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**DHANALAKSHMI SRINIVASAN
COLLEGE OF ENGINEERING AND TECHNOLOGY**

Examination Manual

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Objectives:

The examination system is an evaluation system for the students. The examination manual is a living document to guide the teachers and the students to follow it to have transparent and credible examination system.

Principle / Scope:

The manual intends to write all the procedures and responsibilities of different authorities to conduct the examinations in a fair way. The details are mentioned below under different heading: Internal Assessment and University Examination.

The College conducts the Internal Assessments for each course complying with Affiliating Anna University, Chennai. It provides the Internal Assessment Marks of each student to the University.

Being an affiliating college, Anna University, Chennai, is the authorised agency (to which the college is affiliated) to prescribe the Courses of Study, Conduct the Final End Semester Examinations, and Publish the Result and Issues the Pass Certificate. The protocol for conducting examinations is to be ceremoniously followed without deviations.

The total of Internal Assessment and University Examination marks decide the total score of each student.

Constitution of College Examination Cell and its Responsibilities:

The college constitutes an examination cell and appoints in Charge of the Examination Cell. He / She is responsible for all the examination related activities.

The Examination Cell consists of:

- The In-Charge of the Examination Cell: He / She is not below the rank of a professor.
 - There are two members: Nominated by the Principal from among the professors of the college.
 - The cell should have its own office.
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- The Examination Cell should have adequate supporting staff and infrastructure facilities.

Responsibilities:

- To conduct the internal assessments in coordination with respective HoD.
- To coordinate with the Department in consolidating the Internal Assessment Marks. The consolidated Internal Assessment Marks are to be submitted to Controller of Examinations in the format specified. The Internal Assessment Examination is usually the responsibility of the Head of the Department.
- To coordinate with the Controller of Examination of the University for smooth conductance end semester examinations.

Internal Assessment

The internal assessment is conducted as per the guidelines given by affiliated university.

- Each course, both theory and practical (including project work & viva voce Examinations) shall be evaluated for a maximum of 100 marks.
 - For all theory and practical courses including project work, the continuous internal assessment will carry 20 marks while the End - Semester University examination will carry 80 marks.
 - Three tests each carrying 100 marks shall be conducted during the semester by the Department / College concerned. The total marks obtained in all tests put together out of 300, shall be proportionately reduced for 20 marks and rounded to the nearest integer (This also implies equal weightage to all the three tests).
 - Portions for Internal Assessment Tests are divided according to the unit based on the syllabus covered as follows:
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Internal Assessment	Portions	Marks
Examination-I	Unit I & II	100
Examination-II	Unit III & IV	100
Examination-III	All 5 Units	100

- The maximum marks for Internal Assessment shall be 20 in case of practical courses. Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained. There shall be at least one test. The criteria for arriving at the Internal Assessment marks of 20 are as follows: 75 marks shall be awarded for successful completion of all the prescribed experiments done in the Laboratory and 25 marks for the test. The total mark shall be reduced to 20 and rounded to the nearest integer.
 - The course teacher is responsible for conducting the tests and documentation. Being Continuous Internal Assessment, the following types of assessments are taken into consideration: Tests in the classroom, Model Examination, Home assignments, Projects, Oral tests, Presentations, Group discussions and Practical.
 - The course teacher needs to announce the topics for examinations, pattern of question papers. The pattern of question papers should be in consistence with university guideline. He / she prepares the question papers and submit the printed copies in a sealed cover to the examination cell. The question papers should be made in advance as notified by the examination cell.
 - The question papers should be prepared using University Guideline and Revised Bloom Taxonomy.
 - Exact schedules are prepared by the Coordinator / Chief of Examination Cell in consultation with the HODs and Principal. These are informed to staff and student through circulars in advance.
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- The Internal Assessments are to be conducted as mentioned in the academic calendar. The deviation is allowed in unavoidable situations.
 - Attendance in Internal Assessment is compulsory.
 - Hall arrangements and seating arrangements are prepared by the Exam Cell.
 - A schedule for invigilation duty is prepared by the Exam Cell.
 - Monitoring Committee is formed to monitor the respective examination hall and submit the report daily to the Exam cell.
 - After exams, answer papers are to be collected by the invigilators and handed over to the Exam Cell along with attendance report. Exam Cell hands over the answer sheets to the course teacher.
 - After evaluation, the answer papers are to be distributed to students with marks and suggestions for improvement on it. The results of individual students are recorded. Mark list is forwarded to the class counsellors who consolidates the results of the respective class and sent to Exam Cell for internal assessment.
 - Home assignments are given after completion of each unit. Dates for submission of home assignments are informed by the teachers individually in the classrooms at least a week in advance. Assignments are then corrected by the course faculty.
 - Disposal of reported unfair practices: The invigilator should report if any student is found to have adopted unfair means. The examination cell chief in consultation with the respective HoD will dispose of such cases as they feel appropriate.
 - The practical internal assessment is to be conducted by the course teacher as mentioned in the academic calendar. He / She will keep record of examination papers marks and submit the details for consolidation. The course teacher needs to keep the attendance record too.
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- **Assessment for Project Work:**

- Project work may be allotted to a single student or to a group of students not exceeding 4 per group. The Head of the department shall constitute a review committee for project work. There shall be three reviews during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be reduced for 20 marks and rounded to the nearest integer.
- The project report shall carry a maximum 30 marks. The project report shall be submitted as per the approved guidelines as given by Director, Academic Courses. Same mark shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 50 marks. Marks are awarded to each student of the project group based on the individual performance in the viva-voce examination.

