



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



INTERNAL EXAMS AND EVALUATION

Policy
Version 2.0



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)
NOTIFICATION

Ref: **SMVEC / IQAC / ACAD / 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 Internal Exams and Evaluation. This will come into force with immediate effect.

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POLICY FOR INTERNAL EXAMS AND EVALUATION OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

- Each student has to register for all courses at the commencement of each semester. The courses may include theory, practical, certification course, skill development course, mandatory course and project work (for final year). A total of 100 marks is evaluated for each course, comprising of two components namely continuous assessment marks (CAM) and End semester Examination Marks (ESM). The continuous assessment marks comprises of Continuous Assessment Tests (CAT) I & II, model exam, assignments and attendance marks for each student. Skill development and mandatory courses are evaluated through continuous assessment throughout the semester. Certification courses are evaluated based on the online mode of examination as specified in the R-2020 regulations.
- All the evaluation process for theory, practical, project, the HoDs, Board Chairman have to get approval for the teaching and evaluation methodology of certificate course, skill development and mandatory courses from Dean Academics and then from Board of Studies and endorsed in the Academic Council.
- Theory courses are evaluated for 100 marks comprising of internal and external examination. The internal examination will be for 25 marks comprising of CAT- I and II (5 marks each), model exam (5 marks), assignments (5 marks) and attendance (5 marks). The End semester examination will be conducted for 75 marks.
- Practical courses are evaluated for 100 marks comprising of internal and external examination of 50 marks each. The internal marks of continuous assessment components comprises of average of Pre/ Post-test/ viva for each experiment (10marks), average of marks for experiment report for each experiment (15 marks), Model exam/ report/ viva voce (15 marks) and attendance (10 marks).
- Project work are evaluated for 100 marks in which the project phase- I comprises of internal and external evaluation of 50 marks each. The internal marks are evaluated through continuous assessment components by conducting three Reviews (Review 1 and 2 carries 15 marks each and Review 3 carries 20 marks). In Project phase –II the internal marks are evaluated for 40 marks through the continuous assessment components (Review 1 and 2 carries 10 marks each and Review 3 carries 20marks) and end semester examination for 60 marks.
- Certification courses and skill development courses are noncredit courses and a pass is essential in these courses to receive the degree as per the regulation. Certification courses are conducted for a minimum of 30 hours by external certifying agency and evaluated through online examination of objective/subjective type to receive an associateship level certificate. The skill development courses are

evaluated through online examination of objective/subjective type to receive an associateship level certificate. The skill development courses are evaluated for 100 marks and it is based on the student report preparation, presentation, demonstration skills exhibited throughout that course of study.

- Mandatory courses are evaluated for 100 marks through assignments/activities, objective type exam and attendance for that course of study. This is a noncredit course and a pass in this is essential for successful completion of the degree.
- The CAM and ESM secured by student in each course is uploaded in the software indigenously developed by Sri Manakula Vinayagar software solutions.
- The details of the schedule of conduction of the CAT, model exam, and conduction of reviews for project work are mentioned in the academic calendar of every semester.
- The syllabus for CAT- I and II will be 1.5 units and duration will be for 1 hour 40 minutes and for model exam entire 5 units will be examined for 3 hours duration.
- Each Continuous Assessment Test (CAT) will be conducted for 50 marks which will be converted into 5 marks in internals of the individual student.
- The model exam will be conducted in the same pattern of end semester examination of 75 marks which will be converted to 5 marks in internal marks of the individual student.
- The pattern of question paper and marks for each exam is as below

CAT –I and II

2 Marks Questions	5 Marks Questions	10 Marks Questions	Total Marks
5	4	2 (out of 3 Questions)	50

CAT – III : Model Exam

2 Marks Questions	5 Marks Questions	10 Marks Questions	Total Marks
10	5 (one question from each unit)	3 (out of 5 questions)	75

- If there is any loss in working days due to natural calamity (rain, flood etc..) or any unforeseen conditions the CAT exams will be rescheduled with the approval of Dean Academics, Head of Institution and the same will be informed to Controller of Examinations.
- A quality circle meeting will be conducted before the conduction of each CAT to ensure the completion of syllabus and the quality of teaching feedback.

