



SRI KRISHNA COLLEGE OF TECHNOLOGY

An Autonomous Institution,
(Approved by AICTE and affiliated to Anna University)
Accredited by NAAC with "A" grade
Coimbatore, Tamil Nadu



EXAMINATION MANUAL

OFFICE OF THE CONTROLLER OF EXAMINATIONS

Objective:

The Objective of the Office of Controller of Examinations is to conduct all the continuous internal assessments and end semester examinations as per the academic calendar and academic regulations of the institution. The Office of the controller of Examinations is a confidential section structured to carry out all the exam related works, publication of results and maintenance of exam related students registration records.

The process of these examinations starts from the notification of the schedule, facilitating the preparation of the question papers, printing of answer scripts and question papers, appointment of invigilators, arrangements of venue, Conduct of examinations as per schedule, coordinating the evaluation process, generating the report of marks, processing and declaration of results, and printing mark statements.

Structure of the Office of the Controller of Examinations:

Principal is the Chief Controller of Examinations. However, all the day to day activities are monitored by the Controller of Examinations. The Controller of Examinations is assisted by two or more Deputy Controllers, and a team of faculty members nominated from different academic departments of the institution. Adequate supporting staff are available to carry out different works and to maintain all the records.

Activities:

The various activities of the office are:

- Procurement of examination materials for every academic year.
- Student enrolment and generating register numbers for first year and lateral entry students.
- Course registration for each semester including electives and open electives.
- Examination registration and re- appearance registration.
- Preparation and announcement of examination schedule for both continuous internal assessment and end semester examinations.
- Preparation and printing of Question Papers.
- Pre examination works like Galley arrangements in software, viz Hall

arrangement, generating hall ticket, appointment of Hall Superintendents, etc.

- Conduct of Examinations
- Evaluation of answer scripts
- Declaration of results
- Transparency and revaluation
- Printing and distribution of mark statements
- Processing for Provisional and Degree Certificate with Parent University

Most of the above mentioned activities are automated through EVAL-PRO software.

EVAL-PRO software Features:

- ❖ Student's information
- ❖ Course information according to the Regulation
- ❖ Course registration/Elective Registration
- ❖ End semester time table
- ❖ Seating for end semester examinations.
- ❖ Attendance generation for Practical and end semester examinations
- ❖ Hall ticket generation
- ❖ Practical Mark entry
- ❖ Dummy number generation
- ❖ Mark Entry
- ❖ Moderations
- ❖ Grade Calculation based up on the regulation
- ❖ Result analysis
- ❖ Result publishing and maintenance
- ❖ Transparency registration
- ❖ Revaluation registration
- ❖ Revaluation mark entry and result publishing
- ❖ Consolidate mark sheet distribution

Procurement of Examinations Materials:

In the month of February of every calendar year, a detailed requirement analysis is made and the consolidated budget including remuneration, printing and

stationery materials will be submitted to the Principal for approval. After approval the required stationery and printing materials will be purchased before the commencement of every academic year.

Student enrolment and generating register numbers

At the beginning of every academic year, the newly admitted regular, lateral and re-join / transfer students will be enrolled and register numbers will be generated in the following format.

'YYTXDDSN'

Eg. 18TUCS109 (U.G - CSE), 17TPED011 (P.G- Engg. Design), 18TPMB045 (MBA)

Where,

YY – Last two digits of the admitted year for regular and lateral entry students. For re-join/transfer students, last two digits of the admitted batch.

T- Common code refers Sri Krishna College of **T**echnology.

X- U – Undergraduate (B.E./B.Tech.), P- Postgraduate (M.E./MBA).

DD- Programme code

CV – Civil Engineering

CS – Computer Science and Engineering

EC – Electronics and Communication Engineering

EE – Electrical and Electronics Engineering

IC – Instrumentation and Control Engineering

IT – Information Technology

ME – Mechanical Engineering

AE – Applied Electronics

ED – Engineering Design

SE – Structural Engineering

PS – Power Systems Engineering

MB – Master of Business Administration

S – Section Code.

