Proceeding of Eighth Academic Council Meeting of Guru Nanak Dev Engineering College, Ludhiana held on 7.3.2018 at 11 AM in Committee Room

Item No.8.1   **To confirm the minutes of meeting of Seventh Academic Council, GNDEC held on 12.08.2017**

Confirmed

Item No.8.2   **Action Taken Report of Seventh meeting of Academic Council, GNDEC held on 12.08.2017**

Noted

Item No. 8.3   **Approval of Institutional Academic Calendars**

Approved

Item No. 8.4   **Annual Convocation**

Noted

Item No.8.5   **Approval of Board of Studies proceedings**

Approved

Item No. 8.6   **Approval of Academic Governance related matters both UG and PG**

Approved except point no. V (g-iii).
Co-guide for M.Tech. Thesis should be replaced with Guide-1 and Guide-2

Item No. 8.7   **Approval of Examination related matters**

Approved. For reviewing of evaluation process, a committee of following members is constituted:-
Dean (Academics)
HOD(PE)
HOD(ECE)
Dr. Akshay Girdhar, COE

Dean (Academics) was authorised to constitute moderation committee for rationalization of evaluation. Uniform nomenclature for Mid Semester Examination (MSEs) be followed.

Item No.8.8   **Content design of the subject Mentoring and Professional Development**

Approved

Item No.8.9   Changes in BOS of Department of Management

Approved

Item No.8.10   Approval of MoM of Chairmen of BOS, GNDEC held on 20.2.2018

Approved

Item No. 8.11   To mark   Outcome Based Education more effective

Approved

Item No.8.12   Any other item with the permission of Chair

1. Detention fee in respect of passed-out students will be Rs. 2000/- per subject.
2. Need based PG Diplomas be started after thorough deliberation at Institute level. The nomenclature of Diploma courses must be as per UGC's guidelines

<div align="right">
Member Secretary,
Academic Council
</div>

AGENDA

EIGHTH ACADEMIC COUNCIL MEETING

on

7.3.2018 (Wednesday)

at 11 AM

GURU NANAK DEV ENGINEERING COLLEGE

An Autonomous College u/s 2(f) and 12 (B) of UGC Act 1956
IEI Accredited UG Programmes, 'A' Grade NAAC Accredited, TCS Accredited
AICTE Approved, Punjab Govt. Aided Status, Affiliated to I.K.Gujral Punjab Tech. University, ISO : 9001:2008 Certified

Gill Park, Gill Road, Ludhiana-141006

Index

Agenda of Eighth Academic Council Meeting of Guru Nanak Dev Engineering College, Ludhiana to be held on 7.3.2018 at 11 AM in Committee Room

Item No.8.1   **To confirm the minutes of meeting of Seventh Academic Council, GNDEC held on 12.08.2017**

The proceedings were circulated among all the members. No comments have been received till date. The minutes are placed at …………………………….. **Annexure-I**

The item is placed before the Academic Council for its confirmation.

Item No.8.2   **Action Taken Report of Seventh meeting of Academic Council, GNDEC held on 12.08.2017**

The action taken report on the 7th meeting of the Academic council is placed at …………………………………………………………………………..**Annexure – II**

The item is placed before the Academic Council for information.

Item No. 8.3   **Approval of Institutional Academic Calendars**

The Institutional Academic Calendars are placed at…………………… **Annexure-III**

The item is placed before the Academic Council for information & approval.

Item No. 8.4   **Annual Convocation**

Annual Convocation is to be held during months of March/April-2018.

The item is placed before the Academic Council for information.

Item No.8.5   **Approval of Board of Studies proceedings**

The proceedings of various BOS meetings held are placed at…….….… **Annexure-IV**

The item is placed before the Academic Council for approval.

Item No. 8.6   **Approval of Academic Governance related matters both UG and PG**

For better academic governance, some recommendations have been received. The same is put up before Academic Council for approval. Detailed item is placed at……….
Annexure-V

Item No. 8.7   **Approval of Examination related matters**

For making the examination system more effective, some recommendations have been received. The same is put up before Academic Council for approval. The detailed item is placed at………………………………………………………………….**Annexure-VI**

Item No.8.8   **Content design of the subject Mentoring and Professional Development**

The bifurcation of internal awards allotted for subject "Mentoring and Professional Development of all the branches is placed for approval by Academic Council………………………………………………………………….**Annexure-VII**

Item No.8.9   **Changes in BOS of Department of Management**

On request of HOD (Deptt. of Management), following subject-expert has been included as replacement in existing BOS of Department of Management by Chairman, Academic Council in anticipation of its approval by Academic Council………..**Annexure-VIII**
Dr. Rajat Aggarwal, Associate Professor, Department of Management Studies, IIT, Roorkee
Submitted for ratification, please

Item No.8.10   **Approval of MoM of Chairmen of BOS, GNDEC held on 20.2.2018**

The MoM of Chairmen of BOS held on 20.2.2018 is placed at **Annexure-IX** for ratification please.

Submitted for ratification, please.

Item No. 8.11   **To implement Outcome Based Education**

To implement outcome based education effectively, following recommendations are made for approval please (**Annexure- X**)

Item No.8.12   **Any other item with the permission of Chair**

Member Secretary,
Academic Council

MINUTES OF SEVENTH MEETING OF ACADEMIC COUNCIL OF GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA HELD ON 12-08-2017 IN THE COMMITTEE ROOM OF THE COLLEGE

The Member Secretary took permission for starting the meeting.

1. **List of the members who attend the meeting is placed at Annexure-A**

Item No.7.1   To confirm the minutes of meeting of Sixth Academic Council, GNDEC held on 12.12.2016

Since no comments have been received, as such minutes stand **confirmed.**

Item No.7.2   Action Taken Report of Sixth meeting of Academic Council, GNDEC held on 12.12.2016

Noted

Item No. 7.3   **Approval of Institutional Academic Calendars**

Approved

Item No. 7.4   **Annual Convocation**

Noted

Item No. 7.5   Study Scheme and Syllabus of B.Tech. Ist year and Ph.D Course work under QIP

Ratified with the suggestions that subjects namely Drug Abuse, Road Rag e/ Road Safety and Business Analytical may be introduced in Engineering Curriculum.