Review I	Review II	Review III	End Semester Examinations				
			Thesis Submission (30)		Viva-Voce (50)		
			Internal	External	Internal	External	Supervisor
5	7.5	7.5	15	15	15	20	15

- **Disposal of Students' Grievance:**

The students may have grievance on award of Internal Assessment Marks. The grievance redressal committee is to be constituted at department level for dealing with students' grievances on internal assessment. Head of the Department and two other senior teachers are the members of the committee. The committee should give the opportunity to the student to present his / her views.

University Examination:

The Examination Cell of the college is responsible for conducting the University Examinations and it should adhere to the University Rules and Protocols.

- **Anna University Rules:**

- A candidate is permitted to use geometric tools, non-programmable calculators, approved tables and data books only during the theory and practical examinations. No other material / gadget (including cell phone) should be brought inside the examination hall.
- A candidate should neither possess or refer any forbidden material in any form nor should seek / obtain assistance in any form from any person/source towards answering the questions during the examinations.
- The candidate should not reveal his / her identity in any form in the answer scripts.
- Candidate should maintain discipline and decorum during the examinations.

Responsibilities of Examination Cell:

- Exam Cell prepares the hall arrangements and seating arrangements as per University prescribed format. The candidates are supposed to locate their hall and seat with their register numbers displayed at the entrance of the examination hall and occupy their respective seats.
 - The timings will be followed for conducting the University examinations as per the Anna University schedule.
 - The Hall superintendent distributes the answer books and question papers.
 - On completion of the examination, the students hand over the answer books to the hall superintendent. The hall superintendent collects and arranges it in sequential order (branch wise / register number wise) of all the answer books and hands them over to the Chief Superintendent.
 - The answer books handed over by the Hall Superintendent are kept in sealed covers with endorsement by Chief Superintendent and University
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Representative.

- The sealed covers are handed over to the Zonal office by the Chief Superintendent through University Representative.
- Dealing with unfair practices: Any malpractice of the candidate during the examination is reported by the hall superintendent to the Chief Superintendent.
- The hall superintendent collects the answer paper / supporting materials along with written statement from the concerned candidate and sends it to the Chief Superintendent. The Chief Superintendent forwards the same to University along with a covering letter, students; seating location chart and hall superintendent's report.
- A decision on the disciplinary action if any to be taken is decided by the University and intimated to the Principal and the concerned student.
- Other Staff Needed: The Chief of Examination Cell appoints the following:
 - Invigilators: One for 20-25 students subjected to maximum of two per classroom
 - Reliever: One for 8-10 classrooms
 - Examination Coordinators: One or two faculty from each department
 - Flying Squad: One for 8-10 classrooms
 - Confidential Invigilators: One for 8-10 classrooms
 - Frisking Staff: One male and female non-teaching staff for 8-10 classrooms
 - Exam Attender: Two for examination
 - Watermen : One for 3-4 classrooms

Duties of Invigilators:

The Chief of Examination Cell appoints adequate number of invigilators from among the teaching staff.

- Invigilators shall enter their class / hall at least 15 minutes before the start of examination.
- He/ She shall ask the students to keep their books, note books, and their written materials at the front of the room/ outside the room.
- Check whether the students have occupied their seats as per the seating plan.
- Distribute answer books to the students atleast 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books.
- Distribute the question papers to the students at the beginning of the examination.
- Check the identity cards of the students and sign on their answer books, if all details are correct.
- Take the signature of students on the attendance proforma, mark 'AB' for absent students and the attendance record of his / her room / hall.
- Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma.
- Maintain general discipline in the examination room by frequently moving in the hall and preventing any malpractices, attempt of copying by the students.
- Report cases of students' misbehaviour, indiscipline, malpractices and copying cases to the chief of examination cell or chief superintendent.
- Collect the answer booklets from the students at the end of examination and arrange them sequentially before submitting.

Time Alert

Exam attenders appointed shall switch on the siren as per following timings:

SNo.	Type	Schedule of Siren for Morning / Afternoon Session	Remarks
1	Long stroke	Fifteen minutes before the beginning of examination	To indicate that the students should occupy their seats in the class / hall
2	Two strokes	Beginning of examination	To indicate start of the examination
3	One stroke	One hour after beginning of examination	To indicate end of first hour of examination
4	One stroke	Two hours after beginning of examination	To indicate end of second hour of examination
5	Long stroke	Two and half hours after beginning of examination	To indicate last 30 minutes of exam duration
6	Two strokes	Ten minutes before the end of examination	To indicate last 10 minutes of exam duration
7	Long stroke	Three hours after beginning of examination	To indicate end of exam duration