

Policy regarding conduct of Examinations / Examination Reforms

1. Evaluation System for a Course

1. There are two types of courses in various programs / curriculum of AKTU; Theory and Lab. Project, training, seminar etc. comes under lab courses.
2. For each course, the evaluation system includes internal assessment and external assessment. In some courses, internal / external assessment may have zero marks.
3. External evaluation is to be done by AKTU. For this, AKTU conducts End Sem Exams at the end of semester for theory and lab courses. Marks are awarded based on evaluation and appears in marks-sheets issued by AKTU.
4. There is no passing mark in internal assessment. To pass in a theory subject, student has to secure 30% marks in External Exam (to be conducted by AKTU, End Sem Exam), 40% marks in a subject (adding internal and external marks) and 50% in a semester. For lab subjects, the passing marks are 50%. For more clarification, refer AKTU Ordinance.
5. The internal evaluation to award sessional marks of each subject will include award of :
 - Theory Subjects : Marks of Class Tests (CT), Teacher's Assessment (TA) and Attendance (AT)
 - Lab Subjects : Marks of Continuous Evaluation (CE), Teacher's Assessment (TA), including Quiz / Viva etc. and Attendance (AT)
6. The marks (maximum) for various heads of internal evaluation are mentioned in AKTU Teaching and Evaluation scheme concerned.
7. All the students are required to appear in all the conducted tests (First Sessional, Second Sessional and Pre University Tests) mandatorily with full preparation so as to secure good sessional marks. CT marks will be awarded on the basis of all the conducted three tests.

2. Award of Sessional Marks of Theory Subjects

The internal evaluation to award sessional marks will include award of CT marks, TA marks and AT marks. To award sessional marks for half unit subjects, adopt suitable scaling.

1. For awarding CT marks (30/15/20), all the three tests (Sessional-I : 25%, Sessional-II : 25% and PUTs : 50%) will be considered.
2. For award of TA marks (10/5), the teacher will evaluate the students based on class discipline, submission of home-assignments / solution of sessional tests / conduct of quizzes and its evaluation and general attention / participation in class to understand the subject.
3. Attendance marks (10/5) will be awarded based on the percentage of attendance in a particular subject. The proposed distribution is as [AT < 75% : 7/3.5; AT ≥ 75% but <80% : 8/4; AT ≥ 80% but <90% : 9/4.5; AT ≥ 90% : 10/5].
4. Moderation of marks may be adopted suitably. However, in a longer run, marks are to be awarded on the actual performance of the students.

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3. Conduct of Sessional Tests / Pre-University Tests, Syllabus and Pattern

The assessment components to collect the students' performance data (CO-wise) are as follows :

Pattern of Question Papers (Sessionals and PUTs)

Exam Name (Direct-Internal)	Comments
Sessional – I (60 marks, 2 hours)	From 2 COs of the course, Two CO-wise Sections having internal (within the CO) choice, each CO or section is of 30 marks
Sessional – II (60 marks, 2 hours)	From other 2 COs of the course, Two CO-wise Sections having internal (within the CO) choice, each CO or section is of 30 marks
Pre-University Test (PUT, 100 marks, 3 Hrs)	From ALL 5 COs of the course, FIVE CO-wise Sections having internal (within the CO) choice, each CO or section is of 20 marks

Pattern of Question Papers (CO-wise)

CO	Skill / BKL	Assessment Component	Remarks
CO-1	Bloom's Knowledge Level – Upto K4	Sessional-I, PUT, Assignment / Quiz	⇒ In Sessional's Question Papers, there will one section for each CO (having Internal Choice). With this, CO-wise students' performance can be measured. ⇒ Syllabus Progress / Coverage is about 40% (2 COs) for Sessional-I and next 40% (2 COs) for Sessional-II. PUTs are from full syllabus. ⇒ In PUT's Question Paper, COs are to be mentioned against each question and students performance is recorded CO-wise. ⇒ Assignment / Quiz is to be conducted CO-wise. ⇒ In each question paper (for each CO, to assess skill level), nearly 30% questions will be of K1-K2 Level, while remaining questions will be of K3-K4 level. One question of High Order Thinking Skill / Creativity may be given in each section (CO-wise), as a part of internal choice.
CO-2		Sessional-I, PUT, Assignment / Quiz	
CO-3		Sessional-II, PUT, Assignment / Quiz	
CO-4		Sessional-II, PUT, Assignment / Quiz	
CO-5		Online Quiz, PUT, Assignment / Quiz	

4. Quality of Question Papers / Assignments / Quizzes

- ❑ To check the standard / relevance of questions and overall quality of the Question Paper, the framed Question Paper is to be audited at dept level through DQAC / Subject Heads (prior to submission to Exam Cell). Further, questions mentioned in questions bank and / or given in assignments / quizzes need to be reviewed at department level (through module coordinator / DQAC) on random basis / sample basis.
- ❑ It may be worth enough to announce that approximately 60% of the questions of every question paper (including I and II sessionals and PUTs) will be from supplied question bank / earlier conducted tests.