It has been apprised that starting full-time Ph.D at GNDEC may be taken up with IKGPTU, which shall help us in improving our NIRF rating.

Item No.7.6   **Approval of Board of Studies proceedings**

Approved. A committee (all BOS Chairmen) should be formed discipline-wise to re-examine the BOS proceeding before finalization and putting up to Academic Council.

Item No. 7.7   Approval of Academic Governance related matters both UG and PG

 Approved. The Academic audit (Institute level) should be conducted once in a year. A committee consisting of M.Tech. Office In charges and Dean (Academics) be constituted for making the guidelines for allotment of M.Tech Guide.

7

Item No. 7.8 **Approval of Examination related matters**

Approved. Appeal Committee must consist of existing UMC committee and one HOD as additional member from case to case.

Item No. 7.9 **Approval of AQAR for year 2016-17**

Approved.

Item No. 7.10 **Approval of BOS**

Approved.

Suggestions:

1   Syllabus of all Study schemes should be retained in soft and hard form in the Dean (Academics) & the HODs Office of respective Branches. Same be uploaded on the Departmental Website.

2   General English Test of First year B.Tech. students should be conducted and from that test weak students should be identified and extra classes be arranged to improve their communication skills.

Member Secretary,
Academic Council
Guru Nanak Dev Engg. College
Ludhiana

ACTION TAKEN REPORT OF SEVENTH COUNCIL MEETING HELD ON 12.8.2017

Item No.	Item	Decision taken	Action Taken
7.1	To confirm the minutes of meeting of Sixth academic council meeting held on 12.12.2016	The proceeding was taken as confirmed	Noted
7.2	Action taken report of Sixth academic Council Meeting held on 12.12.2016	The members were apprised with action taken report.	Noted
7.3	Approval of Institutional Academic calendars	Approved	Implemented
7.4	Annual Convocation	Noted	Noted
7.5	Study Scheme and Syllabus of B.Tech. Ist year and Ph.D Course work under QIP	Ratified	Noted
7.6	Approval of Board of Studies Proceedings	Approved	Noted
7.7	Approval of Academic Governance related matters both UG and PG	Approved	Implemented
7.8	Approval of Examination related matters	Approved	Implemented
7.9	Approval of AQAR for year 2016-17	Approved	Implemented
710	Approval of BOS	Approved	Implemented

ACADEMIC CALENDER

SESSION: 2017-18

Even Semester

Sr.No.	Description	Period
1	Session	04th January, 2018 to 04th May, 2018
2	Athletic Meet,2018	08th February,2018 & 09th February, 2018
3	Annual Convocation-2018	10th February, 2018
4	Techno Cultural Fest, 2018 (Genesis & Atharva)	16th February,2018 & 17th February, 2018
5	First Mid Semester Examination	05th March, 2018 to 09th March, 2018
6	Second Mid Semester Examination	30th April, 2018 to 04th May, 2018
7	Preparatory Holidays	05th May, 2018 to 10th May, 2018
8	End Semester Examination	11th May, 2018 to 11th June, 2018
9	*End Semester Practical Examination	Dates will be given by Exam. Branch.
10	Workshop Training (TR-14301)	05$_{th}$ June, 2018 to 05th July, 2018
11	Summer Vacations	04$_{th}$ June, 2018 to 15th July, 2018

SESSION 2018-19

Odd Semester

Sr.No.	Description	
1	Session	16th July,2018 to 16th Nov., 2018
2	First Mid Semester Examination	17th September,2018 to 21st Sept., 2018
3	Second Mid Semester Examination	12th November,2018 to 16th Nov., 2018
4	Preparatory Holidays	17th November to 21st November, 2018
5	End Semester Examination	22nd November, 2018 onwards
6	*End Semester Practical Examination	Dates will be given by Exam. Branch.
7	Summer Vacations	24th December,2018 to 1st January,2019

Note:

(i) *Practical examinations for all the branches will start immediately after the end of regular examinations.

(ii) Number of days falling short of 90 should be compensated by making Saturday/holidays Working.

(iii) Dates for Induction training (Ist year) will be notified later on by Academic Branch.

MINUTES OF MEETING OF

BOARD OF STUDIES

Item No. 8.6

Item No. I **Approval of 2017 Study Scheme in respect of UG courses**

In view of the 2018 model curriculum proposed by AICTE, it has been proposed to make the minor changes in the study scheme of 2017 for UG courses , which is placed for approval after incorporation of new subject code . The subject of Environmental Science has been proposed to be offered in the summer vacations for the 2017 admission batch.

Item No. II **Implementation of 2018 AICTE Model Curriculum**

As per AICTE's norms, the AICTE Model Curriculum is to be implemented from 2018 batch starting from July-2018. First year B.Tech Scheme is placed for approval, please.

Submitted for approval please.

Item No. III **Approval for introduction of 2 mid term sessionals (MSTs) in a semester with effect from current semester**

It is proposed that from current semester, we may conduct 2 MSTs and 3rd MST may be conducted at the end of semester during preparatory holidays. This sessional will be optional and will be conducted out of complete syllabus under some special conditions mentioned below. MoM in this regard is annexed herewith.

a) Medical exigency to the student
b) Any other condition deemed to be fit by HOD

Item No. IV **Constitution of Academic Standing Committee (ASC)**

It is proposed that an Academic Standing Committee (ASC) may be constituted to function under emergent situations subject to ratification by Academic Council. The committee will consist of internal academic council members.

