



A T M E  
College of Engineering

# EXAMINATION POLICY







# **EXAMINATION POLICY**

## **INTRODUCTION**

The Examination Policy of ATMECE is framed in line with the vision of Institute with regard to the governance, to take care all the exam related activities as per the Regulation of Visvesvaraya Technological University for the respective Schemes. Assessment of students learning should be a fair and transparent process which follows university, college and department regulations so that students are treated respectfully and impartially across the institution. Assessments of student learning will be transparent, applied consistently, and consistent with course objectives. Students will receive prompt and constructive feedback on their learning progress at regular intervals. This document incorporates all the policies, rules and procedures relating to students' assessment following set policies by the affiliating University.

## **OBJECTIVES:**

- To establish and develop highly efficient, transparent and disciplined system for conducting examination to evaluate the students as per the Regulation of affiliating university.
- To improve the quality of examination and evaluation so as to ensure the credibility of the Examination system for the betterment of students.
- To improve the learning and assessing process of the students.
- To establish an effective & efficient Grievance Redressal mechanism related to Examination.

## **ACADEMIC CALENDAR OF THE SEMESTER**

Dean academics in consultation with other functionaries of the college prepare the academic calendar before commencement of the academic year and communicate to all the concerned to inform the academic program and various examinations schedule to be conducted in the semester. The examination cell, based on the approved academic calendar, will prepare a time-table for events to be conducted for internal theory and lab examinations, evaluation etc and similarly the external theory and lab exams as per the time table notified by the university.

## **EXAMINATION CELL**

In order to implement this policy in an effective manner, The Examination Cell, has been constituted. The Examination Cell is a confidential body with the responsibility of conduction of examinations both internal and external, publication and display of results, maintenance of student records for all courses offering by ATMECE, Mysuru. Thus, the Exam Cell functions with Visvesvaraya Technological University (VTU) regarding all matters related to the University examinations and as well as the internal exams of the institute. The In-charge/coordinator, may be referred as Controller of Examination (COE), also coordinates all the proceedings of the Exam cell with the consult of the Principal and Dean (Academics). Any information either received or required to be sent to the University is being dealt by the Exam Cell. Any circular, guidelines, office order, notifications received by the college is processed by the cell;

reply thereof prepared and after Principal's signature dispatched to the University. The members of exam cell are listed as shown in the table below.

### **COMPOSITION OF EXAMINATION CELL:**

<b>Sl. No.</b>	<b>Member</b>	<b>Designation</b>	<b>Role</b>
1	Dr. L Basavaraj	Principal	Chief Superintendent
2	Dr. M S Govinde Gowda	Dean-Academics	COE
3	Mrs. Sujatha	Exam Section	Member
4	Mr. Nagesh Achar	Exam Section	Member
5	Mrs. Harshitha N	Asst. Prof., ECE	Member
6	Mr. Manjunath K	Asst. Prof., ECE	Member
7	Mr. Pradeepkumar Y	Asst. Prof., ECE	Member
8	Mrs. Keerthana M	Asst. Prof., CSE	Member
9	Mrs. Jyothi Patil	Asst. Prof., CSE	Member
10	Mrs. Sushma J	Asst. Prof., CSE	Member
11	Mrs. Lakshmi	Asst. Prof., EEE	Member
12	Mr. Praveen	Asst. Prof., EEE	Member
13	Mr. Vinod Kumar P	Asst. Prof., EEE	Member
14	Mr. Shashank Gowda	Asst. Prof., CV	Member
15	Mr. Puneeth	Asst. Prof., CV	Member
16	Mr. Rudresh Gowda	Asst. Prof., CV	Member
17	Mr. Karthik Kumar	Asst. Prof., ME	Member
18	Mr. Niranjana Kumar V S	Asst. Prof., ME	Member
19	Mr. Pavan K P	Asst. Prof., ME	Member

### **ROLES AND RESPONSIBILITIES:**

#### **Continuous Internal Evaluation (CIE) at Institute level:**

Exam Cell is responsible for conduction of CIE Test as per the VTU Regulation 18OB8.0 to 18OB8.8 as explained below:

1. Schedule for CIE test received from the Dean (Academic) office are need to be served to all the concerned.
2. Preparation for smooth conduction of CIE tests such as display of test schedule, Invigilation duty chart, Seat allotment in the test conducting halls, Assignment of Test duties to faculty, Internal squads etc.