- If there is any lagging in completion of syllabus, the concerned course will be shifted to the last date of scheduled exam with the approval from Dean Academics through the concerned Head of the Department.
- The schedule of each CAT will be submitted to Controller of Examination by respective Head of Department, with the approval of Dean Academics and Head of Institution.
- A circular to all staff members is sent mentioning the dates and subjects with time and session and requesting for question paper and answer key by the respective Head of the Department.
- A separate circular to students is also sent on the schedule of continuous assessment test.
- The respective subject teachers set their Question Papers along with answer key and will submit the same to their respective Head of the Department.
- Preparation of Question Paper is as per autonomous regulations with course outcomes and blooms taxonomy.
- Question paper scrutiny committee will validate the question paper pattern and check on the questions framed as per blooms taxonomy and knowledge level for each individual course in random sample.
- The answer paper scrutiny committee will check for the justification of marks awarded for each key points/ steps mentioned in respective courses.
- Respective heads of the Department will make necessary arrangements to prepare required number of question paper copies, answer scripts, graph sheet, thread from office/ stores.
- Respective Heads of the Department along with Department Exam Coordinator will prepare the list of Exam halls, seating plan, attendance sheets and intimating the seating plan to the students through notice board.
- Invigilation duties are assigned, based on the need and are intimated to the faculty members through a circular by the HoDs.
- The invigilators on the day of Examination carry question papers and attendance sheet in a cover to the examination hall.
- After every examination, a consolidated absentee's statement is prepared and parents will be informed by respective class advisor about their ward absence.
- The answer papers collected from the students will be placed in the HOD room and distributed to the respective course teachers for valuation.

- For departments having more than one section in a year, the answer scripts will be interchanged among the concerned course in-charges and evaluated.
- The answer scripts after evaluation is distributed to the respective students by the course in-charges and as a token of accepting and knowing their marks student signature is obtained.
- Student can approach the concerned course in-charge and clarify them, if any grievances are observed by the students in awarding of marks/totaling/evaluation of answer scripts
- Receiving queries, doubts and problems from students in awarding marks to be completed within 3 days and have to be entered in Sri Manakula Vinayagar student software.
- If a student is not convinced on his / her awarding of marks even after discussing with concerned course in-charge they can appeal to exam related grievances committee (Controller of Examinations).
- A Retest will be conducted for the failures and absentees (due to genuine medical reasons) in the following week of continuous assessment test. If a student secures less than 60 marks and desires to improve his/ her internal marks are permitted to take the retest upon a requisition letter from the concerned individual student.
- A consolidated result analysis of each continuous assessment test is prepared and analysed for its performance in the department meeting headed by the concerned Head of the Department.
- The report of the result analysis is submitted to Head of Institution after it is approved by Dean Academics.
- A copy of the consolidated result analysis is submitted to Controller of Examinations for record after approved by the Head of Institution.
- In order to maintain transparency of the conduction and evaluation of CAT, the marks awarded to each student in each course is displayed in the respective class notice board and signature on the mark statement is obtained as a token of evidence.
- The progress report of individual student performance for every continuous assessment test will be sent to their respective communication address for parent understanding on their ward performance.
- As per the clause 7.2 provided in the regulation R2020, If the student fails in the first attempt of writing the End Semester Examination of a course, and if the student wish to re-earn the Continuous Assessment Marks (CAM), He / She has to re-register by paying the prescribed fee for the course when it is offered next in the subsequent

academic year. The student has to re-earn the CAM by taking-up all the internal tests, assignments and presentation as per the norms of regulations.

- Internal Exam related grievances received are resolved through the grievances cell of Exam Cell constituted by the CoE and other grievances received are handled by the Dean Academics through Head of the Department.