Item No. V **PG related matters**

a) First reminder to the external thesis examiners will be sent after 20 days from the thesis dispatch date. The maximum time period for conduct of viva will be 45 days. If external examiner do not respond after 45 days the Dean (Ac.) will send the same panel to the Principal for appointing another external examiner.
b) In panel of external viva-voce there will be 4 experts of the relevant subjects and the composition will be 2 internal (Punjab and Chandigarh) and two external(areas other than Punjab and Chandigarh)
c) External examiner can conduct two viva voce exam on same day but in special cases he/she can conduct the third viva voce also with the prior permission of principal.
d) Upto 350 km External thesis examiners shall be paid taxi fare as per institution rule and beyond that up to 600 kms Train fare shall be applicable as per their entitlement.
e) Research papers resulting from the thesis work of student should include the name of only concerned student, his/her supervisor and officially allotted co-supervisor.
f) College name in the research paper should be mentioned as 'Guru Nanak Dev Engineering College, Ludhiana'.

g) Provision for completion of dissertation work in case a candidate joins the job after clearing the course work:
   i) A student may be allowed to complete the dissertation work as off campus if other academic requirements in 1st, 2nd and 3rd semesters of M.Tech course have been completed by the concerned student. The student has to pay the regular fee for the remaining period of the course.
   ii) Dissertation work can be done during a later period either in the organization where he/she work if R&D facility is available there or in any nearby reputed research organization (within 30 kms from the candidate's place of job). R & D facilities of parent institute may also be utilized for the completion of thesis work. Student desirous of completing the dissertation at a later date/off campus mode should submit application prior to the start of the dissertation semester with following details:
   Job/employment offer letter, permission letter with details of facilities available from the employer to carry out dissertation work at the organisation where the candidate has joined/will join or any other nearby reputed research organization, schedule/plan of activities for completion of the dissertation.
   iii) Such candidates will not claim any scholarship for the period for which he/she is in job.
   iv) The maximum time to complete the thesis work for such students is 1 year from the official date of start of the thesis work. However, if student avails extra time for the completion of thesis than the stipulated time of course, he/she will not remain eligible to get the degree in honours/distinction.
   v) Students shall take the prior permission from the office of Dean (Academics) to avail the extra time for the completion of dissertation work but he/she has to complete the degree with maximum stipulated time period as per university norms.
h) Sponsored dissertation guidelines :
   i) A maximum of 40% students shall be permitted to work on sponsored dissertation outside the institute.
   ii) The departments should give highest priority to dissertation sponsored by industry that are carried out in the institute.
   iii) A student will be permitted to apply for sponsored dissertation outside the institute, if student scores 6.75 CGPA in first year of M.Tech. and have satisfactory attendance throughout the year.
   iv) A student shall choose the dissertation topic from his/her core branch.
   v) There shall be contribution from the sponsoring industry/organization directly or indirectly (funding/technical expertise/utilization of equipments/training to staff etc.) to strengthen the department.
   vi) A student shall have co-guide/mentor from sponsoring industry/organization. The co-guide/mentor shall be responsible for monitoring/progress of work carried out by the students.
   vii) Application of student willing to carry out sponsored dissertation at sponsoring industry/organization should be submitted to Dean (Academics) through Head of Department on or before 15th December every year.
   viii) Student shall be relieved from the institute for a normal period of 6 months for carrying out sponsored dissertation work. Relieving period should be utilized for carrying out experimental work/studies on a specific problem at sponsoring industry/organization and rest of the work (literature

survey/simulation/ report writing) should be done in the institute. Student should submit an undertaking in this regard.

Item No. 8.7

<div align="center">

Examination Branch

</div>

Following items are proposed for approval in Academic Council meeting to be held on 7/3/18:

1. Review of evaluation & remuneration of Answer Sheets.(Annexure-A).
2. Following Fee for issuance of Duplicate admit card for End Semester Examination may be charged.
    - Rs. 100/- (Rs. One Hundred only) each for Regular / Re-appear examination.
    - Correction fee of Rs. 700/- (Rs. Seven Hundred only) may be charged from the candidates for already submitted examination form for reappear/regular examination.
3. If any examinee is not in a position to write fluently as normal student, on account of physical disability or injury due to accident just before the examination and produces a medical certificate issued by Medical Practitioner/Civil Surgeon to that effect, then a writer maybe allowed to such examinee. Such a writer shall neither be a student or a degree holder of any technical programme(Diploma, B.E./B.Tech., M.E./M.Tech., Ph.D. etc.)of this institute or any other Technical Institute. The examinee shall, however, apply to Dean Academics asking for permission to allow for such a writer. Dean academics shall then verify the medical certificate and give a permission letter to the examinee for using the writer. Dean Academics shall then take the undertaking from the writer in a prescribed proforma (Annexure-B) and forward such cases to COE.
4. In case of physically disabled examinee, who can write but at much slower speed as compared to normal student, then he/she may be allowed an extra time of 30 minutes for writing the examination for all the courses, provided he/she seeks permission from Dean Academics. Dean Academics shall then verify the medical certificate issued by Medical Practitioner/Civil Surgeon to this effect, and give a permission letter to the examinee for extra time. Dean Academics shall then forward such cases to COE.
5. It is recommended to allow special examination without disturbing regular examination of End Semester Examination for students representing college/university on national/international level in case of sports, cultural activities etc. Such sort of cases must be recommended by concerned Incharge to Principal for prior approval
6. Rules & Regulation for Inspection / Photocopy of Answer sheet under RTI ACT. (Annexure-C)
7. Instructions for Candidate Appearing in End Semester Examination. (Annexure-D)
8. Instructions for Supdt./Deputy Supdt./Invigilators for End Semester Examination. (Annexure- E)
9. Instructions for Evaluator of Answer Booklets for End Semester Examination. (Annexure-F)
10. Instructions for Head Examiner for End Semester Examination. (Annexure-G)
11. Distribution Pattern of marks (Theory, Lab and Training) Annexure-H

Annexure: - 'A' (Page-1)

Review of Evaluation Procedure of Answer Sheets.

