should accompany them.

iv. Post-Examination Procedures

1. Collection of Answer Sheets

- Ensure all answer sheets are collected before candidates leave the examination hall.
- Count the answer sheets and cross-check them with the attendance record.

2. Sealing of Answer Sheets

- Properly seal the answer sheets in packets and label them clearly with details such as the subject, date, and number of answer sheets.

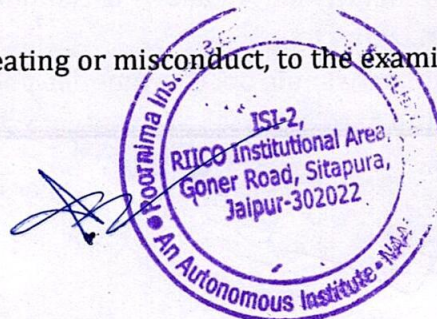
3. Submission to Authorities

- Submit the sealed answer sheets to the examination control room or relevant authority.

4. Handling Discrepancies

- Report any irregularities, such as cheating or misconduct, to the examination controller for further action.

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v. Code of Conduct for Students

1. Behavior

- Candidates must maintain discipline and follow the instructions of the invigilators.
- Any form of malpractice or dishonesty will result in disciplinary action, including disqualification.

2. Completion Time

- Candidates must stop writing once the time is over and submit their answer sheets.

3. Leaving the Hall

- Candidates are not allowed to leave the examination hall during the first hour or the last 15 minutes of the examination.

vi. Special Considerations

1. Special Needs Candidates

- Provide necessary accommodations, such as extra time or scribes, for candidates with disabilities.

2. Examination Rescheduling

- In case of unavoidable circumstances (e.g., natural calamities), having a clear policy for rescheduling the examination.

vii. Handling Complaints

1. Grievance Redressal

- Establish a grievance redressal mechanism for candidates to report any issues related to the examination.

2. Appeals Process

- Clearly define the process for appealing against results or unfair treatment.

viii. Health and Safety Protocols

1. Sanitization

- Ensure the examination hall is sanitized, especially in light of COVID-19 or other health concerns.

2. Health Screening

- Conduct health checks (e.g., temperature screening) if required.

3. Social Distancing

- Maintain social distancing measures in seating arrangements and during entry/exit.

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29. EVALUATION PROCESS

I. Weightage in Evaluation Theory Course

Table 23: Table of Weightage in Evaluation Theory Course

Course Category	Continuous Internal Assessment (40%)			End Semester Examination (ESE)	Total
	I-MTE	II-MTE	III-MTE		
UG (Theory)	16%	16%	8%	60%	100%

1. I-MTE, II-MTE and III-MTE are the continuous internal assessment.
2. Total score in I/II/III-MTE may be considered for the grade computation.
3. I-MTE will be conducted for 40 marks, II-MTE will be conducted for 40 marks.
4. III-MTE will be based on different tools such as Assignment, Seminar, Quiz, Research Paper, Research Based Activity and Activity based learning etc. with complex engineering problem. Course Teacher should intimate the same to student's community in advance along with tools prescribed, conduct the examination rigorously and submit the marks out of 40 to examination section through online portal. Moderation committee members constituted by IQAC may verify the conduct of III-MTE with individual faculty and authenticate the allotted marks.
5. Passing Criteria for theory course in Internal is 0 %; External is 35 % and Total is 40%.

Practical Course

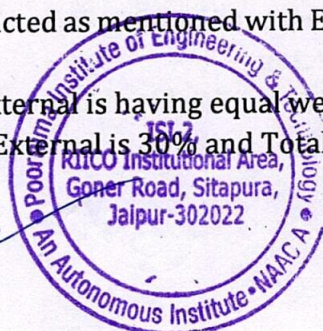
Table 24: Table of Weightage in Evaluation Practical Course

Course Category	Continuous Internal Assessment (60%)			End Semester Examination	Total
	I-PTE	II-PTE	III-PTE		
UG(Practical)	24%	24%	12%	40%	100%

