

Proceedings of Meeting of CIE Moderation Committee

Meeting of CIE moderation committee was conducted on 05.03.2026 at 10.30 AM in the Principal's Meeting Hall.

Agenda; Measures for attendance requirement, MPC cases, and other matters related to CIE.

Attendance related matters:

1. The Chairman of the committee and the Principal, Dr. Amarendra H J, welcomed the members and directed the Dean of Examinations to brief the agenda.
2. The Dean of Examinations briefed about the circular circulated recently by mandating minimum 85% of attendance for appearing for each CIE and implementing VTU-MPC guidelines for CIE.
3. The matter related to attendance requirement was discussed and the following resolutions have been passed.

For 75 to 84% attendance Cases:

- a. Attendance status of students shall be announced by the course faculties one week before the CIEs.
- b. If a student has not attained 85% (for 75-84%) by the time of CIE-1, he/she must submit a declaration to the course faculty with statement of ~~state~~ the reason for the shortage of attendance and to attain above 85% by CIE2 (to be recorded in a file) (Declaration format will be available in Examination Portal of the college website)
- c. These students shall attend the counseling session as per the time announced by course faculty (proceedings to be recorded)
- d. Subsequently, the students shall be allowed to write CIE1.
- e. If he/she does not attain 85% by the time of CIE2, declaration shall be submitted by both students and parents. Students and Parents must meet the faculty physically only between 4 and 5 PM on working days with prior appointment. Distant parents may interact over phone with the course faculty and the details of phone number, date and time of calling will be recorded by the course faculty in the file/register. Subsequently, such students will be allowed to write CIE2.
- f. If 85% is not attained by CIE 3, the candidate will be allowed for CIE3 but disqualified from makeup CIE.

For below 75% attendance Cases:

- a. If a candidate has attendance below 75%, the student shall along with parent submit declaration to course faculty (format available on college website). (Parents to meet the faculty physically only between 4 and 5 PM on working days with prior appointment).
- b. These students shall attend the counseling session as per the time announced by course faculty (proceeding to be recorded)
- c. Subsequently, the students shall be allowed to write CIE1.
- d. If 75% is not attained by CIE 2 the student shall along with parent shall give statement in writing on why he/she is irregular and what will they do for improvement.
- e. Additionally, the candidate must be assigned with an assignment of solving all the questions and problems from previous one year-question papers, pertaining to the portion of the syllabi.
- f. The candidate shall be allowed for CIE2 after these steps.
- g. If 75% is not attained by the time of CIE 3, the candidate shall be disqualified for CIE3 and makeup CIE. However, the candidates may appeal before the principal through the HOD with justification and supporting documents, if any, for reconsideration for CIE3 or makeup CIE. The principal will review and give a decision about the appeal.


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- h. If the attendance falls below 75% even on the last working day of a semester, the candidate shall not be permitted for semester end examination (SEE) in the course in which attendance is below 75%.

Malpractice Cases (MPC) related matters;

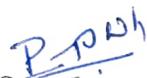
1. CIE coordinator shall record all MPC cases in a file/register.
2. Students and parents shall be summoned, counseled and cautioned by BOE chairman. Consequences of repeating the MPC (disqualifying from SEE) shall be informed. An apology statement signed by both the students and parents shall be recorded.
3. If it is first MPC, benefit of marks of the respective CIE shall be denied for the course in which MPC is committed. Additionally, the candidate must be assigned with an assignment of solving all the questions and problems from previous two years-question papers, pertaining to the portion of the syllabi.
4. If MPC is repeated, the candidate shall be made Not Eligible to Semester End Examination (SEE) and he/she shall be allowed to register the course for the subsequent semester/supplementary/summer semester.

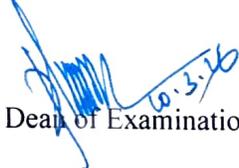
CIE question paper related matters:

1. It has been resolved to introduce internal choices for 50% of the questions in CIE question paper, with the same Bloom's level, CO and PO. E.g., If the paper contains 4 questions of equal weightage, internal choice shall be given for two questions.
2. However, it has been resolved to leave the decision of giving or not giving choices to the discretion of the course faculties of a course, which shall be decided in the course committee to ensure uniformity for a course in view of OBE guidelines.

Other matters:

1. Proceedings of every process shall be recorded and made available for verification by CIE moderation committee which makes surprise/scheduled visits to the departments.
2. The principal expressed a concern that few faculties are not vigilant during the invigilation duties. His kindself suggested appointing the interdepartmental faculties as invigilators. The Dean of Examinations expressed that the pros and cons will be verified and suitable decision will be taken in future.
3. The principal advised chairpersons of BOE to disseminate all the points discussed and resolved during the current meeting to the faculties and students of the department.
4. The principal advised to finalize the resolutions after circulating the draft copy of the proceedings with the HODs and to incorporate their inputs.
5. On 06.03.2026, the draft copy of proceedings was circulated among all the HODs through emails and inputs have been received.
6. The current form of proceedings has been finalized after incorporating the suggestions of the HODs.


Convener


Dean of Examinations


Principal/Chairman

Copy to: 1. Principal's table, 2. Director's Table, 3. All HODs to bring the content to the notice of all the stake holders.