It is submitted that following procedure related to evaluation answer sheets existed till May 2017 exams: -

1. Almost all answer sheets of B.Tech. 1st year were evaluated by three Examiners since Nov. 2015.

2. In case the variation of marks after re-evaluation is more than 35%, then the third evaluation is not to be done for the students who are under Credit Based System.

For the above cited points, committee was formulated by competent authority and the recommendations of the committee are :

W.e.f. Dec-2015 Exam, it was decided to have the evaluation of answer sheets of B.Tech. (1st year) where Sections A, B, C, each were evaluated by three different examiners. There have been certain limitations found in this evaluation system where the evaluation from three examiners becomes very complex, as the number of students in most of the subjects were more than 400 and it causes lot of inconvenience to evaluators as students use to attempt all section in random manner. In addition, sometimes only three evaluators were available for certain subjects and it causes further problems in 2nd and 3rd re-evaluation. It was proposed to have evaluation of B.Tech. (1st year, scheme code 2017) answer sheets from two evaluators instead of three evaluators where first examiner shall evaluate Part A (12 marks) & B (24 marks) while second examiner shall evaluate Part C (24 marks), to address the above stated problems. For the old schemes of B.Tech. (1st year), it is proposed that the evaluation may be done by a single examiner only.

With regards to above cited point no. 2, the committee was of the view point that since absolute grading has been implemented from May-2017 exam (expect B.Tech. 1st year), it is proposed that third evaluation can be done for students covered under Credit Based System. All the other conditions shall remain same/

The committee also feels that the Head Examiners must ensure the uniformity in evaluation of the answer books. In this context the committee proposed that at least 10% of the answer books must be checked by the head examiners himself/herself in each packet **(he/she must give marks with black pen only to each question)** and verify the authenticity / correctness of the work done by the examiners / checking assistants.

The above recommendation of the committee has been approved by Principal cum Chairman Academic Council (Vide Principal Diary No.2613 Dated:04-12-2017) and same is placed for ratification.

Further, since the remuneration for evaluation of one sheet is Rs.15 and there are three sections in a paper for B.Tech. (Scheme 2017), Rs. 5/- as remuneration for evaluation of each Section has been **approved by Principal cum Chairman Academic Council (**Principal Diary No.4282 Dated:25-01-2018**) and same is placed for ratification.**

Annexure: - 'B'

UNDERTAKING FORM FOR APPOINTMENT OF WRITER FOR
BLIND/DISABLED/INJURED CANDIDATES

(To be submitted to Dean (Academics))

Kindly grant me permission to get the help of the writer in the end semester examinations_____.

My particulars as well as of the writer are as under: -

1. Name of the candidate …………………………………………

2. Father's Name: ………………………………………………

3. Course / Branch …………………………………………………

4. Name of Subject with Paper ID …………………………………..

5. Dates of Examination on which
   the writer is required …………………………………………….

6. Year/Session …………….…………………………………….

7. Univ. Roll No. ………………………………………………….

8. Centre of Examination …………………………………………

I hereby give the undertaking that I have been granted provisional permission for a writer in the examinations. If the college examination committee disapprove the provisional permission due to some reason, my examination may be cancelled and I will not claim any compensation for it.

Signature of the candidate

Place:_____

Date:_____

17

Annexure: - 'C'

It is submitted that following rules and regulations for inspection and photo copy of answer sheets under RTI act 2005 have been approved by Principal Cum Chairman Academic Council **(**Principal Diary No.4770 Dated:05-03-2018**)** on the recommendations of committee and this item is placed for ratification:
.

1. The candidate can apply for RTI application for inspection /photocopy of answer book by depositing Rs. 10/- (fees as per RTI rules).

2. The candidate must send RTI application along with duly filled proforma (attached) and must attach his /her college I.D. proof.

3. An answer sheet consists of 32 pages so candidate has to pay Rs. 64/- for each answer book (@Rs. 2/- per page) in accounts branch of the college along with application for getting the photocopy/ inspection of answer sheet.

4. The candidate is requested to send a self-addressed envelope duly stamped for supplying the information. Stamps on the envelop shall be affixed according to the mode of supplying the information, as desired by the applicant i.e. through ordinary, registered or speed post.

OR

The candidate has to pay 40/- for speed post charges in accounts branch.

5. The required information will be sent to the candidate on the postal address provided within one month after the receiving of the application.

6. As per Institute regulations and RTI act, the information related to answer book prior to the 6 month from the date of conduct of examination cannot be given.

7. Incomplete application shall be rejected and information shall not be provided.

8. The student has to abide by the judgment of Honorable Supreme Court in CWP No-6454 of 2011 titled C.B.S.E verses another's versus Sandeep Bandopadhya and others.

9. A candidate can request for his/her answer sheet only. No information can be provided for third party as per RTI Act.

10. Information pertaining to secrecy of Examination branch such as name of Evaluator, Paper Setter shall not be provided as per RTI act.

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA
An Autonomous College Under UGC Act - 1956 [2(f) and 12(B)]
Affiliated to I.K.G. Punjab Technical University, Jalandhar

Paste Photograph

To be attached with RTI form, for claiming photocopy / Inspection of answer book.
Validity period (Six months from the date of conduct of Exam)

(iv)   Name _____

(v)   Father's Name _____

3 Roll no _____

4. Course _____ Semester _____

5. Subject _____Subject Code_____

6. Date of Examination_____ Phone _____

7. Postal Address_____

8. Attach attested photocopy of Identity proof (Driving License/ Id card/ Passport/ Ration
   card/ etc) along with RTI application.

9. Detail of Fee deposited. DD_No_____ Date_____ Amount _____
   Bank Branch Name _____

10. Specimen Handwriting of student (you should write a paragraph in English (at least 5
    lines) on any topic in the space below about your subject / or any other topic).
_____

Undertaking:-

I here by declare that I shall abide by the judgment of Honorable Supreme Court in CWP No-6454 of 2011 titled C.B.S.E versus anothers versus Sandeep Bandopadhya and others.

