

# SHRI MADHWA VADIRAJA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

A Unit of Shri Sode Vadiraja Mutt Education Trust® Udupi  
Vishwothama Nagar, Bantakal – 574 115, Udupi District, Karnataka, India



## STANDARD OPERATING PROCEDURE

### FOREWORD

The Internal Quality Assurance Cell of Shri Madhwa Vadiraja Institute of Technology and Management has prepared the Standard Operating Procedure in line with the institution policy for Quality Monitoring and Quality Improvement. The feedback was taken from the stakeholders for the preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal and Management.

### SCOPE

This document describes the Standard Operating Procedure of the institute to be followed by all members of the institute.

AUGUST 2018



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## Content

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### 5. Rules and Regulations

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List of gold medalists will be prepared by the respective department heads, and communicated to the graduation day committee and to the gold medalists. On Graduation day, gold medalists will also plant saplings at the prominent locations of the institute campus.

### **"Sri Madhwa Vadiraja Prashasti" - Best Outgoing one Boy and one Girl Student**

To recognize & reward the continual excellence by the student of SMVITM in academics, co-curricular activities, conduct & leadership abilities this award is instituted. Nominations from the eligible and deserving candidates will be invited in the prescribed format. Award evaluation committee (comprising Principal, SWO, HoDs and Management Representative) evaluate the submitted format for all criteria. After evaluation, committee will select one girl and one boy outgoing student for this award based on the highest score. The award will be conferred during the Annual Day celebrations, which comprises a cash prize of Rs. 10,000/- .

### **"Hayavadana prashasti"- Best Student Award for one second year and one third year BE student.**

This award is instituted to recognize & reward the continual excellence by the students of SMVITM in academics, co-curricular activities, conduct & leadership abilities and such other qualities. This award is given to a student who is excellence in academics, co/extra-curricular activities, personal and leadership qualities. Nominations from the eligible and deserving candidates will be invited in the prescribed format. Award evaluation committee (comprising Principal, First year B.E coordinator, SWO, HoDs and Management Representative) evaluate the submitted format for all criteria. After evaluation, committee will select a student from each year for this award based on the highest score. The award will be conferred during the Graduation Day celebrations, which comprises a cash prize of Rs. 10,000/- .

## **3.3 Examination- Internal and External**

### **3.3.1 Internal Assessment test and evaluation**

The conduction of internal examinations is mandatory as per the university guidelines and are to be conducted at regular intervals of time during the semester to continuously evaluate the teaching-learning activity.

#### **About Theory subjects Evaluation**

##### **Conduction of IA tests**

- At the beginning of every semester, dates of internal assessment test will be decided and mentioned in the academic calendar.
- Faculty members have to plan the portion for the tests accordingly.
- Examination coordinator prepares the IA test timetable and circulates the same to faculty and students.



- Coordinator prepares the seating arrangements and the same is displayed on the notice board. IA test invigilation duties are allotted to the faculty members.
- On the day of IA test, invigilators have to come to the examination cell at least 10 minutes before the commencement of the test to collect the answer book and question paper.
- Students should enter the hall at least 5 minutes before the commencement of the test.
- Invigilators shall distribute the question papers to the students individually after the first bell.
- After completion of the test, invigilators collect the answer books and should be arranged in the ascending order of the USN/Roll Nos and the same is returned to the examination cell.
- Examination cell then distribute the answer books to the respective faculty members who handle the course for evaluation.
- Faculty members shall correct the test answer books and distribute the books to the students in the class for any clarifications.
- Then the test marks shall be entered in the institute MIS by respective faculty.
- Review the overall performance of the students and identify the students whose performance in examinations is poor.
- The TG/FA must be informed about the poor performance of the students and guidance must be provided to them to perform better in the following examinations.
- Preparation of mark list for that examination and display on notice boards for Student information.
- Returning the evaluated Answer Scripts to the examination cell, on or before the stipulated time.

### **Guidelines for IA-QP setting and selection**

#### **For technical courses**

- Faculty members handling the theory course are required to prepare two sets of QPs as per the IA QP template. Hard copies of the QPs to be submitted to the respective Head of the Department one week before the commencement of the IA test.
- HoD along with the program coordinator and module coordinator/senior faculty member shall scrutinize the quality of the QP and approve the same, if the QP is designed as per the pattern specified by the IQAC.
- HoD shall select one QP from the scrutinized QPs for each course on the previous day of IA test, send the selected QP to the EMS coordinator to print the required number of copies of the QP.