5. Conduct of Labs and Award of Lab Marks (Sessional)

The internal evaluation to award sessional marks (labs) will include :

- a. Attendance (25%, 5/10 marks)
- b. Final Internal Viva / Written Lab Quiz (25%, 5/10 marks)
- c. Continuous Evaluation (Lab Records and Performance, 50%), Say

6. Key Points related to Exam Reforms and Grievance

There is complete transparency in the internal assessment. Key requirements of adoption of Outcome Based Education (OBE) have been incorporated in examination system. In this respect, the key points are as follows :

1. To ensure transparency in the internal assessment, students are asked to write the tests in answer sheets provided by the college.
2. Subject Teacher discusses the solution of question paper in the class and evaluates the answer sheets. These evaluated answer sheets are being shown to the students concerned (preferably within the regular class). Students check whether they have rightly answered the questions and they are justly evaluated. Suitable measures on obtained feedback are taken care by respective faculty
3. The relevant subject teachers counsel the weak students to fare well in the next exams.
4. To ensure proper conduct of Examination, two invigilators are assigned to each hall, Evaluation is done by the course handling faculty members within three to four days from the date of examination.
5. The corrected answer scripts at random are verified by HOD to ensure the standard evaluation process.
6. The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. The marks obtained by the students in internal assessment tests are displayed on the department notice board.
7. The marks obtained by the students in internal assessment test are uploaded periodically on the university web portal along with their attendance (as prescribed by AKTU).
8. Noting the values in observation and validating the theoretical aspects, students must submit lab records regularly.
9. Day to day performance of the students is assessed for every experiment is indicated in the observation/record. The independent learning, practical approach to real-time applications is tested by viva-voce for lab courses.
10. For the quality of the projects, the evaluation is done by project review committee along with the project guides.
11. To ensure the transparency and curb the mal practices the university has introduced jumbling system and theory end examinations are conducted at a center other than the college.
12. The end examination for the laboratory and projects shall be conducted with an internal and external examiner appointed from the other colleges as decided by the university.
13. Evaluated Answer Sheets are kept in exam cell (for a period specified in Write-off policy).
14. Students' exam-time attendance is being shared by respective HODs for information to absentees and their parents.
15. **Redressal of grievances**
 - a. **At departmental level:** The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, unit tests. The midterm marks are allotted based on defined strategies and displayed on the notice board. Query if any is discussed with faculty and HOD.
 - b. **At College Level:** The institute appoints a Controller of Examination for smooth conduction of examinations at college. If students are facing any problems they are solved by the institution's COE. The grievances during the conduction of online/theory examinations are considered and discussed in consultation with the Director and if necessary, forwarded to the university by examination section.
 - c. **At University level:** The queries related to results, corrections in mark sheets, and other certificates issued by university are handled at college after forwarding such queries through the college examination section.

Students are allowed to apply for revaluation, recounting and challenged evaluation by paying necessary processing fee to university if they are not satisfied with the university evaluation.

7. Instruction to Invigilators / Exam related personnel

All the invigilators and other assigned persons (faculty and staff members) are requested to read the following instructions very carefully for its implementation, although he/she is well experienced and efficient in examination related works.

1. All the faculty and staff members are requested to report in examination cell (a part of academic cell) on all examination days, at least 30 minute earlier. They must check their duty. If duty has been assigned, collect the required material from the examination cell after signing on the duty register and reach to the examination room / duty.
2. Those who are not assigned any examination duty yet, must not leave the college without the information / permission of examination cell, as they may be called for duty at any time.
3. All the leaves during examination days must be forwarded by I/c – Examination Cell.
4. All the invigilators / flying squad members / relievers etc. are requested to be present in the assigned examination room along with all the related materials (including additionally supplied material, except question papers) at least 15 minute earlier to the commencement of exam. They (flying squad members and relievers) are also requested to sign on duty register. Question Papers will be supplied to the concerned examination rooms under the supervision of COE.
5. Invigilators must ensure whether there is any written matter on the walls of examination room, desks, black-board and all visible areas. If observed, ensure its erasing.
6. Invigilators must ensure that, inside the room, in corridors, entrance gate of the room, windows, etc., there is any 'Chit', piece of paper, notes, written document, printed / photo-copied matter, book etc. is available or not. It must be investigated thoroughly. If observed any unfair material (unauthorized), it must be destroyed before the commencement of the exam.
7. Invigilators must examine / check all the students / candidates deeply / properly for having possession of any unauthorized material, in each shift on each examination day. If obtained any unauthorized material, confiscate it and handed-over to the I/c – Exam Cell as soon as possible.
8. Students will not be allowed to enter the examination hall after 15 minutes of the commencement of the exam. Beyond this time, no student will be allowed to appear in examination without the written permission of I/c-Examination Cell.
9. No student will be allowed to appear in examination, if he/she has not been registered or detained. All the invigilators must ensure it. The date of registration is printed on supplied attendance sheet. In case of doubt, ask the student to get written permission from Dean (Academics) / Director to appear in examination. This granted permission will be valid for one exam day only, else mentioned. Ensure its implementation very strictly.
10. Invigilators must not allow any person in examination room, if he/she is not related to examination concerned. Any examinee is not allowed to leave the examination room before the full time of examination.
11. Invigilators are required to be very careful in examination room during whole exam duty time and must not be seated at one place. Check and observed whether any examinee is using any material that comes under the category of UFM or not. If observed, book it and inform the I/c-Examination immediately.