_____

Signature of the Applicant

19

Annexure: - 'D'

Following Instructions may be approved for Candidate Appearing in End Semester Examination

- Candidates can view status of their examination regular/reappear form (received or not received) and their date sheet (as applicable) in their student login (academics.gndec.ac.in) for end semester examinations.
- Candidates can view their examination center details on institute website (gndec.ac.in) as well as their respective student logins (academics.gndec.ac.in).
- No admit card for end semester examination will be issued after stipulated date.
- Candidates must carry admit card duly signed by respective HODs (ensure it has also been stamped).
- Candidates are required to carry their College ID Cards in the examination centers.
- Candidates must be seated in the examination centre at least 15 minutes before the start of the examination.
- Entry in the examination centre for candidates will start at 9.00 am for morning session and 1.15 pm for evening session.
- No candidate will be allowed to enter in the examination centre after 30 minutes of the start of the examination.
- Answer should be attempted section wise.
- Candidate must mark their attendance in the relevant column on the attendance sheet.
- Candidate must all the fields on the first page of answer sheet where it is mentioned 'For Candidate Only' The sample data is provided here:

Examination Month and Year:		November - 2017	
Program / Course:		B.Tech./M.Tech./MBA/MCA (as applicable)	
Branch:		Information Technology (do not write abbreviation)	
Subject Name:	Engineering Mathematics (do not write abbreviation)	Semester:	1 (as applicable)
Subject Code:	BTAM-101 (as per your admit card)	Paper ID:	A1112 (as per your admit card)
Regular/Reapper:	Regular (as applicable)	Centre No.:	C1 (as per centre)
Session (Morning/Evening):	Morning (as applicable)	Room No.:	G12 (as applicable)
Name:	Raman Singh	Univ. Rol No.: (in figures)	14325
Univ. Roll No. (in words):		ONE FOUR THREE TWO FIVE	

- Candidate must check physically the answer booklet before writing anything on it. Number of pages in the answer booklet are 32. No supplementary answer booklet / continuation sheet will be provided.
- Candidate should strictly follow the instructions / note in the question paper.
- Any missing data on question paper may be assumed appropriately.

- Write answers on both sides of the answer booklet except on the back and front side of the title page. Don't leave any blank page/s in between the answers.
- Candidate must write appropriate Question No. on the left hand margin of the page.
- Candidate should not possess any objectionable written / printed material.
- Candidate should not put his/her Roll No. / Name / Phone No. / Identification mark / Appeal etc. at any place inside the answer booklet.
- Candidate should not carry mobile phone (s) / any other objectionable gadgets (even in switched off condition) in the examination centre.
- Candidate will be considered for Unfair Means Cases (UMC) if he/she indulges in any unfair activity mentioned hereby and UMC regulations of College.
- **Candidate will be held responsible if the 'space below cancelled stamp' is missing / double stamping or stamp is not at the exact place i.e. at the end of the written matter on the answer sheet.**
- Anything written after 'stamp below cancelled' cannot be claimed for evaluation.
- Candidate is not allowed to leave the room in allotted center before half time.
- Candidate will not be allowed to take the question paper outside before 2.30 hours of start of exam.
- Candidate must cross the blank pages of answer booklet.
- Use only black/blue pen for writing the exam.
- Candidates are advised to keep visiting institute website (gndec.ac.in) and their student logins (academics.gndec.ac.in) regularly for updates.
- **In case of double stamping of "Space Below Cancelled" stamp the student must ask the invigilator to cancel out and counter sign the extra stamp**.

Annexure: - 'E'

Following Instructions may be approved for Supdt./Deputy Supdt./Invigilators for End Semester Examination

- To avoid the problem of inappropriate stamping by the invigilators, stamps bearing a unique number will be provided to each Supdt. An individual stamp will be used for only one room.
- The stamp should be marked at the end of written matter and only after the end of exam after the collection of answer sheets from students.
- Invigilators must check that all blank sheets are crossed by students at the end of exam.
- Duty Register should be duly maintained by centre clerk. The clerk must get it signed from every person on duty specifying the nature of duty performed by concerned person on that particular day itself.
- All invigilators should check clearly the paper id/subject code where the title of subject is same.
- Invigilators should make announcement before the distribution of papers, if more than one paper ID of same subject is to be distributed in that room. In case of failure, concerned invigilator shall be responsible.
- In no case, the tables/codes will be provided to student if the paper setter has not written about its usage in the question paper. If the paper setter forget to mention about usage of tables in the paper, such cases may be referred to Assistant Controller (Conduct).
- Supdt./Deputy Supdt are requested to depute some invigilator from the concerned department to check the codes/tables. In case of non availability of invigilator from same Deptt.,Supdt may request the HOD of concerned Deptt .
- All invigilators and supporting staff will have to deposit their mobile phones to Supdt. before the start of exam. They must not possess the phone even in switched off mode. Only Supdt/Dy.Supdt is allowed using their mobile phones.
- Two Deputy supdt. can be deputed in case the strength is more than 300.
- The external invigilator if required to be appointed should be adjusted on the basis of calculation of 1 invigilator to 30 student's ratio.
- No invigilator will be appointed if the strength of centre is less than 30. Both Supdt./Deputy Supdt. shall be responsible for conduct of exam in such cases.
- One waterman / women up to 100 students is permissible.
- Optimal use of metal detectors should be made.
- Student should not be allowed to leave the room in allotted center before half time.
- Student should not be allowed to take the question paper outside before 2.30 hours of start of exam.
- Students must carry College Identity cards and admit cards during the examination. These should be checked for every exam by the concerned invigilators.
- No student should be allowed to go to washroom during first 30 minutes and last 30 minutes of exam.
- External invigilators/Supdt/Dy.Supdt. should also keep an eye on any malpractice done in and around surrounding areas of their centre.
- Supdt./Dy.Supdt must ensure that no person other than those deployed for duty is present in examination centre.

