



## OFFICE OF THE CONTROLLER OF EXAMINATIONS

### Examination Policy

P.S.V College of Engineering and Technology (PSVCET) is an Autonomous Institution which adopted Choice Based Credit System (CBCS) for providing unique learning experience to the students. PSVCET offers 09 undergraduate Engineering programmes, 03 postgraduate Engineering programmes in addition MBA programme. To evaluate the learning skill and the performance of the students, Formative and Summative assessments are carried out periodically by incorporating innovative assessments like, quizzes, individual seminar & assignments, case studies, Mini-project, capstone project and certification exams in addition to regular internal and semester end examinations.

#### **OBJECTIVES:**

To establish clear guidelines for the conduct of both continuous and semester end examinations, ensure fairness, transparency and upholding academic integrity in the examination process. To regulate continuous assessment tests, assignments, seminars, quizzes, and other essential elements to enhance students general learning abilities in addition to the semester-end exam.

To expose students to continuous learning rather than focus only at semester end examinations. This policy makes sure that students learn how to study on a regular basis and don't have to work extra hard at the end of the semester. It also drives students to perform regularly and avoid inconsistent study habits.

To help the periodic revision of examination procedures and maybe amended as needed. Any changes will be communicated to all stakeholders involved in the examination process through official channels, and the updated policy will be made available to students, faculty and staff.

#### **FEATURES OF EXAMINATION POLICY**

##### **Adopted CBCS and OBE**

A focus on students' holistic development through curricular, extracurricular, and extension activities has been guaranteed by the Choice Based Credit System, while OBE ensures that learning is outcome-driven, skill-based, and aligned with the needs of the workforce and society. Together, they create a dynamic and effective educational environment that empowers students and enhances the quality of higher education.

The college implemented a 10-point CGPA grading system for undergraduate and postgraduate by adopting OBE and CBCS curriculum pattern in accordance with UGC, AICTE and Anna University guidelines.

##### **Adopted Revised Bloom's Taxonomy**

Bloom's Taxonomy is a valuable tool for educators since it provides a clear framework for understanding and promoting the various levels of thinking involved in learning. Adopting the Revised Bloom's Taxonomy can significantly enhance the educational experience for both teachers and students by improving how learning goals are structured, assessed, and achieved.

## ACADEMIC CALENDAR

An Academic Calendar outlines the important academic activities and events throughout the semester. The academic calendar for the forthcoming semesters will be prepared in advance before the commencement of the semester and circulated to students, faculty and staff members along with information on opening/reopening dates after vacation, duration for completing syllabus (for each unit), holiday details, last working day of the semester, schedules of examinations including continuous and semester end examinations (both theory and practical) and reopening date for the next semester.

## EXAMINATION MANAGEMENT

All the examinations of the UG and PG. programmes are held under the control of Controller of Examinations (CoE) with the guidelines of Principal. The CoE office maintains the confidentiality and conduct of all continuous and semester-end exams in accordance with the spirit of P.S.V. College of Engineering and Technology and the guidelines of Anna University. The schedule for Examinations including continuous assessments, and Semester End Examinations (both practical and theory) is announced to the students and faculty minimum two weeks in advance through the respective Departments.

## APPOINTMENT OF THE EXAMINERS –INTERNAL AND EXTERNAL

Examiners are appointed for Question Paper Setting, Scrutiny and Valuation time-to-time by the Controller of Examinations from the approved list of examiners maintained in the Office. Faculty members appointed as examiners for conducting laboratory /project viva voce examinations and preparation of the question papers for semester end examination shall satisfy the following requirements:

Examiner	Internal	External
<b>Practical Examinations</b>		
<b>Qualification</b>	PG/ Ph.D	<b>PG/ Ph.D</b>
<b>Experience(yrs)</b>	Three years of teaching Experience in engineering college	<b>Five years of teaching Experience in engineering college</b>
<b>Theory-Question Paper Setting/Scrutiny</b>		
<b>Qualification</b>	PG/ Ph.D	<b>PG/ Ph.D</b>
<b>Experience(yrs)</b>	Seven years of teaching experience in engineering college.	<b>Ten years of teaching experience in engineering college.</b>
<b>Evaluation of Answer Scripts(Theory)</b>		
<b>Qualification</b>	PG/ Ph.D	<b>PG/ Ph.D</b>
<b>Experience(yrs)</b>	<b>Five years of teaching Experience in engineering college.</b>	<b>Five years of teaching Experience in engineering college.</b>

