AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING

(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

EXAMINATIONS SYSTEM MANUAL 2015

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Col.Dr.G.Thiruvasagam
Vice-Chancellor

From the Vice-Chancellor's Desk

'A journey of thousand miles starts with a single step'. True to this Chinese proverb examination is the first step for students in their career. It is the responsibility of the Univesity to ensure that this first step becomes a joyous and tension-free experience and lays a sturdy foundation for the students' future.

I am proud to say that the Office of the Controller of Examinations of the University is striving, in all ways possible, to make the examination system a pleasure drive, not only for the students but also for the staff involved in the conduct of examination.

The University is releasing an Examinations System Manual which will be a reliable source of all important information about University examinations. It will be of immense help to the all others involved in examination duty.

The release of this Examinations System Manual will be an apt opportunity for me to appreciate the meticulous activities of the Controller of Examinations and all the staff in the University, who put in repeated efforts to make the examinations system a grand success.

Thank you.

Regards

VICE-CHANCELLOR

AMET
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Dr.K. Duraipandian, M.Com.,M.Phil.,PhD.,
Controller of Examinations

MESSAGE

With a dedicated team of Management and Administrator, the University is taking giant strides ahead accomplishing effectively its motto of 'promoting natural talent'. As the Controller of Examinations of this University, I am delighted to say that the Examination wing has undergone progressive innovations that have proved beneficial to the academic learning community.

This Examination Manual of the University serves as a guide to all administrative and academic wings of our University in the conduct of examinations. This handbook is a source of all important information which will answer the frequently asked questions related to the conduct of examinations. It is a collage of requisite instructions, with contact details, examination time table and other details relating to Examinations.

I request the Heads of the Department, Camp Officer, Centre for E-Governance, the Invigilators, the External and Internal Examiners and all others who take up examination duty to kindly go through and closely follow the instructions given in this book to avoid ambiguity and inconvenience during examinations and in the publication of results.

I am sure that, this Examination handbook will be a medium of coordination for the University's Examination wing.

I take this opportunity to thank the staff of Controller's Office for being pillars of support.

I am grateful for your support and eagerly looking forward to suggestions.

CONTROLLER OF EXAMINATIONS

OFFICERS OF THE UNIVERSITY

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Dr.P.SARAVANAN **REGISTRAR**	Tel No:044-32001127
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Ms.G.Amutha	Assistant
Mr.M.A.Victor	Assistant
Mr.P.Arikandan	Assistant
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Preamble

The teaching, learning, and evaluation are integrated and indissoluble components of education. AMET desired that the evaluation system should serve as an aid in the process of learning. The University felt, that this, along with teaching, should be an integral part of aiding the learning. The evaluation process should include continuous integral evaluation, the conduct of examination, the evaluation of answer scripts and indicating the performance by grading rather than marking. It is in this context that the evaluation practices are chosen and introduced.

The Objectives

The examination reform, in the University, is not merely a technique to improve the evaluation system but to be viewed as an aim at improving the education process itself.

- To create confidence and trust amongst the stakeholders (Management, Teachers, Students, Parents, Government & Public) of the University.
- To conduct all examinations as per the pre-published calendar of examinations.
- To curb malpractices and unfair means in the examinations.
- To maintain confidentiality and increase reliability of the examination system.
- To increase transparency in the examination system.
- To evaluate answer books through Central Valuation Program in the minimum time period.
- To declare results (as early as possible) in the shortest possible time.
- To undertake verification, supply of photocopies of the assessed answer books to the students and revaluation of the assessed answer books.

The Practice

SEET (**S**oftware **E**nabled **E**valuation **T**ool) developed by the Centre for E-Governance is web-based (which is secured) and provides a user-friendly interface.

- The evaluation system, as adopted by the University, has two components, viz,
    1. The Continuous Assessment Test (CAT)
    2. The End Semester Examination (ESE)

    The ratio of weightage is 40% in CAT and 60% in ESE for UG and PG. The answer scripts are given on demand to the students after evaluation for the purpose of Retotaling/ Revaluation and thereby providing sufficient transparency and accountability.
- A general thrust is given on the external examiners question paper setters, moderators and evaluators of the answer scripts.
- Elimination of subjectivity to the possible extent in the marking system is accorded by introducing the grading system, converting marks into grades.
- The University has prepared Question Banks for various courses at UG level. They are used by the faculty for setting the question papers.
- The question paper carries the questions such as short answer type (5*2=10 marks), brief answer type questions (5*4=20 marks) and the Long answer questions (5*14=70 Marks), to test their synthesis, drawing, creativity, originality, etc.
- The level of achievement is maintained high in the performance of students in the examinations. Further the percentage of passes in each semester examination is always around 80% and above.
- At the time of introduction of the Examination Reforms against the traditional examination system. Orientation to teachers of the University, workshops are conducted.
- Three written tests, quizzes, surprise tests, etc are introduced as part of the CAT. Later it is reduced to two internally & one centralized.

- The examination reforms are found to have fitted in well, as an aid to maximize learning by the students and also as a measure of the students' mastery over the subject. It has been widely understood by the teachers and found to be rewarding to the students.
- **Physically Handicapped / Orthopedically affected** students can write their examinations through the help of scribes. Such students are instructed to request the Controller of Examinations for the appointment of scribes as per the University rules.

CHOICE BASED CREDIT SYSTEM (CBCS)

The Indian Higher Education Institutions have been moving from the conventional annual system to semester system. Currently many of the institutions have already introduced the choice based credit system. The semester system accelerates the teaching –learning process and enables vertical and horizontal mobility in learning. The credit based semester system provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The choice based credit system provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquire more than the required credits, and adopt an inter disciplinary approach to learning. AMET move to CBCS and implements the grading system from the Academic Year 2015-16.

IMPORTANCE OF CHOICE BASED CREDIT SYSTEM (CBCS)

- Learn at their own pace.
- Choose electives from a wide range of courses.
- Undergo additional courses and acquire more than required number of credits.
- Adopt an interdisciplinary approach in learning.
- Inter College/University transfer of Credits.
- Complete a part of programme in the parent institute and get enrolled in another institution for specialized courses.
- Enhance skills/employability by taking up project work, entrepreneurship and vocational training.
- Continue and transfer their credit.
- Make best use of the expertise the faculty available.
- Bridges the gap between professional and liberal education.
- Greatly improves the employability of students.
- Promotes students' mobility- horizontal as well as vertical.
- Collaboration with industry and foreign partners to foster innovations possible.
- This can go a long way in capacity building of students.

Credit System:

The credit based semester system provides flexibility in designing curriculum and assigning credits based on course content and hours of teaching. Under this system, the requirement for awarding a degree or diploma is prescribed in terms of number of credits to be completed by the students.

Minimum Credits for

PG – 2 years program	-	90 credits
UG – 3 years program	-	140 credits
UG – 4 years program	-	180 credits

The total number of the credits may vary from programme to programme, however it should not exceed more than 10 credits over and above the minimum credits allocated to the respective programme.

The Core and Foundation courses will carry 85% (60+25) credit weightage. General and Open courses will carry 15 % credit weightage.

1. Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (core, elective or minor or soft skill courses).

2. Course: Usually referred to, as '**papers**' is a component of a programme. All courses need not carry the same weight. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

3. Credit Based Semester System (CBSS): Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by the students.

4. Credit Point: It is the product of grade point and number of credits for a course.

5. Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

6. Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

7. Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale. (Mark)

8. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and F under 10 points grading system.

Marks	GRADE POINT	LETTER GRADE
90 - 100	10	O - Outstanding
80 - 89	9	A + (Excellent)
70 - 79	8	A (Very Good)
60 - 69	7	B + (Good)
55 - 59	6	B (Above Average)
50 - 54	5	C (Average)
40 - 49	4	P (Pass)
Below 40	0	F (Reappearance)
	0	AB (Absent)

9. Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

10. Grade Report / Consolidated Grade Report

Based on the marks secured in internal and external examinations, grades earned are calculated and grade report is issued to all registered candidates after every semester. The grade report will display the course details such as subject code, subject title, number of credits, mark secured in Internal and External Examinations equivalent grade along with SGPA of the semester and CGPA earned till that semester.

11. Calculation of SGPA & CGPA

$$SGPA = \frac{\text{SUM OF THE PRODUCT OF CREDITS WITH GRADE POINTS}}{\text{SUM OF CREDITS OF ALL COURSES OF THE SEMESTER}}$$

$$CGPA = \frac{\text{SUM OF PRODUCT OF SEMESTER CREDITS WITH SGPA}}{\text{SUM OF CREDITS OF ALL 3\% \%34\%23}}$$

SEET - SOFTWARE ENABLED EVALUATION TOOL

1. Semester Setting:
   This option is to set the current year and semester of the batch in the course

2. Semester wise Subject Entry / View
   This option is to enter Subject Details like Subject Code, Name, Subject Type (Theory/Practical), Handling Department, Seq. Number etc.

3. Group wise Student Allotment for Elective Subject
   Classify students group wise according to their choice of elective subjects, if any.

4. Examination Schema Entry / View
   Entry of Schema details for each subject like Credit for the subject, internal and external components, maximum mark and pass mark in each component, overall pass percentage.

5. Min / Max Grade Entry / View for each subject
   Specify the range of marks and its grade

6. Examination Details (Examination Name and Session)
   Entry of Examination details for each batch such as Session (2015-2016), month and year of examination to be held, result publishing date.

7. Preparation of exam application form with fee details
   Generation of End Semester exam application with details about Student including photo, subjects to be appeared, exam fee details, last payable date and instructions.

8. Web portal for Examination under University website
   Development of a separate web portal for Students and Parents to display information about students like personal details, attendance details, fee details and examination information. Through this portal, students can also apply for examinations.

