Criteria 2 Teaching Learning and Evaluation

Criteria 2.5: Evaluation Process and Reforms



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2.5.1 Mechanism of internal/external assessment is transparent and the grievance redressal system is time-bound and efficient

Sl. No	Particulars					
1	Manual of Policy for Internal Examination					
2	Internal Examination Question Paper Process					
3	Sample Question Paper Scrutiny Fromat					
4	Sample Classroom and seating Arrangement					
5	Publish Evaluation in LMS					

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Manual of Policy for Internal Examination



SCMS SCHOOL OF ENGINEERING & TECHNOLOGY KARUKUTTY, ERNAKULAM

INTERNAL EXAMINATION HANDBOOK (For Internal Circulation Only)

(2019 Scheme)



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Contents

- 1. INTRODUCTION
- 2. QUESTION PAPER SETTING
- 3. CONDUCT OF EXAMINATION
- 4. EVALUATION AND PUBLICATION OF RESULTS
- 5. GRIEVANCES AND REDRESSAL



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1. INTRODUCTION

The internal examination committee is empowered with conduct of examination at SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, Karukutty, Ernakulam, Kerala for all programmes sanctioned to it. The objectives of the internal examination committee are:

- Conduct of examination as per the schedule in the academic calendar of KTU.
- Ensuring systematic, precise and uniform procedure in conducting the examination for all the programs and semester.
- Smooth and hassle free conduct of examination.

2. QUESTION PAPER SETTING

- A circular along with the time table will be disseminated for the submission of the question paper at least one week before scheduled date of internal examination.
- II. Course wise one question paper will be set.
- III. There shall be minimum two internal evaluation tests, each of 2 hours duration. Each test shall cover 50% of the syllabus and shall be for 50 marks.
- IV. The question paper will be scrutinized by the committee formed by the respective department and handed over to the examination cell through the department examination cell representatives.
- V. Question papers will be forwarded for taking copies.

3. CONDUCT OF EXAMINATION

I. Arrangements

Internal examinations are conducted in class rooms of Administrative block, Academic Block-1 and Academic Block 2.

II. Examination Committee

a) Principal constituted the examination committee.

b) Committee consists of the Chief Superintendent, who was nominated by the

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY VIDYANAGAR, PALLISSERY, KARUKUTTY VIDYANAGAR, PALLISSERY, KARUKUTTY



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Principal on his/her behalf, and one representative from all departments.

c) The committee will be reconstituted every two years.

III. Power, Functions and duties of examination committee

- a) Ensure smooth conduct of examinations.
- b) Assigning the invigilation duty for the faculty members as per the requirement.
- c) Take necessary action on malpractices.
- d) Taking necessary action on complaints regarding conduct of examination.
- e) Distribution of answer sheets to the respective faculty.
- f) Conduct a meeting of committee members two times in a semester. Additional meetings will be conducted based on the requirement.

IV. Examination control Room

- a) AD 111 served as the main examination control room in which necessary facilities are available.
- b) Seating, sorting of question paper and all such arrangements are conducted in this room.
- c) AD 01 used for distribution and collection of answer sheets on exam days.

V. Squad Committee

A squad which includes a team of faculty members was formed by the Principal to ensure that no unfair things are happening during examination.

Duties of Squad

- a) Before Examination
 - Ensure that all students get into their allotted class rooms on time.
 - Committee members will make sure that the area near examination halls are free from any kind of suspicious/unfair activities/things

b) During Examination

- Committee members will split into groups and inspect all class rooms for any kind of malpractices.
- If any kind of such activities are noticed, the information will be communicated to the respective HoD through faculty advisors.

well in advance.

VI. Invigilation

a) Duties will be assigned to f



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b) Duties will be distributed among the faculty.

Duties of Invigilators

- 1. Invigilators should report to the examination control room 30 minutes prior to the commencement of examination.
- Collect the materials and cross check for any mistakes or any missing documents.
- 3. Invigilators should reach the examination hall 15 minutes before the scheduled start of examination.
- 4. Distribute the answer sheets and open the question paper packet 5 minutes before the commencement of examination and distribute to students.
- 5. Get signatures from all students in the attendance sheet provided.
- 6. If any issues for students occurred during examination, communicate the same to the examination control room.
- 7. After the examination, collect the answer sheets according to class and handover the same to the exam control room with all other documents.