## **DECISIONS ON QUESTION PAPER PATTERN**

Dynamic pattern of the question paper will be approved in the academic council based on the recommendations received from the BOS committee of all departments. It is expected that question papers are prepared to assess the programme outcomes in terms of the student's learning in cognitive domains, problem solving and ability to use novel tools and methods with respect to theory and laboratory courses enrolled. Scope of the questions shall include mapping of Course Outcomes against each question and Knowledge Levels as per revised Bloom's taxonomy. Current pattern of the Question paper comprise of, Part –A (Short answers), Part –B (Long answers / Case study / from analysis level)

## **QUESTION PAPER SETTING FOR THEORY AND PRACTICAL COURSES**

Theory Question papers for semester end examinations are prepared by internal / External examiners (ratio of internal and external is decided in the academic council), as may be decided by Office of the Controller of Examination from the approved list of examiners maintained in the Office. However, the decisions on question paper pattern are unambiguously conveyed to the examiners appointed for the question paper setting. Examiners shall follow the given guidelines while preparing the question paper for the given course. In the case of practical courses, question papers are jointly prepared by both examiners (Examiner I & Examiner II / external examiners).

Generally the pattern of question papers, scrutiny, valuations and other activities and procedures related examination are as per the Regulations in- force.

## **ATTENDANCE REQUIREMENT TO APPEAR FOR THE EXAMINATIONS**

A candidate shall be permitted to appear for the Semester end examinations for any semester (theory as well as practical) if he/she secures not less than 80% of attendance in theory as well as in practical's in the number of working days during the semester.

A candidate who has secured less than 80% but 70% and above attendance in any semester shall be permitted to take the examination on the recommendations of the Head of the Institution to condone the lack of attendance on the payment of prescribed fees to the College. However, Condonation of attendance is allowed only once in entire study period of the particular degree programme.

A candidate who has secured less than 70% of attendance in any semester shall not be permitted to appear for the regular examinations in that particular semester or in subsequent semesters. He/she has to rejoin/ re-do the semester in which the attendance is less than 70%. However the student may take their arrear examinations if any.

## **ISSUE OF HALL TICKETS**

For semester end examinations, a printed hall tickets along with the Instructions are issued to the students, showing the details of various courses registered for the examination. It is mandatory to appear semester end examination and Principal / Chief Superintendent should ensure that the students receive their tickets at least two days prior to the commencement of examinations. CoE and Principal have to sign in the appropriate place in the hall tickets in addition to candidate signature. Hall tickets will be distributed to the students through their department concerned after thorough verification of particulars. Any discrepancy in the hall tickets should be brought to the notice of CoE office immediately.

## **CONDUCT O FINTERNAL ASSESSMENT & SEMESTER END EXAMINATIONS**

Schedule for the Continuous Assessments and the Semester End Examinations are published minimum two weeks before the beginning of the Examinations and communicated

to all the students and faculty through college website and respective departments. Arrangements of the venues for conducting the examinations are arranged at least day before the examination day and circulated to both students and members of the faculty. For any examinations, the students are expected to occupy their respective places at least 15 minutes prior to the start and shall not leave the venue before 10 minutes.

#### **APPOINTMENT OF CHIEF SUPERINTENDENT, SQUAD & INVIGILATORS**

Based on the experience, qualification and their academic credentials Chief Superintendents are appointed by the Controller of Examinations. Members of the Surprise Checking Squad and Hall Superintendent (Invigilators) are also appointed by the Controller of Examinations as per the eligibility given below:

<b>Position</b>	<b>Designation and Minimum Experience</b>
<b>Chief Superintendent</b>	<b>Professor/HoD&amp;15years</b>
<b>Squad Members</b>	<b>Associate Professor or above &amp;10years</b>
<b>Invigilators and Skilled Assistants in Practical Examinations</b>	<b>Assistant professor or above&amp;1year</b>

#### **APPOINTMENT OF CHIEF EXAMINERS AND EXAMINERS FOR VALUATION**

For valuation of Semester End Examination answer scripts, Chief Examiners, and Examiners (both internal as well as external) are appointed as per the norms given below:

Chief examiner of the Board shall, normally, be the Head of the Department. In case more than one chief examiner is required, next senior in the same discipline/ department is the second chief examiner and so on. In the case, the appointed chief examiner is unable to chair the valuation process; he/she may submit a written request to the Controller of Examinations with the approval of principal. In that case, suitable chief examiner may be identified and appointed by the Controller of Examinations from the same discipline/ department.

Chief Examiner shall be a faculty member and at least 10 years of teaching experience in the relevant discipline/ department. To evaluate answer papers, examiners shall fulfill eligibility criteria. Additionally these examiners must have handled the course at least twice to qualify that it to be valued.

#### **PROCEDURE FOR EVALUATION OF ANSWER SCRIPTS**

Answer scripts of the internal assessments are evaluated in the respective places of the faculty members and the marks are entered in the ERP portal within four working days from the day of exam.