9. Preparation of Exam fee paid student list
   Generation of batch wise list of students who have paid the exam fee.

10. Generation of Hall Ticket
    Generation of Hall Ticket with student details with photo and subjects to be appeared

11. Entry of Subject wise Continuous Internal assessment marks and practical marks by staff
    Subject wise Continuous Internal Assessment marks and end semester practical marks are received and entered in this section

12. Exam Attendance Entry / View
    Daily attendance entry of semester examination conducted is entered here. In this the attendance of students is entered for the subject for which exam is held

13. Sending Exam absentees SMS to parents possible

    Sending SMS to parents of students who have not attended the examinations daily after entering exam attendance, so that parents can also track the activities of the students easily.

14. Dummy Number Entry / View

    Dummy Numbers are allotted to the answer scripts of students after verification of attendance and these dummy numbers are entered in the system for each student and subject.

15. Regular Exam Mark Entry / Edit / View

    Once the valuation of answer scripts are completed the marks are entered in the system by the examiners itself through centralized evaluation process.

16. Generation of Mark statement for moderation

    After all the marks are entered in the system, a list with mark wise students who may get pass mark is generated and placed before examination board for moderation.

17. Generation of Mark statement for moderation with Reg. number

    Once the board approves the moderation, a list of students with their register number will be generated to whom moderation marks can be awarded

18. Revaluation mark entry

    If a student applies for revaluation, the paper is again valuated and the mark secured is entered in the system. The system picks the best of the two marks and assigns it as the final marks for the student

19. Withheld student list entry

    Entry of students whose results has be withheld due to various reasons like malpractice, fee due, disciplinary actions etc.

20. Finalization of End semester Exam result

    Finalizing the result before publication, in which the marks are calculated and the result of each student and subject along with pass / fail, grade, grade points etc. are updated for publishing.

21. Generation of Internal Mark statement

    This is a report in which internal marks of all subjects are displayed as a report after finalization of results

22. Generation of End Semester Mark statement

    This is a report in which external marks of all subjects are displayed as a report after finalization of results

23. Updating Original marks of student based on End Semester and Arrear Examination

    In this finalization process, the marks secured in the regular exams and arrear exams are processed and the final result of each subject for all students is updated.

24. Generation of Subject wise Mark statement

Generating a report for displaying student wise mark secured in each exam component, total marks, grade points, grade for a particular subject

25. Arrear / Instant Exam Details Entry / View

Entry of Arrear Exam details for each batch like month and year to be held, session, exam type (Collegiate / Non Collegiate), result publishing date etc.

26. Arrear / Instant Exam Application details Entry

In this section, applications received from students for arrear exam are entered. In this process the arrear subject list of a student is displayed once his register number is selected, and from the list, the subject for which arrear exam is applied is selected.

27. Arrear / Instant Exam hall ticket generation

Hall ticket for each student for the arrear exam to be held is generated with photo and subjects to be appeared

28. Arrear / Instant Exam Attendance Entry / View

Daily attendance entry of arrear examination conducted for subject wise student appeared is entered

29. Arrear / Instant Exam Internal Mark Entry / View

Entry of subject wise marks secured in the internal exam conducted for each student

30. Arrear / Instant Exam External Mark Entry / View

Entry of subject wise marks secured in the arrear exam for each student

31. Finalization of Arrear result

Finalizing the arrear results before publication to calculate grade points, total marks, grade secured, result.

32. Online Result publication through login and password

Publication of University results through university website with register number as login id and date of birth as password

33. SMS to parent regarding End Semester results

After the publication of the results, the details of the results will be sent to parent's mobile through SMS.

34. Generation of Regular Mark Statement

This is a report in which internal marks, end semester marks, total marks, grade points, grade secured of all subjects are displayed as a report after finalization of results

35. Generation of Arrear Mark statement

This is a report in which internal marks, arrear marks, total marks, grade points, grade secured of all subjects are displayed as a report after finalization of results

36. Generation of Student wise arrear subject list

In this report, semester wise subjects pending as arrear are listed for each student

37. Generation of Subject wise arrear student list
    In this report, student name list who have arrears in each subject are listed

38. Generation of Student wise arrear subject list – Low internal mark list
    In this report, semester wise subjects pending as arrear who have passed in theory and failed due to low marks in internal exam for each student is displayed

39. Generation of Subject wise arrear student list – Low internal mark list
    In this report, subject wise student list who have arrears due to low internal marks and passed in theory are listed

40. Arrear subject of all batches
    This report is generated to list the subjects of all the batches in which students have arrears pending

41. Serial number setting for mark sheet
    Assignment of serial numbers for regular and arrear mark sheet, consolidated mark sheet and provisional certificate

42. Generation of regular mark sheet
    Printing of regular exam mark sheet for each student which will be generated in pdf format

43. Generation of Arrear mark sheet
    Printing of regular exam mark sheet for each student which will be generated in pdf format

44. Generation of Consolidated mark sheet for final years
    Printing of Consolidated mark sheet for students who have cleared all the subjects in all semesters and eligible for awarding degree.

45. Generation of Provisional certificate for final years
    Printing of Provisional certificate for students who have cleared all the subjects in all semesters and eligible for awarding degree.

46. Generation of Certificate of Merit for each semester
    Printing of Certificate of Merit for students, batch wise, who have secured top 3 ranks in the semester exams conducted. This list is prepared according to the GPA secured in the semester.

47. Generation of Certificate of Merit for final year students
    Printing of Certificate of Merit for final year students who have secured top 3 ranks in the overall performance. This list is prepared according to the CGPA secured in the overall semesters.

48. Generation of Diploma Certificate
    Printing of Certificate of Diploma for students who have completed the Diploma courses successfully

49. Generation of rank list with GPA

This report is generated to list the students according to the GPA to rank their position in the semester exams conducted

50. Generation of rank list with CGPA

This report is generated to list the students according to the CGPA to rank their position in the overall performance of all the semesters

51. All course pass percentage

This report is generated to list batch wise pass percentage of all the courses for which exams are conducted with total number of students appeared, number of students passed, pass percentage.

52. All course semester percentage

This report contains semester wise pass percentage for all the semesters for which exam conducted of a particular batch.

53. Subject wise pass percentage

This report contains pass percentage in each subject of a particular semester of a batch.

54. Grade Analysis

This report displays tabulation of details of number of students securing grade in each subject along with graphical representation.

55. Student mark statement

Generating a report for displaying subject wise mark secured, grade points, grade, passing month and year for a particular student

56. Report in secured class of students list

Automated generated list of students who are eligible for awarding degree with details about their CGPA, month and year of passing, secured class

57. Online study material with Question bank

Uploading subject study materials given by faculty in the University website for the students benefit and also scanned documents of previous year question papers accessible to all students

Transparent Evaluation Process

- Photocopies of the valued answer sheets can be had on request by the students.
- Revaluation can be applied by the students
- All answer scripts of internal assessment tests are returned to the students.
- Internal assessment is finalized only if accepted and signed by the students.
- Allocation of marks for the answers is made known to the students and the students have the privilege to get clarification if they perceive any anomaly.

Components of Continuous Internal Assessment

Weightage for continuous assessment is as follows:

Internal		**Marks for 40**
Assignment	-1:	10
Test	-1:	10
Test	-2:	10
Model Exam (3 Hr Exam conducted by the OCOE)	-1:	10
		40 Marks

External **Question paper for 100 marks**

Part A	All 5@ 2 marks	10 marks
Part B	5 out of 8@ 4 marks	20 marks
Part C	5either or @ 14 marks	70 marks
		100 marks--- Reduced to 60 marks

REFORMS:

Some of the reforms made with reference to evaluation are:

- Conducting Exam Reform Committee Meeting frequently.
- Moderation in end semester examination
- Continuous Assessment Test - (CAT)
- Online testing for the papers on GK and those on Analytical Reasoning Levels 1, 2 and 3
- Periodic revision of the list of evaluators
- Adopting central evaluation of answer scripts.
- Complete computerization of the entire work-flow of nominal roll creation, entry and submission of the various components of Continuous Internal Assessment marks by the various department faculty themselves and result and mark sheet publication. The 'SEET' (Software Enabled Evaluation Tool) developed by the Centre for E-Governance is web-based (which is secured) and provides a user-friendly interface. Workflow and security are maintained by features such as disallowing unauthorized access to marks and debarring any changes to internal assessment after final online submission by the Head of the Departments.

- The students take both the regular & arrear papers in the end semester examinations held in Nov-Dec and April-May every year.
- Designing and implementation of an effective seating plan to prevent malpractice in examinations.
- Combination of alphabet on the cover page of every answer book, randomly chosen for the day to eliminate malpractice.
- By incorporating the following innovations in mark sheets
    - Printing of marks for every paper and total in words.
    - Photograph of the candidate is printed in the mark sheet.
    - Incorporating 3 secret features in the printing of mark sheets.
    - Incorporating 12 secret features in the printing of Degree Certificates.
    - Conducted a National Level Workshop on "Application of Technology in Reforming Examinations System" in Sept-2015.

SPECIAL INSTRUCTIONS

1. If a holiday is being declared after the publication of the time table, the University examinations will not be postponed or cancelled. The examinations will be conducted as per schedule unless otherwise notified.
2. The time-table is subject to change, only in case of exigencies or unforeseen circumstance, viz., strike, bandh. sudden declaration of holidays, etc. The Controller of Examinations will notify the alternative date and time of examination in the event of such exigencies.
3. If any, discrepancy noticed in the time-table, it should be brought to the notice of the Controller of Examinations for rectification.
4. The marks entered in the Foil cards in respect of subjects of Soft Skill/ Value Education / Practicals / Internal Assessment/Project/Mini Project/Viva Voce must be sent by the respective Head of the Department immediately after completion of exams to the Controller of Examinations. Otherwise, the results will be withheld.

