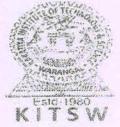


KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE, WARANGAL-15
OFFICE OF THE PRINCIPAL



No. 1387/OP/KITS/2022

Date: 12/11/2022

NOTE

Sub: Formulation of the **procedures / action plan** for publishing the results within 15 days from the end of the examinations and release of detention list due to backlogs well before the commencement of next academic year - Reg.

The examination is the heart of any autonomous institution. The credibility of autonomy depends on the procedures we adopt for conduction of examinations and timely release of the results.

The administration appreciates the efforts put in by the present and past CoEs and their teams for their contributions in keeping benchmark standards for the examination system at this Institute.

For the current academic year 2022-23, the "**Detention list due to backlogs**" was released after completion of the MSE-I. Psychologically students, who regularly attend the ongoing semester, might get disturbed for declaring the detention due to backlogs in the middle of the semester.

As an autonomous institute, we own responsibility of completing the whole process of **valuation, declaration of results and release of detention list due to backlogs well before the start of next academic year**. It is good practice to declare the results within 15 days from the date of last examination and immediate release of detention list.

In this matter, you are requested to have deliberations with team examinations and other stakeholders and submit on the following.

1. Action plan for declaring results within 15 days from the last examination
2. Infrastructure requirements along with approximate financial commitment
3. Manpower requirement

A detailed report is requested to reach the undersigned on or before 21/11/2022 (Monday)

To ✓
The Controller of Examinations

Copy to:

1. The Chairman, KITSW
2. AO


PRINCIPAL

EIDEZ
R.G. 14.11.22

MEETING OF THE ACADEMIC ADVISORY COMMITTEE

Date : 06.04.2021
Time : 3.30 pm
Venue : Committee Hall

Members Present:

1. Prof. K.Ashoka Reddy	...	Principal	<i>[Signature]</i>
2. Prof. V.Rajagopal	...	Dean, Academic Affairs	<i>[Signature]</i>
3. Prof. K.Rajanarender Reddy	...	Controller of Examinations	<i>[Signature]</i>
4. Prof. V.Ramaiah	...	Professor I/c. I ³ C	<i>[Signature]</i>
5. Prof. K.Eswaraiah	...	Professor I/c. IQAC	<i>[Signature]</i>
6. Prof. L.Sudheer Reddy	...	Dean, Planning & Execution	<i>[Signature]</i>
7. Prof. P.Niranjana	...	Dean, Research & Development	<i>[Signature]</i>
8. Prof. G.Raghotham Reddy	...	Dean, Student Affairs	
9. Sri M.Narasimha Rao	...	Assoc. Dean, Student Affairs	<i>[Signature]</i>
10. Prof. P.Srikanth	...	Professor I/c. Training & Placement	
11. Prof. M.Veera Reddy	...	Head, Dept. of CE	<i>[Signature]</i>
12. Prof. K.Sridhar	...	Head, Dept. of ME	<i>[Signature]</i>
13. Prof. K.Venumadhav	...	Head, Dept. of EIE	<i>[Signature]</i>
14. Prof. C.Venkatesh	...	Head, Dept. of EEE	<i>[Signature]</i>
15. Prof. V.Shankar	...	Head, Dept. of CSE	
16. Prof. P.Kamakshi	...	Head, Dept. of IT	<i>[Signature]</i>
17. (Prof. B.Ramadevi) <i>E. SURESH</i>	...	Head, Dept. of ECE	<i>[Signature]</i>
18. Dr. K.Shiva Shankar	...	Head, Dept. of MHS	<i>[Signature]</i>
19. Dr. T.Madhukar Reddy	...	Head, Dept. of PS	<i>[Signature]</i>
20. Dr. V.Nivedita Reddy <i>Dr. RA</i>	...	Head, Dept. of Mgmt.	<i>[Signature]</i>
21. Dr. M.Srinivas Reddy	...	Head, Dept. of Physical Education	<i>[Signature]</i>
22. Dr. M.Raghuram	...	Member Secretary, AC	

Agenda:

1. Guidelines for accountable valuation and results processing

Any other academic matters

**MINUTES OF THE MEETING OF ACADEMIC ADVISORY COMMITTEE HELD
AT 3.30 p.m., ON 06.04.2021, KAKATIYA INSTITUTE OF TECHNOLOGY &
SCIENCE, WARANGAL**

Agenda:

Date: 06.04.2021

Time: 3.30 p.m.

