# 1. INTRODUCTION

Lords Institute of Engineering and Technology was established in 2003. Approved by AICTE, New Delhi in 2002, Affiliated to Osmania University, Hyderabad. Accredited by NAAC with 'A' Grade, Re-Accredited by NBA for 3 UG programs (CSE, ME, ECE) in 2020, Accredited by NBA for 4 UG Programs (ECE, EEE, ME and CSE) in 2018, Accredited by NBA for ECE in 2012, and with ISO 9001:2015 Certification. We offer 09 UG Programs in Computer Science & Engineering, Computer Science & Engineering(Artificial Intelligence & Machine Learning**)**, Artificial Intelligence & Machine Learning ,Computer Science & Engineering (Data Science), Civil Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Information Technology & Mechanical Engineering & 3 PG Programs in Engineering i.e., in ME (Construction Management), M.Tech (Computer Science Engineering), ME (Structural Engineering) & 1 PG program in Management (Master of Business Administration) have a track record of outstanding performances of its pass-outs in different spheres. The Examination Cell is a confidential section with the responsibility of conducting examinations both Internal and External, Evaluation, publication, and display of results, maintenance of student records for all courses offered by LIET. The rules, regulations, and guidelines specified herein in this manual apply to students admitted into various UG and PG programs offered by Lords Institute of Engineering and Technology (Autonomous), Himayath Sagar, Hyderabad from the Academic Year 2021-22. The rules and regulations mentioned here under are subject to change from time to time to enhance the quality, and such changes are to be approved by the Academic Council of the Institution.

# 2. PREAMBLE AND DEFINITIONS

## **2.1.** PREAMBLE

Title, application, and the authorities to interpret, clarify, modify and to amend,

- ✓ The regulations stated herein shall be called as the Lords Institute of Engineering and Technology(Autonomous) "Examination and Evaluation Manual".
- ✓ These regulations shall be in force from the academic year 2021-22.
- ✓ In the event of any doubt about the interpretation of these regulations, the matter shall be referred tothe Board of Governors and its decision shall be final.
- ✓ The Board of Governors shall have the authority to modify, amend and repeal any of the provisions of these regulations

### 2.2. DEFINITIONS

| | |
|---|---|
| 1. | "**Institution**" indicates "Lords Institute of Engineering and Technology (Autonomous), HimayatSagar, Hyderabad. |
| 2. | "**Student**" indicates a person who has taken admission into B.E/M.E/M.Tech/MBA programs of this Institution as per the guidelines stipulated from time to time by the Government of Telangana for admissions into various programs of study and the affiliating university, i.e. Osmania University, Hyderabad. |
| 3. | "**Board of Governors**" indicates the members of the Board of Governors constituted as per the recommendations of the UGC. |
| 4. | "**Principa**l" indicates the Principal of the Institution. |
| 5. | "**Controller of Examinations**" indicates the Controller of Examinations of the Institution. |
| 6. | "**Additional Controller of Examinations**" indicates the additional controller ofexaminations of the Institution. |
| 7. | "**Head of the Department**" indicates the Head of an Academic Department of theInstitution. |

## 2.3. Objectives of Examination and Evaluation System

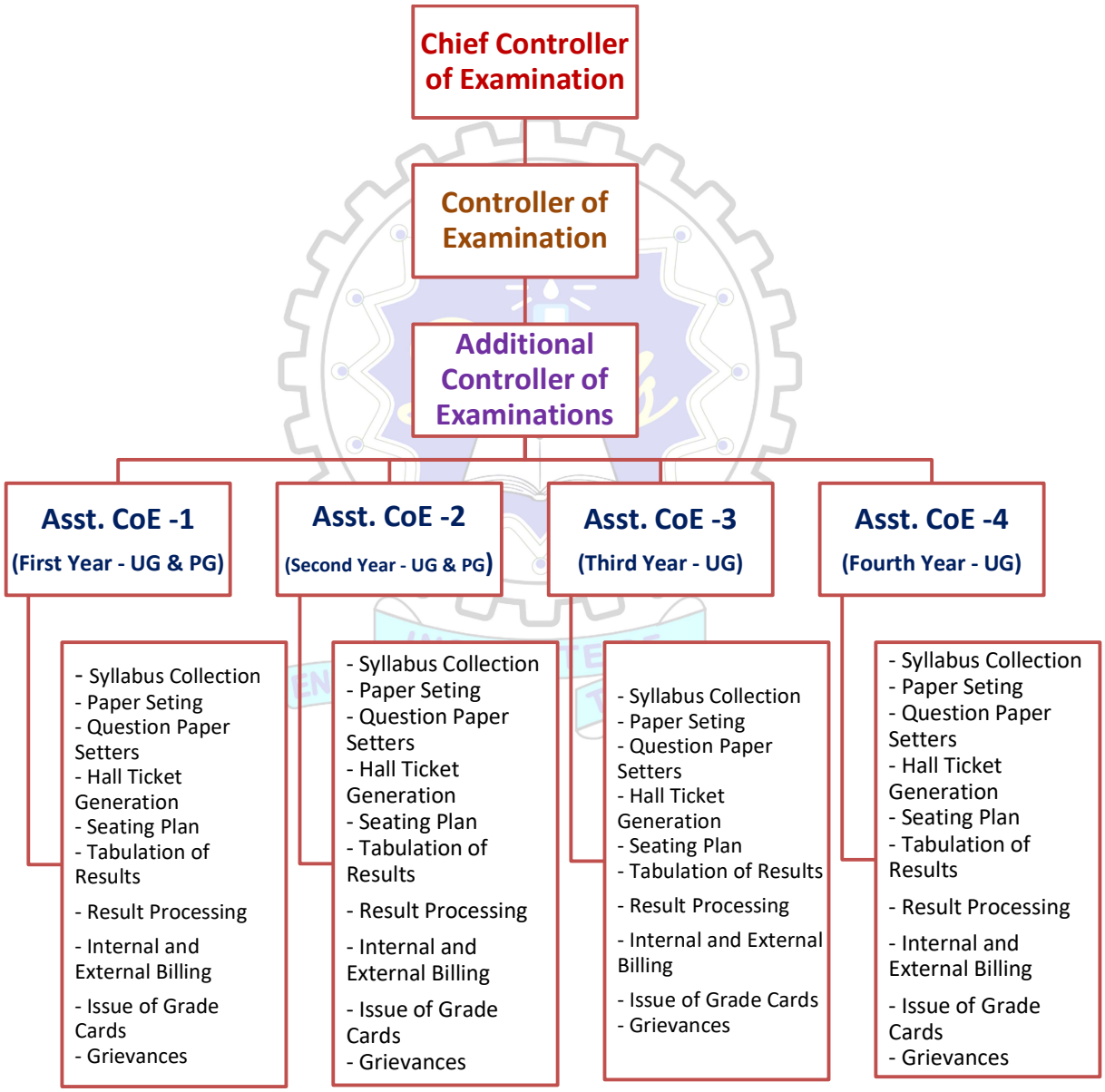
- To maintain academic integrity and fairness by implementing a transparent, consistent, and systematic assessment and evaluation process.
- To analyze student performance and identify learning needs, enabling timely interventions and appropriate measures for academic improvement.
- To evaluate student learning continuously through a well-defined Continuous Internal Evaluation (CIE) process throughout the semester.
- To design and implement curriculum-appropriate assessment tools that effectively measure the attainment of course and institute-specific learning objectives.
- To encourage innovation, creativity, and critical thinking among students through diverse and application-oriented assessment methods.
- To provide constructive and timely feedback to students by identifying their strengths, learning gaps, and areas requiring improvement.
- To ensure transparency and accountability at every stage of the assessment, evaluation, and result declaration process.
- To ensure compliance with the guidelines and quality standards prescribed by AICTE, UGC, NAAC, NBA, and other statutory/accreditation bodies, in alignment with the principles of NEP 2020.
- To provide an effective Grievance Redressal System for addressing student concerns related to assessment, evaluation, examinations, and results in a fair and timely manner.
- To ensure timely processing and declaration of results to facilitate students' progression to higher semesters, completion of academic requirements, and graduation.

## 3. Composition of Examination and Evaluation Section

The examination and Evaluation Section is one of the key sections of the Institution. It has to carry out its operations with Commitment and Confidentiality, with proper time schedules, and publish the results on time. The section should follow high standards in the evaluation mechanism.

The section headed by the Controller of Examination who is a permanent faculty member is nominated by the principal based on their experience and expertise. The principal of the Institution isthe Chief Controller of the Examination. The structure of the Controller of the Examination Section is given below.

### 3.1. Structure of Examination and Evaluation Section



## 3.2. Functions of Controller of Examination (CoE)

- The CoE shall be responsible for the Collections and Maintenance of student biodata from the students.
- To obtain approved syllabi for each course from the respective BOS Chairperson.
- Registration of programs opens electives from the students for the Semester End Examinations.
- Conduction of all examinations of UG/PG and issue notifications, timetables, seating Plans and Invigilation duties.
- To obtain a panel of examiners for theory and laboratories from the respective Chairperson, BOS.
- To appoint Panel of Examiners for question paper setting and evaluation of both Internal and External (Theory and laboratory) Examinations from various other colleges and Universities.
- To appoint Scrutinizers and coding officers.
- To appoint Moderators for question papers.
- To issue the Hall Tickets to the eligible students for the Examination.
- To maintain stationary related to the exam branch.
- To arrange for the review of results and moderation.
- To publish the results with approval of Osmania university, officials.
- To issue semester grade cards, provisional certificates, and Transcripts
- To arrange for revaluation and challenge evaluation of answer scripts.
- Any other related work pertaining to examinations and evaluation as and when required by the principal.

## 3.3. Functions of Additional Controller of Examination

- Preparation and distribution of timetables and communicating the same to the departments, well inadvance.
- Correspond regularly with the paper setters and external examiners
- Prepare Nominal rolls, Hall tickets, D-forms, and Attendance statements.
- Assist in organizing question papers, oversee the moderation, assign question paper codes and finally print the selected paper.
- Arrange for coding of answer scripts and spot valuation.
- Seal and issue answer scripts to the appointed internal/external evaluators.
- Arrange for scrutiny of answer scripts and tabulation of results.
- Preserve valued answer scripts for future reference.
- Obtain Key Solutions to the question paper from the respective examiners.
- Help the controller in processing and analyzing the results.
- Document student data.
- Assist in the publication of results.
- Any other work related to examinations and evaluation as assigned by the Controller of Examinations.