3. The exam cell with the assistance of EMS coordinator will be taking care of number of copies to be printed and the distribution of the same to the allotted rooms.
4. Before starting of test, distribution of blue books to the invigilators and after the test the receiving of blue books and dispatching to the concerned course teachers.
5. On the days of Internal Assessment, the Department EMS Coordinators has to report to the COE at least 30 minutes before the start of tests and should take care of distribution and collection of bluebooks of the respective departments.
6. Informing the departmental EMS coordinators to submit the course wise test analysis after each test is completed and later on preparing of report thereof in consultation with the Dean (Academics) to submit to the appropriate authorities such as Principal/Management for further reviews and for follow up action to taken up by the course teacher if any, for further improvement.

### **External or Semester End Exam (SEE) at University level:**

Exam Cell is responsible for conduction of SEE as per the VTU Regulation 18OB8.9 to 18OB8.13 as explained below:

1. Examination Schedule received from the University are duly served to all concerned.
2. Display of Circulars / notices from University indicating details regarding exam fee collection, the last date of fee collection, modalities of payment of fine etc.
3. Preparation for smooth conduction of examinations such as display of exam schedule, Invigilation duty chart, Seat allotment in the examination halls etc.
4. Preparation of proper staff mobilization, assigning the duty as per the duty chart already prepared for conducting the exams.
5. Appointment orders to staff for deputing them to other Colleges as External Invigilators and Confirming Internal and External Invigilators with other Colleges.
6. Indenting and Maintaining of stock register of Examination related stationary.
7. Online QPDS related task.
8. Student's absenteeism during Examinations will be maintained and it should be intimated to the University periodically.
9. Expenses for conducting both Theory and Practical Examination will be maintained and it should be sent to University for verification and settlement.
10. Providing Attendance to External Examiners.
11. Preparation of student's appearance for the Examination Day wise and Session wise.
12. Preparing Hall Allotment and Seating Arrangement (Pasting register numbers on desk) for University Exams.
13. Providing proper information to the University Squad members during the Examinations (so far not even a single malpractice case is booked).
14. Preparing Practical Schedule and updating the same in the University Web Portal.
15. Confirming Internal and External Examiners for the Practical Examinations.
16. Answer scripts are made as bundles and it should be sent to University daily during the Examinations.
17. Conduction of Faculty Induction Program to explore the roles and responsibilities of room invigilators, relieving superintendent, Internal DCS etc and awareness to all the concerned on smooth conduction of exams.

18. On the day of examination, the invigilators have to report to the COE at least 30 minutes before the start of each session.
19. Before starting of examination, distribution of answer books to the invigilators and after the completion of examination the receiving of answer books and dispatching to the University as per the required format.
20. Distribution of results sheets to the departments once the results received from the university to prepare the result analysis of each course and also the marks card to students through department exam coordinators.
21. Analyzing of all examination results and preparing of report thereof in consultation with the Dean (Academics) to submit to the appropriate authorities such as Principal/Management for further reviews and for follow up action.
22. Preparing the list of eligible students at the beginning of each academic year within one week after the announcement of the result and submitting the same to Dean Academics.
23. Informing the students regarding the conditional admission option and submitting the list of students who have joined through conditional admission to the Dean Academics.
24. Updating the students' database after the announcement of revaluation and submitting the same to Dean Academics.

## **EXAMINATION PROCESS**

Internal and External examination will be carried out as per the norms prescribed in Academic Regulations of concerned UG programs, offering by the College.

### **INTERNAL EXAMINATION PROCESS AT COLLEGE LEVEL:**

1. In 17 scheme and 18 schemes of VTU under CBCS, the weightage on Continuous Internal Evaluation (CIE) and Semester End Exams (SEE) is assigned as 40:60 ratios. The CIE is to be evaluated for 40 marks, in which CIE Test carries 30 marks and the remaining 10 marks will be awarded based on other parameters like assignments, quizzes, class tests etc as stipulated by VTU Regulation 18OB8.2.
2. In a semester, three CIE Tests i.e. Test-1, Test-2 and Test-3 will be conducted for 50 marks each and average of three tests will be reduced to 30 marks to consider it as final CIE component.
3. Test papers are set, evaluated and assessed by course teachers and the marks so obtained are share with students.
4. Process for setting/selection of the question paper:
  - i. For each CIE Test, Minimum 02 sets of question papers shall be set for each course by the respective course teacher(s) along with scheme of evaluation and solution. The portions/syllabus to be covered will be decided at the beginning of the semester for the First test, and similarly the portion for the Second and Third Internal tests soon after the completion of Test-1 and Test-2 respectively.
  - ii. HOD will pick 01 set and hand over to EMS coordinator for printing. The Department EMS coordinator has to submit the selected question paper with scheme (approved by HOD) in sealed cover to the COE before three days of the commencement of the Internals Assessment. The EMS coordinator will further assist the exam cell for taking care of number of copies to be printed and the distribution to the allotted rooms.



