



MALNAD COLLEGE OF ENGINEERING, HASSAN

Modalities for Conduction of (i) Paper Seeing and (ii) Make-up exams

The following is the **schedule** for the Paper Seeing and Make-up Exams for the academic, year 2018-19 (Odd Semester) – for III, V and VIII Semester

Sl No.	Event Particulars	Scheduled Dates
1.	Paper Seeing	07.01.2019 (Mon) 9.30 AM to 5.30 PM in 6 slots of 1 hour each - to be organized by the concerned HoDs for II to IV year.
2.	Meetings at the Departments for consideration of Grievances received after Paper Seeing	08.01.2019 (Tue) 10.00 AM to 12.00 Noon
3.	College level GRC Meeting at the Principal Chamber	08.01.2019 (Tue) 12.00 Noon to 1.00 PM
4.	Announcement of Final SEE result	09.01.2019 (Wed)
5.	Registration for Make-up Examinations without penal Fee	10.01.2019 (Thu) to 11.01.2019 (Fri)
6.	Registration for Make-up Examinations with penal Fee of ₹ 500/-	12.01.2019 (Sat)
7.	CIE-I for Make-up Examinations	16.01.2019 (Wed), 17.01.2019 (Thu) and 18.01.2019 (Fri)
8.	CIE-II for Make-up Examinations	21.01.2019 (Mon), 22.01.2019 (Tue) & 23.01.2019 (Wed)
9.	Make-up SEE Examinations	25.01.2019 (Fri) to 05.02.2019 (Tue) (including Sunday and holidays)
10.	Practical Examinations (SEE)	06.02.2019 (Wed)
11.	Announcement of results : Makeup SEE	07.02.2019 (Thu)
12.	Paper Seeing for Makeup SEE Papers	08.02.2019 (Fri)
13.	Meetings at the Departments for consideration of Grievances received after Paper Seeing	09.02.2019 (Sat) 10.00 AM to 11.30 PM
14.	College level GRC Meeting at the Principal Chamber	09.02.2019 (Sat) 12.00 Noon to 1.00 PM
15.	Reopening of Even Semester	11.02.2019 (Mon) (Term : 2018-19 Even semester: 106 Days) (11.02.2019 (Mon) to 27.05.2019 (Mon))
16.	Announcement of Final Results of Makeup SEE	11.02.2019 (Mon)
17.	Even Semester Exams and Results	30.05.2019 to 29.06.2019 (Tentative)
18.	Make up SEE for even semester	01.07.2019 to 27.07.2019 (Tentative)
19.	Odd Semester (Commencement of 3 rd to 7 th Semester)	05.08.2019 (Mon) (Tentative)

The detailed calendar of events for 2018-19 Even semester will be announced at a later date.

P.T.O.

MALNAD COLLEGE OF ENGINEERING, HASSAN

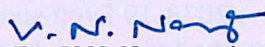
Modalities to be observed in connection with Paper Seeing and Makeup Exams


Paper Seeing :-

1. The HoDs shall arrange for paper seeing of all the subjects of 3rd, 5th and 7th semesters in 3 different class rooms in six slots of 1 hour each between 9.30 AM to 1.30 PM and 2.30 PM to 5.30 PM, with 2 faculty members allotted for each room, including the faculty in-charge of the course.
2. The representation submitted by the students **in the prescribed format** with the forwardal note by the course faculty and a summary sheet (in the specified format) shall be discussed at the DAC as per the schedule and the resolutions of the meeting shall be personally brought by the HoDs to GRC meeting.
3. The final decision about the resolutions submitted by all the departments shall be taken at the GRC meeting and the results shall be updated by the office of Dean (Exams) accordingly.
4. The final SEE results shall be announced by the Dean (Exams) as per the schedule.
5. The students shall bring the question paper copies on their own of the relevant courses for Paper seeing sessions.
6. Paper seeing is allowed only for theory courses in all the departments.

Make-up Examinations :-

1. The makeup examination is permitted for all the failed students including backlog students. However, all the students with 'W' grades and the students with backlog subjects shall have to appear for the relevant CIEs before taking up the Makeup SEE, as per the schedule given above. All such students should have satisfied the attendance criteria.
2. The CIE marks of immediate preceding SEE shall be carried forward to makeup in respect of failed students of SEE. It is to be noted that the students with 'I' Grade at the preceding SEE, need not appear for CIE's again.
3. The registration for makeup CIE / SEE examinations is compulsory for all the students as per the above schedule.
4. The detailed timetable for CIEs and Makeup SEE will be announced separately by the office of Dean (Exams).


(Dr. V.N. Narayana)
Dean (A.A.)


(Dr. K. S. Jayantha)
Principal

Copy to:-

1. Vice-Principal – for information
2. All Deans, Exam Co-ordinators
3. HOD, Registrar, Exam Section
4. O/c – Per.

Encl: Format for representation by students after paper seeing (for consideration at GRC)