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12. In case of misprint / error etc., invigilator must not provide any suggestion / correction in any case. The matter must be brought into the notice of I/c-Examination Cell immediately and all the actions will be taken by I/c – Examination Cell only.
13. During the examination, member of flying squad, members of examination cell, water-men, Dean, Director and any authorized person of university / AICTE is allowed to enter into the examination room for proper evaluation / supply. Other than these, no person is allowed to enter into the examination room.
14. Writer is not allowed. In case of acute emergency, it can be permitted as per university rules.
15. Non-programmable calculators are allowed. Invigilators must ensure its implementation. Other than calculator, no electronic device is allowed in examination room (not for possession / use).
16. The extra supplied material includes Design Data Book, Logarithmic Tables, Series / tests / Statistical Tables / Steam Table / Semi Log Paper / Graph Paper. Other than this, information will be given by I/c – Examination Cell.
17. Examinees are not allowed to use urinal for first 30 minutes (from the commencement of exam) and during last 15 minutes (before the end of exam).
18. While submitting answer sheets (just after end of each exam), segregate and arrange collected answer sheets based on course/semester/branch / roll no. (ascending order). Invigilators are requested to submitted the collected answer sheets (from examination room concerned) to examination cell after due segregation, just after the end of exam concerned.
19. Flying Squad members are requested to ensure enforcement of these instructions (related to students and invigilators etc.) and ensure smooth and efficient conduct of examination in all respect. Their duty timings are 15 min earlier to 15 min after the exam timings. They are also requested to prepare a report of the exam concerned (in the prescribed format) and to submit it to COE in due course of time.
20. Exam Cell member, who is collecting these answer sheets (just after conduct of each exam), must count the used (course/semester/branch wise, arranged as per roll number) and unused answer sheets and match this data with room proforma and attendance sheet of room concerned. Further, match this data with the report of flying squad.

8. Instructions to the Students : Conduct of Examinations

All the students, appearing either in sessional tests or in university examination, must take care of following (mandatorily) :

1. Examinee must check his/her seat, belongings, nearby areas, desks and all other approachable areas etc. for availability / presence / possession of any unwanted material. If observed, it must immediately be brought into the notice of invigilator (but before the commencement of the exam only, *i.e.* distribution of answer sheet).
2. Examinee must not have any material that comes under the definition of 'Unfair Means (UFM)'.
3. Examinee must complete all the mandatory information in clear handwriting at all the appropriate places. Answer in English only.
4. Examinee must mention his/her roll number on the top-right of question paper. Other than roll number on this location, examinee must not write any other symbol, character, digits, geometry, calculations, results, answers, remarks etc. on the question paper (at any location).
5. Examinee must use both sides of the pages for writing the answers. Examinee must strike-off completely the rough work being done.

6. Examinee must write complete detail of question number concerned before answering, very clearly (*i.e.* mentioned in question paper).
7. Any student, if caught using UFM, will be awarded zero marks in the exam concerned.
8. UFM include borrowing of any item like calculators / stationary items / pen / pencil / scale etc., asking the time, discussing any-thing with any other examinee, creating hindrance in examination work / routine checking / checking carried out by flying squad members or by any authorized person, use of programmable calculators, appearing without authorization, any-thing written on hand / clothes / body part / any belongings or as understood for cheating, whether concerned or not, making a noise, leaving the room early, having possession of mobile / electronic gazettes other than permitted scientific calculator and possession / written of any material that comes under the definition of UFM (as per the university norms). UFM also include miss-behave / argument with invigilators, not obeying their instruction, indiscipline etc. This is not the complete details of UFM; however it covers all such things / events that come under UFM as per rules of affiliating universities.
9. *Students are advised not to bring Mobiles / any other material which is not allowed in examination room (as per the university rules). In any case, these materials (including mobiles) neither be taken into possession by college nor be allowed to kept with invigilators / exam room. College shall not be responsible for theft / loss of such items.*

9. Online Courses and Assessment

All the students are instructed and motivated for enhancing their skills and knowledge through Online Courses of their interest / research area / industry need etc. These are majorly offered by MOOCs, SWAYAM, NPTEL etc. Institute offers value-added courses, certificate programs, Industry supported training of technology / software, expert lectures, industrial visits, internships, workshops, seminar, courses through SIH (Skill India Hub), trainings through AICTE Internship Portal etc. Further, students must do their own performance evaluation through PATAKH. At institute level, assessment of technical, aptitude, verbal and communication etc. related aspects is also done through AMCAT and Cocubes.


(Dr. Bhijesh Singh)

Director

Copy for information and necessary action to :

1. Hon'ble Chairman and Vice Chairman
2. Dean – Academics, Associate Dean-I Year, Dean-SW, Chief Proctor, Chief Warden, COE
3. All the HODs, IQAC, Registrar, ERP, Accounts, Library