In the case of Semester End Practical Examinations, the answer scripts are evaluated in the examination venue itself, jointly by the Internal and External Examiners and the marks should be entered in exam software enabled computer, located at the office of the controller of examinations on the same session/day.

The commencement of theory paper valuations for the Semester End Examinations is announced at least one week in advance to all the examiners through respective departments and e-mail for external examiners. Answer scripts with answer key are given to the examiners as per the allotment done by the HoDs. Normally 30 papers for UG and PG courses per session but not exceeding 35 papers respectively. Examiners are instructed to carefully check, evaluate the answer scripts allotted to them and award marks. After completion of valuation of given bundle by examiner, the chief examiner should randomly pick and value at least 10% of the valued papers. With the approval of chief examiners, the Examiners should enter the marks in the software enabled computer and sign in the printed mark sheet after thorough verification.

### **RESULTS PASSING BOARD AND MODERATION POLICY**

Results Passing Board shall be formed as per the guidelines of UGC and Anna University. In general, the composition shall include the Head of the Institution (Chairperson), Heads of the Departments, Controller of Examinations, and an academician nominated by the University (University nominee). Results Passing Board Meeting shall be convened after completing valuations and before declaration of the results, to analyze the course-wise and Department-wise results with related statistics.

Based on the thorough analysis and discussion, Moderation will be proposed by the controller of examinations for individual subjects of the current examinations if the pass percentage of any particular course is less than the threshold asset by the Anna University. If any course is eligible for moderation as per guideless of Anna university, marks are allotted to the students who did not pass the subject for which moderation is exercised. Maximum of 5 marks shall be awarded to a student, in total, either to an individual subject or all the subjects put together. Also degree moderation maximum of 15 marks may be considered for a particular student if that student is eligible to award the degree. Such decisions are taken in the result passing board meeting by the members which includes Controller of Examination, Anna University nominee for result passing board, Head of the Institution and all BoS chairman's. However moderation policy subject to change based on the guidelines of Anna University.

Based on the decisions taken in the result passing board related to moderations will be incorporated to all eligible students. Minutes of the meeting shall be recorded and acknowledgement shall be obtained from all the Members and Chairperson immediately after the meeting. After thorough verifications, results are published in the college website. In general, results for the admitted batch of students are published within 20 days after the last exam.

### **RE-TOTALING/ REVALUATION OF ANSWER SCRIPTS**

A student shall have the rights to apply for photocopy or revaluation or both for one or more subjects with a maximum of five subjects within three working days after the declaration of the results, if not satisfied. In such case, Candidates who wish to apply for revaluation should first apply for photocopy of his/her answer script by paying prescribed fee per script. After receiving the photocopy, the student can verify the copy for any discrepancy like total mistake and omission in the valuation. If any discrepancy is noticed the same may be brought to the notice of the Controller of Examinations for remedial action.

The valuation in the photocopy of the answer script can be verified by the subject expert and if the expert is convinced that the script deserves higher marks than awarded, he/she can recommend for applying revaluation. The student can apply for revaluation by paying the revaluation fee on or before the last date for applying revaluation. Normally 3

working days from issuing the photo copy of the answer script. The Controller of the Examinations shall make the necessary arrangements for revaluation and shall make the results available within seven working days. Even after the valuation, if the student is still not satisfied with the result, he/she cannot for review of his/her answer script by paying the prescribed fee.

### **DURATION FOR PRESERVING THE ANSWER SCRIPTS AFTER PUBLISHING THE RESULTS**

Answer papers, after the valuation and declaration of the results, shall be retained by the Office of the Controller of Examinations for a period of 3 years or as per the guidelines of Anna University for the retrieval whenever needed and then shall be disposed by the Office of the Controller of Examinations. However, if any candidate seeks the duplicate copy of the answer scripts in the subsequent semesters (within three years) the same shall be made available after producing the written request by the candidate with the fee fixed from time to time. However, the answer scripts of the internal assessment tests shall be returned back to the students for their reference.

### **SUPPLEMENTARY EXAMINATIONS**

As per the guidelines and regulations of Anna university, autonomous colleges affiliated to this university should conduct only primary semester end examinations and not to conduct any supplementary Examinations. If Anna University permits, Controller of the Examinations shall make the necessary arrangements for Supplementary Examinations by flowing the guideline of university.