DUTIES/ RESPONSIBILITIES OF THE CONTROLLER OF EXAMINATIONS

The Controller of Examination shall:

1. Issue under the direction of Vice Chancellor / Registrar all notices for convening the meetings of Examination Reform Committee, Board of Examiners, and the Malpractice Enquiry Committee, Examination Calendar Committee whichever instituted in connection with examinations.
2. Conduct Examination and make all other arrangements necessary for the execution of the processes connected with examinations. This includes,
    - Setting and Printing Question Papers.
    - Preparing the schedule of Examinations.
    - Issues of Hall Ticket through Head of Department.
    - Hall Seating Arrangements.
    - Appointment of Invigilators.
    - Organizing the Central Valuation Camp.
    - Appointment of Examiners for Evaluation of Answer Scripts.
    - Tabulating the Internal and External marks through Centre for E-Governance.
    - Convening the meeting of the Board of Examiners to pass the results.
    - Convening the meeting of the Examination Committee to publish the results.
    - Convening the Malpractice Enquiry Committee.
    - Conducting Revaluation Examination & Instant Examination.
    - Finalizing the Results .
    - Printing and Issuing of Certificates.
    - Organizing the Convocation.
3. The custodian of records pertaining to his duties and responsibilities and maintain minutes of meetings related with Examination.
4. Bring in Examination reforms and update the examination process from time to time.
5. Perform such other duties as may be specified by the Vice Chancellor.
6. The two major objectives of the Examinations System are (1) conduct of examinations successfully and (2) Publication of the results within the stipulated time.

Members of the Examination Calendar Committee

1. The Controller of Examinations – Convener
2. The Chief Executive Officer
3. Prof.T.Mohan, Dean- PG Studies
4. Dr.D.Ebenezer, Head of the Department of Mathematics
5. Dr.M.Jayaprakashvel, Co-ordinator, NAAC Steering Committee

Members of the Examination Reform Committee

1. Hon'ble Vice Chancellor- Chairman
2. Controller of Examinations - Convener
3. Prof.K.R.Chidambaram-Principal, DG Courses (Marine)
4. Capt.Yashwanth Raj, HOD-Nautical Science
5. Dr.P.N.Ananthanarayanan- Prof & HOD- Petroleum
6. Cdr.Prashanth- Prof & HOD- Naval Architecture
7. Dr.S.Ramachandran- Director, AMET Business School
8. Dr.D.Arivazhagan- Director, Centre for E-Governance

Special Invitee

1. Dr.P.Saravanan- Registrar
2. Capt.K.Karthik – Director, UCIR

Members of the Examination Malpractice Enquiry Committee

1. Convener	: **Controller of Examinations**
2. Members	: **Dr.P.N.Ananthanarayanan** – Professor & HOD, Petroleum Engineering
	CDR.Prasanth Kumar Singh- Professor & HOD, Naval Architecture
	Capt.K.Karthik – Professor, Nautical Science

EXAMINATIONS SCHEDULE

End Semester Examinations will be conducted in November and May of every Academic Year.

The schedule for the conduct of continuous Internal Assessment Test and the commencement of University Practical and Theory Examinations are given in the Academic Calendar as well in Exam Calendar.

Registration for University Examinations

Details of the Application Form/ Payment Procedure / Hall Tickets

Students can obtain their End Semester Examination Application Form from the respective Department. The Filled in Application Form with the signature of the Head of the Department should be submitted in the Office of the Controller of Examinations after paying the necessary exam fees, within the stipulated time.

The Office of the Controller of Examinations after collecting the Application Form, generates the Hall Tickets. Hall Tickets will be issued to the students through their departments. Hall Tickets of students who have (Fees Due / Lack of Attendance/ Malpractice / Indiscipline will be held back by Office of the Controller of Examinations.Based on the recommendation of Examinations Reform Committee, Hall Tickets will be issued through Office of the Controller of Examinations.

Question Paper Setting and Printing

1. At the beginning of the semester the Office of the Controller of Examinations, list the subjects for which Examination is to be conducted course wise and Semester wise.
2. Based on the Panel of Examiners, the Office of the Controller of Examinations prepares the List of Examiners to whom question paper setting is to be sent.
3. Appointment of Examiners and the communication for the setting of question paper is to be sent two months before the schedule of exam. The Examiners are requested to send two sets of question papers (typed form) with key, in a sealed cover to the Controller of Examinations. The examiner will be given 2 weeks time to set the Question Paper.
4. Controller of Examinations on receipt of question papers, check whether it is in the required format.
5. After verifying the question papers, the Controller of Examinations issues order to the printing press with instruction to print the question papers in a confidential manner.
6. After printing the question papers, the printer has to deliver in sealed covers directly to the Controller of Examinations within the stipulated time.
7. Scrutinization of Question Paper:

   To maintain confidentiality the printed Question Paper will be scrutinized in the Office of the Controller Of Examinations by the respective Head of the Department , only 30 minutes before the commencement of examination, correction if any noted will be announced in the Exam Hall by the Addl. Controller of Examinations.

TIME SCALE FOR CAT, PRACTICAL, MODEL AND END SEMESTER EXAMINATION (REGULAR & ARREAR)

ODD SEMESTER

August - Commencement of First Internal Test
August - Last date for uploading First Internal Marks
September - Commencement of Second Internal Test
September - Last date for uploading First Internal Marks
October - Commencement of Practical Examination
October - Commencement of Model Examinations
November - Last date for uploading Model Exam Marks and CIA Marks
November - Commencement of University Exams (Regular & Arrear)
December - University Exam Ends

EVEN SEMESTER

February - Commencement of First Internal Test
February - Last date for uploading First Internal Marks
March - Commencement of Second Internal Test
March - Last date for uploading First Internal Marks
April - Commencement of Practical Examination
April - Commencement of Model Examinations
April - Last date for uploading Model Exam Marks and CIA Marks
May - Commencement of University Exams (Regular & Arrear)
May - University Exam Ends

INSTRUCTIONS TO INVIGILATORS

1. One Invigilator for every 25 candidates or part of that number in each hall or room is allotted. If number of the candidates for the examinations on any date does not exceed 25 no invigilator need to be appointed. It can be taken care of by the Office of the Controller Of Examinations.

2. The Invigilator(s) should be present in the examination centre at 9.30 a.m. in the morning session and 1.30 p.m. in the afternoon session to collect the answer paper booklets and the Question Paper from the Collection point and distribute them to the candidates.

3. The Invigilator(s) should not allow the candidates without Hall Ticket & Identity Card inside the Examination Hall. The Invigilator(s) should verify the front page of the answer paper booklets of the candidates as to the register number of the candidate, the question paper number, subject code etc. filled-in by the candidates. Only after verifying all the

details and hall ticket, the invigilator(s) should affix their initials on the answer papers.

4. The Question Papers should be distributed to the candidate sharply at 10.00 a.m. in the morning session and 2.00 p.m. in the afternoon session.

5. The Invigilator(s) should check the hall ticket of each and every candidate with his/ her photograph and the signature in the attendance sheet. If any, discrepancies it should be immediately brought to the notice of the Controller of Examinations.

6. The Invigilator(s) should not allow the candidates to bring the mobile phones inside the examination hall.

7. The Invigilator(s) should also check whether any candidate writes his / her register number or marks any other indications in the Q.P or any pages of the answer booklet.

8. The Invigilator(s) should not allow any candidate to take the answer booklet out of the examination hall.

9. The Invigilators(s) should put `AAA ´ in the attendance sheet against the names of the candidates who are absent for any particular examination. The invigilator(s) should also see that the answer booklet numbers are indicated by the candidates in the attendance sheet.

10. The Invigilators(s) should not permit any student to enter the hall after 30 minutes of the commencement of exam.

11. The Invigilators (s) should not permit any student to leave the hall within 30 minutes from the commencement of Exam.

APPOINTMENT OF CAMP OFFICER:

To conduct the Evaluation of the End Semester University Exams, the Vice Chancellor nominates one Camp Officer and one Addl. Camp Officer.

a. The Camp Officer allots the Valuation Hall /Room to the Examiners as per their requirement.
b. One day before the valuation commences, and next day to the completion of valuation he fixes the Board Meeting.
c. He takes care of the issue of Answer Papers as per norms to UG & PG board, and the Completion of the respective Board.
d. He supervises the foil sheets marks are being typed in the computer by the respective evaluator and sent to Centre for E-Governance for Printing.

INSTRUCTIONS TO THE CAMP OFFICERS IN CENTRAL VALUATION

1. The valuation work will be held from 9.30 a.m. to 12.30 p.m. for the forenoon session and from 1.30 p.m. to 4.30 p.m. for the afternoon session on all the days including Saturday. However, the camp staff should be present at the Camp an hour before for arrangements.

2. Before the transfer of answer scripts to the Central Valuation Centers, checking must be done to examine the total number of students registered for a particular paper, number of answer scripts received and number of absentees so as to ensure collection of answer scripts.

3. Central Valuation work should be commenced only after ascertaining the receipt of all the dummy numbered answer scripts.

4. The Camp Officer will hand over the packets or bundles each containing 30 answer scripts along with question papers, key and Foil cards to the Chief Examiners .

5. The Camp Officer of the Central valuation camp should verify the appointment order from each Examiner.

6. The Scheme of Valuation with key sent by the office of the Controller of Examinations will be discussed in the Board meeting along with the Examiners one day before the commencement of valuation.

7. The Chief Examiner should get the details of the available answer papers with key from the Camp Officer a day prior to the commencement of central valuation.

