

Dr. M.G.R. ENGINEERING COLLEGE

EXAMINATION PROCEDURE AND RE EVALUATION PROCEDURE

I. PREPARATION OF EXAMINATION APPLICATION FORM:

Examination application forms/ Hall Tickets of each candidate are digitally generated with photo and subjects with subject codes. The students can pay the prescribed Examination fees through online exam fee payment portal. The students will receive the Hall ticket and Time table of the Examinations will be available in the University portal.

II. QUESTION PAPER PREPARATION:

Question Paper Setters:

Educational attainment of the faculty members is the main criteria for the selection of Examiners as question paper setters and valuing answer booklets. Experience and the expertise in subjects shall be desirable qualification for the selection of Examiners.

The panel of Examiners consisting for each Course is called from the Heads of various Departments and a data base of the examiners is maintained by the Controller of Examinations. The Controller of Examinations shall add qualified examiners from the University departments to the panel based on the academic records obtained through Heads of the Department. The Controller is empowered to select and appoint the examiners as question paper setter or valuation of answer papers.

Receipt of Question Papers:

With a view to ensure confidentiality of the questions, the question paper setting orders are sent to the examiners working in the Colleges and Universities outside Chennai area. Along with the question paper setting order, the syllabus copy of the subject containing the reference books, the pattern of the question paper to be set, a model copy of the question paper and a form of bill for claiming remuneration for the work done are also being sent.

Two different examiners are engaged for setting of question papers. For each subject two different sets of question papers are received for each semester. The extra question paper shall be used in cases of exigencies. The unused question paper shall be used for the subsequent semester examinations. The practice of drafting two sets of question papers for each subject shall be continued for four consequent semesters. When all the unused question papers are used and exhausted, action will be initiated to call for the fresh question papers.

All the question papers are received, opened and documented in the Register maintained for the purpose. The question paper setting remuneration claim bills shall be cleared with reference to the entry in this Register.

Each question paper is subjected to review by an expert in the relevant subject and ensure that the question papers are set within the syllabus prescribed and in accordance with the pattern.

Confidential Room:

The process of opening of the question papers received from the paper setters, entry of the question papers in the Register, review of the questions, process (retrieval from CDs / typing) of the question papers, copying and packing of the question papers are all carried out in the confidential room under the direct vigil and supervision of the Controller of Examinations. The confidential room has three personal computers, without any LAN, WAN or net connectivity. There are also three copier machines for taking required copies of the final approved question papers. As the University offers different Courses, about 650 question papers are being processed per semester. As an additional security feature a CCTV surveillance camera is fixed in the examination cell to monitor the activities of the staff engaged in the cell.

With a view to avoid any possible malpractice, the answer booklets are collected from the examination centers at the end of each session of the examination.

Dispatch of Question Papers:

All the question papers required for all the centers are neatly packed with a list pasted on the packet to be sent to each centre in session wise. The list contains the subject code, title and number of copies required for each examination session. The question papers are dispatched separately for each session of the examination to the Chief Superintendent of each centre through a responsible person from the office of the Controller of Examinations by 30 minutes before the commencement of the examinations. The Chief Superintendent after ensuring the receipt of the question papers intact, acknowledges the receipts, which is being maintained by the office of the Controller of Examinations.

III. TIME TABLE:

The approximate date of commencement of examinations will be announced two months earlier. The digitally generated exact schedule will be announced and published in the website one month before the commencement of the examination. Sufficient time (days) is to be given between two subjects for the students of the same semester.

IV. CONDUCT OF EXAMINATION

Appointment of Chief Superintendents:

The Controller of examinations will appoint Chief Superintendents with the consultation of the Vice – Chancellor. The appointment of Chief Superintendent shall be made on rotation basis among the Heads of Departments of the University.

There shall be an Additional Chief Superintendent for each Examination centre. The appointment of Additional Chief Superintendent is made by the Controller of Examinations among the Head of Departments of the University on rotation basis. The Additional Chief Superintendent will assist the Chief Superintendent in the administrative works and carry out the instruction of the Chief Superintendent from time to time. In cases of exigencies the Additional Chief Superintendent shall act as the Chief Superintendent.

The examination timings will be from 10 am to 1 pm and from 2pm to 5 pm.

Invigilators and Invigilation:

The Hall Superintendents required for each session are appointed by the respective Chief Superintendents based on the strength of the students registered for the respective session. One Hall Superintendent is appointed for every 25 candidates registered or part thereof.