1. The HODs are required to follow the mentioned method of allotment for weightage distribution in practical examination from the academic year 2025- 26.
2. I-PTE and II-PTE are the continuous internal assessment of practical examination with 60 marks.
3. I-PTE and II-PTE will be conducted during I-MTE and II-MTE with an internal examiner.
4. I/II/III-PTE are having 20% of marks in each examination.
5. ESE of Practical are of 40% weightage and will be conducted as mentioned with End semester time table.
6. For end semester practical examination internal and external is having equal weightage.
7. Passing Criteria for practical course in Internal is 0 %; External is 30% and Total is 40%.

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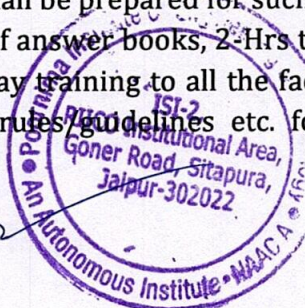
II. Internal/ Improvement Mid Term Examination

1. Syllabus for all Even & Odd Semester First & Second midterm examinations will be decided at Poornima Institute of Engineering and Technology before commencement of semester.
2. Improvement paper will be decided by the Head of Institution.
3. List of eligible students (regular students) must be ready with the Secrecy Section in advance.
4. Sufficient notice must be made for pass out students for filling of the improvement examination form along with End Semester Back examination form.
5. One form (Improvement) must be filled up by all the students mentioning whether
6. he/she is interested in appearing in the improvement examination or not. Form will be supplied from Cash Counter along with End Term Back Examination Form.
7. Improvement forms for those who wish to appear in one or more papers must be enclosed with a copy of the Grade-sheet of the semester in which they want to appear for improvement.
8. After the last date of submission of the improvement form, no application will be entertained in this regard.
9. During regular classes of his/her current session, if a student is appearing in any Back Examination, he will be permitted for two days leave in lieu of each paper and this will be appropriately accommodated in attendance by reduction of total attendance, while calculating percentage of attendance.

III. Evaluation of MTE (CIA) Answer Books

1. The process of answering books evaluation of internal examination will be handled at a specifically notified centralized place in the campus.
2. No faculty members will be issued any of the answer books outside that room.
3. Separate notice in this regard will be issued by the Principal of the institution indicating the process of evaluation.
4. Answer books of First Mid Term Examination will be issued to the faculty for display to the students only after submission of marks to the Central Assessment Officer.
5. For evaluation of improvement examination answer books, a separate panel will be decided by the Head of Institution.
6. Whole process of evaluation must be treated as strictly confidential and marks List of any exam cannot be retained by any of the faculty members. If any document, full or part, is found in possession of any faculty members or lapse on this account is found or detected, appropriate action will be taken.
7. Sample checking in each set of answer books will be conducted (to the tune of 10%) jointly by Principal and Respective HOD confidential and, report shall be prepared for such checking.
8. In order to meet immediate requirement of evaluation of answer books, 2-Hrs training of faculty will be mandatory, however a long-term plan for one day training to all the faculty members is being planned highlighting - matters/issues/ norms/rules/guidelines etc. for paper setting, invigilation, evaluation, record keeping & final reporting.

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IV. Showing 1st midterm answer books to students & Revaluation

1. Answer books must be checked within the stipulated time period and the award list must be submitted to the exam cell.
2. 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.
3. 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.
4. The HODs will submit the corrected/new award list (new award list must be prepared if the number of corrections is 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.
5. The file containing semester wise award lists of all classes must be submitted to the secrecy cell for preparation of results.