8. Valuation should be done as per the scheme of valuation supplied at the centre.

9. Five Assistant Examiners will be allotted to each Chief Examiner who will be overall in –charge of the valuation. He shall scrutinize all the answer papers valued by the Assistant Examiners under his/her charge. He /She should also verify whether the valuation is done as per the scheme of valuation. The Chief Examiner should value at least 10% of the answer papers valued by each Assistant Examiner and he/she should record his/her remarks on the answer papers in different ink which shall be the final marks. The remuneration for Chief Examiners shall be the average remuneration of all the Assistant Examiners in the subject plus 10% of the total remuneration of the Assistant Examiners under his/her charge.

10. Before the commencement of valuation, the examiners are requested to verify whether they have handled the subjects of the answer scripts.

11. If any Examiner appointed for a particular subject is not reported for valuation, the answer paper may be returned back to the Camp Officer.

12. The Chief Examiners are requested to issue the answer papers of a particular subject for valuation only to the examiners who actually handled that subject. No Examiners will be allotted more than 3 subjects for valuation.

13. Each examiner will be given 30 UG answer scripts for each session separately with the concerned Foil Sheets. In case of PG Degree, 20 answer scripts will be given for each session to each examiner for valuation.

14. The Examiners have to award marks and record them on the front page, total them and then write the marks in number and in words and should sign in full in the first page of the answer paper.

15. The Chief Examiners are required to attest corrections, if any, made by them and sign on the first page for having checked the valuation (whether all the answers are valued) and also the total. Even if no alteration is made by the Chief Examiner, he/she shall record nil correction and then affix his/her signature.

16. Marks should be legible and corrections if any should be attested, with full signature.

17. The Examiners should return the evaluated answer scripts in the evening of the same day and the answer scripts allotted for the day shall not be kept pending. The marks should be entered in the Foil sheet and in the computer by the Examiners.

18. Under the Supervision of the Chief Examiner, entry of the marks in the foil cards and in computer should be done and verification should also be carried out. In this connection, a Data Entry Operator may be appointed by the Chief Examiner.

19. Every day soon after the valuation, the Examiners should fill-up the statement of percentage of pass, so that the number of scripts valued by them can also be recorded on each day of valuation. The respective Chief Examiner should collect these statements, calculate the percentage of pass and hand them over to Camp Officer. This form of statement will help to tabulate the results on the last day of valuation.

20. Wherever the valuation by an Examiner is considered to be unsatisfactory, the Chief Examiner shall give further instructions to the examiner. In case of continued unsatisfactory valuation by an Examiner, the Chief Examiner shall bring the facts immediately to the notice of the Controller of Examinations through the Camp Officer. In such cases severe action will be taken against such Examiners.

21. Fraction of marks in the total of each paper should be brought to the next integer before entering in the foil sheets. No candidate should be failed for want of one or two marks

22. The attention of all Examiners is drawn to the need for a careful checking of the answers to see that no answer is left out in valuation and that proper marks are assigned to all answers and parts thereof. Examiners are requested to be careful in totaling the marks and correctly entering the marks in the first page of the answer book and in the Foil sheet.

23. The Examiners are also requested to score off blank sheet and blank portions in the answer books.

24. The Examiners should use red ballpoint pens for award of marks. No marking should be made in pencil or other than the color mentioned above.

25. Under no circumstances the foil sheets should be torn, as every foil sheet bears the page number.

26. No Dummy Number should be introduced / altered.
    a. The foil sheets will be duly filled in with all relevant information.

    b. The marks should be entered in the lines [……..] provided against each Dummy number and the MARKS MUST BE ENTERED IN WORDS also.[For example 047 as ZERO FOUR SEVEN]

    c. The total of all the marks in a sheet should be written in the line provided at the bottom of the sheet.

27. Examiner should sign the Foil Sheet before submission. The marks in the Foil sheet should be typed in the computer provided for the examiner.

28. Examiners who have reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate to the Controller of Examinations immediately through the respective Chief Examiner and Camp Officer along with details for suspecting malpractice and all material evidence available.

29. Malpractice [MMM] cases should be entered in ink in the foil sheets by the Examiners.

30. Attempts made by the candidates or other interested persons to influence the Examiners with regard to the valuation of any of the answer papers shall forthwith be reported to the Controller of Examinations. Severe action will be taken on erroneous Examiners, if any.

31. Camp Officer / Chief Examiner should not entertain outsider to enter into the valuation hall.

32. The Camp Officer should forward the copies of representations received regarding defects in the Question papers to the Chief Examiners on the first day as well as on the day of passing the results. , Chief Examiners and Examiners are requested to value the papers, finalize and pass the results taking into consideration the nature of question, if out of syllabus, tough question, percentage of pass etc., before suggesting the award of suitable marks to earn a pass. The suggestions recommended to earn a pass should be straight without any ambiguity, so that implementation of Board Recommendation is not complicated.

33. The Board Meeting, to pass the results, should be convened for each subject on the last day of the valuation or on the very next day. The minutes of the meeting may be sent to the Controller of Examinations in duplicate, duly signed by the Chief Examiner and the Examiners of the concerned Board.

34. All the examiners must be present in the central valuation camp till the valuation is completed. Dearness Allowance is permitted only for External Examiners.

35. The Camp Officer has to arrange for the payment of Dearness Allowance with the help of Finance Section of the University and also the remuneration to the Examiners at the end of their valuation from the funds allotted by the University.

ALL THE NORMS EVOLVED ABOVE SHALL APPLY TO ALL EXAMINATIONS.

Honorarium for Examiners:

1. The Chief Examiner should ensure that the remuneration forms should reach the Camp Officer in the morning itself which will help hassle free disbursement on the final day afternoon.

2. The disbursement of the honorarium will be done only by the Camp Officer.

3. In the event of an examiner not being present on the final day, such examiner may be permitted to authorize a colleague by a letter to that effect to receive the honorarium on his/her behalf.

INSTRUCTIONS TO EVALUATORS

Evaluation Procedure and Conducting of Board Meeting:

1. The valuation work will be held from 9.30 a.m. to 12.30 p.m. for the forenoon session and from 1.30 p.m. to 4.30 p.m. for the afternoon session on all the days including Public Holidays except on Sundays.
2. The Scheme of Valuation will be given to the Examiner evaluating the answer scripts.
3. Board Meeting will be conducted 1day before the commencement of evaluation.

BOARD MEETING
Agenda

a. Chief Examiner allots papers to all Examiner as per their subject taught.
b. If key to the Question Paper is not available for any paper, the Chief Examiner must ensure that it is prepared by any of the available Examiners.
c. Instruction to all Chief Examiner & Examiner regarding valuation procedures, Foil Sheet Entry & Entering the marks in computer and not keeping any paper pending for the day etc.
d. Checking the entry in Foil Sheet and Computer entry.
e. Returning the absent Additional Examiner's answer papers if any to Camp Officer.

PASSING RESULT :

f. The Board Meeting has to pass the results. It should be convened for each subject after the valuation. The minutes of the meeting may be sent to the Controller of Examinations duly signed by the Chief Examiners of the Boards concerned.

4. Valuation should be done as per the scheme of valuation supplied.
5. Before the commencement of valuation, the examiners shall verify whether they have handled the subjects of the answer scripts.
6. Each Examiner will be given 30 UG/20 PG answer scripts for each session separately with the concerned Foil Sheets.
7. The Examiners have to award marks only on the front page, total them and then write the marks in number and in words and sign in full in the first page of the answer paper.
8. Marks should be legible and corrections if any should be attested, with full signature by the Examiners .
9. Soon after the valuation, the Examiners should fill-up the statement of percentage of pass, so that the number of scripts valued by them can also be recorded on each day of valuation.
10. Fraction of marks in the total of each paper should be brought to the next integer before entering in the foil sheets.
11. The attention of all Examiners is drawn to the need for a careful checking of the answers to

see that no answer is left out in valuation and that proper marks are assigned to all answers and parts thereof. Examiners have to take special care in totaling the marks of each candidate correctly and in the same mark should be entered in the first page of answer book and in the foil sheet.

12. The Examiners have to score off blank sheet and blank portions in the answer books.
13. The Examiners shall check up the total carefully and also see whether all the answers are valued and marks awarded.
14. The Examiners should use red ballpoint pens for award of marks.
15. Under no circumstances the foil sheets should be torn, In case of torn, a new foil sheet can be used after informing the Controller of Examinations.
16. No Dummy number should be introduced / altered.
17. The Foil Sheets will be duly filled in with all relevant information.
18. The marks should be entered in the lines [……..] provided against each Dummy Number and the MARKS MUST BE ENTERED IN WORDS also. [For examples 047 as ZERO FOUR SEVEN]
19. Foil Sheets should be signed by Examiners before submission to Chief Examiner..
20. Examiner who have reason to suspect malpractice on the part of any candidate should make all possible preliminary investigation and communicate to the Controller of Examinations immediately along with details for suspecting malpractice and all material evidence acquired from the candidate.
21. Malpractice [MMM] cases should be entered in Red ink in the foil sheets by the Examiners.
22. Attempts made by the candidates or other interested persons to influence the Examiners with regard to the valuation of any of the answer papers shall forthwith be reported to the Controller of Examinations. Severe action will be taken on erroneous Examiners, if any.
23. The Examiners are informed that the passing minimum for UG and PG Examinations are as follows:
    - UG all Examination – **50 %**(except in few subjects like Nautical Science where the passing minimum is(**40% 60/70%)**
    - All PG Examinations – **50 %**

Participation of Examiner in Evaluation Work:

1. Examinership offer letter should be sent in advance and the concurrence of the examiners should be obtained in the year – wise list.

