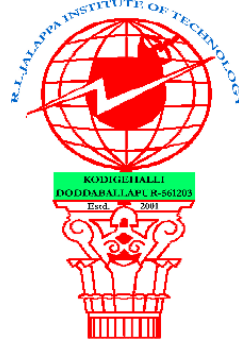


# Policies for conduction of Continuous Internal Evaluation (CIE)



(Continuous Internal Evaluation (CIE)- 2023)

(Revised Version of Continuous Internal Evaluation (CIE) -2018)

Ref. No. RLJIT /NAAC/2022-23/Policies/022

Approved by Institute Council Meeting on 30/01/2023

Sri Devaraj Urs Educational Trust (R.)

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Recommendations of the Institution Council for the revision of approval Continuous Internal Evaluation (CIE).

**History of changes in Continuous Internal Evaluation (CIE)**

<b>Sl. No.</b>	<b>Newly Added/Revised</b>	<b>Continuous Internal Evaluation (CIE)-2018</b>	<b>Continuous Internal Evaluation (CIE)- 2023</b>
1.	Completion of CIE Evaluation	Improved to Third Remainder to complete the CIE bluebook valuation work.	Third Reminder with a Memo from the Principal to complete the CIE bluebook valuation work with highest priority.



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**Ref. No. RLJIT /NAAC/2022-23/Policies/022**

### **Policies for conduction of Continuous Internal Evaluation (CIE)**

#### **Instructions to the faculty members**

- CIE should be conducted alike VTU Examination.
- Question paper should be in a prescribed format and it should be verified and signed by the Department IQAC member and the HoD.
- Faculties should submit the question papers to the CIE Coordinators 3 days before the commencement of the CIE.
- Preferably question paper should be printed on both the sides of paper.
- Scheme of evaluation and blue books should be submitted along with the question paper.

#### **Instructions to the CIE coordinators**

- CIE Coordinator should prepare CIE duty allotment, CIE Timetable and necessary documents before 10 days of commencement of CIE. The same should be circulated to all concerned with approval of HoD and Principal.
- CIE Coordinator should maintain the file of all the question papers, the scheme of evaluation and related documents.
- CIE Coordinators should visit their respective department test halls immediately after the test commencement to address the issues, if any.
- CIE Coordinators should collect the blue books, verify and send the respective faculties.

#### **Instructions to Invigilators**

- Invigilator should report to the Blue Book Collection Hall at least 15 minutes before

the commencement of the test.

- Invigilator should verify the bluebooks and question papers before leaving the Blue Book Collection Hall.
- Invigilators should not carry mobile phone to test hall.
- Invigilators should allow the Students to occupy their seats in the test hall at least 5 minutes before the commencement of the test.
- Invigilator should not allow the students without their ID cards to enter into the test hall. In case any student fails to produce his/her ID Card, such student needs to get the permission letter from the concerned HoD and the CIE Coordinator. Only on the production of Permission Letter as stated above, the student may be allowed to the test hall.
- No student is allowed to enter into the test hall after commencement of the test.
- Student may be allowed to leave the test hall only after the 45 minutes from the commencement of the test.
- Invigilator should verify that all the students are sitting according to USN Numbers written on the desk and then only the blue books and the question papers should be distributed.
- Invigilators should mark absent in the absentee's blue book.
- In case of malpractice, Invigilator should immediately report the issue to the CIE Coordinator or squad, as the case may be.
- If any student's name is not appeared in the B-Form, Invigilator should not allow such student to write the test and this issue is to be reported immediately to the CIE Coordinator.
- Invigilators are required to return the blue books to the CIE Coordinator in the Bluebook Collection Hall, immediately after the completion of test.

### **Instructions to Squad**

- Squad members should visit frequently all the Test Rooms and ensure that no malpractice is taking place in any of the Test Rooms.
- Squad members need to check whether the students are wearing their ID cards while the test is in progress.
- Squad members should submit the report to the CIE Coordinator immediately after

the completion of the test.

### **Instructions to students**

- The students should be present in their respective blocks minimum 15 minutes early.
- Bring required blue books/OMR sheets for the test without fail.
- Answer should be written only in black ball point pen.
- Corrector fluids / whiteners are not allowed.
- Should not carry any electronic gadgets like Mobile phones, Smart watches, Bluetooth devices etc. If it is found the device will be seized and the consider as a malpractice.
- Programmable calculators are not allowed.
- Shall not leave the test hall before the 45 minutes from the commencement of the test.
- Should not indulge in malpractices like carrying any kind of written/printed materials or copying/ discussing with others etc.
- Wearing of college ID card is compulsory.
- Should wear only formal/decent dresses.

## **CIE Malpractices**

Students taking a CIE examination may be charged with malpractice(s) if they are found to have committed any one or more of the following acts:

- a. Committing misbehavior, with words or actions, against officials in the examination centre.
- b. Writing on the Question Paper in the examination hall.
- c. Possession of electronic devices in the Examination Hall, such as mobile phones, Bluetooth devices, programmable calculators, Smart watches, Pen-drives, or other storage or communication devices.
- d. Communicating with any other student(s) or any other person(s) inside or outside the Examination Hall with a view to take assistance or aid to write answers in the examination.
- e. Copying from the material or matter or answer(s) of another student(s) and/or providing assistance to other student(s) within the Examination Hall.
- f. Making any request/representation/threat/inducement to any official for rendering favors in the Examination Centre.
- g. Approaching the officials / any member of the staff directly or indirectly for rendering favours in the examination.
- h. Smuggling in or smuggling out the answer scripts, tearing pages off and/or inserting them written outside the examination hall, and adding the same into the answer scripts.
- i. Receiving any material from outside or inside the Examination Hall.
- j. Being in possession of an unauthorized material or matter in the Examination Hall.
- k. Impersonating or allowing any other person to impersonate to answer in his/her place in the Examination Hall.
- l. Possession of written matter on supporting hard board, calculator, instrument box, drawing instruments, any part of the body, clothing, hand kerchief, Identity Card, etc.
- m. Destroying any evidence of Malpractice, such as, tearing or mutilating any material/ answer script(s) or running away along with the answer script(s) from the Examination Hall.