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Signature of the Principal

PRINCIPAL
Poornima Institute of Engg. & Technology
An Autonomous Institute • NAAC 'A'
ISI-2, RIICO Institutional Area
Goner Road, Sitapura, Jaipur-302022



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Annexure A - GENERAL INSTRUCTIONS FOR PAPER SETTING in ETE

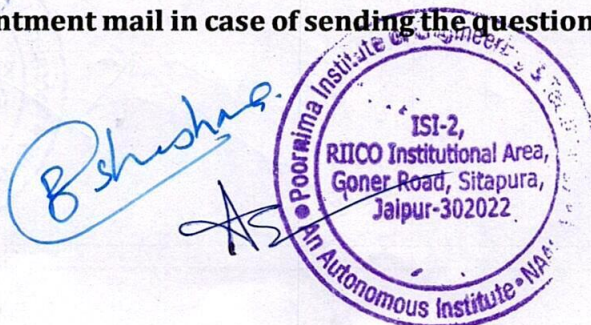
A. GENERAL INSTRUCTIONS FOR PAPER SETTER

1. Question Paper setters are requested to keep their appointments strictly CONFIDENTIAL.
2. Kindly refer question paper pattern. [Scheme / Answer Key is mandatory]
3. The Question paper must be prepared based on the syllabus enclosed, prescribed textbooks, reference books and as per the prescribed question paper template/ format.
4. The Questions must be fairly distributed over the whole syllabus of study and not concentrated on one area or a few topics only. Similarity percentage between the sets of the same course should be less than 10%.
5. Specific care should be taken while allotting the distribution of the marks for each sub - division and the marks should be clearly indicated for each subdivision also.
6. The question paper must be set in accordance with Bloom's taxonomy.
7. Use simple language and structure to convey clearly the meaning of the question.
8. Detailed instructions as per the material (Handbooks, Codes, Special Tables, Charts, etc....) if any, to be used by the candidate in the examination hall for answering the questions should be mentioned on the top of the question paper.
9. Abbreviations of all kinds, except those in special courses are to be avoided.
10. If any figure / picture/ diagrams are to be mentioned in the question paper it should be either clearly drawn using appropriate tools or it can be scanned with good resolution.
11. The remuneration for QP Setting will be paid as per the claim bill through NEFT bank transfer and hence kindly provide the correct bank details as available in the claim form.
12. The incomplete/delayed claim bills may not be considered for payment.

B. Follow the steps below to apply a password protection (in MS Word) for sending the Question Paper to CoE

- Click the File tab.
- Click Info.
- Click Protect Document, and then click Encrypt with Password.
- In the Encrypt Document box, type a password, and then click OK.
- In the Confirm Password box, type the password again, and then click OK.
- Inform us the passwords by SMS (to the number which is in Appointment order) or in a separate email.

C. Follow the steps given in appointment mail in case of sending the question paper through online examination platform.



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Annexure B - GENERAL INSTRUCTIONS FOR PAPER SETTING in MTE

A. GENERAL INSTRUCTIONS FOR PAPER SETTER MTE-I/II

1. Kindly refer question paper format.
2. The Question paper must be prepared based on the syllabus enclosed, prescribed textbooks, reference books and as per the prescribed question paper template/ format.
3. The Questions must be fairly distributed over the 50% syllabus of study for MTE and not concentrated on one area or a few topics only.
4. Specific care should be taken while allotting the distribution of the marks for each sub - division and the marks should be clearly indicated for each subdivision also.
5. The question paper must be set in accordance with Bloom's taxonomy followed with Gaussian curve.
6. Use simple language and structure to convey clearly the meaning of the question.
7. Detailed instructions as per the material (Handbooks, Codes, Special Tables, Charts, etc....) if any, to be used by the candidate in the examination hall for answering the questions should be mentioned on the top of the question paper as a Note.
8. Abbreviations of all kinds, except those in special courses are to be avoided.
9. If any figure / picture/ diagrams are to be mentioned in the question paper it should be either clearly drawn using appropriate tools or it can be scanned with good resolution.