- Superintendents should ensure that no books, Programmable calculators, mobile phones, Bluetooth devices or any other material is being carried by candidates into the examination hall/room.
- Superintendents should ensure that students are not allowed to enter the centre or examination hall ½ hour after the commencement of examinations.
- Invigilators are required to report at the examination centre at least 30 minutes before the examination time.
- Invigilator should ensure seating plan is followed strictly.
- Invigilator should ensure that Attendance sheets are duly signed by the students.
- Invigilator should check that all particulars filled by the students are correct before signing the answer sheet.
- Invigilators must ensure that candidate carry admit card duly signed by respective HODs (ensure it has also been stamped).
- Invigilators must ensure that candidates are seated at allotted space in the examination centreatleast 15 minutes before the start of the examination.
- Supdt./Deputy Supdt./Invigilators must ensure that they have also read the instructions provided for students and they are being followed.
- Invigilator must ask students to read instructions available on the first page of answer sheet on the first day of exam.

Annexure: - 'F'

Following instructions may be approved for Evaluator of Answer Booklets for End Semester Examination:

- Each evaluator will be provided Identity Number by the Assistant Controller (Evaluation).
- Evaluator will get the requisite number of answer booklets of respective subject from the Head Examiner of the concerned subject area.
- Evaluator will put signature on the register maintained by Head Examiner at the time of issue of answer booklets and also at the time of return of evaluated answer booklets to the Head Examiner.
- Evaluator must obtain the range of subject wise Secrecy Codes to be put on the answer booklets from the Head Examiner before starting the evaluation.
- Evaluator must write the Secrecy Code on each answer booklet before starting the evaluation. The secrecy codes must be from the range of Secrecy Codes provided to him/her by the Head Examiner.
- Evaluator must note the following:
    a. Answer booklets will be marked by RED PEN only.
    b. Marks should be put on the top side of each page of the answer booklet and total marks of each question must be written in the table printed on the title page of answer booklet.
    c. Signature and identity number must be put on each answer booklet at the space provided.
    d. Overwriting/cutting by evaluator if any made in answer booklet during evaluation must be signed by evaluator for the authenticity of the correction made. White fluid is not allowed for making any type of correction on title page and inside the answer booklet.
    e. No part of answer booklet shall be left unchecked.
    f. **Cross all the blank pages/space left in the answer book.**
    g. **No part of answer booklets should be evaluated after the "SPACE BELOW CANCELLED" stamp.**
- During evaluation, if evaluator finds any illegitimate comments (Mobile No., Written urge to pass etc.) in the answer booklet then he/she should not evaluate such answer booklet and the case must be brought immediately to the notice of Assistant Controller (Evaluation).
- Any type of discrepancy or doubt about the authenticity of the answer book should be immediately brought to the notice of Assistant Controller (Evaluation).
- After evaluation of answer booklets by the evaluator, these will be handed over to the Head Examiner for checking by the Checking Assistant. The evaluator will enter the marks in the computer software only after the checking of the sheets by the Checking Assistant and making the corrections (if any) reported by the Checking Assistant.
- Evaluators must enter himself/herself/themselves the marks to each question and total marks (as applicable) awarded to each answer booklet in the computer software provided on the computer inside the evaluation center, against the secrecy code of the answer booklet and submit the printout of the signed copy to the Head Examiner.
- After filling the marks against the secrecy codes in the computer software, the evaluator will take printout of the award list. The final award list duly signed has to be submitted to the Head Examiner. If any mistake is noticed in the entered marks and so in the printout, the evaluator has to get it unlocked from the respective Head Examiner. After making the corrections in the already uploaded marks against secrecy codes, print out has to be taken again. This second (new) print out duly signed by evaluator is to be submitted along with all previous printouts to the Head Examiner.

- In any case, Head Examiners, evaluator and the other staff are not allowed to carry the answer booklet outside the Evaluation Centre.
- Evaluated answer booklets will be shown to the candidates, before the declaration of the final result.
- The evaluator must collect question paper and solution/scheme of marking of the course from the Assistant controller (Evaluation). If a copy of solutions/scheme of marking is not available, he/she shall prepare solutions/model answers.
- Evaluator must award step-wise marks for each answer.
- Evaluator must put signature and ID with his her name in the space provided on the front page of the answer book.
- Evaluator must hand over the bundle and report immediately to the Assistant Controller (Evaluation) for further action if he/she comes across any of the following cases while evaluating the answer books,
  a. Answer book found with a written request stating cancellation of previously written answer.
  b. Answer books found with multiple writings or with multiple use of inks or use of ink other than blue color.
  c. Answer books found attached with any currency note and or found requesting examiner to asses answer book favorably.
  d. Answer book found disclosing identity of the examinee in any form with intent to get clear cut illegal benefit.
  e. Answer book found with abusive and threatening language of writing.
  f. Question paper with missing data, misprint of any nature.
  g. Evidence of mass copying.
  h. Any other case, in which evaluator feels that, the examinee has shown intent of seeking favoritism.
- The evaluated answer books shall be scrutinized further. "Scrutiny" shall include checking for un-assessed answers, totaling of marks and transfer of marks to main page, blank pages scratched etc. In case of any corrections, it shall be brought to the notice of concerned faculty. The faculty shall do required correction before submitting the final marks.
- In case of any discrepancies observed or reported in evaluation, COE is authorized to get the answer books evaluated from any other competent evaluator and update the results accordingly.
- All the evaluation process should be done in fair and impartial manner.
- As per the latest decision of Honorable Supreme Court of India, the Institute is bound to provide photocopy of the evaluated answer book to the candidate who demand the same under RTI Act-2005. Accordingly the evaluators must act with most care and responsibility while evaluating the answer books. Although/otherwise also evaluation in charge, Head Examiner, evaluator and every other associated staff are legally bound and liable for the fair and responsible conduct of their respective duties. It must be noted that under the fast growing RTI atmosphere, the work done by them is subject to full transparency and public scrutiny.