- iii. While setting the question paper the course teacher should take care to cover-up all COs and the RBT levels up to level-3 at least. Normally the question paper is required to set such that 60% of total marks to be covered by the RBT level-1 and -2, the remaining marks to be from RBT level-3 (if possible from level-4 also).
5. Receiving Question papers from Staff and Making multiple copies of Question papers as per students' strength.
  6. Seating plan and table marking is followed even for internal assessment tests and it is displayed on the notice board along with the internal assessment time table.
  7. Immediately after the test, the course teacher in the next period should discuss the test paper in the class. The scheme and solution of the course to be evaluated is required to be displayed for student's notice.
  8. Within 03 days from the last day of the test, the evaluated blue books shall be made available to students to enable students to gauge their performance in the test.
  9. The marks to be updated if any changes. If there is a grievance from the student with regard to the marks awarded, the HOD can get it verified/valued by the second/subject expert to guarantee the justice. A final mark of each test is finally entered to CERP/work sheet for further needful.
  10. Within one week of completion of CIE Test, the Department EMS Coordinators has to submit the CIE marks along with CIE Result Analysis to COE.
  11. The consolidated statement of CIE uploaded to University web portal is also needs to be submitted to Exam Cell for result preparation.

## **SEMESTER END EXAMS (SEE) PROCESS FOR UNIVERSITY**

### **EXAMS:**

1. The examination cell makes the required material list before the examination schedule. The required stationery will be made available by coordinating with the university and as well with the institute.
2. Department will prepare the list of students having shortage of attendance in accordance with the guidelines set by the university. Department shall submit the same to the Principal for the approval, after taking the consent from Dean Academics. A copy of the list shall be sent to the Exam cell. Exam cell shall prepare the list of students who are eligible for taking up the exams.
3. Planning for quoting the number of theory question papers required for various schemes such as 10 scheme, 15 scheme, 17 scheme and 18 scheme of VTU under CBCS day wise/program wise etc will be done.
4. Practical batch list will be created and uploaded by the respective department HODs for the approval by the university. A copy of the same shall be sent to the examination cell. After completion of lab exams, the details such as mark covers, answer booklet covers along with absentees' statement will be sent to university by the exam cell.
5. The exam cell, As per the regulations/guidelines of the university, plan and prepare for the various activities such as the required number of rooms/invigilators/relievers/DCS(Int), chart preparation for invigilation, display of students' allotment to rooms etc. for smooth conduction of theory exams. Soon after the completion of exam, the answer book bundles will be handed over/dispatched to university on daily basis.

6. MALPRACTICE- Candidates indulging in any kind of malpractice in the examination hall will be seriously dealt with any of the following will be deemed to be malpractice and action will be taken against candidate indulging in them.
7. At the end of all exams, the consolidated statement of Form-A, Form-B, Absentee's etc. will be submitted to the university.
8. Once the university results are announced, the consolidated statement of SEE results analysis course wise and semester wise will be submitted by the EMS coordinators to COE through exam cell for further needful.
9. Revaluation notification of the university will be communicated and also displayed on the notice board for the students to notice so that the interested students can apply within the due date.
10. The consolidated statement of the same will be sent to university along with the proof for having remitted of the prescribe fee to the university.
11. Revised results analysis will be made after the announcement of revaluation results and the same will be submitted to the COE.

The above procedure for the conduction of examination of both internal and external will be repeated every semester. The exam cell will be responsible in exercising all the exam related matters with the consult of Dean (Academics) and COE. All the communications shall be made through Dean (Academics) for further approval by the Principal before sending to Management/University.

### **Grievance's Redressal related to Examination.**


In order to make sure the transparency and clarity in the process of assessment of students, the procedure is set to redress the grievances of the students related to examination as follows:

1. If any discrepancy in the marks awarded, the student can bring it to the notice of concerned course teacher. The course teacher is expected to address the issues politely as convincingly as possible based on the scheme of evaluation.
2. If the student is not convinced, the issue may be taken to the HOD level. The concerned HOD should call the concerned course teacher for clarification so as to resolve the issue at his level only. If not resolved fruitfully, then HOD can constitute a committee comprising two subject experts to get it valued the blue book(s). Based on the outcome of the committee, the HOD should redress the grievances.
3. Even with all these exercise, the student is not convinced, then it should be referred to the Dean-Academics where the issue will be resolved mostly by taking inputs from course teacher, subject experts committee and HOD. With the appropriate inquiry, the justice will be guaranteed.
4. If the student is not satisfied with the outcome of the Dean-Academics, then he/she can approach the college level grievance Redressal cell.



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