

**Alva's Institute of Engineering & Technology,
Moodbidri**



**POLICY & SOP ON STUDENT ASSESSMENT &
EXAMINATION**

Version 1.2

June 2017

Change history:

Sl. No.	Date	Section No.	Change Description	Reason for Change	Section Revision No.	Current Document Version No.
1.	14 Jun 2013	-	-	-	--	1.0
2.	20 Jun 2016	4	Examination Committee	Formation of Examination Committee for smooth conduction of Examination	1.0	1.1
3.	18 Jun 2017	3	Adoption of OBE Scheme	To improve the Teaching Learning Process	1.1	1.2

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POLICY ON STUDENT ASSESSMENT & EXAMINATION

1. PURPOSE

The policy provide the framework for conduction of examination in order to asses and evaluate students' performance. Institute practices outcome based education (OBE) and commits for quality and standard procedure for conducting examination.

2. DEFINITION

"OBE" means Outcome Based Education

"NBA" means National Board of Accreditation

"IQAC" means Internal Quality Assurance Cell of the Institute.

"VTU" means Visvesvaraya Technological University, affiliating university of the Institute.

"CIE" means Continues Internal Evaluation

"IA" means Internal Assessment

"SEE" means Semester End Examination

"EMS" means Examination Management System

3. SCOPE

The institute follows OBE system for measuring quality of teaching learning practices. Hence the examination remains an important assessment tool. The policy of examination covers CIE conducted by the institute and External examination in the form of Semester End Examination (SEE) as regulated by VTU. In this regard, the scope of the Examination Committee (under the guidance of IQAC) includes facilitating timely conduction of Continuous Internal Evaluation (Internals for both theory and laboratory, Project Review and Seminar) for UG & PG students as per the frequency set by VTU. Examination Committee also ensures transparent, unbiased evaluation and redressal of examination grievances. Further the Examination Committee takes lead in facilitating system for conduction of SEE as guided by VTU.

4. COMPOSITION OF EXAMINATION COMMITTEE

The Examination committee is composed of

- Chief Examination Management System (EMS) Coordinator (representing Institution).

- Departmental EMS/Internal Assessment Coordinators.
- Office staff.

Role and Responsibility

The Examination committee shall,

1. Facilitate timely conduction of Internal Tests.
2. Ensure Seating Arrangement, display of Invigilation duty chart, SQUAD duty etc. for internal tests are circulated through IA coordinator.
3. Ensure uploading of the bitwise marks to the MIS.
4. Overlook timely redressal of the Grievances raised by students regarding Internal examinations.
5. Circulate University Examination Notices, Revaluation related notice and other related notices.
6. Ensure the VTU Exam forms are duly filled by all eligible students and the fees for the same is paid in due time.
7. Look after conduction procedures (allotment of invigilators, Relievers office staff, etc.) for Semester End Examination (External Examination)
8. Ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available for SEE.
9. Hold a pre-exam meeting to brief the faculty members about the examination procedures, the role and responsibilities.
10. Chief EMS Coordinator act as liaison body between the Institute and University to resolve any Examination related Grievances (Application details correction, to obtain University Seat Number, Hall Ticket related clarification, Revaluation related queries etc.).
11. Ensure the final CIE marks are uploaded in the VTU portal by respective departments in the stipulated period. Further, the Principal freeze the marks after which the departments should take the signature from the students on CIE marks sheet and the same should be forwarded to VTU.

5. EXAMINATION PROCESS

- 6.1 The examination committee looks after the smooth conduction of assessment process.
- 6.2 The institute follows two types of assessment tools as mentioned below.

a. CIE

- i. For Theory Courses: Three internal tests as per VTU norms and assignments as decided by course teacher.
- ii. For Laboratory Courses: Weakly evaluation of student performance in the Labs (based on rubrics namely attendance, write-up/observation, conduction/execution and journal/record) and one internal assessment test at the end of semester.
- iii. For Projects: Phase-wise evaluation as per affiliating University norms.
- iv. For Seminars: Evaluation based on technical report and presentation.

b. **SEE:**

- i. Through Semester End Exam (SEE) as prescribed by the Visvesvaraya Technological University (VTU) norms.

6.3 IA coordinator of each department is responsible for execution of the Internal Tests schedule formulated by Examination committee and monitored by IQAC.

6.4 Examination Management System (EMS) chief coordinator, a convener of Examination committee along with its members guides the student in applying for the SEE through VTU portal.

6.5 VTU publishes SEE time table for both UG and PG courses, accordingly Examination committee appoints a Coordinator for respective academic year for smooth conduction of the examination.

6.6 Concerned HODs of the department briefs students regarding the SEE rules and regulations laid down by the VTU.

6.7 SEE are conducted under the supervision of the Chief Superintendent, in assistance with deputy chief superintendent (external and internal) as per VTU guidelines.