B. Follow the steps below to apply password protection (in MS Word) for sending the Question Paper to CoE

- Click the File tab.
- Click Info.
- Click Protect Document, and then click Encrypt with Password.
- In the Encrypt Document box, type a password, and then click OK.
- In the Confirm Password box, type the password again, and then click
- OK.
- Inform us the passwords by SMS (to the number which is in Appointment order) or in a separate email

C. Follow the steps given in appointment mail in case of sending the question paper through online examination platform.



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Annexure C - Paper setter Acceptance Form

Institution Name: _____
Department: _____

Subject: Appointment as Paper Setter for [Exam Name] – [Session/Year]

Dear Prof./Dr./Mr./Ms. _____

You are hereby appointed as the Paper Setter for the following course as part of the upcoming examination session:

Course Name: _____
Course Code: _____
Program: _____
Semester/Year: _____
Subject Title: _____
Examination Session: _____

You are requested to prepare the question paper as per the institute's guidelines and maintain strict confidentiality throughout the process. Kindly confirm your acceptance by signing the acceptance section below.

Acceptance by Paper Setter

I, _____, accept the responsibility of setting the question paper for the above-mentioned subject. I agree to follow the guidelines provided and maintain complete confidentiality.

Signature of Paper Setter

Name: _____
Designation: _____
Institution: _____
Contact Number: _____
Email ID: _____
Date: _____

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[Signature]



[Signature]



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Annexure D - Bloom's Taxonomy action verbs

Revised Blooms Taxonomy Action Words					
Remember	Understand	Apply	Analyze	Evaluate	Create
copy	ask	act	advertise	appraise	adapt
define	associate	administer	analyze	argue	anticipate
describe	cite	apply	appraise	assess	arrange
discover	classify	articulate	break down	choose	assemble
duplicate	compare	calculate	calculate	compare	choose
enumerate	contrast	change	categorize	conclude	collaborate
examine	convert	chart	classify	consider	collect
identify	demonstrate	choose	compare	convince	combine
label	describe	collect	conclude	criticize	compile
list	differentiate	complete	connect	critique	compose
listen	discover	compute	contrast	debate	construct
locate	discuss	construct	correlate	decide	create
match	distinguish	demonstrate	criticize	defend	design
memorize	estimate	determine	deduce	discriminate	develop
name	explain	develop	devise	distinguish	devise
observe	express	discover	diagram	editorialize	express
omit	extend	dramatize	differentiate	estimate	facilitate
quote	generalize	employ	discriminate	evaluate	formulate
read	give examples	establish	dissect	find errors	generalize
recall	group	examine	distinguish	grade	hypothesize
recite	identify	experiment	divide	judge	imagine
recognize	illustrate	explain	estimate	justify	infer
record	indicate	illustrate	evaluate	measure	integrate
repeat	infer	interpret	experiment	order	intervene
reproduce	interpret	interview	explain	persuade	invent
retell	judge	judge	focus	predict	justify
select	observe	list	illustrate	rank	make
state	order	manipulate	infer	rate	manage
tabulate	paraphrase	modify	order	recommend	modify
tell	predict	operate	organize	reframe	negotiate
visualize	relate	paint	outline	score	organize
	report	practice	plan	select	originate
	represent	predict	point out	summarize	plan
	research	prepare	prioritize	support	prepare
	restate	produce	question	test	produce
	review	record	select	weigh	propose
	rewrite	relate	separate		rearrange
	select	report	subdivide		reorganize
	show	schedule	survey		report
	summarize	show	test		revise
	trace	sketch			rewrite
	transform	solve			role-play
	translate	stimulate			schematize
		teach			simulate
		transfer			solve
		use			speculate
		write			structure
					substitute
					support
					test
					validate
					write

Note: • The question paper should be 10% Very Easy, 25% Easy, 30% Moderate, 25% Difficult and 10% Very Difficult.