Duties of hall superintendents:

He / she shall report to the Chief Superintendent concerned 30 minutes before the commencement of the examinations. He / she shall receive the question paper packets, answer booklets and the candidates' attendance sheet for the room allotted to him / her. He / she shall issue the answer booklets to the candidates 10 minutes before the commencement of the examinations. The question papers should be issued to the candidates at the exact time of commencement of the examinations. He / she shall get the signature of the candidates in the attendance sheets before 40 minutes from the time of commencement of the examinations. He / she shall handover the attendance sheet to the Chief Superintendent within 45 minutes from the commencement of the examinations. Statistical tables required if any may be issued to the candidates under acknowledgement. He / she shall instruct the students to stop writing the examinations at the exact time of conclusion of the examinations. He / she shall collect the answer booklets and handover to the Chief Superintendent in accordance with the attendance sheet. He / she should also return the unused answer booklets and ensure that the unused answer booklets and the used answer booklets tally with the total number of answer booklets received for the examination session. He / she should assist the Chief Superintendent in the packing of the answer booklets as may be instructed by the Chief Superintendent.

Discipline and control at the examination hall:

The candidates should bring the Hall Ticket and identity card for all the examinations they appear. The candidates should identify their room and seat number and occupy their seats 15 minutes before the commencement of the examinations. They should leave the bags, notes or books outside the examination hall. Use of cell phones and programmable calculators are prohibited in the examination hall. Even the possession of any such incriminating material inside the examination hall is a punishable offence. They should maintain dignity and should not indulge in any kind of malpractice. Once they occupy their seat, they should not move out without the permission of the Hall Superintendent. Answer booklets shall be supplied 10 minutes before the commencement of the examinations. All the details required such as Register Number, Degree, Branch, Subject code, Subject name, Semester, Question Booklet number, Number of pages used, Date and session should be clearly written in the space provided in the answer booklet. They can use blue or black ink fountain pen or ball-point pen to write the examinations. Question paper shall be issued at the exact time of commencement of the examinations.

No candidate will be permitted to leave the examination hall prior to the expiry of 30 minutes from the commencement of the examinations and no candidate will be permitted to attend the examination 30 minutes after the commencement of the examination. Candidates shall invariably sign the attendance sheet of each examination session. Statistical Tables received if any should be invariably returned to the Hall

Superintendent concerned. Candidates should stop writing the examination at the exact point of conclusion of the examination period. Candidates should handover the answer booklets in person to the Hall Superintendent concerned and should not leave the answer booklets on the tables.

Seating Arrangement

The seating arrangement is so made that no two neighboring students of the same subject of examination are put together in the same row to write their examinations.

With a view to instantaneously locate the seat allotted to the examinees, the details regarding the Room numbers and the Register numbers of the examinees allotted in each room are displayed on a Black Board in the precincts of the examination centers.

Additional Control: Flying Squad

There is Flying Squad that has additional control over the conduct of the examinations. The Flying Squad is appointed by the Controller of Examinations with the approval of the Vice - Chancellor. The Flying squad consists of two members, viz. Any one of the Head of Department and one senior faculty member. The Squad members shall be selected on rotation basis. The Flying Squad makes surprise visits to the examination centers during the examinations. The Flying Squad is empowered to report the cases of malpractice noticed by them to the Controller of Examinations through the Invigilator of the session and the Chief Superintendent concerned.

Collection of Answer Papers:

Within 30 minutes after the conclusion of each examination session, the answer scripts are sent by the Chief Superintendent of the examination centers to the Controller of Examinations together with the details on the number of answer book packets for each subject, Register Number of candidates present for the examinations and the register number of absentees for the examinations.

Eligibility for Writing the Examination:

Every candidate shall secure 75% attendance during each academic year. However students with 50% attendance are permitted on condonation.

V. PRACTICAL EXAMINATIONS:

Each practical examination will be conducted by the concerned department by one external examiner, one internal examiner and a skilled assistant. Project viva – voce will be conducted by one external and one internal examiner. Marks will be awarded based on his practical skills.

VI. INTERNAL ASSESSMENT:

Three common internal tests will be conducted and the marks of the average of the best two together with performance in seminars, assignments and group discussion will be considered for internal mark.

The Consolidated Internal Assessment marks shall be provided to the Controller of Examinations by the Heads of each University department, before the commencement of each semester examination.

VII. EVALUATION:

The answer book bundles are received from the Chief Superintendents of the centers fixed for the examination at the end of each session of the examination.

Preparation for Evaluation

After receipt of the Answer Booklet bundles from the examination centers course wise and subject wise, the Answer Booklet covers are opened in the presence of the Controller of Examinations and the top portion containing the Register Number of the candidates is separated and given for scanning of Bar code Number with the Register Number. Then the Answer Booklets having only dummy number are repacked with the details of course, subject code, subject name, bundle number and number of Answer Booklets contained in the bundle.

Evaluation Centers

Depending on the number of answer scripts available for valuation, Examiners are appointed for valuation at any particular spell of time. The rooms attached to the university Circuit Departments are used as centers for evaluation of Answer Booklets.

