

# **DRONACHARYA**

## Group of Institutions

*B-27, Knowledge Park – III, Greater Noida, Uttar Pradesh – 201308*

*Approved by: All India Council for Technical Education (AICTE), New Delhi*

*Affiliated to: Dr. A. P. J. Abdul Kalam Technical University (AKTU), Lucknow*

### **POLICY FOR EXAMINATION**

#### **1. Objective**

The Examination Cell, established under the auspices of Dronacharya Group of Institutions, serves as the cornerstone of our academic evaluation and assessment process. Our Primary mission is to uphold the integrity, fairness, and transparency of the examination procedures, ensuring that each student's performance is evaluated with the highest standard of accuracy and objectivity.

The examination Cell is committed to fostering an environment where academic integrity thrives enabling students to demonstrate their knowledge and skill under conditions that are fair and conducive to success.

#### **2. Policy Statement**

Evaluation of the skill gained by the students is the focal point in attaining a degree. Continuous assessment and evaluation help improve the works quality and ensure that the students meet the prerequisites expected of a graduate. The students are informed of the internal and external assessment system at the beginning of every academic semester through an orientation program and course handout. Though the external assessment comes at the end of every semester, the institute adopts various methods to assess the students through continuous internal evaluation. The evaluation process is both conventional and modern. The traditional methods includes conducting Two pre-declared written tests, and the innovative method varies from classroom test, student seminars, presentations, quizzes, etc. Internal tests are written in sessional answer sheets, and the record is maintained. Internal assessment for all courses and subjects is done strictly as per university guidelines.

#### **1. Theory Sessional**

For the subjects that have an allotment of 30 as the internal marks, the process followed is as follows:-

1. To award sessional marks, two internal examinations (Class Test-1 of 70 marks (conversion formula  $\text{Marks} \times 0.7$ ) and 03 Hours, Pre-University Test of 70 marks (conversion formula  $\text{Marks} \times 0.7$ ) and 3 hours duration will be conducted (**One Special Examination conducted after PUT if students not appeared in both examination (CT/PUT) with valid reason & with valid Proof (Weightage 50%)**).
2. Weightage of 50% of CT-I and 50% of PUTs will be given to award sessional marks.
3. The Teacher assessment is given 05 marks. (Certification, conference Paper Presentation etc.)
4. The Attendance is given 05 marks (Attendance above 80% award 05 marks).

## 2. Preparing Detained List:-

Detained list is to be prepared a 03 days before the commencement of each examination CT-1 & PUT.

The following points need to be taken care while preparing the detained list:-

- Minimum attendance mandatory for appearing in CT-1 : 70%
- Minimum attendance mandatory for appearing in PUT: 75%
- A relaxation of 10% for CT-1 and 15% for PUT may be given based on the medical grounds with proper proofs. This should have the approval of Director of the Institute.
- The Detained list should be followed by sending letters to the parents of the detained students.

## 3. Setting up Question Paper:-

The Internal Examination question papers, where the memory, Evaluation and application are the important constituents. Internal Examination's question papers are to be set up by the respective subject teachers, considering the prescribes University pattern and last 05 years University question papers. Significance of the topics with respect to the learning / course outcome should be taken into consideration.

- The mapping of every question with course outcome and knowledge level is to be prepared inevitably to check for the equal coverage of all CO's.
- Recommended moderation are then discussed with the respective faculty members before the paper is finalized.
- The Question paper should be then sent to Head of Dept. on the prescribed format shared by Exam Cell.
- The respective faculty member is also supposed to prepare the solution just to ensure that there is no error in the question paper.
- In case a subject is thought by more than one faculty members the each faculty will prepared the question paper with solution. It is the COE who would select which paper has to be used for examination.
- A common paper will be used in case a subject in running in various department.

## 4. UFM cases:-

- After the completion of each internal examination. Exam Cell is required to send the list of students who are involved in UFM cases with their answer booklet to the HOD,s office of the respective department. It should be informed to parents same day.
- This committee will take decision on each case by meeting individual student and take necessary actions. After taking decision committee.
- UFM committee will deal with the UFM cases & the parents need to be informed & take appropriate action against the concerned students.