# 4. Committees

## 4.1. Examination and Results Approval Committee

The examination and results committee has the following responsibilities to ensure the smooth conduct of examinations and timely declaration of results.

### 4.1.1 Functions

The Examinations and Results committee has the following functions:

- To approve the examination schedules proposed by the controller of examinations.
- To publish schedules of both CIE and SEE.
- To propose the examination fee as well as revaluation fee and to obtain approval from the finance committee of the same.
- To decide the medical condonation fee.
- To approve the procurement of required stationery.
- To recommend the rate of remuneration for various exam related works such as paper setting, valuation, moderation, coding, decoding, question paper auditing, TA, DA, invigilation duties, lab examinations, scrutiny charges, confidential works, tabulation, coordination charges, data processing charges, etc., and obtain the approval of finance committee.
- To decide moderation of result on course-wise and semester-wise.
- To formulate malpractice penal actions.
- To decide spot valuation modalities.
- To Approve and declare results.

### 4.1.2. Composition for Results Approval Committee

Table 1: Composition for Results Approval Committee

| S.No. | Category | Nature |
|---|---|---|
| 1. | CCoE/ Principal of the Institution | Chairperson |
| 2. | Controller of Examination, Osmania University | University Nominee / Member |
| 3. | Additional Controller of Examination (UG and PG ), Osmania University | University Nominee / Member |
| 4. | Additional Controller of Examination (MBA), Osmania University | University Nominee / Member |
| 5. | Controller of Examination | Convener |
| 6. | Additional Controller of Examination (Pre- Examination) | Member |
| 7. | Additional Controller of Examination (Post- Examination) | Member |
| 8. | All Deans | Members |
| 9. | All BoS Chairpersons | Members |

## 4.2. Malpractice Rules and Punishments

In case of any report of malpractice by a student, this committee shall examine the reported misconduct of the student in the examination. The following activities lead to malpractice cases.

Table 2: Malpractice Rules and Punishments.

| S.No | Malpractice | Maximum Punishments |
|---|---|---|
| 1. | Possession of the prohibited (written or printed) papers, books, notes electronic instruments like mobile phones, smart watches, programable calculators Bluetooth devices, etc., during the examination period, which were used. | Shall be debarred from appearing at the subsequent papers of the examination apart from cancelling the result of the examination in which He/she had indulged in malpractice. |
| 2. | Matter relevant to the examination being written on any part of the body or on the clothes worn, or in the instruments, wrappings, etc. | -do- |
| 3. | Attempting to take help from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to other regarding answer to any question or questions of the examination paper. | -do- |
| 4. | Taking help from or consulting of prohibited written or printed material; consulting and/or taking help from or helping other examinee during the examination period inside the examination hall or outside it; with or without his or her consent, or helping other candidate to receive help from anyone else. | -do- |
| 5. | An examinee who attempts to disclose his/her identity to the paper valuer by writing his/her roll number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examiner, who makes an appeal to the paper valuer in the answer book. | Cancelling the result of that paper |
| 6. | Writing such as invocation of God's name in any form. | To be ignored |
| 7. | Writing on the question paper or other papers; the answer to questions, rough work, etc., without any intention of passing it on to another examinee. | To be warned not to do so |
| 8. | Using abusive and obscene language in the answer book. | Cancellation of the result of that paper |
| 9. | Examinee allowing or destroying prohibited material found in his possession or acting in any other manner with a view to destroy evidence. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the University for a period of one year. |
| 10. | Refusing to obey instructions of the Chief Superintendent/ Invigilator | Cancelling the result of that paper |

| | | |
|---|---|---|
| 11. | Smuggling an answer book / additional answer book/matter into or out of the examination hall. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/ her admission to or continuation in any course of the University for a period of the year. |
| 12. | Inserting in or removing from the answer book/additional answer book of any sheet. | -do- |
| 13. | Substituting wholly or partly an answer book/additional answer book. | -do- |
| 14. | Impersonation even at a single examination. | To be dealt with as per law |
| 15. | Cases of examinees when conspiring to interchange in Roll Nos. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission or constitution in any course of the University for a period of one year. |
| 16. | Creation of disturbance or otherwise misbehaving in and around the examination hall during or before the examination. | Cancelling the results of all examinations taken or proposed to be taken during that session and prohibiting admission into or continuation in any course of study for a period of two years. |
| 17. | Guilty of assaulting/abusing intimidating any person connected with the examination work any time before, during or after the examination | Cancelling the result of all examinations taken or proposed to be taken during that session and the next session and prohibiting admission into or continuation in any course for a period of two years. |
| 18. | Punishments for malpractices not defined here would be recommended on the merits of the individual cases by the malpractices committee. | |

Note: Define "Examination" in this context refers to all the papers taken by the candidate on the same Hall-ticket.

### 4.2.1 Members of Malpractice Committee

Table 3: Details of Members of Malpractice Committee

| S.No. | Category | Nature |
|---|---|---|
| 1. | Principal/Chief CoE | Chairperson |
| 2. | COE | Member |
| 3. | Dean- First Year & Dean - PEC | Member |
| 4. | Dean – Academics | Member |
| 5. | Dean – IQAC | Member |
| 6. | Dean – CSE & Allied | Member |
| 7. | Respective BoS Chairperson | Member |
| 8. | Subject Expert | Member |
| 9. | Respective Invigilator | Member |

# 5. Premises

## 5.1. Infrastructure

Required infrastructure and furniture like staff working tables, computer systems, chairs, electronic copy printers, laser printers, spot valuation tables, internet facilities, steel racks and almirahs are provided for the effective functioning of the Cell.

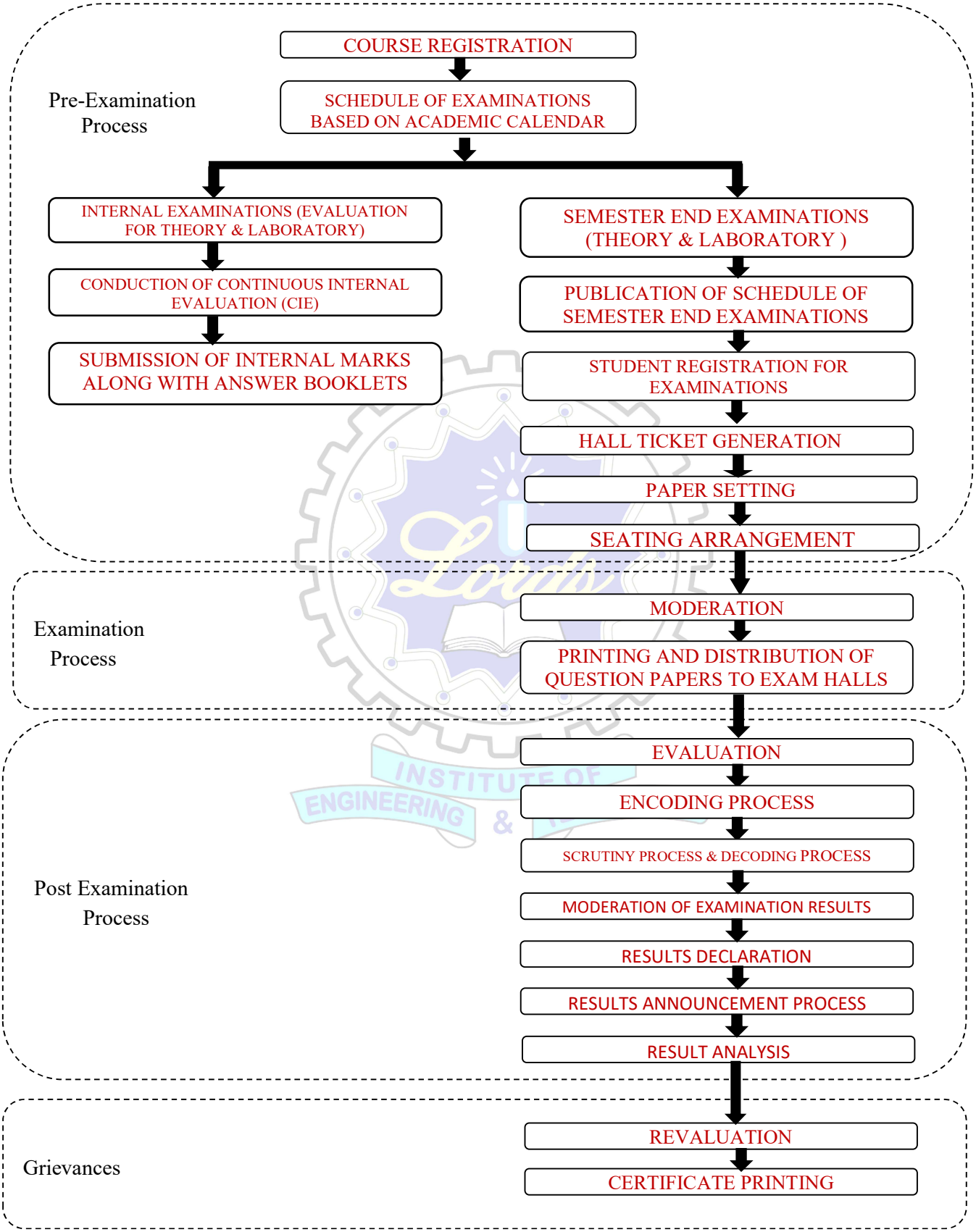
Table 4: Infrastructure Details

| S.No. | Item | Quantity |
|---|---|---|
| 1. | Bees Server | 1 |
| 2. | VPN Server | 1 |
| 3. | CampX Server (Cloud) | 1 |
| 4. | Xerox Machines | 5 |
| 5. | Color Xerox Machine | 1 |
| 6. | Printers | 1 |
| 7. | Systems | 7 |
| 8. | UPS 30KVA | 1 |
| 9. | Surveillance Cameras | 16 |
| 10. | OMR Scanner | 2 |

Lords INSTITUTE OF ENGINEERING & TECHNOLOGY

## 6.Examination Process

### 6.1. Examination Process Chart



## 6.2. Course Registration

Each student has to compulsorily register for course work at the beginning of each semester as per the schedule mentioned in the Academic Calendar in person. The student must register for courses in time. in absentia registration will not be permitted under any circumstance.