2. Depending upon the seniority, the Chief Examiner will be fixed and 5 Examiners are fixed under each Chief Examiner. Chief Examinership is applicable only for a particular Central valuation and does not guarantee continuance.

3. The Acceptance Letter of the Examiner should be forwarded to the Camp Officer by the Controller of Examinations within the stipulated time.

4. Evaluation should be done by faculty with desired number of years of experience.

5. Examiner should report to the Camp Officer / Chief Examiner at 10.00 a.m. Due to logistic problem in the city, late by 15 minutes may be permitted.

THE DUMMY NUMBERING WORK

The University introduced the system of assigning of dummy numbering to all the answer scripts to avoid malpractice. The dummy numbering works are done under the direct supervision of the Controller of Examinations/Addl. Controller of Examinations. The dummy numbering staffs are assigned with the following duties and responsibilities.

1. Receiving the Answer Script covers from the Office of the Controller of Examinations.
2. Assigning the dummy number to the answer scripts as per the Range list provided by the Controller of Examinations.
3. Separating the top slips from the answer scripts.
4. Scrutinizing the correctness of the above said slips.
5. Scrutinizing the correctness of dummy numbering on the answer scripts.
6. Bundling the top slips in hundreds and binding them and mentioning the range of dummy numbers on the cover of the top slips. This will be sent to Centre for E-Governance for updating in the software with the original register number and dummy number along with absentees.
7. The dummy numbered answer scripts should be given to the Controller of Examination. This is sent to Camp Officer for Valuation.
8. The top slip bundles shall be kept in carton boxes and sealed and the same shall be maintained at the Office of the Controller of Examinations.

PUBLICATION OF RESULTS:

After completion of valuation, and Passing Board Meeting results will be announced to the Students through our University Web Site and also displayed on our University Notice Board.

Re-Totaling or Photocopy of the Answer Script

A student in case not satisfied with the marks awarded in the semester (Theory) End Semester Exam, can first apply either for Re-totaling or apply for photo copy of his answer script.

Revaluation of Answer Script

Students who have applied for revaluation of his answer paper will be presented before Revaluation Committee consisting of the Exam Committee Convenor, and a faculty member of the course. A senior faculty in that course will be asked to revalue the answer script.

Instant Examination

Instant Examination conducted only for the final year students having overall two arrear papers.

EXAMINATION MALPRACTICE ENQUIRY COMMITTEE - FUNCTION

Members of the Examination Malpractice Enquiry Committee

1. Convener : **Controller of Examinations**

2. Members : **Dr.P.N.Ananthanarayanan** – Professor & HOD, Petroleum Engineering

CDR.Prasanth Kumar Singh- Professor & HOD, Naval Architecture

Capt.K.Karthik – Professor, Nautical Science

S.NO	Nature of Malpractice	Maximum Punishment
1.	The candidates facilitating the other candidates(s) to copy from his/her answer script	Invalidating the examination of the particular subject written by the candidate. Or When the quantum is equal to or more than that could normally be printed in full page that he/she will be debarred for the current semester.
2.	The candidate possessing any incrimination material(s) (whether used or not). For example –written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall ticket etc..,	
3.	The candidates possessing cell phone(s) / programmable calculator(s)/any other electronic storage device(s) and containing incriminating materials (whether used or not)	
4.	The candidate possessing the answer scripts of another candidate.	Invalidating the examination of all the theory and practical subjects of the current semester.
5.	The candidates passing his/her answer script to another candidate.	
6.	The candidate misbehaving in the examination hall.	Fine as levied by the Malpractice Committee.
7.	Cases of Impersonation.	The students is debarred from continuing his/her studies and debarred from writing the examinations permanently.

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
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Convocation

GENERAL INSTRUCTIONS TO GRADUANDS.

1. This convocation function is " A function to Remember" for you.

2. Kindly cooperate to make this Convocation a SUCCESS.

3. Dress in your Convocation Gown issued and Wear your Convocation Badge without fail.

4. Maintain discipline and order, No gossip or exchange of gestures to friends and parents at the convocation venue.

5. Switch off your Mobile phone or keep it in silent mode.

6. Follow strictly the procedure for receiving the degree certificate.

7. When the procession enters the Auditorium the candidates and invitees shall rise and remain standing until all those on the dais have taken their seats.

8. While the candidates are called for the issue of degree certificates they have to come to the stage as per the order of the convocation badge number.

9. After the receipt of the certificate the candidates should return to their seats quickly and in an orderly manner and they will not be allowed to go anywhere other than their seats.

10. When all the candidates are issued with the certificates the chancellor will administer the pledge.

11. When the Chancellor says "Let the candidates stand" all the candidates must stand and repeat the pledge.

12. After administering the pledge the Chancellor shall confer the degree and the candidates shall remain standing quietly and attentively till the Chancellor completes the conferment of Degree.

[

13. At the conclusion of the convocation the graduates shall remain standing until the academic procession leaves the hall.

ORGANIZING THE CONVOCATION

1. The candidates who have successfully completed the course are eligible for the Award of Degree and their list is prepared with classification.
2. The committees are constituted and its duties are assigned for the conduct of convocation.
3. The details of the candidates are given to the printing press for printing of Degree Certificates.
4. The notification for registration for the convocation is issued through University website.
5. The printed Degree Certificates are arranged course wise.
6. The Graduate Register is prepared.
7. The date of convocation and the Chief Guest for the function will be finalized by the Vice Chancellor.
8. Invitations are printed and distributed as per the University list of invitees.
9. The Gold Medalist, the Rank Holder and all the other candidates are informed of the date of convocation and the procedure to be followed at convocation.
10. The Form of Procedure and the Minute to Minute program, Vice Chancellor's address and Chief Guest address are printed.
11. The other materials like the course wise list of candidates, the grace passing formats, the plan for convocation procession, the plan for the seating arrangements on the dais and off the dais are prepared.
12. The order for convocation gowns is issued.

CLASSIFICATION OF DEGREE

$$\text{CGPA} = \frac{\text{AGGREGATE OF GRADE POINTS EARNED}}{\text{AGGREGATE OF UNITS REGISTERED}}$$

PERCENTAGE OF MARKS IN THE AGGREGATE = (CGPA-0.5) X10

1. Letter grades are awarded on a 10 –Points Scale
2. Grading System:

% of Marks	Grade
90 to 100	EX
80 to 89	A+
70 to 79	A
60 to 69	B+
50 to 59	B
40 to 49	C
0 to 39	RA

1. First Class with Distinction - C.G.P.A 8.00 and above
2. First Class – C.G.P.A 6.50 to 7.99
3. Second Class – C.G.P.A Below 6.50

The classification First Class – Exemplary and the First Class with Distinction will be awarded only for those candidates who have passed all subjects in the first appearance as per the scheme of examinations. Other students completing through arrear examinations will be placed either in First Class or Second Class based on their marks.

ISSUE OF DUPLICATE DEGREE CERTIFICATE

I. The following should be accompanied with the application towards issue of the Duplicate Degree Certificate

1. A Non-Tracable Certificate issued by the Police Official (duly signed by the Inspector or Sub-Inspector) by mentioning **Crime and Occurrence** Sheet Number and Date **(Original)[Appendix]**

2. An Affidavit in a Ten or Twenty Rupees **Bond Paper** duly signed on the prescribed stamp by the Notary Public (original)

3. A Copy of Provisional and /or Degree Certificate.

4. Fee Receipt for the Duplicate Degree Certificate.

Ph.D., Evaluation Process

SUBMISSION OF SYNOPSIS

The Research Scholar is eligible to submit the synopsis in the prescribed format subject to the fulfillment of the following:

a. The Research scholar should have passed the comprehensive examination.

b. The Research scholar should have published at least one paper or the manuscript which must have been accepted for publication in a peer-reviewed National / International journal.

The doctoral committee shall evaluate the research work carried out by the Research Scholar. If approved, the candidate shall submit six hard copies and a soft copy of the synopsis in the prescribed format to the Controller of Examinations.

If the doctoral committee suggests additional work, the Research scholar shall carry out the same and present to the Doctoral Committee again. The research supervisor shall submit a list of six International / National experts with postal and e-mail addresses besides the Supervisor to the Controller of Examinations at the time of submission of Synopsis. The Vice Chancellor will appoint two examiners to evaluate the thesis.

THESIS SUBMISSION & EVALUATION

The candidate must have published two papers or manuscripts which must have been accepted for publication in peer-reviewed National / International journals before the submission of the thesis. The thesis should be prepared as per the format of 'Academy of Maritime Education and Training Ph.D. Thesis Manual'. The candidate shall submit two CD's containing a copy of the thesis each in PDF format and six bound copies of the thesis to the Controller of Examinations. The examiners shall evaluate the thesis and submit their evaluation reports with comments in the prescribed format of the University to the Controller of Examination and a copy to the Supervisor.

If one of the examiners recommends and the other does not recommend the thesis, the Vice Chancellor may refer the thesis to a third examiner for evaluation. If the third examiner recommends the thesis, the Viva-Voce examination shall be conducted. If third examiner rejects the thesis the scholar can re-register for the Ph.D programme. The extension time for submission of thesis will be granted up to a maximum period of three years on payments fees prescribed from time to time. Such extension will be granted for a duration of six months every time.

VIVA-VOCE EXAMINATION

The final examination shall be conducted as “Open Viva-Voce examination”. The final Viva-Voce examination shall be conducted by the Supervisor by inviting the examiner appointed by the

Vice- Chancellor from the panel of examiners who evaluated the thesis as convenor with the consolidated report from the evaluation reports.

The final viva-voce examination shall be conducted only after receiving positive recommendations from both the examiners. If the Research scholar does not successfully defend the thesis, the Research scholar may opt to reappear at a later date.