- (i) Guidelines for accountable valuation and results processing

Any other item with permission of the chair

The following members were present:-

1. Prof. K.Ashoka Reddy	...	Principal K. Ashoka Reddy
2. Prof. V.Rajagopal	...	Dean, Academic Affairs <i>Rajagopal</i>
3. Prof. K.Rajanarender Reddy	...	Controller of Examinations
4. Prof. V.Ramaiah	...	Professor I/c. P ³ C
5. Prof. K.Eswaraiah	...	Professor I/c. IQAC
6. Prof. L.Sudheer Reddy	...	Dean, Planning & Execution
7. Prof. P.Niranjan	...	Dean, Research & Development
8. Sri M.Narasimha Rao	...	Assoc. Dean, Student Affairs
9. Prof. M.Veera Reddy	...	Head, Dept. of CE
10. Prof. K.Sridhar	...	Head, Dept. of ME
11. Prof. K.Venumadhav	...	Head, Dept. of EIE
12. Prof. C.Venkatesh	...	Head, Dept. of EEE
13. Prof. V.Shankar	...	Head, Dept. of CSE
14. Prof. P.Kamakshi	...	Head, Dept. of IT
15. Sri E.Suresh	...	I/c. Head, Dept. of ECE
16. Dr. K.Shiva Shankar	...	Head, Dept. of MHS
17. Dr. T.Madhukar Reddy	...	Head, Dept. of PS
18. Dr. G.Rathnakar	...	I/c. Head, Dept. of Mgmt.
19. Dr. M.Srinivas Reddy	...	Head, Dept. of Physical Education
20. Dr. M.Raghuram	...	Member Secretary, AC

The meeting commenced at 3.30 p.m. and was presided over by the Principal. At the outset, the Principal welcomed the members to the meeting to discuss the pre-notified items on the agenda.

Resolutions:

- Resolved to approve the enclosed guidelines for accountable valuation and results processing

The meeting adjourned at 5.30 p.m. after thanking all the members for participation and useful discussion.

Members Present (Signatures):

1. Prof. K.Ashoka Reddy	...	Principal K.Ashoka
2. Prof. V.Rajagopal	...	Dean, Academic Affairs <i>Rajagopal</i>
3. Prof. K.Rajanarender Reddy	...	Controller of Examinations
4. Prof. V.Ramaiah	...	Professor I/c. I ³ C
5. Prof. K.Eswaraiah	...	Professor I/c. IQAC
6. Prof. L.Sudheer Reddy	...	Dean, Planning & Execution
7. Prof. P.Niranjan	...	Dean, Research & Development
8. Sri M.Narasimha Rao	...	Assoc. Dean, Student Affairs
9. Prof. M.Veera Reddy	...	Head, Dept. of CE
10. Prof. K.Sridhar	...	Head, Dept. of ME
11. Prof. K.Venumadhav	...	Head, Dept. of EIE
12. Prof. C.Venkaatesh	...	Head, Dept. of EEE
13. Prof. V.Shankar	...	Head, Dept. of CSE
14. Prof. P.Kamakshi	...	Head, Dept. of IT
15. Sri E.Suresh	...	I/c. Head, Dept. of ECE
16. Dr. K.Shiva Shankar	...	Head, Dept. of MHS
17. Dr. T.Madhukar Reddy	...	Head, Dept. of PS
18. Dr. G.Rathnakar	...	I/c. Head, Dept. of Mgmt.
19. Dr. M.Srinivas Reddy	...	Head, Dept. of Physical Education
20. Dr. M.Raghuram	...	Member Secretary, AC

Guidelines for Accountable Valuation and Results Processing

Ref: The Principal's interaction with the faculty of First-Year Courses, dated 01.04.2021

In continuation with interaction with the faculty handling first-year courses, held on 01.04.2021, regarding valuation of answer scripts, the following guidelines are framed, which are to be exercised by all the departments for UG and PG courses for accountable valuation and results processing.

1. **Scheme of valuation:** Course coordinator shall conduct a meeting on the day of examination to prepare scheme of valuation and key (if not provided by examination branch) for uniform valuation. This is also applicable to a course offered to single section. Minutes of meeting (MoM) shall be recorded.
2. **Completion of valuation:** The valuation shall be completed by the respective valuator within one week (7 days) from the date of receipt (Day 1) of answer scripts.
3. **Scripts of online exam:** Promoting academic integrity and ethics is important. While valuating the scripts of exams conducted online, the valuator shall exercise care to identify the scripts having similarity in answers. The valuator, based on the level of similarity, shall rationally reduce marks to all those scripts.
4. **Maintain timeline:** The valutors shall strictly maintain the timeline in evaluating the answer scripts.
5. **Results presentation:** In continuation to the above, Course coordinator shall present the consolidated results of course valuation in respective departments before the RESULTS COMMITTEE at department level.

- a. **Results Committee (RC):** HoD (Chairperson, BoS) shall constitute the results committee at the department level with the following constitution.

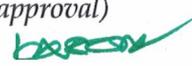
- | | | |
|--|---|-------------------|
| i. HoD (Chairperson, BoS) | - | Chairman |
| ii. Course Coordinator | - | Convener |
| iii. Course Faculty - Valuator(s) | - | Member(s) |
| iv. Faculty of the department, not handling the course | - | Member |
| v. External Faculty member from other dept | - | Member - External |

(CoE shall communicate the external member to all RCs, with the Principal's approval)

- b. **Results Committee Meeting (RCM):** The chairperson of results committee shall convene Results Committee Meeting (RCM) on Day 8 and Day 9 from the date of last examination for that semester. The consolidated results of lab courses shall also be presented by the course coordinator for laboratory courses in RCM by collecting from individual lab examiners.
- c. **RC for service courses:** For service courses, RC shall be formulated in the course offering department by the HoD of course offering department. The results of service courses shall be presented by course coordinator in this results committee meeting at course offering department.
- d. **RC for Common Course (Open Elective at UG level):** For each common course at UG level, Dean, Academic Affairs, shall constitute the results committee at the institute level with the following constitution.