Announcement to be made by the invigilator

- 8. Check the answer sheets for any damages.
- 9. Make sure that mobiles and any other non-permissible materials are not possessed.
- 10. Students must write their name, class, roll number, date of examination and class at the top portion of the answer sheet.
- 11. Page numbers must be mentioned in all additional sheets and the total page number needs to be mentioned in the front of the main sheet.
- 12. All unused answer sheets need to be returned to the exam control room by the invigilator.

VII. Answer Sheets

- a) Answer sheets provided by the college are used for the examination.
- b) One main sheet and additional sheets, as per requirement, will be distributed to the students during examination

c) Students are not permitted to take any additional sheets outside the examination hall.

VIII. Seating Arrangement



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- a) The seating arrangement of the students in the examination hall is to be displayed in the notice board at the entrance of each block before the commencement of examination.
- b) The seating arrangement for every slot will be shuffled.
- c) Display board with seating arrangement will be handed over to the invigilator for placing in the examination hall.

IX. For Students

- a) Students should bring their college ID card for writing the examination.
- b) Students shall take their seats in the examination hall at least 10 minutes before the time fixed for the start of examination.
- c) Students presenting themselves more than 15 minutes after the commencement of examination should not be admitted for the examination of that day.

Discipline in the examination hall

- 1. Students are forbidden to ask questions to the invigilators of any kind during the examination.
- 2. Invigilators are instructed to refuse to answer any inquiries whatsoever, relating the question papers whether in explanation of the meaning or in correction of typographical errors.

Leaving the Examination Hall

1. Only after an hour students are allowed to leave the examination hall after handing over the answer sheets to the invigilator.

4. EVALUATION AND PUBLICATION OF RESULTS

- I. The Examination Committee will distribute the answer scripts to the course teacher immediately for valuation through department In-charges.
- II. A notice mentioning the last date of mark entry in LMS will be circulated.
- III. The valued answer scripts should be distributed to the students within ten days in the respective classes and grievances if any will be addressed by concerned



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faculty member.

- IV. The class-wise consolidated mark lists will be published on the noticeboard.
- V. In addition, the students can access the result through student portal.
- VI. Parents can also view the same through their login.

5. GRIEVANCES AND REDRESSAL

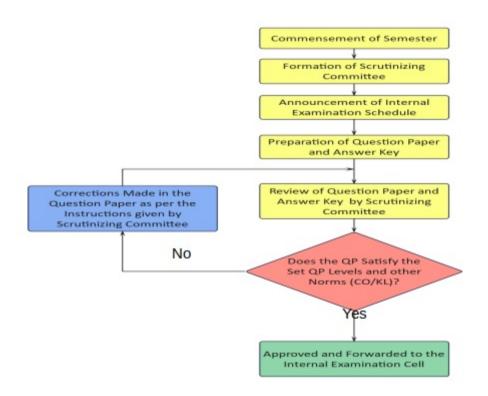
Sl. No.	Type of Grievance	Action taken		
1	Out of syllabus in question paper	Communicated with respective course faculty		
2	Malpractice noticed by invigilator or squad committee.	Reported to respective HoDs through faculty advisor		
3	Health issues for students during examination	Invigilator will inform the exam cell committee and necessary action will be taken accordingly		
4	Unable to attend exam	If the student can produce a valid reason and the same need to be forwarded to the exam cell through HoD. In that case retest will be allowed.		
5	Issues noticed in answer sheet valuation by the students	The issue will be discussed with the concerned faculty at the time of answer paper distribution and the issue will be rectified.		

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Internal Examination Question Paper Setting

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Process Flow for Internal Examination Question Paper Setting



Sample Question Paper Scrutiny Format

SCMS School of Engineering & Technology, Karukutty

Department of Computer Science and Engineering

Internal Exam Question Paper Scrutiny Report

Details of Question Paper

Internal Test –			Regulations –		
Programme: Semester:		Semester:	Max. Marks: 50 Duration: 2 F		
	Course Code & Title:				
Batch:	Class:		Date:	Time:	
Knowledge	Knowledge K1 -Remembering		K3 -Applying	K5 -Evaluating	
		lerstanding	K4 -Analysing	K6 -Creating	