Evaluation of Answer Booklets is conducted on Saturdays and Sundays. Evaluation of Answer Booklets is carried out in two or three centers depending on the number of Answer Booklets received. To carry out the administrative works connected with the valuation process, one Camp Officer, one Additional Camp Officer, five Tabulation Assistants, two or three Attenders are appointed to each camp by the Controller of Examinations. The Camp Officer has the responsibility of assigning Answer Booklet bundles to the examiners, receipt of Answer Booklets after valuation and the foil cards containing the marks offered by the examiners. The Additional Camp Officer shall assist the Camp Officer in all these tasks. In cases of exigencies, the Additional Camp Officer shall be required to act as the Camp Officer. The Tabulation Assistants shall check the addition of question wise and total marks offered by the examiners. They shall also check whether the shading of marks by the examiners is properly carried out. The Attenders shall repack the Answer Booklets.

Evaluation Process

The evaluation is carried out by the external examiners. The valuation starts at 09.30 a.m. and shall continue up to 4.30 p.m. with a lunch break of 30 minutes. Examiners are allotted 25 Answer Booklets during forenoon session and 25 Answer Booklets during afternoon session. Only on completion and collecting the 25 scripts given during forenoon session the examiners will be allotted the scripts for the afternoon session. However a marginal difference of up to 15 answer booklets will be allotted to the examiners by allowing extra time for valuation in cases of exigencies.

For P.G. Courses there are two valuations, one by internal examiner and another by external examiner. In the case of P.G. evaluation, if the difference between the two valuation is more than 15%, the paper is evaluated by a third external examiner and the average of the nearest two marks will be taken as the final mark. If the marks of all the three valuations are of equal differences, then the marks of highest two scores shall be considered to arrive at the final mark. The Bar code sheets containing the marks of the students are scanned, by which process, the marks obtained go to the students concerned.

VIII. MALPRACTICE:

The university has a set of rules for punishing those students who indulge in unfair practices in the examinations. Action against those indulge in malpractices is being taken on the report received from the Chief Superintendents of the examinations. Malpractices are identified into the following categories and punishment are awarded as detailed below:

Category	Example	Punishment
Inadequate materials	Attempting to copy from another person's Answer Book	Oral warning
Materials less in quantity	Possession of bit / incriminating material / programmable calculators / cell phones	Withholding of result in the particular paper
Material huge in quantity	Possession of Books / Guides / Notes	With holding of result for the whole semester including arrear subjects if any

Review Committee:

All the cases of malpractice shall be referred to a Review Committee for awarding the punishment to the offenders. The Committee shall go through the nature of malpractice committed in each case before awarding the punishment. The members of the Result Passing Board of each Course shall be the members of the Review Committee.

IX. RESULT PASSING BOARD AND PASSING OF RESULTS:

The Continuous Internal Assessment marks received from the Departments / Colleges, the Practical Examination marks and the Theory paper evaluation marks are entered in the system and a Consolidated Tabulation Sheet of results is prepared. The Tabulation sheet is placed before the Result Passing Board for analyzing the trend of the results.

A result passing board will be constituted by the Vice – Chancellor. The Passing Board at its discretion may consider any addition of marks for the advantage of the students or pass the result as such. The moderated results are published in the University website after the approval of the Vice – Chancellor.

X. REVALUATION PROCEDURE:

UG Courses:

There is a provision for revaluation of answer scripts for UG Courses. Candidates aggrieved by the marks they received, may apply for revaluation of their answer scripts. For these purpose, the student has to submit a request in the prescribed form to the Controller of Examinations, through the HoD concerned, within ten days from the publication of results along with prescribed revaluation fees. Even the candidates who have got pass marks can apply for revaluation for getting higher grades. Revaluation is being done by external examiners from neighboring Institutions. The results of revaluation will be published within 15 days from the last date of application for revaluation. In either case the higher score of the two marks shall be taken as the final marks.

PG Courses:

No provision for revaluation of answer scripts for P.G. Courses since double valuation system is followed for all PG Courses as described under evaluation process.

Challenge / Access to Answer Script

After the announcement of the revaluation results, if a student has the grievances about the valuation of his/her answer scripts; the student can apply for a personal scrutiny / verification of the paper as per the following procedure within a week from the announcement of Revaluation Results. In a semester, any student can request for scrutiny/ verification for a maximum of three papers only to be reviewed. Upon applying with the requisite fees, the Office of the Controller of Examinations will inform the date on which the student along with the University Experts, so selected by the Vice Chancellor of the University would assess the contents of the answer-script. The duration of this exercise will be limited to one hour only per paper with only one chance per paper. The Controller of Examinations will counter check the assessment made by the University Expert and take appropriate decision. In the process, if the assessment is in favor of the student, Rs. 2,500/- will be refunded to the student. This is applicable for all the UG and PG programme.