#### **For open electives**

- Teaching department HoD along with the program coordinator and module coordinator/senior faculty member shall scrutinize the quality of the QP.

- Teaching department HoD has to select one QP from the scrutinized QPs on the previous day of IA test, send the selected QP to the HoD/EMS coordinator of the course opted department to print the required number of copies of the QP.

#### **For II year mathematics**

- Mathematics department HoD along with the senior faculty member shall scrutinize the quality of the QP.
- Mathematics department HoD has to select one QP from the scrutinized QPs on the previous day of IA test, send the selected QP to the HoD/EMS coordinator of the technical departments to print the required number of copies of the QP.

#### **For first year courses**

- Teaching department (Technical departments. Mathematics, Physics and Chemistry) HoD along with the program coordinator, module coordinator/senior faculty member shall scrutinize the quality of the QP.
- Teaching department HoD has to select one QP from the scrutinized QPs on the previous day of IA test, send the selected QP to the First year coordinator/EMS coordinator to print the required number of copies of the QP.

***For the selected QPs faculty members shall prepare the scheme of evaluation.***

#### **About Lab subjects Evaluation**

Student's performance in the lab sessions can be measured in the following ways.

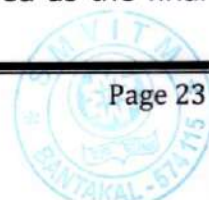
- a) Conduction of laboratory experiments.
- b) Maintenance of Record books.
- c) Lab Internal Examinations.

For the Lab Internal examinations, the faculty shall create the question paper similar to the one provided in the university examinations and conducted in the same manner as the university examinations. The schedule for the internal practical examinations is decided by the faculty handling the courses. The departmental EMS shall ensure that the internal tests are conducted by the faculty in time and the marks are allocated and final internal marks are displayed on the notice boards.

The faculty handling the course shall monitor the performance of all the students in the particular batch of the course and shall ensure that students perform well in the exams and learn the subject.

#### **About Seminar Evaluation**

- The students are required to be present a seminar and the schedule is decided by the seminar coordinators as per the convenience of the students. Individual students can book their slots on days and present their seminars.
- The Seminar coordinators can decide on changes in the schedule of individual students. HOD/EMS coordinators shall ensure that all the students have completed their seminar tasks and their final marks are displayed on the notice boards along with other subjects.
- The Seminars are evaluated by the Seminar coordinators, Project Guide and other faculty and the average of the marks allotted is considered as the final



internal marks for the seminar. There is no university examination for the seminars.

### **About Internships or Professional Practice/Project Work/Mini project**

- The students shall undergo a mandatory internship of 4 weeks between 6th & 7th semester or 7th & 8th semester and the work carried by the student is evaluated by the internship coordinator, industry guide at the place of internship and project coordinator based on a schedule decided by the internship coordinators.
- The student shall prepare a report before the internal valuation and shall submit the internship diary as a proof of his work. The student shall get the report signed by the industry guide and submit to the college indicating the completion of his internship. The internal examinations for internship/professional work shall be awarded by the internship coordinator, project guide. The industry guide presence is preferred and in case he is unable to do so the evaluation process is carried out by the faculty members of the college.
- The students shall work upon their project/mini project and discuss the progress of their work with their internal project guide. The project coordinator shall monitor the progress of the project works along with the internal project guides and award the marks based on the work progress.
- The schedule of the project work evaluation shall be made and the students according to their project batch shall periodically present their work for evaluation. The final internal marks shall be based on the marks obtained as per the periodic evaluations.

### **3.3.2 External Examinations**

The Principal shall be the Chief Superintendent for all the external examinations. The Chief Superintendent (CS) shall appoint the HODs or senior Professors of the college as the Deputy Chief Superintendent [DCS] for the conduction of external examinations also called as university examinations. The faculty members of the college act as the Room Superintendent (RS). The DCS shall assist the Chief Superintendent in identifying suitable persons for appointing RS, the Relieving Room Superintendent (RRS). The University appoints faculty from another college as the External Deputy Chief Superintendent (EDCS) to ensure the neutrality of the examination activity. Apart from these officials, the University appoints Flying Squad (FS) teams to visit various colleges during the times of examinations to monitor the process of examinations.