Annexure: - 'G'

Following instructions may be approved for Head Examiner for End Semester Examination:

- Head Examiners should ensure quality evaluation under his/her supervision. He/she shall be responsible for fair evaluation under his/her control.
- Head Examiners can involve one or more examiners from the panel of evaluators/examiners of concerned subject area depending upon the number of answer booklets.
- Head Examiner will also issue range of subject wise Secrecy Codes to the examiners in consultation with the Assistant Controller (Evaluation). The Secrecy Code from this range will be put by the examiner on each answer booklet before the evaluation of the answer booklet of the respective subject.
- Head Examiner must provide key/solutions for the questions to the examiners/evaluators, if these are provided by the paper setter through Assistant Controller (Evaluation).
- Head Examiner must ensure that the distribution of marks of each question must be correct and uniformly known to all evaluators (in case more than one evaluator for evaluation of same subject) of the respective subject.
- Head Examiner must ensure that the concerned examiners observe the complete secrecy in the matter of evaluation of answer booklets.
- **Head examiner must check at least 10% of the answer booklets randomly himself/herself with BLACK PEN only and also mark a circle of those evaluated sheets on the award list, of each subject to verify the authenticity/ correctness of the work done by the examiner/checking assistants.**
- Head Examiner must maintain proper record/stock regarding received answer booklets and checked/unchecked answer booklets.
- Head Examiners will hand over the answer booklets of respective subject along with the duly signed printed copy of awards entered by evaluator in the computer software, to the Assistant Controller (Evaluation) on the same day of completion of evaluation of that subject.
- Head Examiner must ensure that the evaluator are writing secrecy codes on the answer booklets only from the range of codes provided to him/them and also putting his signature and identity number on the space provided on the answer booklet.
- Head Examiner must ensure that the evaluator are entering himself/herself/themselves the total marks (as applicable) awarded to each answer booklet in the computer software against the respective Secrecy Code of answer booklet and submitting the printout of the same after duly signing.
- Head Examiner must instruct the evaluator to hand over the bundle and report immediately to the Assistant Controller (Evaluation) for further action if he/she comes across any of the following cases while evaluating the answer books,
  i. Answer book found with a written request stating cancellation of previously written answer.
  j. Answer books found with multiple writings or with multiple use of inks or use of ink other than blue color.
  k. Answer books found attached with any currency note and or found requesting examiner to asses answer book favorably.
  l. Answer book found disclosing identity of the examinee in any form with intent to get clear cut illegal benefit.
  m. Answer book found with abusive and threatening language of writing.
  n. Question paper with missing data, misprint of any nature.
  o. Evidence of mass copying.

p. Any other case, in which evaluator feels that, the examinee has shown intent of seeking favoritism.

- Head Examiners must insure that evaluators must award step-wise marks for each answer.
- Head Examiners must instruct the evaluator for putting signature and ID with his her name in the space provided on the front page of the answer book.
- In any case, Head Examiners, evaluator and the other staff are not allowed to carry the answer booklets outside the Evaluation Centre.
- **If the result of pass students comes out to be less than 40% in particular subject, the Head Examiners are required to recheck that packets and verify whether the evaluation is correct and fair and if marking is wrong he/she must direct the evaluator to re-evaluate these again.**
- As per the latest decision of Honorable Supreme Court of India, the Institute is bound to provide photocopy of the evaluated answer book to the candidate who demand the same under RTI Act-2005. Accordingly the evaluators must act with most care and responsibility while evaluating the answer books. Although/otherwise also evaluation in charge, head examiner, evaluator and every other associated staff are legally bound and liable for the fair and responsible conduct of their respective duties. It must be noted that under the fast growing RTI atmosphere, the work done by them is subject to full transparency and public scrutiny.

Annexure-H

Distribution pattern of marks (Theory, Lab, and Training)

Program	Examination Type	Time allotted for the examination	Weightage of Intl. & Ext. Marks	Max. Marks = 100	Remarks
	Theory				
	Internal (X1)		**40%**	**40**	
	Mid Term Sessional Test (MST)-I	1.5 Hours	60% of (X1)	24	Average of MST-I and MST-II
	Mid Term Sessional Test (MST)-II	1.5 Hours			
U G (B.Tech.), PG (MBA & MCA)	Quizzes/ Group Discussion/ Class Discussion/ Seminars/ Projects/ Case Studies/ assignments/ Tutorial Sheets etc.		25% of (X1)	10	
	Attendance Upto 75% attendance = NIL 76% to 80% = 02 81% to 85% = 03 86% to 90% = 04 91% to 95% = 05 Above 95% = 06		15% of (X1)	6	
	End Semester Examination (Y1)	**3 Hours**	**60%**	**60**	
		Total (X1+Y1)	**100%**	**100**	
	Practical			Max. Marks = 50	
	Internal (X2)		**60%**	**30**	
	Continuous Evaluation		60% of (X2)	18	
UG (B.Tech.), PG (MBA & MCA)	Practical Records/ Assessment/ Viva Voce etc.		25% of (X2)	07	
	Attendance Upto 75% attendance = NIL 76% to 80% = 01 81% to 85% = 02 86% to 90% = 03 91% to 95% = 04 Above 95% = 05		15% of (X2)	05	