## 6.3 Schedule of Examinations Based on Academic Calendar

Based on the Academic Calendar, the Examination Schedule will be prepared, verified, and circulated to all departments

**Scheduling and Time Table of Examinations:**

- While scheduling examinations all care should be taken to ensure that NO overlap in theCourses/ papers of examination occurs for any main or backlog candidate.
- The Examination timetable shall be cross-validated for any overlap and necessary amendments made
- The scheduling of all Practical Examinations shall be provided by the Head of the concerned Departments to the COE sufficiently in advance of the scheduled commencement of the examinations.
- The timetable of examinations shall be dispatched sufficiently in advance to the Departments for record and display on the Notice boards.
- The Time tables shall also be posted on the College website before the commencement of the examinations.

### 6.4. SCHEME OF INSTRUCTION AND EXAMINATION

### 6.4.1. SCHEME OF INSTRUCTION AND EXAMINATION:

- Instruction in the various courses in each semester shall be provided by the college, as per the scheme of instruction & examination. Also, syllabi prescribed for the branch of study approved by the Board of Studies, Academic Council and ratified by the Governing Body.
- The distribution of marks based on **Continuous Internal Evaluation (CIE)** and the **Semester End Examination (SEE)** for B.E. programme shall be as follows:

Table 5: Distributions of Marks for CIE & SEE

| S.No. | Subject | Continuous Internal Evaluation (CIE) | Semester End Examination (SEE) |
|---|---|---|---|
| 1. | Each Theory subject | 40 | 60 |
| 2. | Each Practical or Drawing Subject for which less than 5 periods/ A week is provided in the scheme of instruction. | 25 | 50 |
| 3. | Each Practical or Drawing Subject for which 5 or more periods/ A week is provided in the scheme of instruction. | 50 | 50 |
| 4. | Skill Development | 25 | 50 |
| 5. | Internship / Technical Report Writing / Technical Seminar | 50 | --- |
| 6. | Comprehensive Viva | 100 | --- |
| 7. | Mini Project | 50 | 50 |
| 8. | Major Project/Project/Major Project Phase-II | 50 | 150 |
| 9. | Project Phase-II | 50 | 100 |
| 10. | Mandatory Course (Non-Credit) | 40 | 60 |

## 6.4.2 Theory Courses

**Continuous Internal Evaluation (CIE):**

The Continuous Internal Evaluation (CIE) system is designed to assess the students' learning progressively and comprehensively throughout the semester. The evaluation process is aligned with the Course Outcomes (COs), Bloom's Taxonomy, Program Outcomes (POs), Program Specific Outcomes (PSOs) and SDC (Sustainable Development goals) to ensure attainment of knowledge, skills, application abilities, higher-order thinking, and sustainable engineering practices.

Out of 40 marks in total, 10 marks for **Alternative Assessment Test** (Quizzes / MCQ's / Fill in the Blanks/Surprise Test/Any other test specified by respective teacher) and 10 marks for **Term Work** (Real Time Project/ Case Studies/ Field Work / Seminars / Assignments / Any other self-learning activity specified by teacher). Descriptive test will be of 20 marks, out of which 6 marks are for short answer questions (a-c) each carrying 2 marks and 14 marks are for choice based long answer questions. Average of two descriptive tests and average of minimum two Alternative Assessment Tests (10 marks) and average of minimum two Term Works (10 marks) will be calculated for the total CIE (40 marks). Bloom's Taxonomy will be followed in the question paper setting.

The CIE process is designed to ensure continuous assessment of Course Outcomes (COs) through a variety of assessment methods. The assessment components are planned and mapped with the relevant Program Outcomes (POs) and Program Specific Outcomes (PSOs) to evaluate students' knowledge, problem-solving ability, practical application, communication skills, teamwork, and professional competencies. Appropriate Bloom's Taxonomy levels are considered while designing question papers and assessment activities to assess students at different cognitive levels, such as Remember, Understand, Apply, Analyze, Evaluate, and Create.

Assignments, Real-Time Projects, Field Work, and Exclusive Talks provide opportunities for students to demonstrate application-oriented learning, problem-solving, innovation, communication, teamwork, and self-directed learning. These activities also support the attainment of COs, POs, and PSOs and contribute towards the development of employability and professional skills.

The CIE process also supports the institution's Sustainable Development Goals (SDGs) by incorporating sustainability-oriented problems, projects, field activities, and case studies wherever relevant to the course. The assessment framework encourages students to apply engineering knowledge towards sustainable solutions, responsible resource utilization, innovation, environmental protection, and societal development, thereby contributing to relevant SDG Goals aligned with the course content and institutional objectives.

Table 6: Distributions CIE examination marks

| Type | Questions | Duration in minutes | No. of Questions | Marks per Question | Total (Marks) |
|---|---|---|---|---|---|
| Descriptive | Short Answer Questions (First Question is compulsory) | 60 | 1 | 6 | 6 |
| | Long Answer Questions (2 out of 3) | | 2 | 7 | 14 |
| **Alternative Assessment Test** (Quizzes / MCQ's / Fill in the Blanks/Surprise Test/Any other test specified by respective teacher) | | | | | 10 |
| **Term Work** (Real Time Project/ Case Studies/ Field Work / Seminars / Assignments / Any other self-learning activity specified by teacher) | | | | | 10 |
| **Grand Total** | | | | | **40** |

### 6.4.3 Semester End Exam (SEE):

The Semester End Examination (SEE) shall be conducted for 60 marks with a duration of three hours. The SEE question paper shall be designed to assess the attainment of the prescribed Course Outcomes (COs) through appropriate questions covering the entire syllabus. Questions shall be framed at different levels of Bloom's Taxonomy to assess students' knowledge, understanding, application, analysis, problem-solving, and higher-order thinking abilities.

The SEE shall consist of seven (7) questions, out of which the candidate shall answer five (5) questions. Each question shall carry 12 marks, making the total SEE marks 60. Question No. 1 shall be compulsory and shall consist of six (6) short-answer sub-questions (a–f) covering the entire syllabus. Each sub-question shall carry 2 marks, making a total of 12 marks. This section shall assess fundamental concepts and basic understanding related to the prescribed Course Outcomes. Questions No. 2 to 7 shall cover the entire syllabus. The candidate shall answer any four (4) questions from Questions 2 to 7. Each question shall carry 12 marks and shall assess the application, analysis, problem-solving, and higher-order thinking abilities of students in relation to the prescribed Course Outcomes.

The SEE question paper shall be prepared with appropriate CO-wise and Bloom's Taxonomy-wise distribution, ensuring adequate coverage and assessment of all prescribed Course Outcomes. The questions shall also be appropriately mapped with the relevant Program Outcomes (POs) and Program Specific Outcomes (PSOs) to assess the contribution of the course towards the attainment of graduate attributes and discipline-specific competencies. The SEE assessment shall provide measurable evidence of CO attainment and its contribution towards PO and PSO attainment, thereby supporting systematic Outcome-Based Education (OBE) and continuous improvement of the course.

Table 7: Distributions SEE examination marks

| Type | Questions | Duration in minutes | No. of Questions | Marks per Question | Total (Marks) |
|---|---|---|---|---|---|
| Descriptive | Short Answer Questions (First Question is compulsory) | 180 | 1 | 12 | 12 |
| | Long Answer Questions (4 out of 6) | | 4 | 12 | 48 |
| **Grand Total** | | | | | **60** |

## Credits and Marks Distribution

| B.E. Credits and Marks Distribution (Regular Students) – Regulation LR21 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| S.No | Branch | | I Year | | II Year | | III Year | | IV Year | | Total Credits and Marks ( Regular) |
| | | | I SEM | II SEM | III SEM | IV SEM | V SEM | VI SEM | VII SEM | VIII SEM | |
| 1 | Artificial Intelligence and Machine Learning | Marks | 825 | 750 | 725 | 725 | 775 | 800 | 700 | 600 | 5900 |
| | | Credits | 20.5 | 17.5 | 19.5 | 20.5 | 22 | 22 | 19 | 19 | 160 |
| 2 | Civil Engineering | Marks | 750 | 800 | 800 | 800 | 850 | 825 | 775 | 600 | 6200 |
| | | Credits | 17.5 | 20.5 | 19.5 | 19 | 21.5 | 21 | 22 | 19 | 160 |
| 3 | Computer Science and Engineering | Marks | 750 | 825 | 725 | 725 | 700 | 825 | 750 | 600 | 5900 |
| | | Credits | 17.5 | 20.5 | 20.5 | 19.5 | 21 | 21 | 21 | 19 | 160 |
| 4 | Electrical & Electronics Engineering | Marks | 750 | 825 | 800 | 975 | 850 | 825 | 675 | 500 | 6200 |
| | | Credits | 17.5 | 20.5 | 20.5 | 23.5 | 21.5 | 21 | 19.5 | 16 | 160 |
| 5 | Electronics & Communication Engineering | Marks | 825 | 750 | 800 | 725 | 875 | 850 | 675 | 600 | 6100 |
| | | Credits | 20.5 | 17.5 | 20.5 | 19 | 23 | 22 | 18.5 | 19 | 160 |
| 6 | Mechanical Engineering | Marks | 825 | 750 | 800 | 725 | 775 | 875 | 850 | 600 | 6200 |
| | | Credits | 20.5 | 17.5 | 20.5 | 20 | 19.5 | 21.5 | 21.5 | 19 | 160 |
| 7 | Information Technology | Marks | 825 | 750 | 800 | 800 | 775 | 825 | 700 | 550 | 6025 |
| | | Credits | 20.5 | 17.5 | 21 | 21 | 20.5 | 22.5 | 20 | 17 | 160 |
| 8 | Computer Science and Engineering (Artificial Intelligence and Machine Learning) | Marks | 825 | 750 | 725 | 725 | 775 | 800 | 700 | 600 | 5900 |
| | | Credits | 20.5 | 17.5 | 19.5 | 20.5 | 22 | 22 | 19 | 19 | 160 |
| 9 | Computer Science Engineering (Data Science) | Marks | 750 | 825 | 725 | 725 | 700 | 825 | 700 | 600 | 5850 |
| | | Credits | 17.5 | 20.5 | 19.5 | 21.5 | 20 | 23 | 21 | 17 | 160 |