0/6 – 'A' section regular/Lateral Entry

1/7 – 'B' Section regular/Lateral Entry

2/8 - 'C' Section regular/Lateral Entry

9 - 'A/B/C' sections re-join or transfer

NN – Serial Number starts from '00' assigned to students in the alphabetic order.

The list of admitted students will be sent to the Director of Technical Education, Govt. of Tamilnadu for approval through College Office.

If there is any change of name after getting approval from the Director of Technical Education, the same shall be communicated to the parent university with the relevant documents.

Course registration:

The list of courses chosen by students including core, elective and optional courses will be submitted by respective academic departments within five working days after the commencement of every semester. The same shall be registered in the CoE software. A report of course registration will be given to each department.

Examination registration for End semester:

All the courses registered in a particular semester will be registered automatically for examinations. Students who have back logs will have to register for the courses as per their regulations. The application forms will be available in the college website and notification for the same will be given to the students through the department. The students have to submit the application to CoE Office through their respective departments within the time frame mentioned.

Preparation and announcement of examination schedule:

a) Continuous Internal Assessment Exam(CIA):

The Office of the CoE will conduct CIA exams for all the theory and theory with practical courses registered in the particular semester. As per the academic regulations, every semester will have three continuous internal assessments (CIA 1, CIA 2& CIA 3). The schedule for the same will be prepared as per the academic calendar and notified to the students before 10 days of commencement of each exam through Mail and website. The schedule shall be approved by the principal before publication.

b) End semester examinations (ESE):

A schedule for all the regular/arrear courses registered will be prepared and published in website 20 days before the start of the exams. The schedule shall be approved by the principal before publication. The end semester examination will begin as per the academic calendar. Exams will be scheduled in both forenoon and afternoon sessions. The timing for forenoon session is 09.30am to 12.30pm and 01.30pm to 04.30pm for afternoon session.

Preparation and printing of Question Papers

Continuous Internal Assessment Exam (CIA):

A list of subject experts including the faculty who handling the subjects will be collected from each department at the beginning of every semester. Based on the list, the Controller of Examinations will select the subject experts for question paper preparation. The experts selected will be notified through their HoDs. The experts will directly come to the Office of the CoE and prepare the questions during their allotted slot. Each question will be mapped to Revised Blooms Taxonomy level and course outcomes of the respective course and the mapping will be consolidated in a separate sheet. The prepared question papers will be verified for correctness of mapping and other errors. Two set of question papers will be prepared for each course and any one will be selected by CoE/Principal. All the question papers will be prepared before one week of the commencement of CIA. The selected question papers will be printed one day in advance of each exam. The format for CIA question paper is available in **Annexure I.**

End semester examinations (ESE):

A list of subject experts including external faculty members from reputed institutions will be prepared and approved by CoE at the beginning of each semester. A faculty engaged in teaching not less than 5 years in relevant subject shall be nominated as Question paper setter.

Based on the approved list, question papers will be requested through mail with the required format and syllabus. More than one question paper setter may be appointed for same course. Question papers received will be scrutinized by subject experts from the approved list for ensuring the quality, proper mapping and outcome distribution. After scrutiny, the question papers will be printed two days in

advance before the commencement of particular exam and stored confidentially. The format for ESE question paper is available in **Annexure II.**

Pre – Examination Works:

Continuous Internal Assessment:

The halls will be allotted for a batch of 45 students each and the seating arrangements will be made in such a way that no adjacent student will be writing the same course. The seating arrangements will be notified to the students through mail one day prior to the commencement of exam. Hall invigilators will be appointed by the CoE for each hall and the same is notified through their respective HoDs.