### **Theory Examinations**

Examinations conducted by the university which the students will write answers in the university supplied booklets are called Theory Examinations. The students who



are all eligible to write a particular examination are allowed by the university upon the proper application process.

### **Procedure to conduct theory examinations**

- The CS shall take the list of all the students for the various examinations available from the university examination portal and shall prepare a room wise seating allotment. This seating arrangement shall be displayed on the day of the examination.
- The appointed RS shall be present 45 minutes before the start of the examination and collect the answer booklets for the examination and open the examination room in his presence. The seating arrangement should be displayed near the examination room so that the students can take their allotted seats.
- The student is not supposed to carry any material other than those required for the examination and if found violating these rules, it could lead to booking of malpractice. The students are not allowed to carry any of the eatables, electronic gadgets and have to maintain the silence at all times except in case of clearing of some valid doubts in the question paper or to seek water, etc.
- The RS shall not carry with him mobile phones, novels or other materials and has to keep strict vigil on the students so that no discrepancy takes place during the examination time. RS is responsible for conducting the examination in his/her allotted room/block.
- The students shall take their seats 30 minutes before the start of the examination and remain seated in their respective seats until the completion of their examination. The RS shall issue the answer booklets a few minutes before the start time of the examination so that the students shall fill all the mandatory information on the answer booklet and ensure the QR code is available in all pages.
- The RS shall verify the details entered by the students and enter the issued booklet numbers in the Form-B and take the signature of the student for authentication. The RS shall sign the answer booklet for authenticating the same. The RS shall mark the absentee students.
- The DCS/EDCS shall supervise the activities in the various rooms and also sign the Form-B during their visits to the various examination rooms to ensure that the rules of examination are adhered by all the RS.
- The RRS shall visit the various rooms to issue question papers and during the middle of the examination may give a break of 10 minutes to the RS. The activity shall be recorded and submitted to the CS at the end of the examination.
- The FS shall visit the examination room or college at any time of their choice and are permitted to check the students for unwanted materials or for any

other discrepancy. Any deviation shall be recorded in the Form-B with the signature of the concerned FS.

- The RS shall collect the answer booklets from the students upon their return from the students at least after 30 minutes from the start of the examination. The RS shall arrange the answer booklets in the order provided in the Form-B and submit to the CS/DCS in the strong room.
- The CS/DCS shall verify the booklets of all the students according to Form-A and pack the same in bundles subject wise with sufficient protection from moisture and other accidental damages and seal the bundles with wax. The bundles shall be marked with the subject code, college code and other mandatory information required by the university in the prescribed format for proper identification.
- The sealed bundles are submitted to the university appointed official. Upon the receipt of the answer booklets, the university shall scan the booklets and then the soft copies are used for the valuation purposes.

#### **Examinations question paper**

- The Question papers for theory examinations are sent to the various colleges via a dedicated computer via high speed internet connections. This computer is located in a strong room with high speed printers and activity in the strong room is monitored by CCTV cameras.
- The CS shall login into the university portal using his credentials and the EDCS credentials half an hour before the commencement of the examinations. The question papers of the relevant examination shall be made available by the university and the same shall be printed in the strong room in presence of CS, DCS and EDCS.
- The printed question papers shall be packed into packets made room wise so that the same can be delivered to the RS 10minutes before the commencement of the examination. This delivery is done either by CS/DCS/EDCS/RRS and no other official is allowed to handle the question paper packets.
- The RS upon receiving the question paper packets shall check the correctness of papers given to him for quantity and subject title and confirm the same to the person delivering the question paper packets.
- The RS shall issue the question papers to the students after the commencement siren/bell at the scheduled time and ensure that the students have written their USN on the question papers.
- Any discrepancy/deviations observed in the question papers during the course of the examination shall be brought to the notice of CS/DCS and the same shall be clarified by the university in time.
- Any discrepancy related to the leakage of question papers would be investigated by the University and a suitable action will be taken. The action





might include re-examination of a particular subject or the all the subjects and the same would be communicated to all the colleges.