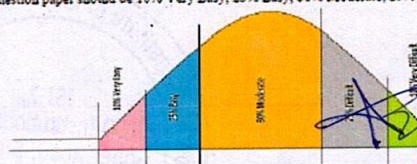


Figure 5: Blooms Taxonomy

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Claim Form for Question Paper Setting / Answer Book Evaluation

1. Personal Details of Examiner

Name: _____

Designation: _____

Department: _____

Institution / Address: _____

Contact No.: _____

Contact No.: _____

2. Examination Details

Course / Programme: _____

Semester: _____

Examination Session: (Month & Year) _____

Subject Name: _____

Subject Code: _____

Type of Work: _____

Question Paper Setting

Answer Book Evaluation

3. Claim Details

Sr. No.	Particulars	Rate (₹)	Quantity	Amount (₹)
1	Question Paper Setting (per paper)	_____	_____	_____
2	Evaluation of Answer Books (per copy)	_____	_____	_____
3	Other (Specify) _____	_____	_____	_____
Total				₹ _____

4. Declaration by Examiner

I hereby certify that:

- The above details are correct and relate to work assigned by Poornima Institute of Engineering & Technology.
- The question paper set by me is original, confidential, and as per the syllabus and examination guidelines.
- The evaluation has been done fairly, accurately, and in accordance with the marking scheme provided.

Signature of Examiner: _____ Date: _____

5. Certification by Controller of Examinations/ Dy. Controller of Examinations

I certify that the above work was assigned and duly completed as per institute norms.

Dy. CoE Name & Signature: _____ Date: _____

CoE Name & Signature: _____ Date: _____

6. Office Use Only

- Bill Verified By: _____ Date: _____
- Approved By: _____ Date: _____
- Payment Processed on: _____
- Amount Paid (₹): _____
- Mode of Payment: _____
- Voucher No.: _____





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Annexure F - Question Paper Format

POORNIMA INSTITUTE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS), JAIPUR

..... B.TECH. (..... Sem.)

Roll No. _____

Paper Code:.....
I/II MID TERM EXAMINATION
Course Code:..... Category:.....
Course Name:
Branch:.....

Max. Time: 1.5 hrs.
Max. Marks: 40

CO statement: (Write CO and BL related to this question paper only and remove text in final paper)
1.....
2.....
3.....
BL Key Words: 1..... 2. 3.

- Number your answers correctly, and darken bubbles properly in answer booklet.
- All questions are compulsory; internal choices are given in each question.
- Only non-programmable calculators are allowed; use of other electronic devices is prohibited.
- Assume if any data is missing and mention properly in your answer.

UNITPart 1 (Answer any one question and it's all parts only)

		MARKS	CO	BL
Q1	a b c d e	10		
Q2	a b c d e	10		

UNITPart 2 (Answer any one question and it's all parts only)

Q3	a b c d e	10		
Q4	a b c d e	10		

Bshukma
Poornima Institute of Engineering & Technology
ISI-2,
RIICO Institutional Area,
Gener Road, Sitapura,
Jaipur-302022
An Autonomous Institute



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UNITPart 1 (Answer any one question and it's all parts only)

- Q5 a 10
b
c
d
e
- Q6 a 10
b
c
d
e

UNITPart 2 (Answer any one question and it's all parts only)

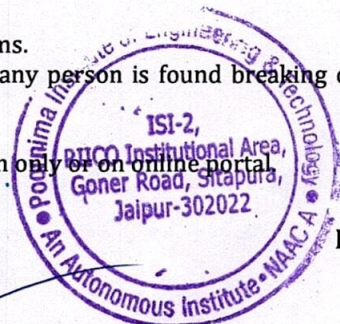
- Q7 a 10
b
c
d
e
- Q8 a 10
b
c
d
e

Guide Line for Mid Term Question Paper Setting

For Mid Term Examination

1. The Mid Term examination will be of 1.5 hours duration and will carry 40 marks.
2. Questions should be framed from two units of the syllabus. (preferably Unit-1 & Unit-2 for I Mid Term, Unit-3 & Unit-4 for II Mid Term).
3. Each unit will have two parts consisting two questions (with subparts), each carrying 10 marks, with internal choice.
 - Each question should preferably be divided into a minimum of 2 subparts (a, b, ...) to test Conceptual clarity, Problem-solving ability, Application.
 - The paper setter may, at their discretion, divide the question into up to 5 subparts, or in rare cases, keep it without subparts.
4. Ensure that questions map with Course Outcomes (COs) and Program Outcomes (POs). Write CO and PO related to respective question paper only and mention correct s. no. of CO and PO.
5. Balance the difficulty level as:
 - 10% Very easy
 - 25% Easy
 - 30% Moderate
 - 25% Difficult.
 - 10% Very Difficult
6. Maintain a balance of easy, moderate, and difficult questions.
7. Avoid repetition of questions already asked in previous Mid Term exams.
8. Confidentiality of the question paper must be strictly maintained. If any person is found breaking confidentiality, suitable action will be taken as per institute policy.
9. Avoid use of AI Tools to frame the questions.
10. Submit your question paper confidentially to Controller of Examination only or on online portal.