PUBLICATIONS

The Research scholar may publish papers arising out of the thesis and in such publications the candidate must mention the affiliation with AMET in addition to other affiliations, if any. The Research scholar without specific written approval from the University shall not publish the entire thesis as a whole.

AWARD OF Ph.D. DEGREE

The Board of Management shall approve the award of Ph.D. degree to the Research scholar.

POWER TO MODIFY

Notwithstanding anything contained in the above said regulations, the Board of Research and Academic Council reserves the right to modify any of the above said regulations from time to time.

AMET
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PROFORMA FOR FURNISHING THE NAMES OF EXPERTS TO EVALUATE Ph.D THESIS

(NOTE: Only this form should be used and returned with filled up particulars)

NAME OF THE CANDIDATE :

TITLE OF THESIS :

SUBJECT :

NAME OF THE SUPERVISOR :

DEPARTMENT (FACULTY) :

PANEL OF EXPERTS (Please suggest at least three names under each category)		
Name and Designation and full Address with Telephone and Fax Number (1)	Qualification / total teaching research experience with field of Specialization (2)	Remarks (FOR OFFICE USE ONLY) (3)
OUTSIDE TAMILNADU (within India) (Internal Examiner) **1.** **2.** **3.**		
OUTSIDE INDIA (Foreign Examiner - External) **1.** **2.** **3.**		

WITHIN TAMIL NADU/ OUTSIDE CHENNAI	
1. 2. 3.	

Certified that none of the experts suggested, including the supervisor (and Co-guide wherever applicable) is related to the candidate and further certified that the panel of experts has been suggested it consultation with the Doctoral Committee.

Signature of Co-guide (wherever applicable)

Date:

Signature of Supervisor With Designation

FOR OFFICE USE ONLY

Submitted for orders regarding the two persons to be appointed (One from outside Tamilnadu/ India and other from within Tamilnadu / outside Chennai) to adjudicate on the above thesis, besides the supervisor.

To conduct viva, one person should be chosen within Chennai/ near by Chennai.

Controller Of Examinations

Vice Chancellor

AMET
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PROFORMA FOR ADJUDICATION OF THE PH. D. THESIS

1. Name of the candidate:

2. Title of the thesis:

3. Discipline and subject:

4. Name and address of the Examiner:

5. Recommendations of the Examiner (Please strike out whichever are not applicable):

[a] The thesis in its present form is commended for the award of the Ph. D. degree.

Or

[b] The thesis is commended for the award of the Ph. D. degree provided that the candidate furnishes satisfactory answers to my queries during the viva-voce examination.

Or

[c] The thesis is commended for the award of the Ph. D. degree subject to the Condition that the corrections/modifications suggested by me are carried out in the thesis and duly certified by the Supervisor – Convener before the viva-voce examination.

Or

[d] The thesis is not acceptable for the award of Ph. D. degree.

Note:
Please enclose your detailed report on the thesis. Please also enclose a list of questions, if any, to be asked at the viva-voce examination.

6. Any other remarks.

Place and Date

Signature of the Examiner with Designation

AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING

(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Remuneration for Conduct of Ph. D. Viva Voce Exam

Name of Examiner (CAPITAL LETTER): _____

Office Address: _____

_____

Sl. No	Particulars	Numbers	Rate Rs.	Amount Rs.
1	Ph. D. Thesis Evaluation			
2	Ph. D. Viva Voce Exam			
3	Convener of Ph. D. Viva Voce			
4	Viva Voce Examination – Co - guide			
5	Doctoral Committee Meeting			
6	T. A.			
			Grand Total	

In Words: Rupees _____

Revenue Stamp

Received Payment

Signature

FOR OFFICE USE ONLY

Passed for payment of Rs. _____ A/C Institute Examination.

CONTROLLER OF EXAMINATIONS

Checked _____ (Accounts Clerk)

Paid Bank Transfer / Cheque No.: _____ Date: _____ CHIEF ACCOUNTS

Name of Examiner_____

_____Examination_____

Name of Supervisor:

Date:

Ph.D Public Viva Voce Examination

Strictly in accordance with section 7.0 examination, and Viva Voce Examination and subsection 7.3.2 viva voce examination of Degree of Doctor of Philosophy (Ph.D) regulation 2010, AMET University, Chennai Ph.D Viva Voce External Examination will be held for the scholar Mr./Ms._____ for his/her thesis "_____". The scholar will defend his/her thesis in the presence of External Examiner of Viva Voce Examination on the date shown below. A copy of thesis is kept in Prof. V.B.S. Rajan Library, AMET University.

Name of External Examiner:

Name of Scholar:

Time:
Venue:

All are cordially invited.

Supervisor/Guide
Sign with Seal

Appendix

AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING

(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

END SEMESTER EXAMINATION- _____

Remuneration for Question Paper Setting

Name of Examiner: _____Phone No:_____

Office address:

_____

_____

S.No	Subject Code	Name of the Subject	No. of QP Setting with key	Rate	Amount Rs.
				Grand Total Rs:	

Checked by (Name)

Signature:

Passed for payment of Rs._____ **Name & Signature of Examiner**

CONTROLLER OF EXAMINATIONS

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

Registration No.....

Examination Date : .....

Name: .....

Course Name : .....

Subject & Code: .....

Signature of Invigilator: .....

FOR OFFICE USE ONLY

Course Name : .....

Subject & Code: .....

Semester: .....Examination Date : .....

No. of Pages Written

FOR OFFICE USE ONLY

Marks awarded in Valuation - I

PART - A		PART - B				PART - C	
Q. No.	Marks	Q. No.	Marks	Q. No.	Marks	Q. No.	Marks
1		6		11		14a /14b	
2		7		12		15a /15b	
3		8		13		16a /16b	
4		9				17a /17b	
5		10				18a /18b	

Total Marks .....

(In words.....

.....)

Examiner Name

.....

Sign .....

Date .....

Course Name : .....

Subject & Code: .....

Semester: .....Examination Date : .....

No. of Pages Written

FOR OFFICE USE ONLY

Marks awarded in Valuation - II

PART - A		PART - B				PART - C	
Q. No.	Marks	Q. No.	Marks	Q. No.	Marks	Q. No.	Marks
1		6		11		14a /14b	
2		7		12		15a /15b	
3		8		13		16a /16b	
4		9				17a /17b	
5		10				18a /18b	

Total Marks .....

(In words.....

.....)

Examiner Name

.....

Sign .....

Date .....

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

ARREAR EXAMINATION- _____

Remuneration for Question Paper Setting

Name of Examiner: _____Phone No:_____
Office address:
_____

_____

S.No	Subject Code	Name of the Subject	No. of QP Setting with key	Rate	Amount Rs.
				Grand Total Rs:	

Checked by (Name)

Signature:

Passed for payment of Rs._____ **Name & Signature of Examiner**

CONTROLLER OF EXAMINATIONS

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

ARREAR EXAMINATION APPLICATION **(FINAL YEAR STUDENTS)-**……..

NAME OF THE STUDENT		REGISTRATION NUMBER	
In English		ROLL NO:	
COURSE :		BATCH:	
SEMESTER:		MONTH & YEAR:	

Application Fee : Rs…….. Office Use:

Theory subject(s) :_____ x Rs……..

Practical subject(s) :_____ x Rs……

Statement of Mark Sheet: Rs……..

Penalty (if any) :

Total Fees :

Amount Paid Rs._____

A/c Approval

EXAMINATION APPLICATION (ARREAR SUBJECTS)
(Maximum 10 Papers)

S.no	Semester	Sub. Code	Name of the Subject
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Signature of the Head of the Department

Signature of the Candidate

Note:

1. The candidate who does not fulfill the attendance requirement will not be permitted to write the University Examinations.
2. Incomplete application will be rejected.
3. Last date to submit filled in application to Controller of Examinations office on or before **……..**

Students are instructed to attend Examination in Uniform with ID card and Hall Ticket.

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

Registration for Arrear Examination **(passed out students)-** _____

Name of the Candidate:			
Register No:		Roll No:	
Course:		Batch:	

Registration Fee : Rs……/-
Application Fee : Rs……/-
Fee for statement of mark : Rs……/-
Examination Fees :
(Rs…..... per paper)
Penalty (if any) :
Total Fees :

h zzll s Ül s¶

Amount Paid Rs._____

A/C approval

S.No	Semester	Subject code	Name of the subjects
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Signature of the Candidate
Date:

Note:

- ù Candidates should remit the examination fees and to submit the application on or before _____
2. Incomplete application will be rejected.

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

INSTANT EXAMINATION APPLICATION _____

NAME OF THE STUDENT		REGISTRATION NUMBER	
In English		ROLL NO:	
COURSE :		BATCH:	
SEMESTER:		MONTH & YEAR:	

Application Fee : Rs……

UG Theory subject(s) :_____ x Rs…….

PG Theory subject(s) :_____ x Rs…….

Total Fees :

Office Use:

Amount Paid Rs._____

A/c Approval

EXAMINATION APPLICATION (ARREAR SUBJECTS)
(Maximum 2 Papers)

S.no	Semester	Sub. Code	Name of the Subject
1			
2			

Signature of the
Head of the Department

Signature of the Candidate

Note:

1. The candidate who has more than 2 subjects as arrears will not be permitted to write the University Examinations.
2. Incomplete application will be rejected.
3. Last date to submit filled in application to Controller of Examinations office on or before **……**
4. Students are instructed to attend Examination in Uniform with ID card and Hall Ticket.

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

END SEMESTER EXAMINATIONS OF ……

Claim in connection with conducting Practical Examinations

3¨. Ø	3µ¢™£¥K, °¢K6©° 6Ø£•	#Øµ≤• K Group Covered	3•≠•≥¥≤	$°¥	. ØØ¶ Students covered
Total Number of students covered Labs for the Semester (……..)					

b▫ ▫ź{ Ċ¡ŕ ś▪Ċ ĠĠ▪Ŧ ľ▫ōś'ńśŕ	Rate per Student Rs.	Total Claim in Rs.