			<u>Scr</u>	rutiny Det	ails			
1.	Name and De	esignation						
1.	of Question I	_						
	Setter							
2	Date of Subn	nission						
	for Scrutiny							
3	Name and De							
	of Question I	Paper						
	Scrutineer							
4	Date of Subn	nission to						
	Exam Cell							
	Coordinator			01 11.				
	Fill t	he following o		Check List moleting t		fication (of Ouestion Pan	er
Fill the following details after completi Sl. Parameters					iic veri		erified and fou	
No					Correct / Not Correct			
1.	Course code	& Course Nan	ne		Correct / Not Correct			
2.	Number of Pa	ages on top of	QP		Correct / Not Correct			rect
3.	Max Marks &	& Duration			Correct / Not Correct			rect
4.	Pattern of Qu	estion Paper			Correct / Not Correct			rect
5.	Numbering o	f Questions			Correct / Not Correct			rect
	Marking of C	Compulsory Qu	iestions, Choi	ces &				
6.	Instructions					Co	rrect / Not Cori	rect
		Tables, Grapl						
7.		distribution o		1				1
	Module	I	<u>II</u>	III		IV	V	VI
	%			THEF	Diameter Control		1.1/2	
8.		ution of Quest			RING		rrect Not Cori	
9.	Clarity of the	Questions	/	Y KARUK	MILY L	Co	rrect / Not Cori	rect
				KARUK ERNAK 683 SWOS	JLAM 516 0	SCMS S	PRINCIPA SCHOOL OF ENGINEERI ANAGAR, PALLISSER ERNAKULAM, KERAL	Y KARUKUTTY

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10.	Legibility of Figures & Equations	Correct / Not Correct						
11.	Has the mapping of questions with course	Yes / No						
	outcome been given							
12.	CO Nos	CO1 CO2 CO3 CO4 CO5 CO					CO6	
	CO Addressed(Y/N)							
12.	Approximate Knowledge Level Distribution (%)	K1 K2 K3 K4 K5 K6					К6	
13.	Recommendation: - Accepted*/Accepted with Minor changes**/ Rejected***							
	**Suggested Corrections (either on the Question P	aper itse	lf or atta	ach addi	tional pa	ige)		
	***Reasons for Rejection:							
14.	Whether the Scheme of Evaluation is sufficient for Valuation, if not, give suggestions: Sufficient/ Not Sufficient							
15.	Whether the scheme of Evaluation can be Accepted	d/ Rejec	ted	Ac	cepted/	Rejected	ì	

Name and Signature of Question Setter

Name and Signature of Subject Expert Committee :

Head of the Department :

ENGINEERING

Sample Classroom and Seating Arrangement

SECOND SEMESTER ,FOURTH SEMESTER AND SIXTH SEMESTER BTECH INTERNAL EXAM 1/SECOND SEMESTER MCA INTERNAL EXAM 11 , MAY 2022

SEATING ARRANGEMENT

	Α	В	С	D	E	F
1	7CE -6	7CS2-22	7CE -13	7CS2-29	7CE-20	7CS2 -36
2	7CE -7	7CS2-23	7CE -14	7CS2-30	7CE-21	7CS2 -37
3	7CE -8	7CS2-24	7CE -15	7CS2-31	7CE-22	7CS2 -38
4	7CE -9	7CS2-25	7CE -16	7CS2-32	7CE-23	7CS2 -39
5	7CE -10	7CS2-26	7CE -17	7CS2-33	7CE-24	7CS2 -40
6	7CE -11	7CS2-27	7CE -18	7CS2-34	7CE-25	7CS2 -41
7	7CE -12	7CS2-28	7CE -19	7CS2-35	7CE-26	1.1/2
				EMGIN	EENINO	
ALL NO. :		SA21	CLASS	15	KUTTY ES CE	4
ALL INO		JAZI	No. of Students	O KAN	AKULAM ESICE	PRINCIPAL

SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY VIDYA NAGAR, KARUKUTTY, ERNAKULAM