- | | | |
|--|---|-------------------|
| i. Dean, Academic Affairs | - | Chairman |
| ii. Course Coordinator of the common course | - | Convener |
| iii. Course Faculty - Valuator(s) | - | Member(s) |
| iv. Faculty In-charge, Academic Affairs (UG) | - | Member |
| v. Faculty, not handling the course | - | Member - External |

(CoE shall communicate the external member to all RCs, with the Principal's approval)



- e. **RC for Common Course (Audit/Open elective course at PG level):** For each common course at PG level, Dean, Academic Affairs, shall constitute the results committee at the institute level with the following constitution.

- i. Dean, Academic Affairs - Chairman
- ii. Course Coordinator of the common course - Convener
- iii. Course Faculty - Valuator(s) - Member(s)
- iv. Faculty In-charge, Academic Affairs (PG) - Member
- v. Faculty, not handling the course - Member - External

(CoE shall communicate the external member to all RCs, with the Principal's approval)

- f. **Minutes of Results Committee Meeting:** The MoM shall be recorded in the provided format for RCM, with the signatures of all the members of RC. The MoM shall include section wise bell curve for marks secured by the student in examination, justification for the result, failures (failed students).
- g. **Results Bell curve:** Grading on bell curve is very important. The valuator is advised to award marks which shall ensure valuation close to the bell curve. If bell curve is not attained, RC can advise the course faculty to re-evaluate the scripts.

6. **Time Line:**

Day 0	:	Date of receipt of answer scripts by valuator
Day 1	:	2 Days after Last examination (Theory) for the semester
Day 2-4	:	Communication of Member-External (RC) by CoE
Day 5	:	Formation of RC by Chairperson, BoS / Dean, AA
Day 7	:	Completion of valuation
		<i>Special Case: Exams of more than one course of a faculty falling on the last day of examination (or preceding days up to three (3) days):</i>
		<i>In that case, when the exam schedules are released, the faculty shall write to CoE, well before the commencement of examinations, through HoD, for additional time (maximum of three days) to complete the valuation.</i>
Day 8-9	:	Results presentations at RCM
Day 12	:	Results submission by the HoD in the Examination Branch

7. **Results submission by the HoD:** The HoD (Chairperson, BoS) shall submit the following documents in the examination branch on Day 12 from last day of the examination.

- a. The course wise minutes recorded by the RCM at the department level with signatures of all the results committee members.
- b. Section wise Marks Award List for each course
- c. Section wise Results Bell Curve for each course

8. **Results announcement by the CoE:** After receiving of the documents from the HoD, the Controller of examinations (CoE), with the Principal's approval, shall process and announce the results. The results, once approved cannot be changed under any circumstances.

Online exams - Scripts Valuation

- (i). **Marks Excel sheet:** Course Faculty/valuator shall enter marks, question wise, in Excel sheet (Excel sheet -format to be provided by the Examination Branch)
- (ii). **Bell Curve Test: Bell Curve Test** facility shall be provided in CMS. Valuator is requested to use provided Bell curve test facility at CMS to check whether the awarded marks are close to bell curve. Marks Excel sheet upload facility shall be provided in Bell curve test. The valuator shall repeat steps (i) and (ii) for satisfactory grading.
- (iii). **Marks print out along with Bell curve:** Print out option is made available in CMS under Bell curve test. It generates bell curve for the uploaded marks.
- (iv). **Submission of signed marks sheet to the HoD for Results Committee Meeting:** A print out of the awarded final marks which are close to the bell curve has to be taken for presentation at RCM, signed by the course faculty and submit to the HoD within 7 days from the receipt of scripts. This submission confirms that faculty is ready for results presentation in results committee meeting.
- (v). **Email the Marks Excel sheet to valuation@kitsw.ac.in after RC approval:** While the Chairperson, RC (HoD) submits the approved hard copies of results within 12 days from the date of last exam to CoE, the course faculty/valuator has to email the approved marks Excel sheet to valuation@kitsw.ac.in with following details, immediately after RC approval.

Marks Excel sheet File name format: coursecode_Branchsection (Ex: U18MH101_CE2)
Attach above mentioned Excel sheet to the domain mail id and send to valuation@kitsw.ac.in
With Subject of email:: coursecode_Branchsection_awardlist (Ex: U18MH101_CE2_awardlist)

Offline Exams - Scripts Valuation

Detailed procedure for script valuation of offline examinations shall be communicated at appropriate time.