



B.M.S. COLLEGE OF ENGINEERING, BENGALURU- 560 019
Autonomous Institute, Affiliated to VTU

GUIDELINES FOR CONDUCTION OF CIE

- 1) The CIE consists of Two TESTs and Two quizzes/AAT for normal courses and varies accordingly for the other type of courses
- 2) TWO TESTs ARE COMPULSORY and sum of the two tests, along with the scores obtained in the quizzes/AAT shall be considered for computing the final CIE of a student in a given course
- 3) The TWO TESTs shall be conducted in a centralized manner. The quizzes/AAT shall be conducted by the course faculty with due approval from the HOD. No quizzes/AAT shall be conducted during regular teaching hours; that means they shall be administered during post-lunch session with due approval from the respective HOD. Advance notification for the conduction of Quiz/AAT is mandatory and the responsibility lies with the concerned course faculty
- 4) Each TEST shall be administered within a week (Monday through Saturday) taking one course per day; thus two weeks are allocated for the two TESTs. In the event of a holiday occurring during the scheduled test week or if there are more than six courses in a semester, two TESTs (for two courses) shall be conducted in a day during the TEST WEEK
- 5) No Institutional/Departmental level activities shall be scheduled during the TEST weeks
- 6) **COMPENSATORY TEST:** A COMPENSATORY TEST will be provided for those students who are having satisfactory attendance, course-wise, but remained absent for the TEST due to a valid/unavoidable circumstances, like:
 - a. Students seeking **prior leave** on account of:
 - i) Accident or severe illness leading to hospitalization, which disables the student from writing the TEST
 - ii) A calamity in the family (first relation Only-Parents, Grandparents and Siblings) barring the student from writing the TEST

In the event of (i) and (ii) above, it is mandatory on the part of student/parent to inform the respective departmental authorities (Proctor/HOD) immediately through email or mobile message and submit a prior leave request. If the information reaches the Proctor first, it is the responsibility of the Proctor to immediately intimate the HOD and record the same in the Proctor's diary without fail.

*After such an event at the time of reporting to the College, the student must submit all the relevant reports/certificates from the competent authority for approval of the **prior leave request**. The prior leave request will then be converted to official leave and an endorsement will be issued by the college, based on which the student becomes eligible for the COMPENSATORY TEST*



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- b. Students, who have sought due prior permission from concerned HOD and Principal through proper channel, and there after permitted by the college for taking part in important curricular/ co-curricular/ extra-curricular activities like NCC/NSS/Sports/ Cultural/ Project Competitions/ Hackathons at University/ State/ National/ International levels (the students/ authorities should exercise enough care that a student shall not absent for both the TESTs)

After such an event, at the time of reporting to the College, the student must submit the proof of participation/ certificate from the competent authority for approval of the prior leave request. The prior leave request will then be converted to official leave and an endorsement will be issued by the College, based on which the student becomes eligible for the COMPENSATORY TEST

Any intimation after the completion of regular TESTs and/or Non-submission of report/certificate will be construed as absent for the TEST and the student will be awarded ZERO marks in the respective TESTs. No further requests will be entertained in this regard.

- 7) The COMPENSATORY TEST is not to be treated as an improvement TEST, rather it is to be treated as an opportunity provided to student to make good of academic loss due to the reasons as cited above (under S.No. 6). The Student will be permitted only one COMPENSATORY TEST per course
- 8) COMPENSATORY TEST should be conducted during the regular working days after 2.00 PM as scheduled by the respective department with due approval of the concerned HOD. The department should announce the time-table for conducting COMPENSATORY TEST, well in advance for the benefit of the students
- 9) The Departmental Academic Committee (DAC) should verify the COMPENSATORY TEST question paper and ensure its quality while maintaining confidentiality
- 10) The faculty shall complete the valuation of TEST papers and submit the CIE marks to the respective HOD, with in three days of completion of the last TEST (applicable for both the TESTs)
- 11) The departmental office should prepare and submit, both soft and hard copies, the final marks of the CIE course-wise/class-wise (timelines to be followed without fail). After thorough verification, and duly affixing the signature and seal of the concerned HODs, the list shall be submitted to the office of the COE, within the specified timelines, for further process, thereon. Maintaining timelines/ schedules is very much critical in the academic interest and all should cooperate

Interpretation: Any question as to the interpretation of these Guidelines shall be decided by the College, whose decision shall be final and binding in the matter. The College shall also have the power to issue clarifications to remove any doubt, difficulty or anomaly, which may arise in regard to the implementation of these Guidelines.

THESE CIE GUIDELINES ARE APPLICABLE FOR ALL YEARS AND ALL BATCHES COMMENCING FROM THE ACADEMIC YEAR 2018-19


PRINCIPAL
Principal

B.M.S. College of Engineering,
Autonomous College, Bengaluru
Bengaluru - 560 019