### **Evaluation of answer scripts**

- The valuation activities for the theory subjects of university examinations shall be conducted in regional valuation centers using computers and softcopies of the answer scripts.
- The scanned copies of the answer scripts shall not contain any identification of the student so that there is fairness is ensured in the process.
- The university appoints the faculty for doing the valuation based on a minimum experience of three years and the appointed faculty shall fulfill the assigned duties.
- The university shall provide an approved scheme of valuation to the various valuers who shall value the scanned copies of the answer scripts and provide the marks in the valuation portal of the university.
- If any discrepancy is noticed in the scheme of valuation provided by the university, its correctness shall be confirmed with the moderator who will be a faculty with higher experience. Any valid discrepancy shall be communicated to the university from the valuation center and the doubts/discrepancies shall be rectified before proceeding for further valuation.
- One in ten answer scripts valued are further verified for correctness by an official designated as moderator and any discrepancy shall be discussed between the valuator and moderator to ensure fairness. The marks of moderator are final and binding.
- A valuator whose marks are higher by a large value as compared to the moderator is considered as disqualified and the answer scripts valued will be evaluated again by other valuers to ensure fairness in the process.

### **Practical Examinations**

The Practical examinations are those which are evaluated at the college and the marks are submitted to the university using the web portal. The designated faculty members are provided with passwords so that they alone can enter into the portal and enter the marks.

### **Examiner Allotment Tasks**

- The university shall allocate two faculty members with at least three years of experience as examiners for Practical examinations. One of the faculty members is the working faculty of the college (internal examiner) and the other is a faculty from other colleges (external examiner) and this is done to ensure the neutrality of the examination process. In case a college has no faculty of minimum experience, then both the faculty shall belong to other colleges.



- The assigned faculty members shall be present at the examination center in advance so that the examination shall be started on time. Any change in the examiners appointed is based on the approval from the Board of Examiners appointed by the university.

#### **Question Paper Related Tasks**

- The examiners shall randomly assign the various practical questions from the prescribed syllabus to the students present in the given batch.

#### **Answer Script Related Tasks**

- The students are given answer scripts similar to theory examinations provided by the university.

#### **Valuation Related Task**

- At the end of the examination, the examiners shall value the answer scripts based on the marks distribution mandated by the university for a particular subject.
- The external examiner shall question the student by way of oral questions, the process being called viva voce and assign the marks in consultation with the internal examiner.
- The marks of the valued answer scripts are entered into the VTU examination portal using the passwords provided by the university and the printout copy of the marks is signed by both the examiners.
- The marks sheet and the answer script is packed in different packets and submitted to the CS/Principal at the end of the test.
- The university designated official shall collect the packets from the colleges and the Principal shall ensure the safety of the packets till the time they are collected by the university.

#### **Internships or Professional Practice/Project Work/Mini project**

The project work/internship examinations for the university examinations are conducted similar to the Practical examination explained in the last section, except that the student has to write about his/her work in the answer script provided.

- The examiners shall check the project/internship in terms of completeness by inspecting the working of the project where possible and verify the results obtained in case of study project or by other suitable means.
- The student shall present his project work as a part of the project team and the examiners shall evaluate the performance of the students individually and award marks to student as per the marks distribution decided by the university.
- For internship evaluation, the students shall individually present their work to the evaluators. The industry guide can be present for the university examination valuation and in case he is not then the internal faculty shall assist the external examiner in completion of the valuation process.

- The marks awarded to the students are entered into the online portal of the university and the hardcopy of the marks sheet is sealed in a cover. The answer scripts upon valuation shall be packed in a sealed cover.
- The sealed packets shall be submitted to the CS/Principal which shall be collected by the university designated official. Until the packets are collected by the university, they have to be maintained safely in the college.

### **3.4 Central Library**

Vision of the library is to provide an accessible and exceptional center for reference, learning, and creativity focused on student, faculty and staff success. The mission is to provide active learning environment in which students, faculty, and staff will use innovative tools and resources to create and access information intelligently, efficiently, with integrity.

#### **Objectives of the library are:**

- To establish and maintain an effective relationship with the students, faculty, researchers and staff of the Institute to ensure an informed and integrated approach to the creation and delivery of information services.
- To select, collect, create, organize, preserve, manage and provide access to information sources to support scholarly pursuit, learning, teaching and research in the Institute.
- To serve as Learning Resource Centre for knowledge enhancement in the area of Engineering, Science & Technology.
- To promote the records of human knowledge and to keep them updated in accordance with the growing needs and requirements of the users in day to day basis.
- To promote and provide information about the Library programs, resources and activities.
- To provide an environment that encourages development of Library staff capabilities and skills.