THIRD SEMESTER ,FIFTH SEMESTER AND SEVENTH SEMESTER BTECH INTERNAL EXAM TEST - II, DECEMBER 2022

CLASS ROOM ARRANGEMENT

DATE			12/12/2022 TIME: 9:30 AM to 11:		to 11:30 AM
SL.NO.	SA	CLASS	ROLL NO.S	NO. OF STUDENTS	ROOM NO.
1	SA1		3CS1 1-19(19) 5CS1 1-21(21) 3CV(1-2)(2)	42	AC I 203
2	SA2		3CS1 20-40(21) 5CS1 22-42(21)	42	AC I 202
3	SA3		3CS1 41-61(21) 5CS1 43-63(21)	42	AC I 01
4	SA4		3CS1 62-68(7) 3ME 1-25(25) 5EE 1 -9(9)	41	AC I 04
5	SA5	S3 CS2 S5 CS2	3CS2 1-21(21) 5CS2 1-21(21)	42	AC I 05
6	SA6	S3 CS2 S5 CS2	3CS2 22-42(21) 5CS2 22-42(21)	42	AC I 101
7	SA7	S3 CS2 S5 CS2	3CS2 43-64(22) 5CS2 43-62(20)	42, 1	AC I 106

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NB: Studemts are adviced to note the exam National as they are liable to change for each session

SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY VIDYA NAGAR, KARUKUTTY, ERNAKULAM

THIRD SEMESTER, FIFTH SEMESTER AND SEVENTH SEMESTER BTECH INTERNAL **EXAM TEST - II, DECEMBER 2022**

CLASS ROOM ARRANGEMENT

DATE			12/12/2022	TIME: 9:30 AM to 11:30 AM	
SL.NO.	SA	CLASS	ROLL NO.S	NO. OF STUDENTS	ROOM NO.
8	SA8	S5ME1 S5CS2 S5 AU	5ME1 1-20(20) 5CS2 63-66(4) 5AU 1-18(18)	42	AC II 206
9	SA9	S3 ME S5 ME1	3ME 26-44(19) 5ME1 21-42(22)	41	AC II 306
10	SA10	S3 ME S3 CO S5ME2	3ME 45-49(5) S3CO 1-16(16) 5ME2 1- 20(20)	41	AC II 307
11	SA11	S3 CO S3 AU S5 ME2	S3 CO 17 - 35(19) S3 AU 1-11(11) S5ME2 21 -32(12)	42	AC II 207
12	SA12	S3 CO S5 CE1	S3 CO 36 - 56(21) S5 CE1 1-21(21)	42	AC II 302
13	SA13	S3 CE S5 CE1	S3CE 1-19(19) S5CE1 22-44(23)	42	AD 305
14	SA14	S3 EC S5CE2	S3 EC 1 2 5 S5CE2 1-20(20) SINCE NO.	45hr	AD 307
			C KARUKUTTY CO	DRINCIPAL	V. O.C.V

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THIRD SEMESTER ,FIFTH SEMESTER AND SEVENTH SEMESTER BTECH INTERNAL EXAM TEST - II, DECEMBER 2022

CLASS ROOM ARRANGEMENT

DATE			12/12/2022	TIME: 9:30 AM to 11:30 AM	
SL.NO.	SA	CLASS	ROLL NO.S	NO. OF STUDENTS	ROOM NO.
15	SA15	S5CE2	S3 EC 22 -38(17) S5 EC 1-16(16) S5 CE2 21-29(9)	42	AD 306
16	SA16		S3 EE 1 - 12(12) S3 CE 20-23(4) S5 EC 17- 40(24)	40	AD 406
17	SA17	S7 CS1 S7 ME	7CS 1 - 20(20) 7ME 1 -20(20)	40	AC I 201
18	SA18		7CS 21 - 40(20) 7ME 21 -40(20)	40	AC II 305
19	SA19	ME S7 CE	7CS1 41 - 59(19) 7ME 41 -56(16) 7CE 1- 5(5)	40	AC I 06
20	SA20	S7 CS2 S7 AU	7CS2 1-21(21) 7AU 11 -26(16)	37	AC II 301
21	SA21	S7 CE S7CSE2	7CE 6 -26 (2017) 7CSE2 22-41 (20)	45hr	AC I 107

