

EXAMINATION POLICY

Objective

S.A Engineering College is an Autonomous institution, framed suitable mechanism for examination/testing and evaluation pattern to implement autonomy effectively.

The main objective of the formulation of examination policy is to design the rules and regulation for conducting the Autonomous exam for approved UG,PG students, in an effective manner and reformation of examination policies from time to time.

IMPORTANT FEATURES OF EXAMINATION POLICY

Adopted CBCS

The Choice Based Credit System has ensured a focus on holistic development of students involving, curricular, and extra-curricular and extension activities while the OBE framework has ensured an outcome-based learning practice. With the adoption of the CBCS pattern of curriculum as per UGC and Anna University guidelines, the College initiated the 10 point scale grading system for CGPA for both UG & PG Programme.

Adopted Revised Bloom's Taxonomy

Bloom's Taxonomy provides an important framework to not only design curriculum and teaching methodologies but also to design appropriate examination questions belonging to various cognitive levels. Revised Bloom's taxonomy which identifies six levels of competencies within the cognitive domain has been adopted in constructing internal assessment/end semester questions.

Examinations

All the examinations of the UG and PG courses are held under the supervision of the Chief Controller of Examinations/Principal. The office of the Controller of Examinations (CoE) upholds the responsibility to extend and safeguard the confidentiality and execution of all the Internal as well as the End Semester examinations together with the spirit of S.A. Engineering College and the guidelines of Anna University. The syllabi of various courses are collected from the departments through the Academic Excellence Committee, after the approval of the respective Boards of Studies, file them and keep them for end semester examinations Question paper preparation.

Controller of Examinations Committees/Boards

The conduct of examinations and declaration of results is one of the important activities of an Autonomous Institution. For the smooth conduct of examination process, different Committees have been constituted by the institute. The office of Controller of

Examinations along with this Committees successfully handles Pre-examination and post-examination process. The names of the committees/Boards are:

1. Question Paper Scrutiny Board
2. Examination Conducting Committee
3. Valuation Board
4. Result Passing Board
5. Revaluation Review Committee
6. Grievances/ Discipline Committee

1. Question Paper Scrutiny Board

Google form request is sent to various autonomous and Non – autonomous colleges requesting panel members with the attached list of subjects. For each subject, two question papers will be received from the external question paper setters. After receiving the documents, the question papers will be scrutinized by the Scrutinizing committee.

- To ensure that question papers are strictly in accordance with the course contents/syllabus and the instructions.
- To remove ambiguity in questions.
- To moderate/ reframe the questions so as to give opportunities to students of varying abilities.
- To ensure adequate weightage in the questions, to each of Bloom's learning levels.
- To ensure proper coverage of course contents.
- To check the weightage/ marks for each question or part/ parts thereof, the time prescribed, course outcome and knowledge level based and to correct errors, if any.

2. Examination Conducting Committee

The office of the CoE prepares the schedule for all examinations and publishes it with the consent of the Principal. Information to be intimated to the students are sent on college web portal/ circular by the office of CoE with the approval of the Principal and this enables the students to know about the date and time of examinations. Students can register to the examinations and pay the examinations fee On Line. The committee has the responsibilities of

- Appointing Chief Superintendent.
- Requesting AUR from Zone1, Anna University.
- Requesting Internal, External Hall Invigilators and Flying Squad from Home and other Colleges.
- Preparation of Hall Seating and conducting exam.
- Placing Dummy numbers on the collected Answer Scripts and arranged in pockets for Valuation.
- Collecting the question paper feedback.

3. Valuation Board

The office of CoE conducts Central Valuation after the completion of the End Semester Examinations. The centralized Valuation scheme is envisaged to attain uniformity of valuation of answer scripts, maintenance of secrecy, nullification of external influence, adherence to a time schedule and early publication of results.

The three major objectives to be achieved during valuation of answer-scripts are:

1. Fair valuation
2. Uniformity in valuation among all the examiners and
3. Consistency in valuation among all the answer-scripts valued by an examiner.

The office of CoE publishes the result on web portal with the approval of Anna University Representative and the member of the Result Passing Board.

4. Result Passing Board

The Correspondent/Head of the Institution shall constitute a Result Passing Board for all Programme. The Chairperson of the Result Passing Board is the Head of the Institution and the members include Anna University Representative, Chairpersons of all the Boards of Studies/HoDs of all Programme, Controller of Examinations and Deputy Controller of Examinations. The Result Passing Board meeting shall be convened within fifteen working days of the last day of the End Semester Examination to analyze and pass the results of the students of all Programme. The board will incorporate the modifications (if any) and the result of each student shall be uploaded in the Institute Website, within three days after the submission of Result Passing Board Meeting minutes to Anna University duly signed by the Principal, Anna University Representative and Controller of Examinations.

5. Revaluation and Review Committee

Students shall have rights to apply for re-totaling or revaluation for one or more subjects immediately after the publication of results, if not satisfied with results. In such case the student shall register with the office of the controller of examination through proper application along with the details of fee paid for the same, duly authorized by the concerned Head of the department.

A candidate, who is not satisfied with the marks/grades obtained in revaluation, may apply for Review/Challenge. The request has to be made within 3 days of publication of results to the Controller of Examinations on payment of the requisite fees.

6. Grievances / Discipline Committee

Grievances Committee shall be convened when a necessity arises to find out a fact or to resolve a problem. Examples:

- Acts of Malpractice

- Acts of plagiarism
- Complaints about misbehavior during examination period
- Complaints from the students regarding examination, submission of report and valuation
- Complaints related to examinations by students and the staff received in grievance cell
- Misconduct of teacher or student leading to serious consequences during examination
- Each member is expected to submit to the Chairperson a report of their findings
- The final decision and penalty if any are decided by the Chairperson and will be ratified by the office of CoE.

Students involved in suspicious activities may be warned two times, based on the severity they may be booked. As per the Anna University norms, punishment for malpractice shall vary based on the decision of the Discipline Committee.