| B.E. Credits and Marks Distribution (Lateral Entry Students) – Regulation LR21 | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| S.No | Branch | | I Year | | II Year | | III Year | | IV Year | | Total Credits and Marks (LES) |
| | | | I SEM | II SEM | III SEM | IV SEM | V SEM | VI SEM | VII SEM | VIII SEM | |
| 1 | Artificial Intelligence and Machine Learning | Marks | - | - | 725 | 725 | 775 | 800 | 700 | 600 | 4325 |
| | | Credits | - | - | 19.5 | 20.5 | 22 | 22 | 19 | 19 | 122 |
| 2 | Civil Engineering | Marks | - | - | 800 | 800 | 850 | 825 | 775 | 600 | 4650 |
| | | Credits | - | - | 19.5 | 19 | 21.5 | 21 | 22 | 19 | 122 |
| 3 | Computer Science and Engineering | Marks | - | - | 725 | 725 | 700 | 825 | 750 | 600 | 4325 |
| | | Credits | - | - | 20.5 | 19.5 | 21 | 21 | 21 | 19 | 122 |
| 4 | Electrical & Electronics Engineering | Marks | - | - | 800 | 975 | 850 | 825 | 675 | 500 | 4625 |
| | | Credits | - | - | 20.5 | 23.5 | 21.5 | 21 | 19.5 | 16 | 122 |
| 5 | Electronics & Communication Engineering | Marks | - | - | 800 | 725 | 875 | 850 | 675 | 600 | 4525 |
| | | Credits | - | - | 20.5 | 19 | 23 | 22 | 18.5 | 19 | 122 |
| 6 | Mechanical Engineering | Marks | - | - | 800 | 725 | 775 | 875 | 850 | 600 | 4625 |
| | | Credits | - | - | 20.5 | 20 | 19.5 | 21.5 | 21.5 | 19 | 122 |
| 7 | Information Technology | Marks | - | - | 800 | 800 | 775 | 825 | 700 | 550 | 4450 |
| | | Credits | - | - | 21 | 21 | 20.5 | 22.5 | 20 | 17 | 122 |
| 8 | Computer Science and Engineering (Artificial Intelligence and Machine Learning) | Marks | - | - | 725 | 725 | 775 | 800 | 700 | 600 | 4325 |
| | | Credits | - | - | 19.5 | 20.5 | 22 | 22 | 19 | 19 | 122 |
| 9 | Computer Science Engineering (Data Science) | Marks | - | - | 725 | 725 | 700 | 825 | 700 | 600 | 4275 |
| | | Credits | - | - | 19.5 | 21.5 | 20 | 23 | 21 | 17 | 122 |

### 6.4.4 Practical Courses:

#### 6.4.4.1 Continuous Internal Evaluation (CIE):

CIE shall be conducted for 25/50 marks, out of which 15/30 marks shall be allotted for day-to-day performance, including attendance, timely submission of laboratory observations and records, and viva-voce, while 10/20 marks shall be allotted for the internal laboratory examination and viva-voce. The assessment shall be aligned with the relevant Course Outcomes (COs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Bloom's Taxonomy Levels (BTL), and Sustainable Development Goals (SDGs).

#### 6.4.4.2 Semester End Examination (SEE):

SEE shall be conducted for 50 marks out of which 10 marks are allocated for write up (design / procedure / schematic diagram) of the given experiment, 20 marks for conduction of experiment, 10 marks for results and 10 marks for viva-voce with a duration of 3 hours.

The external examiner will be appointed by the Principal / Chief Controller of Exams of the college, from any outside college among the autonomous / reputed institutions from a panel of three examiners submitted by the concerned Head of the Department / BOS Chairperson.

#### 6.4.4.3 Internship

The student shall undergo a four-week internship during the summer vacation after the IV and VI semesters to gain practical experience in an industrial environment, exposure to current technological developments, and improve interpersonal skills. It also provides opportunities to learn, understand, and enhance real-time technical and managerial skills required in the workplace. The evaluation shall be carried out during the V and VII semesters. The internship may be undertaken at Industries, Corporate Sectors, Government and Non-Government Organizations, Research Institutions, MSMEs, Startups, Entrepreneurship Incubator Units, etc. The internship shall be evaluated and mapped with the relevant Course Outcomes (COs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Bloom's Taxonomy Levels (BTL), and Sustainable Development Goals (SDGs), wherever applicable.

#### 6.4.4.4 Mini-Project

There shall be a Mini Project to be carried out by the student after the V Semester examinations, with evaluation conducted during the VI Semester for a maximum of 100 marks, comprising 50 marks for Continuous Internal Evaluation (CIE) and 50 marks for Semester-End Examination (SEE), respectively. The Mini Project shall be evaluated and mapped with the relevant Course Outcomes (COs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Sustainable Development Goals (SDGs), wherever applicable. The evaluation shall be carried out based on the following criteria:

#### 6.4.4.4.1 CIE Evaluation:

**50 marks** are evaluated based on below criteria:

i. Literature Review (10)

ii. Innovation / Originality (10)

iii. Methodology / Relevance / Practical Application (10)

iv. Seminar Presentation followed by report (20)

A committee consisting of Supervisor, Senior Faculty and Head of the Department shall review and evaluate the CIE based on the above criteria.

### 6.4.4.4.2 SEE Evaluation:

50 Marks are evaluated based on the below criteria:

a. Overall Subject Knowledge (15)

b. Viva-voce Examination (15)

c. Demonstration and Verification of Results (20)

However, the criteria may change as per the "committee" whenever required.

Student should appear for SEE with Mini-Project Report.

A 'committee' consisting of External Examiner, Supervisor and Head of the Department shall review and evaluate the SEE based on the above criteria.

## 6.4.5 Major Project/Project/ Major Project Phase-II

There shall be a Major Project to be carried out by the student during the VIII Semester. The evaluation shall be conducted for a maximum of 200 marks, comprising 50 marks for Continuous Internal Evaluation (CIE) and 150 marks for Semester-End Examination (SEE). The Major Project shall be mapped with the relevant Course Outcomes (COs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Bloom's Taxonomy Levels (BTL), and Sustainable Development Goals (SDGs) as part of the evaluation process. The evaluation shall be carried out based on the following criteria:

:

#### 6.4.5.1 CIE Evaluation:

The CIE evaluation of B.E. Project Phase - I & II, out of 50 CIE marks, 25 marks shall be awarded by the supervisor and the remaining 25 marks should be awarded by the committee consenting of supervisor, Seniour.faculry and head of department by the Head of the Department. Marks will be distributed as per the Rubric given below:

(i) Supervisor has to allot 25 Marks based on the following rubrics:

| S. No. | Evaluation Criteria | Marks |
|---|---|---|
| 1 | Literature Review / Problem Formulation | 5 |
| 2 | Report Writing / Documentation | 5 |
| 3 | Work done / Progress | 10 |
| 4 | Regularity and Attendance | 5 |
| **Total Marks** | | **25** |

(ii)The committee constituted by the Head of the Department has to allocate the 25 Marks based on the following Rubrics.

| S. No. | Evaluation Criteria | Marks |
|---|---|---|
| 1 | Literature Review / Problem Formulation | 5 |
| 2 | Objectives / Research Methodology | 5 |
| 3 | Report Writing / Documentation | 5 |
| 4 | Clarity of Presentation | 5 |
| 5 | Viva-Voce | 5 |
| **Total Marks** | | **25** |

**6.4.5.2 SEE Evaluation:**

The SEE evaluation (150 Marks) of B.E. Major Project / Project/ Major Project Phase-II will be distributed as per the Rubric given below**:**

| S. No. | Evaluation Parameter | Marks |
|---|---|---|
| 1 | Literature Review / Problem Formulation | 15 |
| 2 | Objectives / Research Methodology | 15 |
| 3 | Innovation / Originality | 15 |
| 4 | Report Writing / Documentation | 45 |
| 5 | Clarity of Presentation | 30 |
| 6 | Viva-Voce | 20 |
| 7 | Journal / Conference / Patent (Accepted) | 10 |
| **Total Marks** | | **150** |

**6.4.6. Technical Seminar Evaluation:**

The CIE evaluation of the Technical Seminar shall be conducted for 50 marks, out of which 25 marks shall be awarded by the Supervisor and the remaining 25 marks by a committee comprising the Supervisor, Senior Faculty Member, and Head of the Department (HoD). The Technical Seminar shall be mapped with the relevant Course Outcomes (COs), Programme Outcomes (POs), Programme Specific Outcomes (PSOs), Bloom's Taxonomy Levels (BTL), and Sustainable Development Goals (SDGs). The marks shall be distributed as per the rubric given below:

(ii) Supervisor has to allot 25 Marks based on the following rubrics:

| S. No. | Evaluation Criteria | Marks |
|---|---|---|
| 1 | Literature Review / Problem Formulation | 5 |
| 2 | Report Writing / Documentation | 5 |
| 3 | Work done / Progress | 10 |
| 4 | Regularity and Attendance | 5 |
| **Total Marks** | | **25** |

(ii) The committee constituted by the Head of the Department has to allocate the 25 Marks based on the following Rubrics.

| S. No. | Evaluation Criteria | Marks |
|---|---|---|
| 1 | Literature Review / Problem Formulation | 5 |
| 2 | Objectives / Research Methodology | 5 |
| 3 | Report Writing / Documentation | 5 |
| 4 | Clarity of Presentation | 5 |
| 5 | Viva-Voce | 5 |
| **Total Marks** | | **25** |