SOP ON STUDENT ASSESSMENT & EXAMINATION

CONTINUOUS INTERNAL EVALUATION

The Institute adheres to the university guidelines for conduction of CIE through Internal test (both theory and laboratory), Assignments, Project review and Seminars. To ensure effective and transparent system, the Institute follows the SOP as given under:

Internal test conduction/Evaluation process (Theory):

As per the direction of examination committee, the internal assessment coordinator shall ensure,

1. Conduction of Internal tests as per Calendar of Events (CoE) approved by the IQAC.
2. Display of circular pertaining to timetable, syllabus and seating arrangement
3. Collect internal test question papers and scheme of evaluation prepared as per the Outcome Based Education (OBE) guidelines (viz., mapping internal test questions with respective Course Outcome (CO) and Bloom's Taxonomy levels) from course teacher.
4. Submission of IA test question paper and Scheme of Evaluation to the IQAC for approval.
5. Preparation of the Invigilation duty chart and Squad duty chart by involving all faculties.
6. Evaluation of the answer booklets by the respective course teacher is done within a week of time.
7. Submission of Internal test result analysis sheet by class coordinator to IQAC for further plan of action.
8. Circulation of Internal test scores to parents and students as and when required.

Process to display IA marks:

1. Faculty shall distribute corrected IA booklets to the students in the classroom and discuss the scheme of evaluation.
2. Students view their evaluated answer scripts in the presence of course teacher.
3. Any clarifications required by the student has to be addressed by the course teacher and appropriate action to be initiated at his/her level.
4. Faculty shall upload bitwise marks of internal test to Management Information System (MIS-dhI platform, Google Sheet).
5. Course teacher in consultation with HoD has to implement appropriate learning for Fast learners and slow learners.

Assignment and its Evaluation process:

The Course teacher shall,

1. Prepare assignments in the form of Questionnaire, Quiz, field work, surprise test, article in Magazine/ Journal/ daily newspapers, online Course Completion, Add-on Course offered by the department etc.,
2. Prepare the rubrics to awards marks for assignment as per the University guidelines.
3. Upload Assignment marks to MIS for circulation and the average assignment marks are added to internal test to compute CIE marks.

Continuous Internal Evaluation (CIE) process for laboratory practical:

The CIE for laboratory consists of two phases:

1. Weekly performance evaluation
 - a. The course teacher shall evaluate student performance on the experiment conducted in the previous sessions based on rubrics defined.
2. Laboratory internal test at the end of semester
 - a. The course teacher shall conduct lab IA before last working day of the semester.

Upload the laboratory marks obtained by student in MIS.

Project Review Process:

The Project coordinator shall ensure,

1. Display of list of projects offered to the students along with the name of the Project guide.
2. Student select the project topic of their interest, either from the department displayed list or propose a topic and should get the approval from project coordinator and HoD.
3. Project team to be formed based on the topic selected by a group of students with common interest (Maximum four students per group shall be allowed as per University regulations).
4. Students to prepare a brief proposal of the project mentioning Objective, Timeline, Methodology and Cost-estimation along with deliverables.
5. Project Review Team scrutinize feasibility and significance of the project before the approval during the Phase-I review.
6. Project Review Team, conduct Phase-II review to monitor the project progress, students' involvement and regularity to award mid-term marks.

7. Student to present final project outcome, model, report through their project guide before Project Review Team as a part of Phase-III review.
8. Final Project CIE marks are awarded based on the average marks obtained during Phase reviews and uploaded to University website as per timeline.

EXTERNAL EXAMINATION

Institute adheres to SEE conducted by University as External Examination.

External Examination Process:

The Examination committee shall ensure,

1. Communication of the University circular on SEE schedule to stakeholders.
2. Uploading of SEE application by students to VTU portal with the assistance of EMS coordinator.
3. Question paper indent being forwarded to the Chief EMS coordinator by respective HoDs for regular, electives and arrear courses.
4. Submission of the consolidated Question paper indent to the university.
5. Instruct the department EMS coordinator to prepare students batches for Practical/Project/Internship exam and mapping the exam dates by optimizing the resources in university website.
6. Appointment of the coordinator for smooth conduction of semester end theory exams.
7. Conduction of orientation session on university examination guidelines to Internal DCS/ Invigilator/ Relieving Superintendent/ Office staff.
8. Circulation of duty chart for Deputy Chief Superintendent (DCS)-Internal/ Invigilator/ Relieving Superintendent/ Office staff to the concerned upon approval of Chief Superintendent.
9. Readiness of Question Paper Delivery System (QPDS) facility.
10. The seating arrangement chart is prepared by the Examination Coordinator.
11. Question paper downloading and conduction of Exams is done in the presence of University appointed DCS (External).
12. Dispatch of answer bundles to the assigned Evaluation center as guided by the University.
13. Semester End Practical/Project/Internship exam be conducted in presence of university appointed internal and external examiners as per university guidelines.

However, the SEE process shall be monitored by the Head of the Institution/Chief Superintendent according to University norms.