	Final Practical Performance + Viva Voce (Y2)	**3 Hours**	**40%**	**20**	
		Total (X2+Y2)	**100%**	**50**	
PG (M.Tech.)	**Theory**			**Max. Marks = 150**	
	Internal (X3)		**33.33%**	**50**	
	Mid Term Sessional Test (MST)-I	1.5 Hours	60% of (X3)	30	Average of MST-I and MST-II
	Mid Term Sessional Test (MST)-II	1.5 Hours			
	Quizzes/ Group Discussion/ Class Discussion/Seminars/ Projects/ Case Studies/ assignments/ Tutorial Sheets etc.		25% of (X3)	12	
	Attendance Upto 75% attendance = NIL 76% to 80% = 04 81% to 85% = 05 86% to 90% = 06 91% to 95% = 07 Above 95% = 08		15% of (X3)	08	
	End Semester Examination (Y3)	**3 Hours**	**66.67%**	**100**	
		Total (X3+Y3)	**100%**	**150**	
PG (M.Tech.)	**Practical**			**Max. Marks = 100**	
	Internal (X4)		**50%**	**50**	
	Continuous Evaluation		60% of (X4)	30	
	Practical Records/ Assessment/ Viva Voce etc.		25% of (X4)	12	
	Attendance Upto 75% attendance = NIL 76% to 80% = 04 81% to 85% = 05 86% to 90% = 06 91% to 95% = 07 Above 95% = 08		15% of (X4)	08	
	Final Practical Performance + Viva Voce (Y4)	**3 Hours**	**50%**	**50**	
		Total (X4+Y4)	**100%**	**100**	

Training			**Max. Marks = 100**	
Workshop Training (After 2nd semester before 3rd semester)	**Internal (X5)**	**60%**	**60**	
	Practical Work	60% of (X5)	36	
	Report	25% of (X5)	15	
	Attendance Upto 75% attendance= NIL 76% to 80% = 05 81% to 85% = 06 86% to 90% = 07 91% to 95% = 08 Above 95% = 09	15% of (X5)	09	
	External Viva Voce (Y5)	40%	40	
		Total (X5 + Y5)	**100**	
Practical Training –I	**Internal (X6)**	**60%**	**60**	
	Practical Work	60% of (X6)	36	
	Report	25% of (X6)	15	
	Attendance Upto 75% attendance= NIL 76% to 80% = 05 81% to 85% = 06	15% of (X6)	09	

	86% to 90% = 07 91% to 95% = 08 Above 95% = 09			
	External Viva Voce (Y6)	40%	**40**	
	Total (X6 + Y6)		**100**	
Practical Training –II (Six week Industrial Training)	**First Component (X7) : (200 Marks)**			
	Attendance (20% of X7) : 40 Marks 80 MCQ (each question Carry two marks) : 160 Marks			
	Second Component (X8): (450 Marks)			
	Assessment by Industry Official (Commitment and Motivation towards practical work, Learning aptitude etc.)(60% of X8) : 270 Marks Attendance (20% of X8) : 90 Marks Assessment by visiting faculty (20% of X8) : 90 Marks			
	Third Component (X9) (350 Marks)			
	Project Report : 100 Marks Presentation : 150 Marks Viva-Voce : 100 Marks			
	Total (X7+X8+X9) : 1000 Marks			

Item No. 8.12

To implement outcome based education effectively, following recommendations are made for approval

1. The curriculum of all Programs (UG and PG) must be prepared by referring Program Outcomes.
2. The curriculum of all Programs (UG and PG) will be divided into modules (a module is a group of similar sort of courses) like Programming, Networking etc.
3. Module coordinators will be assigned by the HOD.
4. Program Assessment Committee (PAC) at department level will be constituted for all programs with following constitution:
   a). HOD – as Chairman
   b). All Module Coordinators
   c). Two senior faculty members of department
   d). Program NBA Incharge – as Convener
   PAC committee will meet at least twice in a semester and maintain minutes of meeting in this regards. The above committee will be approved by Principal on the recommendations of HOD.
   Roles and responsibilities of committee will be circulated by Institutional NBA Incharge in consultation with Principal.

5. Department Advisory Board (DAB) will be constituted for all departments with following constitution:
   a). HOD – as Chairman
   b). Two senior faculty members of department
   c). Program NBA Incharge – as Convener
   d). External Expert (Professor rank)- one who is well versed with OBE
   e). One Industry Expert (2/3 to be recommended by HOD)
   f). One Alumni (2/3 to be recommended by HOD)
   g). One Parent Representative (2/3 to be recommended by HOD)
   h). One Student Representative (2/3 to be recommended by HOD)
   i). Institutional NBA Incharge/ Nominee
   DAB committee will meet at least once in a semester (after 2nd meeting of PAC) and maintain minutes of meeting in this regards. The above committee will be approved by Principal on the recommendations of HOD.
   Roles and responsibilities of committee will be circulated by Institutional NBA Incharge in consultation with Principal.
6. Department Question Paper Quality Checking Committee will be constituted for all departments with following constitution:
   a). HOD – as Chairman
   b). Program NBA Incharge – as Convener

   This committee will meet at least thrice in a semester (to check the quality of internal as well as external theory papers) and maintain minutes of meeting in this regards.

Roles and responsibilities of committee will be circulated by Institutional NBA Incharge in consultation with Principal.

7. Institutional Student Project Committee (ISPC) for UG Engg., MBA and MCA will be constituted with participation from all programs:
a). Senior Professor -as Chairman
b). All Project Coordinators of various programs
c). Institutional NBA Incharge/ Nominee

This committee will ensure the environment of project learning prevails right from the first year of admission and also ensure that one Project exhibition event is held in the last two weeks of academic semester (before end semester examination). The above committee will be notified by Principal. The term of Project Coordinator will be four years, the committee will maintain minutes of meeting in this regards.
Roles and responsibilities of committee will be circulated by Institutional NBA Incharge in consultation with Principal.

8. Industry Internships/ Summer/Winter Training for Faculty with a minimum duration of one week in a year will be initiated by each department.

9. Co-Curricular(Professional Societies, college clubs etc.), Extra-Curricular (like NSS, NCC etc.) activities calendar will be prepared by respective department. The record of these activities will be maintained by Dean (S& W).

10. Faculty Competencies in correlation with Program Specific Criteria should be made available on website.

11. Industry/External Academia/Adjunct Faculty should be involved in partial delivery of course contents.

12. Minimum 50 hours of interaction with adjunct faculty from industry/ retired professors /visiting professors etc. should be ensured in one academic year. The details of participation and contributions in teaching and learning and /or research by visiting/adjunct faculty etc. should be maintained by department.