**Note:**

- A course that has CIE, but no SEE as per scheme will be treated as Pass if the candidate obtains at least 50% marks in CIE.
- Candidates can choose an online course from MOOC's to improve their obtained score / credits / grade, provided the syllabus is at least 70% similar to the particular subject by taking approval of respective BOS chairperson. If the MOOC's score / credits / grade are higher than the already obtained score, then it will be considered.
- The candidates should preferably complete any online courses through SWAYAM / NPTEL before VII-Semester in view of backlog problem.
- The details of instruction period, examination schedule, vacation etc., shall be notified by the College Academic Council.
- The medium of instruction and examination shall be English.
- At the end of each semester, SEE shall be held as prescribed in the respective Schemes of Examination. Examinations pertaining to SEE are called main examinations and examinations pertaining to the other semesters will be called supplementary / backlogs examinations.
- To enable the B.E. Final Year students to complete the programme requirements in time, there shall be a Backlog Exam for VIII and all the previous semesters, which will be scheduled within one month of publication of VIII semester results.
- Candidates will be required to produce complete Lab Records of the Practical work done by them in each practical examination, along with other materials prepared or collected as part of Laboratory work/ Project.
- A candidate shall be deemed to have fully passed a Theory course, if the candidate secures a minimum of 40% in SEE and total of 40% in CIE + SEE together, and in Practical / Laboratory / Projects etc., candidate has to secure 50% in SEE and total of 50% in CIE + SEE together.
  Minimum pass marks / grade in the Semester End Examinations and CIE shall be as below:

| | | |
|---|---|---|
| Each Theory Course | 40% | E-Grade |
| Each Practical Course/Drawing Course/Project Work/Internship/Mini Project/ Comprehensive Viva | 50% | D-Grade |

- In case of hearing impaired, orthopedically handicapped and visually challenged candidates, 10% reduction in pass marks in each subject is admissible as per G.O. Ms. No.150, dated31-08-2006.
- If a candidate is unable to attend both the CIE exams in a particular semester then, the candidate is allowed to appear for Computer Based Test (CBT) with the entire syllabus after approval from Principal. However, this consideration is permitted for a maximum of two times in the entire programme of study.
- If a candidate in any semester examination of the programme fails to secure the minimum marks / grade in any course, then the candidate should appear only in the failed subject of the semester.
- If a candidate desires to have recounting, revaluation and challenge evaluation, then candidate can apply for it as per the notification of the Examination Branch, LIET.
- WITH-HOLDING OF RESULTS:
  a. If a candidate has found with any indiscipline / malpractice in examinations, the candidate results shall be withheld.
  b. The issue of the award of the provisional certificate and the B.E. degree is liable to be withheld in such cases.

**6.4.6**. **Honors or Additional Minor Engineering** Candidate has to secure 160 credits for the award of B.E. Degree. Candidate will be eligible to get the Undergraduate Degree with 'Honors' or 'Additional Minor Engineering', if candidate secures 20 credits in addition to 160 credits (subject to approval of Osmania University). These could be acquired through MOOCs approved by BOS.

**Honors:** In addition to their primary Program B.E., an Engineering Student has the opportunity to award with 'Honors' Degree.

Award of an 'Honors' Degree is subject to the following conditions:

i. The student must have earned at least twenty (20) relevant and approved additional Credits.
ii. Earning of these additional credits shall be through MOOCs/ NPTEL/ any other on-line Courses, which are approved by the respective BOS.
iii. The list of courses is subject to the approval of respective BOS.
iv. These additional twenty (20) Credit Courses shall not be part of the regular Curriculum.
v. A candidate must ensure to earn the required Credits for the award of respective 'Honors' Degree, before the completion of the regular Course.
vi. It is the candidate's responsibility for registering the Courses through ONLINE and the required Registration Fee shall be borne by the respective student

**Additional Minor Engineering:** In addition to their primary program B.E., an engineering student has the opportunity to study one 'Additional Minor Engineering' in any areas listed as per AICTE handbook and Model Curriculum. 'Additional Minor Engineering' allows a candidate to gain inter-disciplinary experience and exposure to concepts and perspectives which may not be a part of their regular Degree Program, thus widening their understanding of the Engineering Profession. Upon completion of an 'Additional Minor Engineering', a candidate shall be better equipped to perform inter-disciplinary research.

Award of an 'Additional Minor Engineering' Degree is subject to the following conditions:

- The candidate must earn at least twenty (20) additional Credits.
- Earning of these additional credits shall be through MOOCs / NPTEL / any other on-line Courses, which are approved by the respective BOS.
- The list of Courses is subject to the approval of respective BOS.
- These additional twenty (20) Credit Courses shall not be part of the regular Curriculum.
- A candidate must ensure that candidate shall earn the required Credits for the award of respective 'Additional Minor Engineering' Degree, before completion of regular course.
- It is the candidate's responsibility for registering the courses through ONLINE and the required Registration fee shall be borne by the respective candidate.

a. MOOC is a free web-based distance learning programme that is designed for participation of large number of geographically dispersed candidates. MOOC may be patterned at department level of each college. The MOOC list will be provided by the Chairperson, Board of Studies of the concerned department for each semester, beyond semester-II.

**Other Information:**

- Candidates shall obtain prior approval(s) from their BOS Chairperson/ Principal before opting for 'Additional Minor Engineering' or 'Honors'.
- A candidate is eligible to opt either for 'Honors' or 'Additional Minor Engineering'.
- A candidate is not eligible to opt for both the above-mentioned Degrees.
- The award of Honors or Additional Minor Engineering is subject to the rules and regulations of Osmania University that are updated from time to time.

**Guidelines/Modalities for Evaluating the MOOC's courses to Award B.E (Honors Degree) / B.E Additional Minor Engineering Degree**

- Only those students who have cleared I and II Semesters without any backlogs are eligible to register for MOOCs Online Courses.
- Students who can secure 20 additional credits through MOOCs during his course of study in addition to 160 credits are eligible for the award of B.E Honors Degree or Additional Minor Engineering Degree.
- The additional 20 credits should be attained by the students from the list of courses approved by Concerned BOS.
- Student can choose any of the causes approved by the respective BoS. Student has to register the courses with the approval of concern BoS.
- Following are the details of the proposed credits & grading pattern for awarding the MOOCs (NPTEL or equivalent recognized Online Courses).

| S.No. | Duration | Credits | Marks % | Grade | GPA |
|---|---|---|---|---|---|
| 1. | 12 Weeks or Above | 4 | 90% ≤ Marks ≤ 100% | S | 10 |
| 2. | | | 80% ≤ Marks < 90% | A | 09 |
| 3. | | | 70% ≤ Marks < 80% | B | 08 |
| 4. | 8 Weeks or Above | 3 | 90% ≤ Marks ≤ 100% | S | 10 |
| 5. | | | 80% ≤ Marks < 90% | A | 09 |
| 6. | | | 70% ≤ Marks < 80% | B | 08 |
| 7. | 6 Weeks or Above | 2 | 90% ≤ Marks ≤ 100% | S | 10 |
| 8. | | | 80% ≤ Marks < 90% | A | 09 |
| 9. | | | 70% ≤ Marks < 80% | B | 08 |
| 10. | 4 Weeks or Above | 1 | 90% ≤ Marks ≤ 100% | S | 10 |
| 11. | | | 80% ≤ Marks < 90% | A | 09 |
| 12. | | | 70% ≤ Marks < 80% | B | 08 |

- After completion of the course, student should give a presentation and submit the MOOCs certificate to the committee consisting of BoS Chairman and two Senior faculty members of the concern departments.
- Then the BoS Chairman should forward MOOCS Certificate along with recommendations in a prescribed format to the Controller of Examinations.
- It is the student's responsibility for registering the Courses through ONLINE/ OFFLINE and the required Registration Fee shall be borne by the respective Student.
- Student shall be permitted to take **a maximum of 2 theory courses / courses equivalent to 6 credits during any semester for additional learning** towards Additional Minor Engineering curriculum.
- By the end of April of every academic year, respective departments will notify the list of equivalent courses in SWAYAM-NPTEL MOOCs / other standard MOOCs against the courses listed in the Curricula of Additional Minor Engineering programme(s) offered by their departments.
- Department can propose a new course(s) if any of the listed equivalent course(s) are not available in MOOCs.

## 6.5. Publication of Schedule of Semester End Examinations

Taking into account the number of days available between the two semesters as per the Almanac and the number of working days required and available the COE in consultation with the Principal and Head of the Departments fixes the schedule (Time Table) of examinations. Before the publication of the schedule the copies of the draft timetables are sent to the HODs to make sure that there is no error, omissions, or clash in the timetable. The schedule is published at least 30 days before the commencement of examinations to enable the students to gear up and plan for the examinations. The schedule is fixed by giving the students a day's gap for each paper (examination).

## 6.6. Student Registration for Examinations

A notification will be issued by the Office of the Controller of Examinations for registration of candidates for examinations and payment of the examination fee. The notification shall contain all relevant details, including the procedure for payment of the fee, fee payable for each semester and course, last date for payment of the fee without and with fine, tentative examination commencement dates, application form, etc.
In response to the examination notification, eligible candidates shall pay the requisite examination fee through offline/online mode and duly fill in the application form along with the prescribed enclosures and fee payment receipt, which shall be submitted to the Examination Branch of the College. **As per Osmania University (OU) instructions, students having backlog subjects must pay the examination fee for all eligible backlog subjects together at the time of examination registration.**

**Partial Subject Registration**: Candidates who have failed in previous examinations shall appear only for their failed subjects in the subsequent supplementary examinations. However, they must register for **all failed subjects of a particular semester/year** while applying for the supplementary examinations. Registration for only a few of the failed subjects (Partial Subject Registration) is not permitted.
**Note:** As per Osmania University (OU) rules, students who fail to pay the examination fee for the current semester will not be promoted to the next semester.

## 6.7. Hall Ticket Generation

After verification of the examination applications submitted by the candidates, if they fulfill all the conditions and eligibility criteria examination application form registration data will be prepared. For then eligible candidates branch-wise and semester wise hall tickets are generated. The soft copy of the system-generated hall tickets data will be sent to The Controller of Examinations of the college for the issue of the same to the eligible candidates. After verifying the fee dues attendance and other eligible conditions Controller of Examination will issue the provision to the candidates one week before the commencement of SEE examinations.

The Chief Superintendent shall have the authority to issue a duplicate hall ticket and admit a student who has lost his or her hall ticket and/or identity card, provided that the Chief Superintendent is personally satisfied with the identity of the candidate, taking into consideration the applicable circumstances.