End Semester Examinations:

The halls will be allotted for a batch of 30 students each and the seating arrangements will be made in such a way that no adjacent student will be writing same course. Hall invigilators will be appointed by the CoE for each hall and the same is notified through their respective HoDs. Reserve Hall superintendents shall be appointed for every 10 invigilators and for a minimum of 4 Halls. Squad staff will be appointed by the CoE for each blocks. A password protected Hall ticket containing the list of courses registered including re appearing courses, if any, along with Hall number and seat number will be issued to the students via college website. Passwords of the hall ticket will be issued through their respective HoDs two days before the commencement of exam for taking print out of the same.

Conduct of Examinations :

Exams will be conducted during forenoon and afternoon sessions. Timings of each session are 9.30 am to 12.30 pm and 1.30 pm to 4.30 pm respectively. After publishing timetable in college website, the same will be communicated to Anna University. Anna University will appoint Anna University Representative (AUR) to oversee the exams. Question papers will be printed in two days before each exam and will be packed in sealed cover. Hall invigilators will collect barcode attendance sheets and answer booklets before 30 minutes of the commencement of exams. The barcode is generated from software which contains dummy number in random sequence. Question Papers sealed by CoE will be distributed to all halls 5 minutes before the start of exams. Hall invigilators will paste the barcode in answer booklets for the students who present inside the hall. No student will be allowed inside the

exam hall after 30 minutes of the commencement of exam. Absentees will be entered after 1 hour of the start of exam. Answer booklets will be collected after each exam and will be sealed in cover.

Evaluation of answer scripts :

Answer booklets are shuffled well in the subject order and again packed with a maximum of 30 booklets in a packet. Answer keys for regular exams will be prepared by internal subject expert. Subject experts from the approved list will be appointed for valuation. After evaluation, marks are entered by scanning the answer booklet with barcode scanner. Mark entry can be verified by using mark verification link in the CoE software with the help of barcode scanner.

Declaration of results:

Result passing board meeting will be conducted after all the evaluation processes are over. Result passing board members (Principal, CoE, All heads & Anna university nominee) will approve the results presented and recommend for moderations, if any. Results will be published within one week of Result passing board meeting in college website.

Transparency and revaluation:

Transparency can be applied by the students who need to review their answer booklets. Transparency applications will be active in the college website from the date of publishing the result up to 3 working days. Students can view their answer booklets in the presence of subject expert allotted from department. In case of any discrepancy or errors, they can go for revaluation. The application form for the same will be available in the college website and it will be available for 3 working days. The applications will be collected and revaluation is done by subject experts. Revaluation results will be published within 15 days from the date of registration.

Printing and distribution of mark statements:

Mark statements will be downloaded from college software and will be verified thoroughly. After verifying subject titles, credit grades, GPA & CGPA, a pilot copy is printed on A4 sheet for verification by corresponding department. Once after

verification, it will be printed on non tearable mark sheet. An acknowledgement sheet will be prepared which contains Folio number, Serial number, Register number, Student name and signature for issuing the mark sheets. The printed mark sheet and the acknowledgement forms will be issued to corresponding tutors for distribution of mark sheet distribution to the students.

Processing for provisional and degree certificate with Parent University:

Final year students data for degree certificate is entered in Anna university portal as per the DOTE (Directorate of Technical Education) order during final semester. A report from the Anna university portal is generated and verified after data entry. The details of students who completed the degree are prepared once the revaluation results of UG & PG has been published. This triplet copies and a CD along with supporting documents duly attested by Controller of Examination and Principal is sent it to the Anna University. Once the provisional certificates are received and verified, an acknowledgement form is sent back to the Anna University confirming the number of provisional certificate received. Then these provisional certificates are given to college office for distribution. The Anna University will print the degree certificate using the data entered in Anna University portal and data received for provisional certificate. Once the degree certificates are received and verified, an acknowledgement form is sent back to the Anna University confirming the number of degree certificates received. Then these degree certificates are given to college office for distribution to students during convocation.