### **ISSUING GRADESHEETS, PROVISIONAL AND DEGREE CERTIFICATES**

Grade sheets after declaration of the results of the revaluation shall be issued to the students within two weeks after publishing the revaluation results. Course completion certificate, if necessary, shall be issued along with the Transfer Certificate at the end of the programme through Principal Office. If a student loses the grade sheet and needs the duplicate grade sheet, shall submit the application form available in the website to the Office of the Controller of Examinations along with the prescribed fee and an Aadhaar proof. The duplicate grade sheet shall be issued within two days. Provisional and Degree certificates to the candidates after completion of the programme successfully are issued after receiving the same from Anna University.

### **TRANSFER OF STUDENTS (TRANSFER ADMISSION)**

Students, who wish to transfer to other colleges, are informed to submit a written request to the Principal to get the grade sheet till the last semester that he/she completed and the same shall be issued within 20 working days. A candidate who joins the Institute, from other colleges, shall submit Transfer Certificate and No Objection Certificate along the Mark Sheets of all semesters and the syllabus copy issued by the concerned college for normalization of the credits. Controller of Examinations, Chairperson of the Board of Studies (Head of the Department), a Senior Faculty from the concerned Department and Head of the Institution shall decide the need for additional registration/exemption of courses to that candidate based on the current Regulation under the force.

### **BREAK-OF-STUDY (RE-ADMISSION)**

A Student who wishes to avail the break-of-study shall follow the guidelines given in the Regulation that is under the force. At the time of re-joining, such students shall follow the current regulations, with credit normalization as specified in the previous section.

## **PROVISION FOR WITHDRAWAL FROM END-SEMESTER EXAMINATION**

A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by the Chairman, Sports Board and the HoD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. However, for sports activities, a student can be granted permission to withdraw from appearing for the end semester examination in more than one semester with approval from the Chairman, Sports Board and the HoD. The application shall be sent to the CoE through the Head of the department with required documents.

## **DECISIONSON MALPRACTICE ISSUES AND ANY OTHER RELEVANT ISSUES**

Any student, indulge in malpractice during the examination shall be referred to the Malpractices enquiry Committee, comprising of three senior faculties and COE. Based on the nature of malpractice, penalactions are taken as per guidelines of the Anna University or above.

## **BENCH MARK AND GUIDELINES**

Assessment and evaluation practices adopted by the Institution are upgraded on need-basis, based on the changes in the curriculum, nature of the courses offered, and guidelines received from the Anna University. Office of the Controller of Examinations strives to assess the outcome of the courses effectively (to identify the gaps to be bridged in the learning process) and efficiently (to publish the results immediately after the evaluation) so as to provide the quick means for corrective action by the students. To enable the requirements of the Office of the Controller of Examinations, a software team and set up is provided to assimilate and disseminate the data for fruitful analysis and feedback for further improvement.

## **ROAD MAP AND TARGET**

Office of the Controller of Examinations is expected to implement the best practices on par with other higher educational institutions and also novel ideas for improving the evaluation process and provide the services to both academic departments and students. Some of the proposed measures are given below:

<b>S.No.</b>	<b>Objectives</b>	<b>Action Implemented/Proposed</b>
<b>1.</b>	To provide an opportunity for job and self-employment to the students.	<b>Introduced career and skill development courses and Add-on Courses for UG and PG Programmes</b>
<b>2.</b>	To tune the examination process similar to other competitive examinations.	<b>On/Off-line examinations introduced with Multiple Choice Questions for both UG and PG Programmes</b>
<b>3.</b>	To develop the skills of critical and creative thinking.	<b>Implemented Open Book Examination for PG Programmes in one core/ elective subject in Even Semester.</b>

4	To reduce the burden of syllabus.	<b>Students who earned 3 credits in Add-on Courses can skip one Elective paper in the last semester.</b>
5.	To provide industrial exposure To the students.	<b>Internship and In-plant training courses Introduced for both UG and PG students.</b>
6.	To assess the outcome of the courses effectively.	<b>Publish results immediately after the Evaluation, so as to provide the quick means for corrective for the students.</b>
7.	To improve the standard of Question paper.	<b>Implemented Bloom's Taxonomy method to Standardize the quality of question paper.</b>
8.	To involve the students in Academic-related decisions.	<b>Student representatives (Alumni) are members of the BOS and the Academic Council where examination-related matters ranging from question paper pattern to exam Reforms are discussed and decided.</b>
9.	To help the students analyze their performance on their own.	<b>Along with the results, scheme of valuation in detail for each course is displayed in the departmental notice boards for students to familiarize themselves with expectations of the examiners and make appeals for Revaluation, if necessary.</b>

## PERCEIVED OUTCOMES

Implementation of short-term, medium term and long term measures recommended in the Policy shall result in an effective assessment of teaching learning system, identification of areas that might require additional focus by the students and members of the faculty, transparency and achievement of the vision of the Institution.

**Controller of Examinations**