### 6.7.1. Provision for Scribe and Guidelines

A Scribe/Paper Writer may be permitted to assist Visually Handicapped (VH) candidates (Blind), Orthopedically Handicapped (OH) candidates whose writing speed is affected, and candidates with other medical conditions affecting their writing ability, during Theory, Laboratory Internal and External Examinations, subject to the following guidelines:

1. **Prior Permission:** The candidate shall arrange his/her own Scribe/Paper Writer at his/her own cost and inform the Chief Controller of Examinations well in advance. The application must be countersigned by the concerned Class In-charge and HoD.
2. **Documents Required:** The candidate shall submit recent passport-size photographs of both the candidate and the Scribe, the Scribe's specimen signature, and details of the Scribe's educational qualifications.
3. **Educational Qualification:** The Scribe's qualification shall not exceed Intermediate/12th Standard/SSC.
4. **Undertaking:** Both the candidate and the Scribe shall submit duly signed undertakings in the prescribed Annexure format.
5. **Medical Certificate:** Candidates applying on medical grounds must produce the **Original Medical Certificate** on the day of the online examination. No Scribe assistance will be permitted without it.

6. **Cancellation:** If the Scribe fails to meet the prescribed eligibility criteria or suppresses any material information, the candidate's examination shall be cancelled, irrespective of the examination result.

7. **Concession for Differently Abled Candidates**
   Extra time, moderation, scribe, and interpreter facilities shall be provided to students with disabilities, as per the Government Orders in force.
   Eligible candidates shall apply for the sanction of extra time, moderation, scribe, or interpreter facilities, as applicable, through the Head of the Institution, along with the original Medical Certificate issued by any Government Medical Hospital, sufficiently well in advance of the commencement of the examination.
   The candidate shall produce the original Medical Certificate before the Chief Superintendent/Invigilator in the examination hall on all days of the examination to avail of the approved concessions.

**Note:** All required documents must be submitted and prior approval obtained from the Chief Controller of Examinations before the examination.

## 6.7.2. Results Announcement Process

After due approval of the results by the results committee, the results are notified through the college website. The entire results showing Pass / Promoted / Failed and also temporary grade report with grades are uploaded to the website. The candidate can download, by clicking his hall ticket number, his result as well as temporary semester grade report. This enables the candidate to see his result and semester grade report to apply for revaluation.

## 6.7.3. Recounting / Revaluation / Challenge Evaluation

### 6.7.4. Recounting for B.E

Recounting of Semester End Examination (SEE) of theory courses shall be carried out as per the following guidelines.

1. The marks assigned by the scrutinizer appointed for recounting shall be the final marks (i. e. marks after recounting) provided that the change in marks is more than 10 % but less than or equal to 30% of prescribed total marks for SEE. If a change in marks is more than 30% then the second scrutinizer shall be appointed and marks assigned by that scrutinizer shall be the final marks.

### 6.7.5. Revaluation for B.E

Revaluation of Semester End Examination (SEE) of theory courses shall be carried out as per the following guidelines.

- Two Evaluators, one from internal faculty and one from external faculty or both external faulty will be appointed.
- Average of two marks will be considered for final marks of (RV). If the difference of marks between two valuation is more than or equal to 20%, such answer scripts will be subjected to third valuation and in such cases the average of highest two valuations marks will be considered for final marks of (RV)
- The final marks of (RV) evaluations shall be the final marks (i. e. marks after revaluation) provided that the change in marks is more than 10 % but less than or equal to 30% of prescribed total marks for SEE. If a change in marks is more than 30% then the third evaluator shall be appointed and marks assigned by that evaluator shall be the final marks.

### 6.7.8. Challenge Evaluation

Challenge evaluation of Semester End Examination (SEE) of theory courses shall be carried out as per the following guidelines

- One external evaluator will be appointed
- Marks assigned by the evaluator shall be final marks (i.e. marks after challenge evaluation) provided that the change in marks is more than 10 % but less than or equal to 30% of prescribed total marks for SEE. If the change in marks is more than 30% then the second evaluator shall be appointed and marks assigned by that evaluator shall be final marks.

## 6.8.9. Result Analysis

To analyze the performance of the candidates and to take the corrective measures if any different statements are prepared, statements showing the performance division-wise, branch-wise, semester-wise, course-wise, and their percentage are prepared. Both numerical and graphical statements are prepared.

## 7. GRADING SYSTEM

Candidates who have passed all the examinations of the B.E. Degree Programme shall be awarded CGPA in accordance with the grade secured by them in all eight semesters taken together, including the CIE marks secured in those semesters.

The grade secured shall be shown in the memorandum of marks as per the cumulative performance in SEE and CIE as per the course structure.

Grades are allotted based on the marks secured in SEE and CIE as per the following criteria:

| Minimum Pass Marks in each paper: Theory: 40 % ( CIE+SEE) and 40 % in SEE<br>Practical/Drawing/Project Work/Seminar: 50 % (CIE+SEE) and 50 % in SEE | | |
|---|---|---|
| **(Range of Marks) Academic Performance** | **B.E** | |
| | **Letter Grade** | **Grade points** |
| ≥ 90 and ≤ 100 | S | 10 |
| ≥ 80 and < 90 | A | 9 |
| ≥ 70 and < 80 | B | 8 |
| ≥ 60 and < 70 | C | 7 |
| ≥ 50 and < 60 | D | 6 |
| ≥ 40 and < 50 | E | 5 |
| Less than 40% | F – Theory Courses | 0 |
| < 50% | F (Fail) – Laboratory /Project / Internship / Skill Development | 0 |

### 7.1. Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA) Calculation:

i. The SGPA is the ratio of the sum of the product of the number of credits and the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student in a semester i.e.

$$SGPA = \frac{\sum(Letter\ Grade\ Point \times\ Credits)}{\sum Credits}$$

SGPA is calculated up to the second decimal point and it is calculated only when all subjects in that semester are Cleared / Passed.

ii. The CGPA is calculated in the same manner considering all the courses undergone by a student over all the semesters of a program.

$$CGPA = \frac{\sum(SGPA)_j \times (Total\ Credits)}{\sum(Total\ Credits)}$$

SGPA is calculated up to the second decimal point and it is calculated only when all subjects in that semester are Cleared / Passed.

i. CGPA at a given point of the semester is calculated up to the second decimal point. It is calculated only when total credits earned are equal to total credits prescribed as per scheme up to a semester in which the candidate has last appeared for SEE. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. Courses in which the candidate has failed are not included in computing SGPA / CGPA.

ii. Courses in which the candidate has failed are not included in computing SGPA / CGPA.

## 8. RULES OF PROMOTIONS

### 8.1 RULES OF PROMOTIONS FOR B.E.

The following rules apply to the students who are taking admission into the first year of B.E. program effective from Academic Year 2026-27:

| S. No. | Semester / Class | Conditions to be fulfilled |
|---|---|---|
| 1. | From I-Semester to II-Semester | ➢ Regular course of study of I-SEM.<br>➢ Should be registered for the SEE. |
| 2. | From II-Semester to III-Semester | ➢ Regular course of study of II-SEM.<br>➢ Must have secured at least 50% of total credits prescribed for I and II SEMs together<br>➢ Should be registered for the SEE. |
| 3. | From III-Semester to IV-Semester | ➢ Regular course of study of III-SEM.<br>➢ Should be registered for the SEE. |
| 4. | From IV-Semester to V-Semester | ➢ Regular course of study of IV-SEM.<br>➢ Must have secured at least 50% of Total credits prescribed for I, II, III, and IV SEMs put together.<br>➢ Should be registered for the SEE. |
| 5. | From V-Semester to VI-Semester | ➢ Regular course of study V-SEM<br>➢ Should be registered for the SEE. |
| 6. | From VI- Semester to VII-Semester | ➢ Regular course of study of VI-SEM.<br>➢ Must have secured at least 50% of total credits prescribed for I, II, III, IV, V, and VI SEMs put together<br>➢ Should be registered for the SEE. |
| 7. | From VII-Semester to VIII-Semester | ➢ Regular course of study of VII-SEM<br>➢ Should be registered for the SEE. |
| 8 | Eligibility to appear in VIII-SEM exams | ➢ Regular course of study of VIII-SEM<br>➢ Should be registered for the SEE. |

**Note:**

i. If a candidate has more than the permitted number of credits as backlogs, he/she will be detained.

ii. The candidate who wishes to take re-admission into the year in which he/she is detained has to

pay the total tuition fee of that year and all the credits earned during that year shall become null and void.

**9. IMPROVEMENT OF DIVISION**

- A candidate who wishes to improve his/her Overall score may do so within one academic year immediately after having passed all the examinations of the B.E. degree program, by reappearing in not more than two semesters (all subjects pertaining to the semester taken together) examinations.
- For the award of the Overall score, he/she will have the benefit of the higher of the two aggregates of marks/grades secured in the corresponding semester(s).

**10. ELIGIBILITY OF THE DEGREE**

- The degree of Bachelor of Engineering will be conferred to the candidate who has pursued a regular program of study of four academic years/3 academic years as here in after prescribed in the scheme of instruction and has passed all the examinations as prescribed in the scheme of examinations.
- A student shall be declared to be eligible for the award of the B.E. provided the student has successfully gained the required number of total credits and other requirements as specified in the curriculum corresponding to the student's program within the stipulated time.

**Award of Division:**

| CGPA | DIVISION |
|---|---|
| 7.5 and above | First Class with distinction |
| 6.5 and less than 7.5 | First Class |
| 5.5 and less than 6. 5 | Second Class |
| 4.0 and less than 5.5 | Pass |
| Less than 4.0 | Fail |

- Students passing in single attempt are only eligible for award of First Class with distinction.

**Award of Gold, Silver & Bronze Medal:**

- Students securing highest CGPA at institution level in a **single attempt** are eligible for award of Gold Medal.
- Students securing first highest, second highest and third highest CGPA at each program/ department/ branch level in a **single attempt** are eligible for award of Gold and Silver Medals respectively.
- Students appearing in Supplementary Exams are not eligible.
- A re-admitted student is not eligible for any Medal.

**11. CREDIT TRANSFER**
**GUIDELINES FOR PURSUING MOOCs THROUGH NPTEL-SWAYAM FOR CREDIT TRANSFER UNDER B.E. LR21ACADEMIC REGULATION**

**Detailed guidelines for effective implementation of Credit Transfer through NPTEL-SWAYAM for professional elective courses are given below:**

- Credit transfer through the NPTEL–SWAYAM platform is **applicable only to Professional Elective (PE) courses** of the respective branches of **B.E. V, VI, and VII semesters**.
- The proposed MOOCs **must be offered exclusively through the NPTEL–SWAYAM platform**.
- **Equivalence of a MOOC to the corresponding Professional Elective course** shall be determined and approved by the **respective Board of Studies (BoS)**.