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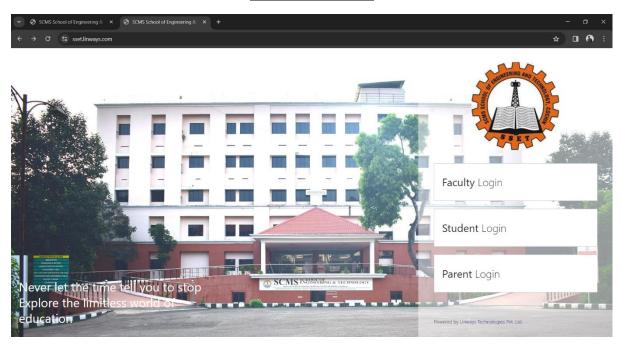
THIRD SEMESTER ,FIFTH SEMESTER AND SEVENTH SEMESTER BTECH INTERNAL EXAM TEST - II, DECEMBER 2022

CLASS ROOM ARRANGEMENT

DATE			12/12/2022	TIME: 9:30 AM to 11:30 AM	
SL.NO.	SA	CLASS	ROLL NO.S	NO. OF STUDENTS	ROOM NO.
22		S7 CE S7 CSE2 S7 EE	7 CE 27 -38(12) 7CSE2 42-57(16) 7EE 1- 11(11)	39	AD 405
23	SA23	S7 EC S7 AU	7 EC 1-29(29) 7AU 1-10(10)	39	AD 404

Publish Evaluation in LMS

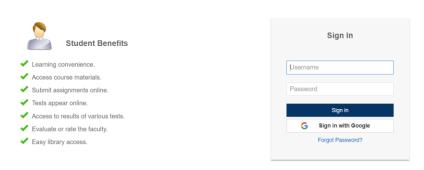
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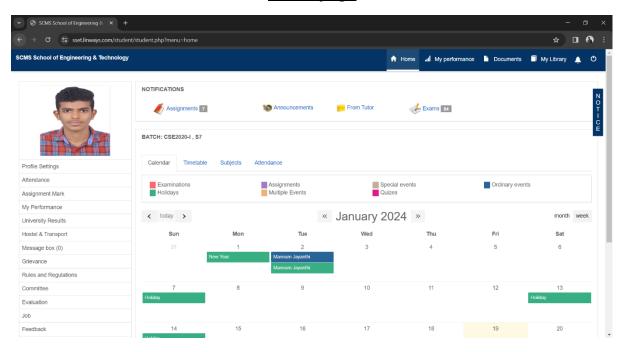


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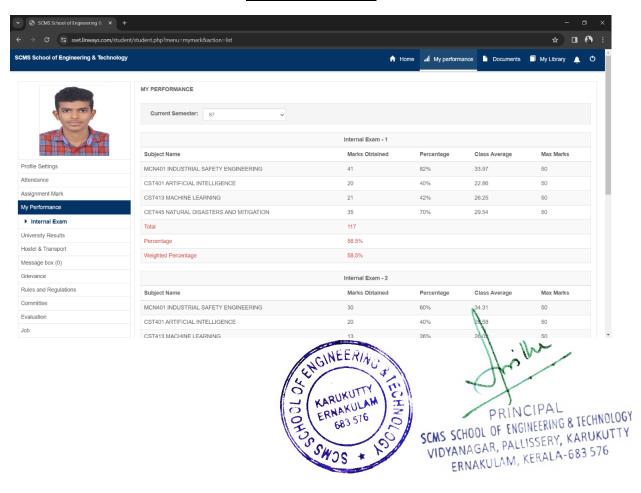
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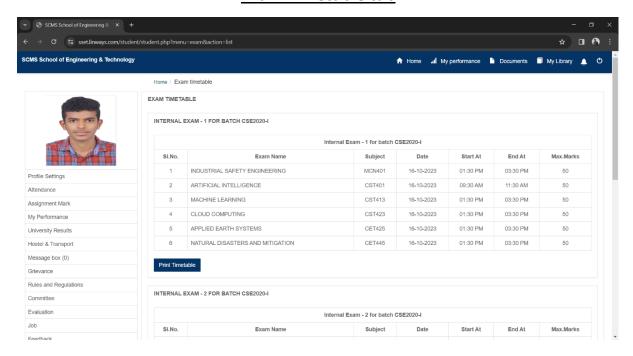
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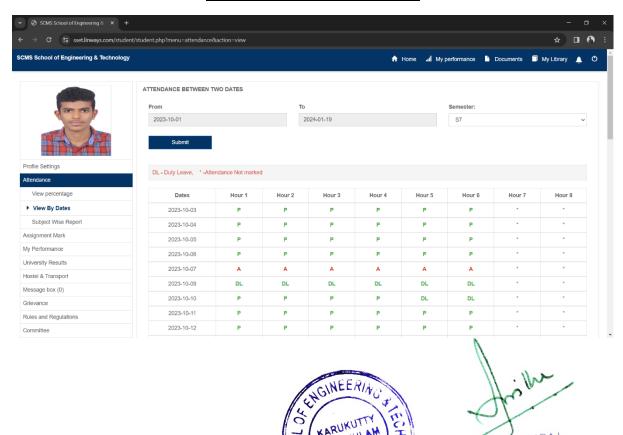
Performance tab