Bshushma



Signature



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POORNIMA INSTITUTE OF ENGINEERING & TECHNOLOGY (AUTONOMOUS), JAIPUR
..... B.TECH. (..... Sem.) Roll No. _____

Paper Code:.....
END SEMESTER EXAMINATION
Course Code:..... Category:.....
Course Name:
Branch:.....

Max. Time: 3 hrs.
Max. Marks: 60

CO statement: (Write CO and PO related to this question paper only and remove text in final paper)

- 1.....
- 2.....
- 3.....

BL Key Words: 1..... 2. 3.

- Number your answers correctly, and darken bubbles properly in answer booklet.
- All questions are compulsory; internal choices are given in each question.
- Only non-programmable calculators are allowed; use of other electronic devices is prohibited.
- Assume if any data is missing and mention properly in your answer.

UNIT-1, Part 1 (Answer any one question and it's all parts only)

		MARKS	CO	BL
Q1	a	12		
	b			
	c			
	d			
	e			

Q2	a	12		
	b			
	c			
	d			
	e			

UNIT-2, Part 1 (Answer any one question and it's all parts only)

Q3	a	12		
	b			
	c			
	d			
	e			
Q4	a	12		
	b			
	c			
	d			
	e			



Signature



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UNIT-3, Part 1 (Answer any one question and it's all parts only)

Q5 a 12
b
c
d
e

Q6 a 12
b
c
d
e

UNIT-4, Part 1 (Answer any one question and it's all parts only)

Q7 a 12
b
c
d
e

Q8 a 12
b
c
d
e

UNIT-5, Part 1 (Answer any one question and it's all parts only)

Q9 a 12
b
c
d
e

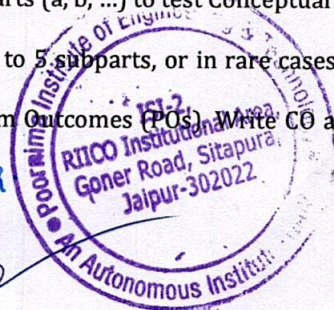
Q10 a 12
b
c
d
e

Guide Line for End Semester Question Paper Setting

For End Semester Examination

1. The End Semester examination will be of 3 hours duration and will carry 60 marks.
2. The paper must cover all five units of the syllabus.
3. Each unit will have two parts consisting two questions (with subparts), each carrying 12 marks, with internal choice.
 - Each question should preferably be divided into a minimum of 2 subparts (a, b, ...) to test Conceptual clarity, Problem-solving ability, Application.
 - The paper setter may, at their discretion, divide the question into up to 5 subparts, or in rare cases, keep it without subparts.
4. Ensure that questions map with Course Outcomes (COs) and Program Outcomes (POs). Write CO and PO related to respective question paper only and mention correct s. no. of CO and PO.
5. Balance the difficulty level as:

Bshushma



[Signature]
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- 10% Very easy
- 25% Easy
- 30% Moderate
- 25% Difficult
- 10% Very Difficult

6. Ensure there is no direct repetition of Mid Term questions and previous end semester questions.

7. Confidentiality of the question paper must be strictly maintained. If any person is found breaking confidentiality, suitable action will be taken as per institute policy.

8. Avoid use of AI Tools to frame the questions.

9. Submit your question paper confidentially to Controller of Examination only or on online portal.

Bsheshma

AS



SL