### UFM Committee:-

Director	Chairperson
Controller of Examination	Member Secretary
HOD concern Dept.	Member
One Senior Faculty Concern Dept.	Member

Dean Student Welfare	Member
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## 5. Evaluation of Answer Scripts:-

- After examination, step marking is to be decided and solution of the question paper is to be shared with the students.
- Evaluated answer scripts/marks submitted to examination cell within 03 days completion of the subject examination.
- Class test/ PUT result published in institute website after 05 days completion of the examination.
- Evaluated answer sheets must be shown to the students after published CT/PUT result.

## 6. Remuneration

S. No	Particular	Remuneration
1	Evaluation of Answer Sheet CT/PUT (1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Year B.Tech. & 1 <sup>st</sup> Year MBA)	Rs. 25/ Answer Sheet

## 2. Practical Sessional

### 1. Experimental Labs:

- On the basis of AKTU syllabus, atleast 10 experiments are selected to perform by all students in each lab. A list of these experiments i.e. Lab Activity Chart and lab Manual should be prepared by respective faculty lab in-charge for each experimental lab in all the department.
- To avoid application of content in software /graphics based lab, experiment can be performed with multiple lab assignment (given as lab exercises)
- It is mandatory for the students to perform all ten experiment along with lab assignment (wherever applicable)
- The calculation of Practical sessional marks (experimental labs) will be carried out as per the following criteria:

Teacher Assessment/Test Based on the evaluation of 10 experiments (2.5 Marks per Practical) Total 25 Marks.	50% Weightage
Certifications	30% Weightage
Viva (10 Marks)	20% Weightage

**2. Non Experimental Lab:**

- (a) As a compulsory part of curriculum, students will carry out Seminar/Industrial Training /Mini/Minor Project/Summer Training/Research Project and Project etc. in their course of study (as prescribed in their respective syllabi).
- (b) In these labs, respective faculty lab In-charge/ Coordinators should prepare a detailed action plan to conduct various activities for evaluation of student's performance throughout semester.
- (c) Internal assessment in such non non-experimental lab criteria:

Write up /Report	50% Weightage
Presentation	50% Weightage

**HODs must ensure that the above instructions have been read & understood by all the faculty members of the department for proper implementation**

**Department must take the signatures of all the faculty members (to ensure that this document has been read by all ) and keep it as a record in their department.**

## Examination Process

### 1. Formation of Terms , Roles and responsibilities:-

A meeting of examination committee members is to be called by COE examination cell, the following teams are formed, and responsibilities.

S. No	Team	Duties and responsibilities
1	Seating Plan	Preparation of shift wise Consolidated and room wise seating plan Displaying seating plan at proper places for students
2	Question Paper	Preparation of room wise /date wise/shift wise subject codes and number of question paper required Receiving the two sets of question papers from all department. Segregating question paper and department wise envelop, distributing those before the reporting time of invigilators. Making a file of question papers day wise/shift wise. Preparing the day wise/shift wise requirement of Log books, data books etc.
3	Invigilation Duty	Preparing the schedule of Class tests and PUT in consultation with Director/HOD,s Preparing of day wise/ shift wise / room wise invigilation duty chart based on the seating plan and circulating the same to faculty members and office of Director/HOD,s Deputing Flying squad teams for overall observation.
4	Miscellaneous activities	Maintaining absentee and detainee record branch wise/semester wise /day wise/shift wise as per internal examination date. Collection of report from control rooms and preparation of day wise/shift wise consolidated report. Checking the board and furniture cleaning and proper working of lights, fans and air conditioners of the all rooms used as examination hall.
5	Control Room Team	Setting up of a control room to deal with examination hall. Preparing Room wise answer scripts in required numbers and examination envelopes containing formats for invigilator report/attendance summary/answer sheet summary report/students attendance format/instruction to students/instructions to invigilators / UFM records of candidates. Issuing room wise all Exam material to invigilators before each shift. Receiving branch wise/Semester wise Detainee list from COE and entering data in students attendance format Receiving Question paper envelops from question paper team Receiving answer scripts and other formats at the end of each shift of examination.