Exam Timetable tab



Student attendance section



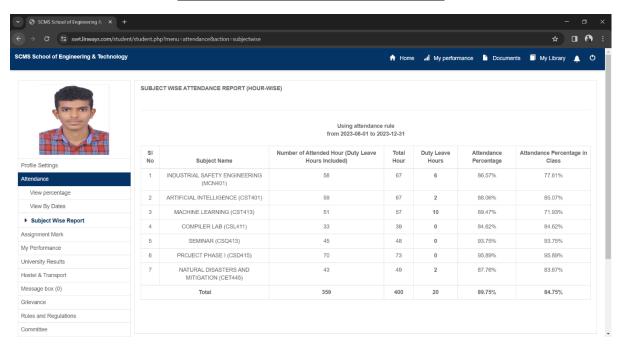
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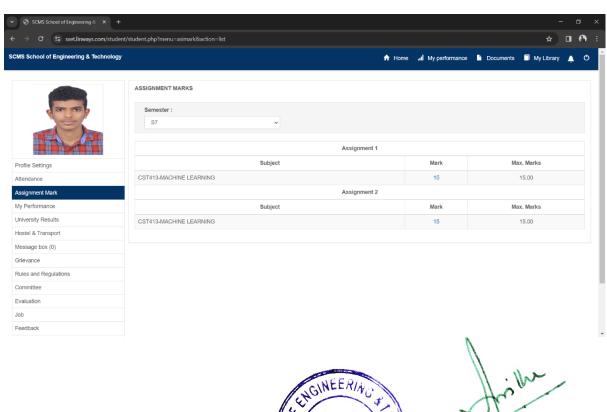
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Student attendance - subject wise



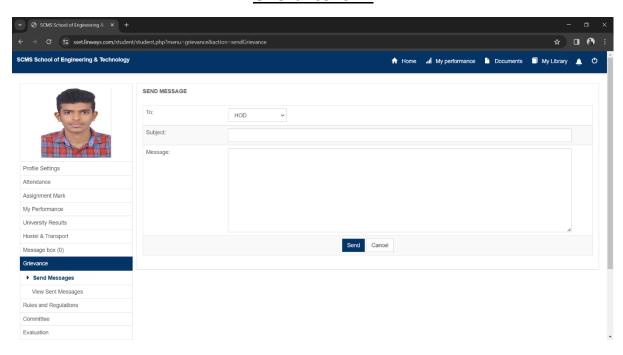
Assignment marks section



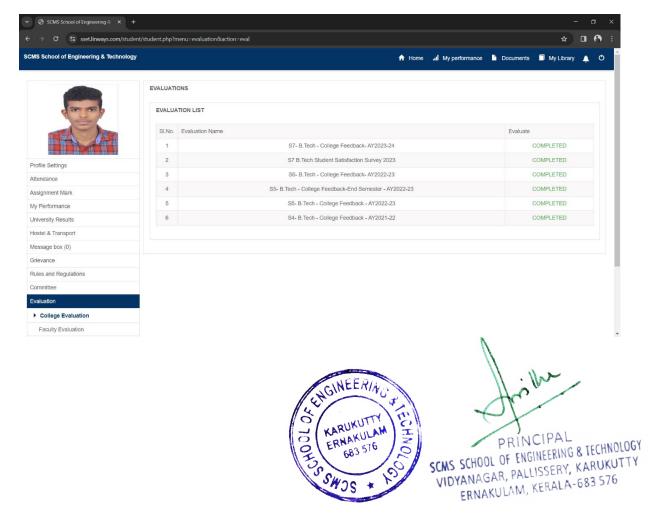
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Grievance form



College evaluation section



All Subjects