## General Instructions:

1. The punishments shall be uniform and commensurate with the offence for all students committing similar offences.
2. Disposal of confiscated materials: The confiscated material shall not be returned to the students.

## Penalties & Punishments For Malpractices Committed By The Students

The penalties & punishments to the students involved in Malpractices during CIE Examinations shall be imposed as below:

Sl. No.	Nature of Malpractice	Penalty/Punishment to be imposed
I	<ol style="list-style-type: none"><li>1. Writing on the Question Paper &amp;/or passing it to the other student in the Examination Hall.</li><li>2. Possession of Electronic devises like mobile, Programmable Calculator, Pen-drive and any other electronic devises / storage devises in the examination hall.</li><li>3. Communicating with any student or other person inside or outside the examination hall in order to obtain assistance or aid in the writing of answers in the examination. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Scales etc.,)</li><li>4. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</li></ol>	The CIE coordinator, Head of the Department and IQAC coordinator will take disciplinary actions against the student like Denial of the benefit of the performance of that Particular subject in which the student is charged under Malpractice, based on the severity of the case and the reasons for the same shall be recorded.
II	<ol style="list-style-type: none"><li>1. Copying from the material or matter or answer of another student or similar aid or assistance, is rendered to another student within the Examination Hall.</li><li>2. Receiving material for copying from outside or inside the examination hall.</li><li>3. Bringing into the examination hall or being found in possession of portions of a book, manuscript, or such other material or matter to be brought into the examination hall.</li><li>4. Having any written matter on a scribbling pad, Calculator, Palm, Hand, Leg, hand kerchiefs, Clothes, Socks, Instrument Box, Identity Card, Scales etc.,</li></ol>	The CIE coordinator, Head of the Department and IQAC coordinator will take disciplinary actions against the student based on the severity of the case and the reasons for the same shall be recorded.

III	<ol style="list-style-type: none"> <li>1. Destroying any evidence of Malpractice, tearing or mutilating the answer script or running away along with the answer script from the examination hall or premises.</li> <li>2. Making any request of representation or inducing to bribery to the Room Superintendent and or any other official or officer of the institute for favours in the examination hall or to the Examiner in the answer script.</li> <li>3. Approaching directly or indirectly the teachers, officers, officials or examiners or bringing about undue pressure or undue influence upon them for favour in the examination.</li> </ol>	<p>The CIE coordinator, Head of the Department and IQAC coordinator will take disciplinary actions against the student like Denial of the benefit of the performance of that Particular subject in which the student is charged under Malpractice, based on the severity of the case and the reasons for the same shall be recorded.</p>
IV	<p>Repeated indulgence in malpractice in the same examination or in subsequent examinations.</p>	<p>The CIE coordinator, Head of the Department and IQAC coordinator will take disciplinary actions against the student like informing their parents and giving warning based on the severity of the case and the reasons for the same shall be recorded.</p>
V	<p>Smuggling in or out or tearing off of the answer script sheets or supplementary sheets or inserting papers written outside the examination hall into the answer book.</p>	<p>The CIE coordinator, Head of the Department and IQAC coordinator will take disciplinary actions against the student like Denial of the benefit of the performance of that Particular subject in which the student is charged under Malpractice, based on the severity of the case and the reasons for the same shall be recorded.</p>
VI	<p>Misbehavior with officials or any kind of rude behavior in or near the Examination Hall using obscene or abusive language.</p>	<p>The CIE coordinator, Head of the Department and IQAC coordinator will take disciplinary actions against the student like denial of the benefit of the performance of that Particular Examination (all the subjects for which the student has registered for the examinations).</p>
VII	<p>Threatening the Room Superintendent, members of the officers/officials of the Examination centers/Institute with weapons or other means</p>	<p>The CIE coordinator, Head of the Department and IQAC coordinator will take disciplinary actions against the student like informing their parents and giving warning based on the severity of the case and the reasons for the same shall be recorded.</p>



VIII	Impersonating or allowing any other person to impersonate to answer in his/her place in the examination hall.	The CIE coordinator, Head of the Department and IQAC coordinator will take disciplinary actions against the student like informing their parents and giving warning based on the severity of the case and the reasons for the same shall be recorded.
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### **Retest for the students**

The students who have attended University activities, co-curricular activities, placement activities, etc., or the students having serious health issues or critical family issues during the period of CIE conduction are permitted to take the CIE on other days with the permission from Head of the Department, CIE Coordinator and concern subject faculties.

The concern subject faculties have to frame different CIE question paper (same syllabus) for these students and the CIE coordinator has to conduct the CIE for them confidentially.

### **Completion of CIE Valuation**

Faculties have to complete the valuation work of CIE bluebooks within the 7 working days after the CIE conduction. If any faculty not completed the CIE valuation within the mentioned time, he/she will get gentle First Reminder to complete the valuation of CIE bluebooks. After four working days, if that faculty not completed the CIE valuation, he/she will get Second Reminder to complete the valuation work at the earliest.

In the case if the faculty not completed the valuation of CIE bluebooks even after the Second Reminder, he/she will get Third Reminder with a Memo from the Principal to complete the CIE bluebook valuation work with highest priority.

**Policy Preparation and Verification Team**

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