## **Code of Conduct during Internal Examination**

### **Instruction to the Students**

1. Check the examination schedule displayed on the Institute Website.
2. Reach the examination centre 30 minutes before the commencement of examination.
3. Bring your college ID card.
4. Must sit as per seating plan displayed on the notice board of the examination centre.
5. Check the number of pages or any other kind of damage in your Answer sheet, found than change the answer sheet immediately before the commencement of examination.
6. Check the question paper for any kind discrepancy e.g. Subject code, Subject name and question of the question paper during first Thirty Minutes of the commencement of the exam, so that mistake can resolve in time.
7. Do not bring the material like slip of papers/mobiles/digital diaries/ study material/ revision notes in the examination hall. The Mobiles/Digital Diaries/Electronic Watch and any other Electronic Gadget except Memoryless Scientific Calculator for specific Subject shall be Considered as UFM Case.
8. There will Not be any excuse if you bring any such material in the examination hall given point no (07).
9. Must write the roll no. as well as others details properly on your Answer Sheet.
10. Must write the subject code and subject name on the Answer Sheet.
11. Do not write anything (except your Roll no. at specified space) on Question paper Which can considered as UFM case.
12. Draw all the required drawing /figure and graph by Pen in Answer Sheet.
13. After taking your seat, check thoroughly for any piece of paper or any other material around you and if found, report immediately to the invigilator Before the Exam begins.

### **Instruction to Room Invigilator:-**

1. The Room Invigilator shall report to the exam cell at least 30 minutes before the commencement of the examination.
2. Invigilator must carry their ID Card.
3. Invigilator should carry Red & black pens.
4. Invigilator have to collect Room file and must count the number of question papers and the answer sheet before leaving Exam cell as the allotted candidates in the examination hall.
5. Invigilator are strictly instructed not to carry Mobile Phone during examination.
6. Invigilator must ensure Students are seated according to seating plan.
7. Ask them for any kind of damage in the answer script.
8. Ask the students to check their belongings unauthorized material , or any electronic gadget (Except the memory less scientific calculator allowed in that paper).
9. Put his/her signature at the place marked as invigilator's Signature only after ensuring that all entries entered by the students are correct.

10. Check the Answer Sheet after submitting it by the students for any kind of overwriting/ cutting regarding the Roll no Subject Code etc.
11. In case of UFM immediately inform to the exam cell.
12. If any student allowed to go out from the room for wash room/drinking water. He/ she must be watched by invigilator.
13. Do not allow the students to leave examination hall before the scheduled time.
14. If any candidate absent , the ward ABSENT shall be written in capital letter in the appropriate column of the Attendance sheet .
15. If an invigilator has an emergency that requires him to leave the room for a short period of time during an examination , he will inform the exam cell designate a reliever , and then invigilator may leave the room.
16. After the exam is over , ensure that the number of answer copies allotted is complete and after that allow the student to leave the room.
17. In case of leave, a proper substitute is to be arranged by the invigilators & undersigned has to be informed at least a day before through proper channel.
18. List of permissible Calculator:

<u>CASIO</u>	<u>ORPAT</u>	<u>HP</u>	<u>TEXAS</u>
a) Fx-991MS b) Fx100MS c) Fx82MS d) Fx-82ES plus e) Fx-991ES plus f) Fx-991EXClasswiz	a) Fx-100D	a) HP338.9G b) HP39G c) HP48G d) HP49G	a) TI73 b) TI83 c) TI84 d) TI86 e) TI89 f) Voyage200

### **Instruction to Internal Flying Squad (IFS)**

1. The Flying Squad team must take at least one round during entire period of examination preferably during first hour and the last hour of the exam.
2. They have to take round in the examination halls during conduct of Examination to observe the activities of the students.
3. If poor invigilator is noticed in any examination hall, the matter is to be immediately reported to the COE and ensure that proper remedial action is taken forthwith. This may also be recorded in their daily report.
4. They have to check and ensure No cell-phone or other electronic gadget or unwanted material be taken by the students and faculty during the period of examination halls.
5. They have the responsibilities of inspecting and ensuring that bring their ID card .
6. The Flying squad members have to check that the students are seated as per seating plan. It is to be also checked that the students of same branch do not sit on the right or left side or immediate front or back side of any candidate.