



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY
KumaranKottam Campus, Coimbatore – 641 402
Accredited by NAAC/Approval by AICTE, New Delhi/Affiliated to Anna University ,
Chennai

Examination Cell and the System

The College has an Examination Cell headed by the Controller of Examinations. The Controller of Examinations is assisted by the EMS Coordinator and Office Assistants. Examination is a process of maintaining the examination details; generate the data required for conducting an examination including reference number, hall allotment, examiner allotment, etc. Examinations are conducted based on specific programme patterns. At present, for all programmes, semester pattern is followed. For first year and higher semesters, two examinations are conducted separately and first semester starts at later point of time. The process is divided into sub-divisions which are briefly explained here, with detailed information available.

Roles and Responsibilities of the Controller of Examination

- The Controller of Examinations shall be the principal Officer-in-charge to conduct of internal tests, model examinations and Anna University end semester examinations.
- CoE is the authorized person to communicate between the university and the institution for examination related activities.
- CoE is responsible for conducting the university semester theory and practical examinations as per the guidelines of the university.
- CoE is responsible for allocating faculty for university examination valuation and university examinations related grievances of the students like malpractices , revaluation.
- To prepare and announce in advance the calendar of internal and model examinations, to postpone or cancel examinations, to be a part or whole in the event of malpractices or if the circumstance so warrants to take disciplinary action.
- To prepare the consolidated results of examinations and forward the reports thereon to the Principal of the college.



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The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Principal of the college.

University Examinations:

University is the sole authority for implementation of reforms in examination and evaluation, but faculty members who are a part of academic bodies of the university actively take part in communicating the importance of reforms to the students. Even then for bringing a positive change in the evaluation practices, the institution adopts both formative and summative assessment in a programme.

- Separate login for students is provided in the University web portal to access the internal marks obtained by the student. University maintains the transparency to view their internal marks.
- The marks obtained by a student in the assessment test and the attendance in each course are entered by the faculty member concerned in the web portal in four intervals across the semester.
- The institution strictly follows the evaluation procedure prescribed by the affiliating university. The evaluation weightage is 20 % for continuous assessment tests and 80 % for the end-semester examinations.
- University practical examinations are conducted and evaluated jointly by the internal and external examiners appointed by the University.
- End-semester theory examinations are conducted by the University in the institutional campus.
- A representative from the university called as Anna University representative supervises the examinations.
- The invigilation is carried out by the faculty members of the same institution along with the faculty members of other institutions affiliated to the University in the ratio of 1:1. The preparation of question paper and the evaluation is done by the university.



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- University has created a provision for entering the feedback about the semester question paper (mistakes, out of syllabus, etc.,) in the university web portal by the respective faculty members.
- University has also developed a data bank of faculty which is called “faculty profile” and their subjects of specialization (Theory and Laboratory classes) and they are being updated every semester by faculty.
- During paper evaluation, faculty members with minimum three years of experience are called for evaluating the answer scripts.
- Different evaluation boards are formed by the university to evaluate the scripts by the concerned faculty in a centralized manner.
- The results of the examination are published in the university web portal. If a student is not satisfied with his/her results, he/she can apply for a photocopy of his/her answer sheet. Then, the student can opt to apply for revaluation of his/her answer sheets.
- In case, if a student is not satisfied with the outcome of the revaluation or the marks awarded in the revaluation, he/she can challenge.

Seating Plan

- Seating is the process of allotting hall to the students. This process starts after reference number generation.
- Multiple halls are allotted for single student based on the examination date and session. The cumbersome task of seating plan requires data such as Session wise student strength, Course wise student strength, Reference numbers, QP number, etc.
- In seating plan, a student should not be next (in all directions) to the student of same programme.
- Maximum of 25 students are allotted for each examination hall.

Invigilators

- Invigilators are instructed to be present in the examination cell half an hour before the commencement of examination and in the examination hall 15 minutes before the commencement of examination.



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- In each department, the staff will be assigned duty for the examination invigilation excluding Professors. Through academic attendance register based on the designation, the examination invigilation may be changed for each staff.
- For assigning invigilation, the availability of the staff will be checked at that time.
- As per the time table allotment, the invigilators are assigned by the COE. They conduct examinations and collect answer sheets from students. The answer sheets are collected and separated as per the reference number order.
- To avoid the same staff allotted invigilation continuously, the invigilation duty is not assigned for the next two consecutive sessions for a particular staff.
- As per examination timetable, the invigilator order is being prepared and sent to each invigilator. The invigilator order contains the Examination Date, Examination Session and Hall Number, etc.
- Based on the examination timetable, Invigilator attendance sheet has to be prepared which contains the invigilator name, hall number, examination date, examination session, reference number and QP numbers. It includes students' signature list for each invigilator.
- In addition, stickers are prepared which contains the seat number to paste in the examination hall worktable. This sticker is used to notify the student place in the examination hall.
- The answer scripts collected from each student are to be placed in a separate cover based on reference number. The cover contains the Course code, Invigilator Name, Chief Superintendent Name, QP Number, student list (to get present/absent entry) and so on.

Internal Examinations:

The Controller of Examinations is nominated by a sub-committee such as Examination Cell Coordinator Committee which consists of one faculty from each department selected on seniority or rotational basis and bestowed with the responsibility of conducting all the examination related activities such as



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- The timely receipt of question paper for the conduct of Internal Assessment tests and Model examinations.
- Hall arrangement for the conduct of examinations.
- Invigilation duty allotment to the faculty.
- Question paper dispatch to the examination halls.
- Dispatch of answer scripts to the faculty concerned.
- Preparation of time table for the internal examinations based on the courses conducted in the department and the same may be circulated amount faculty through mail.
- The hall allocation and preparation of invigilators attendance based on time table.

Question Paper Pattern:

- The question paper patterns for the internal examinations have been standardized by the institution on par with that of University end semester question paper containing Part A, Part B and Part C questions as applicable (Part C is not applicable to Mathematics paper).
- Two set of question papers are prepared by each subject handling faculty and submitted to the exam cell which allots the question paper for conducting the assessment tests.
- Question paper for internal examinations is set by the subject handling faculty. Internal assessment I covers first 1 ½ Units, Internal assessment II covers next 1 ½ Units and Internal assessment III covers last unit and model examination covers the whole syllabus of a particular course.

Internal Examination Grievances Redressal Cell (IEGRC):

- ✓ IEGRC is constituted Principal as a Chairman of the cell, Controller of Examination as a Member Secretary and two senior faculty in the ranks of Associate Professor and Professor from the each department as the members of the cell. The Redressal Cell contributes effectively to dispose the grievances at the earliest.



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The IEGRC has been empowered

- ✓ To make a systemic enquiry into any written complaint lodged by any student regarding his/her continuous internal assessment or final examination marks and suggests appropriate corrective action.
- ✓ To deal with matters relating to the redressal of genuine and valid grievances of the Students concerning all examinations related matters and suggest the corrective measures.