(Rupees in words …… only)

Signature of the Examiner/HoD

(v) Question Paper Pattern

AMET UNIVERSITY
END SEMESTER EXAMINATIONS – .....

COURSE : SEMESTER :
SUBJECT: SESSION :
TIME : 3.00 hours FULL MARKS: 100

PART-A

Answer ALL questions (about two to three sentences per question) 5 X 2 = 10
(One question from each unit), Question Numbers 1 to 5.

1.
2.
3.
4.
5.

PART-B

Answer ANY FIVE questions (about half a page to one page per question) 5 X 4 = 20
(Minimum one and maximum two questions from each unit), Question Numbers 6 to 13.

6.
7.
8.
9.
10.
11.
12.
13.

PART-C

Answer ALL questions
(One question including a and b from each Unit) 5 X 14 = 70
Questions may be framed with or without subsections. Question Numbers 14 to 18.
One question will be a Case Study or a numerical question from any one unit, the remaining four questions are one from each other units.

14. a
or
b / Case Study
15. a
or
b
16. a
or
b
17. a
or
b
18. a
or
b

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

APPLICATION FOR ISSUE OF THE TRANSCRIPTS

(To be signed only by the candidate)

1. NAME:
2. REGISTER NO:
3. BRANCH OF STUDY:
4. YEAR OF STUDY:
5. ADDRESS:
6. Contact phone No/Cell No.:

7. No. of sets of Transcripts are required :
8. Certificates for which Transcripts are required : Semester Wise Grade Sheet
   Consolidated Mark Sheet
   Provisional Certificate
   Degree Certificate
9. Whether Originals of the above Certificates have been produced : Yes/No
10. List of the Original Certificate produced (Specify) :
11. Whether sufficient Photocopies are produced (Neat and legible copies with sufficient space at the bottom of the certificates for attestation are to be provided) : Yes/ No
12. Whether the names and addresses of the universities are written on the cover : Yes/ No

Signature of the Individual with Date:

Received the Transcripts in sealed cover

Signature:

Date:

Received all Original Certificates

Signature:

Date:

Normal time required for issue of Transcript is as follows:

1. If original certificates are produced-one week 2. If original certificates are not produced-one month
3. Fees for Transcript: **3000/-.**

Duplicate degree certificate-2000/-

FORMAT OF THE AFFIDAVIT

Affidavit for the issue of Duplicate Degree Certificate duly typed in Non – Judicial Stamp Paper valued of Rs.10/- or Rs.20/-

I ……S/o/D/o…….……..……..
aged about.....……..years, residing at…….....
……..do hereby solemnly affirm and sincerely state as follows:

I declare and state that I have lost my ……..……Degree Certificate issued by the AMET University ,bearing Register No ……passed in ……..(month & year) through …….. College. I have tried my best to trace out them, but could not trace the Certificates. Immediately I have lodged a complaint before the Police Station on …… The above matter was also published in the Crime and Occurrence Sheet vice No…… and /Date ……issued by the Police Station .

I request the Duplicate copy of my Degree Certificates from the University of Madras for my future and therefore I swear this affidavit.

I request the University to issue the Duplicate Degree Certificates. I assure that I will return the Duplicate Certificates to University, if may original Degree Certificates is are found by me.

The above deponent sworn the above and
Signed herein before me on this day……...
Day of ……..20
DEPONENT

Before me
Signed & Seal of the Notary Public

NON-TRACABLE CERTIFICATE

(To be obtained from the Police Department)

This is to certify that a case/report of missing was received from Thiru/Tmt/Selvi ……..S/o/D/o…… residing at …….. The complainant reported that he/she missed …….. In this connection, all possible steps were taken to trace the missing Certificate/s and is/are not traceable. The missing report was also published in Crime and occurrence Sheet No…….. Dated……..

Signature & Seal

(SubInspector Rank or Above)

Online Certificate Verification /Authentication

To support "Digital India" our University has introduced online facilities like certificate verification/ Authentication which is very much time a saving process.

A student (or) Agency after uploading his document after making the online payment, a unique ID is allowed to the user and at the same time an alert is sent to Controller of Examination to verify the document through their registered mail ID and Phone No.

After verifying the document an unique ID is generated and it ensures the verified Document.

The whole process is completed within 24 hours on working days. The organization /Agency that needs the verification document can finally be assured of the genuinity of the document.

To support these facilities AMET has made a tie up with MYEASYDOCS, an approved agency which is being recognized by the Government of Tamilnadu.

Portal Address : www.ametuniv.ac.in

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

End Semester Examination _____

Application for Revaluation

Name :

Roll No. :

Registration No. :

Course :

Batch :

S.No.	Semester	Subject Code	Name of the Subject

Amount per Paper Rs…….

No.of Papers to be Revalued……

Amount paid Rs……..

Amount Paid Rs……..

A/C Approval

Signature of the HOD

Signature of the Student

Date :

Note:

1. Apply within 5 days from the date of Publication of your Results. Fees can be made through online also.

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

END SEMESTER EXAMINATION – …… (MARK ENTRY FORM)

Course: **Subject Code**

Semester **Subject:**

Max Marks:

S.No	Dummy Number	Marks Awarded	Marks in Words

egister No.

Sl.No. P 0518

AMET UNIVERSITY

ACADEMY OF MARITIME EDUCATION AND TRAINING

(Declared as Deemed to be University u/s 3 of UGC Act 1956)

The Board of Management of the

AMET UNIVERSITY

hereby makes known that

Space for Photo

has been admitted to the Degree of

MASTER OF TECHNOLOGY

he/she having been certified by the duly appointed examiners

to be qualified to receive the same in

PETROLEUM ENGINEERING

and having been placed by them in the

FIRST CLASS WITH DISTINCTION

at the examination held in MAY 2015.

Given under the seal of the university

Date 3rd August 2015

Kanathur, Chennai, INDIA.

Dr. P. Saravanan
(Registrar)

Col. Dr. G. Thiruvasagam
(Vice Chancellor)

$$\text{CGPA} = \frac{\text{AGGREGATE OF GRADE POINTS EARNED}}{\text{AGGREGATE OF UNITS REGISTERED}}$$

PERCENTAGE OF MARKS IN THE AGGREGATE = (CGPA-0.5) x 10

(1) Letter grades are awarded on a 10-Points Scale

(2) Grading System :

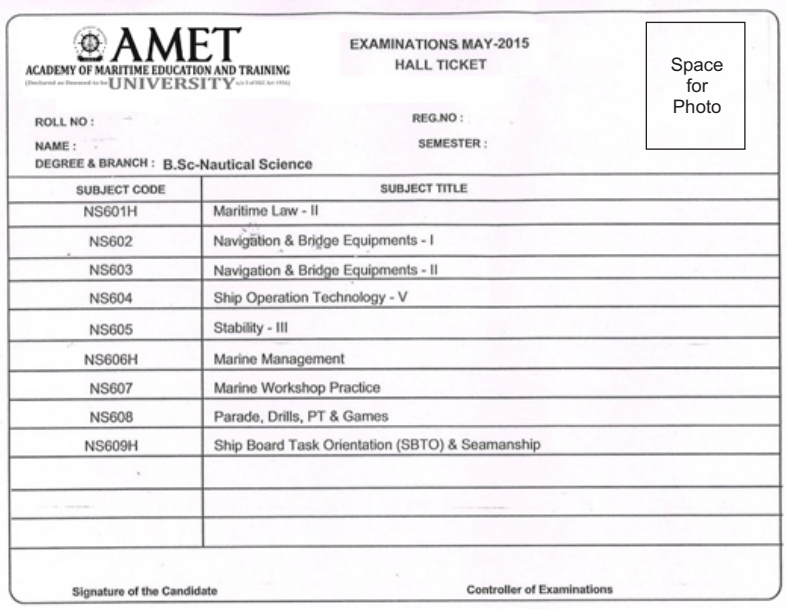
SAMPLE

% of Marks	Grade	Points per unit
90 to 100	EX	10.0 Points
80 to 89	A +	9.0 Points
70 to 79	A	8.0 Points
60 to 69	B +	7.0 Points
50 to 59	B	6.0 Points
40 to 49	C	5.0 Points
0 to 39	RA	0.0 Points

(3) First Class with Distinction - C.G.P.A. 8.00 and above
First Class - C.G.P.A. 6.50 to 7.99
Second Class - C.G.P.A. Below 6.50

(4) Students completing through Non collegiate Examination
Will be placed in Second Class Only.

Checked by	
Read By	



AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
UNIVERSITY

EXAMINATIONS MAY-2015
HALL TICKET

Space for Photo

ROLL NO :
REG.NO :
NAME :
SEMESTER :
DEGREE & BRANCH : B.Sc-Nautical Science

SUBJECT CODE	SUBJECT TITLE
NS601H	Maritime Law - II
NS602	Navigation & Bridge Equipments - I
NS603	Navigation & Bridge Equipments - II
NS604	Ship Operation Technology - V
NS605	Stability - III
NS606H	Marine Management
NS607	Marine Workshop Practice
NS608	Parade, Drills, PT & Games
NS609H	Ship Board Task Orientation (SBTO) & Seamanship

Signature of the Candidate
Controller of Examinations

CLAIMS WITHOUT SIGNATURE WILL NOT BE ACCEPTED **Centre**.....

CLAIM FOR CENTRE VALUATION SCHEME ONLY

ACADEMY OF MARITIME EDUCATION & TRAINING

Memo of work done in Connection with Valuing Answer Paper for the …….. Examination of ……..20……..

