



# **SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE**

**(An Autonomous Institution)**

**Puducherry - 605 107**



## **QUESTION PAPER SCRUTINY**

**Policy**

**Version 2.0**





**SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE**  
(An Autonomous Institution)  
Puducherry - 605 107

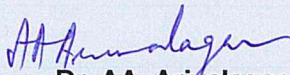
**NOTIFICATION**

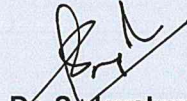
Ref: **SMVEC / IQAC / CoE / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the policy for Question Paper Scrutiny. This will come into force with immediate effect.

  
**Dr. AA. Arivalagar**  
IQAC coordinator

  
**Dr. S. Jayakumar**  
Controller of Examinations

  
**Dr.V.S.K. Venkatachalapathy**  
Director cum Principal

**Dr. A.A. ARIVALAGAR, M. Tech., Ph. D.,**  
IQAC Co-ordinator  
Sri Manakula Vinayagar Engineering College  
(An Autonomous Institution)  
Madagadipet, Puducherry-605 107.

**Dr. S. JAYAKUMAR, M.Tech., Ph.D.,**  
Controller of Examinations  
Sri Manakula Vinayagar Engineering College  
(An Autonomous Institution)  
Madagadipet, Puducherry-605 107.

**DIRECTOR CUM PRINCIPAL**  
SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE  
(An Autonomous Institution)  
Madagadipet, Puducherry-605 107.





## **POLICY FOR QUESTION PAPER SCRUTINY OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY**

There shall be a Question Paper Scrutiny Board for all programmes under:

- Head of Department-Chairperson
  - One/ Two expert in the discipline/ specialization
  - Controller of Examinations-Member Secretary
- The scrutiny of the End Semester Examination question paper sets received shall be carried out by respective question paper scrutiny board at least one and half hours in advance to the commencement of examination. For this purpose, Head of the Department and CoE shall contact each other.
  - The scrutiny will be carried out in the CoE office. No member in the scrutiny board is permitted to carry any electronic gadgets inside scrutiny hall for maintaining confidentiality.
  - The board of question paper scrutiny shall be given with the set of questions papers to check the question papers are as per format prescribed by the institution and to validate the total number of questions, allocation of marks and internal choice etc.
  - The board of question paper scrutiny shall ensure that question papers are strictly in accordance with the course contents and the instructions. Also, remove ambiguity in questions, if any. The board shall check the repetition of questions, format and readability of the figures
  - After scrutiny, the board of question paper scrutiny members can put-forth the short falls in the questions. If the shorts falls are very meagre namely typographical error, missing of notation and data, it can be rectified. If there are major short falls namely more than 20% of questions is out of portion, then that set of question paper has to be brought to the notice of the CoE and it will not be used for examination.
  - All the short falls in the question paper has to be submitted in the prescribed format to the CoE.
  - The board of question paper scrutiny shall ensure the proper coverage of course contents, the weightage/ marks for each question or part/ parts thereof, the time prescribed, course outcome and Bloom's Taxonomy.
  - The board of question paper scrutiny shall not have any communication with the paper setter(s).
  - The board of question paper scrutiny members has to leave the CoE office after scrutiny only after 45 minutes after the commencement of the examination.