- **Only those MOOCs whose course content matches at least 80%** of the prescribed Professional Elective course in the B.E. curriculum shall be considered for approval. Such MOOCs shall be recommended by the **BoS Chairperson**.
- The **duration of the proposed MOOC must be 12 weeks or equivalent to a 3-credit course**. MOOCs of **4- or 8-weeks duration are not eligible** for credit transfer.
- The **respective departments shall display and notify the list of approved and equivalent MOOCs well before the commencement of the semester**, enabling students to make informed choices.
- Students of **B.E. V, VI, and VII semesters** may opt to pursue Professional Elective courses through **any one of the following options**:
- **Option 1:** Professional Elective course(s) offered in the regular curriculum by the respective department.

**OR**

- **Option 2:** Approved **NPTEL courses through the SWAYAM platform** in lieu of the Professional Elective course.

## Course Registration:

**Option 1: Instructions to the students NOT OPTING NPTEL-SWAYAM courses as Professional Elective:**

Students who do not opt for NPTEL-SWAYAM MOOCs courses as Professional Elective courses shall be able to choose Professional Elective courses in the curriculum offered by the respective department.

OR

**Option 2: Instructions to the students OPTING NPTEL-SWAYAM courses as Professional Elective:**

**Course Exam Registration:**

- A student desirous of pursuing Professional Elective MOOC through NPTEL-SWAYAM platform for credit transfer shall complete **course enrolment, exam registration and fee payment** of the chosen NPTEL-SWAYAM course **on or before the deadlines provided by NPTEL - SWAYAM.**
- Exam registration details of the student **must appear in Single Point of Contact (SPOC Login) to avail credit transfer facility.**
- It shall be MANDATORY for the student to follow the below guidelines while doing exam registration for the course

**Exam Registration Procedure**

- ✓ **College:** Lords Institute of Engineering & Technology
- ✓ **Department:** Name of your Department
- ✓ **Are you taking the course Credit Transfer:** Yes
- ✓ **Can we share your scores with your college:** Yes

- It shall be MANDATORY for the student to submit details of the Professional Elective MOOC opted and enrolled through NPTEL- SWAYAM, to exam branch and the department through **Department NPTEL Coordinator.**
- Department shall allot a **faculty mentor** for the respective MOOC enrolled by the student.

## Examination and Evaluation:

- It shall be the responsibility of the student to complete exam registration in the NPTEL-SWAYAM portal for the opted Professional Elective MOOC before the deadline.
- Student shall pay the NPTEL Certification exam registration fee through their portal.
- Student pursuing the Professional Elective MOOC through NPTEL- SWAYAM for credit transfer, shall **submit the online assignments on time, attend the proctored examination** conducted by the NPTEL- SWAYAM agency and successfully complete the chosen NPTEL course as per the criteria laid.
- Upon successful completion of the course, student **must submit course completion certificate to the** exam branch though **Department NPTEL Coordinator / Exam Branch Coordinator.**
- Evaluation pattern of MOOCs under NPTEL-SWAYAM is **25% for Online Assignments** and **75% for Proctored Examination** with **total of 100 marks.**
- A student shall be declared as **SUCCESSFUL IN NPTEL MOOC ONLY**
  - **IF AVERAGE ASSIGNMENT SCORE >=10/25 & EXAM SCORE >= 30/75**
  - **FINAL SCORE >=40/100**
- Evaluation pattern followed under **B.E. LR21** academic regulation is **40:60 (CIE: SEE).** Scores secured by the student in MOOCs shall be converted to 40:60 evaluation pattern for equivalency and the letter grades shall be awarded as defined in the B.E. LR21 academic regulation.
  - **Example:** Scores secured by a student in MOOC and scores awarded after conversion are given by below formulae

**CIE Marks Calculations:**

CIE Marks = **Ceiling (**40 x Marks obtained in NPTEL Online Assignments / Maximum Marks in NPTEL Online Assignment)

**SEE Marks Calculations**

SEE Marks = celling (60 x Marks obtained in NPTEL Proctored Examination / Maximum Marks in NPTEL Proctored Exam)

| **Awarded by NPTEL-SWAYAM** | | **Awarded by LIET after conversion of scores to LR21 evaluation pattern** | |
|---|---|---|---|
| Online Assignments (25) | 20 | CIE (40) | 32 |
| Proctored Examination (75) | 45 | SEE 60) | 36 |
| **Total Marks (100)** | **65** | **Total Marks (100)** | **68** |

| **Academic performance** | **Letter Grade** | **Grade point** |
|---|---|---|
| ≥ 90 and above | S | 10 |
| ≥ 80 and < 90 | A | 9 |
| ≥ 70 and < 80 | B | 8 |
| ≥ 60 and < 70 | C | 7 |
| ≥ 50 and < 60 | D | 6 |
| ≥ 40 and < 50 | E | 5 |
| Less than 40 | F | 0 |

Scores secured after conversion of marks and the letter grades shall be reflected in the Marks Memo of the respective student along with the credits transferred.

- In the event of student not completing the MOOC successfully due to
  - ✓ Dropping out of the online course in between the course duration **and/or**
  - ✓ Not submitting the assignments before the deadline **and/or**
  - ✓ Remaining absent for the proctored examination **and/or**
  - ✓ Securing less than the minimum marks as defined by the NPTEL-SWAYAM for successfully passing the course
  - ✓ Any other reason

then it shall be deemed that the student has not secured the credits in the MOOCs through NPTEL-SWAYAM.

- For such students, a supplementary examination in the failed MOOC **shall be conducted by the College in the next semester** which shall be based upon the course content of the Professional Elective and as per the paper pattern prescribed under B.E. LR21 academic regulation. Evaluation guidelines as mentioned in the LIET B.E. LR21 academic regulation shall be applicable for such cases.
- A student can pursue **only 01 online course in a semester** as an option to **Professional Elective course for credit transfer.**
- If the student's name doesn't appear SPOC Login and doesn't submit details of the Professional Elective MOOC opted and enrolled through NPTEL-SWAYAM, to the Department NPTEL Coordinator/HOD then it shall be deemed that the student is willing to pursue the Department offered Professional Elective courses.
- Credit transfer through NPTEL-SWAYAM shall be considered only if the student completes the opted Professional Elective MOOC successfully with minimum marks as defined by the NPTEL-SWAYAM agency.
- Institute reserves the right to amend or modify these guidelines from time-to-time.
- Decision of offering the online courses through NPTEL-SWAYAM for credit transfer shall rest with the Institute.

# 12. INSTRUCTIONS

## 12.1. Duties and Responsibilities of Invigilator

The efficient and smooth conduct of examinations and timely declaration of the results can be ensured only with the cooperation of all the stake holders including teaching, non-teaching and administrative staff of the Institute. They are expected to be aware of the various procedures and time schedules which they should adhere to. Invigilators are requested to acquaint with the following procedures:

- **Carrying mobile phones or any reading material by the invigilator is strictly prohibited.** The invigilator is expected to be vigilant and take frequent rounds in the exam hall. The invigilators should not chit chat with each other as it will distract the student's concentration inwriting the Examination.
- Invigilators shall make **announcement** in the Examination Hall that the **use of electronic devices by the students shall not be permitted in the Examination Hall**. In this context, electronic devices include and are not limited to mobile phones, tablet devices, laptops, data storage watches ('smart-watches') with means for inputting or storing information and or capable of transmitting or receiving information.
- The invigilator is expected to be tactful while dealing with complex situations and not to disturb the tranquility in the exam hall. In case of any problem, he/she may bring the matter to the notice of the Controller of Examinations (CoE)/Chief Controller of Examinations (CCoE)
- Disclose to the Controller of Examinations, well in advance, any conflicts of interest (e.g., immediate family member/close relative is a candidate for the exam) in doing a particular examination duty. This is essential to maintain transparency in Examination system and avoid unnecessary complications/allegations and litigation following the Examination.
- **Invigilator should arrive at the venue at least 30 minutes before the start of the examination.**
- **The Name(s) of the Invigilator(s) who fail to report to the Invigilation duty by 9:30 am for the exam scheduled at F.N session and by 1:00 pm for A.N session shall besent to the higher authorities for necessary action.**
- Adjustment in the invigilation duty should be informed to the Controller of Examinations (CoE) one day prior to the date of duty assigned with alternative arrangement made in case of absence.
- Invigilators should check the material supplied by the Examination section before going to the

Exam Halls, for the correctness in the count of answer scripts and other related material. Bring the matter to the notice of the CoE in case of discrepancy.

- Adjustments/ interchanging duties among the invigilators are not permitted. If necessary, the CoE will take care of the adjustments.
- **Invigilator should be present in the exam halls by 9.30 AM for FN & 1.00 PM for AN session**. After entering the exam Hall, invigilators are required to check for the seating arrangement, and see that the fans and lights are switched on and the windows opened. The students are allowed into the exam hall after properly verifying **Hall Ticket and ID card** of the student and report to the CoE in case of any discrepancy.
- Insist the candidate to enter the examination hall as soon as possible and do not allow the candidates to stand in the corridor outside for last minute revision. Let the candidate to deposit their bags, wallets, books, laptops etc. in the designated area before going to their allocated desk.
- Insist the candidate to display ID card and Hall ticket on the top right-hand corner of thedesk, so that an invigilator can check it.
- Do not grant the permission to the candidate to go to the toilet during the Examination, especially either in the first 30 minutes, or in the last 15 minutes, of the examination. In caseof any emergency in this regard, Invigilator should accompany the candidate.
- Invigilator should remain in the Examination Hall throughout the period of the examination and shall make necessary announcements before, during and at the end of the Examination.
- Complete taking the attendance and other formalities in the first half an hour of starting of the examination. Please do not pass on the signature sheets among the students. Invigilator has to go to each student and verify the details entered in the signature sheet, answer booklets and affix your signature on the hall ticket, answer booklet and signature sheet.
- Insist the candidates to remain seated and silent until the number of Answer scripts collected by the Invigilator are tallied with number of candidates present.
- When the invigilator suspect that a candidate is involved in an irregular act during the examination, the invigilator shall confiscate the material(s) being used for irregularity and inform the same to the Internal Squad.
- If any student is resorting to Unfair means/ malpractice at any point of time, it should be reported the CoE/CCoE with written complaint mentioning the incident and handover the student to the CoE/CCoE along with the answer booklet, question paper and the forbidden material if any.
- At the end of the examination, collect the answer scripts from the candidates and handover to the officer-in-charge of Examinations.
- Candidates are permitted to leave the examination hall only after one and half-an-hour from the commencement of examination. If a candidate wants to leave the hall after one and half an hour, see that the candidate surrenders the question paper along with the answer booklet and the question paper may be given to the student at the end of the examinations.
- No other member is allowed into the examination hall during the examination except the staff involved in the examinations. Explanation will be called for from the members who violets.
- All invigilators appointed in a hall are required to report back in the examinations branch after completion of the examination and the members are collectively responsible for the return of the answer books.
- Invigilators should tear off the Part-I of the Answer script and Bundle the Part-I Slips as per the order of Hall Ticket Number and return along with the answer books.
- Invigilators should inform immediately to the Controller of Examinations in case of any unusual incidence during the examination. Any lenience on their part in this regard will be viewed seriously.