EXAMINATION AND SUBJECT	NUMBER OF ANSWER PAPERS VALUED	RATE		TOTAL	
		Rs.	P.	Rs.	P.

-

A Revenue stamp should be affixed to the bill when the amount exceeds Rs.5000/
Name (in block letters) Dr. / Mr.Mrs. / Miss……..
Examiner……..
Official Address……..
Address to which the cheque to be send (in block letters)……..
……..

Rs.1/- Revenue Stamp

Signature

Station ……..
Date……..

CLAIMS WITHOUT SIGNATURE WILL NOT BE ENTERTAINED

AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING

(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

201501434

Space for Photo

GRADE REPORT

SESSION : 2014-2015

COURSE : B.E. - Naval Architecture and Offshore Engineering **NAME :**

SEMESTER : SECOND **REG NO. :**

SUBJECT CODE	TITLE OF THE SUBJECT	CREDIT	MARK SECURED			MAX MARK	GRADE	GRADE POINTS	RESULT
			CIA	ESE	TOTAL				
NAOE102	ENGINEERING MATHEMATICS - II	4	31	54	85	100	A+	8.50	PASS
NAOE104	ENGLISH FOR ENGINEERS - II	0	25	24	49	100	RA	0.00	FAIL
NAOE106	C PROGRAMMING	3	30	31	61	100	B+	6.10	PASS
NAOE108	ENVIRONMENTAL SCIENCE	3	35	35	70	100	A	7.00	PASS
NAOE110	APPLIED THERMODYNAMICS	4	31	38	69	100	B+	6.90	PASS
NAOE112	MATERIAL SCIENCE	4	22	31	53	100	B	5.30	PASS
NAOE114	WORKSHOP PRACTICE - II	2	32	46	78	100	A	7.80	PASS
NAOE116	ENGINEERING MECHANICS LAB	2	40	48	88	100	A+	8.80	PASS
NAOE118	C PROGRAMMING LAB	1	35	53	88	100	A+	8.80	PASS
NAOE120	PT & GAMES	1	34	30	64	100	B+	6.40	PASS
	********** END OF STATEMENT **********								

SAMPLE

NO. OF CREDITS : - **G. P. A. : -**

Examination held on : May 2015 Result published on : 6th June 2015

Notes : Grade Point Average (G.P.A.) = $\frac{\text{Sum of the multiplication of grade points by the credits of the subjects}}{\text{Sum of the credits of the subjects (passed) in a semester}}$

* G.P.A and No. of Credits will not be displayed for Students who have not cleared all the subjects

Max CIA (Continuous Internal Assessment) = 40 marks

Max ESE (End Semester Examinations) = 60 marks

Minimum Passing Percentage for ESE & Total = 50%

P - Pass
AB - Absent
RA - ReAppear

Points	Grade
9.0 to 10.0	EX
8.0 to 8.9	A+
7.0 to 7.9	A
6.0 to 6.9	B+
5.0 to 5.9	B
0.0 to 4.9	RA

Controller of Examinations

AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING

(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

Sl. No.U2888

Space for Photo

CONSOLIDATED GRADE REPORT
SESSION 2012 - 2015

Name of the Candidate			Register No.		
Degree/Branch		B.B.M-SHIPPING	Month&Year of Last Appearance		MAY 2015
Semester	Subject Code	Subject	Grade	Grade Points	Month and Year of Passing
1	BBM111	GENERAL PRINCIPLES OF MANAGEMENT	A	8.00	NOV 2012
1	BBM112	BUSINESS STATISTICS	A+	9.00	NOV 2012
1	BBM113	BUSINESS COMMUNICATION-I	B+	7.00	NOV 2012
1	BBM114	FUNDAMENTALS OF COMPUTING	B	6.00	NOV 2012
1	BBM115	COMPUTER LAB-I (WORD PROCESSING-WORD 2010)	B+	7.00	NOV 2012
1	BBM116	INTRODUCTION TO BUSINESS ACCOUNTING	B	6.00	NOV 2012
1	BBM117	BUSINESS ECONOMICS	B	6.00	NOV 2012
2	BBM221	ORGANIZATIONAL BEHAVIOUR	B+	7.00	MAY 2013
2	BBM222	QUANTITATIVE TECHNIQUES IN MANAGEMENT	B+	7.00	MAY 2013
2	BBM223	FINANCIAL MANAGEMENT	B	6.00	MAY 2013
2	BBM224	COMPUTER LAB-II (SPREADSHEETS-EXCEL 2010)	A+	9.00	MAY 2013
2	BBM225	MARKETING MANAGEMENT-I	B+	7.00	MAY 2013
2	BBM226	BUSINESS COMMUNICATION-II	A	8.00	MAY 2013
2	BBM227	INTRODUCTION TO INTERNATIONAL TRADE	B+	7.00	MAY 2013
3	BBM311	SHIPPING BUSINESS-I	A+	9.00	NOV 2013
3	BBM312	HUMAN RESOURCE MANAGEMENT	A	8.00	NOV 2013
3	BBM313	ECONOMIC GEOGRAPHY	B+	7.00	NOV 2013
3	BBM314	BUSINESS COMMUNICATION-III	A	8.00	NOV 2013
3	BBM315	OBJECT ORIENTED PROGRAMMING USING JAVA	B+	7.00	NOV 2013
3	BBM316	MARKETING MANAGEMENT-II	A	8.00	NOV 2013
3	BBM317A	LINER TRADE-I	B+	7.00	NOV 2013
4	BBM421	SHIPPING BUSINESS-II	A+	9.00	MAY 2014
4	BBM422	BUSINESS LAW	B+	7.00	MAY 2014
4	BBM423	PRODUCTION MANAGEMENT	A	8.00	MAY 2014

Continued in Page 2

SAMPLE

Place:
No:135,East Coast Road,
Kanathur,
Chennai-603112

Date: 5th June 2015

Medium of Instruction:English

Controller of Examinations

This Consolidated Grade Sheet bears no Correction.

P.T.O.

AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING

(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

End Semester Examinations - May 2015 - Application Form

Course : B.E. - Naval Architecture and Marine Systems Engineering Batch : BE-NAMSE-2

Roll No. : Reg. No. :

Name : Semester : FOURTH

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S.No	Subject Code	Subject	Theory / Practical
1	NAOE202	Resistance of Ships	T
2	NAOE204	Marine Engineering - I	T
3	NAOE206	Theory of Structures	T
4	NAOE208	Marine Materials and Metal Joining Techniques	T
5	NAOE210	Marine Electrical Technology	T
6	NAOE212	Strength of Ships	T
7	NAOE214	Ship Design Calculation Drawing & Drafting - II	P
8	NAOE216	Strength of Materials Lab	P
9	NAOE218	Software Lab - Primavera / Hard dollar	P
10	NAOE220	Basics of Design Structure	P

FEE PAYMENT PARTICULARS

Application Fee		Rs.
Theory Papers [Rs.300.0 per paper]	6 x Rs. 300.00	Rs.
Practical Papers [Rs.400.0 per paper]	4 x Rs. 400.00	Rs.
Statement of Marks / Grades		Rs.
Total		Rs.

Student's Signature

Dean/HOD Signature

Place:
Date:

Note:

1. Submit the Filled in Examination application form to the Dean/HOD after payment of fees on or before the last date.
2. Students appearing for the First Semester Examination should submit a copy of their plus two Mark statement along with the application.
3. The candidate who does not fulfill the attendance requirement will not be permitted to write the University Examinations.
4. Incomplete application will be rejected.
5. Last Date for Submitting Application is 31/03/2015

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ACADEMY OF MARITIME EDUCATION AND TRAINING

(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

Sl.NO. : **U2494**

Space for Photo

Register No.:

Date :

PROVISIONAL CERTIFICATE

This is to certify that .....

has qualified for the Degree of **B.Sc-Nautical Science**

..... *having passed the*

examination held in **MAY 2015**

CLASSIFICATION : **FIRST CLASS**

C.G.P.A : **8.17**

Kanathur,Chennai-603 112,INDIA.

Controller of Examinations

AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
(Declared as Deemed to be UNIVERSITY u/s 3 of UGC Act 1956)

End Semester Examination _____

Application for Photo copy

Name :

Roll No. :

Registration No. :

Course :

Batch :

S.No.	Semester	Subject Code	Name of the Subject

Amount per Paper **Rs. 200**

No.of Papers to be Revalued……

Amount paid Rs……..

Amount Paid Rs……..

A/C Approval

Signature of the HOD

Signature of the Student

Date :

Note:

1. Last date for submission of Application at Controllers Office is on _____

FLOW CHART FOR CONDUCTING EXAMINATIONS

Collection of Curriculum & Schema from respective Departments

⇩

Question Paper Setting –Offer Letter to be Sent

⇩

Collecting Question Paper & sending for Printing after scrutinization

⇩

Announce Date for Practical & Theory Exam

⇩

Issue of Application Form & Collecting

⇩

Issue of Hall Tickets

⇩

Appointment of Invigilators & Observer

⇩

Seating Plan

⇩

Distribution of Question Paper & Answer Booklet

FLOW CHART FOR EVALUATION

Collection of Answer Books

⇩

Provide Dummy Nos

⇩

Arrange Central Valuation

⇩

Preparing Foil Card to enter Marks

⇩

Entry of Actual Marks in Central E-Exam System

⇩

Printed Copy of the Marks Received from Centre for e-governance with Equivalent Registration Number

⇩

Board Meeting

⇩

Publishing Results

⇩

Retotaling/ Photocoping

⇩

Revaluation

⇩

Instant Exam

⇩

Issue of Grade Report

⇩

Convocation