## 12.2. Instructions to Invigilators [Practical SEE] Examinations

Assessment and Evaluation are essential components of teaching and learning in the Engineering Education. Without an effective evaluation program, it is impossible to know whether students have learned, whether teaching has been effective, or how best to address student learning needs.The quality of the assessment and evaluation in the education process has a profound and well- established link to

the student performance. In order to assure quality in the evaluation system, the examiner has to acquaint with the following procedures.

- Internal/External Examiners must follow scrupulously the schedule given by the Examinations &Evaluation section. Changes in the schedule, if any should be approved by CoE/CCoE.
- Both the Examiners (Internal and external) should be present in the laboratory during and till the end of Lab examination.
- Examiner must be acquainted with Academic Regulations (LR21), procedures and Assessment methodologies pertaining to practical Examinations.
- Laboratory internal examinations must be conducted as per the schedule notified in the Academic regulations.
- Examiners should verify the ID card of the students, while entering the laboratory or any other examination, report to Principal in case of any discrepancy.
- Disclose to the Controller of Examinations, well in advance, any conflicts of interest (e.g. immediate family member/close relative is a candidate for the exam) in doing a particular examination duty. This is essential to maintain transparency in Examination system and avoid unnecessary complications/allegations and litigation following the Examination.
- Examiners are required to post the marks in accordance with the scheme of evaluation provided by the examination branch for practical course/seminar/mini project evaluation etc in the Space provided on the answer booklet.
- After Evaluation, the Answer scripts, marks awarded are to be kept confidential until the declaration of results announced by the Examination branch. Answer scripts and award lists must be submitted to the examinations branch **on the same day** of examination by theInternal Examiner in presence of External Examiner.
- Return the unused stationery to the Examination branch after conduct of any Laboratory Examinations or any equivalent Examinations.

## 12.3. INSTRUCTIONS TO INTERNAL AND EXTERNAL SQUAD

- The squad team shall conduct themselves with utmost caution, courtesy and respect, without causing any kind of commotion which shall disturb the students attending the examination.
- The Squad shall not cause any kind of harassment either to the students or to any of the officials of the examination center.
- They shall initiate action to curb malpractice like copying, possession of incriminatory materials related to the examinations.
- Report the cases of malpractice detected to the malpractice immediately for further action.
- The squad shall make use of the required stationary/formats placed at the examination office for the said purpose.
- Book the candidates under Malpractice, who are found in Malpractice and send such candidates out of examination hall only after taking necessary undertaking and signature from the candidate on the prescribed forms.
- The squad shall report simultaneously, the instances of grave malpractice such as mass copying etc., to the Chief Controller of Examinations.
- The squad team shall record their findings including satisfactory/or otherwise remarks in the Squad format papers placed with the coordinator at the examination office.
- Each member of the squad shall affix their signature, in the attendance register placed at the examination office, in each session of the examination.

- The squad members shall not make any statements or loose comments in public about their findings. The squad shall assist the COE for the smooth conduct of examinations and to curb the number of malpractice cases.
- The members of the squad shall not create distractions to the examinees by unnecessarily shouting while handling cases in the examination halls. If any case is detected, further investigation can be done by isolating the guilty from the rest, taking to the control room, without further enquiring in the hall disturbing others for a prolonged period.'
- The Malpractice case shall be booked with the prior intimation to the Chief Controller of Examinations.
- In case the student refuses to give his statement, he should NOT BE forced to do so, only the fact of his refusal and the time of occurrence of the incident should be recorded by the Invigilator(s) on duty in that room. The statement of the student if any and the statement of the Invigilator(s) are attested by the Centre Superintendent of the Examination.

  In case, a student is found to have written something on the body part, a photo of same may be taken by the web cam/mobile camera etc. if possible.

## 13. Grievances

## 14.1. Correction in Semester Grade Report & Issue of Duplicate Grade Report/PC/CMM

- There is a provision for Correction in Grade Report. For Name correction to be incorporated in original Grade Report which is already printed/issued, the charges will be Rs.200/- per Semester Grade Report. The request for such correction shall be accompanied with an attested copy of Intermediate. or equivalent passing certificate is mandatory. The Name in the Semester Grade Report shall be corrected based on only Intermediate. or equivalent passing certificate.
- There is a provision for issue of duplicate Semester Grade Report /PC/CMM in cases where the Semester Grade Report /PC/CMM are lost or mutilated.
- The candidate seeking Duplicate Semester Grade Report /PC/CMM shall submit an affidavit on Rs.20 stamp paper giving details such as hall ticket number, month & year of passing Course/s, Branch and how the original Grade cards were lost, along with a fee of Rs. 1200/- per report within two days, Rs. 1000/- per report within ten days
- The Candidate who are in need of the duplicate grade cards shall submit their applications along with the relevant documents to the office of the Principal through the Proctor & HOD for onward transmission to office of the Controller of Examinations.
- The student shall collect the duplicate grade card from the Exam Branch.

## 14.2 Issue of Official Transcripts

- A candidate can request for issue of Official Transcripts after the completion of a minimum of 160 credits.

- The Candidates who are in need of the same shall submit their applications along with the prescribed fee of Rs. 300/- (within 2 Days) and Rs.200/- (within 10 Days)
- Official Transcripts shall be collected only by the candidate or parent of the candidate (with due authorization from the candidate). In case the parent needs to collect the same, it is mandatory to produce an ID proof of the parent like voter ID, Aadhaar Card, Driving license, etc., for verification.
- Official Transcripts can be requested by email addressed to the COE wherein the following procedure is to be followed.
- Student has to formally send a request for official transcripts by way of an email sent from an official account or otherwise with an authentic signature giving details like Name, Father's Name, Hall Ticket Number, Semester, SGPA and CGPA etc,.
- Student has to send the address to which the transcripts are to be sent to. .

### 14.3 Issue 0f Provisional Degree Certificate

- There is a provision for issue of Provisional Degree Certificate, within 30 days after the completion of graduation and before the Degree is conferred by Osmania University.
- Provisional Degree Certificate shall be collected only by the candidate or parent of the candidate (with due authorization from the candidate). In case the parent collects the same then it is mandatory that an ID proof of the parent like voter ID, Aadhaar Card, driving license etc., shall be produced for verification.

## 15. Time-Frame

| S.No | Activity | Submission date | Display date |
|---|---|---|---|
| 1. | Preparation of Academic Calendar | Prepared & circulated date: at least two weeks before the semester starts | At least 10 days before the semester starts |
| 2. | Roll list | Prepared & circulated date: at least one week before the semester starts | At least 3days beforethe semester starts |
| 3. | List of faculty and courses handled per semester | Committee member has to submit by at least one week before the semester starts | To be filed |
| 4. | Syllabus to be covered as per the CIE and any deviation from each and every individual faculty | Its mandatory to cover the syllabus in time by all faculty | |
| 5. | Question paper pattern – number ofquestions; sections; OBE including Bloom's Taxonomy Level of Learning and CO mapped | To be circulated to the department in the second week of semester | - |
| 6. | Schedule of CIE exams | - | Two weeks before the CIE |

| | | | |
|---|---|---|---|
| 7. | Key with OBE for CIE | The day after the exam | After the sessional |
| 8. | Scheme of evaluation with both qualitative & quantitative towardsOBE for CIE | The day after the exam | After the sessional |
| 9. | Award list as per OBE for CIE | Format to be issued Two weeksbefore the exams | Display at department notice board one week after the exams |
| 10. | Lab exam - Slot Prepared and Timetable to be received from dept coordinators | At least 10 days before the 1st lab exam | Displayed in notice board one week before exam |
| 11. | Lab Exam Paper setting | Before one week of the exam – meeting with all faculty who has taken that curriculum lab | - |
| 12. | Award list as per OBE | To be submitted at the end of the exam day | Marks to be displayed after sessional |
| 13. | Examination Fee Notification | - | Eight weeks before the SEE |
| 14. | Requisition of Question Papers | Eight weeks before theSEE | |
| 15. | Schedule of SEE exams | - | Six weeks before theSEE |
| 16. | Quotations for printed booklets | Six weeks before theSEE | |
| 17. | Finalizing Detained List and Hall Tickets based on Attendance | Two weeks before theSEE | |
| 18. | Conduct of SEE Exam | Invigilation, Observer are allotted by dept Coordinators | Informed to Facultyprior to 10 days of exam |
| 19. | Getting Printed Booklets and OMRs | Two weeks before theSEE | |
| 20. | Getting Question Papers | Two weeks before theSEE | |
| 21. | Hall Ticket Issue | One week before theSEE | |
| 22. | Moderation of Question Papers | 2 Hours before theSEE | |
| 23. | Seating Plan for SEE | 30 Mins before theSEE | |
| 24. | Preparation of Exam Material | 2 Days before theSEE | |
| 25. | Results | Within 4 weeks after the completion of Examinations | Within 4 weeks after the completion of Examinations |
| 26. | Revaluation and Re Totaling Notification | | Within 5 days after announcement of the result |
| 27. | Marks Memo | Within 4 Weeks after announcement of the result | |